COLERAIN
EST. 1794

Regular Meeting of the Board of Trustees

March 13, 2018

1. **Opening of Meeting**
2. **Executive Session** 6:00 PM
3. **Pledge of Allegiance** 7:00 PM
4. **Meditation (Moment of Silence)**
5. **Fiscal Office** – Approval of Minutes from February 13th, February 27th, and March 6th
6. **Presentations**
   a. The Public Library of Cincinnati and Hamilton County
   b. Colerain Chamber of Commerce
   c. Pray Hope Believe Foundation
   d. Introduction and Swearing in of Promoted Fire Personnel
7. **Citizens Address**
8. **Administrative Reports**
9. **Trustees' Report**
10. **New Business**

Public Safety

a. Motion to Promote Lieutenant (Police)
b. Motion to Promote Sergeant (Police)
c. Motion to Approve Capital Purchase of Drug Incinerator (Police)

Planning and Zoning

a. Motion to Authorize the Hiring of a Seasonal, Part-Time Code Enforcement Inspector
b. Resolution Removing Assessment from Multiple Properties
c. Resolution Declaring Nuisance and Ordering Abatement

Public Services

a. Motion to Authorize the Hiring of Seasonal Employees
b. Motion to Approve Capital Purchase of Park Surveillance Cameras

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Administration

a. Motion to Approve Employment Agreement with Mark Denney
b. Motion to Approve the Use of GovDeals.com for the Sale of Surplus Property
c. Motion to Approve the Terms and Conditions for Sale of Surplus Township Property on GovDeals.com
d. Motion to Establish a Summer Youth Program and to Authorize the Hiring and Expenditures Related Thereto
e. Resolution Adopting the Permanent Appropriations for the Year 2018

11. **Fiscal Office Report**
12. **Citizens Address: Questions Concerning Today's Agenda**
13. **Executive Session** - if needed
14. **Adjournment**

Resolution

COLERAIN

NEW BUSINESS

Department: Colerain Police Department

Department Head: Mark Denney, Chief of Police

Police

a. Promotion
Promotion to the Position of Lieutenant.

Rationale:
A competitive selection process was administered by Dr. James Daum and Associates, a local police psychologist who uses trained law enforcement leaders to conduct an assessment center. A comprehensive review of work product, disciplinary record and educational background was conducted. This promotion fills a vacancy that has remained open for over a year. This is not a new position. The Lieutenant would serve a one-year probationary period and his salary will be $85,000 per year.

b. Promotion
Promotion to the Position of Sergeant

Rationale
A written examination was administered by the Police Department and a competitive selection process was administered by Dr. James Daum and Associates, a local police psychologist who uses trained law enforcement leaders to conduct an assessment center. A comprehensive review of work product, disciplinary record and educational background was conducted. This promotion fills a vacancy created by the promotion of Sergeant to Lieutenant. This is not a new position. This sergeant would serve a one-year probationary period and his salary will be $73,717.93 per year.

c. Approval to Purchase
Request the Board's approval to purchase (1) Drug Terminator incinerator at a cost of $4,250. This item meets EPA requirements for use as a drug incinerator.

Rationale:
The Colerain Police Department seizes thousands of pharmaceuticals (pills), multiple pounds of marijuana and many other drugs each year. At the conclusion of the accompanying case, we receive a judge's order to destroy the property. Disposing of illicit drugs is a task that requires compete destruction of the evidence and it cannot be thrown in the garbage or flushed down a drain. We currently have over 1,600 pieces of evidence in our property room. Previously, we utilized an incinerator at a local steel company; however, that resource is no longer available. The need for property destruction occurs on an ongoing basis and we need to continually purge unneeded property to make room for new submissions. Competitive bids were sought and received.

The drug incinerator was included in the 2018 capital plan and was budgeted in the temporary appropriations budget approved December 12, 2017.

NEW BUSINESS

Department: Planning & Zoning

Department Head: Jenna M. LeCount, AICP

Planning & Zoning

a. Approval of Resolution to remove assessment from multiple properties
Recommend approval of Resolution to remove assessments from County tax bill.

Rationale:
This resolution is being recommended to remove seven assessments which were mistakenly placed on six properties throughout the 2017 tall grass and weeds abatement and assessment season. These assessments were not properly transferred to the Hamilton County Auditor. The improper reporting of these assessments included typos made in recording parcel numbers from the resolutions to the billing sheets sent to the Hamilton County Auditor's Office and in the recording parcel numbers and/or addresses to resolutions for the declaration of nuisance properties.

This resolution also requests the reimbursement of taxes paid by those property owners errantly charged for abatements which were not made on their properties.

In an effort to avoid such errors in future assessments, several checks and balances have been added into the process to eliminate errant reporting and typo errors. Additionally, the Abatement Standard Operating Procedure document has been updated and a Standard Operating Procedure document has been created. Staff will also meet with the Hamilton County Auditors Office to ensure proper reporting for both the Township and the Auditor's Office.

b. Approval of Resolution Declaring Nuisance and Ordering Abatement
Recommend approval of Resolution to remove uncontrolled vegetation and/or refuse at the property located at 2595 Ontario.

Rationale:
This resolution is recommended to allow the Township to access and abate the property which has a trash violation from an apparent eviction which occurred three weeks ago and is in violation of the Ohio Revised Code nuisance law.

c. Requested motion to approve the hiring of a Seasonal, Part-time Code Enforcement Inspector
Recommended motion to approve the hiring of Tom Bosarge as a Seasonal, Part-time Code Enforcement Inspector at a rate of $15.00 per hour for 20 hours a week. This position would be staffed from April 23, 2018 to September 7, 2018.

Rationale:

This motion is recommended to supplement the responsibilities of the current Code Enforcement Official during the warmer months where tall grass and weeds complaints significantly increase and generally demand more inspections than can be handled with one full-time inspector.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____p.m., on the _____day of March, 2018, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Greg Insco, Raj Rajagopal, Dan Unger

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO.: _____-18

RESOLUTION REMOVING ALL TOWNSHIP LIENS, ASSESSMENTS, PENALTIES AND INTEREST AGAINST THE FOLLOWING ADDRESSES AND HAMILTON COUNTY PARCELS

WHEREAS, following the Board of Township Trustees' adoptions of Resolution No. 18-17 on April 25, 2017, and Resolution No.45-17 on October 10, 2017, errors were made recording parcel numbers from the resolutions to the billing sheets sent to the Hamilton County Auditor's Office resulting in improper assessments being attached to the properties at 7213 6 Creekview Drive, Colerain Township, Cincinnati, Ohio 45247 (Auditor's Parcel Number 510-0360-0264-00) and 7206 Harrison Avenue, Colerain Township, Cincinnati, Ohio 45247 (Auditor's Parcel Number 510-0360-0014-00); and

WHEREAS, on July 31, 2017 in Resolution No. 35-17, the Board of Township Trustees of Colerain Township errantly and incorrectly declared the properties at 3036 Hyannis Drive, Colerain Township, Cincinnati, Ohio 45251 (Auditor's Parcel Number 510-0052-0214-00) and 12166 Glencrest Court, Colerain Township, Cincinnati, Ohio 45251 (Auditor's Parcel Number 510-0013-0136-00) a nuisance and ordered the removal of weeds, vegetation, and other debris and further provided for an assessment for the cost of removal to be placed on the real estate tax duplicate of the aforementioned properties if the weeds, vegetation, and other debris were not removed in seven days. The incorrect Auditor's Parcel Numbers for the properties in actual violation were used in Resolution No. 35-17; and

WHEREAS, on September 12, 2017 in Resolution No. 41-17, the Board of Township Trustees of Colerain Township errantly and incorrectly declared the properties at 7682 Livingston Road, Colerain Township, Cincinnati, Ohio 45247 (Auditor's Parcel Number 510-0212-0281-00) and 3459 8B Statewood Drive, Colerain Township, Cincinnati, Ohio 45251 (Auditor's Parcel Number 510-0102-0972-00) a nuisance and ordered the removal of weeds, vegetation, and other debris and further provided for an assessment for the cost of removal to be placed on the real estate tax duplicate of the aforementioned properties if the weeds, vegetation, and other debris were not removed in seven days. The incorrect Auditor's Parcel Numbers for the properties in actual violation were used in Resolution No. 41-17; and

WHEREAS, the Township placed assessments on the tax duplicates of all the aforementioned properties each separately in the amount of $556.00 with the exception of property

at 7213 6 Creekview Drive, Colerain Township, Cincinnati, Ohio 45247 (Auditor's Parcel Number 510-0360-0264-00) which was improperly assessments ***twice*** in the amount of $556.00 (totaling $1,112.00) and all such amounts were to be collected with the real property taxes on each of the aforementioned properties; and

WHEREAS in addition to the current liens/assessments each totaling $556.00, there were also penalties, fees, and interest which have been assessed by the Hamilton County Auditor's office against each of the aforementioned properties with respect to each of the aforementioned liens/assessments which brought the total amount of each assessment against each of the aforementioned properties to $572.68 a piece; and

WHEREAS, this Board desires to remove the assessments, penalties, and interest totaling $572.68 from ***each*** of the tax duplicates of the aforementioned properties; and have any monies paid towards the aforementioned assessments, penalties, and interest refunded to any owner of the aforementioned properties who has made such payments.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That Board of Colerain Township agrees to release any current liens, assessments, penalties, administrative fees, and/or interest for the 2017 tax year including, but not limited to, the above-referenced liens and assessments that are currently attached to the real properties located:

3036 Hyannis Dr., Cincinnati, OH 45251	#510-0052-0214-00
12166 Glencrest Ct., Cincinnati, OH 45251	#510-0013-0136-00
7682 Livingston Rd., Cincinnati, OH 45251	#510-0212-0281-00
3459 8B Statewood Dr., Cincinnati, OH 45251	#510-0102-0972-00
7213 6 Creekview Dr., Cincinnati, OH 45251	#510-0360-0264-00
7206 Harrison Ave., Cincinnati, OH 45251	#510-0360-0014-00

2. The Board of Colerain Township agrees to release such assessments and authorizes and directs the Hamilton County Auditor and Hamilton County Treasurer to remove such assessments from the real estate tax duplicates for the above-referenced properties and to release any and all penalties, fees, and interest which have accrued and have brought the amount of each assessment on each of the above-referenced properties for the 2017 tax year.

3. Given the owners of each of the above-referenced properties separately paid $572.68 with respect to the liens, assessments, penalties, administrative fees, and/or interest placed on their 2017 taxes, the Board of Colerain Township directs the Hamilton County Auditor and Hamilton County Treasurer to refund each of the following properties the amount of $572.68:

3036 Hyannis Dr., Cincinnati, OH 45251	#510-0052-0214-00
12166 Glencrest Ct., Cincinnati, OH 45251	#510-0013-0136-00
7682 Livingston Rd., Cincinnati, OH 45251	#510-0212-0281-00
3459 8B Statewood Dr., Cincinnati, OH 45251	#510-0102-0972-00
7213 6 Creekview Dr., Cincinnati, OH 45251	#510-0360-0264-00
7206 Harrison Ave., Cincinnati, OH 45251	#510-0360-0014-00

4. The Board of Colerain Township agrees to release any current liens, assessments, penalties, administrative fees, and/or interest for the 2018 tax year from the real estate tax duplicates for the property of 7213 6 Creekview Drive, Cincinnati, Ohio, 45251,#510-0360-0264-00 and authorizes and directs the Hamilton County Auditor and Hamilton County Treasurer to remove such assessments and to release any and all penalties, fees, and interest which may have accrued on the assessment on the property of 7213 6 Creekview Drive, Cincinnati, Ohio, 45251,#510-0360-0264-00 for the 2018 tax year.

5. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

6. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

7. That this Resolution shall be effective at the earliest date allowed by law.

Mr. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Insco _____, Mr. Rajagopal _____, Mr. Unger _____

ADOPTED this _____day of March, 2018.

BOARD OF TRUSTEES:

_____
Greg Insco, Trustee

_____
Raj Rajagopal, Trustee

_____
Dan Unger, Trustee

ATTEST:

_____
Heather E. Harlow,
Fiscal Officer

Resolution prepared by and approved as to form:

_____
Lawrence E. Barbiere (0027106)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040
(513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this _____ day of March 2018.

_____
Heather E. Harlow,
Colerain Township Fiscal Officer

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the 13th day of March, 2018 at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Greg Insco, Raj Rajagopal, Dan Unger

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

WHEREAS Uncontrolled vegetation and/or refuse and debris were reported and determined to exist at the properties listed below:

Address	Book-Page-Parcel No.
2595 ONTARIO	510-0051-0180-00

WHEREAS Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control or removal of any vegetation, garbage, refuse, or debris, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

WHEREAS Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

WHEREAS In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills; therefore

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Colerain Township, Hamilton County, Ohio, as follows:

1. That this Board specifically finds and hereby determines that the uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87;

2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of

record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;

3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and

4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

5. That this Resolution shall be effective at the earliest date allowed by law.

Mr. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Insco _____, Mr. Rajagopal _____, Mr. Unger _____

ADOPTED this 13th day of March, 2018.

BOARD OF TRUSTEES:

_____
Greg Insco, Trustee

_____
Raj Rajagopal, Trustee

_____
Dan Unger, Trustee

ATTEST:

_____
Heather E. Harlow,
Colerain Township Fiscal Officer
Resolution prepared by and approved as to form:

_____
Lawrence E. Barbiere,
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 13th day of March, 2018.

_____

Heather E. Harlow
Colerain Township Fiscal Officer

NEW BUSINESS

Department: Public Services

Department Head: Kevin Schwartzhoff, Director of Public Services

Public Services

a. Authorization to Hire Seasonal Employees

Authorize the hiring of the following seasonal employees at a rate of $11.00 per hour on the specific start listed for each new employee.

Recommended Hire	Start Date:
1. Harry Bowman	March 15, 2018
2. Ben Engle	March 19, 2018
3. Geoff Payne Jr	March 19, 2018
4. Jacob Carter	April 30, 2018
5. Anthony Bevis	April 30, 2018
6. Cody Brown	April 30, 2018
7. Jake Taylor	May 28, 2018

Rationale:

We utilize seasonal employees to support turf management, landscape management, facility cleaning, athletic field preparation, weekend park usage and special events.

b. Approval for Purchase of Surveillance Cameras

Request authorization to purchase surveillance cameras for Heritage, Clippard and Groesbeck Parks at a cost of $15,975.00 per attached quote.

Rationale:

We are purchasing from Silco to stay consistent with our camera installations at other Townships facilities. We have more vandalism at these parks than other parks in our system. Vandalism problems include abuse of park equipment, graffiti and driving in lawn areas. Deterring the vandalism would pay for the cameras over time and keep our parks in better condition for our patrons.

The surveillance cameras were included in the 2018 capital plan and the purchase was budgeted in the temporary appropriations budget approved December 12, 2017.

FIRE & SECURITY

2/21/2018

Scope of work Clippard Park
System Installation $6705.00 One year parts and labor warranty

Install one 16 channel NVR with PoE switch
Install one 19'LED Monitor
Install outdoor cameras (4) pump building, (4)main building and (1) on pole
Install one Ubiquiti wireless kit to connect cameras from the pump building

Scope of work Heritage Park
System Installation $5938.00 One year parts and labor warranty
Front Drive
1- 4 channel NVR with PoE switch
1-2mp Dark Fighter camera for license plates
1-3mp Dark Fighter camera for driveway
1-Nima enclosure with heater

Playground
1-4 channel NVR with PoE switch
3-3mp Dark Fighter camera
1-Nima enclosure with heater

Scope of work Grosbeck Park
System Installation $3332.00 One year parts and labor warranty

Install one 8 channel NVR with PoE switch
Install one 19'LED Monitor
Install outdoor cameras (4) one on each side of building

NEW BUSINESS

Department: Administration

Department Head: Geoff Milz

a. Motion to Approve Employment Agreement with Mark Denney

Rationale:
The Trustees desire to vote on an employment agreement with Police Chief Mark Denney. This agreement is for a term of three years with the potential for a one-year renewal. It provides terms for termination and severance. It sets his annual compensation at his existing rate and allows for the potential for wage increases over the term of the agreement if the Board of Trustees elect to do so. It identifies all additional benefits such as health, dental, vision and life insurance; PERS; and paid leave such as sick, vacation and personal leave. Finally, it has provisions for indemnification, amendments, severability and review.

b. Motion to Approve the Use of GovDeals.com for the Sale of Surplus Property

Rationale:
On the recommendation of the Township's Fleet Manager, Mike Adler, the Board is presented with a new option for the disposal of surplus property. Mr. Adler proposes to use GovDeals.com as the primary vehicle for the disposal of the Township's old vehicles and equipment. GovDeals would give the Township access to a larger set of potential bidders with the intended result of increasing the sale price of surplus assets. More information is included in the attached memorandum from Mr. Adler.

c. Motion to Approve the Terms and Conditions for the Sale of Surplus Property on GovDeals.com

Rationale:
GovDeals.com requires sellers using their services to establish Terms and Conditions of Sale. The proposed Terms and Conditions are included herein.

d. Motion to Establish a Summer Youth Program and to Authorize the Hiring and Expenditures Related Thereto

Rationale:
At the February 13, 2018 regular meeting of the Board of Trustees, the Board moved to direct staff to develop a proposal for a Summer Youth Program. Kevin Schwartzhoff prepared the proposal attached hereto.

The proposal consists of a six-week program for 5 to 12 year olds, running from Monday through Friday from 9:00AM to 11:30AM. The program would be offered at no cost to residents and would include games, sporting and craft

activities as well as occasional field trips. The program would accommodate up to 75 Colerain youth.

The program is anticipated to cost $25,125.92. It would require the hiring of seven seasonal employees including a Director, Assistant Director and five Counselors.

The full proposal, including job descriptions and full budget is included in the attached memorandum.

EMPLOYMENT AGREEMENT

THIS AGREEMENT dated _____ is entered into between the Board of Trustees of Colerain Township, Hamilton County, Ohio, hereinafter referred to as the "Board" or "Trustees" and Mark C. Denney, hereinafter sometimes referred to as "Employee".

WITNESSETH:

WHEREAS, the Board desires to employ the services of the Employee as Chief of Police of Colerain Township; and

WHEREAS, Employee desires to accept employment as Chief of Police of Colerain Township.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties

The Board hereby employs the Employee as Chief of Police of Colerain Township to perform all duties as specified by law and resolution and to perform such other duties as assigned by the Administrator.

Section 2. Term

The term of this agreement shall begin on March 13, 2018 and shall remain in effect until March 13, 2021 unless sooner terminated pursuant to Section 3 of this Agreement. The provisions of Section 3(A) of this Agreement do not apply in the event the Agreement expires by its terms. Should neither party object within 90 days of the expiration of this agreement, the agreement will automatically renew for a period of (1) year, expiring March 13, 2022. In the event the parties mutually desire to extend the employment relationship beyond March 13, 2022, they shall exercise best efforts to discuss terms during the period beginning 90 days prior to the termination date, and enter into a revised Agreement consistent with such discussions.

Section 3. Termination and Severance Pay

A. In the event Employee is terminated by the Board before the expiration of the term of this agreement, without just cause, and during such time that Employee is willing and able to perform his duties under this agreement, the Board agrees to continue to pay Employee's salary for a period of six (6) months after the date of termination and to continue health insurance coverage for a period of six (6) months (or in the event Employer is not able to maintain Employee's health insurance coverage pursuant to the terms of the plan, then Employer shall pay to Employee for a period of six (6) months the cost of health insurance premiums at a rate that will continue substantially similar health benefits for Employee as provided under the plan), plus the cash value of any accrued vacation and sick time. The parties agree that the within severance pay provision shall constitute Employee's sole and exclusive remedy for the breach of this agreement.

B. In the event Employee is terminated by the Board before the expiration of the term of this agreement with just cause, the Board shall have no obligation to pay the severance sum set forth in Section 3.A.

C. In the event that the Board refuses, at any time during the term of this agreement, following written notice, to comply with any provision benefiting Employee herein, or Employee resigns following a suggestion by the Board that he resign, then the Employee may, at his option, be deemed to be "terminated without just cause" at the date of such refusal to comply, or suggestion within the meaning and context of the severance pay provision herein contained.

D. The employee agrees not to resign for the life of this agreement, the only exception being for a medical separation. Should employee resign his employment for any reason during the life of this agreement, the Board has no obligation to pay the severance sum set forth in section 3A and employee relinquishes rights to any unused vacation or sick pay.

E. For the purposes of Section 3. hereof, "just cause" shall mean an intentional act of fraud, embezzlement, theft or any other material violation of law that occurs during or in the course of employment with Township, intentional damage to Township's assets, the willful and continued failure to substantially perform duties for the Township (other than as a result of incapacity due to physical or mental illness), willful improper conduct that is demonstrably and materially injurious to the Township, monetarily or otherwise, commission of a felony offense, conviction of a crime involving moral turpitude, insubordination, misfeasance, malfeasance or nonfeasance in office, to the extent that progressive discipline is not a sufficient remedy as determined by a majority of the Board of Trustees.

Section 4. Compensation

The Board agrees to pay Employee for his services rendered pursuant hereto at an annual, and current, rate of $101,764.00 payable on a bi-weekly basis at the same time as other employees of the Board are paid. The Employee shall then be subject to increases based upon his annual review and by approval of the Board of Trustees. While it is recognized that the Employee must devote considerable time outside the normal working hours to the business of the Board, no additional compensation will be granted to the Employee for such additional time.

Section 5. Benefits

The Employee shall be entitled to such other benefits as the Board provides to other employees of the Board including health insurance, dental insurance, vision insurance, life insurance, PERS, vacation, personal, and sick leave, as provided in the Colerain Township Employee Personnel Policies. Accumulated, unused vacation and sick leave will be subject to the policies adopted by the Board for all nonunion township employees.

Section 6. Automobile Stipend

The employee will have use of a Township-owned vehicle for Township business purposes only and will not receive any stipend or mileage reimbursement for any personal vehicle usage.

Section 7. Indemnification

The Board shall defend, hold harmless and indemnify Employee against any tort, professional liability claim, demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the reasonable performance of Employee's duties as Chief of Police.

Section 8. Amendments

This Agreement may be modified or amended at any time by mutual written consent of the parties hereto.

Section 9. Severability

If any part of this agreement is found to be unconstitutional or unenforceable by a Court of competent jurisdiction, or legislative or administrative tribunal, then such decisions or legislation shall apply only to the specific provision of this agreement. The parties hereto will meet and discuss the abrogated provision. The remainder of the agreement shall remain in full force and effect to the extent reasonable in light of the abrogated provisions.

Section 10. Review

The Board and Employee shall exercise best efforts to review Employee's performance hereunder not less frequently than annually during the term of this Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement on the _ day of _____ _____, 2018

Employee		BOARD OF TRUSTEES
_____	By:	_____
Mark C. Denney	By:	_____
	By:	_____

Prepared by and approved as to form:

_____

Larry Barbiere, Law Director

Memo

To: Geoff Milz, Interim Township Administrator
From: Mike Adler, Fleet Manager
Date: March 6, 2018
Re: Proposal – Govdeals

This is a proposal and recommendation for Colerain Township to use Govdeals auction website for the disposal of the township's old vehicles and equipment.

I am proposing to use Govdeals auction website as our primary option to dispose of our old vehicles and equipment. Govdeals is a national auction website that was developed for government entities to dispose of vehicles and equipment. The Township must auction vehicles and equipment that is on longer able to be used for Township business. Items must remain on Govdeals website for a minimum of two weeks and will be awarded to the highest bidder. All items will also be listed on Colerain Township's website. By using this website we have the ability to have a larger audience looking at and bidding for our vehicles and equipment which will allow us to sell potentially at a higher price. Several local communities use this site, City of Cincinnati is among one of them.

Govdeals auction website charges a 12.5% for each item sold. This percentage will be divided between Colerain Township and the buyer. Colerain Township will be charged 5% and the buyer will be charged 7.5%. The 5% that Colerain Township is responsible for paying will be deducted from the final price of each item sold.

Should you have any questions regarding this matter do not hesitate to contact me.

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Colerain Township
Fleet Maintenance Services

Online Sales – Terms and Conditions

All bidders and other participants of this service agree they have read and fully understand these terms and agree to be bound thereby.

Guaranty Waiver. All assets are offered for sale **"AS IS, WHERE IS."** Colerain Township **(Seller)** makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.

Description Warranty. Seller warrants to the Buyer the property offered for sale will conform to its description. Any claim that the property does not conform to the description must be made prior to removal of the property from the premises. If **Seller** confirms the property does not conform to the description, **Seller** will keep the property and refund any money paid. The liability of the **Seller** shall not exceed the actual purchase price of the property. Please note upon removal of the property, all sales are final.

Personal and Property Risk. Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the **Seller** and ***GovDeals*** from liability therefore.

Inspection. Most assets offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the asset description. See special instructions on each asset page for inspection details.

Consideration of Bid. Seller reserves the right to reject any and all bids and to withdraw from sale any of the assets listed.

Buyer's Certificate. Successful bidders will receive a Buyer's Certificate by email from **GovDeals**.

***Payment**. Payment in full is due prior to the removal of the property from the premises.

Acceptable forms of payment are:

- Certified Cashier's Check
- Money Order
- Company Check (with Bank Letter guaranteeing funds – **mandatory**)

COLERAIN

***Payment** *(continued)*
Checks shall be made payable to: **Colerain Township**
Payments shall be made at the location listed in the Buyer's Certificate.

Removal. All assets must be removed within **ten (10) business days** from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal of any and all property awarded to them from the place where property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will **Seller** assume responsibility for packing, loading or shipping. See special instructions on each asset page for removal details. A daily storage fee of $10.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.

Vehicle Titles. **Seller** will issue a title or certificate upon receipt of payment. Titles may be subject to restrictions as indicated in the asset description on the website.

Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, **Seller** may exercise such rights and may pursue such remedies as are provided by law. **Seller** reserves the right to reclaim and resell all items not removed by the specified removal date.

Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and conditions are displayed at the top of each page of each asset listed on ***GovDeals***. Special Instructions appearing on the asset page will override certain sections of the terms and conditions.

State/Local Sales and/or Use Tax. Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting **Seller** or the appropriate tax office, completing any forms and paying any taxes that may be imposed.

Sales to Employees. Employees of the **Seller** may bid on the property listed for auction, so long as they do NOT bid while on duty.

COLERAIN

COLERAIN TOWNSHIP ADMINISTRATION
MEMORANDUM

FROM: Kevin Schwartzhoff, Public Services Director

DATE: March 2, 2018

SUBJECT: **2018 Colerain Park Summer Youth Program**

The program is for residents age 5, who have completed Kindergarten, through age 12. It runs Monday-Friday at Colerain Park June 11 – July 27. There will not be camp the week of July 2 -6. Employee/child ratios are kept to comparable teacher/student ratios of the elementary schools of the Northwest Local School District. The maximum number of children that can be accepted is 75.

There will be one session per day. The session runs from 9-11:30 a.m. The camp will provide games, sporting activities and craft activities. Depending on activity for the day, the counselors arrive at least ½ hour prior to child arrival and they stay approximately 15 minutes after children leave, depending the on circumstances.

The daily program sessions are held at Colerain Park and are free. Four times during the summer the children are given the opportunity to participate in a field trip to a near-by attraction in Hamilton County or surrounding counties. The children who participate must purchase a $7 Colerain Park t-shirt for identification purposes. Additional fees are generally involved in the field trips to cover such things as admission costs. Regular program sessions are not held on field trip days.

We will hire counselors 18 years or older who have passed a background check and are certified in First Aid and CPR.

Director, Colerain Park Summer Youth Program

Number of Positions: 1

Salary: $15.00

Average Hours per Week: 20 – 25

JOB DESCRIPTION

Seasonal. Responsible for the hiring, managing and scheduling of the employees of the summer program. Responsible for all Colerain Park Summer Program activities, including, but not limited to, overseeing the organization of the daily activities, ordering supplies, taking safety precautions, parental contact, field trip planning and organization, organization and planning of events outside of the normal session hours (ex – Movies in the park) and scheduling staff members for such events. Works with children who have special needs such as physical disabilities, learning disabilities, Attention Deficit Disorder, English as a Second Language, and other special needs. Responsible for ensuring the safety of the children during the program with safety precautions such as the whistle system, signing children in and out and being able to react to severe weather situations. Makes recommendations for hiring of new counselors. Sets general rules & regulations for the program, maintains a consistent disciplinary plan, and works in the park on a daily basis alongside the counselors. Additional hours spent in non-program months throughout the year, especially in the spring, planning and organizing the upcoming season, which includes working with full-time staff in preparation. Reports weekly to full-time park staff.

Minimum Requirements for Position: Enrollment in an accredited teacher training program or recreation program. Bachelor's degree or higher preferred in Elementary Education, or specialized field within education or Recreation. Certification CPR and First Aid and pass a background check.

Assistant Director, Colerain Park Summer Youth Program

Number of Positions: 1

Current Salary Range: $12.50

Average Hours per Week: 20 – 25

JOB DESCRIPTION

Seasonal. Assists in the management of the employees of the summer program, assists director with all Colerain Park Summer Program activities, assists director in overseeing the organization of the daily activities, including, but not limited to, ordering supplies, taking safety precautions, parental contact, field trip planning and organization. Assistant Directors assist the director in the organization and planning of events outside of the normal session hours (ex – Movies in the park), assist director in maintaining a consistent disciplinary plan, work alongside the counselors during the daily sessions and assist director in any other related program work. Close communication is to be maintained with the director and in the absence of the director, Assistant Directors would temporarily take on the responsibilities of the director as needed. Assistant Directors meet with other Summer Activities Program employees as needed in the non-program months throughout the year, mostly in spring, for the upcoming season. Reports to the Summer Youth Program Director.

Minimum Requirements for Position: Enrollment in an accredited teacher training program or similar recreation program; Associates degree or higher preferred in elementary education, recreation. Certification in CPR and First Aid and pass a background check.

Counselor, Colerain Park Summer Youth Program

Number of Positions: 5

Salary: $9.50 - $10.50

Average Hours per Week: 16 – 20

JOB DESCRIPTION
Seasonal. Responsible for implementing, alongside the directors, all Colerain Park Summer Program activities; supervision of children, including, but not limited to, ensuring the safety of all children, parental contact, and field trip supervision; attendance and assistance in planning of events outside of the normal session hours (ex – Movies in the park); daily reports to director; enforce general rules & regulations for the program; maintaining a consistent disciplinary plan. Reports to the Summer Youth Program Director or Assistant Director.

Minimum Requirements for Position: at least 18 years of age, previous experience working with children preferred, enrollment in a child-related education or recreation college program. Certification in CPR and First Aid and pass a background check.

2018 Summer Camp Budget

June 11-July 27, 2018

Item	Rate of Pay	Hours	Cost
Administrative Costs	$ 27.00	40.00	$ 1,080.00
(1) Director	$ 15.00	220.00	$ 3,300.00
(1) Assistant Director $12.50/hr	$ 12.50	200.00	$ 2,500.00
(5) Counselors 9.50/hr (150/hrs)	$ 9.50	750.00	$ 7,125.00
PERS			$ 1,960.70
Medicare			$ 203.07
Workers' Comp			$ 249.15
Communications			$ 60.00
Supplies/Materials			$ 5,600.00
Background Checks/Drug Testing			$ 448.00
First Aide/CPR Training			$ 300.00
Office Supplies			$ 200.00
Liability Insurance			$ 1,600.00
Miscellaneous/Uniforms			$ 500.00
Total Budget			**$ 25,125.92**

*Does not include facility costs or potential unemployment costs.

Camp is six weeks in length, there is no camp the week of July 2.

NEW BUSINESS

Department: Colerain Township Finance Department

Fiscal Officer: Emily Randolph, Finance Director

Finance

a. Approval of 2018 Permanent Appropriations
Recommend the Board of Trustees approve the 2018 Permanent Appropriations in the amount of $40,197,599.82.

Rationale:
We are requesting the Board approve the appropriations presented. The appropriations include $7,200,000 for road improvements and capital expenditures for each of our departments.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the __ day of March, 2018, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Mr. Greg Insco, Mr. Raj Rajagopal, Mr. Daniel Unger

Mr. _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____-18

COLERAIN TOWNSHIP BOARD OF TRUSTEES

RESOLUTION AUTHORIZING THE ADOPTION OF THE PERMANENT APPROPRIATIONS FOR THE YEAR 2018

NOW THEREFORE BE IT RESOLVED, that Colerain Township Board of Trustees does hereby agree to:

Section 1: Authorize the Fiscal Officer to prepare and submit a schedule of Permanent Appropriations for the year ending December 31, 2018 to the Hamilton County Budget Commission, as follows:

1000	GENERAL	$ 6,131,050.43
2011	MVLT	$ 53,580.00
2021	GASOLINE	$ 174,706.00
2031	ROAD & BRIDGE	$ 939,377.03
2081	POLICE DISTRICT	$ 7,782,000.79
2111	FIRE DISTRICT	$ 12,655,196.54
2181	ZONING	$ 371,447.17
2231	PMVLT	$ 359,567.66
2261	PD DRUG ENFORCEMENT	$ 132,000.00
2271	PD DUI	$ 1,500.00
2281	EMS	$ 1,151,925.19
2401	LIGHTING ASSESSMENTS	$ 172,590.00
2901	TIF (KROGER)	$ 239,425.00
2903	TIF (COLERAIN TOWNE CENTER)	$ 76,980.75
2902	RECYCLING INCENTIVE	$ 53,809.69
2907	TIF (STONE CREEK)	$ 1,754,277.68
2908	CDBG (PASS THROUGH)	$ 75,000.00
2910	TIF (BEST BUY)	$ 98,411.92
2911	PARKS & SERVICES	$ 672,657.95
2912	COMMUNITY CENTER	$ 330,306.18
3102	BONDS RETIREMENT(PARKS)	$ 304,743.76

3103	BONDS RETIREMENT(PW BLDG)	$ 212,687.50
3104	BONDS - STREETSCAPE	$ 178,050.00
3301	BOND RETIREMENT(FIRE DIST)	$ 241,218.76
4401	NSP FUNDS (PASS THROUGH)	$ 45,000.00
4409	OPWC (PASS THROUGH)	$ 5,990,089.82
	TOTAL	$ 40,197,599.82

Mr. _____ seconded the Resolution, and the roll being called upon the question of its adoption, the vote resulted as follows:

Vote Record: Mr. Insco_____, Mr. Rajagopal _____, Mr. Unger _____,

Adopted this ___ day of March, 2018.

BOARD OF TRUSTEES:

_____
Greg Insco, Trustee

_____
Raj Rajagopal, Trustee

_____
Daniel Unger, Trustee

Attest:

_____
Heather E. Harlow,
Fiscal Officer

Approved as to form:

_____

Lawrence E. Barbiere (0027106)
5300 Socialville Foster Road, Ste. 200
Mason, OH 45040
(513) 583-4200
Colerain Township Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Fiscal Officer, this _____ day of March, 2018.

_____

Heather E. Harlow,
Colerain Township Fiscal Officer