

**Special Meeting of the Board of Trustees
April 25, 2017**

1. Opening of Meeting - 4:30 PM

2. Presentations

- a. Public Services and Planning/Zoning - Strategic Plan Presentation – Asst. Administrator Geoff Milz

3. New Business

Trustees

- a. *NatureWorks Grant Resolution – Trustee Inderhees.....Action

Police Department

- a. Request to Purchase Replacement Police Vehicles.....Action

Planning and Zoning

- a. Approval of Nuisance Resolution.....Action
- b. Request to Publish for Public Hearing – 9924 Loralinda DriveAction

Legal

- a. Request Approval of Agreement between Colerain Township and Ohio Police and Fire Pension Board.....Action

Administration

- a. Request Approval of Agreement with CareWorks Comp.....Action
- b. Request Approval of Revised Agreement with Springfield Township.....Action

4. Approval of Minutes – Fiscal Officer

5. Executive Session

- a. *Request Approval – Change of Status - Tom BosargeAction

6. Adjournment

* Agenda amended during the meeting

PRESENTATIONS

Department: Colerain Township Department of Public Services and Planning and Zoning

Department Head(s): Assistant Administrator Geoff Milz and Department Heads Jenna LeCount and Tom Bosarge

Department of Public Services and Planning and Zoning

a. Strategic Plan Presentation

Rationale:

Assistant Administrator Geoff Milz and the leaders of Planning and Zoning and our Department of Public Services have been working since the beginning of 2017 on a five-year strategic plan, for their organizations. The planning included the creation of agency specific goals as well as meetings with representatives of the community and our employees to discuss the goals, tactics and strategies associated with accomplishment.

Planning &
Zoning

Because We Plan: Strategic Plan 2017 - 2021

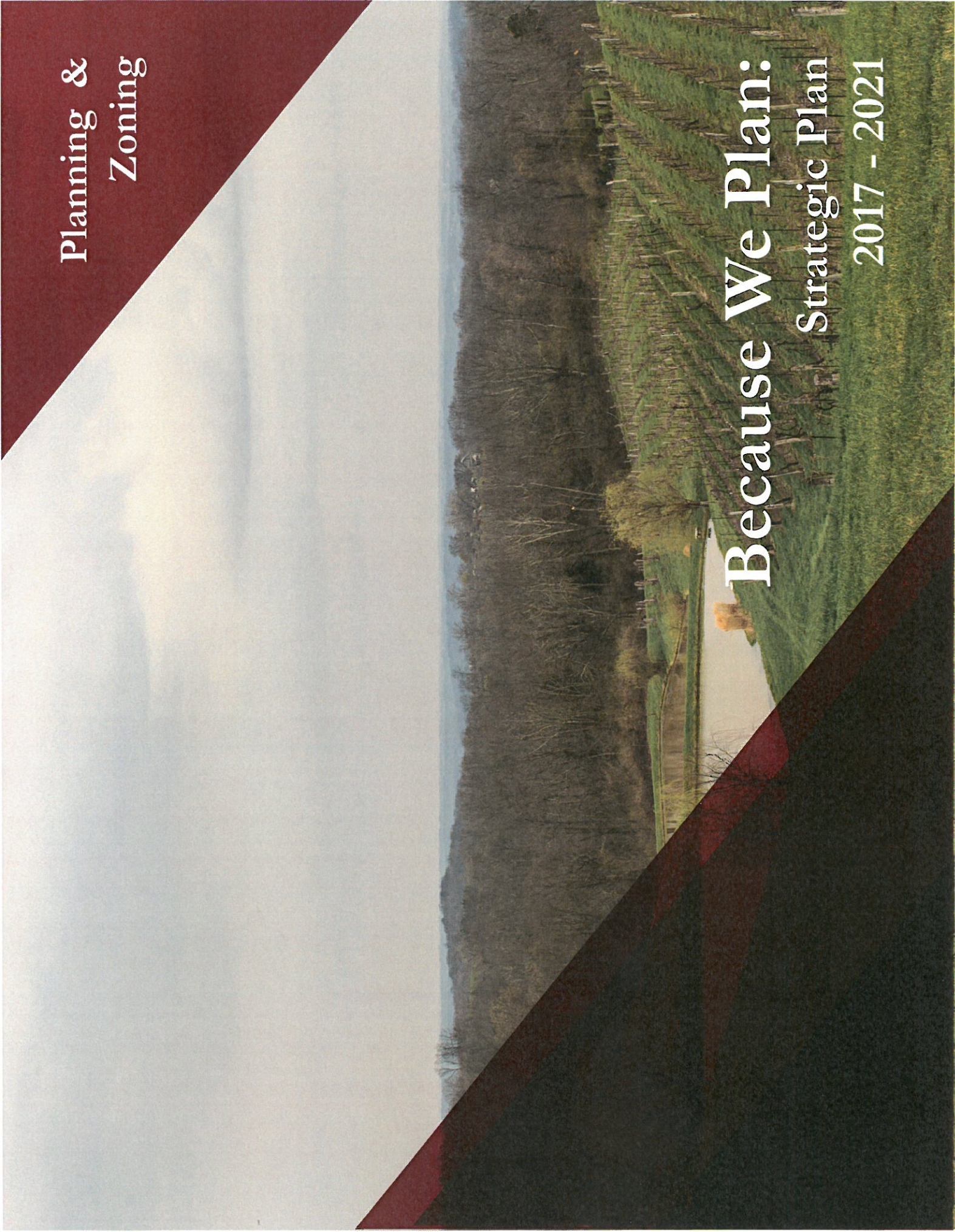


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Meet the CREW



Glenna Carter



Marty Kohler



Alistair Probst

Messages from the LEADERSHIP



Daniel P. MELOY, CLEE
Township Administrator

I'm pleased to introduce the Colerain Township Department of Public Services and Planning and Zoning 2017-2022 Strategic Plan. The Plan presents the five-year vision for two Township service agencies, Colerain Township Department of Public Services and the Planning and Zoning Department.

These five-year strategic plans provide our leaders, employees and community an insight into the operations and services each agency will be working toward as we move into the next decade of the 21st century.

Colerain Township and its leaders, greatly appreciate the continuing support for the men and women who serve our community. We are a better community for these committed men and women. We offer a special thanks to all of the residents, business members and Colerain Township staff who helped with setting the vision for the future of our Colerain Township Department of Public Services and Colerain Township Planning and Zoning Department. Without your help, this plan would not be complete.

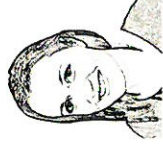


Geoffrey G. MILZ, AICP
Township Assistant Administrator

Beautiful, thriving communities don't just happen on their own - they happen *because we plan*. When we as a community come together around a collective vision, there is no limit to the positive change we can make.

I am proud of the effort that Jenna and her staff put into the creation of this, the first strategic plan for the Department of Planning and Zoning in the organization's history. This document represents a road map for the work that this department intends to undertake over the next five years. With the talent that we have now and continue to develop, there isn't a doubt in my mind that this team of individuals will be able to accomplish great things in the years ahead.

From providing a thoughtful, fiscally responsible approach to updating our comprehensive plan to establishing standard operating procedures for our day-to-day activities, the implementation of this strategic plan will have a lasting impact on the Department and the Township.



Jenna LeCount
Planning & Zoning Director

I am pleased to introduce the Colerain Township Department of Planning & Zoning 2017-2021 Strategic Plan. This five-year plan is intended to provide the Department with a pathway towards more effective and efficient services for the community. We commit to revisiting this plan annually to ensure we are able to anticipate and adapt to a changing development, land use, and enforcement landscape.

This Strategic Plan will aid in making this department more proactive and forward thinking while maintaining a customer oriented focus.

Through the Strategic Planning process, we prioritize our everyday activities so that we are able to achieve extraordinary results. This plan will serve to guide operational and budget decisions; help maintain a highly trained and professional work force; and provide a structure to ensure accountability for our work.

I would like to thank all who participated in this process of charting the future of this department. Participation reached well beyond the staff of this department and included residents, business representatives, elected officials, and other key community partners. Each of these stakeholders is critical to the success of this plan. And, your continued feedback will be the essential component to the success of this plan into the future.

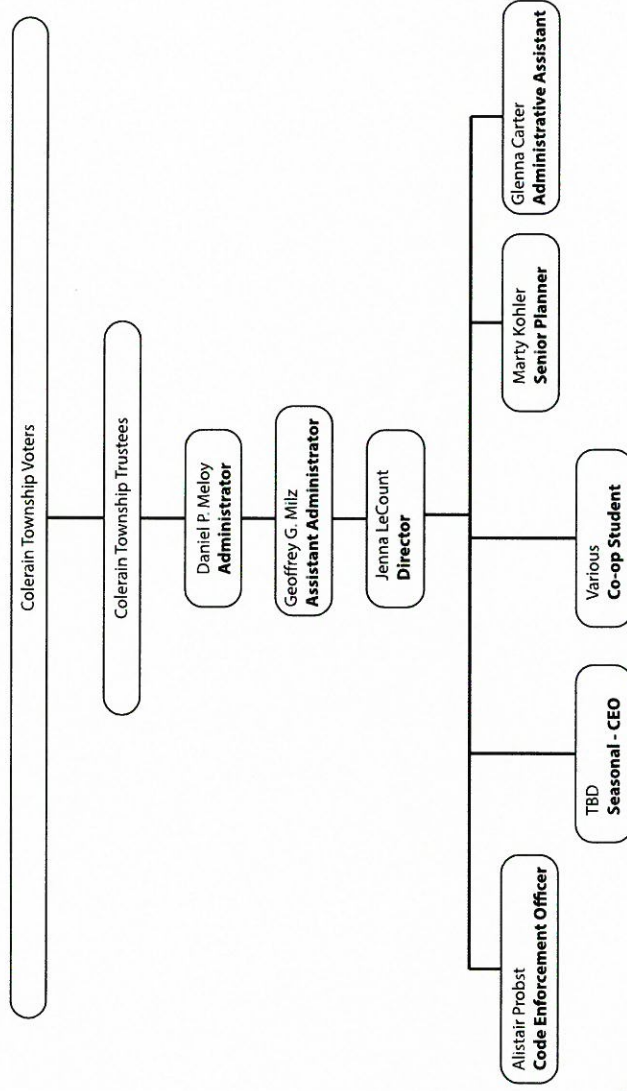
Organization OVERVIEW

In 1994, Colerain Township Trustees voted to take local control of planning and zoning efforts in the Township. These responsibilities were previously handled through the Hamilton County Planning + Development Department. Being that Colerain Township is the 14th largest political subdivision in the State of Ohio, Township elected officials recognized the need for a staff that was accountable to the residents of Colerain Township and focused on advancing high quality development and code enforcement efforts throughout the Township.

At the direction of the Colerain Township Board of Trustees, the Planning & Zoning Department fills three primary functions: “current planning” including permitting and development plan review; “long-range planning” including comprehensive and small area planning; and “code enforcement” including enforcement of our zoning, property maintenance and nuisance laws. The Department provide these services through a small, talented, and passionate staff who works to find creative solutions to land use, development, planning, and enforcement needs. These staff members include:

Marty Kohler – Senior Planner. Marty interacts with customers daily to manage permitting and appeals while also assisting with development review and long range planning efforts.

Glenna Carter – Planning Administrative Specialist. Glenna handles the administrative workflow through the department while also managing the front desk.



Alistair Probst – Code Enforcement Officer. Alistair aims every day to investigate complaints and help property owners move toward compliance on all code enforcement, property maintenance activities including zoning code enforcement, property maintenance enforcement, and nuisance enforcement.

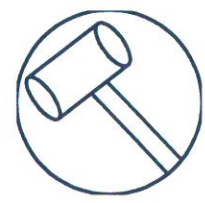
In addition to this team, we recognize the importance of building relationships and identifying opportunities for collaboration with other organizations both within and outside our building's walls. We take seriously our responsibility to use resources as efficiently and effectively as possible. We work to leverage our existing resources by building relationships throughout the County and region to share knowledge and continually learn better ways to provide Colerain Township with services, maintain and adapt an appropriate set of land use regulations, and to listen to the community to know when changes must be made.

When the Township took local control of planning and zoning, we created the Colerain Township Zoning Commission and the Colerain Township Board of Zoning Appeals. The Planning & Zoning Department provides professional staff support to both of these boards and provides opportunities for their training and development. Board members are appointed by the Township Elected Officials to five-year terms.

The Zoning Commission is a five-member citizen Board that is charged with the responsibilities outlined in state law and duties specifically defined in the Colerain Township Zoning Resolution. The Commission hears requests for zoning amendments, development plans and amendments to development plans. The Commission may also initiate zoning map or text amendments. The Zoning Commission provides a recommendation to the Board of Trustees on Zoning Amendment and Major Amendments to Preliminary or Final Development Plans. The decision of the Zoning Commission on Minor Amendment and Final Development Plans is; however, an administrative and final decision.

The Board of Zoning Appeals is a five-member citizen Board that is charged with the responsibilities outlined in state law

2016 By the NUMBERS



24

• BZA Appeals



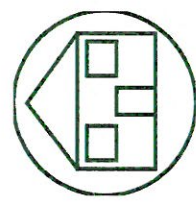
1,252

• Code Violations



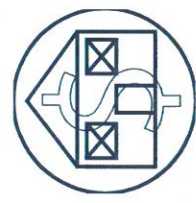
27

• Zoning Cases



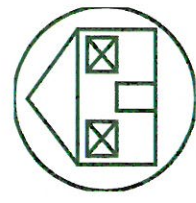
501

• Permits Issued



114

• VFPRs Issued



61

• VBMLs Issued

PLANNING & ZONING MISSION

“To improve our community by enabling high-quality development & effective code enforcement.”

VALUES

CUSTOMER SERVICE

We recognize that customers are the reason we are here. They are not an interruption from our work – they are the reason for it.

ACCOUNTABILITY

We are accountable to ourselves, our co-workers and the community.

EXCELLENCE

We are relentless in our pursuit of excellence.

NEIGHBORHOODS

Neighborhoods are the geographic, social and cultural units that matter most to our work.

TEAMWORK

Our individual talents are enhanced by the talents of others. In our department, the whole is greater than the sum of its parts.

VISION STATEMENT

We are a visible asset to our township's residents and businesses and a model for how a planning department operates in the 21st century.

Staff

Customer Service Focus

Problem-solving Mentality

Adaptability

High Energy

Partnerships with Other Agencies

Community Engagement

Communication with Public

Comprehensive Plan

STRENGTHS

“Right-Now” Mentality

Negative External Environment

Attempting to do More with Less

Succession Planning

Vacant Properties

OPPORTUNITIES

THREATS

WEAKNESSES

Partnerships with Other Agencies

Lack of Institutional Knowledge

Intense Workload can be Overwhelming

Strategic GOALS

1

Increase efficiency of core functions and increase utilization of technology to improve operations.

Key Initiatives:

- Standard Operating Procedure Initiative
- Recording Policy Initiative
- Online Citizen Service Request Initiative
- Real-time Service Request Update Initiative
- Accela Initiative - Part 1
- Accela Initiative - Part 2
- Paperless Submission and Payment Initiative
- Geographic Information Systems Initiative

2

Improve code enforcement outcomes.

Key Initiatives:

- Quarterly enforcement workplans
- Citizen Contact Initiative
- Accela Initiatives

3

Use an incremental “Elements” approach to update Township’s Comprehensive Plan.

Key Initiatives:

- Transportation Plan Initiative
- Housing Plan Initiative
- Public Facilities and Services Plan Initiative
- Natural Systems Plan Initiative
- Economic Development Plan Initiative
- Intergovernmental Coordination Initiative
- Capital Improvements Plan Initiative
- Public Health Plan Initiative
- Energy Plan Initiative
- Community Character Plan Initiative
- Land Use Plan Initiative
- Northbrook Initiative
- Groesbeck Initiative

Strategic GOALS

09

4

Ensure our Zoning Resoution continues to reflect the policies of the Township.

Key Initiatives:

- Sign Initiative
- Parking Initiative
- Planned-Development District Modernization Initiative
- Openspace Development Initiative
- Hillside Development Initiative

5

Complete special projects in furtherance of Township policy.

Key Initiatives:

- Non-conforming Sign Inventory Initiative
- Sidewalk Maintenance Program Initiative
- New Sidewalk Construction Initiative
- Urban Forestry Initiative
- Enforcement Toolkit Initiative

6

Develop our staff and volunteer boards.

Key Initiatives:

- Staff Professionalization Initiative
- Staff Continuing Education Initiative
- Board Retreat and Development Initiative

Q1

By April 1st we will:

Complete the Strategic Plan

Q2

By June 30th we will:

1. Complete Standard Operating Procedure Initiative
2. Complete Recording Policy Initiative
3. Complete Online Citizen Service Request Initiative
4. Complete Accela Initiative - Part 1
5. Complete Citizen Contact Initiative
6. Complete Quarterly Enforcement Workplan

Q3

By September 29th we will:

1. Complete Quarterly Enforcement Workplan
2. Begin Northbrook Initiative (complete initiative in Q1 2018)
3. Begin Energy Plan Initiative (Complete in Q1 2018)

Q4

By December 22nd we will:

1. Complete Quarterly Enforcement Workplan
2. Work on Northbrook Initiative (complete initiative in Q1 2018)
3. Work on Energy Plan Initiative (Complete in Q1 2018)
4. Complete Sign Initiative
5. Complete Sidewalk Maintenance Program Initiative
6. Complete New Sidewalk Construction Initiative
7. Complete Enforcement Toolkit Initiative

Achievement through IMPLEMENTATION

2018 - 2021 Plan of Action

'18

1. Complete Real-time Service Request Update Initiative
2. Accela Initiative - Part 2
3. Paperless Submission and Payment Initiative
4. Housing Plan Initiative
5. Economic Development Plan Initiative
6. Land Use Plan Initiative
7. Complete Northbrook Initiative
8. Complete Groesbeck Initiative
9. Complete Parking Initiative
10. Planned-Development District Modernization Initiative
11. Openspace Development Initiative
12. Hillside Development Initiative
13. Non-conforming Sign Inventory Initiative

'19

1. Geographic Information Systems Initiative
2. Capital Improvements Plan Initiative
3. Public Health Plan Initiative
4. Community Character Plan Initiative
5. Urban Forestry Initiative

'20

1. Transportation Plan Initiative
2. Public Facilities and Services Plan Initiative

'21

1. Natural Systems Plan Initiative
2. Intergovernmental Coordination Initiative

Special THANKS

We are grateful to our staff, trustees, residents and stakeholders who gave their input and time to make this plan come to fruition.

Trustee Mike Inderhees, President

Trustee Greg Insko

Trustee Jeff Ritter

Fiscal Officer Heather Harlow

Marty Kohler

Alistair Probst

Frank Cook

Jim Echhoff

Tom Bosarge

Jesse Urbancsik

Glenna Carter

Karen Whitaker

Tom Reininger

Geoff Milz

Jenna LeCount

Emily Randolph

Chief Mark Denney

Todd Bandy

Ron Roberto

Garret Pace

Rebecca Sylvester

Al Grote

Dan Schultz

Dan Meloy

Public Services



Forward Together:
Strategic Plan
2017 - 2022

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10 Strategic Goals, Objectives & Critical Tasks

12 Implementation

14 Special Thanks



Roger Krebs



Dwight Logan



Frank Short



Dan Shulte



Gary Lauer



Geoff Payne



James Adleta



Todd Bandy



James Bolin



Kevin Weisgerber



Jason Haines



Kraig Reiman



Justin Sturgill



Tawanna Molter

Messages from the LEADERSHIP



Daniel P. MELOY, CLEE
Township Administrator

I'm pleased to introduce the Colerain Township Department of Public Services and Planning and Zoning 2017-2022 Strategic Plan. The Plan presents the five-year vision for two Township service agencies, Colerain Township Department of Public Services and the Planning and Zoning Department.

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Colerain Township and its leaders, greatly appreciate the continuing support for the men and women who serve our community. We are a better community for these committed men and women. We offer a special thanks to all of the residents, business members and Colerain Township staff who helped with setting the vision for the future of our Colerain Township Department of Public Services and Colerain Township Planning and Zoning Department. Without your help, this plan would not be complete.



Geoffrey G. MILZ, AICP
Township Assistant Administrator

The hardworking staff of the Department of Public Services do not run into burning buildings or chase down bad guys but their role in our organization and our Township is no less important. The proud staff of this Department work tirelessly to maintain and improve the quality of life for our residents, businesses and visitors- and they do it with professionalism and attention to detail.

We are competitors in a regional market of communities, fighting for families to choose to live and start businesses in Colerain rather than the many other communities they could choose. When families make that choice they consider the quality of parks and the condition of the public realm: our roads and infrastructure among other things.

We know we need to do a better job maintaining our roads and infrastructure and this Strategic Plan is going to guide that improvement over the next five years.

We have a lot of work to do and, with this document as our guide, we will work hard and smart and move the Township *forward together*.



Thomas BOSARGE
Public Services Director

The Colerain Public Services Department mission is to provide services that improve neighborhoods and provide places and opportunities for families and groups to come together and play, celebrate and relax. We accomplish this by providing safe neighborhood streets, safe parks for children and adults, and community events like concerts and movies in the park as well as places for families and groups to celebrate special times in their lives.

Our passion is our community and striving to improve the services we provide. We will continue to rehab aging streets, curbs and catch basins and maintain streets. We provide safe parks and playground equipment for our residents along with programs for the children in the township. We work with athletic associations to provide organized sports activities for township youth.

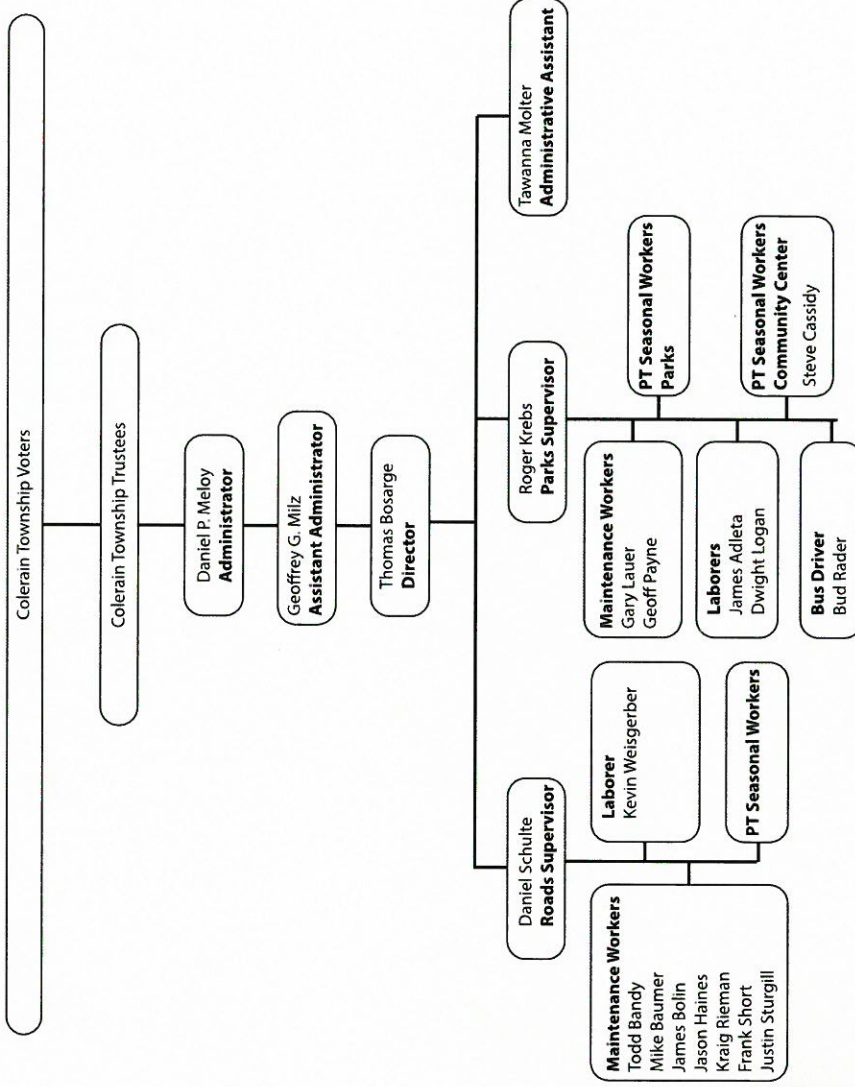
Managing a Community Center with programs for our retirees and space where residents can celebrate special events is a valuable service we provide to the Colerain Community.

The members of the Public Services Department take pride in our community and our work for the residents of Colerain Township.

Organization OVERVIEW

With a population of over 58,000 residents and occupying 43.2 square miles, Colerain Township is one of Ohio's largest townships. The Township is culturally diverse and is comprised of urban, suburban and rural neighborhoods. The focus of the Public Services organization is to provide services to individual neighborhoods and the community as a whole. The roads crews provide services to neighborhoods by managing, maintaining and repairing streets and infrastructure. The parks crews manage and maintain 252 acres in 10 neighborhood parks that includes playgrounds, a spray ground, a skate park, a community garden, two dedicated soccer fields and 11 baseball fields.

In addition to maintaining our roads and parks, the Public Services Department is also responsible for coordinating events throughout township-owned facilities. The events coordinator manages community events such as an annual recycle day, movies and concerts in the park and a large, annual township-wide event. The events coordinator also manages the Community Center which focuses on activities for senior citizens and hall rentals by residents and community organizations for special events such as weddings, anniversaries, graduations and celebrations.

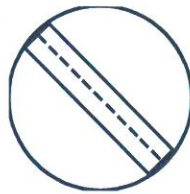


By the NUMBERS

The Roads Department manages and maintains over 114 road miles in Colerain Township neighborhoods. Road maintenance is multifaceted and requires various skills and equipment to perform the necessary work. The Department performs full and partial depth pothole repairs depending on the location and severity of the pothole.

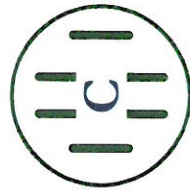
Water is the main culprit in road degradation. Water filters through cracks in the pavement to the base and subsoil beneath the road weakening the foundation. The freeze and thaw factor in our area is always occurring during the winter months. It can be 60 degrees one day and 30 degrees the next day; proven to be harmful on the pavement. To prevent this, it is important to tar seal cracks in the pavement before allowing too much water to reach the subsoil. One area most susceptible to water infiltration is the separation between asphalt and concrete at the curb line. Maintaining the 228 miles of curb on the township's roads is critical in preserving the health of the road. Some portions of a street, particularly the curb edge line, require 2 or more inches of road surface be grinded out and patched.

The department is responsible for 4,443 storm drains (catch basins) on the curbs as well as the storm drain pipes beneath the road surface. The area around the surface of the basin must remain sealed to prevent water from seeping into the subsoil. The wall of the basin below the surface is susceptible damage from the freezing and thawing cycle. Repairs require a partial or full rebuild depending on the extent of failure. Catch basins are inspected to ensure they are free of debris such as trash and leaves. The street sweeping program helps to keep catch basins and the entire curb line uncluttered to ensure proper drainage of water from the street and prevent the hazards associated with water puddling on the roadway.



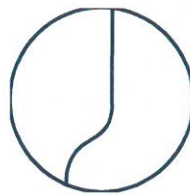
114

• Road Miles



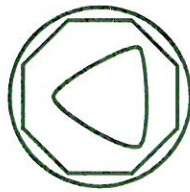
4443

• Catch Basins



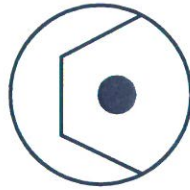
228

• Curb Miles



9000+

• Signs



865

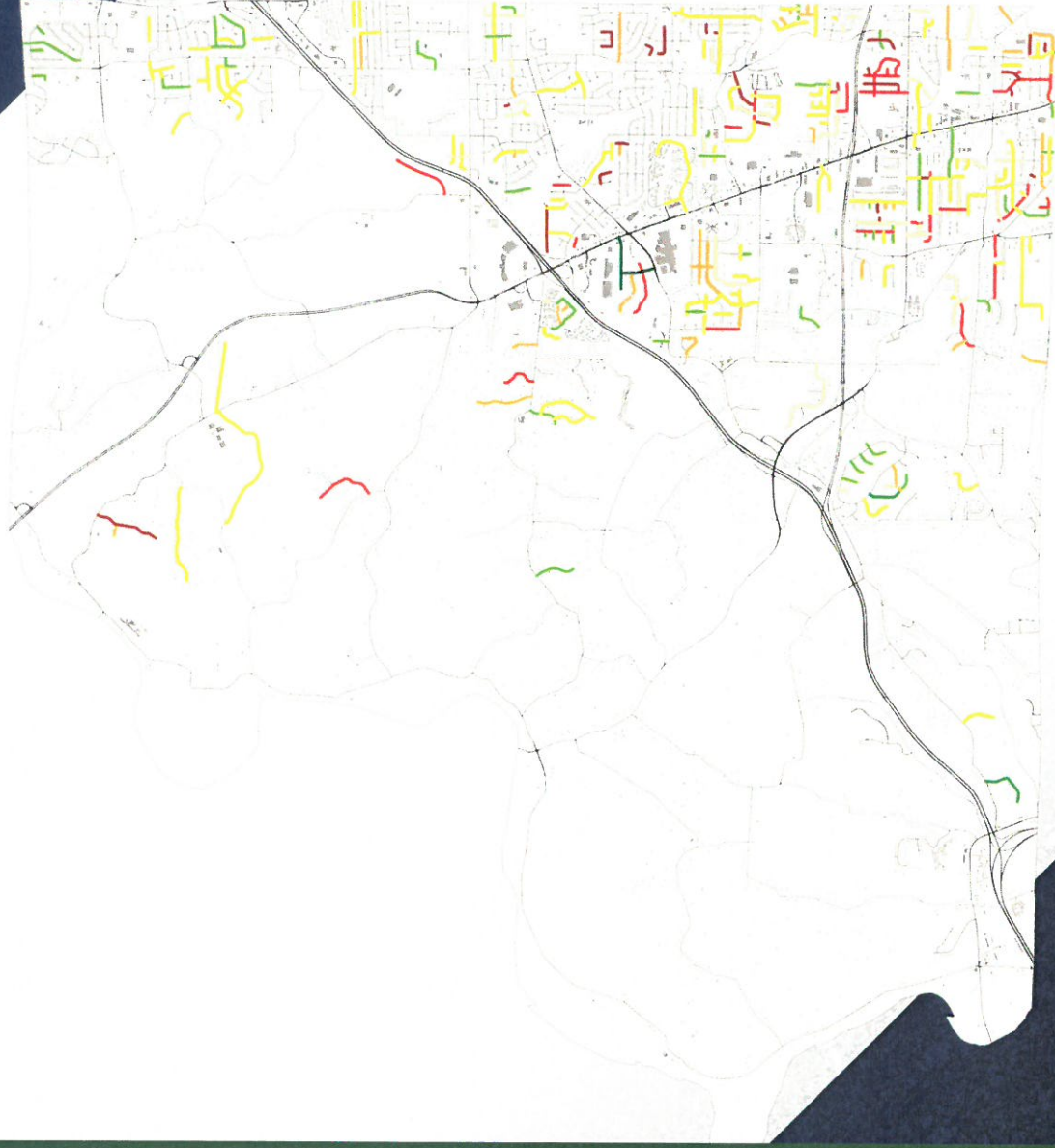
• Headwalls

Maintaining our ROADS

Some storm water drains from the storm pipes out to creeks, streams and swales via headwalls that the department maintains. The Township is responsible for inspecting and maintaining 865 headwalls and a 10-foot right of way to ensure the water exits and flows naturally.

The department maps and manages an inventory of over 9,000 signs in Right of Ways throughout the Township. These Township assets are maintained and replaced as necessary for roadway safety. The inventory of signs includes stop signs, yield signs, fire lane signs among others.

Street information is collected and maintained by the department to be used to determine streets that will be included in the annual road rehabilitation program. Information such as age of the street, date of last repair and PCI rating are recorded and kept. This requires streets be inspected biannually for damage and changes in condition.



Maintaining our PARKS

The heaviest users of parks are those under the age of 18 and those over the age of 60; these age groups comprise 45% of the population of Colerain Township. Since 2002, the Township invested \$9 million adding 4 new parks and renovating 5 existing parks increasing total park acres from 43.75 to 252 acres. The department maintains 10 parks with 11 baseball fields, 8 playgrounds, 2 soccer complexes, 2 river access ramps, over 3 miles of paved and nature trails, an amphitheater, skate park, spray park, 3 basketball courts, 9 picnic shelters and a community garden. The department also maintains 11 historical cemeteries throughout the Township.

Summer Events, both big and small, are managed and run by the department; from the Summer Concert and Movies in the Park series to large Township wide events like 4th of July, Taste of Colerain and Recycle Day. The department manages rentals in the Community Center. The Community Center is a place for residents to celebrate important events in their lives and for organizations to hold meetings and special events.



PUBLIC SERVICES MISSION

“To provide community-oriented public services that improve the quality of life of our residents”

VALUES

CUSTOMER SERVICE

We put the safety and welfare of our residents first, everytime.

RESPONSIBILITY

We use financial and physical resources responsibly.

COMMUNITY

We engage the community to solve problems, deliver community-based services and anticipate future needs.

TRUST

We build trust with in the crew and within the community through honesty, fairness and accountability.

EXCELLENCE

We are relentless in our pursuit of excellence.

TEAMWORK

We recognize and value individual talents and use those individual talents on our workcrews to achieve extraordinary results.

VISION STATEMENT

We are a resident-first department that serves as a regional role model for the efficient and effective delivery of public services.

Fiscal Responsibility & Innovation
Employee Experience & Knowledge
Dedication to Community
Support of administration
Funding

Improve work environment
Continuing to build manpower
Improve Skills and Knowledge Through Training
Build Support with Residents
Public/Private Partnerships

Capital Expenditures

Maintenance of under-the-street infrastructure

Improve Skills and Knowledge Through Training

Deteriorating Neighborhoods

Build Support with Residents

Aging Infrastructure

Public/Private Partnerships

Conflicting Priorities

Unreasonable Expectations

STRENGTHS

OPPORTUNITIES

THREATS

WEAKNESSES

Lack of Succession Planning

Public Perception of Department

Computer Skills of Staff

Strategic GOALS

1

Improve and maintain the Township road and stormwater infrastructure.

Key Initiatives:

- Annual Road Repair Program Initiative
- Road Repair Methodology Initiative
- Road Inspection and Maintenance Initiative
 - Catchbasin Inspection and Repair Program
 - Headwall Inspection and Repair Program
 - Street Tree Inspection, Trimming and Removal Program
 - Edgeline Grinding and Curb Repairs Program
 - Cracksealing and Pothole Repair Program
 - Deadend Trimming and Cleaning Program
- Street Sweeping Program
- Street Sign Program
- Stone Creek Roundabout Construction Initiative
- SCIP - Acre Design/Engineering Initiative
- SCIP - Acre Construction Initiative
- SCIP - Jakies Design/Engineering Initiative
- SCIP - Jakies Construction Initiative
- SCIP Initiative

2

Ensure that our Township parks and community center facilities are safe, clean and inviting public spaces.

Key Initiatives:

- Playground Inspection and Repair Initiative
- Playground Replacement Planning Initiative
- 5-year Community Center Capital Planning Initiative
- 5-year Parks Capital Planning Initiative

3

Foster a culture of opportunity, continuous improvement and excellence in the operations of the Department.

Key Initiatives:

- Personnel Needs Initiative
- Personnel Training Initiative
- Community-Oriented Service Delivery Initiative

Strategic GOALS

4

Modernize procedures, equipment and technology.

Key Initiatives:

- 5-year Capital Plan Initiative
- SOP Initiative
- Technology Modernization Initiative - PubWorks

5

Improve communication with internal and external stakeholders

Key Initiatives:

- Customer Survey Initiative
- Social Media Initiative
- Website Initiative
- CERKL Initiative
- Business Partnership Initiative
- Summer Camp Initiative

Achievement through IMPLEMENTATION

2017 Plan of Action

12

Q1

By April 1st we will:

Complete the Strategic Plan

Q2

By June 30th we will:

- Hire new Director
- Begin SCIP - Acre Design/Engineering Initiative
- Begin SCIP - Jakies Design/Engineering Initiative
- Begin 2017 Annual Road Repair Initiative

Q3

By September 29th we will:

- Begin Technology Modernization Initiative - PubWorks
- Continue 2017 Annual Road Repair Initiative
- Continue SCIP - Acre Design/Engineering Initiative
- Continue SCIP - Jakies Design/Engineering Initiative
- SOP Initiative
- Customer Survey Initiative

Q4

By December 22nd we will:

- Complete Technology Modernization Initiative - PubWorks
- Complete SCIP - Acre Design/Engineering Initiative
- Complete SCIP - Jakies Design/Engineering Initiative
- Complete 2017 Annual Road Repair Initiative
- Begin SCIP - Acre Construction Initiative
- Begin SCIP - Jakies Construction Initiative
- Social Media Initiative
- Website Initiative
- CERKL Initiative
- Road Repair Methodology Initiative
- Personnel Training Initiative

Achievement through IMPLEMENTATION

2018 - 2021 Plan of Action

'18

- Business Partnership Initiative
- Summer Camp Initiative
- 2018 Annual Road Repair Program Initiative
- Complete SCIP - Acre Construction Initiative
- Complete SCIP - Jakies Construction Initiative
- 5-year Community Center Capital Planning Initiative
- 5-year Parks Capital Planning Initiative
- 5-year Capital Plan Initiative
- Road Inspection and Maintenance Initiative
 - Catchbasin Inspection and Repair Program
 - Headwall Inspection and Repair Program
 - Street Tree Inspection, Trimming and Removal Program
- Edgeline Grinding and Curb Repairs Program
- Crackscaling and Pothole Repair Program
- Deadend Trimming and Cleaning Program

'19

- 2019 Annual Road Repair Program Initiative
- SCIP Initiative
- Street Sweeping Program
- Street Sign Program
- Playground Inspection and Repair Initiative
- Playground Replacement Planning Initiative
- Personnel Needs Initiative

'20

- 2020 Annual Road Repair Program Initiative
- SCIP Initiative
- Community-Oriented Service Delivery Initiative

'21

- 2021 Annual Road Repair Program Initiative
- SCIP Initiative

Special THANKS

We are grateful to our staff, trustees, residents and stakeholders who gave their input and time to make this plan come to fruition.

Trustee Mike Inderhees, President

Trustee Greg Insko

Trustee Jeff Ritter

Fiscal Officer Heather Harlow

Marty Kohler

Jenna LeCount

Alistair Probst

Emily Randolph

Frank Cook

Chief Mark Denney

Jim Echhoff

Todd Bandy

Tom Bosarge

Ron Roberto

Jesse Urbancsik

Garret Pace

Glenna Carter

Rebecca Sylvester

Karen Whitaker

Al Grote

Tom Reininger

Dan Schultz

Geoff Milz

Dan Meloy

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, held a special meeting at _____, on the _____ day of April, 2017, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Michael Inderhees, Gregory Insko, Jeffrey F. Ritter

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

RESOLUTION NO.: _____ - 17

**RESOLUTION AUTHORIZING TRUSTEE INDERHEES
TO FILE AN APPLICATION WITH NATUREWORKS**

WHEREAS, the State of Ohio through the Ohio Department of Natural Resources, administers financial assistance for public recreation purposes, through the State of Ohio NatureWorks grant program and;

WHEREAS, the Colerain Township Board of Trustees desires financial assistance under the NatureWorks Grant Program,

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

1. The Colerain Township Board of Trustees approves Trustee Michael Inderhees to file an application for financial assistance with NatureWorks.
2. Michael Inderhees, Colerain Township Trustee, is hereby authorized and directed by the Board to execute and file an application with the Ohio Department of Natural Resources and to provide all information and documentation required to become eligible for possible funding assistance.
3. That the Colerain Township Board of Trustees does agree to obligate the funds required to satisfactorily complete the proposed project and become eligible for reimbursement under the terms of the NatureWorks Grant Program.
4. This Resolution shall become effective at the earliest time permitted by law.
5. 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 of 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 Section 121.22 of the Ohio Revised Code.

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

Vote Record: Mr. Ritter _____ Mr. Insko _____ Mr. Inderhees _____

ADOPTED this _____ day of April, 2017.

BOARD OF TRUSTEES:

Michael Inderhees, Trustee

Greg Insco, Trustee

Jeffrey Ritter, Trustee

ATTEST:

Heather E. Harlow,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Scott A. Sollmann (0081467)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Assistant Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this _____ day of April, 2017. I, the undersigned, hereby certify, that the foregoing is a true and correct copy of resolution adopted by the Colerain Township Board of Trustees held on the _____ day in the month of April, 2017, and that I am a duly authorized to execute this certificate.

Heather E. Harlow,
Colerain Township Fiscal Officer

NEW BUSINESS

Department: Colerain Police Department

Department Head(s): Chief of Police Mark Denney

Police Department

a. **Request to Purchase Replacement Police Vehicles**

Request the Board of Trustees approval to purchase eight equipped Ford Explorer Police Interceptor vehicles. This purchase is being financed through Huntington Bank as a "Lease to Purchase." The plan consists of five annual payments of \$60,395.

Rationale:

The acquisition of these vehicles was included as part of the Police Department's "Capital" equipment plan. This agreement with Huntington Bank allows for the replacement of six marked cruisers, as well as the replacement of two other marked cruisers that were "totaled" in recent crashes. Township employees were not the "At fault" driver in either of those two crashes. The Police Department received insurance settlements in both instances to offset costs associated with their replacement.

COLERAIN TOWNSHIP MEMORANDUM

DATE: April 19, 2017
TO: Daniel P. Meloy, Township Administrator
FROM: Mark C. Denney, Chief of Police
SUBJECT: Colerain Police Department – Vehicle Replacement – Purchase Request

I am requesting approval for the acquisition of eight Ford Explorer police vehicles for 2017. As you recall, the Board of Trustees approved the 2015-2022 Capital Expense Plan that included the purchase of six police cruisers for 2017. The additional two cruisers are replacements for vehicles that were “totaled” recently. Insurance settlements have been received for these crashed vehicles.

The vehicles, excluding the crashed vehicles, to be replaced are five 2012 Dodge Chargers and one 2011 Chevrolet Impala.

I am proposing the replacement of the following vehicles:

Car 100: 2012 Dodge Charger
Car 111: 2012 Dodge Charger
Car 117: 2012 Dodge Charger
Car 101: 2012 Dodge Charger
Car 114: 2012 Dodge Charger
Car 113: 2011 Chevrolet Impala

The following vehicles have been crashed and will be replaced:

Car 106: 2015 Ford Taurus (Received \$25,000 settlement)
Car 115: 2016 Ford Taurus (Received \$25,000 settlement)

We will utilize the Ford Explorer Police Interceptor as our marked police cruiser. This vehicle, while initially more expensive than the Ford Police Interceptor sedan (by approximately \$3,400), has demonstrated greater resale value and enhanced ability to store the officers’ equipment that now crowds the trunks of existing sedans.

Colerain Township Fleet Manager Mike Adler conducted a study and made the recommendation to move forward with the Explorer vehicle after looking at the resale value and longevity. The plan is to purchase an extended warranty (five year) with each vehicle, allowing us to sell the vehicle after four years of service with one year remaining on the warranty, thus increasing the resale value of these vehicles. It is the opinion of Mike Adler that we will recapture the additional expense of purchase at the resale.

Mike Adler conducted a cost comparison for the vehicles after four years with similar mileage. The resell value for the Explorer was \$4,000 to \$5,000 more than the sedan.

This would remove all of the Dodge Chargers from the fleet, with the exception of Car #108 (assigned to patrol) and Car #136 (assigned to the Chief of Police). I will address Car #136 later in this memorandum.

Eliminating the Dodge Chargers is important because the repair costs associated with those vehicles has increased dramatically, as the use and years in service increases. We are now encountering major repairs on vehicles that have outlived the factory warranty.

What makes the replacement of these vehicles practical is the opportunity to acquire them through a lease from Huntington Bank. As you are aware, Huntington Bank has extended an offer to finance vehicles and equipment for several departments in the Township.

The cost associated with this plan is \$289,000. The tax-exempt lease at 2.245% that requires five equal payments of \$60,395.00, with the first payment at closing. At the end of the fifth payment, the vehicles are the property of Colerain Township and could be retained or sold at our discretion.

The lease option frees up funds for other needs within the Police Department. The sale/auction of the six vehicles marked for replacement would generate approximately \$20,000 in revenue, returning to the agency.

We will be able to transition the gun racks and light bars to the new vehicles, saving approximately \$20,000. We will still need to purchase two light bars for the totaled cruisers.

The final costs take into account the cost of equipping the vehicles and preparing them for duty. In addition to the equipment, we traditionally include in our police cruisers, I am also proposing a return to the use of molded rear seats and push bumpers.

The increase of heroin abuse and the sharp increase of needles encountered by our officers' makes searching the traditional rear seats very dangerous. In addition to the risk to our officers, there is an economic risk associated with the exposure of our officers to Hepatitis B and HIV.

The partition/molded seats also feature a seatbelt system that allows officers to seatbelt their prisoners without reaching or leaning over them, exposing themselves to assault.

The push bumpers were requested by the officers because of the common request/task of pushing vehicles out of the roadway. There is a risk of officer back injuries to officers, as well as our long standing rule against using a cruiser to push vehicles. The size and topography of the Township make it reasonable to add this device to assist motorists from a potential risk of remaining in the roadway. These bumpers, with the signing of a waiver, would allow us to move disabled vehicles quickly and safely.

As discussed earlier, Mike Adler recommended the purchasing of the five-year, bumper-to-bumper extended warranty. This allows us to greater control repair costs for the life of the vehicles and to sell the vehicles for significantly more when the time comes for the resale.

Mike Adler's plan calls for selling the vehicles at the four-year mark to maximize resale value. Most vehicles posted for auction/sale do not include any warranty, it is his belief that our vehicles would demand more at auction due to the remaining life of the bumper-to-bumper warranty.

Upon Board approval of this request, we will move forward and place the order for the replacement cruisers. Once the vehicles arrive and are placed into service, I will present a resolution to the Board for the approval to auction the six cruisers to be replaced. While the auction is never a "sure thing", we believe that these vehicles have an established value that can be expected through the auction process. Should we receive a maximum return from the auction; the funds received would offset future year Police Department operational costs, as we do each year.

Respectfully submitted,

Mark C. Denney, CLEE
Chief of Police

NEW BUSINESS

Department: Planning & Zoning

Department Head: Jenna M. LeCount, AICP

Administration

a. Approval of Resolution Declaring Nuisance and Ordering Abatement

Recommend approval of Resolution to remove uncontrolled vegetation and/or refuse at the listed properties.

Rationale:

This resolution is recommended to allow the Township to access and abate properties with Ohio Revised Code nuisance violations.

b. Request for a Motion to Authorize the Publishing for Notice of Demolition

Recommend Motion to allow Staff to publically notify for the demolition of 9924 Loralinda Drive.

Rationale:

The property located at 9924 Loralinda Drive has been condemned by the Colerain Township Fire Department and is in significantly deteriorating condition causing a danger to the public. The Township has been unsuccessful in locating the owners of the property. The request is to allow Staff to publish a notice of demolition at least 30 days prior to a Public Hearing to be held on June 13, 2017 at 6:00PM.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____ p.m., on the 25th day of April, 2017 at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Michael Inderhees, Greg Insco, Jeffrey F. Ritter

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:

	<u>Address</u>	<u>Book-Page-Parcel No.</u>		
2451	ECLIPSE CT	510	0062	0036
7022	MULLEN RD	510	0360	0069
12126	SPALDING DR	510	0011	0175
2764	SPRINGDALE RD	510	0043	0311
2641	TOPEKA ST	510	0051	0225
8762	VENUS LN	510	0062	0014
8762	VENUS LN	590	0360	0264

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. Inderhees _____, Mr. Insco _____, Mr. Ritter _____

ADOPTED this 25th day of April, 2017.

BOARD OF TRUSTEES:

Michael Inderhees, Trustee

Greg Insco, Trustee

Jeffrey Ritter, Trustee

ATTEST:

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

Scott A. Sollmann (0081467)
5300 Socialville Foster Rd., Suite 200
Mason, OH 45040 (513) 583-4200
Colerain Township Assistant Law Director

AUTHENTICATION

This is to certify that this Resolution was duly passed and filed with the Colerain Township Fiscal Officer this 25th day of April, 2017.

Heather E. Harlow
Colerain Township Fiscal Officer

NEW BUSINESS

Department: Colerain Township - Legal

Department Head: Larry Barbieri, Law Director

Legal

a. Ohio Police and Fire (OP&F) Pension System – Agreement

Rationale:

Colerain Township Law Director Larry Barbieri, on behalf of the Township and the Colerain Township Department of Fire and EMS, completed the negotiation of a settlement with OP&F legal counsel, regarding the “Firefighter IIB” staffing program. The Board of Trustees are requested to approve the proposed agreement.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at 5:30 p.m., on the 11th day of April, 2017, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Michael Inderhees, Greg Insco, Jeffrey F. Ritter

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

RESOLUTION NO.: _____-17

RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE SETTLEMENT AGREEMENT BETWEEN OHIO POLICE AND FIRE PENSION FUND AND COLERAIN TOWNSHIP FIRE DEPARTMENT

WHEREAS, a Settlement Agreement has been entered into effective upon signing by and between Colerain Township Fire Department and Ohio Police & Fire Pension Fund and its Board of Trustees (collectively "OP&F"), and when referred to jointly they are designated as the "Parties"; and

WHEREAS, the Parties disagree as to whether Colerain Township Fire Department Firefighter IIB classification had positions designated "part-time" which were in fact "full-time" under Chapter 742 of the Revised Code, throughout calendar year 2015 ; and

WHEREAS, OP&F and Colerain Township wish to settle the dispute, agree, for purposes of this settlement agreement only, that there were 23 firefighters in the IIB program who each worked full time hours in 2015 (2200 hours or more in 2015) and should have been considered full-time employees of the Colerain Township Fire Department under O.R.C. 742 and contributing to the pension fund; and

WHEREAS, OP&F and Colerain Township Fire Department wish to resolve their dispute in regard to the definition of "part-time" for firefighters, do hereby agree that Colerain Township Fire Department owes \$349,705.06 in employer and member contributions for the 23 firefighters listed in Exhibit A; and

WHEREAS, the Settlement Agreement shall never be treated as, or claimed to be, an admission of liability by or fault on the part of OP&F or Colerain Township, and all claims and demands for relief are, and remain, disputed and denied by OP&F and Colerain Township;

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

1. That the Board hereby authorizes the Administrator to execute the Settlement Agreement attached hereto as Exhibit A.

2. 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.

3. 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.

4. 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. Inderhees _____, Mr. Ritter _____, Mr. Insko _____.

ADOPTED this _____ day of April, 2017.

BOARD OF TRUSTEES:

Michael Inderhees, Trustee

Jeffrey F. Ritter, Trustee

Greg Insko, Trustee

ATTEST:

Heather E. Harlow,
Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. Barbieri (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 April, 2017.

Heather E. Harlow,
Colerain Township Fiscal Officer

**SETTLEMENT AGREEMENT BETWEEN OHIO POLICE AND FIRE PENSION
FUND AND COLERAIN TOWNSHIP FIRE DEPARTMENT**

This Settlement Agreement is entered into and effective April 25, 2017, by and between Colerain Township Fire Department and Ohio Police & Fire Pension Fund and its Board of Trustees (collectively “OP&F”), and when referred to jointly they are designated as the “Parties.”

WHEREAS, the parties disagree as to whether Colerain Township Fire Department Firefighter IIB classification had positions designated “part-time” which were in fact “full-time” under Chapter 742 of the Revised Code, throughout calendar year 2015 ; and

WHEREAS, OP&F and Colerain Township wish to settle the dispute, agree, for purposes of this settlement agreement only, that there were 23 firefighters in the IIB program who each worked full time hours in 2015 (2200 hours or more in 2015) and should have been considered full-time employees of the Colerain Township Fire Department under ORC 742 and contributing to the pension fund; and

WHEREAS, OP&F and Colerain Township Fire Department wish to resolve their dispute in regard to the definition of “part-time” for firefighters, do hereby agree that Colerain Township Fire Department owes \$349,705.06 in employer and member contributions for the 23 firefighters listed in Exhibit A; and

WHEREAS, this Settlement Agreement shall never be treated as, or claimed to be, an admission of liability by or fault on the part of OP&F or Colerain Township, and all claims and demands for relief are, and remain, disputed and denied by OP&F and Colerain Township;

NOW THEREFORE, in consideration of the amount owed by the Colerain Township Fire Department to OP&F for the failure to pay contributions that should have

been paid by the employer and employees of the Firefighter IIB program who worked full time in 2015, and due to the mutual covenants, promises and valuable consideration set forth herein, the Parties agree as follows:

1. In future, a person who works as a Firefighter IIB of the Colerain Township Fire Department who works in excess of 75% of the standard full time schedule of full time firefighters as designated or collectively bargained by Colerain Township and its bargaining units shall be considered a full-time employee.
2. Full-time firefighters of Colerain Township Fire Department shall contribute to the Ohio Police and Fire Pension Fund in accordance with the Ohio Revised Code, Chapter 742.
3. Members of the Colerain Township Fire Department IIB program in 2015 who worked 2200 hours or more shall be and are hereby considered full-time employees; who owed employer and employee contributions to the Ohio Police & Fire Pension Fund; OP&F shall waive statutory penalties and interest associated with the failure to pay the contribution amounts.
4. The Colerain Fire Department owes to the Ohio Police & Fire Pension Fund the amount of \$349,705.06 which includes both the employer's share and the contribution share of the 23 full-time employees of the IIB Program delineated in Exhibit A. The back contributions may be paid in equal monthly installments, which installments will include 3% per cent annual interest payments, over a period of 3 years, commencing May 1, 2017 and ending May 1, 2020. There is no penalty for early repayment.

5. In future, a Colerain Township Fire Department firefighter working less than 75% of Colerain's full-time firefighting schedule shall be considered a part-time employee and therefore not subject to the pension contribution requirement under Ohio Revised Code 742.
6. The Parties will act with reasonable diligence to carry out the terms of the Settlement Agreement.
7. The Settlement Agreement contains the entire agreement between Colerain Township Fire Department and OP&F with regard to the matters set forth herein. There are no other understandings or agreements, verbal or otherwise, in relation thereto, between the parties except as expressly set forth herein and the terms of this Release are contractual and not a mere recital.

The Parties have read this Settlement Agreement, understand all its terms, and have executed it voluntarily.

This Settlement Agreement may be signed in counterparts.

WHEREFORE, to show their agreement hereto, the parties and their counsel have executed this Settlement Agreement on the dates set forth below.

_____	_____
Date	Colerain Township Fire Department and its Board of Trustees, by its authorized agent

_____	_____
Date	Lawrence E. Barbieri, Counsel for Colerain Township Fire Department

_____	_____
Date	Ohio Police & Fire Pension Fund and its Board of Trustees By its authorized agent

_____	_____
Date	Mary Beth Foley, General Counsel for OP&F

NEW BUSINESS

Department: Colerain Township Administration

Department Head: Daniel P. Meloy

Administration

a. Request Approval of CareWorks Comp Agreement

Recommend the Board of Trustees approve the agreement with the Ohio Township Association Group Rating Program, CareWorks Comp for 2017/2018.

Rationale:

The “open enrollment” term for 2017/2018 is during the spring of the year and CareWorks Comp returned a quote less than the current Managed Care Organization (MCO) for Worker’s Compensation related injury management.

CareWorks Comp is the MCO that managed Colerain Township “Worker’s Compensation” incidents for many years, previous to the 2016 decision to switch providers.

b. Request Approval of Amended Contract for Service

Recommend the Board of Trustees approve the amended agreement between Colerain Township Department of Fire and Emergency Medical Services and Springfield Township, OH.

Rationale:

The Board previously approved an agreement with Springfield Township and we were asked to negotiate a new agreement that adjusts the annual contract cost. The three-year contract provides Colerain Township with \$65,000 for the provision of EMS service to the area of Springfield Township, OH., \$70,000 for year two and \$72,500 for the third year of the agreement.



December 09, 2016

Policy 33120204

JAMES ROWAN
COLERAIN TOWNSHIP / HAMILTON COUNTY
4200 SPRINGDALE RD
CINCINNATI, OH 45251

Welcome!

Your organization has qualified for the 2018 OHIO TOWNSHIP ASSOCIATION Workers' Compensation Group Rating program. With just a few simple steps, you can benefit from industry-leading discounts through a workers' compensation group rating program with Ohio's premier third party administrator, CareWorksComp.

Let's review the most important part of group rating - your savings:

Savings Overview	
Projected Discount	55 %
Annual Group Premium Savings	\$ 92,175

In addition to premium savings, joining a CareWorksComp administered group rating program gives you access to the industry leader in workers' compensation. Here are some of the services included in your group rating offer:

- Hearing Representation
- Rate & Underwriting Analysis
- Safety Programming
- Day-to-Day Claims Management
- BWC Discount Program Evaluation

Please contact CareWorksComp, toll-free at, 1-800-837-3200 with any questions. Ask for a Group Sales Associate.

Completing Enrollment is Simple:

1. Please return the completed *Group-Experience Rating Form (AC-26)*, *Permanent Authorization Form (AC-2)* and *Invoice* to CareWorksComp in the provided envelope. CareWorksComp will accept enrollment applications until **May 24, 2017**.
2. View the *Participation Agreement* found at www.careworkscomp.com/groupspendors
3. Make check payable to CareWorksComp for the amount listed on the enclosed invoice. Please include your policy number on the check or complete the credit card portion of the invoice.

5500 Glendon Court • P.O. Box 8101 • Dublin, OH 43016
Toll-free: 1-800-837-3200 • Local: (614) 764-7600 • Fax: (614) 764-7629



ANALYSIS

Estimated Group Savings

NCCI Manual	Annual Payroll	Individual Rate	Individual Premium	Group Rate	Group Premium
9433	\$12,805,709	0.0211	\$270,879	0.0139	\$178,704
Total :			\$270,879		\$178,704
Total Projected Group Savings: \$ 92,175					

Projected group savings is calculated after using the BWC's break even factor.

Total rates include BWC administrative costs, DWRF, and DWRF II assessments.

Statements made to the employer describing the group plan concept and all its possible benefits (savings) are not guarantees, but projections based upon information available from the BWC at the time of review and include the maximum credibility as adopted by the Ohio BWC. This offer may be withdrawn or revised based on year end BWC experience data which negatively affects your eligibility.

All BWC premiums are still payable to the Bureau of Workers' Compensation via the BWC payroll report. Failure to make these payments can cause rejection from a group rating program.



Bureau of Workers'
Compensation

Employer Statement for Group-Experience-Rating Program

Instructions

- Please print or type.
- Please return completed statement to the attention of the sponsoring organization you are joining.
- If you have any group-experience-rating questions call BWC at 614-466-6773.

BWC USE ONLY

Application effective with policy year beginning

NOTE: The employer programs unit group underwriters must review and approve this application before it becomes effective.

Employer name COLERAIN TOWNSHIP / HAMILTON COUNTY		Telephone number 5133857500	BWC policy number 33120204
Address 4200 SPRINGDALE RD	City CINCINNATI	State OH	Nine-digit ZIP code 45251

Group-Experience-Rating Program Enrollment

I agree to comply with BWC's group-experience-rating program rules (Ohio Administrative Code Rules 4123-17-61 through 4123-17-68). I understand my participation in the group-experience-rating program is contingent on such compliance. This form supersedes any previously filed AC-26.

I understand only a BWC group-experience-rating program certified sponsor can offer membership into the program. I also understand if the sponsoring organization listed below is not certified this application is null and void.

I am a member of the OHIO TOWNSHIP ASSOCIATION sponsoring organization or a certified affiliate organization and would like to be included in the group named OHIO TOWNSHIP ASSOCIATION - 41 it sponsors for the policy year beginning January 1, 2018. In addition, I would like to be included in this group each succeeding policy year until rescinded by the timely filing within the preceding policy year of another AC-26 or until the group administrator does not include my company on the employer roster for group-experience-rating. I understand the employer roster submitted by the group administrator will be the final, official determination of the group in which I will or will not participate. Submission of this form does not guarantee participation.

I understand the organization's representative CAREWORKSCOMP, 150-80 (currently, as determined by the sponsoring organization) is the only representative I may have in risk-related matters while I remain a member of the group. I also understand the representative for the group-experience-rating program will continue as my individual representative in the event that I no longer participate in the group-experience-rating program. At the time, I am no longer a member of the program, I understand I must file a *Permanent Authorization* (AC-2) to cancel or change individual representation.

I am associated with the sponsoring organization or a certified affiliate sponsoring organization

☒

Yes

☐

No

OHIO TOWNSHIP ASSOCIATION

Name of sponsor or affiliate sponsor

352450

Sponsor or affiliate sponsor policy number

Certification

_____ certifies that he/she is the _____ of
(Officer name) (Title)

_____, the employer referred to above, and
(Employer name)

that all of the information is true to the best of his/her knowledge, information, and belief, after careful investigation.

(OFFICER SIGNATURE)

(DATE)

BWC-0526 (Rev. 12/21/2010) PC

AC-26

93-41-92001



1396631-002



**Bureau of Workers'
Compensation**

Permanent Authorization

To: Ohio Bureau of Workers' Compensation
☒ Employer Services Department, 22nd floor
☐ Self-Insured Department, 27th floor

Please mark a box and return to
30 W. Spring St.
Columbus, OH 43215-2256

Fax – (614) 728-0456

Policy number 33120204
Entity COLERAIN TOWNSHIP / HAMILTON COUNTY
DBA
Address 4200 SPRINGDALE RD
CINCINNATI, OH 45251

Note: For this to be a valid letter, the employer services department, or the self-insured department for self-insuring employers, must stamp it.

This is to certify that effective: July 1, 2017
(Date)

CareWorksComp, Rep ID # 000150-80, 5500 Glendon Ct. Dublin, OH 43016
(Representative name and rep I.D. number)

Including its agents or representatives identified to you by them, has been retained to represent us before the Ohio Bureau of Workers' Compensation and the Industrial Commission of Ohio in matters pertaining to our participation in the Workers' Compensation Fund according to the type of representation checked below.
Please check only one type of representation. See description of representatives on side 2.

✓	Type of authorized representation
✓	Employer-risk claim representative (ERC)
	Risk-management representative (RISK)
	Claim-management representative (CLM)

This authorization supersedes all permanent authorizations on file for the type of representation indicated above.

I understand and agree BWC will process any letters, requests and actions initiated by a superseded authority.

I understand this authorization, now being granted, is of a continuous nature from the effective date indicated herein. However, I possess the right to terminate this authorization at any time through written notification to the employer services or self-insured departments as appropriate.

Telephone number	Fax number	E-mail address
Print name and title	Employer signature	Date

BWC-0502 (Rev. 7/21/2009)
AC-2



1396631-003



BILL TO:

COLERAIN TOWNSHIP / HAMILTON COUNTY
ATTN: JAMES ROWAN
4200 SPRINGDALE RD
CINCINNATI, OH 45251

Invoice	
Policy Number	Date
33120204	December 09, 2016
Due Date	
With Enrollment Papers	
Amount	
\$ 5,800.00	

93-41-92001

Workers' Compensation Group Rating Program

OHIO TOWNSHIP ASSOCIATION - 41
2018 Workers' Compensation Group Rating Program

Please note: BWC requires that your organization is a member in good standing with either the sponsoring organization or the affiliate sponsor.

TOTAL DUE \$ 5,800.00

Policy ID: 33120204

Mail or fax this form with payment to:

CareWorksComp
5500 Glendon Court
Dublin, OH 43016
Phone: (614) 764-7600
Fax: (614) 764-7629

Payment Information	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> Check Enclosed
Credit Card Number	
Print Name as it Appears on Credit Card	
Address as it appears on your Credit Card Bill, if different from above	
Expiration Date	Amount to be paid
Authorized Signature	



1396631-004

**AGREEMENT BETWEEN SPRINGFIELD TOWNSHIP AND COLERAIN TOWNSHIP
REGARDING THE PROVISION OF FIRE/EMS SERVICES IN SPRINGFIELD TOWNSHIP**

This Agreement ("Agreement") is made on this _____ day of April, 2017, by and between Colerain Township, Hamilton County Ohio, (hereinafter referred to as "Colerain") whose address is 4200 Springdale Road, Cincinnati, Ohio 45251 and Springfield Township (hereinafter referred to as "Springfield Township") whose address is 9150 Winton Road, Cincinnati, Ohio 45231.

Springfield Township desires to provide emergency medical services to a portion of the Township known as a Pleasant Run Farms which is shown on attached Exhibit A (hereinafter referred to as the "area to be served").

Colerain is comprised of men and women ready, able and properly trained to operate the necessary equipment to provide ALS emergency medical services, to said area to be served.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

**Article I
Term of Agreement**

1. Notwithstanding its execution date, the term of this Agreement shall commence on January 1, 2017 and shall continue, unless terminated pursuant to other provisions of this Agreement, in full force and effect until December 31, 2019.
2. This Agreement may be terminated by either party upon ninety (90) days written notice to the other.

**Article II
Services to be Performed Colerain**

3. Colerain shall provide quality "First Responder" ALS (paramedic) emergency medical services to the residents, businesses and visitors of the area to be served. This shall include all necessary equipment and personnel.
4. The Springfield Township Fire Chief, in conjunction with the Colerain Township Fire Chief, shall establish policies and procedures for a response criteria (including stations responsible for response, diversion and dual dispatch), patient care. Colerain will provide a minimum ALS (paramedic) response of one paramedic and one emergency medical technician in accordance with the policies and procedures established by the Springfield Township Fire Chief and the Colerain Township Fire Chief. The vehicle in which the EMS "First Responders" are transported is at the discretion of the Colerain Township Fire Chief. A "paramedic engine" response is acceptable. Engine 109 will be the primary First Responder. If Engine 109 is not available, Engine 102 will respond. If Engine 102 is not available no other units from Colerain will be dispatched.

5. Upon arrival, Colerain will evaluate scene safety and conduct an initial patient assessment. Colerain will contact Springfield Township via radio and provide patient information along with instructions. Upon arrival, Springfield Township will communicate with the Colerain paramedic to transfer patient care. Colerain will assist with scene management and patient care as necessary. Unless otherwise deemed necessary by Springfield Township and communicated to Colerain, Springfield Township will transport patients. In the event that Springfield Township is unavailable to transport any patient, Colerain will provide the transport pursuant to mutual aid if Colerain is available to do so.
6. Colerain shall, through the Chief of the Fire Department, submit to the Springfield Township a monthly activity report detailing the number and type of calls and dispatch and arrival times. The Activity Report shall be submitted no later than the fifth (5th) day of each month.
7. Springfield Township shall pay all costs associated with dispatching.

Article III Professional Standards and Contractor Responsibilities

8. Colerain agrees to furnish the services of its organization, to exert its best efforts, and to exercise the appropriate degree of professional skill and competence in performing all services specified in this Agreement and as to any services incidental thereto.
9. Colerain agrees to furnish all tools, equipment, labor and materials necessary to complete the services specified in this Agreement and as to any services incidental thereto.
10. Colerain agrees to ensure that its Fire Department and its Fire Department personnel are in compliance with the National Incident Management System (NIMS). To that end, Colerain shall provide to its Fire Department personnel all required NIMS training and shall require that every member of the Fire Department obtain the required NIMS certifications on an annual basis.

Article IV Compliance with Applicable Statutes, Ordinances, and Regulations

11. In performing the services required of it under this Agreement, Colerain shall comply with all applicable federal, state, county, and township statutes, ordinances, regulations and resolutions.
12. At all times during the term of this Agreement, Colerain shall comply with the Ohio Revised Code Section 153.59 by ensuring that Colerain and/or any person acting on its behalf does not discriminate in its hiring practices by reason of race, creed, gender, handicap, national origin, ancestry, or color. Colerain shall further comply with the Ohio Revised Code Section 153.59 by ensuring that Colerain and/or any person acting on its behalf does not discriminate against or intimidate any employee hired for the performance of work under this agreement on account of race, creed, handicap, national origin, ancestry, or color.
13. At all times during the term of this Agreement, Colerain shall pay into the State Insurance Fund the amount of premium determined and fixed by the Industrial Commission pursuant to Ohio Revised Code Chapter 4123 promptly when due or shall elect to pay compensation

directly and contribute to the surplus of the fund as required by law. Colerain agrees that any injury or illness to its personnel or agents resulting from or related to the services provided pursuant to this Agreement shall be, to the extent permitted by law, covered by its worker's compensation policy and managed by its personnel. Colerain agrees to fully indemnify and hold the Township harmless against any liability or loss occasioned by reason of a breach of this paragraph. This paragraph is binding on all contractors and subcontractors that perform work under this Agreement and such compliance is warranted by Colerain. Springfield Township may require Colerain to provide a Certificate of Compliance from the Industrial Commission. If such certificate is required, the failure to provide it to Springfield Township is a breach of this Agreement and grounds for immediate termination of the Agreement.

14. At all times during the term of this Agreement, Colerain shall comply with all applicable Ohio safety regulations.
15. At all times during the term of this Agreement, Colerain shall comply with all applicable federal, state, and township statutes, regulations, ordinances and resolutions pertaining to a drug-free workplace.

Article V Insurance

16. In addition to the complete and adequate workers' compensation insurance required by this Agreement, Colerain shall carry general public liability insurance for personal injuries and property damages and also for errors and omissions (wrongful acts) to cover any and all personal-injury or property damage claims arising out of the activities of Colerain in performing the services under this contract. Colerain agrees that it will provide the Springfield Township with a minimum of thirty (30) days notice prior to any cancellation of such policy. It is acknowledged that the general public liability insurance and the errors and omissions insurance required under this paragraph shall be the primary insurance and that the Springfield Township insurance shall be excess insurance over and above that insurance. All insurance costs required under this paragraph shall be paid by Colerain.
17. It is acknowledged that the risk of loss for all contents and property belonging to Colerain shall be on Colerain which shall purchase and maintain any appropriate or desired insurance coverage relative thereto.

Article VI Compensation

18. Springfield Township shall pay to Colerain from funds in its possession from the operating levy in the Fire District including the area to be served the sum of SIXTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$65,000.00) for 2017, SEVENTY THOUSAND DOLLARS AND ZERO CENTS (\$70,000) for 2018, and SEVENTY-TWO THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$72,500.00) for 2019. Springfield Township shall pay each year's sum in three (3) installments on or before February 1st, May 1st, and September 1st of each year as follows:

	2017	2018	2019
February	\$21,700.00	\$23,350.00	\$24,200.00
May	\$21,650.00	\$23,350.00	\$24, 200.00
September	\$21,650.00	\$23,300.00	\$24,100.00

19. It is understood and agreed that Colerain will *not* utilize a billing/collection program for emergency medical services provided pursuant to this Agreement. In the event that Colerain performs transportation services outside the scope of this Agreement, it shall perform those services as mutual aid and shall be permitted to utilize the billing program/company of its choice.

Article VII Waiver

20. The failure of Springfield Township and/or Colerain to insist in any one or more instances upon strict compliance with any of the provisions of this Agreement shall not be construed as a waiver or relinquishment of Springfield Township's or Colerain's right to thereafter require strict compliance.

Article VIII Termination of Agreement for Cause

21. In addition to termination as provided in other portions of this Agreement, this Agreement may be terminated by Springfield Township at any time without notice upon the occurrence of one or more of the following events:
- a) In the event Colerain notifies Springfield Township that it no longer retains the personnel or possesses the equipment necessary to fulfill its obligations under this Agreement; or
 - b) In the event Colerain shall fail or refuse to faithfully or diligently perform its obligations under this Agreement; or
 - c) Bankruptcy or insolvency of Colerain; or
 - d) Failure of Colerain to obtain insurance required by this Agreement; or
 - e) In the event that Colerain is found guilty of fraud, dishonesty, or other acts of misconduct in the rendering of professional services.

Article IX Governing Law

22. This Agreement will be governed by and constructed in accordance with the laws of the State of Ohio, and all obligations of the parties created under this Agreement are performable in Hamilton County, Ohio.

**Article X
Parties Bound**

23. This Agreement shall be binding on and inure to the benefit of the parties and their legal successors, if any.
24. This Agreement and the rights, privileges, or duties created hereunder shall not be assigned by either party without the written consent of the other party.

**Article XI
Legal Construction**

25. In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provision, and this Agreement shall be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

**Article XII
Complete Agreement/Prior Agreements Superseded**

26. This Agreement constitutes the sole and only agreement of the parties with respect to the area to be served and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

**Article XIII
Notices**

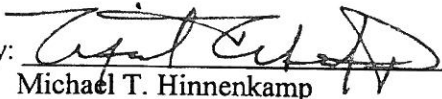
27. Any notices to be given under this Agreement by either party to the other may be effected either by personal delivery in writing or by registered or certified mail, with postage prepaid, and return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement. However, each party may change the address for the receipt of the notice by giving written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated at the time of delivery. Mailed notices will be deemed communicated one (1) day after mailing.

**Article XIV
Authority to Sign**

28. The representative of Colerain whose signature is affixed to this Agreement affirms that he has been duly authorized to bind Colerain to the terms of this Agreement by his signature.
29. The representative of Springfield Township whose signature is affixed to this Agreement affirms that he has been duly authorized to bind Springfield Township to the terms of this Agreement by his signature.

IN WITNESS WHEREOF, the parties herein set their hands at Cincinnati, Ohio, this _____ day of April, 2017.

**SPRINGFIELD TOWNSHIP
BOARD OF TRUSTEES**

By: 
Michael T. Hinnenkamp
Township Administrator

**COLERAIN TOWNSHIP
BOARD OF TRUSTEES**

By: _____
Dan Meloy
Township Administrator

CERTIFICATE OF AVAILABILITY OF FUNDS

I certify that the sum of SIXTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$65,000.00), the amount required in 2017, SEVENTY THOUSAND DOLLARS AND ZERO CENTS (\$70,000) the amount required in 2018, and SEVENTY-TWO THOUSAND FIVE HUNDRED DOLLARS AND ZERO CENTS (\$72,500.00), the amount required in 2019 to meet the contract, obligation, or expenditure for the attached, has been lawfully appropriated for the purpose for the current year and will be lawfully appropriated in future years, and is (or will be) in the treasury or in process of collection to the credit of the Fund # _____, free from any outstanding obligation or encumbrance.

Dan Berning, Fiscal Officer
Springfield Township