

SPECIAL ORGANIZATIONAL

January 2, 2018

OPENING OF MEETING

Mrs. Harlow called the meeting to order at 6:00PM. All Board members were in attendance.

EXECUTIVE SESSION

Mr. Milz requested the Board enter Executive Session for the purpose of discussing confidential information related to economic development and the employment and compensation of public employees.

Mr. Unger made a motion to enter Executive Session for those purposes and Mr. Insco offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Mrs. Harlow reconvened the meeting at 7:00PM. Mr. Milz said there was nothing to report.

MEDITATION (MOMENT OF SILENCE)

Mrs. Harlow read a prayer and asked everyone to join in a moment of silence.

PLEDGE OF ALLEGIANCE

All recited the Pledge of Allegiance.

On behalf of Mr. Insco, Mrs. Harlow welcomed Mr. Rajagopal and Mr. Unger to the Board.

ELECTION OF PRESIDENT

Mr. Insco made a motion to nominate Mr. Unger to serve as Board president. Mr. Rajagopal offered the second. Mr. Unger accepted. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

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ELECTION OF VICE PRESIDENT

Mr. Insco nominated Mr. Rajagopal to serve as Board vice president. Mr. Unger offered second. Mr. Rajagopal accepted. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

ORGANIZATIONAL ITEMS

Appointment of Board President and Vice President to Volunteer Firefighter's Dependent's Fund Board of Directors

Mr. Unger made a motion to appoint Mr. Insco and Mr. Rajagopal to the Volunteer Firefighter's Dependent's Fund Board of Directors. Mr. Insco offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Appointment of Two Individuals to Serve as Members of the HCDC TIRC

Mr. Insco made a motion to appoint Mrs. LeCount and Mr. Birkenhauer to the HCDC TIRC. Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Appointment of Board Member to serve a Representative to Solid Waste Committee

Mr. Insco made a motion to appoint Mr. Rajagopal to serve on the Hamilton County Solid Waste Management Committee. Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

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Appointment of One Trustee to Colerain Township--City of Cheviot JEDD

Mr. Unger made a motion to appoint Mr. Insco as a member of the Board of Directors of the Colerain Township – City of Cheviot Joint Economic Development District 1. Mr. Insco offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Appointment of Three Trustees to Community Improvement Corporation

Mr. Unger made a motion to appoint all three members of the Board of Trustees to serve a members of the Colerain Township, Hamilton County, Community Improvement Corporation.

Mr. Insco asked Mr. Barbieri why we have a CIC. Mr. Barbieri said it's an agency for economic development. The ORC passed legislation to allow this tool for local governments for economic development. He said the articles of incorporation do have all three Township trustees on the CIC board, so all they are aware and voting on these matters. It's a more efficient way to buy, sell and hold property.

Mr. Insco said there is money in the fund allocated by the previous trustees to help with Banning Road project. He was against this, but it's the right thing to do to honor this as the school district is counting on this money.

Mr. Milz said the organizational meeting for the CIC is in February. At that meeting, they can appoint members and discuss more.

Mr. Insco offered the second.

No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Appointment of Trustee to OKI and Alternate

Mr. Insco made a motion to appoint Mr. Unger to serve as a representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of

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Governments and to appoint Mr. Milz to serve as alternate. Mr. Rajagopal offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Approval to Continue Employment and Payment of Part-time Employees at the Current Rates

Mr. Insco made a motion to approve the continuation of employment and payment of part-time employees at the current rates and Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Approval of 2018 Meeting Dates

Mr. Insco made a motion to approve the 2018 meeting dates, as presented. Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Authorization for Administrator to Sign All Purchase Orders Equal to or Less than \$2,500

Mr. Insco made a motion to authorize the administrator to sign all purchase orders equal to or less than \$2,500 and Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

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Adoption of Robert's Rules of Order

Mr. Insco made a motion to adopt Robert's Rules of Order as the procedural guidelines for conducting meetings of the Trustees. Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

NEW BUSINESS

ADMINISTRATION

Appointment of Interim Administrator

Mr. Insco made a motion to table this item. Mr. Rajagopal offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "No"

Repeal of Resolution 40-17 Establishing Policies for Conducting Meetings

Mr. Rajagopal made a motion to approve Resolution #01-18, "RESOLUTION RESCINDING RESOLUTION NO. 40-17 WHICH ESTABLISHED POLICIES FOR CONDUCTING MEETINGS." Mr. Insco offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Discussion of Search Process for new Administrator

Mr. Insco made such motion to amend the agenda to accept Mr. Meloy's resignation and Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insco. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

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Mr. Unger made a motion to accept Mr. Meloy's resignation and Mr. Insko offered the second. No discussion and the roll was called:

Mr. Insko. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

The Board had a discussion about the search process for the new administrator.

Mr. Insko said that we must learn from our successes and failures. He wants our department heads to be incredibly active in this search and understands the importance of a good administrator. He said we can cast a net locally or nationally.

Mr. Rajagopal said we need an administrator with a vision of the Township, who can assess the needs of the people. The citizens deserve to have a good administrator who will move forward.

Mr. Unger said he would prefer to post the description of the position from the Ohio Revised Code.

Mr. Barbieri said that is typical. We should have a deadline for submission. Then we can go another way if a candidate is not found.

Mr. Rajagopal said he wants the residents involved in a panel/search committee. There should not just be one person going through the resumes.

Mr. Unger said we should post the position tomorrow. Cover letters and resumes are due by January 23. All resumes should be mailed or hand-delivered, in a sealed envelope. The Board will open them at the same time.

Mr. Insko suggested a special meeting with executive session to review the meetings. Mr. Barbieri said they would have future special meetings with executive sessions to interview the candidates.

Mr. Insko said he would like an administrator who lives in the Township, but he understands that it's a skilled position.

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Mr. Barbieri said that we have no legal requirement to advertise the position in a particular way. Mr. Unger said we can leave that to Mr. Milz to find the best methods.

Mr. Unger asked Mr. Barbieri about developing a develop process for allowing citizens to ask questions about tonight's agenda items now, at the end of the meeting. Mr. Barbieri said the Board has wide latitude on citizen address with when and how it is allowed.

Mr. Unger asked the citizens assembled for comments or questions only tonight's agenda items.

Christine Freiberg said the Board should consider an administrator candidate who has lived here and knows the area.

Chris Henson said that for last search, the resumes were given to the Board 24 hours before the meeting.

Kathy Mohr said that we need to get out the qualifications, education, etc. Staff should open the resumes and give Board members a copy then. It doesn't need to be all at the same time, like a bid opening. The candidate should be willing to move here if not already a resident.

Allan Reeves asked if there is an up-to-date job description, as you need to identify what you're looking for.

Rich McVay said this is the most important decision the Board will make. The Board needs to put the money up to get the right person. This person doesn't necessarily need government experience, but someone who has brought about effective change in an organization. He encouraged the Board to take time to do the right search.

Rachel McKinney said we need to get a true leader in here. Teamwork is essential, but the change factor is huge. The Board should look at the personality of the candidates.

Stephanie Wright asked who put agenda together for tonight's meeting. Mr. Milz said that he did.

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Mrs. Wright said there should be a probationary period for the administrator.

Tom Hart emphasized that the administrator's biggest role is in the budgeting process.

Mr. Insko acknowledged former administrator, Mr. Foglesong, and asked if he had any advice. He said he's willing to help.

Mr. Rajagopal said he has learned a lot from the residents. There is so much talent in this Township. Whoever we hire will fulfill the dreams of the Township, revitalizing and bringing us together.

Mr. Barbieri said the administrator is an employee at will, so he or she can be terminated at any time.

Mr. Insko asked if the Board can go into executive session after the meeting.

Mr. Barbieri said it's not on the agenda, but the Board can amend the agenda.

Michael Niehaus offered a prayer for the administrator.

Mr. Unger made a motion to amend the agenda to return to executive session and Mr. Insko offered the second. No discussion and the roll was called:

Mr. Insko. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

Mr. Insko made a motion for the Board to enter Executive Session for the purpose of discussing confidential information related to economic development and the employment and compensation of public employees. Mr. Unger offered the second. No discussion and the roll was called:

Mr. Insko. "Aye"

Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"

The Board entered Executive Session at 8:25PM. They indicated that no action was expected to be taken.

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The Board returned at 9:13PM, with all members present and nothing to report.


ADJOURNMENT

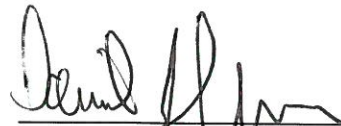
With no further business to come before the Board, Mr. Insko motioned for adjournment. Mr. Rajagopal offered a second. No discussion and the roll was called:

Mr. Insko. "Aye"

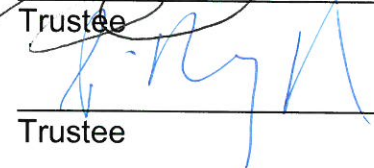
Mr. Rajagopal. "Aye"

Mr. Unger. "Aye"


Fiscal Officer


Trustee


Trustee


Trustee