

**Special Organizational Meeting of the Board of Trustees
Tuesday, January 2, 2018**

- 1. Opening of Meeting – Fiscal Officer**
- 2. Executive Session – 6:00 PM**
- 3. Pledge of Allegiance 7:00 PM**
- 4. Meditation (Moment of Silence)**
- 5. Election of President**
- 6. Election of Vice-President**
- 7. Organizational Items**
 - a. Appointment of two trustees to serve as members of the Volunteer Firefighters' Dependent's Fund Board of Directors
 - b. Appointment of two individuals to serve as members of the HCDC TIRC
 - c. Appointment of one trustee to serve as representative to the Solid Waste Management District Policy Committee
 - d. Appointment of one trustee to serve as a member of the Board of Directors of the Colerain Township – City of Cheviot Joint Economic Development District I
 - e. Appointment of three trustees to serve as members of the Colerain Township, Hamilton County, Community Improvement Corporation
 - f. Appointment of one trustee to serve as representative to the Board of Directors of the Ohio-Kentucky-Indiana Regional Council of Governments and for one individual to be the alternate representative.
 - g. Approval to continue employment and payment of part-time employees at the current rates
 - h. Approval of 2018 meeting dates
 - i. Authorization for administrator to sign all purchase orders equal to or less than \$2,500
 - j. Adoption of Robert's Rules of Order as the procedural guidelines for conducting meetings of the trustees



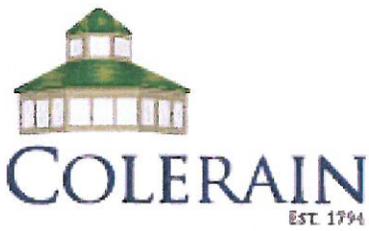
8. New Business

Administration

- a. Appointment of interim administrator and approval of Addendum to Employment Agreement with Geoff Milz
- b. Repeal of Resolution 40-17 Establishing Policies for Conducting Meetings of the Board of Trustees
- c. Discussion of search process for new Administrator

9. Adjournment

Resolution 01-18



**2018 Regular Meeting Dates
for the
Colerain Township Board of Trustees**

(2nd Tuesday unless otherwise noted)

Executive Session (6:30 p.m. if needed)

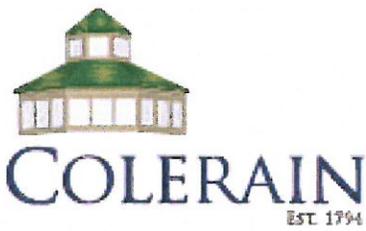
Public Session (7:00 p.m.)

January 9, 2018
February 13, 2018
March 13, 2018
April 10, 2018
May 8, 2018
June 12, 2018
July 10, 2018
August 14, 2018
September 11, 2018
October 9, 2018
November 13, 2018
December 11, 2018

Colerain Township • 4200 Springdale Road • Colerain Township, Ohio 45251
gmilz@colerain.org • www.colerain.org
Phone (513) 385-7500 • Fax (513) 245-6503

Trustees: Greg Insko, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Interim Administrator: Geoff Milz





**2018 Nuisance Abatement Meeting Dates
for the
Colerain Township Board of Trustees**

In order to provide for the timely abatement of nuisance violations the Township will hold an extra meeting to consider an abatement resolution on the 4th Tuesday of the Month from April to October.

Public Session (7:00 p.m.)

April 24, 2018
May 22, 2018
June 26, 2018
July 24, 2018
August 28, 2018
September 25, 2018
October 23, 2018

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Trustees: Greg Insco, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Interim Administrator: Geoff Milz



The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a Special Organizational Meeting at _____ p.m., on the 2nd day of January, 2018, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Greg Insco, Raj Rajagopal, Dan Unger

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

RESOLUTION NO.: _____ **-18**

RESOLUTION APPOINTING GEOFF MILZ
INTERIM TOWNSHIP ADMINISTRATOR

WHEREAS, on December 15, 2017, Daniel P. Meloy, Colerain Township Administrator announced that he began his terminal leave on that date, and his tenure as a Colerain Township employee will conclude on January 5, 2018 after more than 28 years of serving the Township; and

WHEREAS, as of December 15, 2017, Meloy issued Personnel Order 08-17 making Assistant Township Administrator Geoff Milz responsible for all the business involved in administrating Colerain Township; and

WHEREAS, the Ohio Revised Code Section 505.031 (B) states, “In the event that the township administrator is absent from that office by reason of illness, death, vacation, resignation, or removal, the chairperson of the board or a qualified person designated by the chairperson with the approval of the board shall act as township administrator and perform all duties of such township office, until such time as the township administrator returns to official duties or the board appoints a new township administrator to fill the vacancy”; and

WHEREAS, the Colerain Township Board of Trustees has determined it is in the best interest for the health, safety, and welfare of the Township to appoint an Interim Administrator; and

WHEREAS, Geoff Milz has the experience, knowledge, leadership skills, commitment to the community, and understanding of the policies necessary to serve as the Interim Township Administrator;

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

1. Geoff Milz is hereby appointed the Interim Township Administrator, effective January 3, 2018, and will continue to serve in his role as the Director of Development.

2. Geoff Milz, as the Interim Township Administrator, shall have all the powers and duties of an appointed Township Administrator.
3. Geoff Milz will serve as the Interim Township Administrator until the Colerain Township Board of Trustees appoints a new Township Administrator pursuant to Ohio Revised Code 505.031.
4. Due to the additional duties and responsibilities as serving the Township as the Interim Township Administrator and the Township's Director of Development, Geoff Milz's compensation will be adjusted to \$60.09 per hour until such time the Board of Trustees appoints a permanent township administrator.
5. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.
6. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
7. That this Resolution shall be effective at the earliest date allowed by law.

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

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

ADOPTED this _____ day of January, 2018.

BOARD OF TRUSTEES:

Greg Insko, Trustee

Raj Rajagopal, Trustee

Dan Unger, 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 January, 2018.

Heather E. Harlow,
Colerain Township Fiscal Officer

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in a Special Organizational Meeting at _____ p.m., on the **2nd** day of January, 2018, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Greg Insko, Raj Rajagopal, Dan Unger

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

RESOLUTION NO.: _____ **-18**

RESOLUTION RESCINDING RESOLUTION NO. 40-17
WHICH ESTABLISHED POLICIES FOR CONDUCTING MEETINGS

WHEREAS, on August 22, 2017, the Colerain Township Board of Trustees enacted Resolution No. 40-17, which established specific policies for conducting official business at the regularly scheduled meetings of the Board of Trustees; and

WHEREAS, it is the intent of this Resolution to rescind Resolution No. 40-17, and to return to the policies for conducting business and specifically public comment in place prior to the adoption of Resolution No. 40-17; and

WHEREAS, the Board of Trustees recognizes no need for Resolution No. 40-17;

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

1. The Colerain Township Board of Trustees hereby rescinds Resolution No. 40-17.
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. Insko _____, Mr. Rajagopal _____, Mr. Unger _____.

ADOPTED this _____ day of January, 2018.

BOARD OF TRUSTEES:

Greg Insko, Trustee

Raj Rajagopal, Trustee

Dan Unger, Trustee

ATTEST:

Heather E. Harlow,
Fiscal Officer

Resolution prepared by and approved as to form:

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5300 Socialville Foster Rd., Suite 200
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AUTHENTICATION

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Heather E. Harlow,
Colerain Township Fiscal Officer