



Special Meeting of the Board of Trustees

August 28, 2018

1. **Opening of Meeting**
2. **Executive Session 6:00 PM**
3. **Pledge of Allegiance 7:00PM**
4. **Meditation (Moment of Silence)**
5. **Fiscal Office – Approval of Minutes from August 14, 2018**
6. **Citizens Address: Questions Concerning Today’s Agenda**
7. **New Business**

Public Safety

- a. Motion to Establish a New Position - Property Room Manager (Police)
- b. Motion to Reclassify Employee (Police)
- c. Motion to Establish New Position - Police Cadet (Police)
- d. Motion to Hire Police Cadet (Police)

Public Services

Planning & Zoning

- a. Resolution Declaring Nuisance and Ordering Abatement

Administration

8. **Citizens Address**
9. **Executive Session – if needed**
10. **Adjournment**

COLERAIN

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Establish a New Position - Property Room Manager (Police)

Recommend adoption of a motion to approve the establishment of a "Property Room Manager" position within the Police Department

Rationale:

The Colerain Police Department operates a property room in strict compliance with the Commission on Accreditation of Law Enforcement Agencies standards. Those standards require daily, weekly and bi-annual inspections in addition to the detailed intake and storage processes.

With over 1,600 pieces of property stored and nearly 1,200 new items processed annually, much of it evidence needed in criminal cases and needing transportation to and from the lab and court, the proper supervision and operation of the Property Room has become a fulltime job.

The State of Ohio has developed an official training course to prepare property room managers with the necessary tools and knowledge to ensure the integrity of the property rooms. Any errors in the operation could lead to the exclusion of evidence in court and other negative consequences.

Currently, we have a Records Clerk who is partially responsible for this important role, but she will be graduating the police academy in three months. The role of the Records Clerk does not allow for the necessary time to focus on ensuring we are meeting existing legal standards.

While this is a new position, it will not require hiring an additional employee. If adopted, one Records Clerk position would be transitioned into the Property Manager role.

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Reclassify Employee (Police)

Recommend adoption of a motion to reclassify Records Clerk Michael Spears to the position of Property Room Manager.

Rationale:

Mr. Spears has been employed with the Police Department since 2017. He has shown tremendous capability in his current role and has expressed a desire to take on this important responsibility.

If approved, his salary would be \$16.00 per hour and the promotion would be effective September 1, 2018 in order to ensure time for training before the current employee leaves.

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Establish New Position - Police Cadet (Police)

Recommend adoption of a motion to approve the establishment of a "Police Cadet" position within the Police Department

Rationale:

The competition for quality police officers is more intense now than ever before. We often find ourselves working to quickly identify and hire these employees before another agency can take them.

A recent change in our recruiting process involves proactively recruiting police academy classes. We have been very successful identifying quality candidates that have eventually become employees. We have also seen some of these identified candidates taken by other agencies in the period between attending the academy and becoming eligible for hire.

The Cadet position would allow us to hire these future officers before they have completed the police academy or taken the State examination. The benefit to the Township is twofold. First, we can begin the Field Training Officer process (FTO) early, reducing the FTO period by up to as much as four weeks.

Many of the FTO tasks are administrative and are done early in the FTO period. We will be able to have those portions of the training process complete by the time they graduate the academy. This allows us to get the officers on the street a month sooner than before. Secondly, the Cadet would serve in the role of Records Clerk and assist the civilian staff for the period of time they serve in this role.

This position would be part-time and the Cadet would typically only remain in this position for eight weeks. If approved, the salary of the Police Cadet would be \$15.00 per hour. Each Cadet would sign an agreement requiring them to remain employed with Colerain Township for 36 months or repay the cost of hiring and equipping them (\$3,000).

PUBLIC SAFETY

Department: Police

Department Head: Mark Denney, Police Chief

Motion to Hire Police Cadet (Police)

Recommend adoption of a motion to hire Brian Haubiel for the position of Police Cadet.

Rationale:

Mr. Haubiel was approved for hire as a Police Officer at the July Colerain Township Board of Trustees meeting. His appointment is effective upon successful completion of the police academy and successful passing of the State certification test.

Mr. Haubiel successfully completed the academy on August 20, graduating as the class valedictorian, but cannot be appointed to the police officer position until he passes the State certification test that is scheduled for mid-September.

Hiring Mr. Haubiel as a Police Cadet provides us an opportunity to begin his 12-week field training period a month early, allowing us to get him on the road as a solo officer sooner.

If approved, his salary would be \$15.00 per hour and the hiring would be effective immediately.

PLANNING & ZONING

Department: Planning & Zoning

Department Head: Jenna LeCount, Planning Director

Resolution Declaring Nuisance and Ordering Abatement

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

Rationale:

This Resolution is recommended to allow the Trustees to abate and assess properties with the Ohio Revised Code nuisance violations.

The Board of Trustees of Colerain Township, County of Hamilton, State of Ohio, met in regular session at _____, on the 28th day of August, 2018, at the Colerain Township Administration Building, 4200 Springdale Road, Cincinnati, Ohio 45251, with the following members present:

Greg Insco, Raj Rajagopal, Dan Unger

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

RESOLUTION NO. _____

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT

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

<u>Address</u>	<u>Book-Page-Parcel No.</u>
2899 Bentbrook	510-0042-0373-00
10013 Dunraven	510-0041-0411-00
3210 New Year	510-0113-0377-00
2762 Niagara	510-0052-0049-00
9679 Pippin	510-0052-0025-00
8240 Royal Heights	510-0061-0149-00
6911 Rutherford	510-0074-0309-00
3475 Springdale	510-0112-0027-00

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

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

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

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

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

2. That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Inspector shall cause the nuisances to be removed, and the Township shall notify the County Auditor to assess such cost plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87;
3. That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal action were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code; and
4. That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.
5. That this Resolution shall be effective at the earliest date allowed by law.

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

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

ADOPTED this 28th day of August, 2018.

BOARD OF TRUSTEES:

Greg Insko, Trustee

Raj Rajagopal, Trustee

Dan Unger, Trustee

ATTEST:

Heather E. Harlow,
Colerain Township Fiscal Officer

Resolution prepared by and approved as to form:

Lawrence E. 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 28th day of August, 2018.

Heather E. Harlow
Colerain Township Fiscal Officer