RESOLUTION 26 - 22, 2024
COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO

AUTHORIZING AN AGREEMENT FOR PROFESSIONAL SERVICES FOR EXTERIOR PROPERTY MAINTENANCE CODE COMPLIANCE; AUTHORIZING ADMINISTRATOR TO ENTER INTO AGREEMENT WITH HARRY HOLBERT JR.; AND DISPENSING WITH THE SECOND READING

WHEREAS, the Columbia Township Board of Trustees adopted an Exterior Property Maintenance Code effective June 14, 2010 pursuant to Ohio Revised Code Section 504.04; and

WHEREAS, the Board of Trustees in 2016 contracted with Sycamore Township to provide enforcement for Columbia's Exterior Property Maintenance Code ("PMC") until Sycamore Planning & Zoning Department staffing changes caused it to withdraw from the contract in April 2023; and

WHEREAS, Harry Holbert, Jr., an independent compliance contractor, previously provided the Township with expert PMC compliance services in 2024. Also, Mr. Holbert previously was employed at Sycamore Township and was responsible for setting up PMC enforcement services for Columbia Township at the time of the Township's original contract with Sycamore; and

WHEREAS, the Board desires to contract with Mr. Holbert through December 31, 2026, for project-based compliance services, with specific emphasis on PMC compliance, as outlined on the attached proposed contract; and

WHEREAS, the Board of Trustees, upon majority vote, hereby dispenses with the requirement that this Resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Columbia Township, Hamilton County, Ohio, for the benefit and welfare of Columbia Township and its citizens, hereby authorizes the Township Administrator to sign, on behalf of the Township, an agreement between Harry Holbert Jr. and Columbia Township for professional Exterior Property Maintenance Code compliance services as provided in the attached proposal.

Motion to accept Resolution made by: MR. KUBICK

Seconded by: MR. LAMAR

Passed April 14, 2026

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VOTE:

TRUSTEE	Voting	Signature	Date
David Kubicki, Chair	YES		04-14-2026
Brian Lamar, Vice-Chair	yes		04-14-2026
Steve Brokamp, Trustee	yes		04-14-2026

ATTEST: _____ 04-14-2026
Caroline Heekin, Fiscal Officer

Refer to Attachment – Compliance Services Agreement

Passed April 14, 2026

PROFESSIONAL SERVICES CONTRACT

Compliance Consulting

Effective April 14, 2026, Harry L. Holbert, Jr., an Independent Contractor (Contractor), proposes to provide to Columbia Township (Township) the following specialty project-based, non-exclusive, compliance consulting services upon direction from Columbia Township Administration:

Scope of Services:

1. Provide applicable code compliance services, such as exterior property maintenance review, inspections, enforcement, and records management, as per the Columbia Township Exterior Property Maintenance Code (Code).
2. Assist Township Administrator with additional project-based consulting services for code compliance, such as zoning or building code, as requested and agreed upon between the Independent Contractor and Township.
3. Utilize AI-based resources to enhance and automate code compliance workflows and recordkeeping.

Time and Availability:

Contractor agrees to independently provide the services listed above for no fewer than 20 hours per week and generally between the hours of 8:00 a.m.-4:00 p.m., Monday-Friday, if feasible based on the Contractor's other business contract obligations.

Times when the Township and Contractor are required to jointly meet shall be coordinated and agreed upon between the Contractor and Township. Contractor shall have discretion in selecting dates and times throughout each month to deliver the compliance services wanted by the Township.

Contractor agrees to perform services in person that require both field and office work; office work may be performed remotely or at Township offices as long as Contractor fulfills responsibilities to the Township as an independent contractor.

Compensation:

- Township shall pay to Contractor $40.00 per hour for services rendered and not-to-exceed $35,000 total compensation through December 31, 2026.
- Contractor will submit a monthly invoice for services rendered to the Township. Invoices shall detail hours worked on any general tasks or activity in the Scope of Service to which the costs are related.
- Township will reimburse approved out of pocket expenses when receipts are submitted.
- Township will not provide Contractor with any employee or "fringe" benefit.

Independent Contractor:

The parties agree that Harry L. Holbert, Jr. is an Independent Contractor and not an employee.

Contractor shall be responsible for paying all taxes arising from compensation and other amounts paid for consulting services rendered.

Contractor agrees that all reports, presentations, and specific materials developed by him on behalf of the Township in connection with services rendered are and shall remain the exclusive property of the Township.

Workers' Compensation and Insurance:

Contractor shall bear sole responsibility for any health or disability insurance, workers' compensation coverage, unemployment insurance, retirement benefits, or other welfare or pension benefits, if any, for himself.

Contract Term:

This contract, effective April 14, 2026, and continuing through December 31, 2026, continues unless terminated by either party giving written notice at least 30 days in advance of the date of termination. Services will be billed at the identified rate.

Assignment:

Neither this Agreement nor any duties or obligations under this Agreement may be assigned by Contractor without the prior written consent of the Township.

Harry Holbert

NAME

Date:

4/10/2026

Columbia Township Board of Trustees

By: Mel Taylor

Its: Administrator

Date: 04-14-2026