

RESOLUTION 24 - 11, 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; and

WHEREAS, Harry Holbert, Jr. currently provides the Township with expert PMC enforcement services under a short-term administrative contract. Mr. Holbert was previously employed at Sycamore Township and responsible for setting up enforcement services for Columbia Township at the time of the original Sycamore contract; and

WHEREAS, the Board desires to contract for continuing PMC compliance services with Mr. Holbert 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.

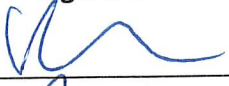

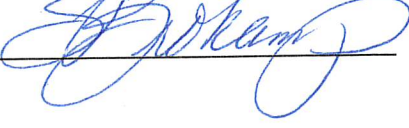
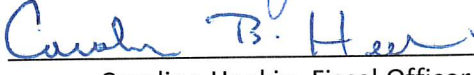
NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Columbia Township, Hamilton County, Ohio, for the benefit and welfare of Columbia Township and its citizens, hereby authorizes the Township Administrator to sign, on behalf of the Township, an agreement between Harry Holbert Jr. and Columbia Township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

Motion to accept Resolution made by: MR. KUBICKI

Seconded by: MR. BROKAMP

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VOTE:

TRUSTEE	Voting	Signature	Date
David Kubicki, President	<u>yes</u>	<u></u>	04-04-2024
Brian Lamar, Vice-President	<u>yes</u>	<u></u>	04-04-2024
Steve Brokamp, Trustee	<u>yes</u>	<u></u>	04-04-2024
ATTEST:		<u></u>	04-04-2024
		Caroline Heekin, Fiscal Officer	

Attachment – Services Proposal

PROFESSIONAL SERVICES CONTRACT

Compliance Consulting

Effective _____, 2024, Harry L. Holbert, Jr. (Contractor) proposes to provide to Columbia Township (Township), upon direction from Columbia Township Administration, the following consulting services on a part-time basis:

Scope of Services:

1. Provide exterior property maintenance review, inspections, enforcement, and record keeping as per the Columbia Township Exterior Property Maintenance Code (Code).
2. Assist Township Administrator with additional duties as requested and agreed upon between the Contractor and Township.

Time and Availability:

Contractor agrees to work part-time performing the services listed above. Contractor agrees to work no fewer than 8 hours per week and provide services between the hours of 8:00 a.m.-4:00 p.m. Monday-Friday. Times shall be coordinated and agreed upon between the Contractor and Township. Contractor shall have discretion in selecting dates and times throughout each month to satisfy the hourly needs of the Township. Contractor agrees to perform services in person that require both field and office work; office work may be performed at Township offices or remotely as long as Contractor fulfills responsibilities to the Township as an independent contractor.

Compensation:

- The Township shall pay to Contractor \$35.00 per hour for services rendered and not-to-exceed \$12,000 total compensation.
- 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 Services 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 continues unless terminated by either party giving written notice at least fourteen (14) days in advance of the date of termination. Services will be billed at the identified rate, and Contractor may adjust rates annually if desired during the contract by providing written notice to Columbia Township at least 30 days in advance.

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.

Contractor

Printed Name:

Date:

Columbia Township Board of Trustees

By: _____

Its: Administrator

Date:

COLUMBIA TOWNSHIP BOARD OF TRUSTEES
5686 KENWOOD ROAD CINCINNATI, OHIO 45227

Board of Trustees
Regular Meeting Minutes
March 12th, 2024
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This meeting was open to the public, streamed live and available for viewing after the meeting. Columbia Township residents and businesses were also invited to email or call with comments or questions to be read and answered during "Open Forum". GrowingTogether@ColumbiaTwp.org; 513-561-6046.

Watch Live <https://vimeo.com/event/3958842>

Watch Later <https://www.youtube.com/channel/UCLfD5afKymmzsH8L5mLpDaQ>

The Columbia Township Regular Board meeting was called to order by Trustee David Kubicki at 4:00 p.m.

In attendance

Those Trustees in attendance were David Kubicki and Steve Brokamp. Also in attendance were Township Administrator Melissa Taylor, Fiscal Officer Caroline Heekin, Police Lt. Paul Naber, Fire Chief Denny Meador and Fire Chief Mike Siefke. The pledge of allegiance was recited.

Approval and Signing of Minutes –

Mr. Kubicki made a motion, seconded by Mr. Brokamp to approve the Regular Meeting Minutes of February 13, 2024. All Present voted yes.

Department Reports –

Fiscal Officer's Report

Ms. Heekin's report was included with the meeting packet and is available for public inspection.

Road Superintendent Report

Mr. Frazier's report was included with the meeting packet and is available for public inspection.

Administrator's Report

Ms. Taylor's report was included with the meeting packet and is available for public inspection. Ms. Taylor highlighted a few items from her report including the success of our Pre-St. Patrick's Day Party with the highest turnout yet. The Madison Place Firehouse aerial security camera will be online soon to provide real time images of construction progress. The Norwood Lateral closings have begun, and we will continue to monitor impact.

Economic Development Quarterly Report

Mr. Montgomery's next quarterly report will be in April 2024.

Police Report

The police report was included with the meeting packet and is available for public inspection. Lt. Naber noted that the Rotary Club allowed for the placement of AEDs in all cruisers. There will be a DEA Drug Takeback on April 27th from 10am to 2pm at the Silverton station on Montgomery Road. Traffic enforcement in Columbia Township has been stepped up resulting in triple the amount of traffic tickets written; an increase in crashes with fatalities in the Region was the impetus for increased enforcement. So far the Lateral closings have not had a large impact on our area but will continue to be monitored closely as it progresses. Finally, congratulations to Night Shift Sergeant Erik Pfaffl on his promotion to Lieutenant and Howard Hochscheid for his promotion to Corporal.

**COLUMBIA TOWNSHIP BOARD OF TRUSTEES
5686 KENWOOD ROAD CINCINNATI, OHIO 45227**

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Department Reports – (cont.)

Little Miami JF&R District Report +
Deer Park-Silverton Fire District Report

Mr. Lamar will provide a report at the next regular meeting.

Trustees Reports –

Mr. Brokamp shared some observations learned in speaking with neighbors including a question as to how we can better engage everyone in attending our community events. Mr. Brokamp also noted that the Pre-St. Patrick's Party was phenomenal. Mr. Kubicki agreed, noting that all went well, he loved the band, and we will continue to bring this level of engagement to our events.

Communications –

- Articles and communications
- Podcast Series "Making It Happen" and YouTube Channel Video Series
- Facebook posts

Motions –Mr. Kubicki made a motion, seconded by Mr. Brokamp to Approve cashing out PNC Business Credit Card reward points valued at \$680.00 to deposit into General Fund. All present voted yes.

Mr. Kubicki made a motion, seconded by Mr. Brokamp to Approve letter of support for 7008 Cambridge Ave., Joseph Katuska, for a Hamilton Co. Zoning Variance. All present voted yes.

Resolutions –

First Reading:

Ms. Taylor provided the first reading of a Resolution Certifying Violation Abatement Expenses at 6804 Stewart Road, Owned by Joan L. Bickett, 6804 Stewart Road, Cincinnati, Ohio, 45236, To The County Auditor For Assessment, And Dispensing With The Second Reading. Mr. Kubicki made a motion, seconded by Mr. Brokamp to pass **RES 24-04**. All present voted yes. Mr. Kubicki made a motion, seconded by Mr. Brokamp to dispense with the second reading. All present voted yes.

Ms. Taylor provided the first reading of a Resolution Authorizing Major Repairs To The 1992 Case Backhoe By Southeaster Equipment Company, And Dispensing With The Second Reading. Mr. Kubicki made a motion, seconded by Mr. Brokamp to pass the **RES 24-05**. All present voted yes. Mr. Kubicki made a motion, seconded by Mr. Brokamp to dispense with the second reading. All present voted yes.

Ms. Taylor provided the first reading of a Resolution Designating The North Side Of Wind Road, From Whetsel Ave. And Continuing Along The West Side Of Wind Road To The Terminus At Windridge Drive, To Be A No Parking Fire Lane Area And Prohibiting Parking Therein, And Dispensing With The Second Reading. Mr. Kubicki made a motion, seconded by Mr. Brokamp to pass **RES 24-06**. All present voted yes. Mr. Kubicki made a motion, seconded by Mr. Brokamp to dispense with the second reading. All present voted yes.

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Approve Payment of Bills, Bank Reconciliation and Financial Reports –

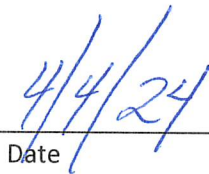
Mr. Kubicki made a motion seconded by Mr. Brokamp to approve payment of bills, Bank Reconciliation and Financial reports. All present voted to approve.

Signing of Minutes and Resolutions – Mr. Kubicki made a motion seconded by Mr. Brokamp to sign the Minutes and Resolutions. All present voted yes.

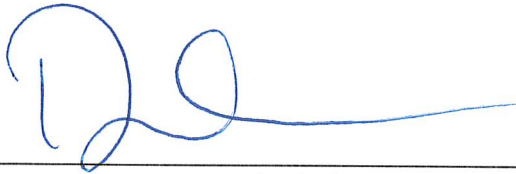
Adjournment – Mr. Kubicki made a motion seconded by Mr. Brokamp to adjourn. All present voted to adjourn.



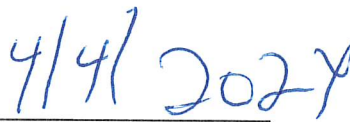
Steve Brokamp



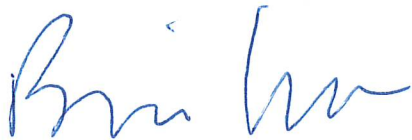
Date



David Kubicki



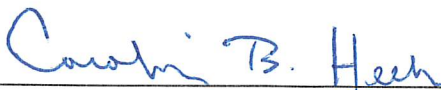
Date



Brian Lamar



Date



Caroline Heekin



Date