


**COLERAIN TOWNSHIP
ADMINISTRATION**

**PERSONNEL ORDER
01-20**

TO: Administration, Finance, Public Services and Planning and Zoning
Personnel

FROM: Geoff Milz, Administrator 

DATE: March 23, 2020

SUBJECT: Employee Duty Station Assignments Per the Director of the Ohio
Department of Health's Stay At Home Order

At 11:59PM this evening a "Stay At Home Order" from the Director of the Ohio Department of Health takes effect in Ohio. That order identifies roles that, for the purposes of this public health crisis, are deemed essential to continue to report to their traditional duty stations. Having reviewed the order with the Department Heads and in order to maintain compliance with that order - and with the spirit and intent of that order - I am making the following duty station assignments, effective no later than 4:30 PM today and until further notice:

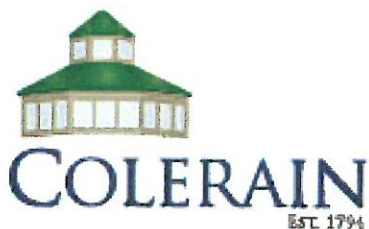
Public Services Department

Employee Name	Department	Position	Duty Station
Jacqueline O'Connell	Public Services	Director of Public Services	Home - Office as necessary
Tawanna Molter	Public Services	Event Coordinator	Home - Office as necessary
Robert Dellaposta	Public Services	Facility Manager	4160 Springdale Road
Daniel Schulte	Public Services	Supervisor Foreman	Bus for transport/ 4160 Springdale
Roger Krebs	Public Services	Supervisor Foreman	4160 Springdale Road
Frank Short	Public Services	Maintenance Worker	4160 Springdale Road
Jason Huff	Public Services	Maintenance Worker	4160 Springdale Road
Geoff Payne	Public Services	Maintenance Worker	4160 Springdale Road
James Adleta	Public Services	Maintenance Worker	4160 Springdale Road
Dwight Logan	Public Services	Maintenance Worker	4160 Springdale Road
Todd Bandy	Public Services	Maintenance Worker	4160 Springdale Road
James Bolin	Public Services	Maintenance Worker	4160 Springdale Road
Kevin Weisgerber	Public Services	Maintenance Worker	4160 Springdale Road
Jason Haines	Public Services	Maintenance Worker	4160 Springdale Road
Mike Baumer	Public Services	Maintenance Worker	4160 Springdale Road
Justin Sturgill	Public Services	Maintenance Worker	4160 Springdale Road
Kraig Reiman	Public Services	Maintenance Worker	4160 Springdale Road
Earl Rader (Bud)	Public Services	Bus Driver	Food Delivery Only/Leave

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

Trustees: Raj Rajagopal, Daniel Unger, Matt Wahlert
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz





Planning & Zoning Department

Employee Name	Department	Position	Duty Station
Michael Ionna	Planning & Zoning	Director of Planning & Zoning	Home - Office as necessary
Martin Kohler	Planning & Zoning	Senior Planner	Home
Chris Cavallaro	Planning & Zoning	Code Enforcement Officer	Home
Jesse Urbancsik	Planning & Zoning	Planner	Home
Vacant	Planning & Zoning	Seasonal Code Enforcement Officer	Vacant
Lora Dakin	Planning & Zoning	Code Enforcement Specialist	Home

Administration and Finance Departments

Employee Name	Department	Position	Duty Station
Geoff Milz	Administration	Township Administrator	Home - Office as necessary
Jeff Weckbach	Administration	Assistant Township Administrator	Home - Office as necessary
Jeff McElravy	Administration	Director of Finance	Home - Office as necessary
Robert Shepherd	Administration	IT Director	Home - Office as necessary
Cynthia Miller	Administration	Finance Specialist	Home
Shannon Baker	Administration	Accounting Specialist	Home - Office as necessary
Renetta Edwards	Administration	Human Resources Specialist	Home - Office as necessary
Glenna Carter	Administration	Office Manager	Home - Office as necessary
Vacant	Administration	Receptionist	Vacant

I understand there may be questions related to this Personnel Order. Please continue to use the chain-of-command to get the answers you need beginning with your Department Head.

Cc: Colerain Township Board of Trustees
All Township Personnel

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