

UNION TOWNSHIP BOARD OF TRUSTEES MEETING AGENDA

July 14, 2009 - 7:00 PM
Union Township Civic Center
4350 Aicholtz Road, Union Township, Ohio 45245
www.union-township.oh.us

CALL TO ORDER: Robert McGee, Chairperson

PLEDGE OF ALLEGIANCE: Chairperson McGee

ROLL CALL: Robert McGee, Chairperson
Matthew Beamer, Vice-Chairperson
Timothy Donnellon, Trustee

APPROVAL OF MINUTES

- 1) June 23, 2009 Board of Trustees meeting
- 2) June 24, 2009 Work Session meeting
- 3) July 1, 2009 Work Session meeting

CORRESPONDENCE

Ronald B. Campbell, Fiscal Officer

PROCLAMATIONS & SPECIAL PRESENTATIONS (None)

DEPARTMENT REPORTS

Department Heads will present their bi-monthly reports in the following order:

Fire & Emergency Medical Service – Stan Deimling, Fire Chief
Police Department – Terry Zinser, Police Chief
Service Department – Matt Taylor, Director
Planning & Zoning – Cory Wright, Director
Administration – David Duckworth, Township Administrator

PUBLIC HEARINGS

- (1) Union Township Zoning Case # 4-09-O. Steven Allen, Applicant
8705 Old State Route 74, Overlay District Redevelopment & Change of Use Request
- (2) Union Township Zoning Case # 5-09-O. Amelia Nails, LLC, Applicant
811 & 813 State Route 125, Redevelopment Request

OLD BUSINESS

A. Bid Recommendations

Approve bid recommendation of David D. Duckworth, Township Administrator, for the 2009 Road Resurfacing Project.

NEW BUSINESS

A. Payment of Bills

Motion to pay outstanding bills as prepared by Ronald Campbell, Fiscal Officer.

B. Approval of Monthly Financial Report

Motion to approve monthly financial report as prepared by Ronald Campbell, Fiscal Officer.

C. Personnel Actions

Approve recommendation of David D. Duckworth, Township Administrator, for the following personnel actions:

Employee Promotion

Service Department - I recommend the promotion of Shawn Hartness to the position of Service Department Supervisor, effective July 15, 2009 at a pay rate of \$32.25 per hour.

Removal From Probation

Police Department – I recommend the following employees be removed from probationary employment status: (1) Christy Grooms, Communication Specialist effective July 21, 2009; (2) Josh Hines, Police Officer, effective July 23, 2009.

D. Approval of Purchase Orders

Approve recommendation of David D. Duckworth, Township Administrator, for the approval of requested purchases exceeding \$1,500.00.

E. Contract Approval

Approve recommendation of David D. Duckworth, Township Administrator, for the approval of the following contracts: (1) Agreement with AlerTS, Inc. for the upgrade to the 9-1-1 dispatch software; (2) Agreement with Time Warner Cable for the wireless internet at Veterans Park; (3) Fire Protection Service Agreement with Cintas for maintenance, repair and monitoring of fire protection equipment; (4) Agreement with Joel T. Wilson Co. LTD. for auctioneer services; (5) Agreement with Midwest Utility Consultants, Inc. for utility cost recovery services.

F. Nuisance Abatement

Upon recommendation of David D. Duckworth, Township Administrator, adopt Resolution 2009-10 authorizing the abatement of noxious weeds or the removal of debris pursuant to Section 505.87 of the Ohio Revised Code at the following addresses: 4584 Shephard Road, Batavia, Ohio 45103; 4582 Shephard Road, Batavia, Ohio 45103; 4769 Shephard Road, Batavia, Ohio 45103; 4703 Blue Jacket Road, Cincinnati, Ohio 45244; 473 Odin Drive, Cincinnati, Ohio 45244; 663 Holiday Drive, Cincinnati, Ohio 45245.

G. Compensation of Rural Zoning Commission & Board of Zoning Appeals Members

Upon recommendation of David D. Duckworth, Township Administrator, adopt Resolution 2009-09 establishing the compensation of the members of the Rural Zoning Commission & Board of Zoning Appeals at \$75 per meeting.

H. Project Change Order

Upon recommendation of David D. Duckworth, Township Administrator, approve Change Order #1 for the Brantner Lane Road Improvement Project, in the amount of \$3,528 for added storm drainage.

I. 2009 Advance of Property Tax Collections

Upon recommendation of David D. Duckworth, Township Administrator, adopt Resolution 2009-11 requesting from the Clermont County Auditor advance payment of the collection of taxes assessed and collected for Union Township at the 2008 tax settlement (2009 calendar year).

J. 2010 Tax Budget

Upon recommendation of Ronald B. Campbell, Fiscal Officer, approve 2010 annual tax budget as presented.

K. JEDD Board Appointment

The Board of Trustees will consider the appointment of a township official to the Ivy Pointe Joint Economic Development District Board of Directors.

COMMENTS FROM BOARD MEMBERS

PUBLIC COMMENTS

EXECUTIVE SESSION

Pursuant to Section 121.22 of the Ohio Revised Code, the Board of Trustees will convene in Executive Session for the following:

1. To Discuss the Employment of Public Employees Pursuant to Section 121.22(G)(1) of the Ohio Revised Code
2. To Discuss the Purchase of Property for Public Purposes Pursuant to Section 121.22(G)(2) of the Ohio Revised Code
3. To Discuss Pending or Imminent Litigation Pursuant to Section 121.22(G)(3) of the Ohio Revised Code

UNION TOWNSHIP BOARD OF TRUSTEES
WORK SESSION
June 24, 2009

The Union Township Board of Trustees met in work session June 24, 2009 at 7:00PM at the Union Township Civic Center. Chairperson Robert McGee called the meeting to order. Present were: Trustee Robert McGee, Trustee Matt Beamer, Trustee Tim Donnellon, Fiscal Officer Ron Campbell, Administrator David Duckworth, Assistant Administrator Cory Wright, Fire Chief Stan Deimling, Police Chief Terry Zinser, IT Director Chip Stewart, Service Director Matt Taylor, Media Relations Director Gina DiMario. Also in attendance were County Administrator David Spinney, County Engineer Pat Manger, and Clermont County Transportation Improvement District (CCTID) Secretary/Treasurer Steve Wharton.

Mr. Wharton updated the Board on the status of the different CCTID projects in Union Township either in the engineering/design or planning process. Mr. Wharton provided the Board with a copy of the CCTID Regional Transportation Improvement Plan which lists all of the projects in Clermont County. Mr. Wharton also updated the Board on the status of the Eastern Corridor project. Mr. Wharton indicated that Union Township's continued support of the Eastern Corridor project, both political and financial, was critical in the long-term success of the project.

Mr. Duckworth advised the Board that each township department has spent approximately 1 month reviewing their department's expenditures to identify potential cost savings measures. The approach taken by each department was to involve both management employees and line employees in the process. Each township department participated in the process and the results will be submitted to the Board this evening for review and comment.

Each respective Department Head provided the Board with a hard copy of their cost savings recommendations and then proceeded to provide a detailed explanation of their recommendations. After considerable discussion on each department presentation, the Board directed Mr. Duckworth to prepare a line-item summary of the departmental recommendations and submit them to the Board for comment. Mr. Duckworth advised the Board that he would have the summary prepared no later than Friday, June 26. Mr. Donnellon recommended that each Trustee submit their comments electronically to Mr. Duckworth in advance of the next work session to be held on July 1, 2009.

Mr. Donnellon made a motion to hold a follow-up Work Session at 7:00PM on Wednesday, July 1, 2009 at the Union Township Civic Center. Mr. Beamer seconded the motion. On roll call, all voted AYE.

With no further business to come before the Board, Mr. Donnellon made a motion to adjourn the meeting at 10:20PM. Mr. Beamer seconded the motion. Upon roll call, all voted AYE.

UNION TOWNSHIP BOARD OF TRUSTEES
WORK SESSION
July 1, 2009

The Union Township Board of Trustees met in work session July 1, 2009 at 7:00PM at the Union Township Civic Center. Chairperson Robert McGee called the meeting to order. Present were: Trustee Robert McGee, Trustee Matt Beamer, Trustee Tim Donnellon, Fiscal Officer Ron Campbell, Administrator David Duckworth, Fire Chief Stan Deimling, Police Chief Terry Zinser, IT Director Chip Stewart, Service Director Matt Taylor.

Mr. Duckworth asked Mr. Stewart to provide the Board with detailed information on the number of aircards currently being used by employees. Mr. Stewart informed the Board that there were 8 aircards currently being used. Mr. Donnellon requested a complete list of all township issued cell phones and aircards and who these were assigned to. Mr. Duckworth stated that he would handle this request.

Mr. Duckworth proceeded to review each cost savings measure with the Board. The Board requested additional information on the proposed fueling station. Mr. Taylor provided the Board with updated cost information on using retail purchased fuel versus bulk fuel. The estimated annual cost savings was \$69,815. Mr. Taylor stated that his department could do most of the construction work and that the start-up cost will likely be in the neighborhood of \$70,000. Mr. Beamer stated that the first-year savings is actually zero since the construction costs are about the same as the savings. Mr. Beamer also requested additional information on when the fueling station will be constructed and the funds used for the construction. Mr. Duckworth stated that he would get back to the Board on Mr. Beamer's request.

Mr. Duckworth asked Chief Deimling to provide additional details on the proposal to employ a township mechanic. Chief Deimling reviewed the proposed savings to the township by using a township mechanic on various fleet repairs opposed to using outside mechanics. Chief Deimling stated that the overall savings to the township will be approximately \$43,000 annually. Mr. Donnellon asked about start-up costs. Mr. Taylor and Chief Deimling indicated that there will be some upfront costs mainly equipment related. Mr. Donnellon asked that the start up costs be identified and submitted to the Board for review.

After considerable review and discussion on the proposed cost savings, the Board unanimously agreed to reject some of the recommendations. Specifically, the Board rejected the following recommendations: charging residents for using township-owned properties, e.g. picnic shelters, gymnasium, Civic Center rooms; eliminating police accreditation, eliminating police community relations programs including National Night-Out and citizen's police academy, and eliminating the use of take home vehicles by police detectives; eliminating a proposal to defer computer equipment upgrades; eliminating the hard-copy of the township newsletter and reducing the number of summer concerts. In addition, the Board agreed to a modified zoning fee schedule increase in which all zoning fees would be increased by 50%.

Mr. Duckworth advised the Board that he would be finished with his personnel cost review within the next two weeks. Mr. Donnellon suggested that the Board hold a work session on July 15 to finalize all cost savings recommendations.

Mr. Donnellon made a motion to hold a follow-up Work Session at 7:00PM on Wednesday, July 15, 2009 at the Union Township Civic Center. Mr. Beamer seconded the motion. On roll call, all voted AYE.

With no further business to come before the Board, Mr. Donnellon made a motion to adjourn the meeting at 8:30PM. Mr. Beamer seconded the motion. Upon roll call, all voted AYE.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: David D. Duckworth, Administrator
c: Fiscal Officer
DATE: July 14, 2009
RE: Bid Recommendation – 2009 Road Resurfacing Project

Bids were received and opened on July 10, 2009 for the above referenced project. The following bids were received: John R. Jurgensen Co. - \$1,078,645; Barrett Paving Materials - \$1,109,519. The estimate for the project is \$1,179,175 so we are approximately \$100,000 under estimate. It is also important to note that we were able to add an additional six (6) streets to the original list because our original estimate was very conservative.

Based on the review of the bids by Service Director Matt Taylor, I recommend that the Board accept the bid submitted by John R. Jurgensen Co. in the amount of \$1,078,645 and authorize the Township Administrator to enter into a contract with said company. The project is expected to begin August 1 and the contract calls for a 60 day completion.

Please consider this bid recommendation at the July 14th Trustees meeting.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: David D. Duckworth, Administrator
c: Fiscal Officer
DATE: July 14, 2009
RE: Appointment to JEDD Board

It was brought to my attention today that the Board of Trustees needs to appoint or re-appoint a representative to serve on the JEDD Board. The agreement indicates that the designee can be any official or elected representative, except for the Township Administrator. Mr. McGee served as the JEDD representative for Union Township for the past two years. A motion will be needed to either reappoint Mr. McGee, or alternatively, appoint a new member to serve a subsequent 4 year term.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: David D. Duckworth, Administrator
c: Fiscal Officer
DATE: July 14, 2009
RE: Collection of Advance Taxes

The Fiscal Office is requesting that the Board adopt a Resolution so the township can collect advance taxes in 2009.

Attached is Resolution 2009-11 for the Board to consider at the July 14th Trustees meeting.

Attachment

RESOLUTION 2009 - 11

The Board of Trustees of Union Township, Clermont County, Ohio met in regular session at the Union Township Civic Center on July 14, 2009 with the following members present: Robert McGee, Matthew Beamer, Timothy Donnellon.

MR. DONNELLON made a motion to adopt the following Resolution:

RESOLUTION REQUESTING ADVANCE OF TAXES COLLECTED

WHEREAS, Section 321.34 of the Ohio Revised Code authorizes townships to receive advances of taxes collected at the ensuing tax settlement; and

WHEREAS, the Union Township Board of Trustees requests from the Clermont County Auditor advance payment of the current collection of taxes assessed and collected for Union Township at the 2009 second half tax settlement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Union Township, Clermont County, Ohio by authority of Section 321.34 of the Ohio Revised Code, as follows:

SECTION 1: That the Fiscal Officer of Union Township formally submits a Request For Advance of Taxes Collected to the Clermont County Auditor for the second half tax settlement of 2008 collected in fiscal year 2009.

SECTION 2: That it is the Board's intent to use the money for the purposes of the fiscal year in which the request is made.

SECTION 3: That this Board of Trustees hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4: This Resolution shall take effect at the earliest period allowed by law.

MR. BEAMER seconded the motion to adopt the Resolution. On the roll call being called the vote resulted as follows:

Mr. McGee	<u>AYE</u>
Mr. Beamer	<u>AYE</u>
Mr. Donnellon	<u>AYE</u>

Resolution 2009-11 adopted July 14, 2009

ATTEST:

Ronald B. Campbell, Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri,
Township Law Director

CERTIFICATION

I, Ronald B. Campbell, Fiscal Officer of Union Township, do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of Union Township; that the same has been compared by me with the Resolution of said Record and that it is a true and correct copy thereof.

Ronald B. Campbell, Fiscal Officer