

UNION TOWNSHIP BOARD OF TRUSTEES MEETING AGENDA

**November 24, 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) November 10, 2009 Board of Trustees Regular Meeting
- 2) November 10, 2009 Overlay Case #9-09-O
- 3) November 10, 2009 Overlay Case #10-09-O
- 4) November 10, 2009 Zoning Case 8-04-Z

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 - None

OLD BUSINESS - None

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. Approval of Purchase Orders

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

D. Clermont County Tax Incentive Review Council

The Board of Trustees will appoint two representatives to serve on the Clermont County Tax Incentive Review Council which will meet on December 2, 2009.

E. Appointment to OKI Board of Directors

The Board of Trustees will appoint one representative to serve on the OKI Board of Directors.

F. Contract Approval

Authorize the Township Administrator to execute a contract with Staffmark for a temporary employee for the post office.

COMMENTS FROM BOARD MEMBERS

PUBLIC COMMENTS

EXECUTIVE SESSION - None

ADMINISTRATOR REPORT FOR NOVEMBER 24, 2009 TRUSTEE MEETING

1. WEBSITE UPDATE PROJECT

ActionLink, one of the final website projects, is now operational. Residents can now sign-up for various police and fire department classes and programs, report roadway problems, and apply for permits on-line. We will continue to add more features to ActionLink in the future.

2. CLERMONT COUNTY TID PROJECT UPDATES

This section formerly updated the status of the 450 Gateway project. Since there is minimal activity to discuss on this project, I will now provide the Board with updates on all of the Clermont County Transportation Improvement District projects in Union Township.

SR450/Union Gateway Project

The developer has extended purchase options on the property through 2011. Staff is continuing its ongoing efforts to work with the county office of economic development to market this site.

Aicholtz Connector Project

Reminder of the second public open house which is scheduled for Wednesday, December 9, 5pm-7pm at the UTCC.

Eastgate North Frontage Road

No updates to provide.

Clough Pike Widening

No updates to provide

3. UNION TOWNSHIP BUDGETING UPDATE

Reminder of the next budget work session scheduled for Wednesday, December 2, 7:00PM.

4. FEDERAL STIMULUS PROGRAM

No new updates to provide.

5. UNION TOWNSHIP HOLIDAY OPEN HOUSE

Reminder of the Union Township Holiday Open House on Saturday, December 5th, 1PM-5PM

6. HIRING PROCESS

We are actively recruiting for the position of township mechanic and part-time accounting clerk. Position announcements have been published and we are starting to receive resumes and applications. The deadline for submitting resumes/applications for the part-time accounting clerk is December 4th and December 11 for the mechanic.

7. EMPLOYEE HEALTH INSURANCE

112 employees have attended training sessions on the new health insurance program which will start December 1st. Several employees who were not able to make any of the trainings have met with Heather to get an overview of the new plan.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: David D. Duckworth, Administrator
c: Fiscal Officer
DATE: November 21, 2009
RE: Approval of Purchase Orders

Attached is a summary of the various requests for purchases submitted by township departments for equipment and services that require Board approval. I have reviewed each of the purchase requests and recommend their approval.

Attachment

Purchase Order Approval – November 24, 2009

Department	PO#	\$\$ Amount	Vendor	Purpose
Fire	2009-F-225	\$8,800.00	Ohio Fire and EMS Foundation	Ohio Executive Fire Program Tuition
Police	2009-P-487	\$11,000.00	Fuelman	Blanket-Fuel
Police	2009-P-490	\$2,374.00	Holman Motors	Body repairs to police vehicle (struck by deer). Insurance has paid 100% of estimate.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: David D. Duckworth, Administrator
c: Fiscal Officer
DATE: November 21, 2009
RE: Contract Approval

I am requesting Board approval of the following contract(s):

1) **Agreement with Staffmark.** This agreement identifies the terms and conditions of a contract between Staffmark and Union Township for a temporary employee for the post office. The hourly rate is \$14.25 and the temporary employee will work no more than 30 hours per week. I am requesting that the Board authorize the Township Administrator to execute the agreement on behalf of Union Township.

The contract has been submitted to the Township Law Director for review and has been approved as to form.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: David D. Duckworth, Administrator
c: Fiscal Officer
DATE: November 21, 2009
RE: Appointment to OKI

The Board of Trustees must reappoint our representative to the OKI Board of Directors. Mr. McGee has served the township in the past and has expressed interest in continuing in this capacity. A motion of the Board is needed for this appointment.

Please consider this appointment at the November 24th Trustees meeting.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: David D. Duckworth, Administrator
c: Fiscal Officer
DATE: November 21, 2009
RE: Tax Incentive Review Council

The Clermont County Tax Incentive Review Council (TIRC) is scheduled to meet on December 2, 2009 to review the existing tax abatement and tax increment financing projects in Union Township. As required by Chapter 5709 of the Revised Code, two members of the TIRC are appointed by each township, village or city participating in the Enterprise Zone. It is my understanding that Union Township was not represented last year. I do plan on attending the December 2nd meeting and I would like for at least one member of the Board of Trustees to attend. The review process does not take long. Our review is scheduled for 9:40 on December 2nd.



Union Township Police Department

Bi- Monthly Report:
October 2009

Patrol Highlights:

Dominic R. Kuchera, age 26, of Batavia was charged with numerous drug charges when he fraudulently attempted to fill a prescription at Kroger's Eastgate on 10/12/09.

10/03/09 Anna Belle Taylor, age 47 of Hillsboro Ohio and her son, Christopher Bender, age 27 also of Hillsboro Ohio were arrested for possession of materials for the production of methamphetamine. Both subjects were apprehended leaving Meijer's

On 10/06/09 Officers responded to Forest Haven Cr. regarding a domestic fight involving a male with a shotgun. The male subject left prior to the Officers' arrival but was located driving his vehicle in the neighborhood. William C. Umphrey, age 26 was found to have in his possession a 12-gauge shotgun, 38 revolver, 9-knives and 20-rounds of shotgun ammunition. He was charged with Domestic Violence, Agg. Menacing, and Possession of Drugs.

On 10/12/09 a 14 year old student was arrested and charged with trafficking in drugs when observed selling drugs to two other juveniles on school property.

On 10/23/09 Tyler Hughes age 21 of Withamsville and Laura Mathews, age 21 of Withamsville, were charged with the Ohio Keg Law violation when police responded to a loud party and found juveniles in their custody drinking.

On 10-25-09 at 1:30AM officers were dispatched to Rhinos Bar on Eastgate South for a physical fight involving approximately 15 subjects. The number of subjects involved quickly escalated to 40 of which 10 were arrested. Charges included Resisting Arrest, Criminal Damage (broken window) Persistent Disorderly Conduct, Disorderly Conduct, and Obstructing Official Business. No officers were injured.

On 10/25/09 William Rains, age 26 of Goshen was arrested for possession of Heroin when he was stopped for suspicion of theft and found to possess the narcotic.

On 10/29/09 while investigating a domestic fight at 4432 Eastwood Dr when one of the resident's cell phone rang. The other half of the domestic fight stated that was probably a drug dealer calling and activated the speaker phone when the caller advised he was responding to the residence with cocaine for sale. UTPD awaited for him to arrive and arrested Willie J. Thomas of Este Ave of Cincinnati. He was charged with Trafficking in Drugs, Possession of drugs, Active Warrants, and Obstructing Official Business when he attempted to concealed his true identity.

Investigative Highlights:

On 10/23/09 Officers were called to Brantner Lane reference a burglary. On 10/28/09, Detective Combs responded to Roundbottom Rd reference a burglary. Because there were similarities with burglaries that had occurred in Hamilton County and Milford, a broadcast was issued by Det Combs describing the stolen property. That same night, Arthur Fritz, age 33 was stopped for a traffic violation and found to be in possession of property stolen from Round Bottom Rd. When confronted by Det Combs with photographs of foot impressions left at the scene the suspect admitted to that burglary. Further investigation indicated he was also responsible for the burglary on Brantner Lane and two burglaries in Maysville Ky. The investigation continues into other offenses.

On 10/29/09, at 12:17AM the Speedway Station at 735 Ohio Pike was robbed by knife point. Investigators were able to identify the offender as William "Drew" Hammer who was located at and extracted from a drug rehab center in downtown Cincinnati where he was being treated for heroin addiction. The suspect attempted to flee on foot while being transported to the detective's vehicle at which time a chase and fight ensued resulting in minor injuries to the suspect.

On 10/14/09, Detective Puckett attested John W. Franz, age 55 of Cincinnati for the aggravated burglary on Hawthorne Dr in August of 2009. After speaking to witnesses, pawnshop dealers, and identifying stolen property, Franz was charged with Burglary, Theft, Receiving Stolen Property, and Criminal Damage.

Detective Combs Indicted Terrance Hughes, age 64 of Hamilton County for one count of Theft of a MV F-4 after the inv. revealed that he stole a 1997 Saturn from the lot of Jeff Wyler.

Detective Bail submitted indictment paperwork on Tracy Brown, female age 36 of Leesburg, Ohio for Receiving Stolen Property and Forgery due to her being in possession of a stolen check book and writing a check to Walmart for \$862.00.

Detective Pavia charged Shannon Walker, female age 25, with one count of Endangering Children (M1) for failing to take her gravely ill infant child to the hospital. She advised she was utilizing heroin at the time, which clouded her judgment.

Detective Pavia charged Aaron Marlow, age 45 with one count of Interference with Custody for harboring a 15 year old female in a hotel room when he knew she was a runaway.

Detective Taylor Charged Sean Schrichten, age 32, with one count of Burglary (F2) after the investigation determined that he assisted his wife, Jenny Treftz while she broke into an apartment on Brandy Chase Way and took cash and jewelry.

UNION TOWNSHIP
FIRE DEPARTMENT



Monthly Report

October 1-31, 2009

The following events or incidents occurred during the month of October and worthy of citing are...

October 2, 2009 @ 10:36 hours Station 51 responded to a motor vehicle accident at the intersection of Clough Pike and Dixie Drive. One of the vehicles was overturned as a result of the accident with both patients being transported to hospitals for further evaluation.

October 3, 2009 Station 48 participated in a safety fair at The Home Depot. Fire crews displayed equipment and gave tours of the apparatus to interested customers during the event.

October 4, 2009 Station 51 hosted an open house to kick off Fire Prevention week. Fire personnel had displays set up while distributing fire safety literature to those in attendance. "Flashy" was also resurrected for the event and was very well received by those in attendance. This year's slogan was "Stay Fire Smart-Don't Get burned".

October 4, 2009 @ 10:44 hours Station 48 responded to a reported vehicle fire at 4056 Mt. Carmel-Tobasco Road, the Days Inn. Upon arrival fire personnel discovered a fire in the engine compartment being contained by hotel personnel. Firefighters assisted with extinguishment and determined the area of fire origin to be in the engine compartment.

October 13, 2009 Station 51 personnel participated in a fire drill at Brantner Elementary. Fire crews were present at all schools conducting fire drills in honor of fire prevention week.

October 13, 2009 @ 22:20 hours Station 52 responded to 203 West Main Street in Amelia for a reported gas leak. Upon arrival firefighters encountered an underground gas line struck. The high pressure line was compromised while excavation work was being conducted. S.R. 125 was shut down during the response, as well as apartment buildings evacuated so that air monitoring could be completed to determine that no hazards were present.

October 14, 2009 Station 51 personnel were present at Clough Pike Elementary conducting public education in classrooms. Age appropriate fire safety lesson plans are designed for all grade levels in an effort to promote life safety throughout the elementary education curriculum.

October 16, 2009 @ 23:33 hours Station 51 responded to a report of smoke in the residence at 842 Meadowridge Drive. After investigating it was discovered that a fan motor was the cause of the smoke

build-up. The residence was ventilated and the smoke hazard removed.

October 22, 2009 @ 08:19 hours Station 48 responded to a reported structure fire at 527 Aldor Lane. Upon arrival fire crews discovered an electrical fire on the exterior of the residence. The fire was quickly extinguished and contained with no fire extension to the inside of the structure.

October 22, 2009 @ 13:47 hours Station 48 responded to a report of a person struck at the Goodwill store located at 4045 Commercial Boulevard. One person had been pinned by a pick-up truck and then flown by Air Care to University Hospital for treatment of his injuries.

October 23, 2009 Station 51 participated in Brantner's fall festival, which included tours of the fire apparatus, carnival type games, crafts, and a bon fire at the school.

October 27, 2009 @ 14:01 hours Station 52 responded to a reported electrical fire at 8 Lori Lane. Upon arrival firefighters discovered a stove fire, which was quickly extinguished. The smoke was evacuated and the cause determined to be a faulty electrical cord.

October 29, 2009 @ 19:54 hours Station 48 responded to 3974 Picadilly Circle for a reported structure fire. Upon arrival fire personnel encountered a stove fire and suppressed the fire without incident. The apartment was ventilated and the stove red tagged out of service.

October 31, 2009 All Union Township Fire apparatus were assigned to nine various locations throughout the township to distribute Halloween candy and to promote fire and life safety. The Union Township Fire Department would like to recognize Walmart, Sam's, Bigg's, Meier, and the Kroger Company for their generous donations of candy in support of our efforts to promote fire safety on Halloween.

During the month of October the Fire Department conducted hose testing of all of its fire hose, on all fire apparatus and in the stations. Approximately 27,000 feet of hose is pressure tested annually to insure the integrity of the fire hose for operational purposes.

The year to date totals for EMS billing is \$7,529.00.



Union Township
Service Department
Bi-Monthly Report
November, 2009

Keeping Union Township Safe & Beautiful

CEMETERY DIVISION:

- ❖ From November 6 – November 19, nine burials were performed. One burial was a cremation. The burials generated \$4,850.00. In addition, three new grave sites were purchased. The purchase of grave sites generated \$1,650.00. Three Cremation Scattering Garden purchases were made, two of which were preneed. This generated \$1,500.00. Four foundation orders were received totaling \$979.29. The total revenue generated was \$8,979.00.
- ❖ Overall maintenance of the cemetery continues including daily mowing and trimming. In addition, mulching of leaves commenced, and two loads of brush were removed from the Heritage Memorial Grove. Also, a large, fallen tree was removed from the fence line near the pond.
- ❖ Eight foundations were poured for new monuments. In addition, three government markers were set.
- ❖ Ten work orders were completed including the lining and leveling of seven markers, and filling in three graves, including seed and straw.

ROAD DIVISION:

- ❖ Embankment work was performed in the road-right-away on four township streets. These streets include Kaldy St., Oaks Dr., Wuebold Ln., and Little Turtle Dr.
- ❖ A total of 765 feet of ditching work was performed on five township roads. These roads included Vicbarb Ln., Thomas Ln., Meese Dr., Powderhorn Dr., and Loda Dr.
- ❖ Pavement maintenance was performed on two areas of Mclean Drive.
- ❖ A total of five Tree and Brush Vouchers were issued to residents.

- ❖ The road-right-away was trimmed on seven township roads, including Glenridge Dr., Barg Salt Run Rd., Round Bottom Rd., Williams Dr., Klatte Rd., Binning Rd., and Forest Trl.

PARK DIVISION:

- ❖ Weekly mowing and lawn maintenance continued at all township facilities, parks, and green spaces.
- ❖ Daily cleaning of all Park facilities, Police Department facilities, and the Civic Center continued.
- ❖ A total of forty-eight trees were trimmed at township parks.
- ❖ A total of 65 shrubs were trimmed at various township properties.
- ❖ Leaf removal was initiated at all township parks.
- ❖ Winter fertilizer was applied to more than 110 acres of township properties.
- ❖ Repairs were made to a lawnmower for the Fire department at station 48.

FACILITY MAINTENANCE :

- ❖ All marquee signage was changed to announce Township events.
- ❖ The floor scrubber at the Civic Center was repaired.
- ❖ Carpentry work was performed for the police department.
- ❖ Vehicle maintenance and mechanical work was performed for the police department.
- ❖ Maintenance and mechanical work was performed on several Service department vehicles and equipment.
- ❖ The preparation of Service department trucks for snow removal continues. This includes the installation of salt spreaders, electrical work, and hydraulic line maintenance.

CAPITAL PROJECTS UPDATE

1. Schoolhouse Road Rehabilitation Project:

Construction continues on Schoolhouse.

- ❖ Both the base course and leveling course of asphalt have been installed.
- ❖ The contractor is currently performing excavation and embankment work behind the curbs and sidewalks, adjusting manholes, and ditching.
- ❖ It is anticipated that the contractor will complete all final grade work the week of the 23rd, and begin laying the finish course of asphalt on November 30th.

2. Tealtown Road Park

The contractor continues excavation on the park.

- ❖ The turn lanes on Tealtown are complete.
- ❖ The surface course on the turn lanes will be installed the same time that the portion of Tealtown Rd., which connects to the park, is completed.
- ❖ The contractor anticipates beginning the installation of the parking lot and entrances the week of November 30th.



Tealtown Park



Schoolhouse Rd. (leveling course)



UNION TOWNSHIP PLANNING & ZONING DEPARTMENT REPORT TO THE UNION TOWNSHIP BOARD OF TRUSTEES

NOVEMBER 2009 PLANNING & ZONING SUMMARY

NOVEMBER 24, 2009

PERMIT ACTIVITY

November ushered in a slow-down in permit activity, but not far from numbers posted in other off-season months in recent memory. Homeowner projects still lead the way in terms of telephone volume and projects approved. Our commercial reviews have tended towards relocations and smaller scale projects and inquiries. Permit activity through the month of November is consistent, if not slightly higher than last year, with revenue expected to approach that collected in the same month during 2008. Single Family housing permits are slightly lower than the full-month total for 2008, however, that is not unusual considering a traditional permit trend towards the end of the year, on account of a difficult winter construction season. Several new lots are anticipated to come on-line in the near future, trending towards a positive residential outlook next spring.

Staff also began the process of assisting in navigating the development approval process for recent recipients of Overlay District and or PD Major Amendment approval, inclusive of the three cases approved at the prior Trustee meeting.

PROJECT FORECAST

The Holman Brothers proposed expansion recently approved via Major Amendment to a Planned Development is expected to make permit application in the near future. Additionally, Holman GMC has acquired a residential property adjacent to the current PD and plan to raze the structure that has been the subject of zoning enforcement action for some time. Staff is eager to see what plans the company has for the future status of the property. While several large commercial projects are in the pre-conceptual/planning stages, no actual development plans of regional significance have been submitted at this time. Further, a pending permit application is under review for a redevelopment of the Auxier Trucking site along Mt. Carmel-Tobasco Road, and the staff anticipates a refined submittal in the near future, hopefully issuing a permit to this underutilized site to redevelop into a similar, larger scale use.

CASES FOR SPECIAL REVIEW

There are no new zoning matters before the Board of Trustees at the November 24th meeting. No Overlay District applications are anticipated for the December 8, 2009 Trustees Meeting. No applications were submitted for the November or December, 2009 scheduled meetings of the Zoning Commission or Board of Zoning Appeals. Several development inquiries for future rezoning hearings, special consideration, variance, or relief have been fielded during the first half of November, pointing towards additional proposals being candidates for submittal in 2010 and beyond.

MISCELLANEOUS

Staff participated in the third Eastern Corridor Land Use Visioning update session. The committee's hard work is being packaged and streamlined for presentation to the HCTID and CCTID for further information and to serve as a decision framework in advancing through the environmental and planning/engineering design work for various Eastern Corridor and related RTIP projects. Further, this vision plan update will be made available to serve as the underlying basis during future comprehensive planning efforts or micro-study efforts undertaken at the Township level. Visioning focused upon the need to connect transportation and land use, and in particular, focused on clearly defining future visions for the Mt. Carmel Area and the Eastgate Area in response to the anticipated transportation investment.

Planning Staff continues involvement on various ad hoc committees and also made a presentation to the Clermont Chamber of Commerce Transportation Working Group on 11/19/2009 relative to the ongoing partnership between the CCTID and Union Township in advancing the Union Gateway Planned Development Project and accompanying Interchange Modification. Further, Planning Staff has participated in County initiated access management committees and has provided input relative thereto. Work will continue with these ad hoc committees on an ongoing basis, and as further developments occur. Future meetings may be planned to present concepts. Further, a meeting was held with the Mt. Carmel Working Group in early November, 2009, to discuss remaining concerns, progress, and other issues. Staff is examining potential violations on properties brought to the department's attention at that meeting. Further, the committee of business owners is working on researching further organization, such as non-profit status, as well as looking into the possibility of an annual "Community Clean-Up Day" or volunteer beautification projects.

VIOLATIONS AND ENFORCEMENTS

No nuisance issues are currently under way, as all previous issues that had been presented to the Board have been resolved or addressed and duly billed. Staff plans to inspect additional sites in conjunction with UTFD to evaluate the status of these properties. Citations and letters of violation are an ongoing process and never seem to abate. The Inspector enters these matters into an inspection rotation to monitor progress and attempt to facilitate resolution without involving the Law Director. In response to Mt. Carmel working group complaints, an inspection for potential nuisance conditions was conducted on 11/20/2009 at 508 Old SR 74. Further, the department continues to field complaints in response to potential and actual violations throughout the Township on a daily basis.

INSPECTION ACTIVITY

All biennial permit inspections have been completed and are current through November 2007 and 2008.

PERMIT ACTIVITY THROUGH 11/18/09

PERMIT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
COMMERCIAL	0	1	1	0	1	2	1	3	4	1	2		16
CHANGE OF USE	7	2	6	7	6	5	6	8	8	4	6		65
SIGNS	7	1	5	3	7	11	8	15	7	5	2		71
PORT. SIGNS	1	2	1	5	1	0	2	2	1	1	2		18
TEMP. SALES	0	5	2	1	5	2	1	1	0	0	1		18
TEMP. TRAILERS & SIGNS	0	0	1	1	0	0	2	3	0	0	0		7
SFD	7	5	11	15	17	20	7	27	5	7	1		122
MFD (units)	0	0	0	0	0	0	0	0	0	0	0		0
ADDITIONS	0	0	2	4	6	2	4	2	3	5	1		29
DECKS	0	1	7	8	6	5	1	5	5	2	3		43
ACCESSORY	3	2	2	8	6	8	5	9	8	8	3		62
POOLS/FENCES	7	9	21	22	26	18	15	8	9	3	5		143
MONTHLY TOTAL	32	28	59	74	81	73	52	83	50	36	26	0	594
Total Revenue	\$2,075	\$1,953	\$3,790	\$4,539	\$5,826	\$11,948	\$4,521	\$7,351	\$4,642	\$4,247	\$2,285		\$53,177
including BZA/ZC fees, Service Dept., etc.													
UTFD Permits									8	4	8		
									\$1,859	\$400	\$900		\$3,159

YEARLY ACTIVITY COMPARISON (THROUGH NOVEMBER 18, 2009)

[illegible]