# UNION TOWNSHIP
# BOARD OF TRUSTEES
# MEETING AGENDA

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

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**CALL TO ORDER: Timothy Donnellon, Chairperson**

**PLEDGE OF ALLEGIANCE: Chairperson Donnellon**

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

## APPROVAL OF MINUTES

1) December 22, 2009 Board of Trustees Regular Meeting
2) January 1, 2010 Reorganization Meeting

## CORRESPONDENCE

Ronald B. Campbell, Fiscal Officer

## PROCLAMATIONS & SPECIAL PRESENTATIONS

Service Recognition – Police Officer Dave Perkins and Police Officer Josh Hathorn
Community Proclamation – Barbara Walker

## 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

OVERLAY CASE 11-09-O
KRG Eastgate Pavilion, LLC - Applicant
Retail Center Signage Request

**OLD BUSINESS**

**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. Personnel Actions**

Conditional Offer of Employment – Linda Staderman for the position of part-time postal clerk.

**E. Contract Approval**

Upon recommendation of David D. Duckworth, Township Administrator, approve the following contracts: (1) Agreement with Cincinnati State Technical and Community College for ACLS instruction for the Union Township Fire Department; (2) Maintenance Agreement with Alert Tracking Systems, Inc. for 9-1-1 software.

**G. SR125 Sidewalk Resolution**

Upon recommendation of David D. Duckworth, Township Administrator, adopt Resolution 2010-04 agreeing to a cooperative arrangement with the Ohio Department of Transportation relative to the construction of a sidewalk along State Route 125.

**H. Emergency Snow and Ice Removal Resolution**

Upon recommendation of David D. Duckworth, Township Administrator, adopt Resolution 2010-05 declaring an emergency for the purpose of emergency snow removal on undedicated and/or unaccepted township streets.

**I. Property and Casualty Insurance Renewal**

Upon recommendation of David D. Duckworth, Township Administrator, renew the township's property and casualty insurance with The Ohio Plan in the amount of $165,411.

**COMMENTS FROM BOARD MEMBERS**

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

1) To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official under Ohio Revised Code Section 121.22(G)(1).

UNION TOWNSHIP
FIRE DEPARTMENT

| | |
|---|---|
| Fire Responses | 159 |
| Emergency Medical Responses | 452 |
| Patient Contacts | 415 |
| Hospital Transports | 282 |
| Training Hours | 1071.5 |
| Public Education Details | 24 |
| Dedicated Man Hours to Public Education/Fire Prevention | 80.5 |
| School Program Participants | 542 |
| Scheduled Residential/Commercial Inspections | 9 |
| Annual Life Safety Inspections | 69 |
| Car Seats Installed/Evaluated | 26 |
| AED Checks Performed | 96 |
| CPR Students Instructed | 12 |

# Union Township Police Department

Monthly Report for:

**January 2010**

## *Administrative Services Bureau*

### Communications

- The Communications Center handled **4599** Calls for Service for police, Fire and EMS in the month of December.
- The records department has handled **332** public records requests for the month of December.
- **530** juvenile and adult court related documents have been processed by UTPD records section for delivery to the clerk of courts for processing.
- **Zero** vendor permits issued.
- **201** Court notices have been entered for officer's personal appearance for various up and coming Court cases.
- **Twenty Nine** Web Checks have been processed this month.
- **Five** expungements have been processed this month.
- **Twelve** Rule 16's processed for the Prosecutors Office.

### Public Affairs

- The Police Department Web site received **3** e-mails for various questions, requests this month.
- Officer Siekbert and Bobb assisted with the Holiday Event at the Civic Center.
- Eight past graduates of the Citizens Police Academy rode with Officers this month.
- Fifteen Cub Scouts Toured the Police Station and Communications Center.
- Officer Grammel presented a Robbery Response plan with members of the S.O. Methodist Credit Union.
- Officers and Staff participated with the Legion and Meijer in the annual Shop with a Cop program.

# *Operations Bureau*

## Patrol Division:

| | | | |
|---|---|---|---|
| Incident Reports: | **366** | FIR: | **140** |
| Crashes: | **173** | Arrests: | |
| Traffic Stops: | **719** | Criminal: | **118** |
| Citations: | **289** | Traffic: | **88** |
| Warnings: | **456** | Warrant Services: | **158** |

## Bike Patrol:

| Bike Unit Totals | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Yr. Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Incident Reports | 16 | 10 | 25 | 16 | 17 | 26 | 26 | 31 | 22 | 20 | 21 | 7 | 237 |
| Accident Reports | 6 | 0 | 2 | 1 | 1 | 2 | 4 | 2 | 3 | 6 | 3 | 1 | 31 |
| Traffic Stops | 50 | 18 | 81 | 65 | 49 | 49 | 62 | 47 | 55 | 52 | 75 | 12 | 615 |
| Citations | 23 | 6 | 33 | 30 | 40 | 13 | 28 | 28 | 20 | 26 | 32 | 8 | 287 |
| Written Warnings | 26 | 8 | 46 | 40 | 24 | 26 | 36 | 26 | 27 | 26 | 35 | 5 | 325 |
| Criminal Arrests | 16 | 6 | 20 | 18 | 17 | 20 | 25 | 20 | 13 | 16 | 21 | 5 | 197 |
| Traffic Arrests | 10 | 3 | 17 | 17 | 9 | 10 | 17 | 12 | 14 | 11 | 20 | 4 | 144 |
| Warrants Served | 16 | 3 | 13 | 12 | 9 | 6 | 18 | 23 | 11 | 11 | 18 | 2 | 142 |
| Charges Filed | 5 | 2 | 1 | 2 | 1 | 13 | 2 | 0 | 5 | 10 | 1 | 0 | 42 |
| FIR Cards | 1 | 10 | 28 | 8 | 13 | 27 | 39 | 10 | 13 | 14 | 15 | 4 | 182 |
| Warrants Issued | 0 | 3 | 8 | 8 | 10 | 10 | 0 | 9 | 6 | 12 | 42 | 0 | 108 |
| Warrants Attempted | 9 | 2 | 8 | 7 | 7 | 6 | 5 | 11 | 7 | 16 | 26 | 0 | 104 |
| Property Found Open | 0 | 0 | 2 | 0 | 0 | 4 | 9 | 13 | 2 | 0 | 1 | 0 | 31 |
| Public Relations Contacts | 0 | 0 | 22 | 23 | 35 | 44 | 42 | 35 | 39 | 0 | 13 | 0 | 253 |
| Bike Mileage | 8 | 0 | 21 | 23.5 | 38 | 38.5 | 80.3 | 51.2 | 82.8 | 0 | 30 | 0 | 373.3 |
| Vehicle Mileage | 1558 | 672 | 1918 | 1600 | 1125 | 1788 | 1892 | 1920 | 1814 | 986 | 2069 | 465 | 17807 |

## K-9:

| Officer Mark Stephens | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2009 Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Shift Hours | 161 | 159 | 128 | 112 | 144 | 136 | 120 | 104 | 128 | 152 | 128 | 158 | 1630 |
| Training Hours | 26 | 28 | 18 | 18.5 | 36.5 | 19.5 | 17.5 | 17.5 | 26.5 | 215 | 18.9 | 19.5 | 461.4 |
| Calls for Service | 101 | 78 | 77 | 62 | 93 | 91 | 93 | 52 | 83 | 74 | 87 | 69 | 960 |
| Call Outs | 1 | 4 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 | 9 |
| Assists (outside agency) | 1 | 4 | 2 | 0 | 3 | 2 | 3 | 0 | 2 | 1 | 4 | 2 | 24 |
| Traffic Stops | 47 | 53 | 31 | 34 | 57 | 39 | 31 | 29 | 43 | 58 | 48 | 44 | 514 |
| Citations | 2 | 0 | 3 | 2 | 2 | 1 | 1 | 2 | 1 | 0 | 3 | 2 | 19 |
| Written Warnings | 24 | 34 | 19 | 20 | 24 | 19 | 11 | 12 | 13 | 25 | 12 | 17 | 230 |
| Criminal Arrests | 4 | 6 | 7 | 2 | 5 | 4 | 3 | 7 | 4 | 3 | 3 | 1 | 49 |
| Vehicle sniffs | 37 | 37 | 24 | 20 | 33 | 30 | 31 | 18 | 29 | 44 | 23 | 28 | 354 |
| Alerts | 16 | 14 | 8 | 5 | 10 | 12 | 15 | 10 | 8 | 17 | 10 | 14 | 139 |
| Building Searches | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 1 | 2 | 3 | 11 |
| Area/Article Searches | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| Tracks | 4 | 2 | 1 | 0 | 1 | 2 | 0 | 2 | 1 | 1 | 3 | 0 | 17 |
| Persons Located | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 |
| Public Relations / Special Events | 1 | 4 | 5 | 0 | 1 | 3 | 0 | 1 | 0 | 2 | 1 | 0 | 18 |

## Investigations Division:

| Criminal Investigations Totals | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Yr. Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New Assigned Cases | 43 | 31 | 55 | 49 | 34 | 53 | 56 | 56 | 53 | 45 | 55 | 35 | 565 |
| Current Caseload | 138 | 144 | 162 | 177 | 148 | 160 | 163 | 140 | 148 | 148 | 157 | 135 | n/a |
| Number of Persons Arrest | 29 | 15 | 17 | 25 | 19 | 23 | 24 | 28 | 33 | 10 | 19 | 17 | 259 |
| Closed - Arrest | 26 | 9 | 14 | 18 | 17 | 20 | 22 | 20 | 25 | 10 | 19 | 17 | 217 |
| Closed - Otherwise | 6 | 7 | 9 | 4 | 5 | 5 | 10 | 10 | 4 | 11 | 8 | 4 | 83 |
| Closed - Inactive | 18 | 0 | 8 | 19 | 41 | 23 | 24 | 29 | 22 | 31 | 19 | 29 | 263 |
| Closed - Unfounded | 0 | 4 | 4 | 2 | 4 | 3 | 4 | 0 | 3 | 1 | 1 | 3 | 29 |
| Court Appearances | 16 | 14 | 12 | 17 | 21 | 13 | 21 | 18 | 27 | 13 | 11 | 20 | 203 |
| Inv Overtime (call outs in hours) | 33.8 | 20.8 | 29.5 | 28 | 37.5 | 14 | 13.5 | 22.8 | 3 | 14 | 30.5 | 17 | 264.25 |
| Total Overtime | 36 | 47.3 | 48.8 | 30 | 43 | 31.5 | 16.5 | 17.5 | 29.8 | 56.5 | 44.3 | 61.3 | 462.25 |
| Missing Persons located/cleared | 3 | 3 | 2 | 1 | 2 | 2 | 6 | 4 | 0 | 3 | 3 | 1 | 30 |
| Intelligence Reports/roll call | 13 | 17 | 13 | 10 | 11 | 13 | 10 | 16 | 12 | 11 | 11 | 10 | 147 |
| CVSA Testing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Photo Line Ups created | 15 | 6 | 11 | 10 | 12 | 17 | 13 | 9 | 17 | 11 | 11 | 10 | 142 |
| Hours - Evidence Technician | 10 | 5 | 10 | 2 | 15 | 0 | 5 | 5 | 5 | 14 | 16 | 10 | 97 |
| Background Investigations | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 3 | 0 | 0 | 1 | 0 | 7 |
| Evidence Submission | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 241 | 131 | 208 | 222 | 171 | 973 |
| Property Room Hours | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 57 | 65 | 71 | 55 | 248 |

## Investigations:

**Total Cases Closed: 53**

**Call Outs: 4**

Breaking and Entering Sears, Theft of Jewelry – Det. Pavia called in, scene processed.
Aggravated Robbery – Det. Bail, Pavia, Puckett, and Sgt. Blankenship responded.
Breaking and Entering Eastside Storage – Det. Combs called out for Search Warrant.
Breaking and Entering of Marathon – Det. Puckett called out.

## School Resource Officer:

**2009-2010 School Year**

| Officer Jim Brown - School Resource | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| School Incident Reports | | | | | | | | 5 | 47 | 64 | 46 | 56 | 218 |
| NIBRS Reports | | | | | | | | 1 | 10 | 5 | 4 | 12 | 32 |
| Case Investigations - Follow up | | | | | | | | 0 | 2 | 2 | 2 | 1 | 7 |
| Accident Reports | | | | | | | | 0 | 0 | 2 | 0 | 0 | 2 |
| Criminal Charge(s) Filed Adult | | | | | | | | 0 | 0 | 0 | 0 | 0 | 0 |
| Criminal Charge(s) Filed Juvenile | | | | | | | | 2 | 9 | 8 | 5 | 16 | 40 |
| Bullying Incident | | | | | | | | 1 | 1 | 1 | 3 | 0 | 6 |
| Referral Issued | | | | | | | | 0 | 1 | 0 | 1 | 1 | 3 |
| Staff Assists | | | | | | | | 14 | 75 | 72 | 47 | 63 | 271 |
| Student Contacts | | | | | | | | 25 | 105 | 130 | 74 | 91 | 425 |
| Parent Contacts | | | | | | | | 4 | 30 | 42 | 25 | 38 | 9 |
| Off Campus Activities | | | | | | | | 1 | 10 | 15 | 13 | 9 | 21 |
| Respond to GEMS or Other Schools | | | | | | | | 8 | 21 | 24 | 16 | 21 | 1 |
| Meetings | | | | | | | | 1 | 1 | 2 | 3 | 1 | 8 |
| Lockdowns - Fire Drills - Drug Sweeps | | | | | | | | 0 | 3 | 2 | 1 | 0 | 6 |
| Interior/Exterior Patrols | | | | | | | | 12 | 41 | 52 | 39 | 34 | 178 |
| After School Activities | | | | | | | | 2 | 4 | 2 | 1 | 2 | 11 |
| Training Hours | | | | | | | | 10 | 10 | 0 | 8 | 0 | 28 |

## *Staff Services Bureau*

### Training

- The month of December totaled 78 hours of training for the police department. Forty six were in service training hours and 32 hours were outside the department training.
- The photo below represents the four hour block of training all Sergeants received for response to critical incidents.

### Requisitions

- **$9,663.57** dollars was spent on uniforms and uniform equipment for sworn and non sworn personnel.
- Vehicle maintenance and equipment for the month totaled **$6817.84.**
- Various office supplies and equipment purchases totaled **$3,433.69**.
- Fuel Cost for the month of December**: $10,764.05.** During the month of December 43,282 miles were driven by officers

# Union Township
# Service Department

Bi-Monthly Report
January, 2010

Keeping Union Township Safe & Beautiful

## Cemetery Division:

- From December 18th – January 8th, thirteen burials were performed generating $6,925.00.
- Four resident grave sites were purchased generating $1,800.00. One foundation order was received for $288.60.
- The total revenue generated was $9,013.60.

## Road Division:

- All employees attended snow and ice training at the Civic Center on December 17th.
- Township roads were treated for icy conditions on December 19th, 27th, 28th, and January 4th, 5th, 7th, and 8th.
- Pavement maintenance was performed on seven township roads.
- A total of 300 feet of ditching work was performed on Flick Lane.
- A total of twelve signs were installed on township streets.
- A total of five Tree and Brush Vouchers were issued to residents.

## Park Division:

- Daily cleaning of all Park facilities, Police Department facilities, and the Civic Center continued.
- Nuisance Properties were abated, and cleaned up at 4459 Dogwood Road and 3945 Hopper Hill Road.
- Tree maintenance was performed in township parks.
- The Christmas tree recycling program is currently underway.

## Facility Maintenance Division:

- All marquee signage was changed to announce Township events.
- Maintenance was performed at the Police Department, Service Department, and at the Civic Center.
- Mechanical work was performed on both Police cruisers, and Service Department snow removal equipment.

## Capital Projects Update

1. **Schoolhouse Road Rehabilitation Project:**

   The contractor is currently working on a short punch list.

2. **Tealtown Road Park**

   This project is on hold until spring.

AGENDA ITEM: JANUARY 14, 2010

**UNION TOWNSHIP**
***OFFICE OF THE ADMINISTRATOR***

# MEMO

**TO**: **Board of Trustees**

**FROM:** **David D. Duckworth, Administrator**

**c:** **Fiscal Officer, Service Director**

**DATE:** **January 10, 2010**

**RE:** **Emergency Snow Removal Resolution**

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Matt Taylor has been advised that the developer of the Terrace Ridge subdivision has not plowed the street(s) in the subdivision that are under his maintenance responsibility. Section 505.82 does grant township's the authority to perform snow and ice removal from unaccepted and/or undedicated streets and charge the developer for these removal costs via a special tax assessment.

Prior to performing these services, the township must adopt a resolution establishing that a snow emergency exists and authorizing township resources to perform the snow and/or ice removal on these streets. Mr. Taylor has established a charge of $.07 per linear foot which covers the cost of removal.

Please find attached Resolution 2010-05 declaring an emergency for the purpose of emergency snow removal on unaccepted/undedicated township streets. We have the ability to declare an emergency for a six-month period. Resolution 2010-05 is effective until April 15, 2010.

I am requesting that the Board consider this matter at the January 14th meeting.

*Attachment*

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

DECEMBER 2009 PLANNING & ZONING DEPARTMENT
PERMIT & VIOLATION/INSPECTION MONTHLY STATISTICAL SUMMARY
JANUARY 14, 2010

## INSPECTION ACTIVITY

**2009 ZONING INSPECTIONS & VIOLATIONS**

| ACTIVITY TYPE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Inspections | 60 | 85 | 93 | 56 | 67 | 77 | 42 | 62 | 36 | 52 | 40 | 39 | 709 |
| Complaints | 10 | 7 | 12 | 18 | 30 | 33 | 23 | 25 | 19 | 21 | 2 | 10 | 210 |
| Unfounded Complaints | 5 | 1 | 3 | 4 | 4 | 3 | 9 | 8 | 4 | 7 | 1 | 1 | 50 |
| Warning Citation | 2 | 3 | 1 | 4 | 9 | 17 | 15 | 13 | 7 | 11 | 3 | 1 | 86 |
| 15 Day Noncompliance letter | 3 | 1 | 3 | 3 | 10 | 3 | 3 | 4 | 0 | 1 | 1 | 8 | 40 |
| 30 Day Violation letter | 1 | 0 | 1 | 6 | 0 | 4 | 2 | 2 | 3 | 1 | 1 | 0 | 21 |
| Forward to Township Attorney | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Resolved w & w/o action | 5 | 4 | 8 | 11 | 19 | 22 | 16 | 16 | 17 | 14 | 26 | 1 | 159 |
| Illegal Signs Removed | 0 | 0 | 0 | 0 | 0 | 10 | 20 | 38 | 22 | 88 | 82 | 32 | 272 |
| Miscellaneous Issues | 34 | 22 | 19 | 14 | 20 | 18 | 37 | 24 | 9 | 25 | 12 | 18 | 252 |
| Violations Monthly Total | 16 | 14 | 18 | 25 | 37 | 24 | 37 | 29 | 15 | 29 | 13 | 12 | 269 |
| Reinspection of Violations | 9 | 18 | 14 | 19 | 28 | 50 | 55 | 38 | 26 | 38 | 22 | 7 | 324 |
| Nuisance Filed | 0 | 0 | 0 | 0 | 0 | 2 | 6 | 2 | 3 | 4 | 1 | 2 | 20 |

## PERMIT ACTIVITY

| 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 | 2 | 18 |
| CHANGE OF USE | 7 | 2 | 6 | 7 | 6 | 5 | 6 | 8 | 8 | 4 | 8 | 3 | 70 |
| SIGNS | 7 | 1 | 5 | 3 | 7 | 11 | 8 | 15 | 7 | 5 | 4 | 11 | 84 |
| PORT. SIGNS | 1 | 2 | 1 | 5 | 1 | 0 | 2 | 2 | 1 | 1 | 3 | 1 | 20 |
| TEMP. SALES | 0 | 5 | 2 | 1 | 5 | 2 | 1 | 1 | 0 | 0 | 1 | 0 | 18 |
| TEMP. TRAILERS & SIGNS | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 2 | 9 |
| SFD | 7 | 5 | 15 | 15 | 17 | 20 | 7 | 27 | 5 | 7 | 2 | 10 | 133 |
| MFD (units) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| ADDITIONS | 0 | 0 | 4 | 4 | 6 | 2 | 4 | 2 | 3 | 5 | 2 | 1 | 31 |
| DECKS | 0 | 1 | 6 | 8 | 6 | 5 | 1 | 5 | 5 | 2 | 3 | 2 | 45 |
| ACCESSORY | 3 | 2 | 0 | 8 | 6 | 8 | 5 | 9 | 8 | 8 | 4 | 0 | 63 |
| POOLS/FENCES | 7 | 9 | 18 | 22 | 26 | 18 | 15 | 8 | 9 | 3 | 6 | 3 | 147 |
| **MNTHLY TOTAL** | **32** | **28** | **59** | **74** | **81** | **73** | **52** | **83** | **50** | **36** | **35** | **35** | **638** |
| ***TOTAL REVENUE*** | ***$2,075*** | ***$1,953*** | ***$3,790*** | ***$4,539*** | ***$5,826*** | ***$11,948*** | ***$4,521*** | ***$7,351*** | ***$4,642*** | ***$4,247*** | ***$3,471*** | ***$4,301*** | ***$58,663*** |

*Excludes UTFD Permit Revenue (Dec. 2009: $285.00, EOY Total: $3,544.00)*

YEARLY PERMIT ACTIVITY COMPARISON 2008-2009
PERMIT ACTIVITY THROUGH DECEMBER 31, 2009

| *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 | 2 | 18 |
| | 4 | 1 | 0 | 4 | 2 | 2 | 2 | 3 | 1 | 0 | 0 | 2 | 21 |
| **CHNG OF USE** | 7 | 2 | 6 | 7 | 6 | 5 | 6 | 8 | 8 | 4 | 8 | 3 | 70 |
| | 8 | 8 | 3 | 6 | 9 | 11 | 4 | 14 | 2 | 6 | 4 | 5 | 80 |
| **SIGNS** | 7 | 1 | 5 | 3 | 7 | 11 | 8 | 15 | 7 | 5 | 4 | 11 | 84 |
| | 4 | 0 | 0 | 3 | 17 | 6 | 12 | 14 | 1 | 13 | 6 | 5 | 81 |
| **PORT. SIGNS** | 1 | 2 | 1 | 5 | 1 | 0 | 2 | 2 | 1 | 1 | 3 | 1 | 20 |
| | 6 | 3 | 5 | 5 | 0 | 0 | 3 | 14 | 0 | 1 | 0 | 2 | 39 |
| **TEMP. SALES** | 0 | 5 | 2 | 1 | 5 | 2 | 1 | 1 | 0 | 0 | 1 | 0 | 18 |
| | 0 | 2 | 3 | 4 | 6 | 3 | 2 | 1 | 2 | 0 | 1 | 0 | 24 |
| **TEMP. TRAILERS** | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 2 | 9 |
| **SIGNS** | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 6 | 0 | 0 | 1 | 10 |
| **SFD** | 7 | 5 | 11 | 15 | 17 | 20 | 7 | 27 | 5 | 7 | 2 | 10 | 133 |
| | 13 | 17 | 14 | 11 | 9 | 2 | 13 | 9 | 6 | 7 | 3 | 7 | 111 |
| **MFD** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 0 | 0 | 0 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 3 |
| **ADDITIONS** | 0 | 0 | 2 | 4 | 6 | 2 | 4 | 2 | 3 | 5 | 2 | 1 | 31 |
| | 0 | 0 | 5 | 3 | 5 | 0 | 1 | 3 | 2 | 4 | 4 | 2 | 29 |
| **DECKS** | 0 | 1 | 7 | 8 | 6 | 5 | 1 | 5 | 5 | 2 | 3 | 2 | 45 |
| | 1 | 1 | 4 | 4 | 16 | 8 | 5 | 8 | 3 | 5 | 1 | 1 | 57 |
| **ACCESSORY** | 3 | 2 | 2 | 8 | 6 | 8 | 5 | 9 | 8 | 8 | 4 | 0 | 63 |
| | 5 | 0 | 5 | 3 | 6 | 7 | 14 | 4 | 6 | 9 | 7 | 0 | 66 |
| **POOLS/FENCES** | 7 | 9 | 21 | 22 | 26 | 18 | 15 | 8 | 9 | 3 | 6 | 3 | 147 |
| | 2 | 7 | 13 | 17 | 19 | 19 | 13 | 11 | 13 | 6 | 4 | 1 | 125 |
| | | | | | | | | | | | | | |
| **MONTHLY TOTAL** | 32 | 28 | 59 | 74 | 81 | 73 | 52 | 83 | 50 | 36 | 35 | 35 | 638 |
| | 43 | 40 | 52 | 61 | 91 | 60 | 69 | 81 | 42 | 51 | 30 | 26 | 646 |
| | | | | | | | | | | | | | |
| **Total Revenue** | $2,075 | $1,953 | $3,790 | $4,539 | $5,826 | $11,948 | $4,521 | $7,351 | $4,642 | $4,247 | $3,471 | $4,301 | $58,663 |
| | $5,380 | $5,998 | $4,860 | $9,039 | $11,838 | $5,055 | $6,417 | $6,336 | $2,219 | $3,841 | $2,840 | $4,126 | $67,949 |

| **KEY:** | **2008** | **2009** |
|---|---|---|

AGENDA ITEM: JANUARY 14, 2010

**UNION TOWNSHIP**
***OFFICE OF THE ADMINISTRATOR***

# MEMO

**TO**: **Board of Trustees**

**FROM:** **David D. Duckworth, Administrator**

**c:** **Fiscal Officer**

**DATE:** **January 10, 2010**

**RE:** **SR 125 Sidewalk Resolution – Beechmont Toyota**

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As a condition of the Overlay District approval for the Beechmont Toyota project, the Board required the installation of sidewalks by the developer - this was similar to the requirements imposed by Anderson Township. Staff received notification from ODOT that a resolution is required which absolves ODOT of any liability or maintenance of the sidewalks.

As a matter of policy, ODOT does not build nor maintain sidewalks on any of their state routes. If we want sidewalks on a state route, then we must adhere to their requirements. The sidewalk improvements will remain a condition of development approval and a required element for the project developer/owner to install.

The attached resolution is based upon a similar one adopted by Anderson Township for the same project as the development is in both townships. The resolution has been forwarded to the township's Law Director and has been approved as to form.

*Attachment*

**RESOLUTION 2010-04**

The Board of Trustees of Union Township, Clermont County, Ohio met in special session at the Union Township Civic Center on January 14, 2010 with the following members present: Timothy Donnellon, Matthew Beamer, Robert McGee.

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

**RESOLUTION AGREEING TO COOPERATE WITH THE OHIO DEPARTMENT OF TRANSPORTATION RELATIVE TO THE INSTALLATION OF SIDEWALKS ON CERTAIN STATE HIGHWAYS**

WHEREAS, the Board of Trustees of Union Township, Clermont County, Ohio (hereinafter referred to as the "Board") has recognized that the public interest requires the construction of sidewalks at specified locations within the public rights-of-way along State Route 125 (Beechmont Avenue/Ohio Pike) situated within Union Township, Clermont County, State of Ohio, as further identified and described in EXHIBIT A, attached hereto; and

WHEREAS, the Board has required certain public improvements to be undertaken as a condition of development plan approval by the site developer, including the installation of sidewalk and streetscape elements at the location referenced in EXHIBIT A, also known as the Woeste Development-Beechmont Toyota project site.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Union Township, Clermont County, Ohio, as follows:

SECTION 1: That under applicable provisions of the Ohio Revised Code, the Board does hereby agree to cooperate with the Ohio Department of Transportation in said improvement (hereinafter referred to as "ODOT"), consisting of the installation of sidewalks at the specified locations identified within EXHIBIT A.

SECTION 2: That it is recognized by ODOT that units of government embrace the policy of providing public sidewalks along certain thoroughfares within their jurisdiction. It is further recognized as the policy of ODOT not to construct sidewalks in its right-of-way except when the unit of government involved will release the State and its authorized agents from any and all damages or claims of damages from such projects and will accept and assume responsibility for the maintenance, repair, and replacement of said sidewalks at such time as either required by the Ohio Revised Code; then ODOT will permit the unit of government to install, or otherwise effect the installation of, said sidewalks.

SECTION 3: That in return for the permission of ODOT to construct the sidewalks described in EXHIBIT A, this Board agrees to release ODOT and its employees, agents, and assignees from any damages or claims arising from the construction and use of said sidewalks, and this Board accepts and assumes the responsibility for the maintenance, repair, and replacement of said sidewalks at such time as either is required by the Ohio Revised Code.

SECTION 4: That the Township Administrator, or his duly authorized representative, is hereby authorized to execute and submit any and all required permit application materials to the Ohio Department of Transportation relative to securing approval of the construction of sidewalks identified in EXHIBIT A, on behalf of Union Township.

SECTION 5: That this Board 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 6: This Resolution shall take effect at the earliest period allowed by law.

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

| | |
|---|---|
| Mr. Donnellon | AYE |
| Mr. Beamer | AYE |
| Mr. McGee | AYE |

Resolution 2010-04 adopted January 14, 2010.

ATTEST:

_____
Ronald Campbell, Fiscal Officer

APPROVED AS TO FORM:

_____
Lawrence E. Barbiere,
Township Law Director

CERTIFICATION

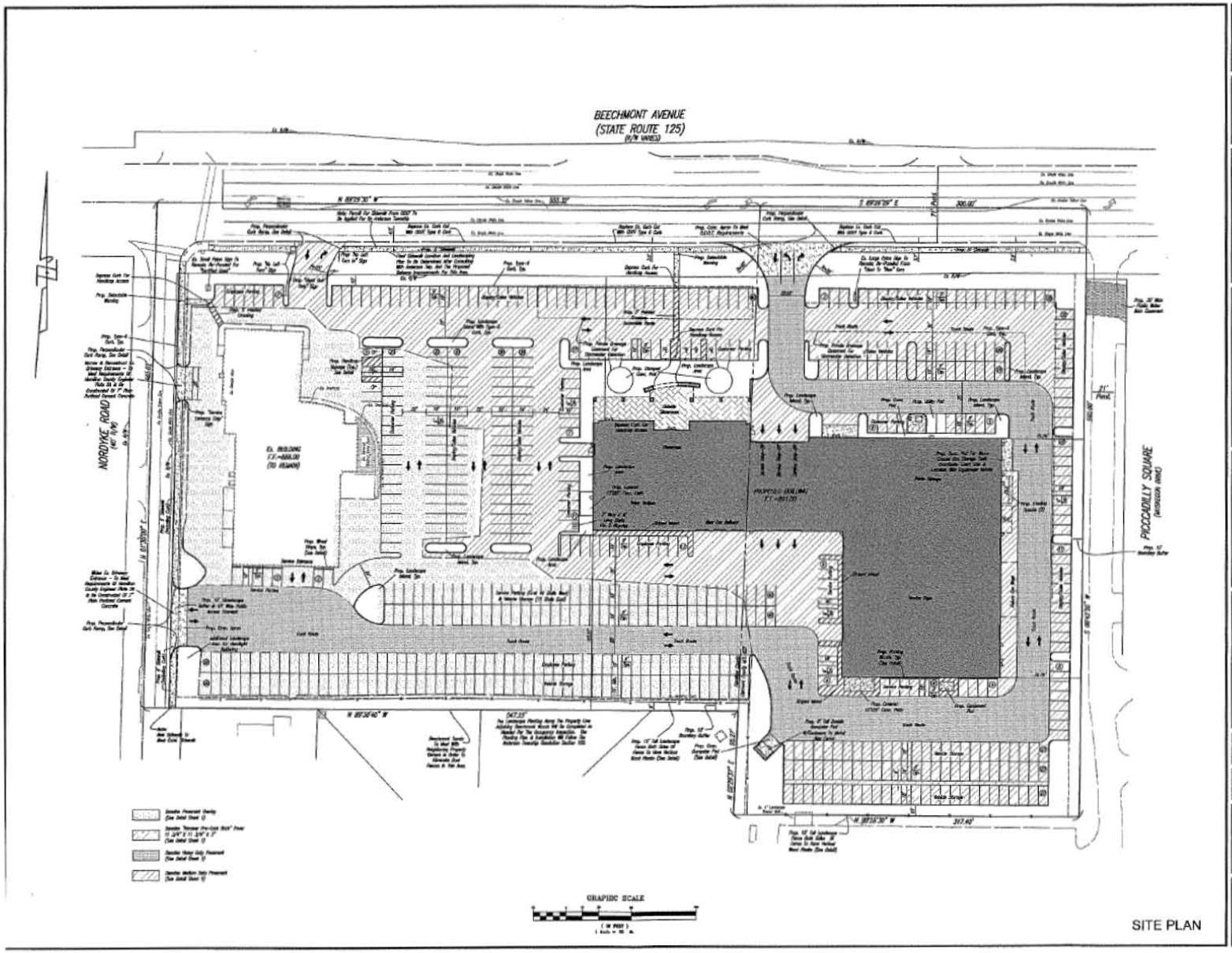
I, Ronald B. Campbell, Fiscal Officer of Union Township, do hereby certify that the foregoing is taken and copied from the Record of the Proceedings of Union Township; that the same has been compared by me with the Resolution of said Record and that it is a true and correct copy thereof.

_____

Ronald B. Campbell, Fiscal Officer

**RESOLUTION 2010-04**
**EXHIBIT A**

Approximately 265 +/- feet of sidewalk to be installed on the Beechmont Toyota Site, beginning approximately 35.00' east of the Anderson Township (Hamilton Co.)/Union Township (Clermont Co.) jurisdictional boundary (access drive location) and extending eastward along State Route 125 to a terminus located at the eastern property line (Piccadilly Square Drive) – see attached rendering.




SITE PLAN

ArchitectsPlus

BEECHMONT TOYOTA

SCHUMACHER DUGAN

Abercrombie & Associates, Inc.

SITE LAYOUT PLAN C1.6

AGENDA ITEM: JANUARY 14, 2010

**UNION TOWNSHIP**
***OFFICE OF THE ADMINISTRATOR***

# MEMO

**TO**: **Board of Trustees**

**FROM:** **David D. Duckworth, Administrator**

**c:** **Fiscal Officer**

**DATE:** **January 10, 2010**

**RE:** **Contract Approval**

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I am requesting Board approval of the following contracts:

1) **Training Agreement with Cincinnati State**. The agreement allows Union Township Fire Department instructors to teach Advanced Cardiac Life Support (ACLS) through Cincinnati State's accredited ACLS curriculum established by the American Heart Association. The contract is ongoing and the cost is $15.00 for each ACLS card issued by Cincinnati State and an annual administrative fee of $150. I am requesting that the Board grant Fire Chief Deimling the authority to execute the agreement on behalf of Union Township.
2) **Maintenance Agreement with Alert Tracking Systems**. Inc. This agreement covers the annual maintenance/support of the AlerTS 9-1-1 dispatching software. The cost is $9,220. I am requesting that the Board grant me the authority to execute the agreement on behalf of Union Township.

AGENDA ITEM: JANUARY 14, 2010

**UNION TOWNSHIP**
***OFFICE OF THE ADMINISTRATOR***

**TO**: **Board of Trustees**

**FROM:** **David D. Duckworth**

**c:** **Fiscal Officer**

**DATE:** **January 10, 2010**

**RE:** **Personnel Actions**

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I am requesting the Board to consider the following personnel action(s):

**Conditional Offer of Employment**

Administration – I recommend that the Board grant conditional employment to Kathleen Chapman for the position of Part-Time Postal Clerk. The conditional offer of employment will allow me to conduct the pre-employment screenings as required by township policy. Assuming all of the pre-employment screenings are positive, I will be recommending Ms. Chapman for final employment on January 28th.

Purchase Order Approval – January 14, 2010

| Department | PO# | $$ Amount | Vendor | Purpose |
|---|---|---|---|---|
| Police | 10-P-32 | $1,780.00 | Hamilton County Coroner | Toxicology Screens and Drug Identification for Dec 2009 |
| Police | 10-P-39 | $2,000.00 | Accurint | Annual Fee for Background Check System |
| Police | 10-P-46 | $5,000.00 | Castrucci Ford | Blanket – Misc Maintenance and Repairs to Cruisers |
| Police | 10-P-47 | $5,400.00 | Stephen Campbell & Associates | Guaranteed Maintenance Service Agreement for the Recording Equipment for 2010 |
| Police | 10-P-49 | $5,000.00 | Cincinnati Bell | Phone bills for January and February 2010 |
| Zoning | Z 01-2010 | $2,300.00 | Sprint/Nextel | Zoning Department Mobile Data/Phones 2010 |
| Administration | 10-A-03 | $265,000.00 | United States Postal Service | 2010 Annual Retail Postage Inventory Procurement for resale at Civic Center Retail Post Office |
| Administration | 10-A-04 | $150,000.00 | Pitney Bowes | 2010 Annual Metered for Sale Postage Meter Allotment-Periodic Refill on Postage Meter (direct debit) |
| Administration | 10-A-05 | $12,500.00 | Pitney Bowes | 2010 Postage Meter Refill (ADMIN & WCLSD) Postage Meter (Meter “B”) |
| Administration | 10-A-06 | $3,100.00 | Santoro Engineering Company | For Professional Engineering Services relative to completion & recordation of ROW Dedication Plat for certain lands purchased within Ivy Pointe Commerce Park |
| Administration | 10-A-07 | $1,800.00 | Cincinnati Bell | Civic Center Ancillary Phone Line 513-752-5732 715 (12 months) |
| Administration | 10-A-08 | $2,460.00 | Cincinnati Bell | Civic Center Ancillary Phone Line 513-752-5282 191 (12 months) |
| Administration | 10-A-12 | $7,999.92 | Time Warner Business Class | Fiber Service for December 2009; 1 Admin, 3 Service, 4 Fire |
| Administration | 10-A-17 | $7,600.00 | ComDoc, Inc | Sharp 3100 Color Copier/Printer/Fax, |

| | | | | |
|---|---|---|---|---|
| | | | | Delivery & Removal, Installation |
| Administration | 10-A-18 | $14,000.00 | Chard-Snyder | FSA & HRA Set Up Fees (one time charge); FSA & HRA Monthly Admin Fees for 2010 |
| Administration | 10-A-19 | $36,000.00 | Cincinnati Print Solutions | Blanket – 2010 Newsletter Printing |
| Administration | 10-A-20 | $16,000.00 | United States Postmaster c/o Cincinnati Print Solutions | Blanket – Postage for Newsletters for 2010 |
| Administration | 10-A-21 | $3,000.00 | Data Ingenuity, Inc | HR Quik Employee Database Management System (Base Purchase, Support & Maint Fees 2010, Set-up) |
| Administration | 10-A-22 | $6,394.90 | Zimcom | Network upgrades to parks infrastructure (components/installation/config) |
| Fire | 10-F-01 | $10,000.00 | Finley Fire Equipment | Blanket – Vehicle Repair/Maintenance |
| Fire | 10-F-02 | $10,000.00 | Vogelpohl Fire Equipment | Blanket – Vehicle Repair/Maintenance |
| Fire | 10-F-03 | $10,000.00 | Emergency Medical Products | Blanket – EMS Supplies |
| Fire | 10-F-04 | $10,000.00 | Miami Valley International | Blanket – Vehicle Repair/Maintenance |
| Fire | 10-F-05 | $10,000.00 | Fuelman | Blanket – Fuel |
| Fire | 10-F-06 | $10,000.00 | Speedway/Superamerica | Blanket – Fuel |
| Fire | 10-F-07 | $5,000.00 | JCM Equipment | Blanket – Vehicle Repair |
| Fire | 10-F-08 | $3,000.00 | 32 Ford | Blanket – Vehicle Repair |
| Fire | 10-F-09 | $5,000.00 | Best One Tire | Blanket – Vehicle Repair/Maintenance |
| Fire | 10-F-10 | $20,000.00 | Physio Control | Blanket – Annual Maintenance/Supplies for defibrillators |
| Fire | 10-F-11 | $10,000.00 | Holman Motors | Blanket – Vehicle Repair/Maintenance |
| Fire | 10-F-12 | $10,000.00 | Normed | Blanket – EMS Supplies |
| Fire | 10-F-13 | $5,000.00 | Bound Tree Medical | Blanket – EMS Supplies |
| Fire | 10-F-14 | $5,000.00 | Weiler Welding | Blanket – EMS Supplies |
| Fire | 10-F-15 | $6,000.00 | Cincinnati Bell Telephone | Blanket – Utilities |
| Fire | 10-F-16 | $2,500.00 | Cincinnati Bell Any Distance | Blanket – Utilities |
| Fire | 10-F-17 | $35,000.00 | Duke Energy | Blanket – Utilities |
| Fire | 10-F-18 | $2,500.00 | Rumpke | Blanket – Utilities |

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|---|---|---|---|---|
| Fire | 10-F-19 | $4,000.00 | Clermont County Treasurer Water & Sewer | Blanket – Utilities |
| Fire | 10-F-20 | $6,000.00 | Nextel | Blanket – Utilities |
| Fire | 10-F-21 | $5,000.00 | Lighthouse Journal | Blanket – Cleaning Supplies |
| Fire | 10-F-22 | $33,000.00 | Time Warner Cable | Blanket – Fiber Optics |
| Fire | 10-F-23 | $2,500.00 | Sheatzley's | Blanket – Vehicle Repair |
| Fire | 10-F-24 | $5,000.00 | Smyth Automotive | Blanket – Repairs/Maintenance Vehicles/Equipment |
| Fire | 10-F-25 | $12,000.00 | Bachman's | Blanket – HVAC Maintenance |
| Fire | 10-F-26 | $3,000.00 | Lowe's | Blanket – Maintenance Supplies |
| Fire | 10-F-27 | $3,000.00 | The Home Depot | Blanket – Maintenance Supplies |
| Fire | 10-F-28 | $6,000.00 | Bethesda Healthcare | Medical Services |
| Fire | 10-F-29 | $4,000.00 | Clermont Mercy Hospital | Blanket – CPR/AED |
| Fire | 10-F-30 | $2,500.00 | Anderson Mercy Hospital | Blanket – Professional Services |
| Fire | 10-F-31 | $6,000.00 | Channing & Bete | Blanket – Prevention/Public Education Materials |
| Fire | 10-F-32 | $6,000.00 | Kaeser & Blair | Blanket – Prevention/Public Education Materials |
| Fire | 10-F-33 | $3,000.00 | Zimcom | Blanket – Professional Services |
| Fire | 10-F-34 | $10,000.00 | Ohio Fie & EMS Foundation (OFE) | Fire Executive Program |
| Fire | 10-F-35 | $2,000.00 | Cintas | Alarm Monitoring/Support |
| Fire | 10-F-37 | $3,000.00 | Otis Elevator | Elevator Service Contract – Station 51 |
| Fire | 10-F-38 | $2,000.00 | AE Door | Bay Door Repairs/Maintenance |
| Fire | 10-F-39 | $3,000.00 | Aramsco | Fire Suppression Supplies |
| Fire | 10-F-40 | $2,500.00 | A & A Safety | Repair/Maintenance Vehicle Equipment |
| Fire | 10-F-41 | $3,000.00 | Camp Safety | Repair/Maintenance Vehicle Equipment |
| Fire | 10-F-42 | $2,500.00 | Oil Express | Vehicle Maintenance |
| Fire | 10-F-43 | $2,500.00 | Children's Hospital Medical Center (CHMC) | Blanket – Prevention/Education Materials/Training |
| Fire | 10-F-44 | $2,500.00 | W.W. Grainger | Blanket – Fire Suppression Supplies |
| Fire | 10-F-45 | $2,500.00 | Dave Bednar | Blanket – Fire Suppression Supplies |
| Fire | 10-F-46 | $2,500.00 | Brighton Springs | Blanket – Repair/Maint Vehicles |
| Fire | 10-F-47 | $2,500.00 | Equus Computers | Blanket – Computer Replacement/Parts |

| | | | | |
|---|---|---|---|---|
| Fire | 10-F-48 | $2,500.00 | Laerdal | Blanket – EMS Supplies |
| Fire | 10-F-49 | $5,000.00 | Roy Tailor Uniform | Blanket – Uniform Supplies |
| Fire | 10-F-50 | $5,000.00 | Aramark Uniform Services | Blanket – Bldg Maintenance Supplies |
| Fire | 10-F-51 | $5,000.00 | Donnellon/McCarthy | Blanket – Copier Maintenance & Supplies |
| Fire | 10-F-52 | $5,000.00 | Quill | Blanket – Office Supplies |
| Fire | 10-F-53 | $5,000.00 | Cincinnati Print Solutions | Blanket – Printing/Publications |
| Fire | 10-F-54 | $5,000.00 | Mobilcomm | Blanket – Radio/Minitor Pager Maint. |
| Fire | 10-F-55 | $3,000.00 | Life Star | Blanket – Vehicle Repair/Maintenance |
| Fire | 10-F-56 | $3,000.00 | Buckeye Power & Sales | Blanket – Repair/Maintenance Equip |
| Fire | 10-F-57 | $3,000.00 | Sears | Blanket – New Durable Goods |
| Fire | 10-F-58 | $3,000.00 | Chief Supply | Blanket – Equipment Maint |
| Fire | 10-F-59 | $4,000.00 | Breathing Air | Blanket – Equipment Maint |
| Fire | 10-F-60 | $2,500.00 | Office Max | Blanket – Office Supplies |
| Fire | 10-F-61 | $2,000.00 | Grays Towing | Blanket – Professional Services |
| Fire | 10-F-71 | $8,000.00 | Priority Dispatch | Maintenance Pro QA’s/Trainings/Certifications |
| Fire | 10-F-80 | $10,000.00 | FireBlast | Repair/Maintenance of Trailer |

AGENDA ITEM: JANUARY 14, 2010

**UNION TOWNSHIP**
***OFFICE OF THE ADMINISTRATOR***

# MEMO

**TO**: **Board of Trustees**

**FROM:** **David D. Duckworth, Administrator**

**c:** **Fiscal Officer**

**DATE:** **January 10, 2010**

**RE:** **Approval of Purchase Orders**

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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. There are several to approve as we begin the start of 2010.

*Attachment*

AGENDA ITEM: JANUARY 14, 2010

**UNION TOWNSHIP**
***OFFICE OF THE ADMINISTRATOR***

# MEMO

**TO**: **Board of Trustees**

**FROM:** **David D. Duckworth, Administrator**

**c:** **Fiscal Officer**

**DATE:** **January 10, 2010**

**RE:** **Renewal of Property & Casualty Insurance**

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I have received a renewal proposal for the township's property and casualty insurance through The Ohio Plan, administered by the Hylant Group. The amount of the renewal is $165,411. In comparison, last year's premium was $180,000. The 2010 premium represents an 8% decrease over last year's premium. Our total liability maximum is $10,000,000 which is consistent with communities with like size and like exposures.

I recommend that the Board accept the renewal proposal submitted by The Ohio Plan for the township's 2010 property and casualty insurance. I also request authorization to sign any and all documents pertaining to the insurance renewal.

Please consider this matter at the January 14th Trustees meeting. Thank you.