

UNION TOWNSHIP BOARD OF TRUSTEES MEETING AGENDA

February 23, 2010 - 7:00 PM
Union Township Civic Center
4350 Aicholtz Road, Union Township, Ohio 45245
www.union-township.oh.us

CALL TO ORDER: Timothy Donnellon, Chair

PLEDGE OF ALLEGIANCE: Timothy Donnellon, Chair

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

APPROVAL OF MINUTES

- 1) February 11, 2010 Board of Trustees Regular 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

UTTV – Gina DiMario, Director

Administration – Cory Wright, Interim Township Administrator

PUBLIC HEARINGS

None

OLD BUSINESS

NEW BUSINESS

A. Payment of Bills

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

B. Approval of Monthly Financial Report

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

C. Personnel Actions

Fire Department

1. Accept the retirement of Jack Stevens, Firefighter/Paramedic, received on February 17, 2010 with an effective date of March 5, 2010.

Police Department/911 Communications Center

2. Accept the resignation of Christy Grooms, Communications Specialist, received on February 22, 2010, with an effective date of February 28, 2010.

D. Approval of Purchase Orders

Approve recommendation of Cory Wm. Wright, Interim Township Administrator, for the approval of requested purchases exceeding \$1,500.00.

E. Approval of Contracts

Approve the recommendation of Cory Wm. Wright, Interim Township Administrator, for the approval of the following contracts: (1) Terminix International and Union Township for 2010 Exterminating Services at 10 Township buildings (UTPD, Service, Civic Center, UTFD Stations, Cemetery, Park Structures) – (\$5,135.00 aggregate total); and further authorizing signature of all relevant documents thereto.

COMMENTS FROM BOARD MEMBERS

PUBLIC COMMENTS



Union Township Police Department

Bi- Monthly Report:

February 23, 2010

On 1/1/10 William A. Race of Bethel Ohio was arrested for OVI, his third offense. The passenger could not be left on the side of the road and became combative when asked to get into the patrol car to arrange for him to be taken home. The intoxicated passenger, Eric Woodall was subsequently arrested for disorderly conduct and obstructing official business.

On or about 1/4/10 local auto dealers fell victim to subjects posing as potential customers removing catalytic converters from test-drive vehicles. Robert Martin was charged in one of those cases, investigation continues.

On 1/6/10, Robert R. Allen of Middletown, Ohio was charged with theft by deception when he advertised rental property on Craig's List and accepted a \$500 deposit knowing he had no interest or ownership in the property.

On 1/6/10, Officer Todd Reed, while on routine patrol apprehended Daniel Brooks of Cincinnati in the act of breaking into the coin machines at Clough Car Wash.

On 1/6/10, Jeffrey Gamble of Amelia was arrested when he fled from police. His fleeing and attempting to elude officers resulted in two crashes until he himself crashed at Clough and Glen Este.

On 1/9/10, Jason Weeks of Union Township was charged with OVI, DUS, RSP, and Failure to comply when he was observed operating a stolen vehicle. Weeks attempted to elude officers and was apprehended. At the dead end of Randolph Lane he exited his rolling vehicle and was found hiding in a garage on Gardner Lane.

On 1/9/10, Monica Bibart of Union Township was charged with Aggravated Menacing when she was caught by victims with stolen property, she displayed a knife and threatened to kill them.

Gerald "Trey" Davis and Tiffany Cox of Union Township have been charged with the Aggravated Robbery at Dry Cleaners Ect. located at 956 Old 74 on 1/12/10. Taken in the offense was \$80.00 at knife point. The clerk was uninjured although the male cut her outer clothing in the offense while the female removed the cash from the register.

On 1/13/10, Officers responded to Johnson Enterprise at 1235 Clough Pike reference a burglary in progress. Upon their arrival, suspects fled yet officers followed in pursuit through the wooded area and apprehended Chuck Ratliff and Sandra Grizzell on Bach Buxton Rd. Both defendants, of Union Township, were charged with breaking and entering, possessing criminal tools, theft, and existing warrants from the Sheriff's Office.

On 1/14/10, Richard Hunter of Cincinnati was charged with F-2 drug trafficking when found to possess five pounds of marijuana packaged for distribution

On 1/16/10, Rodney Stidham of Amelia was arrested when he was found to have concealed in his shoes 76 Alprazolam tablets still in the blister packs and separated into strips of five tablets. These tablets were from Mexico, and not approved for usage or sale in the United States. The officers were suspicious of the blister packages displaying Spanish writing.

The residents of 4513 Eastwood Dr have been referred to Children Protective Services when their three-year-old was found outside, wandering about the Thornton Gas Station, unattended.

Union Township residents remained plagued by vehicle break-ins in no particular neighborhood. We remind resident not to leave their cars unlocked and to remove expensive items.

**UNION TOWNSHIP
FIRE DEPARTMENT**



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

January 1, 2010 @ 17:33 hours Engine 49 and Medic 49 responded to a mutual aid request in Newton @ 3638 Church Street for a structure fire. Upon arrival Union Township personnel assisted The Little Miami Fire & Rescue Department with firefighting operations.

January 3, 2010 @ 12:17 hours Engine 52 and Medic 48 responded to a mutual aid request in Pierce Township @ 2755 S.R. 132 for a mobile home fire. Upon arrival Union Township personnel were assigned firefighting operations and assisted with extinguishment of the fire.

January 5, 2010 @ 11:38 hours Medic 52 responded to a mutual aid request in Batavia Township @ 600 University Lane for a structure fire. Union Township fire personnel assisted with firefighting operations.

January 5, 2010 @ 21:56 hours Tower 48, Quint 51, and Engine 49 responded to a reported appliance fire at 7 Arbor Circle. Upon arrival fire crews discovered a dryer on fire and quickly extinguished it. The smoke was then ventilated from the residence. No occupants were displaced as a result of the fire.

January 6, 2010 @ 07:13 hours Engine 48 and Engine 52 responded to 1020 Ohio Pike for a vehicle fire next to the building. Upon arrival firefighters found the vehicle fully involved and worked to extinguish it and prevent the fire from spreading to the structure. The fire was suppressed and the investigation revealed the fire was accidental in nature.

January 13, 2010 @ 08:05 hours Engine 49 responded to 711 S.R. 32 for a vehicle fire. Upon arrival firefighters encountered a fire in the engine compartment. The fire was extinguished and the cause of the fire remains undetermined at this time.

January 13, 2010 @ 12:42 hours Engine 48 and Medic 48 responded to 3929 Nine Mile Road for a reported natural gas leak in the area. Upon arrival fire personnel discovered that a work crew had inadvertently drilled through a gas line while installing a sign. The road was closed to through traffic and the scene secured until Duke Representatives arrived on scene to mitigate the leak.

January 15, 2010 Union Township firefighters assisted Union Township police personnel with fumigating several police cars and areas of the police station in an attempt to rid those areas of bedbugs. Fire personnel utilized a new ZIMEK machine purchased through a grant to resolve the issue.

January 22, 2010 @ 06:43 hours Engine 49 and Medic 49 responded to a reported natural gas leak in the area of 4653 Clayton Drive. Upon arrival fire personnel discovered an underground high pressure gas leak which was bubbling out of the cracks in the roadway. The scene was secured and Duke notified to respond and mitigate the situation.

January 25, 2010 @ 23:56 hours Engine 51 and Medic 51 responded to a report of smoke in the area of 4130 Clough Lane. Upon arrival fire crews began investigating the smoke and discovered that a person frying chicken in a deep pot burner had left the cooking unattended. The fire spread to the siding and soffit of the house before being extinguished by firefighters.

January 26, 2010 @ 17:42 hours Engine 49, Engine 51, and Tower 48 responded to a reported chimney fire at 458 Craig Road. Upon arrival fire personnel discovered a chimney fire that was contained to the chimney and flue. Crews checked the attic and walls for fire extension and advised the homeowner to have the chimney inspected before utilizing it again.

January 28, 2010 @ 15:11 hours Quint 51, and Medic 51 responded to reported motor vehicle accident at Shayler Road and Babson Park. Upon arrival firefighters found a pick-up truck into a tree. Several persons inside the vehicle were evaluated and transported to local hospitals for treatment of their injuries.

January 28, 2010 @ 22:14 hours Engine 51 and Engine 52 responded to a reported oven fire at 1204 Beechwood Place. Upon arrival the fire was reported out. Fire crews confirmed the fire was out and began ventilating the residence. The cause of the fire was determined to be an accumulation of grease build up in the stove.



Union Township
Service Department
Bi-Monthly Report
February, 2010

Keeping Union Township Safe & Beautiful

CEMETERY DIVISION:

- ❖ From February 4 – February 16, four burials were performed. The burials generated \$2,350.00.
- ❖ One preneed Cremation Scattering Garden was purchased for \$500.00.
- ❖ One foundation order was received totaling \$259.20.
- ❖ In addition, eleven resident grave sites were purchased for \$6,050. The total revenue generated was \$9,159.20.

ROAD DIVISION:

- ❖ Township roads were treated for snow and icy conditions on February 5th, 6th, 9th, 11th, 12th, 15th, and the 16th.
- ❖ Mowing of right-of-way was performed on three township roads.
- ❖ Pavement maintenance was performed on township streets.

PARK DIVISION:

- ❖ Daily cleaning of all Park facilities, Police Department facilities, and the Civic Center continued.
- ❖ Electrical repairs were made at Mt. Carmel Park.

- ❖ Maintenance Worker II's attended a conference on park maintenance and management. The conference was hosted by the National Parks and Recreation Association.

FACILITY MAINTENANCE DIVISION:

- ❖ Marquee signage was changed to announce Township events.
- ❖ Mechanical work was performed on Police cruisers and salt trucks during the snow events.
- ❖ Building maintenance was performed on interior walls at the Civic Center (zoning offices and queen city room).

CAPITAL PROJECTS UPDATE

1. Schoolhouse Road Rehabilitation Project:

No work was completed during this period due to weather.



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

**FEBRUARY PLANNING & ZONING SUMMARY
FEBRUARY 23, 2010**

PERMIT ACTIVITY

While the number of permits issued for February to date is slightly below the activity of 2009, the record breaking snowfall and its lingering effects make homeowner projects and new home starts very low on the list of priority for most people. Relocation of businesses and some new offices moving into the township and into existing commercial spaces top the list of permits issued in February. If current projections and volume continue, an anticipated volume of 22-26 permits can be expected for the month of February, 2010. This of course is speculative and may or may not be indicative of actual permit yields. Staff has been busy with expanding cellular phone utility co-location requests as well as other providers seek to enhance their cellular phone service network in the area through the utilization of existing towers.

PROJECT FORECAST

Staff continues to discuss redevelopment of several existing properties that have been vacant for many years with interested parties. Pre-application meetings and further discussions of opportunities continue to be held regarding these potential projects. The completion of the first Kroger Fuel Center in Union Township at Eastgate Crossing has been met with success, judging from the traffic. However, the façade renovation at that Kroger store lingers on, making for tricky navigation as new traffic patterns are established. Staff has fielded inquiries regarding retail space in the Eastgate Boulevard area that may move forward in the next few months. Discussions continue with medical users on the potential for a new development along Mt. Carmel-Tobasco Road, and further, with other site developers about potential commercial development opportunities throughout various areas of the Township. Further, an inquiry was received by the Zoning Department requesting feedback on the establishment and requirements for a potential indoor shooting range being established in the Township.

CASES FOR SPECIAL REVIEW

No Overlay District applications were received for the February 9, 2010 Trustees Meeting. While a few challenging projects have been discussed, staff does not anticipate the filing of applications for the March 11, 2010 meeting date. No applications were submitted for the February or March scheduled meetings of the Zoning Commission. However, the Zoning Commission met on February 10, 2010 for a presentation of the Clermont County Access Management Zoning Overlay District proposed by the Clermont County Transportation Improvement District to familiarize the Commission with the model resolution. County representatives presented an informative overview of the proposal and directed the department to begin researching the particulars and how they might be formulated into a proposal for text amendment to be presented to the Board of Trustees. No cases were heard by the Board of Zoning Appeals in February and no applications were received for March. Several overlays can be expected in the near future as Staff continues discussions with prospective site developers throughout the Township.

MISCELLANEOUS ACTIVITIES

Staff has begun formulation of a RFP for the upcoming Township Land Use Plan initiative, and expects to request approval to release the RFP in early March, 2010. The RFP will center upon a detailed analysis of current and projected population and demographic information, as well as an enhanced mapping component and the development of formalized action items for inclusion into the upcoming report. Further, the RFP will provide guidance to ensure conformity with regional transportation initiatives and strategic regional planning documents to ensure competitive positioning for funding partners on transportation investment and funding requests, and more importantly, the mesh land use with the planned transportation network enhancements slated to occur in the next 5-7 years. It is anticipated that the steering committee will be comprised of many of the members that served during the 2009 Eastern Corridor update, in order to build momentum and assist the selected project team in assure continuity throughout the visioning process. Other items include examining a cost-reduction proposal, to include pedestrian access components within the plan to assist in future pedestrian planning efforts.

VIOLATIONS AND ENFORCEMENTS

Again, the weather has played a significant role in dramatically reducing the complaints received by the Planning and Zoning Department. While the few received were for the most part unfounded, staff continues to closely monitor several cases of ongoing failure to comply and is prepared to take further action once the customary compliance periods have expired.

INSPECTION ACTIVITY

All biennial permit inspections have been completed and are current through February 2008 and 2009.

PERMIT ACTIVITY THROUGH FEBRUARY 15, 2010

[illegible]

YEARLY ACTIVITY COMPARISON (THROUGH FEBRUARY 15, 2010)

PERMIT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
COMMERCIAL	2	0											2
	0	1	1	0	1	2	1	3	4	1	2	2	18
CHNG OF USE	3	6											9
	7	2	6	7	6	5	6	8	8	4	8	3	70
SIGNS	10	0											10
	7	1	5	3	7	11	8	15	7	5	4	11	84
PORT. SIGNS	0	2											2
	1	2	1	5	1	0	2	2	1	1	3	1	20
TEMP. SALES	1	0											1
	0	5	2	1	5	2	1	1	0	0	1	0	18
TEMP TRLR/SNS	2	0											2
	0	0	1	1	0	0	2	3	0	0	0	2	9
SFD	4	1											5
	7	5	11	15	17	20	7	27	5	7	2	10	133
MFD	0	0											0
	0	0	0	0	0	0	0	0	0	0	0	0	0
ADDITIONS	2	0											2
	0	0	2	4	6	2	4	2	3	5	2	1	31
DECKS	1	1											2
	0	1	7	8	6	5	1	5	5	2	3	2	45
ACCESSORY	2	0											2
	3	2	2	8	6	8	5	9	8	8	4	0	63
POOLS/FENCES	4	3											7
	7	9	21	22	26	18	15	8	9	3	6	3	147
MNTHLY TOTAL	31	13	0	0	0	0	0	0	0	0	0	0	44
	32	28	59	74	81	73	52	83	50	36	35	35	638
Total Revenue	\$5,286	\$757											\$6,043
	\$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

KEY: 2009 2010

Union Township Television

Reporting Period January 1 through January 31, 2010

UTTV

Programming

No. of Different Programs	Number of Plays	Hours Played
100	1108	876.43

TV Equipment and Facility Reservations

For the month of January, we had a total of five equipment rentals and four editing training sessions.

In-House Editing

We finished a total of nine edits during the first half of January.

Night Meetings

UTTV taped seven night meeting in January.

Income

UTTV had a total of \$153 in billings during January.

Studio Shoots

In January, we had two studio shoots and three on-site shoots.

Tours

UTTV conducted two Cub Scout tours in January.

FACILITY RESERVATIONS

In January, we made 128 gym reservations and 301 meeting room reservations.

PROJECTS

Work was started on the Air Care/Union Township documentary the week of Jan. 11.

The 2010 Summer Concert Schedule was finalized.



TOWNSHIP ADMINISTRATOR'S REPORT FEBRUARY 23, 2010

PERSONNEL AND STAFF DEVELOPMENT

Township Mechanic

As of the Board of Trustees February 11, 2010 Regular Meeting, interviews have been completed relative to this position with prospective candidates ranked. Two prospective candidates have entered this final phase of the pre-employment screening process. Background checks are currently underway at this time, with one candidate completing the polygraph with results under review, and a second scheduled. If neither applicant successfully completes the screening process, the next ranked candidates will be selected for examination. At a minimum, final results of the pre-employment screening process will be available in the next two weeks on the initial round of candidates, with additional candidates contacted if need requires in the event of either not successfully passing the extremely thorough and rigorous pre-employment screening process. Once a candidate is identified as successfully completing the screening process, the selection committee will reconvene to make a final recommendation to the Board on appointment of the qualified and selected individual.

Post Office Clerk

Interviews are scheduled for Monday, Feb. 22, 2010 & Tuesday, Feb. 23, 2010 with remaining interested candidates to fill the recently vacated position. Background exams will be conducted immediately after the conclusion of the interview process. I hope to have a replacement named by the March 11, 2010 Meeting but this is contingent upon ongoing availability of UTPD staff to thoroughly complete the required pre-employment screening process. We are currently advancing this as expeditiously as possible.

Fire Department – FF/Medic Stevens

We received notice of Mr. Stevens' retirement from the fire department on February 17, 2010. Mr. Stevens has been a long time member of the fire department. His last day is expected to be March 5, 2010. A personnel action item is presented on the agenda for the Board's consideration.

BUDGET AND FINANCE

January 2010 expenses and line-item budgetary analysis update report is in the process of completion and will be provided to the Board as a separate item from the agenda items, as requested by the Board at the last meeting. Much of the past two weeks have been devoted to developing a standardized report to document expenses by department line item funds, based on available information for January 2010 for all departmental funds, inclusive of payroll/salary and other benefit/workers compensation/PERS expenses coordinated through the Fiscal Office, and exclusive of TIF Project funding (separate report from F.O.) and lighting district funding (which is a fixed cost incurred by the Township on a year-round, monthly basis). This report was coordinated between the Fiscal Office, Administration, and the various departments. The fiscal office is also in the process of testing the automated purchase order system and notification system at this time.

UTTV REPORT

Monthly Report to be provided by Ms. DiMario at the February 23, 2010 Regular Meeting. Separate report is provided.

INFORMATION TECHNOLOGY REPORT

IT Monthly Report to be provided at March 11, 2010 Regular Meeting.

GENERAL ADMINISTRATION

Employee Benefits Administration

The three employee healthcare benefit Q&A Sessions were lightly attended, with 11 total attendees taking advantage of this opportunity to ask questions regarding HRA, FSA, and benefits available to them. Staff will advise when reports are available on 1st Quarter benefits usage from Brower.

Personnel Management/HR Activities:

Preliminary work has begun on updating township personnel policy manual. Staff is still working on the procurement of the HR Quik management software and will advise once efforts have been finalized and the system is in place.

Roney Lane ROW Establishment/Clarification:

Preliminary determination has been made on the extent of Roney Lane and has been forwarded to the Township by the County Engineer's Office. Staff has reviewed the mapping materials provided and concurs with the Engineer's determination and believes the ROW issue to be resolved and fully clarified. Staff will contact the engineer's office stating no objection to the plans as formalized in order to draw conclusion to this matter.

Grants & Project Development:

No further update to provide. Staff plans to meet with the developer next week to examine preliminary site plans and discuss the lack of stimulus funding as an impact to

this project. Without access to the site, grant opportunities may be a moot issue until such time that a funding stream can be identified to improve the interchange consistent with the requirements of the ODOT IMS approval.

CLERMONT COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

SR450/Union Gateway Project

As presented last meeting, the Union Gateway project was not selected for JMSA Stimulus II funding by OKI due to concerns over environmental review timelines. CCTID project team members continue to work to complete the required environmental and design work for the interchange modifications, and the project is on schedule at this time. A related note to this project; specifically, Staff attending a project kick-off meeting relative to transit oriented development and the prospects of OASIS Rail transit in the vicinity of River's Edge and the SR 450 site, since this will have significant regional draw and enhance viability of the project from a commuter perspective, and presents opportunities for enhancing economic development opportunities on the SR 450 site and in other current developments in the vicinity of the conceptual OASIS Rail terminus.

Aicholtz Connector Project

No further update to provide at this time.

Eastgate North Frontage Road

No further update to provide at this time, as the project continues to advance through the ODOT PDP Process.

Clough Pike Widening

CCTID project team consultants were scheduled to complete field reviews during the past week, however, inclement weather has delayed advance of this project per an update provided by the consultant.

Tina Drive Extension

A public open house has been scheduled for Tina Drive Extension for February 24, 2010. A second project management team meeting will be held at the Clermont County Engineer's Office on February 22, 2010 to discuss the finalized pamphlets, brochures, and open house materials. These materials are of high quality and have been completed by the consultant in advance of the open house on Feb. 24, 2010 at the Civic Center.

Old State Route 74 Surveying Work

No further update to provide.

CCTID Meeting – Feb. 12, 2010

Staff attended as the Union Township representative to the CCTID on Feb. 12, 2010. Further, the invoice for the 2010 annual contribution has been processed and has been submitted to the F.O. for payment to keep the Township current on the current IGA between the TID and Union Township. In addition to various project reports, another item worth noting was the fact that the TID has begun the process of issuing additional bonds in support of ongoing regional transportation improvement initiatives in Union Township and throughout the county.

ECONOMIC DEVELOPMENT

A retention meeting took place between CCOED Staff, Staff, and QC Industries on February 11, 2010 to discuss potential incentives for relocation, expansion or other options that the company may be pursuing at this time. Currently, the company is examining options for future development, whether on the existing site or at an alternative location. Discussion is anticipated to revolve around various incentive options available to the company at this time, with research ongoing. However, no specific course of action has been defined by the company at this time.

Further, a conference call took place on Tuesday, Feb. 16, 2010 with ODOD Official, QC Industries, and Township staff to discuss other incentive programs available outside of traditional abatements provided through the state. That meeting was in large part successful and informative for all parties, and the CEO is in ongoing discussions with ODOD Staff, with county staff, and the Township updated on progress. As further information becomes available and a prospective site or course of action/prospective site/development opportunity is formalized by the developer, that information will be provided.

MISCELLANEOUS ISSUES

Schoolhouse Road Flashing Beacon School Zone Signage

A purchase order is up for consideration to pay for labor and installation of the signage at the Feb. 23 meeting. The cost for labor and installation for two signage locations is estimated not to exceed \$3,100.00. I had the opportunity to speak with Mr. Dyer of WCLSD and they are working on putting together a PO for the materials/signage at this time as well. This project is moving forward and I will provide an update once installation has been scheduled.

LABOR MANAGEMENT

No activity to report.

UPCOMING EVENTS

Union Township Television

(Presented by Gina DiMario)

Reporting Period January 1 through January 31, 2010

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PROJECTS

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The 2010 Summer Concert Schedule was finalized.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: Cory Wm. Wright, Interim Township Administrator
c: Ronald B. Campbell, Fiscal Officer
DATE: February 22, 2010
RE: Personnel Actions (Revised Feb. 22, 2010)

I have received two (2) personnel action items for the Board's consideration:

Fire Department:

Accept the notice of retirement, submitted by Jack Stevens, Firefighter/Paramedic, with an effective date of March 5, 2010. Mr. Stevens submitted his letter announcing his retirement on February 17, 2010.

Police Department – 911 Communications Center:

Accept the letter of resignation of Christy Grooms, Communications Specialist, received on February 22, 2010, with an effective date of February 28, 2010.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: Cory Wm. Wright, Interim Township Administrator
c: Ronald B. Campbell, Fiscal Officer
DATE: February 22, 2010
RE: Contract Approval

All contracts have been reviewed and approved as to form by the Law Director. I am requesting Board approval of the following contracts, and subsequent authorization to sign any and all documents on behalf of the Board as related to the contracts presented herein:

- 1) Terminix Preventative Pest Control Contract:** This agreement engages Terminix for professional preventative pest control services throughout a twelve month period commencing in 2010 for all township structures, inclusive of parks, cemetery facilities, fire stations, service structures, 4312 Gleneste-Withamsville Road, and the Civic Center. This is the cost for an annual maintenance contract. The cost for the service, all inclusive for all township facilities in 2010, is \$5,135.00.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: Cory W. Wright, Interim Township Administrator
c: Fiscal Officer
DATE: February 22, 2010
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 – February 23, 2010

Department	PO#	\$\$ Amount	Vendor	Purpose
Police	10-P-116	\$12,000.00	Fuelman	February Fleet Fuel
Police	10-P-118	\$5,000.00	Roy Taylor	Blanket – Uniform Pieces & Vests
Service	10-R-111	\$4,800.00	Southeastern Equipment Co.	2 Month Rental of Loader for Salt Operations
Service	10-R-116	\$5,135.00	Terminix	Pest control services for Fire Stations, Police Stations, Cemetery, Service, and Civic Center
Service	10-R-118	\$3,879.80	Whalen Electric, LLC	Installation of supplemental heaters at Heritage Memorial Restroom to address freezing pipes
Service	10-R-119	\$3,100.00	Capital Electric	Installation/Labor costs for flashing school zone signage along Schoolhouse Road
Service	10-R-120	\$2,500.00	Capital Electric	Installation/Labor costs to install two decorative light pole base replacements at Ivy Pointe Blvd.
Service	10-R-122	\$10,000.00	Advance Turf Solutions	Fertilizer and chemicals for all facilities
Service	10-C-34	\$14,331.75	Smith Custom Services, Inc.	Purchase of Kubota F2680E with 72” mower deck and mulching kit
Administration	10-A-65	\$27,600.00	Cincinnati Bell	2010 Township Phone Service (Dept. Distribution/Allocation)
Administration	10-A-71	\$35,505.06	Dell Computers	SAN Network Storage Array – Replaces obsolete servers for network storage
Administration	10-A-89	\$28,000.00	Clermont Philharmonic	Blanket PO for all 5 concerts during the 2010 Concert Season (\$5,600.00 per event).