# UNION TOWNSHIP
# BOARD OF TRUSTEES
# MEETING AGENDA

**March 11, 2010 - 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, Chair**

**PLEDGE OF ALLEGIANCE: Timothy Donnellon, Chair**

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

**APPROVAL OF MINUTES**

1) February 23, 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

Information Technology – Chip Stewart, Director

Administration – Cory Wright, Interim Township Administrator

**PUBLIC HEARINGS**

1) **Union Township Zoning Case 6-96-Z** - Clermont County Public Library, Applicant
PD Formal Plan Major Amendment Proposal (Redevelopment/Expansion)

**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. Approval of Purchase Orders**

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

**D. Personnel Actions**

***Police Department:***
Recall Tiffany Hatchett to full time employment with Union Township, to the position of *Communication Specialist*, with an effective date of reemployment of March 27, 2010.

**Service Department**:
Accept the resignation of Jarrod Class, *Part-Time/Seasonal Employe*e with the Service Department, with an effective date of March 4, 2010.

**E. Approval of Contracts**

Approve the recommendation of Cory Wm. Wright, Interim Township Administrator, for the approval of the following contracts: (1) Mobilcomm and Union Township for 2010 Emergency Radio Maintenance for maintenance of radios utilized by the Fire Department for emergency communications purposes ($765.10); and further authorizing signature of all relevant documents thereto.

**F. Approval of Resolutions**

**Resolution 2010-08: Declaration of Support & Partnership with the 2010 Census**
Upon recommendation of Cory Wm. Wright, Interim Township Administrator, adopt Resolution 2010-08, declaring intent to declare support and partnership with the 2010 Census thereby encouraging all residents of Union Township to participate in this constitutionally mandated process in order to gain an accurate representation of those living within Union Township.

**G. Discussion of Township Administrator Appointment**

## COMMENTS FROM BOARD MEMBERS

## PUBLIC COMMENTS

## EXECUTIVE SESSION

1) To consider and discuss pending and/or imminent litigation pursuant to Ohio Revised Code 121.22(G) (3).

UNION TOWNSHIP
FIRE DEPARTMENT

# Monthly Report

## February 1-28, 2010

| | |
|---|---|
| Fire Responses | 128 |
| Emergency Medical Responses | 412 |
| Patient Contacts | 371 |
| Hospital Transports | 297 |
| Training Hours | 134.5 |
| Public Education Details | 17 |
| Dedicated Man Hours to Public Education/Fire Prevention | 31 |
| School Program Participants | 351 |
| Scheduled Residential/Commercial Inspections | 6 |
| Annual Life Safety Inspections | 24 |
| Car Seats Installed/Evaluated | 38 |
| AED Checks Performed | 96 |
| CPR Students Instructed | 27 |

# Union Township Police Department

Monthly Report for:

**March 2010**

## *Administrative Services Bureau*

### Communications

- The Communications Center handled **3899** Calls for Service for police, Fire and EMS in the month of February.
- The records department has handled **177** public records requests for the month of February.
- **532** juvenile and adult court related documents have been processed by UTPD records section for delivery to the clerk of courts for processing.
- **One** vendor permit issued.
- **149** Court notices have been entered for officer's personal appearance for various up and coming Court cases.
- **Forty Two** Web Checks have been processed this month.
- **Nineteen** expungements have been processed this month.
- **Eighteen** Rule 16's processed for the Prosecutors Office.

### Public Affairs

- **Eight** Scouts toured the police and communications facilities.
- **Six** past students from the Citizen Police Academy rode with officers this month.
- **Two** episodes of Crime Talk were filmed this month.
- Officer Joehnk spoke to **14** students about Bicycle Safety.

### Administration:

- Lt. Madsen assisted Amberly Village with their mock assessment in preparation for their CALEA on site in March.
- UTPD will have their CALEA on site assessment May 1-4, 2010. Retired Deputy Chief John McQueeney, from New York and Captain Sharon Massey from Deer Park P.D., Texas have been selected as our on-site assessment team.

# *Operations Bureau*

## Patrol Division:

| | | | |
|---|---|---|---|
| Incident Reports: | **288** | FIRS: | **141** |
| Crashes: | **127** | Arrests: | |
| Traffic Stops: | **589** | Criminal: | **159** |
| Citations: | **258** | Traffic: | **85** |
| Warnings: | **356** | Warrant Services: | **157** |

## Canine Unit:

| Officer Mark Stephens | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | 2009 Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Shift Hours | 128 | 136 | | | | | | | | | | | **264** |
| Training Hours | 17 | 18 | | | | | | | | | | | **35** |
| Calls for Service | **59** | **51** | | | | | | | | | | | **110** |
| Call Outs | **0** | **0** | | | | | | | | | | | **0** |
| Assists (outside agency) | 2 | 3 | | | | | | | | | | | **5** |
| Offense Reports | 0 | 2 | | | | | | | | | | | **2** |
| Accident Reports | 0 | 2 | | | | | | | | | | | **2** |
| Traffic Stops | **40** | **47** | | | | | | | | | | | **87** |
| Citations | 1 | 1 | | | | | | | | | | | **2** |
| Written Warnings | **15** | **20** | | | | | | | | | | | **35** |
| Criminal Arrests | **0** | **2** | | | | | | | | | | | **2** |
| Traffic Arrests | 0 | 0 | | | | | | | | | | | **0** |
| Warrants Served | 0 | 1 | | | | | | | | | | | **1** |
| Field Interviews | 0 | 0 | | | | | | | | | | | **0** |
| Vehicle sniffs | **30** | **31** | | | | | | | | | | | **61** |
| Alerts | **10** | **14** | | | | | | | | | | | **24** |
| Arrest Assist (sniffs alerts) | **14** | **12** | | | | | | | | | | | **26** |
| Building Searches | 1 | 0 | | | | | | | | | | | **1** |
| Area/Article Searches | 0 | 0 | | | | | | | | | | | **0** |
| Tracks | 1 | 1 | | | | | | | | | | | **2** |
| Persons Located | 0 | 0 | | | | | | | | | | | **0** |
| Public Relations / Special Events | 0 | 0 | | | | | | | | | | | **0** |
| Response to Resistance (Bites) | 0 | 0 | | | | | | | | | | | **0** |
| Marijuana Seized (gm) | **17.4** | **0.04** | | | | | | | | | | | **17.44** |
| Pharmaceutical drugs (gm) | **76.5** | 0 | | | | | | | | | | | **76.5** |
| Misc drugs (gm) | 0 | 0 | | | | | | | | | | | **0** |
| Currency Seized | 140 | 0 | | | | | | | | | | | **140** |

## Investigations Division:

| Criminal Investigations Totals | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Yr. Totals |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| New Assigned Cases | 31 | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 60 |
| Current Caseload | 151 | 137 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | n/a |
| Number of Persons Arrest | 11 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21 |
| Closed - Arrest | 14 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 24 |
| Closed - Otherwise | 6 | 8 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 14 |
| Closed - Inactive | 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Closed - Unfounded | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Court Appearances | 13 | 19 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 32 |
| Inv Overtime (call outs in hours) | 21 | 17.25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 38.25 |
| Total Overtime | 125.5 | 35.75 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 161.25 |
| Missing Persons located/cleared | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| Intelligence Reports/roll call | 9 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 21 |
| CVSA Testing | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Photo Line Ups created | 10 | 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 25 |
| Hours - Evidence Technician | 6 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 18 |
| Background Investigations | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Evidence Submission | 168 | 215 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 383 |
| Property Room Hours | 28 | 63 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 91 |

## Investigations:

**Total Cases Closed: 18**
**Call Outs: 4**

- Felonious Assault at I-275 and SR 125. Suspect cut the face of the victim.
- Suicide – Det. Bail called out to investigate
- Self inflicted gun shot to hand – Det. Pavia called out.
- Death Investigation - 28 year old male, Det. Taylor called out to investigate.

*These are just a few of the drug instruments used to inject heroin that were found on persons arrested by Union Township Officers this month.*

## 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 | 57 | 39 | | | | | | 5 | 47 | 64 | 46 | 56 | **314** |
| NIBRS Reports | 12 | 2 | | | | | | 1 | 10 | 5 | 4 | 12 | **46** |
| Case Investigations - Follow up | 0 | 0 | | | | | | 0 | 2 | 2 | 2 | 1 | **7** |
| Accident Reports | 0 | 0 | | | | | | 0 | 0 | 2 | 0 | 0 | **2** |
| Criminal Charge(s) Filed Adult | 0 | 0 | | | | | | 0 | 0 | 0 | 0 | 0 | **0** |
| Criminal Charge(s) Filed Juvenile | 11 | 2 | | | | | | 2 | 9 | 8 | 5 | 16 | **53** |
| Bullying Incident | 0 | 0 | | | | | | 1 | 1 | 1 | 3 | 0 | **6** |
| Referral Issued | 0 | 0 | | | | | | 0 | 1 | 0 | 1 | 1 | **3** |
| Staff Assists | 65 | 40 | | | | | | 14 | 75 | 72 | 47 | 63 | **376** |
| Student Contacts | 101 | 86 | | | | | | 25 | 105 | 130 | 74 | 91 | **612** |
| Parent Contacts | 36 | 14 | | | | | | 4 | 30 | 42 | 25 | 38 | **9** |
| Off Campus Activities | 3 | 5 | | | | | | 1 | 10 | 15 | 13 | 9 | **21** |
| Respond to GEMS or Other Schools | 16 | 15 | | | | | | 8 | 21 | 24 | 16 | 21 | **1** |
| Meetings | 1 | 1 | | | | | | 1 | 1 | 2 | 3 | 1 | **10** |
| Law Enforcement Assists-UT | 2 | 8 | | | | | | 2 | 4 | 6 | 2 | 3 | **27** |
| Law Enforcement Assists-Other | 2 | 1 | | | | | | 1 | 1 | 2 | 2 | 1 | **10** |
| Lockdowns - Fire Drills - Drug Sweeps | 0 | 0 | | | | | | 0 | 3 | 2 | 1 | 0 | **6** |
| Interior/Exterior Patrols | 45 | 37 | | | | | | 12 | 41 | 52 | 39 | 34 | **260** |
| After School Activities | 1 | 3 | | | | | | 2 | 4 | 2 | 1 | 2 | **15** |
| Training Hours | 10 | 0 | | | | | | 10 | 10 | 0 | 8 | 0 | **38** |

## *Staff Services Bureau*

### Training

- The month of February totaled **445** hours of training for the police department. **217** hours were in service training hours and **216** hours were outside the department training.

### Requisitions

- **$3,730.00** dollars was spent on uniforms and uniform equipment for sworn and non sworn personnel. Just over **$3,000.00** dollars of that expenditure was to purchase bullet proof vests for officers, which had expired.
- Vehicle maintenance and equipment for the month totaled **$3,522.05.**
- Various office supplies and equipment purchases totaled **$1,879.91**.
- Fuel Cost for the month of February was approximately**: $10,000.** During the month of February approximately 38,000 miles were driven by officers.

# Union Township
# Service Department

Bi-Monthly Report
March, 2010

Keeping Union Township Safe & Beautiful

## Cemetery Division:

- From February 16th – March 3rd, eight burials were performed. The burials generated $5,400.00.
- One preneed Cremation Scattering Garden was purchased for $500.00.
- In addition, six resident grave sites were purchased for $3,300.00. The total revenue generated was $9,200.00

## Road Division:

- Township roads were treated for snow and icy conditions on February 17th, 18th, 25th, 27th.
- Eleven street signs were installed including five new posts.
- Pavement maintenance was performed on eight township streets.

## Park Division:

- Daily cleaning of all Park facilities, Police Department facilities, and the Civic Center continued.
- Preventative maintenance of all park equipment for the upcoming season continues.

## 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.
- Painting, and minor touch up work continues at the Civic Center.

## 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 2010 PLANNING & ZONING DEPARTMENT REPORT

PERMIT & VIOLATION/INSPECTION MONTHLY STATISTICAL SUMMARY
MARCH 11, 2010

## 2010 INSPECTION ACTIVITY

**2010 ZONING INSPECTIONS & VIOLATIONS**

| ACTIVITY TYPE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |
| Inspections | 87 | 97 | | | | | | | | | | | 184 |
| Complaints | 10 | 5 | | | | | | | | | | | 15 |
| Unfounded Complaints | 0 | 1 | | | | | | | | | | | 1 |
| Warning Citation | 4 | 4 | | | | | | | | | | | 8 |
| 15 Day Noncompliance letter | 3 | 2 | | | | | | | | | | | 5 |
| 30 Day Violation letter | 1 | 1 | | | | | | | | | | | 2 |
| Forward to Township Attorney | 0 | 0 | | | | | | | | | | | 0 |
| Resolved w & w/o action | 10 | 2 | | | | | | | | | | | 12 |
| Illegal Signs Removed | 0 | 0 | | | | | | | | | | | 0 |
| Miscellaneous Issues | 24 | 9 | | | | | | | | | | | 33 |
| Violations Monthly Total | 16 | 8 | | | | | | | | | | | 24 |
| Reinspection of Violations | 21 | 2 | | | | | | | | | | | 23 |
| Nuisance Filed | 0 | 0 | | | | | | | | | | | 0 |

## 2010 PERMIT ACTIVITY

| PERMIT TYPE | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| COMMERCIAL | 2 | 1 | | | | | | | | | | | 3 |
| CHANGE OF USE | 3 | 13 | | | | | | | | | | | 16 |
| SIGNS | 10 | 0 | | | | | | | | | | | 10 |
| PORT. SIGNS | 0 | 2 | | | | | | | | | | | 2 |
| TEMP. SALES | 1 | 3 | | | | | | | | | | | 4 |
| TEMP. TRAILERS & SIGNS | 2 | 0 | | | | | | | | | | | 2 |
| SFD | 4 | 3 | | | | | | | | | | | 7 |
| MFD | 0 | 0 | | | | | | | | | | | 0 |
| (units) | | | | | | | | | | | | | |
| ADDITIONS | 2 | 0 | | | | | | | | | | | 2 |
| DECKS | 1 | 1 | | | | | | | | | | | 2 |
| ACCESSORY | 2 | 0 | | | | | | | | | | | 2 |
| POOLS/FENCES | 4 | 3 | | | | | | | | | | | 7 |
| MNTHLY TOTAL | **31** | **26** | | | | | | | | | | | **57** |
| ***TOTAL REVENUE*** | ***$5,286*** | ***$2,159*** | | | | | | | | | | | ***$7,445*** |

*Excludes UTFD Permit Revenue (Feb. 2010 Revenue: $1,401.00, Yearly Total: $2,426.00)*

# YEARLY PERMIT ACTIVITY COMPARISON 2009-2010
## PERMIT ACTIVITY THROUGH FEBRUARY 28, 2010

| *PERMIT TYPE* | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **COMMERCIAL** | 2 | 1 | | | | | | | | | | | 3 |
| | 0 | 1 | 1 | 0 | 1 | 2 | 1 | 3 | 4 | 1 | 2 | 2 | 18 |
| **CHANGE OF USE** | 3 | 13 | | | | | | | | | | | 16 |
| | 7 | 2 | 6 | 7 | 6 | 5 | 6 | 8 | 8 | 4 | 8 | 3 | 70 |
| **PERM. 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 | 3 | | | | | | | | | | | 4 |
| | 0 | 5 | 2 | 1 | 5 | 2 | 1 | 1 | 0 | 0 | 1 | 0 | 18 |
| **TEMP TRAILER/SIGNS** | 2 | 0 | | | | | | | | | | | 2 |
| | 0 | 0 | 1 | 1 | 0 | 0 | 2 | 3 | 0 | 0 | 0 | 2 | 9 |
| **SFD** | 4 | 3 | | | | | | | | | | | 7 |
| | 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 STRUCTURE** | 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 |
| | | | | | | | | | | | | | |
| **MONTHLY TOTAL** | 31 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 57 |
| | 32 | 28 | 59 | 74 | 81 | 73 | 52 | 83 | 50 | 36 | 35 | 35 | 638 |
| | | | | | | | | | | | | | |
| **Total Revenue** | $5,286 | $2,159 | | | | | | | | | | | $7,445 |
| | $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 Information Technology Report

## Reporting Period February 1 through February 28, 2010

The IT department activity for the past month includes:

***Public Safety***

- 911 System- The communications center upgraded to a new IP based phone system. Some side effects have been discovered. The auto-attendant police department option has to be reconfigured. IT is working with the phone vendor to correct the issue and to create a police department auto-attendant as well.

- CAD System- continued to work on the new CAD system in communications. The Aqua program to review the EFD and EMD cases was reconfigured. The mapping software was upgraded and Alertts is finishing the configuration of the map data.. The LEADS interface is being implemented and Alertts is working with our network engineer to complete.

***Network/Systems***

- Finishing the helpdesk user configuration. on the website.

- Completed base development of the zoning database. James is working with zoning personnel on enhancement and testing.

- Ordered the SAN, Network Storage Array.

- Plan for reconfiguration of Ivy Point and Clepper Park Networks to new Roadrunner connections.

- Planned for “dark” fiber connection to Heritage Memorial Grove restroom facility for access control.

***Website***

- The “Action Link” feature is operational and the report review is completed. Working on conversion of all 2009 Zoning meetings to place on website. User setup completed for each department for content creation.

- Website statistics showed 5,253 visitors in February 2600 unique. 188 daily average. Sources: Direct url-45% Search Engines-44.6% Referring Sites-10.3% (approximate). Saturday and Sunday least visited days.

- Researching methods to incorporate police department accident report access on the website.

***March Activities:***

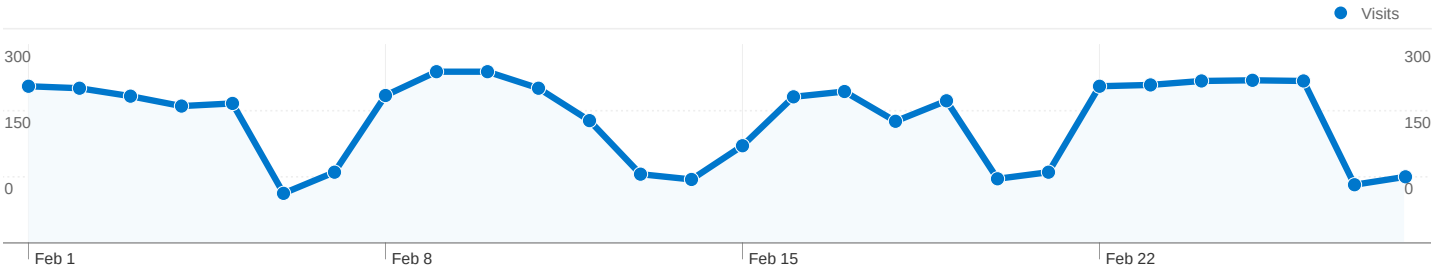
- Complete Helpdesk for each department
- Complete Zoning meeting videos on web
- Finish department update capability for website
- Continue Cad ancillary components implementation/configuration
- Install SAN device.
- Complete zoning database project
- Install CCTV systems at Fire Stations 48, 49, and 50.

www.union-township.oh.us

# Dashboard

Feb 1, 2010 - Feb 28, 2010

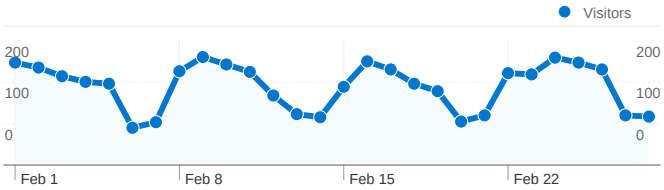
Comparing to: Site




## Site Usage

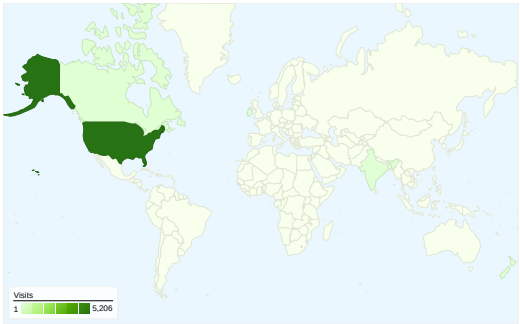
| | |
|---|---|
| 5,253 Visits | 54.84% Bounce Rate |
| 15,179 Pageviews | 00:01:46 Avg. Time on Site |
| 2.89 Pages/Visit | 41.98% % New Visits |

## Visitors Overview

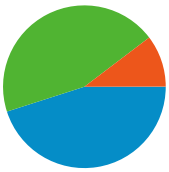



Visitors
2,598

## Map Overlay




## Traffic Sources Overview



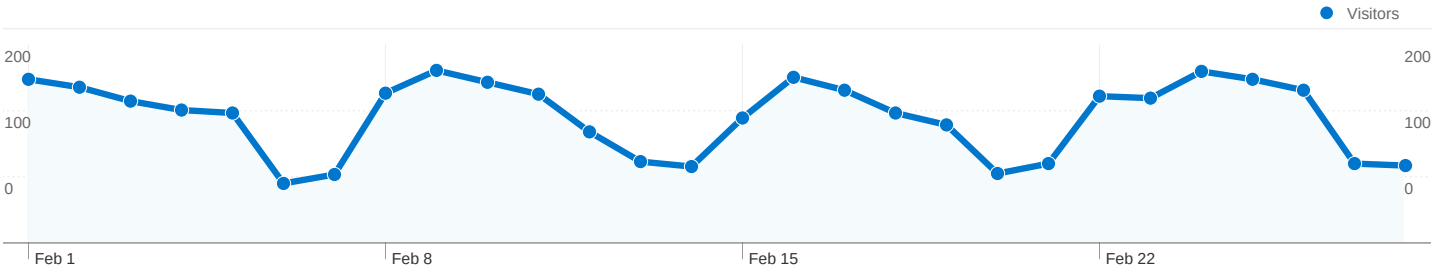
- Direct Traffic
  2,367.00 (45.06%)
- Search Engines
  2,343.00 (44.60%)
- Referring Sites
  542.00 (10.32%)
- Other
  1 (0.02%)

## Content Overview

| Pages | Pageviews | % Pageviews |
|---|---|---|
| / | 5,292 | 34.86% |
| /police.html | 733 | 4.83% |
| /index.php?id=50 | 658 | 4.33% |
| /contacts.html | 621 | 4.09% |
| /empopp.html | 467 | 3.08% |

# Visitors Overview

Feb 1, 2010 - Feb 28, 2010
Comparing to: Site




## 2,598 people visited this site

**5,253** Visits

**2,598** Absolute Unique Visitors

**15,179** Pageviews

**2.89** Average Pageviews

**00:01:46** Time on Site

**54.84%** Bounce Rate

**41.98%** New Visits

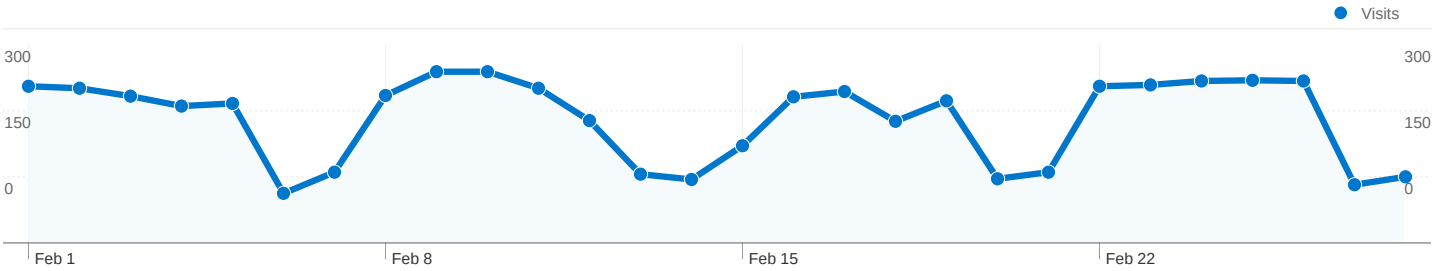
## Technical Profile

| Browser | Visits | % visits |
|---|---|---|
| Internet Explorer | 4,456 | 84.83% |
| Firefox | 526 | 10.01% |
| Safari | 147 | 2.80% |
| Chrome | 81 | 1.54% |
| Mozilla | 12 | 0.23% |

| Connection Speed | Visits | % visits |
|---|---|---|
| DSL | 2,670 | 50.83% |
| Cable | 1,296 | 24.67% |
| Unknown | 880 | 16.75% |
| T1 | 272 | 5.18% |
| Dialup | 110 | 2.09% |

# Traffic Sources Overview

Feb 1, 2010 - Feb 28, 2010
Comparing to: Site

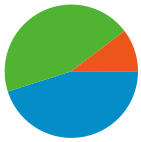



## All traffic sources sent a total of 5,253 visits

45.06% Direct Traffic

10.32% Referring Sites

44.60% Search Engines



- **Direct Traffic** 2,367.00 (45.06%)
- **Search Engines** 2,343.00 (44.60%)
- **Referring Sites** 542.00 (10.32%)
- **Other** 1 (0.02%)

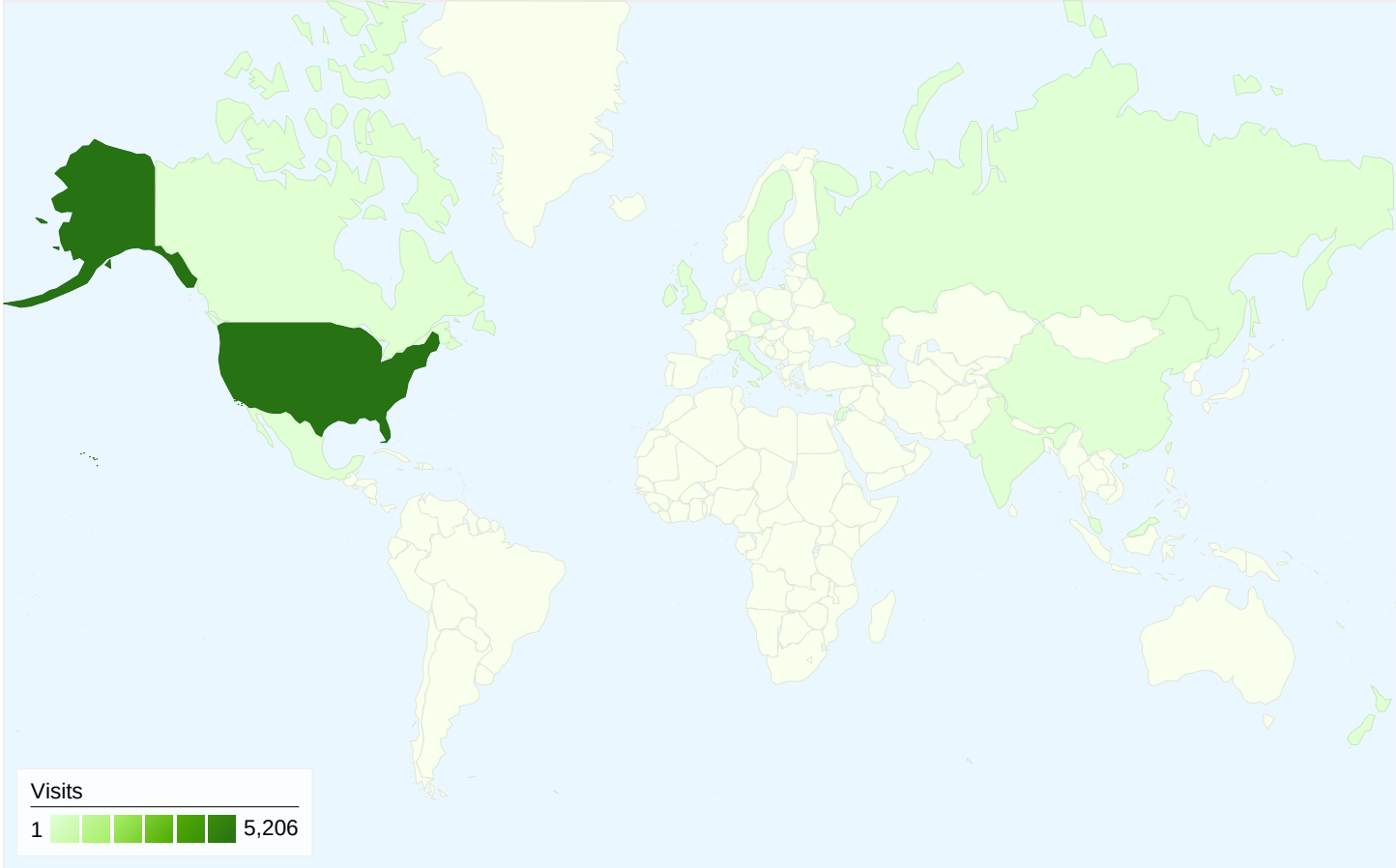
## Top Traffic Sources

| Sources | Visits | % visits |
|---|---|---|
| (direct) ((none)) | 2,367 | 45.06% |
| google (organic) | 1,803 | 34.32% |
| yahoo (organic) | 235 | 4.47% |
| bing (organic) | 233 | 4.44% |
| runonce.msn.com (referral) | 139 | 2.65% |

| Keywords | Visits | % visits |
|---|---|---|
| union township ohio | 388 | 16.56% |
| union township | 112 | 4.78% |
| union township civic center | 101 | 4.31% |
| union township clermont county | 90 | 3.84% |
| union township police | 79 | 3.37% |

# Map Overlay

Feb 1, 2010 - Feb 28, 2010
Comparing to: Site




## 5,253 visits came from 19 countries/territories

Site Usage

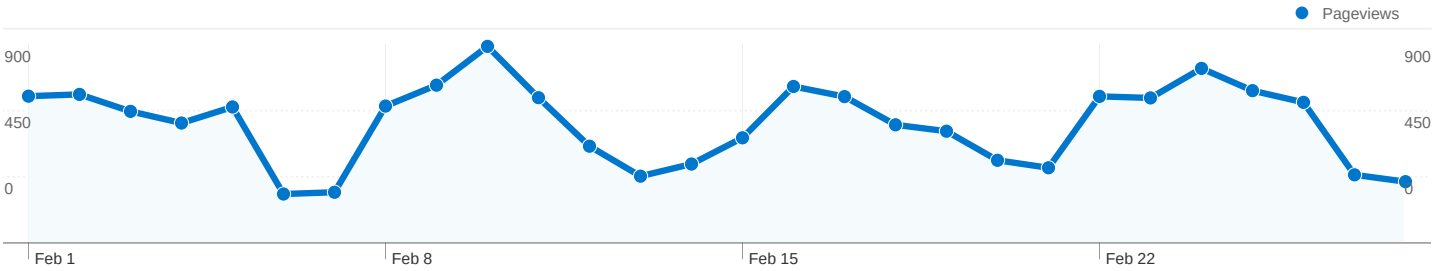
| Visits | Pages/Visit | Avg. Time on Site | % New Visits | Bounce Rate |
|---|---|---|---|---|
| 5,253<br>% of Site Total: 100.00% | 2.89<br>Site Avg: 2.89 (0.00%) | 00:01:46<br>Site Avg: 00:01:46 (0.00%) | 42.03%<br>Site Avg: 41.98% (0.14%) | 54.84%<br>Site Avg: 54.84% (0.00%) |

| Country/Territory | Visits | Pages/Visit | Avg. Time on Site | % New Visits | Bounce Rate |
|---|---|---|---|---|---|
| United States | 5,206 | 2.89 | 00:01:46 | 41.59% | 54.92% |
| Canada | 21 | 3.24 | 00:02:25 | 80.95% | 23.81% |
| Ireland | 6 | 1.00 | 00:00:00 | 100.00% | 100.00% |
| India | 3 | 1.67 | 00:01:19 | 100.00% | 33.33% |
| New Zealand | 3 | 2.00 | 00:00:34 | 100.00% | 66.67% |
| Cyprus | 1 | 1.00 | 00:00:00 | 100.00% | 100.00% |
| Mexico | 1 | 1.00 | 00:00:00 | 100.00% | 100.00% |
| (not set) | 1 | 2.00 | 00:00:49 | 100.00% | 0.00% |
| Malaysia | 1 | 4.00 | 00:02:13 | 100.00% | 0.00% |

| | | | | | |
|---|---|---|---|---|---|
| Sweden | **1** | 1.00 | 00:00:00 | 100.00% | 100.00% |
| | | | | | 1 - 10 of 19 |

# Content Overview






## Pages on this site were viewed a total of 15,179 times

**15,179** Pageviews

**11,499** Unique Views

**54.84%** Bounce Rate

## Top Content

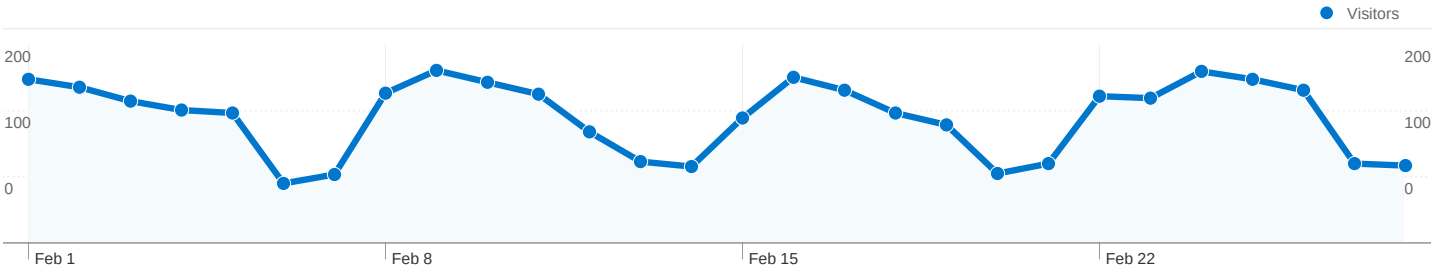
| Pages | Pageviews | % Pageviews |
|---|---|---|
| / | 5,292 | 34.86% |
| /police.html | 733 | 4.83% |
| /index.php?id=50 | 658 | 4.33% |
| /contacts.html | 621 | 4.09% |
| /empopp.html | 467 | 3.08% |

www.union-township.oh.us

# Visitors Overview

Feb 1, 2010 - Feb 28, 2010

Comparing to: Site




## 2,598 people visited this site

**5,253** Visits

**2,598** Absolute Unique Visitors

**15,179** Pageviews

**2.89** Average Pageviews

**00:01:46** Time on Site

**54.84%** Bounce Rate

**41.98%** New Visits

## Technical Profile

| Browser | Visits | % visits |
|---|---|---|
| Internet Explorer | 4,456 | 84.83% |
| Firefox | 526 | 10.01% |
| Safari | 147 | 2.80% |
| Chrome | 81 | 1.54% |
| Mozilla | 12 | 0.23% |

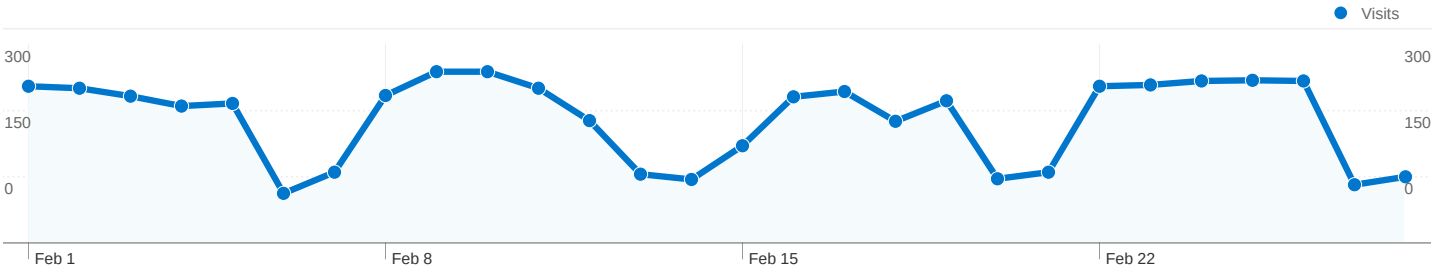
| Connection Speed | Visits | % visits |
|---|---|---|
| DSL | 2,670 | 50.83% |
| Cable | 1,296 | 24.67% |
| Unknown | 880 | 16.75% |
| T1 | 272 | 5.18% |
| Dialup | 110 | 2.09% |

www.union-township.oh.us

# Traffic Sources Overview

Feb 1, 2010 - Feb 28, 2010

Comparing to: Site

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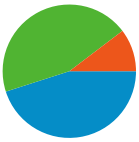

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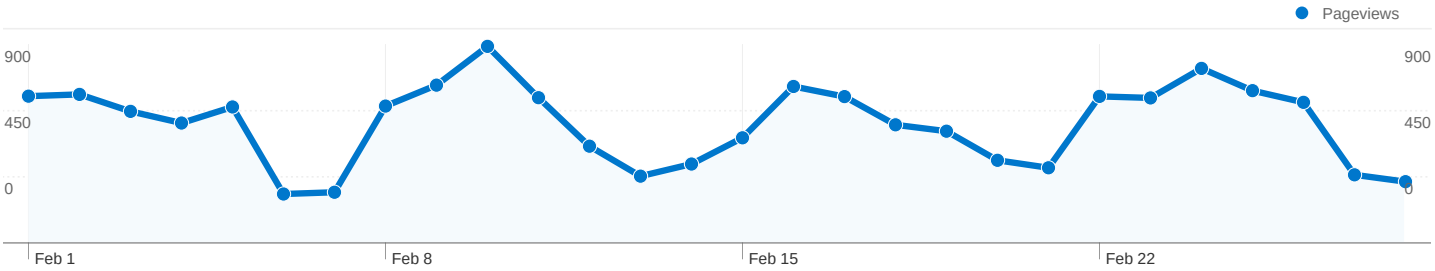


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# TOWNSHIP ADMINISTRATOR'S REPORT
# MARCH 11, 2010

## PERSONNEL AND STAFF DEVELOPMENT

*Township Mechanic*
Previous candidates are no longer being considered for the position; two new finalists have been identified and are being processed through the required pre-employment screening, background, and polygraph testing phases as of March 5, 2010. A recommendation may be forthcoming based upon availability of the new candidates to complete the pre-employment screening process. Background investigation materials have been forwarded to the UTPD and background investigations are underway and interviews have been scheduled.

*Post Office Clerk*
Two additional interviews were conducted on March 3, 2010 and March 4, 2010. The March 4, 2010 candidate was interested and promising from a pre-employment screening perspective. Candidate information has been forwarded to the UTPD to begin the background screening process for this position. A recommendation may be forthcoming depending upon the speed at which background examination is completed for this position.

*Police Department – Tiffany Hatchett*
A personnel action item is on the agenda to recall Tiffany Hatchett to the position of Communications Specialist to fill the position vacated by the resignation of Christy Grooms, effective February 28, 2010. Ms. Hatchett is anticipated to recommence employment with the Township on March 27, 2010, if the action is approved.

## BUDGET AND FINANCE

February 2010 Budget report information is being finalized with the end of the month procedures being completed by the Fiscal Office. The monthly budget report will be finalized and forwarded to the Board at the Second March Trustees Meeting in similar fashion to the January report, with additions as requested. The fiscal office is also in the process of testing the automated purchase order system and notification system at this time. Staff is working with the Fiscal Office to identify necessary adjustments the 2010 Operating budget based upon the Final Amended Estimated Certificate of Resources and the 2010 Permanent Appropriations to more accurately reflect available resources, funds payable, and other information as required to assure uniformity and consistency among each document.

## UTTV REPORT

*No information to provide. Report to be provided at the March 25, 2010 Meeting.*

## INFORMATION TECHNOLOGY REPORT

*Separate IT Department report is provided as a separate report for March 11, 2010, to be presented by Mr. Stewart.*

## GENERAL ADMINISTRATION

*Employee Benefits Administration*

No Update to Provide. Staff will attend a meeting on March 16, 2010 to meet with Brower as a follow up to discuss progress on the 1st quarter benefits usage reports to grasp the effectiveness of the new plan, usage, and related cost savings.

*Personnel Management/HR Activities:*

HR QUIK software implementation is underway at this time. HR QUIK allows for one-stop employee information records management, and has comprehensive reporting features necessary to retain accurate records and assist in uniform personnel records keeping and management activities. Staff also participated in a HR Training webinar relative to the topic of MYWAVE website usage to review benefits analysis provided through Brower Insurance on March 3, 2010. MYWAVE also allows for access and participation in online discussion forums to discuss benefits related issues, such as COBRA, plan administration, etc.

*Roney Lane ROW Establishment/Clarification:*

A final opinion letter and centerline plat map has been completed by the County Engineer's Offices and has been forwarded to the Township to resolve the unjournalized ROW issue along Roney Lane. This information has also been forwarded to the Service Department and Fiscal Office for the purposes of maintaining a permanent record thereto.

*Grants & Project Development:*

Three capital improvement projects have been forward to the State Legislature for consideration during the 2010 Capital Budget Process for funding. Each of these projects are park oriented and are aimed at enhancing quality of life and aesthetics at the parks, while improving the amenities offered there for patrons to enjoy. Staff will be scheduling a follow up meeting to discuss the projects further as the review and appropriation process advances at the State Level. No funding is guaranteed at this point but we are hopeful to gain at least partial funding.

A large 2009 Assistance to Firefighters grant request is currently under further consideration by the administering/awarding agency. This grant would, if awarded, provide more than $250,000 in federal funding share in addition to local share (10% local match) for four (4) EMS Cardiac Monitor/Defibrillator/Pacer units, and new air packs and facemask systems (self contained breathing apparatus), plus the purchase of spare oxygen bottles to replace aging or obsolete equipment for use during firefighting and

rescue operations. As more details arise, they will be forwarded onto the Board. This would assist and offset the costs associated with the replacement of obsolete equipment in the next 2-4 years.

Staff has requested informational materials relative to the 2010 CDBG Program, to be administered through Clermont County. Traditionally, this program, administered through the county, has been used to provide funding for LMI populations in targeted areas – at this point, the Mt. Carmel area does qualify for these types of funds. Other small pockets of LMI populations may be eligible as well, depending upon whether any projects are identified to benefit low to moderate income areas.

## CLERMONT COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

*SR450/Union Gateway Project*
A meeting is scheduled with the Project Developer on March 9, 2010 to discuss options, opportunities, and progress as related to the SR 450 Project. Staff is attempting to coordinate with CCTID representatives to have them in attendance as well to discuss the permitting process. Staff will inquire as to whether the Developer would like to proceed with preparation of a full JRS grant given the lack of stimulus funding to advance the interchange work at that time.

*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 meeting is scheduled for Friday, March 12, 2010 to discuss the project and provide additional information. No further update to provide since last meeting.

*Tina Drive Extension*
A public open house was held for Tina Drive Extension for February 24, 2010. The open house was well attended by area residents with a number of comments received. Comment box materials, information materials, and other display information is currently on display at the Civic Center until the conclusion of the comment period.

*Old State Route 74 Surveying Work*
No further update to provide.

## ECONOMIC DEVELOPMENT

No further information has been provided from QC Industries relative to their plan of action for future development. Further, if an abatement is sought by the owner for the development of a new site within the Township, it seems plausible that up to a 60% / 7

year abatement could possibly be offered if such a project comes to fruition, based upon the anticipated level of new investment as indicated by the owner (possibly between $3 Million-$4 Million), consistent with past practices by the Township on similar styles, sizes, and types of investments and business retention efforts.

A retention meeting was scheduled by the County Office of Economic Development with Total Quality Logistics on February 25, 2010. At that meeting, TQL representatives expressed satisfaction with current location, plans for transportation investment, and expressed a positive outlook for their business ventures moving forward in a difficult economic climate. Overall, the company expressed satisfaction with the level of services provided by all state, federal, county, and local agencies.

For informational purposes, the State of Ohio has recently passed PACE financing program legislation (Property Assessed Clean Energy) that allows property owners to finance clean energy improvements through property assessments which are voluntarily agreed to by property owners who wish to participate. Under this program, the municipal corporation issues debt (bonds) for property owners who wish to finance solar energy and other clean energy improvements on their property with payment secured through levying a special assessment for up to 100% of the cost for improvements on the property for a term up to 25 years. A review of available program information would indicate that this appears to be originally intended for residential properties, but it may available to commercial interests as well if such a concept is advanced. The legislation is in accordance to Section 1710 of Ohio Revised Code. This concept is currently being explored and researched to provide a better understanding of mechanics of a PACE Special Improvement District. MELINK Corporation has expressed an interest in such endeavors given their track record for industry leading green infrastructure implementation, such as the current wind mill project and potential solar projects as well on their site. Staff continues to research the issue at this time.

## MISCELLANEOUS ISSUES

*Schoolhouse Road Flashing Beacon School Zone Signage*
This project is commencing and scheduling coordination is currently underway with the contractor to arrange the installation and completion of this project.

*2010 US Census Collaboration*
A resolution is provided to the Board for consideration at the March 11, 2010 Meeting, expressing support for the US Census 2010 Project. Additionally, informational materials have been forwarded to UTTV for PSA & additional publicity items to promote 2010 Census Awareness within the community.

## LABOR MANAGEMENT

No activity to report.

## UPCOMING EVENTS

AGENDA ITEM: MARCH 11, 2010

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

# MEMO

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

**FROM:** **Cory W. Wright, Interim Township Administrator**

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

**DATE:** **March 11, 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 – March 11, 2010

| Department | PO# | $ Amount | Vendor | Purpose |
|---|---|---|---|---|
| Police | 10-P-141 | $3,949.23 | Arlington Court Suites | Honor Guard Lodging Expense – Washington DC Event (May 2010) |
| Fire | 10-F-106 | $10,000.00 | Emergency Medical Products | EMS Supplies |
| Fire | 10-F-107 | $10,000.00 | Speedway | Vehicle Fuel |
| Fire | 10-F-108 | $5,000.00 | Best One Tire | Fleet Repairs & General Maintenance |
| Fire | 10-F-109 | $10,000.00 | Bethesda Healthcare | Annual Physicals & Medical Services |
| Fire | 10-F-110 | $5,000.00 | Aramark | Building Maintenance |
| Fire | 10-F-115 | $15,000.00 | Vogelpohl Fire Equipment | Blanket PO – Repair & Maintenance of Apparatus |
| Fire | 10-F-118 | $3,240.00 | State of Ohio Treasurer | MARCS Radio Agreement user fees and charges for 60 units |
| Fire | 10-F-119 | $13,500.00 | Mobilcomm | Mobilcomm radio maintenance, template design, service, and repair |
| Fire | 10-F-121 | $23,807.00 | 32 Ford | Purchase of Full Size 4x4 Pick Up Truck<br>Item # 24A (OH State Bid Contract # GDC093) |
| Fire | 10-F-122 | $8,404.00 | 32 Ford | Purchase of Full Size 4x4 Pick Up Truck<br>Item #24A Off Contract Items, Options, Accessory |
| Service | 10-R-134 | $5,000.00 | JCM Equipment Maintenance | Blanket PO – Truck Repair & Maintenance |
| Service | 10-R-138 | $11,969.30 | Smith Custom Service | Attachments & Accessories for Kubota Tractor (aeration, grooming equipment, front loader). |
| Service | 10-R-139 | $5,000.00 | Auxier Gas | Blanket PO - Commercial Propane Purchase |
| Service | 10-R-141 | $10,000.00 | Fuelman of Eastern Ohio | Blanket PO - Service Department Fuel Purchase |
| Service | 10-R-144 | $25,000.00 | Kaffenbarger Truck & Equip. | Anti-icing/de-icing retrofit for two dump trucks |
| Service | 10-R-145 | $8,500.00 | Bobcat Equipment Co. | Street sweeper attachment w/water kit, hydra-tilt attachment for excavator |
| Service | 10-R-146 | $24,500.00 | KE Rose Company | Stainless Steel Bed, LED Lighting, Hoist & Installation/Labor for a dump truck |
| Service | 10-R-147 | $20,000.00 | Force America | Hydraulic system, controller, valve body, PTO, and valve enclosure for a dump truck |

| | | | | |
|---|---|---|---|---|
| Service | 10-R-148 | $16,000.00 | KE Rose Company | Snow plow unit, stainless steel spreader box, pre-wet system for fleet use |
| Service | 10-R-149 | $15,500.00 | Southeastern Equipment Co. | Vibratory Drum Roller for asphalt repairs & roadway maintenance |
| Service | 10-R-150 | $15,000.00 | Mullins Maintenance LLC | Clearing & Grubbing work at Clepper Park |
| Administration | 10-A-72 | $6,000.00 | Zimcom | Dell Optimax Virtualization Server |
| Administration | 10-A-89 | $28,000.00 | Clermont Philharmonic | 2010 Summer Concert Season (5 Events) |
| Administration | 10-A-92 | $5,999.94 | Time Warner Business Class | February –March Fiberoptic Service 6 Lines (Administration, Cemetery, 4 Fire Stations) |
| Administration | 10-A-99 | $7,500.00 | N6 Group | 2009-2010 Union Township Website Development Remaining Contract Balance (2009-2010) |

AGENDA ITEM: MARCH 11, 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:** **March 11, 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) **Mobilcomm Radio Maintenance Agreement 2010:** This agreement engages Mobilcomm for 24 hour emergency support and maintenance of all emergency communications radios utilized by the Union Township Fire Department for operations purposes. The cost for this service, all inclusive in 2010, is $765.10.

AGENDA ITEM: MARCH 11, 2010

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

# MEMORANDUM

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

**FROM:** **Cory W. Wright, Interim Township Administrator**

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

**DATE:** **March 11, 2010**

**RE:** **Final Offers of Employment - Personnel Actions**

---

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

**Final Offer of Employment**

***Police Department*** – I recommend that the Board grant a final offer of re-employment to former employee Tiffany Hatchet, for the position of Communications Specialist, to replace resigning Christy Grooms. Ms. Hatchet has been with the City of Monroe Communications Center since her departure as a result of the reduction in our workforce (RIF) last year, where she previously served the Township in the capacity of Communications Specialist prior to the RIF. Mrs. Hatchett resides in Sycamore Township with her husband Eric. She is a graduate of Kings High School and later obtained an Associate Degree from the University of Cincinnati. According to the Collective Bargaining Agreement, her leave due to a reduction in the workforce does not constitute a break in service. Her starting date and effective date of re-employment with the Township will be March 27, 2010 at the rate of pay she left at of $16.46/hour.

AGENDA ITEM: MARCH 11, 2010

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

# MEMO

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

**FROM:** **Cory Wm. Wright, Interim Township Administrator**

**cc:** **Fiscal Officer**

**DATE:** **March 11, 2010**

**RE:** **RESOLUTION 2010-08 RESOLUTION DECLARING SUPPORT & PARTNERSHIP WITH THE 2010 U.S. CENSUS**

---

This resolution declares support and partnership with the 2010 US Census, and encourages citizen participation and education on the decennial census count as required by the US Constitution. The 2010 Census is instrumental in crafting an accurate profile for our community, will be utilized in redistricting efforts for apportionment of federal representation, and is instrumental in determining the direction of federal funding that benefits the community.

This matter is for the Board's consideration at the March 11th Meeting, and this resolution has been reviewed and approved as to form by the Law Director.

*Attachments*

**RESOLUTION 2010-08**

The Board of Trustees of Union Township, Clermont County, Ohio met in regular session at the Union Township Civic Center on March 11, 2010 with the following members present: Timothy Donnellon, Matthew Beamer, Robert McGee.

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

**RESOLUTION DECLARING SUPPORT AND PARTNERSHIP WITH THE 2010 U.S. CENSUS**

WHEREAS, the U.S. Census Bureau is required by the Constitution of the United States of America to conduct a count of the population and provide a historic opportunity to help shape the foundation of our society and place an active role in American Democracy; and

WHEREAS, an accurate census count is vital to our community as census data is used to make vital decisions including redistricting and the allocation of federal funding; and

WHEREAS, one of the major goals of the 2010 Census is to increase the national mail back response rate, which not only reduces the overall cost of the census, but also increases the accuracy of the data;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Union Township, Clermont County, Ohio do hereby declare support of and partnership with the 2010 Census and encourage all residents of Union Township to participate in the constitutionally mandated census and to play a role in increasing participation among all members of our community so that the 2010 Census will be an accurate reflection of those living within Union Township.

BE IT FURTHER RESOLVED 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.

BE IT FURTHER RESOLVED that 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:

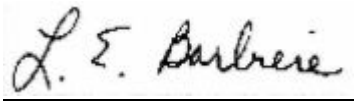
| | |
|---|---|
| Mr. Beamer | AYE |
| Mr. McGee | AYE |
| Mr. Donnellon | AYE |

Resolution 2010-08 adopted March 11, 2010.

ATTEST:

_____
Ronald B. Campbell, Fiscal Officer

APPROVED AS TO FORM:



Lawrence E. Barbiere,
Union 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