

UNION TOWNSHIP BOARD OF TRUSTEES MEETING AGENDA

March 25, 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) March 10, 2010 Board of Trustees Public Hearing
- 2) March 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. Acceptance of 2010 Depository Proposals

Motion to approve the 2010 Depository Proposals as prepared and recommended by Ronald B. Campbell, Fiscal Officer.

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. Resolution 2010-10 Annual Permanent Appropriations Resolution

Adopt Resolution 2010-10, establishing and approving the 2010 Annual Appropriations of Funds for Union Township, Clermont County, Ohio, as prepared by Ronald B. Campbell, Fiscal Officer.

F. Multimedia Liability Insurance Renewal (April 2010- April 2011)

Upon recommendation of Cory Wm. Wright, Interim Township Administrator, approve the renewal of Executive Risk (Multimedia Liability/UTTV) insurance provided through Chubb Group of Insurance Companies (Hylant Group) for a one (1) year term (April, 2010 –April, 2011), at a cost of \$2,500.00, and authorize the execution of all subsequent documentation thereto.

COMMENTS FROM BOARD MEMBERS

PUBLIC COMMENTS

UNION TOWNSHIP
FIRE DEPARTMENT



Monthly Report

February 1-28, 2010

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

February 4, 2010 @ 08:46 hours Engine 49 and Medic 50 responded to a report of a vehicle fire at 4642 Shepard Road. Upon arrival fire crews discovered a vehicle with the engine compartment fully involved. The fire was extinguished with a pre-connected handline with the cause of the fire still under investigation.

February 8, 2010 @ 16:01 hours Engine 48 and Engine 52 responded to a report of a cooking fire at 4028 Brandy Chase Way. Upon arrival a small cooking fire was discovered and quickly contained to the area of origin.

February 10, 2010 @ 22:09 hours Engine 49 and Engine 51 responded to a chimney fire at 4818 Beechwood Road. Once at the scene firefighters utilized dry chemical packs to extinguish the fire, which was confined to the chimney only.

February 11, 2010 @ 17:19 hours Engine 49, Engine 50, and Boat 50 responded to a reported animal rescue. At the scene fire personnel encountered a dog trapped in the middle of a frozen pond. Boat 50 was deployed utilizing ropes to guide it to the dog's location. Once there "Buddy" was placed into the boat and extricated to safety.

February 12, 2010 @ 22:01 hours Tower 48 and Engine 52 were dispatched to a reported electrical fire at 29 Maple Street. Once on scene firefighters discovered a small electrical fire in a ceiling fan. The hazard was eliminated and residence ventilated.

February 14, 2010 @ 00:24 hours Engine 51 and Engine 52 were dispatched to a large brush fire at 3848 Bennett Road. At the scene fire crews extinguished the fire which was a result of an open burn.

February 14, 2010 @ 22:19 hours Engine 48, Engine 51, and Engine 52 responded to a reported chimney fire at 4009 Brandy Chase Way. Upon arrival crews reported a small chimney fire and quickly extinguished it. The fire was contained to the chimney only.

February 15, 2010 @ 21:17 hours Engine 49 responded to a reported gas leak at 4752 Sandra Lee Lane. Upon arrival fire personnel discovered a small natural gas leak and notified Duke to respond and mitigate the situation.

February 16, 2010 @ 09:49 hours Tower 48, Engine 49, Engine 50, and Engine 51 responded to a reported residential structure fire at 1149 Nature Run Road. Upon arrival fire crews discovered that the home's electrical panel had been exposed to high heat and melted causing heavy smoke in the garage. The panel was red tagged out of service and Duke notified to respond and disconnect the meter to the residence.

February 16, 2010 @ 17:50 hours Engine 49 responded to a report of a structural roof collapse at 4389 Mt. Carmel-Tobasco Road. Once on scene firefighters encountered a large pole building with the roof partially collapsed in the center. The collapse appeared to have been caused by the snow build-up on the aging building. Duke was notified, as well as the Clermont County Building Department to respond.

February 18, 2010 @ 05:37 hours Quint 51 and Engine 48 responded to a reported chimney fire at 4189 Forsythia Drive. Once on scene fire crews discovered active fire in and around the chimney flue and utilized chimney chains to contain the fire. The homeowner was advised to contact a chimney sweep company before using the fireplace again.

February 18, 2010 @ 12:50 hours Engine 49 responded to a semi truck into a building at 4530 Eastgate Blvd. Upon arrival fire personnel reported that a semi had driven into the corner of the commercial building causing significant structural damage. The scene was secured and the Clermont County Building Department was contacted to respond and assess the damage.

February 20, 2010 @ 13:11 hours Engine 52 responded to a reported vehicle fire at 24 Sandpiper Ct. Upon arrival firefighters discovered a small fire in the engine compartment and quickly extinguished it. The cause of the fire is believed to be a wiring problem in the engine compartment.

February 27, 2010 @ 13:13 hours Engine and Medic 49 responded to 4686 Tealtown Road for a vehicle into the building. Once on scene crews reported that a passenger vehicle caused significant structural damage to the residence. The vehicle was removed and the crews on scene temporarily stabilized the structure. The Clermont County Building Department responded and declared the residence unsafe for occupancy.

February 28, 2010 @ 07:27 hours Engine 49 and Quint 51 responded to a reported motor vehicle accident on I-275 @ the 65 mile marker. Once on scene fire crews reported a vehicle on its side with entrapment and began to extricate the occupant. The patient was stabilized and transported to the hospital for further evaluation.



Union Township Police Department

Monthly Report for: March 2010

On 2/4/10, a pedestrian struck a passing motorists vehicle with a bottle. The victim stopped his car and approached the suspect, later identified as Chas Casey, age 35, of Georgetown Ohio. Casey attacked the victim with a knife causing serious injury to the victim's face requiring surgery and hospitalization. Casey was charged with felonious assault, criminal damage, tampering with evidence, and open warrants.

On 2/2/10, Reginald Benson, age 38 , of Cincinnati Ohio was arrested by Officers Zimmerman and Stephens for possession of 7.6 grams of crack cocaine packaged in five separate baggies.

On 2/11/10 Officer Jasper arrested Daryl Morgan, age 57 and Bo Warren, age 22 both of Cincinnati for Breaking and Entering when they trespassed upon a local business to steal scrap metal and scaffolding.

On 2/12/10, Stephanie Lester, 25 of Batavia and Rebecca Smith, 19 of Union Twp. were charged with possession of Heroin when the substance was found under the back seat of the police vehicle in which they were seated.

On 2/15/10 Brandon Thompson, age 25 of Union Township was arrested and charged with Child Endangering, Tampering with Evidence, and Drug Abuse when officers had to force entry into his apartment to aid a crying one-year old. The defendant was so despondent he was unable to answer the door or aid his crying child. While in the presence of officers, he attempted to destroy illegal narcotics similar to that he had ingested.

On 02/16/10 Patrick Tankersley, age 21 of Blanchester Ohio, fled on foot from an auto accident he had caused. He was chased by officers to a nearby retirement center. The residents alerted officers that the defendant attempted to change cloths and he was apprehended. He was charged with No driver's license, Driving under suspension, Leaving the Scene, and possession of drug paraphernalia.

Samual Hollifield, age 31 of Georgetown Ohio was charged with Robbery when he was apprehended for shoplifting while he had in his possession numerous knives and a set of brass knuckles.

On 2/24/10, a Union Township juvenile and three others were charged with inducing panic when they agreed to call the crises hotline simultaneously through "XBOX live" threatening suicide. The hotline operator heard a shot and the call disconnected. Officers responded to the residence to uncover the hoax. Apparently, the shot was simulated by popping a plastic bag.

On 2/26/10, Michael Snow of Cincinnati was arrested for open warrants and for carrying a concealed weapon, brass knuckles.

On 2/24/10, while on unrelated business, plain cloths detectives Combs and Bail observed an illegal drug transaction at UDF on Ohio Pike. Parked next to their unmarked police vehicle, Andrew Dawson, age 32 of Cincinnati, was observed selling pharmaceuticals to Randy Brookbank, age 36 also of Cincinnati. Andrew Dawson was charged with Trafficking in Drugs while Randy Brookbank was charged with Drug Possession. Because the drug deal took place less than 300 feet from Winnie-the-Poo day care, the penalty is elevated.



Union Township
Service Department
Bi-Monthly Report
March, 2010

Keeping Union Township Safe & Beautiful

CEMETERY DIVISION:

- ❖ From March 4th – March 17th, ten burials were performed. The burials generated \$6400.00.
- ❖ Six foundation orders were received totaling \$1,786.00.
- ❖ In addition, two resident grave sites were purchased for \$1,100.00. The total revenue generated was \$9,286.00.

ROAD DIVISION:

- ❖ A pavement condition analysis for all township roads was initiated on March 16th.
- ❖ Pavement maintenance was performed on three township streets.
- ❖ Staff completed a class on Work Zone Safety through the LTAP organization.

PARK DIVISION:

- ❖ Daily cleaning of all Park facilities, Police Department facilities, and the Civic Center continued.
- ❖ New downspouts were installed on the park restroom facilities at both Veterans, and Clepper Parks.
- ❖ Spring maintenance was initiated on all landscape beds.

FACILITY MAINTENANCE DIVISION:

- ❖ Marquee signage was changed to announce Township events.
- ❖ The interior of the Service garage was cleaned and painted.
- ❖ Plumbing repairs were made to the Civic Center and the Service garage.

CAPITAL PROJECTS UPDATE

1. Schoolhouse Road Rehabilitation Project:

The contractor began adjusting water meters to match grade.



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

**MARCH PLANNING & ZONING SUMMARY
MARCH 25, 2010**

PERMIT ACTIVITY

The advent of spring has seen a burst of inquiries regarding homeowner projects and the beginnings of the steady stream of those type permits into the department. While overall numbers are still down from years past, new home starts and quality commercial inquiries continue to come into the office. Seasonal plant sale permits have been the hot ticket since mid-February, as many of our larger local retailers prepare for the Easter/Mother's Day flower planting rush.

PROJECT FORECAST

Several projects have been discussed at the administrative level, with inquiries fielded for development opportunities in the Eastgate area and adjacent to Ivy Pointe Commerce Park as well. Further, discussions are on-going pertaining to opportunities for redevelopment in various areas of the Township, with prospective purchasers and/or interested parties. No permit application has been submitted to date relative to several projects which have received some type of preliminary approval or consensus, including the Healthsource of Ohio facility anticipated to break ground in the Mt. Carmel area in the spring of this year. Much activity in the recent month or so has consisted of relocations of existing businesses within vacant spaces, which is indicative of the current market for new development. Further, the Clermont County Library redevelopment of Ryan's Steakhouse was also recently approved and a permit application is eagerly anticipated in the months ahead. Also, preliminary discussions have occurred relative to new retail opportunities within the Eastgate area in currently vacant space. As always, as development and/or redevelopment proposals arise in the vicinity, those items will be forwarded to the Board for consideration.

CASES FOR SPECIAL REVIEW

Two overlay district applications are anticipated for development review for the April 8, 2010 Board of Trustees Hearing – specifically, one application will likely involve the expansion of a tenant space at the Eastgate Crossing to house a large retail store. No application has been submitted to date, but based upon discussions with the site owner/applicant and their design professionals relative to submitting for review and consideration; an application is pending finalization and is expected at the time of preparation of this report. The second involves the installation and expansion of existing green infrastructure on an existing commercial/office/industrial LEED Gold certified business in the vicinity of Round Bottom Road in the northern portion of the Township. Further, while no applications have been received for Board of Zoning Appeals or Zoning Commission for the month of April, it is anticipated based upon recent discussions that at least one BZA case may be prepared in time for the May docket.

MISCELLANEOUS ACTIVITIES

The 2010 Land Use Plan RFQ has been finalized and Staff is seeking concurrence from the Board on releasing the RFQ to initiate solicitation of proposals for assisting in the comprehensive 2010 Land Use Planning update process. Once authorization and/or consent is received from the Board to release the RFQ, that document will be posted to our website consistent with adopted policies and procedures for procurement of professional services. A copy of the draft RFQ has been provided as an attachment to this report.

Work continues on the finalization of new comprehensive permitting software as the staff is in the final beta testing phases with the IT Department in order to resolve fully remaining issues prior to going “live.” It is anticipated that the reporting, record keeping, and functionality of this software will represent a vast improvement over previous software utilized by the department, and will incorporate parcel-specific complaint and violation tracking features once operational.

VIOLATIONS AND ENFORCEMENTS

The department has seen a huge increase in illegal banners and temporary signage with the departure of the snow, especially in the Ohio Pike Corridor. Enforcement action has concentrated in this area. Additionally, several new businesses were found to be in operation without proper authorization from either the township or the county building authorities, and have been assisted in obtaining their proper permits. One particular retailer is under review for the nature of their inventory and is currently subject to further investigation.

Staff has also been working in partnership with the Union Township Fire Department in order to resolve cases of unsafe and/or unsecured structures in the Township. During the past week, two vacant, dilapidated and/or collapsed structures were identified and inspected by Zoning Staff and Fire Department representatives. At this time, one structural condition is a result of recent inclement weather, whereas the second is the result of years of neglect and lack of general maintenance. Letters will be issued to both property owners instructing them to restore the structures to a safe and habitable condition or face further action as provided by law.

INSPECTION ACTIVITY

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

PERMIT ACTIVITY THROUGH MARCH 16, 2010

[illegible]

YEARLY ACTIVITY COMPARISON (THROUGH MARCH 16, 2010)

PERMIT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
COMMERCIAL	2	1	0										3
	0	1	1	0	1	2	1	3	4	1	2	2	18
CHNG OF USE	3	13	3										19
	7	2	6	7	6	5	6	8	8	4	8	3	70
SIGNS	10	0	5										15
	7	1	5	3	7	11	8	15	7	5	4	11	84
PORT. SIGNS	0	2	1										3
	1	2	1	5	1	0	2	2	1	1	3	1	20
TEMP. SALES	1	3	1										5
	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	3	6										13
	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	0
ADDITIONS	2	0	2										4
	0	0	2	4	6	2	4	2	3	5	2	1	31
DECKS	1	1	2										4
	0	1	7	8	6	5	1	5	5	2	3	2	45
ACCESSORY	2	0	1										3
	3	2	2	8	6	8	5	9	8	8	4	0	63
POOLS/FENCES	4	3	3										10
	7	9	21	22	26	18	15	8	9	3	6	3	147
MNTHLY TOTAL	31	26	24	0	0	0	0	0	0	0	0	0	81
	32	28	59	74	81	73	52	83	50	36	35	35	638
Total Revenue	\$5,286	\$2,159	\$2,660										\$10,105
	\$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
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DRAFT LAND USE PLAN RFQ – MARCH 2010

**UNION TOWNSHIP, CLERMONT COUNTY, OHIO
NOTICE OF CONTRACTS AVAILABLE FOR PROFESSIONAL SERVICES
COMBINED REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/RFP)
POSTING DATE:
RESPONSE DUE DATE:**

Union Township, Clermont County, Ohio, is requesting qualifications and proposals from qualified planning consultants and/or firms interested in providing professional services for the projects listed below. Interested firms may respond to one or more of the listed projects in accordance with the content and formatting requirements set forth for Qualification Statements for Union Township, Clermont County, Ohio as outlined herein, and as further outlined in the Union Township Standard Procedures for Procurement of Professional Services Pursuant to Sections 153.65-153.71 of the Ohio Revised Code, adopted May 13, 2008 by the Union Township Board of Trustees.

LISTING OF PROJECTS:

1. Union Township 2010 Comprehensive Land Use Plan Update ("HORIZON 2030: Union Township Comprehensive Land Use Plan")

COMMUNICATIONS RESTRICTIONS:

Please note the following policy concerning communication with Union Township and any Township employees during the announcement and selection process:

During the time period between advertisement of the Request for Qualifications/Request for Proposals and the announcement of final consultant selections, Union Township **will not** communicate with consultants (or their agents) regarding the status of the selection process, or entertain any communications related to the listed projects. When completed, selections will be announced through the Union Township website at <http://www.union-township.oh.us>.

Permissible communications include project administration activities for authorized agreements, scope and negotiation activities for projects selected but not under contract, training or related activities, and technical or scope of services questions specific to projects posted.

Any questions shall be submitted via email to Cory Wright, Assistant Township Administrator, at cwright@union-township.oh.us. All questions will be answered in writing and will be posted to the Township website. No notification of responses will be made and interested parties must check the Township website for posted responses. All questions not submitted strictly in accordance with the procedure outlined above **will not** be answered.

MAILING INSTRUCTIONS AND ADDRESSES:

Firms interested in being considered for selection should respond by sending, without signature guarantee, the original and six (6) copies of the RFQ/RFP response to:

**Cory Wm. Wright, Assistant Township Administrator
Union Township Planning & Zoning Department
4350 Aicholtz Road
Cincinnati, Ohio 45245**

Qualification Statements and proposals submitted in response to this RFQ/RFP to any other address **will not** be considered.

DBE GOALS:

None

UNION TOWNSHIP PROFESSIONAL SERVICE SELECTION PROCEDURES:

Union Township intends to select firms for professional services for each of the projects listed above and further described herein based on the information contained within the submitted Qualification Statements and accompanying Project Proposal.

The requirements for the RFQ/RFP and the Union Township Selection Evaluation Rating Form that will be used to select consultants are shown below. Consultants must submit Qualification Statements that specifically address at least one of the projects listed herein. The consultant must visit the site of each project in which they express interest, and clearly specify the project(s) that they are interested in. The Union Township Standard Procedures for Procurement of Professional Services Pursuant to Sections 153.65-153.71 of the Ohio Revised Code, adopted May 13, 2008 by the Union Township Board of Trustees, has been included as EXHIBIT "A" supplementing this Request for Qualifications.

REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS:

A. General Instructions for Preparing and Submitting Statements of Qualifications

- (1) Provide the information requested in the RFP/RFQ Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the Project Description.
- (2) RFP/RQP shall be limited to ten (10) 8 ½" x 11" single sided pages plus five (5) pages per project proposal for the combined Key Staff and Project Approach, unless otherwise noted in the Project Description. All pages including the transmittal letter count against the limit.
- (3) Please adhere to the following requirements in preparing and binding Qualification Statements:
 - a. Use a minimum font size of 12-point and maintain margins of 1" on all four sides. All text shall be black type to facilitate machine copying.
 - b. Page numbers must be centered at the bottom of each page.
 - c. Use 8 ½" x 11" bond paper only. **No glossy paper.**
 - d. Bind Qualification Statements by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.
- (4) Statement of Qualifications must be received by 5:00 p.m. on the due date. Statements of Qualifications received after 5:00 p.m. will not be considered.

B. Content of Statement of Qualifications

The Statement of Qualifications submitted by firms interested in providing professional services for the projects specified herein shall contain, at a minimum, the following information:

- (1) A list of the Projects for which the firm is submitting this Statement of Qualifications.
- (2) A brief history of the firm which shall include information pertaining to major areas of expertise, inclusive of all staff qualifications and certifications for those staff members exclusively so designated as the "project team".
- (3) A list of representative projects and clients including project costs for contracted projects of similar scale.
- (4) Information relative to insurance coverage of firm which shall include limits and deductions.
- (5) Information relative to specialized surveying/engineering equipment, computer hardware and computer software including ArcGIS capabilities. Union Township will use ESRI © ArcGIS 9.1

platform (or greater) for the maintenance of all mapping files projected in State Plane, Ohio South, NAD83, NAVD88 with map units of U.S. Survey Feet. Mapping files should be capable of being directly loaded or imported into ArcGIS with no translation, transformation and/or manipulation required by Union Township.

- (6) For each project in which the consultant is expressing interest, provide a description of your Project Approach, not to exceed five pages unless otherwise indicated in the Project Description. Confirm that the firm has visited the site and reviewed all existing technical documents and address your firm's technical approach, understanding of the project, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.
- a. List the Project Manager and other key staff members, including key subconsultant staff, if any. Include project engineers and/or planning specialists for important disciplines and staff members that will be responsible for the work and resumes for key personnel.
 - b. List the prequalifications and certifications obtained by all members of the project team relative to land use planning initiatives, special areas of practice, or other relevant certifications, inclusive of any awards, recognitions, or distinctions or honors received relative thereto.
 - c. List significant subconsultants, if any, their current prequalification categories, certifications, and the percentage of work to be performed by each subconsultant.

C. Consultant Selection Evaluation Rating Form

**Union Township, Clermont County, Ohio
Consultant Selection
Evaluation of Consultant Statement of Qualifications**

Project Name: _____ **Date:** _____

Name of Consultant: _____

Scoring Category	Total Value	Scoring Criteria	Score
Technical Approach	5 Points	See Note #1	
Competency to Perform Required Services	5 Points	See Note #2	
Past Performance on Similar Projects	5 Points	See Note #3	
Other Factors	5 Points	See Note #4	
Total Score	20 Points		

Name of Evaluator: _____

Note # 1:

Technical Approach: Quality and feasibility of the technical proposal; understanding and insight into the Project Concept and Scope of Services; activities proposed; identification of important issues, recommended additional services or changes.
(Weighted 1-5)

Note # 2:

Competence to Perform the Required Services: technical training, education and experience of key assigned personnel; expertise of subconsultants; prequalifications.
(Weighted 1-5)

Note # 3:

Past Performance on Similar Projects: quality of work; control of costs; deadlines met.
(Weighted 1-5)

Note # 4:

Other Factors: general impressions; location of office; MBE/DBE/FBE/SBE; current contracts.
(Weighted 1-5)

PROJECT DESCRIPTIONS:

1. Union Township 2010 Comprehensive Land Use Plan Update:

“HORIZON 2030: UNION TOWNSHIP COMPREHENSIVE LAND USE PLAN”

Founded in 1811, Union Township is a thriving community located in the wooded hills of western Clermont County, encompassing nearly 34 square miles, and serving as the eastern gateway to the Greater Cincinnati Metropolitan area along the “Eastern Corridor.” Steady growth and continuing commercial and residential development have now positioned Union Township as a thriving suburban community, estimated to be home to more than 45,000 residents at the present time. The previous land use plan, entitled the *Union Township Comprehensive Land Use Plan 20/20*, has been efficient in guiding and directing growth in a manner consistent with goals and objectives stated during its development in 2001. However, since the development of the current planning document, significant transportation planning initiatives have been undertaken, and marked changes in demographics and investment patterns have occurred, including stagnant commercial investment within the Eastgate area. Recent economic development efforts and transportation network improvements have repositioned the Township as a growing economic employment hub for the eastern Cincinnati area, thereby further contributing to the need to reexamine the current land use plan, its recommendations for actions and policies, and the underlying assumptions and data upon which the plan is based.

The Union Township Comprehensive Plan update will require the successful performance of the following tasks, including, but not limited to, the following action items:

1. Complete a comprehensive community informational profile and in-depth analysis, inclusive of all required data gathering and research relative to current land usage data, demographic information, population growth, projected build-out data, and all other related information necessary to adequately document the existing conditions of the community and further, any other data required to make a rational projection about the community characteristics for the year 2030. Include applicable mapping data as required.
2. Identify and establish a renewed vision for Union Township for the year 2030, firmly rooted in market fundamentals and reflective of the challenges and opportunities associated with planned transportation system investments and market conditions influencing the area and region, and further based upon the assumptions, research, and analysis obtained through the completion of Task #1 identified above and as refined through the visioning (Land Use Steering Committee) and public involvement processes.
3. Establish and designate corridors, focus areas, land use designations, or other areas of land use/development demarcation for all areas of Union Township, inclusive of all existing and proposed commercial and residential areas, and formulate specific land use policy recommendations and action item guidance necessary to achieve the objectives stated therein, reflective of current conditions and structured to guide future growth. This may include a review and update of the existing comprehensive plan components and policy recommendations for Union Township. Include applicable mapping as required.
4. Examine and identify opportunities for mixed use, pedestrian friendly development in both developing and redeveloping green-field and brown-field areas of Union Township. Include these areas within the land use policy areas described in Task #3 and recommend specific implementation strategies, land use policies, and/or action items required to ensure and/or facilitate this type of development.

5. Align policy recommendations with local and regional planning documents and ensure policy guidance maintains consistency with planned transportation system investments impacting Union Township (CCTID RTIP/Eastern Corridor).
6. Conduct an extensive visioning and public involvement process, inclusive of public open house facilitation; incorporate feedback into the final planning documents, maps, and policy recommendations contained therein.
7. Identify specific implementation strategies required to successfully execute the policy recommendations, strategies, and land use recommendations, including identifying code modifications or enhancements, or other strategies as necessary to achieve the collective vision.
8. Identify and incorporate pedestrian access component into the comprehensive plan to pinpoint current pedestrian infrastructure, and to further identify, recommend, and prioritize new pedestrian linkage projects needed to facilitate pedestrian access between residential areas, community facilities, and commercial areas throughout Union Township in a manner that best optimizes private and/or public investment in future pedestrian facilities.

Estimated Project Budget: \$25,000.00 – 30,000.00

Key Milestone Dates (May Vary w/ Scope):

April 2010	–	Visioning/Stakeholder Committee Kickoff Meeting Target Date
May-June 2010	–	Stakeholder/Visioning Process Completion Target Date
May-June 2010	–	Public Hearing Process Initiated & Working Drafts Target Date
July 2010	–	Draft Finalized in Response to Public Hearings For Zoning Commission
August 2010	–	Formal Adoption Process Initiated (Planning Commission, UTZC, Trustees)
Nov.-Dec. 2010	–	Final Adoption & Enactment by Board of Trustees

Adopted May 13, 2008

Union Township
Standard Procedures for Procurement of Professional Services
Pursuant to Sections 153.65-153.71 of the Ohio Revised Code

1. Announcing Contracts Available for Professional Design Services - A public announcement (aka ‘Request for Qualifications’ or ‘RFQ’) is made requesting qualification statements from consultants interested in providing any or all of the following professional services: Engineering, Surveying, Planning, Architectural, Landscape Architectural and Construction Management. The announcement is placed on Union Township’s web site.
2. The RFQ contains the following items:
 - a. The date, time and location that the Qualification Statements are due.
 - b. The number of copies to be submitted and a maximum page length for each.
 - c. Information needed within the Qualification Statement.
 - d. List of projects with descriptions and estimated construction costs that Union Township is seeking Professional Services for.
 - e. Consultants are asked to identify and prioritize, within the RFQ, which projects they are interested in.
3. Evaluating and Selecting Firms – Qualification Statements are reviewed and evaluated for each project. Following the evaluation, Union Township short-lists at least three (3) consultants for each project. If a project is considered complex or Union Township desires more information from the short-listed consultants, Union Township may request a proposal (RFP) from each of the short-listed consultants. The proposal may be a written proposal or presented in a scheduled meeting with representatives of Union Township. Ultimately, the short-listed consultants are evaluated using the following criteria:
 - a. Technical Approach - Quality and feasibility of the technical proposal; understanding and insight into the Project Concept; activities proposed; identification of important issues, recommended additional services or changes.
 - b. Ability to Perform the Required Services Expeditiously - project schedule; current workload; availability of necessary personnel, equipment and facilities; project management.
 - c. Competence to Perform the Required Services - technical training, education and experience of key assigned personnel; expertise of sub consultants; prequalifications.
 - d. Past Performance on Similar Union Township Projects - quality of work; control of costs; deadlines met.
 - e. Other Factors - general impressions; location of office; current contracts.

3. Negotiating the Professional Services Contract – Once the short-listed consultants have been evaluated, Union Township begins to negotiate a contract with the consultant ranked most qualified to perform the required services. During the negotiation, the following items are addressed:
 - a. A mutually agreed upon scope of services is determined for the contract.
 - b. A mutually agreed upon schedule for completion of services is determined.
 - c. A mutually agreed upon contract dollar amount is determined.

If Union Township and the Consultant are unsuccessful at mutually agreeing upon a scope of services, schedule, and contract dollar amount, Union Township will notify the Consultant (in writing) that the negotiations are being terminated and begin negotiations with the Consultant ranked next most qualified.

4. If Union Township is successful at negotiating a mutually agreed upon scope of services, schedule, and contract dollar amount, Union Township staff will forward the contract and attachments to the Union Township Law Director for review and approval. Once the contract and attachments have been approved by the Union Township Law Director, the Union Township staff prepares a formal recommendation for the Board of Trustees approval.

Union Township Television

Reporting Period February 1 through February 28, 2010

UTTV

Programming

No. of Different Programs	Number of Plays	Hours Played
99	1137	964.48

TV Equipment and Facility Reservations

For the month of February, we had a total of 16 equipment reservations and two editing training sessions.

In-House Editing

We finished a total of seven edits during February.

Night Meetings

UTTV taped seven night meetings in February.

Income

UTTV had a total of \$338 in billings during February.

Shoots

In February, we had six studio shoots and six on-site shoots.

Tours

UTTV conducted one Cub Scout tour in February.

FACILITY RESERVATIONS

In February, we made 52 gym reservations and 62 meeting room reservations.

PROJECTS

We placed four PSAs on UTTV during February.

Worked with Clermont Senior Services to place PSAs on UTTV and the web site; scheduled a studio shoot with Mr. McGee and George Brown for a 15-minute program featuring Senior Services.

Continued work on Air Care documentary. February shoots included more than one each for both Fire and Police departments, as well as Cooking with Rita and Painting with The Masters.



TOWNSHIP ADMINISTRATOR'S REPORT MARCH 25, 2010

PERSONNEL AND STAFF DEVELOPMENT

Township Mechanic

No further update to provide.

Post Office Clerk

Background investigations have commenced and are currently being conducted by the Police Department. Background investigations will be completed as resources allow – the chief informs me that the investigative bureau case load of late is substantial and the department will continue to try to advance the screening process as to yield a favorable candidate in the next week, if time and resources allow.

BUDGET AND FINANCE

The February Monthly Budget Analysis has been completed in partnership with the Fiscal Office and Department Heads and has been forwarded to the Board in PDF format under separate cover. Additionally, this will be posted to the website per current practice. Further, Staff has been working with the Fiscal Office to “sync” the final annual appropriations budget with the operating budget and make recommended revisions where necessary as required to keep revenues and expenses in line with monies appropriated.

Training is currently underway among departments for utilization of the automated purchasing system and is being coordinated through the Fiscal Office. Training and implementation continues, go-live date TBD based upon successful training of all departments for easy utilization.

UTTV REPORT

Separate UTTV Monthly Report is attached as a separate communication, to be presented by Gina DiMario, Director. Report to be provided at the March 25, 2010 Meeting.

INFORMATION TECHNOLOGY REPORT

No information to provide. Report anticipated to be provided at the April 8, 2010 Meeting.

GENERAL ADMINISTRATION

Employee Benefits Administration

Staff attended a meeting with Brower Insurance Agency on March 16, 2010 to discuss 1st quarter benefits usage. At this point, the overall usage of HRA dollar benefits is approximately 19% of our maximum 2010 HRA exposure as of 03/05/2010. While no firm estimate can be stated at this time, representatives have stated preliminarily that these numbers are positive and will probably trend towards 60%-70% overall usage throughout the remainder of the plan year, as anticipated. As further anticipated, this will likely result in substantial savings over the maximum liability projected under the current plan and the projected renewal costs under a non-HRA plan. .

Also, participation and comments during the HRA Q&A were reported as productive by Brower Insurance Agency. An initial review of 12-month rolling benefit usage data indicates that current plan configuration has resulted in reduced loss ratios, although better numbers and more accurate loss ratio figures will be available once we progress further throughout the plan year period. Reduced loss ratios lead to more favorable renewals. For illustrative purposes, the loss ratio reported for January, 2010 was reported at 25.5%, whereas the 12 month cumulative loss ratio was reported at 77.1%. Staff has requested informal monthly HRA usage reports and formalized quarterly reports on a recurring basis from Brower to monitor the plan.

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. Information is still being verified and loaded into the system for on-going records keeping purposes.

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. A follow up meeting was held recently 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. The three projects submitted were generally well received.

HB 9 Public Records Law Training

Staff attended HB 9 Public Records Law/Sunshine Law training hosted by Clermont County in conjunction with the Ohio Attorney General's Office. This certified HB 9 training was held on March 17, 2010. Once certificates are received, the appropriate documentation verifying attendance will be forwarded for records-keeping purposes to the Fiscal Officer.

CLERMONT COUNTY TRANSPORTATION IMPROVEMENT DISTRICT

Staff attended the monthly CCTID Meeting on March 18, 2010. At that meeting, the CCTID provided several project updates as related to projects within Union Township, and took several actions pertaining to those projects and the advancement thereof.

Eastern Corridor Segment IV-A

Comments are currently due from the Clermont County Engineer's Offices to the consultant. Processing of various build scenarios is underway at this time, with additional existing funding streams being dedicated towards advancement of Segment IV-A work.

Eastgate North Frontage Road

Discussion is due to occur between the CCTID and ODOT relative to finalizing ROW acquisition responsibility in the near term. Project is progressing on schedule and acquisition and final design work continues on this important project being completed in conjunction with the I-275 interchange ODOT project.

I-275/SR 32 ODOT Project

Stage 2 design work is due in May, and the project is still on schedule at this time. TRAC funding analysis numbers are being completed as of today, and more dollars may or may not be available to advance phase 2 of the interchange project concurrently with phase 1 work scheduled.

Clough Pike Widening/Improvements

A project management team meeting was held at the Clermont County Engineer's Offices on March 12, 2010 to discuss project updates. No major issues are present at this time and design work continues. Stage 2 plans are due to ODOT on April 1, 2010. Additionally, discussion was presented at the TID meeting relative to water line relocation to mitigate and reduce impacts associated with procurement of additional ROW. Also, the disposition of sidewalks and future funding thereto through potential TE Money obtained through OKI in conjunction with local construction match contribution was discussed as originally contemplated, and at this point, no further update is available and it is status quo on this project element. As further information becomes available, it will be presented to the Board.

Tina Drive Extension

Comment forms are still being received by the CCTID consultant and the process of preparing a summary of comments received at the Feb. 24, 2010 Open House will be completed in the next few weeks. The environmental review process for this is also currently underway as the project advances in conjunction with the ODOT I-275 Interchange project and the corresponding OSR 74 extension to Bells Lane. Various project conceptual layouts will be developed in advance of the second open house to review alternatives consistent with other projects in the vicinity (Aicholtz Connector) based upon input from the comments submitted during the public involvement process. Additionally, it is anticipated that a large property owner interest will be coordinating with the CCTID and Township on potential development opportunities in conjunction with this project in the near future.

Aicholtz Connector Project

Discussion is being held relative to the Green Infrastructure noise wall/buffer concept being advanced in connection with this project to abate adverse impacts posed by roadway projects along the Eastern Corridor project area. Further, a project management team meeting was held on March 18, 2010 relative to discussion of the various alternative construction/corridor options reviewed at the Second Open House meeting. It is anticipated that a preferred alternative will be identified and presented at a final open house some time in the future. Also, this project is being reviewed from a regional stormwater mitigation perspective to identify opportunities and impacts to Hall Run, the stream to which this project is tributary.

SR450/Union Gateway Project

The ESA Screening and approval process is underway, as is the environmental analysis required in conjunction with the IMS design work currently under way in contemplation of securing ODOT permits for IMS construction to facilitate access to the site. The CCTID and its consultant are currently working through the permit process with ODOT District 8 personnel to navigate the approval process. Further, preliminary design has been submitted to ODOT and is currently at Central Office for further review. The consultant will also be proceeding on final design work on portions of the project where few, if any comments are anticipated from ODOT. CCTID staff has also requested final stance and opinion relative to the determination of a final Enhancement Fee valuation and also has requested final course of recommended action, or a “how to” plan from ODOT to satisfy the open space disposition on the site relative to securing the permit to allow for construction of the interchange modifications required to facilitate site access and open the site for formal development activities. Once final determination and direction is received from ODOT on the Enhancement Fee final value and Open Space disposition, the information will be shared with the project developer and the Board as it becomes available.

Further, the City of Milford has expressed interest in the project and also in the establishment of JEDD opportunities on the site and would like to coordinate with the Township to make this a reality, as reported by the CCTID. CCTID representatives report that the City is also pursuing partnership with the CCTID to advance other projects in their jurisdiction in the immediate vicinity as well and are interested in the prospects for office and residential uses (as approved in concept on the SR 450 site) which will support retail within Milford jurisdictional boundaries, and further add to the attractiveness of a proposed OASIS Transit stop location in the River’s Edge/SR 450 project area to serve sustainable, transit-oriented development.

Intelligent Transportation Systems (ITS) Project

The CCTID is pursuing an ITS project with the first phase to encompass two separate traffic signalization systems in the Eastgate Area. ITS will link systems and allow for optimization of existing signals to best serve the area and mitigate congestion through signal timing, linkage, and coordination. Further, additional phases are being pursued in both Miami and Union Township after phase 1 implementation in efforts to mitigate construction delays and provide a transportation system that informs and directs traffic and congestion as to best mitigate current problems and delays. Much of the work involves mechanical and software upgrades to allow communication and centralized signal control.

ECONOMIC DEVELOPMENT

Discussions with QC Industries have yielded that the company will likely be pursuing purchase of their existing leased facility in the Township, with jobs thereby retained, and potential expansion being considered down the road as company needs require. Mr. Dornbach was appreciative of the efforts and outreach provided by Township and County Staff throughout due diligence efforts and looked forward to working together in the future.

Staff attended a presentation at the Clermont Chamber Board of Advisors Meeting on March 18, 2010 to hear the county present current planning and economic development strategies currently underway at this time. This ambitious three pronged approach aims to link transportation, infrastructure development, land use, and business/workforce development efforts into a cohesive strategy that best utilizes resources and builds upon current success in the past couple of years to further foster the business climate in the County, and in the Township. The county is currently developing a strategic economic development plan to facilitate and support business attraction and retention efforts throughout the next 5 years. This effort is the result of collaboration between the Clermont Chamber of Commerce, Clermont County Office of Economic Development, Clermont County Commissioners, and the Economic Development Corporation of Clermont County (ED3C).

MISCELLANEOUS ISSUES

Schoolhouse Road Flashing Beacon School Zone Signage

No further update to provide.

2010 US Census Collaboration

The 2010 Census effort is underway, with many households receiving an early mailing of the US Census Form. Messages and newsletter articles stressing the importance of 2010 Census participation continue to be disseminated in an effort to ensure and promote census awareness in the Township and to ensure accurate results.

Clermont County BCC/Planning Commission Action Items

ROW Dedication Plat

A ROW dedication plat relative to formalizing roadway dedication within Ivy Pointe is to be considered by the Planning Commission on Tuesday, March 23, 2010. Staff will be in attendance to answer any questions that arise at that meeting.

Water Line Improvements

Additionally, the BCC accepted an easement for water line purposes along Farrow Drive at the March 10, 2010 BCC Meeting. Additionally, at this meeting, the Board of Commissioners adopted Resolution No. 38-10, determining to proceed with the construction, operation, and maintenance of the Water Line Petition Project identified as the Dameron Lane Water Line project, project # 621-0051,

with costs paid from the County Waterworks System Capital Improvements Fund. As originally reported, this project will likely proceed in 2010 as indicated by the Clermont County Water Resources Department.

Police department Camera installation

Work has commenced on the Police Department Security Camera installation and preparation work necessary to facilitate camera installation has been initiated. The Service Department is taking the lead on arranging for the proper wiring and conduit installation necessary to power and provide data linkage from the camera locations. Wiring and electrical work is scheduled to occur the week of March 22, 2010 by the Service Dept. staff as “in-kind” labor, since facilities maintenance personnel will be back from scheduled vacation at that time. Additionally, the cameras have been ordered as confirmed by Mr. Stewart of the I.T. Department as of March 19, 2010 and should arrive next week, with the final installation and calibration anticipated to occur the week of March 29, 2010.

LABOR MANAGEMENT

No activity to report.

UPCOMING EVENTS

Union Township Spring Junk Days - April 19th – 24th; M-F (7am-5pm) Sat. (8am-4pm)

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: Cory W. Wright, Interim Township Administrator
c: Fiscal Officer
DATE: March 25, 2010
RE: Approval of Purchase Orders (UPDATED 03/23/2010)

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 25, 2010 (UPDATED 03/23/2010)

Department	PO#	\$ Amount	Vendor	Purpose
Police	10-P-149	\$17,904.00	State Wide Ford	1 2010 Ford Fusion, 1 Corner Strobe kit and 1 SE Package (Capital Purchase 2010 Budget)
Police	10-P-155	\$12,000.00	Fuelman	Fuel for Fleet March 2010
Service	10-R-163	\$2,155.00	Kunz Equipment, LLC	Plate compactor and water tank for facilitation and completion of small road repairs to deteriorating asphalt and for sub-grade compaction
Administration	10-A-108	\$4,000.00	Cincinnati Bell	Police Ancillary Phone Line 513-752-5282 191 (10 months)
Administration	10-A-109	\$7,059.14	DLT Solutions	PX506 Robotic Tape Backup Library/4 tape units 2010 annual maintenance agreement
Administration	10-A-111	\$2,058.99	Secure America	Real time DVR (Replacement Unit) for security cameras at Fire Station 51
Administration	10-A-114	\$5,999.94	Time Warner Business Class	Monthly Service - 6 Fiberoptic Data Lines for March-April 2010. (Includes 4350 Aicholtz/4312 GEW/Admin., Cemetery, 4 fire stations)
Administration	10-A-115	\$2,500.00	Hylant Group	2010-2010 Multimedia Liability Insurance Coverage Annual Renewal

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: Cory Wm. Wright, Interim Administrator
c: Fiscal Officer
DATE: March 25, 2010
RE: Multimedia/Executive Risk Insurance Renewal, 2010-2011 (UPDATE)

I have received a renewal proposal for the township's property and casualty insurance through Chubb Group of Insurances, administered by the Hylant Group, as of March 23, 2010. The amount of the renewal is \$2,500.00 for the annual renewal. This policy provides additional media protection coverage not otherwise provided under standard property, casualty, and liability insurance coverage through the Ohio Plan. This policy renewal is the same charge for coverage as in 2009 and coverage runs from April 10, 2010 through April 10, 2011. I am requesting acceptance of this renewal in the amount stated above, and subsequent approval to execute any and all documents as required to place the renewal in force.

UNION TOWNSHIP
OFFICE OF THE ADMINISTRATOR

MEMO

TO: Board of Trustees
FROM: Cory Wm. Wright, Interim Township Administrator
cc: Fiscal Officer
DATE: March 25, 2010
**RE: RESOLUTION 2010-10 RESOLUTION ADOPTING 2010 ANNUAL
PERMANENT APPROPRIATIONS FOR UNION TOWNSHIP**

This resolution establishes the 2010 Annual Permanent Appropriations as prepared by Ronald B. Campbell, Fiscal Officer. This is prepared based upon the Final Amended Official Certificate of Estimated Resources forwarded to the Fiscal Office by the Clermont County Auditor's Office and appropriates funds to be received by the Township in 2010, respectively. This resolution is currently being drafted by the Fiscal Office and will be forwarded to the Law Director for review and approval as to form prior to the March 25, 2010 Meeting. This resolution will be finalized by the Fiscal Office and transmitted to the Board prior to March 25, 2010 Meeting.

Attachments under separate cover