



TRUSTEE MEETING AGENDA 10/02/2024

6:00 PM

HAMILTON TOWNSHIP ADMINISTRATION

Darryl Cordrey – *Board Chair*

Joseph Rozzi – *Vice Chair*

Mark Sousa – *Trustee*

Leah Elliott - *Fiscal Officer*

7780 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-8520

Township Administrator

Jeff Wright
(513) 683-8520

Police Department

Scott Hughes – Police Chief
Phone: (513) 683-0538

Fire and Emergency Services

Jason Jewett– Fire Chief
7684 South State Route 48
Maineville, Ohio 45039
Phone: (513) 683-1622

Public Works

Don Pelfrey
Phone: (513) 683-5320

Assist. Fiscal Officer

Ellen Horman
Phone: (513) 239-2377

Human Resources

Cheryl Allgeyer
Phone: (513) 239-2384

Zoning Administrator

Cathy Walton
Phone: (513) 683-8520

Parks and Recreation

Nicole Earley
(513) 683-5360

- Roll Call
- Pledge of Allegiance
- Approve of the Clerk's Journal and Accept the audio/video recording as the Official Minutes of the September 18th Board of Trustees regular meeting.
- Bills before the Board

Swearing In Ceremony -Fire and Police Departments

Public Comments

New Business

Resolutions

- Resolution No. 2024-1002A – Acceptance of Rivercrest: Section Three-Phase A, Section Four-Phases A, B & C and Providence: Section Thirteen
- Resolution No. 2024-1002B- Declaring a Nuisance and Removal of Debris
- Resolution No. 2024-1002C – Authorizing Private Sale of Unneeded and Unfit-For-Use Property
- Resolution No. 2024- 1002D- Confirming the Appointment of Patrol Officers and Other Employees by the Hamilton Township Police District

Motions

- Discussion with representatives of The Impact Group for crisis communication training and services
- Discussion with representatives of The Impact Group for Strategic Plan and Rebranding projects for the Fire Department

Public Comments

Fiscal Officer's Report

Administrator's Report

Trustee Comments

Adjournment

The agenda is to give an idea of the various discussions before the Board. The time and order of Agenda items is subject to change in order to maintain efficiency and timeliness of the meetings.

Citizens may address the Board under the Public Comment section of the agenda.

The following guidelines protect your rights as well as those of others:

1. Speakers must state their name and full address for the record.
2. The Board Chair will recognize each speaker, and only one person may speak at a time.
3. Speakers will address any and all comments to the Board of Trustees and Fiscal Officer. The Board may request further information from staff at their discretion.
4. Anyone who willfully disrupts a Board meeting may be barred from speaking further or may be removed from the meeting and detained by officers of the Hamilton Township Police Department. (ORC 505.09; ORC 2917.12)

Hamilton Township Trustee Meeting September 18, 2024

Trustee Board Chairman, Darryl Cordrey, called the meeting to order at 6:00 p.m. Mr. Cordrey, Mr. Rozzi and Mr. Sousa were present.

Roll call as follows: Darryl Cordrey
Joe Rozzi
Mark Sousa

The Pledge of Allegiance was recited by all.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the clerk's journal as the Official Meeting Minutes of the September 4, 2024, Trustee Meeting.

Roll call as follows:	Joe Rozzi	Yes
	Mark Sousa	Yes
	Darryl Cordrey	Yes

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the bills as presented before the Board.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

The Board welcomed Chief Hughes back from the FBI National Academy. Chief Hughes expressed his gratitude, stating it was an honor to represent Hamilton Township. He noted the opportunity to meet individuals from various agencies, both large and small, alongside 253 participants from 27 different countries.

Public Comments

Mr. Cordrey opened the floor to public comments at 6:03 pm.

Mr. Marvin Stotz brought to the Board's attention that residents on Hummock Court are facing costly repairs due to tree roots growing into their septic system pipes. He believes that MI

Homes, the developers, should be held accountable for this issue. Additionally, Mr. Stotz inquired about a vacant house on the street, suggesting that there may be usable wood in the garage that the Warren County Career Center could benefit from.

Mr. Dan Dorff lives on Adams Road and questions the regulations to maintaining agricultural land. He put in a violation for the property beside his due to high grass and was told by Zoning Inspector Sanders that the property is agricultural and closed the case.

Administrator Jeff Wright let Mr. Dorff know that he will pass on the information to Director Cathy Walton and will be in contact with him soon.

Mr. Wright addressed the Board regarding a proposed plan that could impact the Dorff family and other residents on Adams Road. The city of Loveland has contacted the township about constructing a bridge on Adams Road to reduce traffic in downtown Loveland. He will be attending a meeting at the City of Loveland with the Warren County Engineer's office on September 30th to discuss the plan but does not believe that this location is suitable. Additionally, the area is outside the urban service area, which the Trustees aim to preserve as rural.

Mr. Steven Potter, a resident of Lakeview Drive in the Valley View subdivision, is requesting a speed study to extend the 35-mph zone coming out of the Village of Morrow or to install signs to encourage drivers to slow down as they approach the blind hill. He expressed concern for safety, noting that there have been multiple crashes since the development, particularly at the intersection of Route 22/3 and Lakeview Drive.

Mr. Cordrey and Chief Hughes agreed to reach out to the Ohio Department of Transportation to request a speed study.

Mr. Wright asked Chief Hughes to pull the five-year crash data for the location.

Ms. Penny Brown owns a property on Nightshade Drive that borders Testerman Park. She is currently facing issues with standing water in her yard, which she believes is causing her trees to die. To address this, she is requesting permission for a tree removal company to access her property through Testerman Park, rather than having the trees removed and transported over her house. Ms. Brown previously spoke with Ms. Nicole Earley and the HT Road Foreman, who informed her that the company's request for access was denied due to concerns about potential damage to the walkway from their heavy machinery. She is now presenting her case to the Board to reconsider this access request.

Following discussions with the Board and Mr. Don Pelfrey, it was agreed that Ms. Earley and a representative from Public Works will work together to coordinate a meeting with the tree removal company. They will review the equipment to be used and potential access points to determine if they can accommodate Ms. Brown's request.

Mr. Dan Smith wanted to bring to Chief Hughes's attention that the zipper merger at the intersection of US Route 22/3 and State Route 48 is leading some drivers to speed and drive recklessly, raising concerns about potential accidents. He is requesting an increased police presence in the area to address this issue.

New Business

- Resolution No. 2024-0918A – Accepting Amounts and Rates by the Budget Commission and Authorizing and Certifying Necessary Tax Levies to the County Auditor

Mr. Wright explained that every county in Ohio must have a Budget Commission that meets annually to certify revenue estimates for the next budget year. The Warren County Budget Commission has provided the 2025 revenue estimates for Hamilton Township's levy and special funds. Each local government needs to pass a resolution to accept these amounts and send it to the County Auditor.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 2024-0918A, a resolution accepting amounts and rates by the Budget Commission and authorizing and certifying necessary tax levies to the County Auditor.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes

- Resolution No. 2024-0918B – Supporting a variance to the Warren County Throughfare Plan for the proposed development at the corner of ST Route 48 and US 22/3

Mr. Wright reminded the Board that the Warren County Thoroughfare Plan, which includes the Hoptown Connector in Hamilton Township, was last updated in 2010. A 7-acre site at the corner of SR 48 and US 22/3, owned by 5/3 Bank for over 20 years, is now being considered for commercial development by Myers Y. Cooper Company. The Warren County Engineer's Office is asking the developer to give up part of the land for a new public road, which would significantly limit development options.

He suggests it may be time for the Board to reevaluate the Hoptown Plan based on recent developments. The proposed project could help ease traffic at the busy intersection, especially since the developer can create access to the nearby Kroger and through Towne Center also owned by Myers Y. Cooper. A connector road further east might be a better solution for traffic flow. Supporting the variance from the Hoptown Plan could encourage commercial growth that benefits our community and diversify our tax base.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 2024-0918B, a resolution supporting a variance to the Warren County Throughfare Plan for the proposed development at the corner of ST Route 48 and US 22/3

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

- Resolution No. 2024-0918C – Approving increase of appropriations in the EMS Fund

The funds have been reserved for repairs and maintenance of rolling stock due to road miles. The motion is to transfer the money from unappropriated to appropriated status.

Mr. Cordrey made a motion with a second from Mr. Rozzi to approve Resolution 2024-0918C, a resolution approving increase of appropriations in the EMS Fund.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Motions

- Approve Liquor Permit for Kroger Limited Partnership

This permit is for the new Kroger store to sell Class I and Class II carry-out package liquor. Kroger believes the precinct 159 is dry on Sundays, with the aim of getting this issue on the spring primary election ballot.

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the Liquor Permit for Kroger Limited Partnership.

Roll call as follows:	Darryl Cordrey
	Joe Rozzi
	Mark Sousa

- Approve Purchase of Cemetery Deeds

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the purchase of cemetery deeds.

Roll call as follows:

Darryl Cordrey	Yes
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Mark Sousa	Yes
Joe Rozzi	Yes

- Approve Transfer of Cemetery Deeds

A motion was made by Mr. Cordrey, with a second by Mr. Rozzi, to approve the transfer of cemetery deeds.

Roll call as follows:	Mark Sousa	Yes
	Darryl Cordrey	Yes
	Joe Rozzi	Yes

Public Comments

Mr. Cordrey opened the floor to public comments at 6:53 pm, to which there were none.

Fiscal Officer's Report

Fiscal Officer Leah Elliot provided the financial report for August 2024 with the year-to-date figures of the budgeted revenue and budgeted expenses. The second drawing of property taxes will be at the end of the month, evening out the deficit that is depicted on the slide from the previous year's numbers. She also reminded the public that we are currently in a state audit and predicted to be finalized by November 30th.

Administrator's Report

Mr. Wright gave the following updates:

- Veterans Float had a successful turnout with about two dozen participants. Ms. Early is planning for next year's event.
- The property management company, hired by the mortgage company for 1715 Amberwood Way has contacted Chief Jewett. The company is taking control of clean-up, secure and monitor the house on behalf of the mortgage company.
- Public Works this past week improved the storm water ditch improvements on Cones Rd.
- Working with McGill Smith's architect on the conceptual design for the replacement Public Works building. A revised plan and cost estimate will be brought to the board once received.

Trustee Comments

Mr. Sousa did not have any additional comments.

Mr. Rozzi reminded residents that it is dry outside due to the lack of rain, and to be careful with any fires.

Chief Jewett stated that he expects the state to be in a burn ban by next week.

Mr. Cordrey expressed his gratitude to Ms. Earley and the staff for their hard work this year in making the events a success. He also reminded everyone that the LPGA Queen City Tournament is happening this weekend, with public parking available at Oeder's Lake. Special thanks were given to Mr. and Mrs. Oeder for their generous hospitality.

Executive Session-

Mr. Cordrey made a motion with a second from Mr. Rozzi to adjourn the executive session at 7:04 p.m. in accordance with ORC 121.22(G)(1) to discuss the appointment, employment and compensation of public employees.

Roll call as follows:	Darryl Cordrey	Yes
	Mark Sousa	Yes
	Joe Rozzi	Yes

Mr. Cordrey made a motion with a second from Mr. Rozzi to come out of Executive session at 7:24 p.m.

Roll call as follows:	Joe Rozzi	Yes
	Darryl Cordrey	Yes
	Mark Sousa	Yes

Adjournment

With no further business to discuss, Mr. Cordrey made a motion, with a second from Mr. Rozzi, to adjourn at 7:25 p.m.

Roll call as follows:	Darryl Cordrey	Yes
	Joe Rozzi	Yes
	Mark Sousa	Yes



Administrator
10/2/2024 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Public Works Director:

Motion to adopt Resolution 24-1002A, a resolution accepting public streets for maintenance of Section Three (3)-Phase A, Section Four (4)- Phase A, B, & C, in the Rivercrest Subdivision, and Section Thirteen (13) in the Providence subdivision, Hamilton Township, and dispensing with the second reading.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on October 2, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey– Trustee, *Chair*
Joseph P. Rozzi – Trustee, *Vice Chair*
Mark Sousa – Trustee

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-1002A**

**A RESOLUTION ACCEPTING PUBLIC STREETS FOR MAINTENANCE ON
SECTION THREE-PHASE A, SECTION FOUR- PHASE A, B, & C, IN THE
RIVERCREST SUBDIVISION, AND SECTION THIRTEEN (13) IN THE PROVIDENCE
SUBDIVISION, HAMILTON TOWNSHIP, DISPENSING WITH THE SECOND
READING**

WHEREAS, Warren County Commissioners have accepted the following streets in the Rivercrest subdivision and approved them for maintenance by Hamilton Township and Hamilton Township is accepting the same for maintenance Section Three (3)-Phase A, Section Four (4)-Phase A, B, & C, in the Rivercrest subdivision, and Section Thirteen (13) in the Providence subdivision shown on the attached Exhibits.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio:

SECTION 1. Hamilton Township accepts Section Three (3)-Phase A, Section Four (4)-Phase A, B, & C as shown on the attached exhibit of the Rivercrest subdivision for maintenance. Hamilton Township accepts Section Thirteen (13) as shown on the attached exhibit of the Providence subdivision for maintenance.

SECTION 2. The Trustees of Hamilton Township, upon majority vote, do hereby dispense with the requirement that this Resolution be read on two separate days, and hereby authorize the adoption of this Resolution upon its first reading.

SECTION 3. This Resolution shall take effect on the earliest date allowed by law.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Darryl Cordrey –	Aye _____	Nay _____
Joseph Rozzi –	Aye _____	Nay _____
Mark Sousa –	Aye _____	Nay _____

Resolution adopted this 2nd day of October 2024.

Attest:

Leah M. Elliott, *Fiscal Officer*

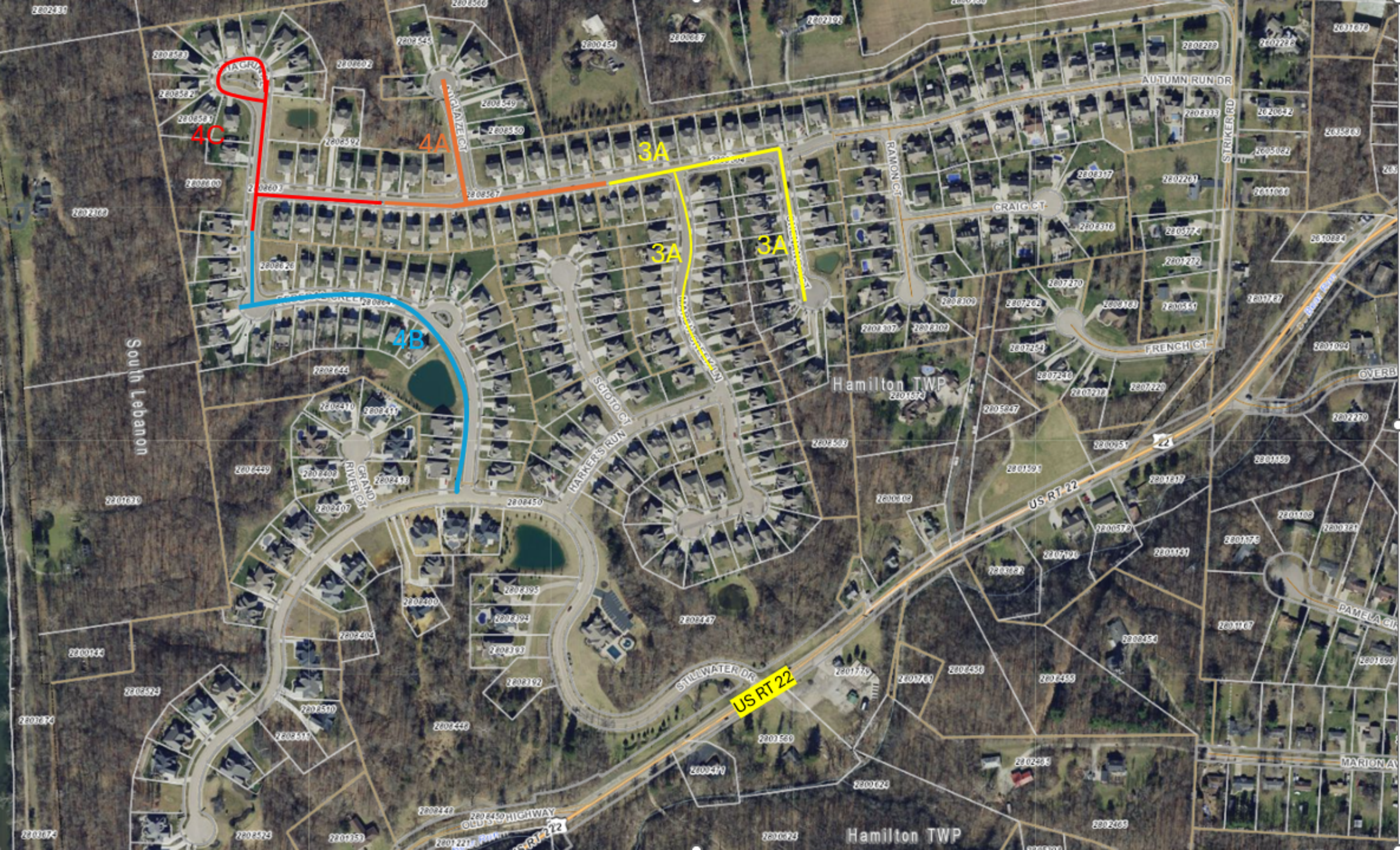
Approved as to form:

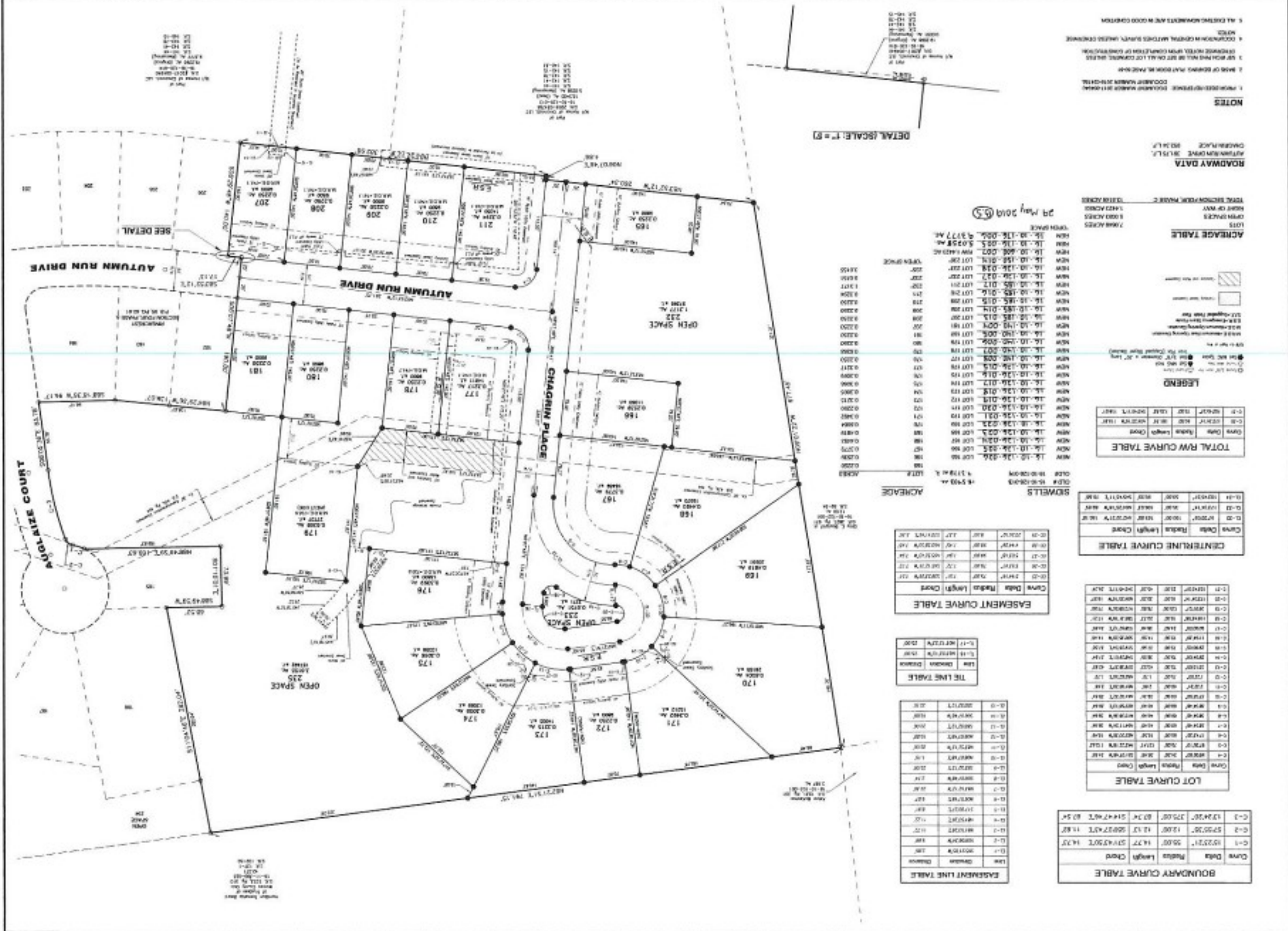
Benjamin J. Yoder, *Law Director*

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on October 2, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*





Curve	Date	Radius	Length	Chord
C-1	10/25/11	35.00'	14.37'	57.45/35.00'
C-2	2/25/2012	12.00'	12.13'	50.00/12.00'
C-3	12/24/2012	375.00'	80.34'	514.46/375.00'

Curve	Length	Curve
0-0	0.0000	0-0
0-1	0.0000	0-1
0-2	0.0000	0-2
0-3	0.0000	0-3
0-4	0.0000	0-4
0-5	0.0000	0-5
0-6	0.0000	0-6
0-7	0.0000	0-7
0-8	0.0000	0-8
0-9	0.0000	0-9
1-0	0.0000	1-0
1-1	0.0000	1-1
1-2	0.0000	1-2
1-3	0.0000	1-3
1-4	0.0000	1-4
1-5	0.0000	1-5
1-6	0.0000	1-6
1-7	0.0000	1-7
1-8	0.0000	1-8
1-9	0.0000	1-9
2-0	0.0000	2-0
2-1	0.0000	2-1
2-2	0.0000	2-2
2-3	0.0000	2-3
2-4	0.0000	2-4
2-5	0.0000	2-5
2-6	0.0000	2-6
2-7	0.0000	2-7
2-8	0.0000	2-8
2-9	0.0000	2-9
3-0	0.0000	3-0
3-1	0.0000	3-1
3-2	0.0000	3-2
3-3	0.0000	3-3
3-4	0.0000	3-4
3-5	0.0000	3-5
3-6	0.0000	3-6
3-7	0.0000	3-7
3-8	0.0000	3-8
3-9	0.0000	3-9
4-0	0.0000	4-0
4-1	0.0000	4-1
4-2	0.0000	4-2
4-3	0.0000	4-3
4-4	0.0000	4-4
4-5	0.0000	4-5
4-6	0.0000	4-6
4-7	0.0000	4-7
4-8	0.0000	4-8
4-9	0.0000	4-9
5-0	0.0000	5-0
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5-2	0.0000	5-2
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6-9	0.0000	6-9
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7-2	0.0000	7-2
7-3	0.0000	7-3
7-4	0.0000	7-4
7-5	0.0000	7-5
7-6	0.0000	7-6
7-7	0.0000	7-7
7-8	0.0000	7-8
7-9	0.0000	7-9
8-0	0.0000	8-0
8-1	0.0000	8-1
8-2	0.0000	8-2
8-3	0.0000	8-3
8-4	0.0000	8-4
8-5	0.0000	8-5
8-6	0.0000	8-6
8-7	0.0000	8-7
8-8	0.0000	8-8
8-9	0.0000	8-9
9-0	0.0000	9-0
9-1	0.0000	9-1
9-2	0.0000	9-2
9-3	0.0000	9-3
9-4	0.0000	9-4
9-5	0.0000	9-5
9-6	0.0000	9-6
9-7	0.0000	9-7
9-8	0.0000	9-8
9-9	0.0000	9-9

Curve	Depth	Radius	Length	Chord
C-20	16.200"	100.00'	131.88'	160.21' x 160.18'
C-22	12.914"	50.00'	104.61'	126.75' x 126.74'
C-24	10.000"	25.00'	50.00'	50.00' x 50.00'

TOTAL RW CURVE TABLE				
Curve Data	Radius	Length	Chord	Chord Bearing
C-1	1000.00'	100.00'	100.00'	90.00° 00' 00"
C-2	1000.00'	100.00'	100.00'	90.00° 00' 00"

Curve	Date	Mileage	Length	Count
06-05	2-Hrs	7.8mi	1.9m	100000
06-06	8-Hrs	7.8mi	1.9m	100000
06-17	10-Hrs	7.8mi	1.9m	100000
06-18	14-Hrs	7.8mi	1.9m	100000
06-20	20-Hrs	7.8mi	1.9m	100000

DATE	DESCRIPTION	AMOUNT
10/01	ADJ. BALANCE	11.00
10/02	ADJ. BALANCE	11.00
TOTAL	TOTAL	22.00

30 37	5.15.15.000	0-1
30 38	5.15.15.000	0-1
30 39	5.15.15.000	0-1
30 40	5.15.15.000	0-1
30 41	5.15.15.000	0-1
30 42	5.15.15.000	0-1
30 43	5.15.15.000	0-1
30 44	5.15.15.000	0-1
30 45	5.15.15.000	0-1
30 46	5.15.15.000	0-1
30 47	5.15.15.000	0-1
30 48	5.15.15.000	0-1
30 49	5.15.15.000	0-1
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30 58	5.15.15.000	0-1
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30 88	5.15.15.000	0-1
30 89	5.15.15.000	0-1
30 90	5.15.15.000	0-1
30 91	5.15.15.000	0-1
30 92	5.15.15.000	0-1
30 93	5.15.15.000	0-1
30 94	5.15.15.000	0-1
30 95	5.15.15.000	0-1
30 96	5.15.15.000	0-1
30 97	5.15.15.000	0-1
30 98	5.15.15.000	0-1
30 99	5.15.15.000	0-1
30 100	5.15.15.000	0-1

[illegible]

WATERWAY	TABLE
7.000 ACRES	1015
5.000 ACRES	1016
3.000 ACRES	1017
1.000 ACRES	1018
0.500 ACRES	1019

ROADWAY DATA
AUTUMN BLVD DRIVE 38.15 LT
ONBOARD PLACE 38.16 LTNOTES[illegible]

[illegible]

1-1	100.00	1.00	100.00	100.00
1-2	100.00	1.00	100.00	100.00
1-3	100.00	1.00	100.00	100.00
1-4	100.00	1.00	100.00	100.00
1-5	100.00	1.00	100.00	100.00
1-6	100.00	1.00	100.00	100.00
1-7	100.00	1.00	100.00	100.00
1-8	100.00	1.00	100.00	100.00
1-9	100.00	1.00	100.00	100.00
1-10	100.00	1.00	100.00	100.00
1-11	100.00	1.00	100.00	100.00
1-12	100.00	1.00	100.00	100.00
1-13	100.00	1.00	100.00	100.00
1-14	100.00	1.00	100.00	100.00
1-15	100.00	1.00	100.00	100.00
1-16	100.00	1.00	100.00	100.00
1-17	100.00	1.00	100.00	100.00
1-18	100.00	1.00	100.00	100.00
1-19	100.00	1.00	100.00	100.00
1-20	100.00	1.00	100.00	100.00
1-21	100.00	1.00	100.00	100.00
1-22	100.00	1.00	100.00	100.00
1-23	100.00	1.00	100.00	100.00
1-24	100.00	1.00	100.00	100.00
1-25	100.00	1.00	100.00	100.00
1-26	100.00	1.00	100.00	100.00
1-27	100.00	1.00	100.00	100.00
1-28	100.00	1.00	100.00	100.00
1-29	100.00	1.00	100.00	100.00
1-30	100.00	1.00	100.00	100.00
1-31	100.00	1.00	100.00	100.00
1-32	100.00	1.00	100.00	100.00
1-33	100.00	1.00	100.00	100.00
1-34	100.00	1.00	100.00	100.00
1-35	100.00	1.00	100.00	100.00
1-36	100.00	1.00	100.00	100.00
1-37	100.00	1.00	100.00	100.00
1-38	100.00	1.00	100.00	100.00
1-39	100.00	1.00	100.00	100.00
1-40	100.00	1.00	100.00	100.00
1-41	100.00	1.00	100.00	100.00
1-42	100.00	1.00	100.00	100.00
1-43	100.00	1.00	100.00	100.00
1-44	100.00	1.00	100.00	100.00
1-45	100.00	1.00	100.00	100.00
1-46	100.00	1.00	100.00	100.00
1-47	100.00	1.00	100.00	100.00
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ADREAGE TABLE

[illegible]

FOOTNOTES

[illegible][illegible][illegible][illegible]

THE

[illegible]

Figure 1

PART OF VIRGINIA MILITARY SURVEY #1348
HAMILTON TOWNSHIP
WARREN COUNTY, OHIO
AUGUST, 2015

PART OF VIRGINIA MILITARY SOCIETY
HAMILTON TOWNSHIP
WARREN COUNTY, OHIO
AUGUST, 2015

[illegible]

10

COUNTY COMMISSIONERS

WE THE BOARD OF COUNTY COMMISSIONERS OF WARREN COUNTY, OHIO DO HEREBY APPROVE THIS PLAN ON THIS 20th DAY OF December, 2015.

COMMISSIONER

[Signature]

WARREN COUNTY REGIONAL PLANNING COMMISSION

THIS PLAN WAS APPROVED BY THE WARREN COUNTY REGIONAL PLANNING COMMISSION ON THIS 17th DAY OF October, 2015.

COUNTY ENGINEER

I HEREBY APPROVE THIS PLAN ON THIS 18th DAY OF October, 2015.

[Signature]

COUNTY ENGINEER

27

WARREN COUNTY REGIONAL PLANNING COMMISSION
COMMISSIONER ON THIS DAY OF _____, 2015
THE PLAT WAS APPROVED BY THE WARREN COUNTY BOARD OF PLANNING
COMMISSIONERS

Pat Moran

COMMISSIONER

[Signature]

THE BOARD OF COUNTY COMMISSIONERS OF WARREN COUNTY, OHIO
HABEAT CORPUS (THIS PLAT) ON THIS DAY OF _____, 2015

3

COUNTY ENGINEER
 I HEREBY APPROVE THIS PLAN ON THE _____ DAY OF _____, 2015.

 HAMILTON TOWNSHIP ZONING INSPECTOR
 I HEREBY APPROVE THIS PLAN ON THE _____ DAY OF _____, 2015.

 HAMILTON TOWNSHIP

COUNTY SANITARY ENGINEER
 I HEREBY APPROVE THIS PLAN FOR THE
 LINDSEY ROAD
 10/25/07

Blank

COUNTY AUDITOR
NOTARIZED ON THIS
MAY 10 2018
COUNTY AUDITOR
MAY 10 2018
MAY 10 2018
MAY 10 2018

RECORDED IN 365 DAY OF 1951

COUNTY RECORDER
FILE NO. 2015-052266
RECORDED ON THIS DAY OF February 2015 AT 1:58 PM
RECORDED ON THIS DAY OF February 2015 AT 1:58 PM

METHOD

REC-172-80
COPYRIGHT PERMISSION
JAMES M. ...
WILLIAM L. ...
PRINTED IN ...

[illegible]

bayer
becker

1/2

[illegible]

PROVIDENCE SECTION THIRTEEN

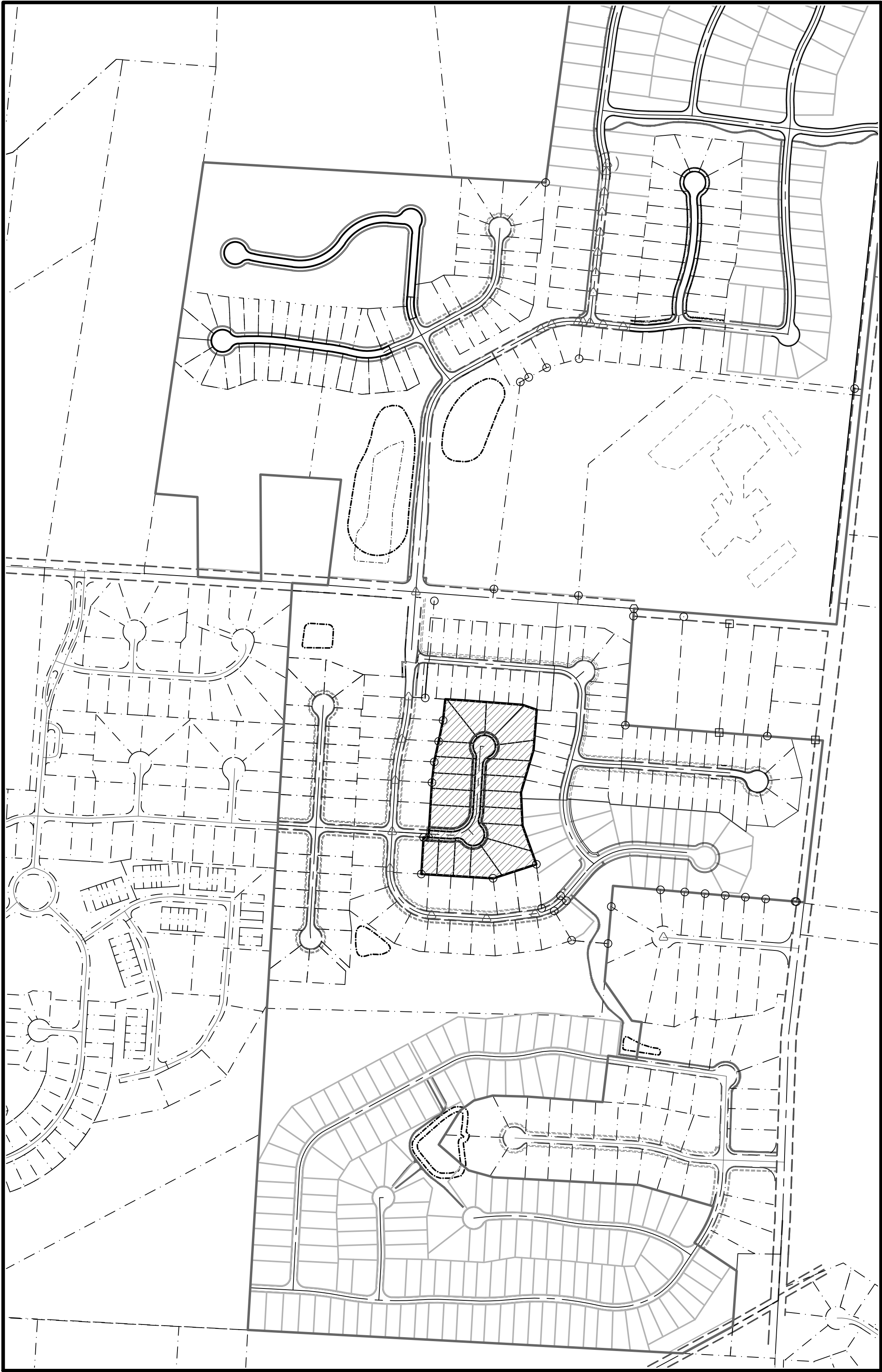
MILITARY SURVEY #3334 HAMILTON TOWNSHIP WARREN COUNTY, OHIO

GENERAL NOTES

- ALL PLANS AND CONSTRUCTION SHALL COMPLY WITH THE RULES, SPECIFICATIONS AND INSPECTION OF THE OFFICE OF THE WARREN COUNTY ENGINEER, WARREN COUNTY WATER & SEWER DEPARTMENT, WESTERN WATER AND OHIO ENVIRONMENTAL PROTECTION AGENCY.
- ALL MATERIALS AND CONSTRUCTION PROCEDURES SHALL BE IN ACCORDANCE WITH "CONSTRUCTION AND MATERIAL SPECIFICATIONS OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION." DATE: JANUARY 1, 2018.
- UNLESS OTHERWISE NOTED, ALL CONSTRUCTION DETAILS SHALL CONFORM WITH THE "STANDARD CONSTRUCTION DRAWINGS OF THE STATE OF OHIO DEPARTMENT OF TRANSPORTATION".
- SANITARY SEWER**
 - ALL SANITARY SEWER MANHOLES, CASTINGS, PIPE, ETC. SHALL CONFORM WITH THE CURRENT SPECIFICATIONS OF THE WARREN COUNTY WATER & SEWER DEPARTMENT AND THE OHIO ENVIRONMENTAL PROTECTION AGENCY.
 - SANITARY SEWERS ARE TO RECEIVE SANITARY WASTES ONLY. ROOF DRAINS, FOUNDATION DRAINS AND OTHER CLEAN WATER CONNECTIONS TO THE SANITARY SEWER SYSTEM ARE PROHIBITED.
 - PERIODIC VIDEO INSPECTION OF THE CRITICAL SLOPE SANITARY SEWER WILL BE REQUIRED AS THEY ARE BEING INSTALLED. ALL SANITARY SEWERS ARE TO BE SURVEYED, TESTED AND VIDEO CAMERA INSPECTED AFTER COMPLETION OF EVERY 3 MANHOLE LENGTHS. THE SANITARY SEWERS SHALL BE FLUSHED PRIOR TO THE VIDEO INSPECTION. ALL SEWERS THAT FAIL TO MEET MINIMUM SLOPE REQUIREMENTS PER OEPA STANDARDS AND/OR SHOW LOCALIZED DEPRESSIONS "BELLIES" SHALL BE REMOVED AND REPLACED AT THE COST OF THE CONTRACTOR. NO EXCEPTIONS OR WAIVERS SHALL BE GRANTED OF THIS REQUIREMENT.
- WATER MAIN**
 - ALL WATER MAINS, FIRE HYDRANTS AND RELATED ITEMS SHALL CONFORM WITH CURRENT SPECIFICATIONS OF THE WESTERN WATER COMPANY (DATED JUNE 12, 2012) AND THE OHIO ENVIRONMENTAL PROTECTION AGENCY. ALL WATER MAINS SHALL HAVE MINIMUM COVER OF 42 INCHES AND SHALL BE PVC SDR-21 CLASS 200 PIPE.
 - WESTERN WATER COMPANY SHALL ESTABLISH PROCEDURES FOR REPAIRS TO WATER MAIN OR WATER SERVICES DAMAGED.
- STORM SEWER**
 - UNLESS OTHERWISE SPECIFIED ALL STORM SEWER 18 INCHES IN DIAMETER OR LARGER SHALL BE TYPE C CONDUIT 706.02 CLASS IV WITH CLASS B BEDDING AS PER 603.04. STORM SEWER CONDUIT CLASS IV OR 706.01 CLASS III WITH CLASS B BEDDING AS PER 603.04. AS AN ALTERNATE, STORM SEWER CONFORMING TO O.D.O.T. 707.33 MAY BE USED, HOWEVER, ALL STORM SEWERS SHALL HAVE A MAXIMUM MANNING'S "N" VALUE OF 0.012. INSTALLATION SHALL AGREE WITH MANUFACTURERS RECOMMENDATION.
 - STORM SEWER LOCATED OUTSIDE THE LIMITS OF PUBLIC ROADWAY MAY BE DOUBLE-WALL HDPE (ODOT ITEM 707.62). STORM SEWER PIPE WITHIN THE LIMITS OF PUBLIC ROADWAY SHALL BE REINFORCED CONCRETE PIPE (ODOT ITEM 706.02), 707.65 SANITITE FOR 24" DIAMETER OR SMALLER, OR 707.69 TRIPLE WALL PLASTIC FOR 30" DIAMETER OR LARGER WITH TYPE 1 OR TYPE 3 BACKFILL.
 - ALL TRENCHES UNDER THE PAVEMENT, CURB, AND GUTTERS SHALL BE BACKFILLED WITH EITHER COMPACTED NATIVE MATERIAL, COMPACTED GRANULAR MATERIAL PER ODOT ITEM 603, OR CONTROLLED DENSITY FILL. IF SETTLEMENT OCCURS THE TRENCH SHALL BE EXCAVATED TO THE CONDUIT'S BEDDING AND CONTROLLED DENSITY FILL SHALL BE USED TO BACKFILL THE TRENCH FROM BACK OF CURB TO BACK OF CURB. IF THE PAVEMENT HAS NO CURB, THE TRENCH SHALL BE EXTENDED THREE (3) FEET BEYOND THE EDGE OF PAVEMENT.
 - STORM WATER AND EXTRANEIOUS FLOWS ARE PROHIBITED FROM ENTERING THE EXISTING SYSTEM DURING CONSTRUCTION. NO OPEN CUT TRENCHES WILL BE ALLOWED TO REMAIN OPEN OVERNIGHT. STORM DRAINS, DIVERSION DITCHES, ETC., SHALL BE USED AS REQUIRED TO MAINTAIN THE INTEGRITY OF THE SYSTEM AT ALL TIMES.
 - ANY DISTURBANCE OF EXISTING NATURAL FEATURES SHALL BE SAFEGUARDED SO AS NOT TO CAUSE DETRIMENTAL EROSION. AS EARTHWORK IS PERFORMED, DANDY BAGS AND SILT FENCES SHALL BE UTILIZED TO MANAGE STORM RUNOFF AND TO FILTER SOME OF THE EXISTING SOILS. ALL NATURAL VEGETATION TO REMAIN EXCEPT IN AREAS AFFECTED BY IMPROVEMENTS.
 - NO STRUCTURE OF ANY KIND WHICH CAN INTERFERE WITH ACCESS TO SANITARY SEWER, WATER MAIN, OR STORM SEWER SHALL BE PLACED IN OR UPON A PERMANENT EASEMENT, EXCEPT ITEMS SUCH AS RECREATIONAL SURFACES, PAVED AREAS FOR PARKING LOTS, DRIVEWAYS OR OTHER SURFACES USED FOR INGRESS AND EGRESS, PLANTS, TREES, SHRUBBERY, FENCES, LANDSCAPING OR SIMILAR ITEMS BEING NATURAL OR ARTIFICIAL.
 - ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE "DETAILED CONSTRUCTION DRAWINGS" AS ESTABLISHED BY THE BOARD OF COUNTY COMMISSIONERS BY RESOLUTION NO. 12-0787. THESE "DRAWINGS" SHALL SUPERSEDE ANY GENERAL NOTE OR DETAIL SHOWN ON THE PLANS AND SHALL CONTROL ALL ASPECTS OF CONSTRUCTION.
 - ALL MINIMUM OPENING ELEVATIONS APPLY TO LOWEST OPENING IN PROPOSED HOUSES INCLUDING SUMP PUMP DISCHARGE LINE PENETRATION THROUGH FOUNDATION.
 - STREET LIGHTING WILL BE INSTALLED AS PER WARREN COUNTY SUBDIVISION REGULATION REQUIREMENTS.
 - CONTRACTORS TO ACCEPT ALL QUANTITIES AS CORRECT PRIOR TO BEGINNING CONSTRUCTION.
 - CURB RAMPS ARE TO BE ADA COMPLIANT.
 - ZONING: R-1, CLUSTER DEVELOPMENT
 - TOTAL ACREAGE: 5.9591 ACRES
 - TOTAL # SINGLE FAMILY LOTS: 20

ENGINEER'S NOTES

- EARTHWORK QUANTITIES ARE THE RESULT OF COMPUTER ANALYSIS. NO ADJUSTMENTS TO EARTHWORK QUANTITIES WILL BE CONSIDERED AFTER THE START OF CONSTRUCTION UNLESS THE DEVELOPER AND/OR ENGINEER MODIFY THE GRADING PLAN. THE CONTRACTOR SHALL VERIFY ALL QUANTITIES PRIOR TO BEGINNING WORK. NO EXTRAS SHALL BE GRANTED AFTER CONSTRUCTION BEGINS.
- CONSTRUCTION STAKING TO BE PROVIDED AS FOLLOWS:
 - CENTERLINE - 50 FOOT STATIONS - TWO TIMES.
 - CURB STAKING - 25 FOOT STATIONS - ONE TIME.
 - SANITARY SEWERS - OFFSET STAKES AT ALL MANHOLES WITH CHECK STAKES AT 50 - AND 100 FEET OUT OF MANHOLES - STANDARD CUT SHEETS TO BE PROVIDED ONE (1) TIME.
 - STORM SEWERS - OFFSET STAKES AT ALL STORM STRUCTURES - ONE (1) TIME.
 - WATER MAIN & FIRE HYDRANT - OFFSET STAKES AT 50 FOOT STATIONS ONE (1) TIME.
 - UTILITY CROSSEOVERS - OFFSET STAKING - ONE (1) TIME.
 - SEWER LATERALS - LATHS SET AT TERMINUS FOR EACH LOT - ONE (1) TIME.
 - FINE GRADING OF LOTS AFTER PAVING - ONE (1) TIME.
- IF ANY QUESTIONS EXIST, AS TO THE PURPOSE OR INTENT OF GRADES OR STAKES, THE CONTRACTOR SHALL NOT ASSUME, BUT SHALL CONTACT THE ENGINEER PRIOR TO PROCEEDING.
- LOCATION OF ALL EXISTING UTILITIES TO BE DETERMINED IN THE FIELD PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL MAINTAIN SILT BARRIERS, BMPs AND OTHER EROSION CONTROL MEASURES FROM THE START OF CONSTRUCTION UNTIL ACCEPTANCE OF THE RECORD PLAT AND/OR COMPLETION OF ITS WORK.



VICINITY MAP

NOT TO SCALE



BENCHMARK

WARREN COUNTY GEODETIC SYSTEM

INDEX OF SHEETS

DRAWING NO.	DRAWING TITLE	ISSUE DATE	REVISION NO.	REVISION DATE
1	TITLE	9-21-18	1	11-07-18
2	TYPICAL SECTIONS & INTERSECTION DETAILS	9-21-18	1	11-07-18
3	STAKING & LAYOUT PLAN	9-21-18	1	11-07-18
4	UTILITY PLAN	9-21-18	2	6-07-19
5	STREET & UTILITY PROFILES	9-21-18	1	11-07-18
6	GRADING & EROSION CONTROL PLAN	9-21-18	3	01-23-19
7	WARREN COUNTY SEWER DETAILS	9-21-18		
8	WESTERN WATER DETAILS	9-21-18		
9	SEDIMENT & EROSION CONTROL DETAILS	9-21-18		

LAND PLANNER/ENGINEER/ SURVEYOR

BAYER BECKER
6900 TYLERSVILLE ROAD, SUITE A
MASON, OHIO 45040
PH: (513) 336-6600

OWNER/DEVELOPER

MARONDA HOMES
4710 T INTERSTATE DRIVE
CINCINNATI, OHIO 45246
PH: (513) 860-2300

UTILITY CONTACTS

OHIO UTILITIES PROTECTION SERVICE (OUPS)
CONTACT 48 HOURS "BEFORE YOU DIG"
1-800-362-2764

CABLE
TIME WARNER CABLE
11254 CORNELL PARK DRIVE
CINCINNATI, OHIO 45242
(513) 489-5957

WATER
WESTERN WATER COMPANY
1775 S.R.28
GOSHEN, OHIO 45122
(513) 722-1682

Scott Kirk
Western Water Company
General Manager

GAS & ELECTRIC
DUKE ENERGY
5445 AUDRO DRIVE
CINCINNATI, OHIO 45247
(513) 287-1487

SANITARY
WARREN COUNTY WATER & SEWER
406 JUSTICE DRIVE
LEBANON, OHIO 45036
(513) 925-1377

TELEPHONE
AT&T
3233 WOODMAN DRIVE
DAYTON, OHIO 45420
(937) 296-7066

STORM
WARREN COUNTY ENGINEER
105 MARKEY ROAD
LEBANON, OHIO 45036
(513) 695-3301

SEQUENCE OF CONSTRUCTION

THE FOLLOWING SEQUENCE OF CONSTRUCTION WILL BE SIMULTANEOUSLY FOLLOWED FOR ALL AREAS ELIMINATING ONLY THOSE STEPS THAT DO NOT PERTAIN TO THAT PARTICULAR AREA:

- STEP 1: INSTALL EROSION AND SEDIMENT CONTROL MEASURES.
- STEP 2: PERFORM CLEARING OPERATION, STRIP AND STOCKPILE TOPSOIL.
- STEP 3: ROUGH GRADE SITE, STABILIZE EROSION PRONE AREAS. ALL SLOPES 3 TO 1 AND GREATER SHALL BE IMMEDIATELY STABILIZED WITH SEED AND MULCH OR AN EQUAL.
- STEP 4: INSTALL UTILITIES, CONSTRUCT TEMPORARY SILT TRAPS WHERE SHOWN.
- STEP 5: INSTALL BASE COURSE IN ROADWAYS FOLLOWING THE INSTALLATION OF IMPROVEMENTS.
- STEP 6: FINE GRADE AND SEED; REMOVE EROSION CONTROL METHODS UPON COMPLETION OF ALL IMPROVEMENTS.



Know what's below.
Call before you dig.

LOCATION OF ALL EXISTING UTILITIES TO BE
DETERMINED IN THE FIELD PRIOR TO CONSTRUCTION



AREA MAP

SCALE: 1"=200'



Date	Chk:	Dwn:	Chk:
11-07-18	ATC		

Item	Revision Description	1	2	3	4	5	6	7	8	9
1	REVISED PER WARREN COUNTY AND WESTERN WATER COMMENTS									

PROVIDENCE SUBDIVISION SECTION THIRTEEN

MILITARY SURVEY #3334
HAMILTON TOWNSHIP
WARREN COUNTY, OHIO

TITLE



www.bayerbecker.com
6900 Tylersville Road, Suite A
Mason, OH 45040 - 513.336.6600

Drawing: 10C184-013 CD

Drawn by: ATC

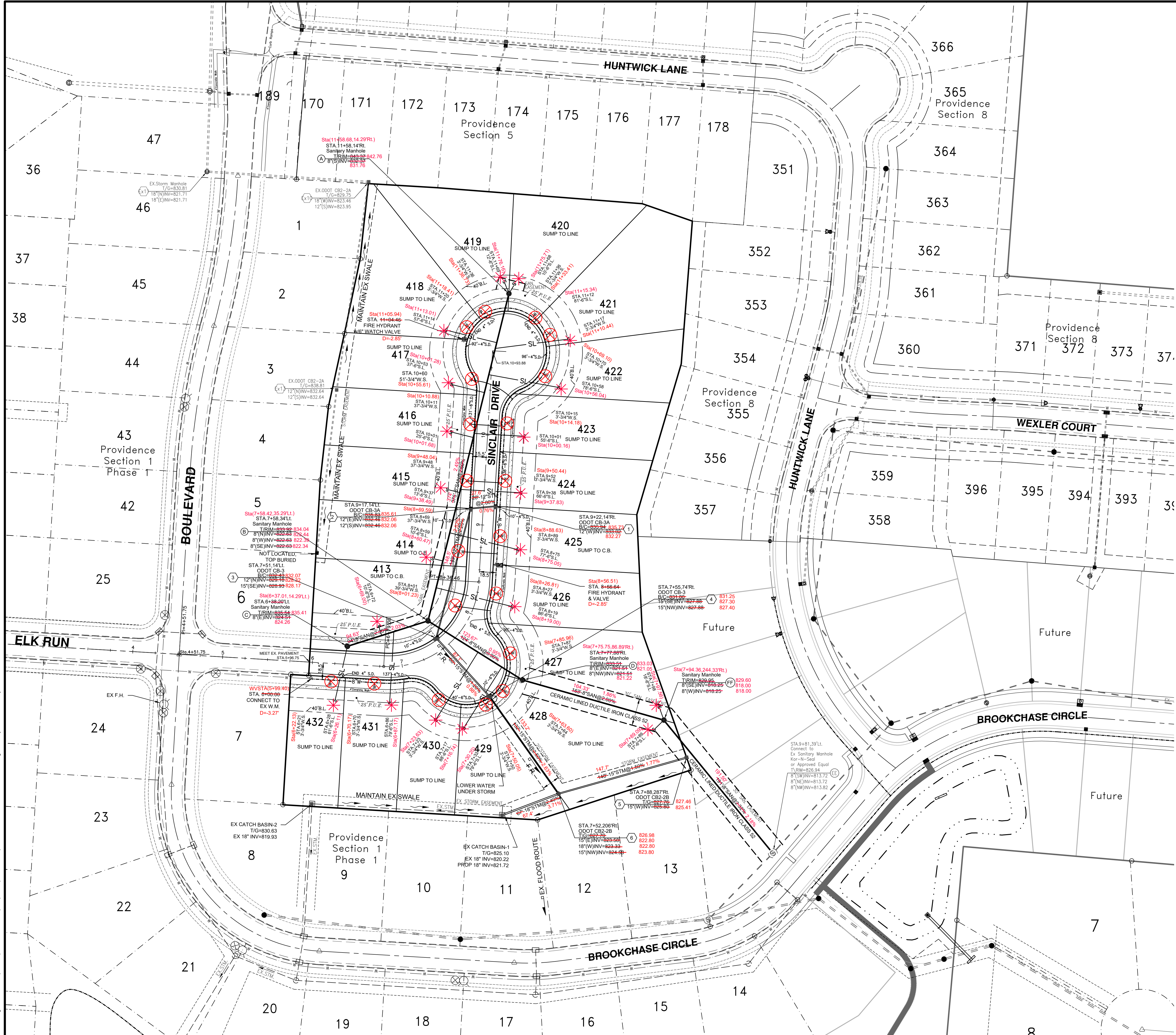
Checked by:

Issue Date: 9-21-18

Sheet:

1/9

Plot time: Nov 04, 2021 - 11:46am
Drawing name: J:\2010\100184-013\CD ASBUILTS.dwg - Layout Tab: Layout1



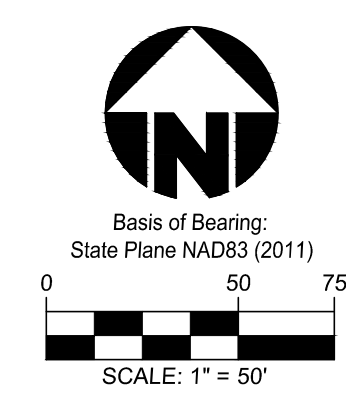
UTILITY NOTES:

- CONTRACTOR SHALL FIELD-VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
- 48 HOURS NOTICE TO BE GIVEN TO AFFECTED RESIDENTS BEFORE CONSTRUCTION BEGINS.
- ALL CATCH BASIN B/C ELEVATIONS LOCATED WITHIN THE CURB ARE SET TO THE BACK OF CURB ELEVATIONS.
- ALL LOTS SUMP TO SUMP DRAIN UNLESS OTHERWISE NOTED IN PLAN.
- ITEM NUMBERS REFER TO THE CURRENT EDITION OF THE OHIO DEPARTMENT OF TRANSPORTATION'S CONSTRUCTION & MATERIAL SPECIFICATIONS.
- ALL FRAMES AND GRATES LOCATED IN THE PAVEMENT SHALL BE TRAFFIC-BEARING.
- EXISTING SANITARY SEWER INVERTS TO BE FIELD VERIFIED PRIOR TO CONSTRUCTION.
- NO MANHOLES, OR ANY PORTION OF A MANHOLE, SHALL BE LOCATED UNDER A SIDEWALK OR DRIVEWAY. PRIOR TO THE ISSUANCE OF BUILDING PERMITS WITHIN THE SUBDIVISION, ALL MANHOLE LOCATIONS MUST BE CERTIFIED BY SURVEY TO ENSURE THAT THEY ARE PROPERLY LOCATED AND THAT CONFLICTS WITH THE SIDEWALK WILL NOT OCCUR.
- MAINTAIN A MINIMUM OF 10 FEET BETWEEN SANITARY AND WATER SERVICE LATERALS.
- LOWER WATER SERVICES AS NEEDED TO AVOID CONFLICTS WITH PROPOSED STORM SEWER.
- WATERMAIN SHALL HAVE RESTRAINED JOINTS USED AT LEAST THREE (3) FULL PIPE LENGTHS FROM ANY HORIZONTAL/VERTICAL BEND OR TEMPORARY/PERMANENT DEAD END. RESTRAINED JOINTS SHALL BE MEGALUG, FIELD LOC GASKETS, AMERICAN 'LOK-RING' TYPE OR APPROVED EQUAL.
- STORM SEWER MATERIAL SHALL HAVE MANNINGS 'N' VALUE EQUAL TO OR LESS THAN 0.012.
- CLEAN OUTS SHALL BE INSTALLED ON SUMP MAINS AT THE END OF THE LINE AND ON RUNS LONGER THAN 200'.
- SUMP MAIN MATERIAL SHALL BE PVC SDR-35, HDPE, OR APPROVED EQUAL. ALL SUMP MAINS SHALL BE MAINTAINED BY THE SUBDIVISION'S HOA.
- THE HOME OWNERS ASSOCIATION IS RESPONSIBLE FOR MAINTAINING ALL STORM WATER FACILITIES LOCATED OUTSIDE OF THE PUBLIC RIGHT-OF-WAY INCLUDING SEWER, STRUCTURES, DETENTION/RETENTION BASINS, AND SUMP DRAINS.
- ALL MINIMUM OPENING ELEVATIONS APPLY TO THE LOWEST OPENING IN PROPOSED HOUSES INCLUDING SUMP PUMP DISCHARGE LINE PENETRATION THROUGH FOUNDATION.

NOTE:
At Crossings, the water main shall have a minimum vertical distance of eighteen (18) inches from storm and sanitary sewers. Also, one full length of water main shall be located so the joints are as far from the storm and sanitary sewers as possible.

LOWER WATER MAIN TO MAINTAIN 18" SEPARATION

AS-BUILT LEGEND
* BOARD MARKING END OF SANITARY LATERAL
X BOARD MARKING END OF WATER SERVICE OR END OF WATER SERVICE SLEEVE
SANITARY, WATER & STORM AS-BUILTS 5-18-2020



LOCATION OF ALL EXISTING UTILITIES TO BE DETERMINED IN THE FIELD PRIOR TO CONSTRUCTION

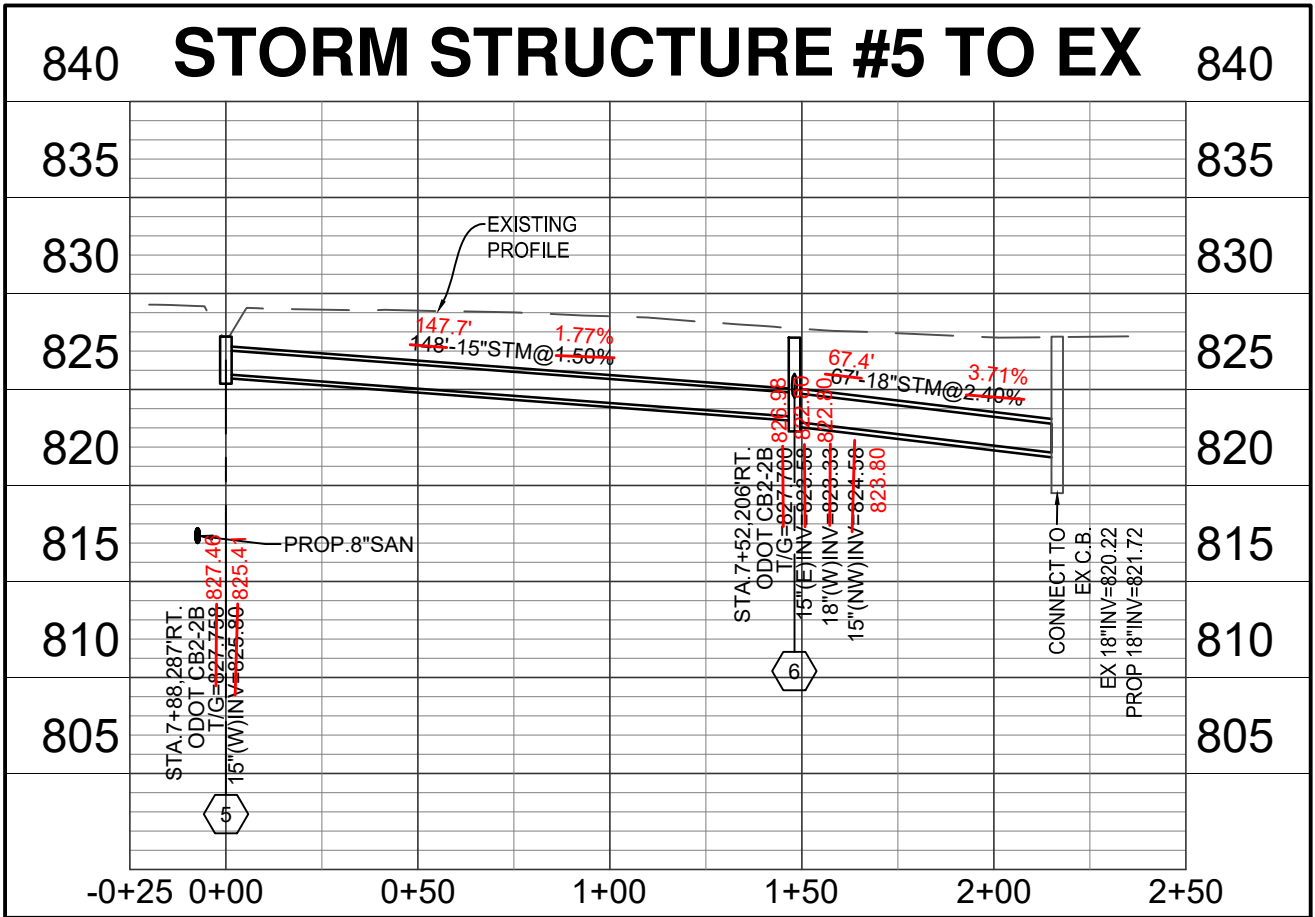
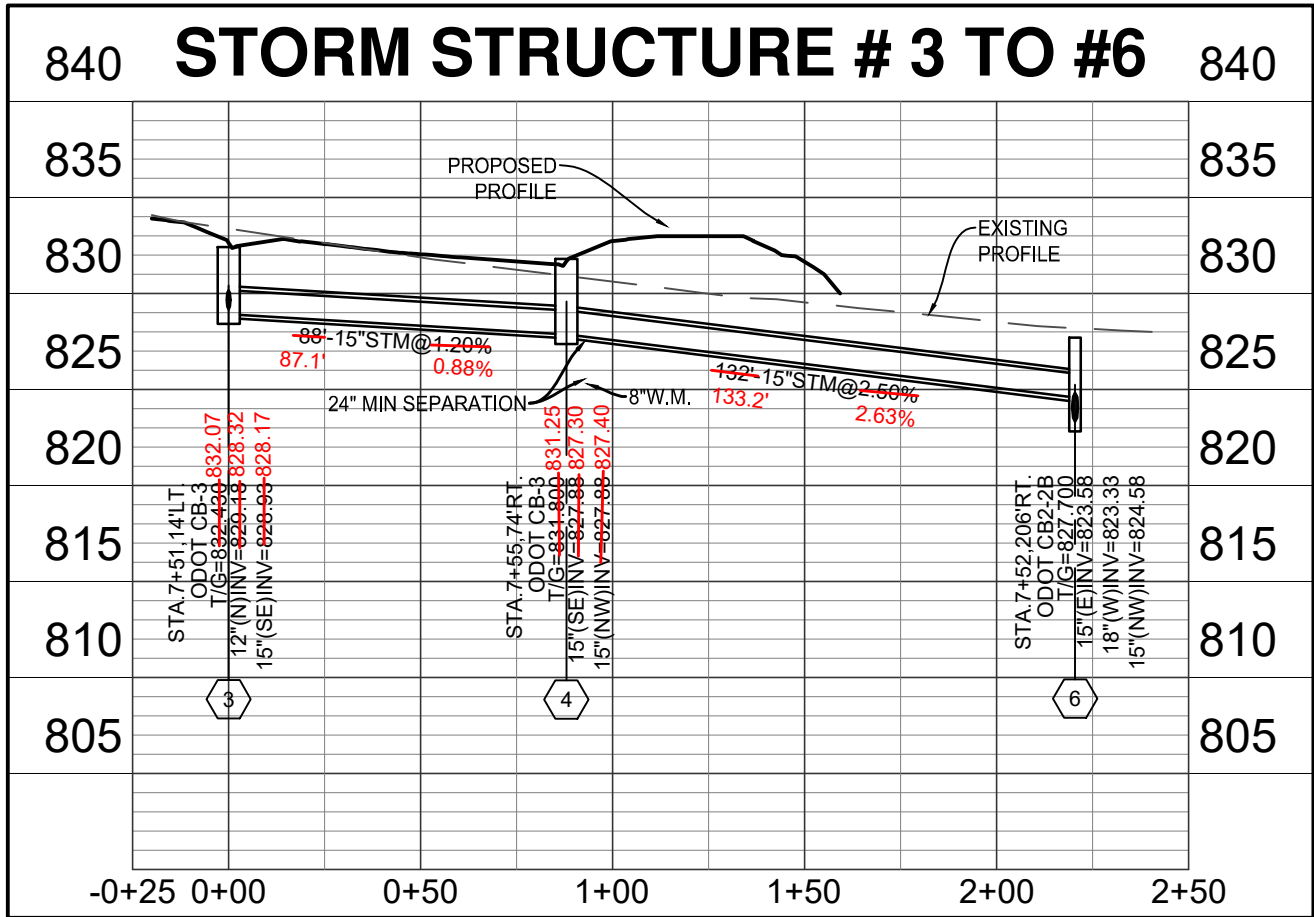
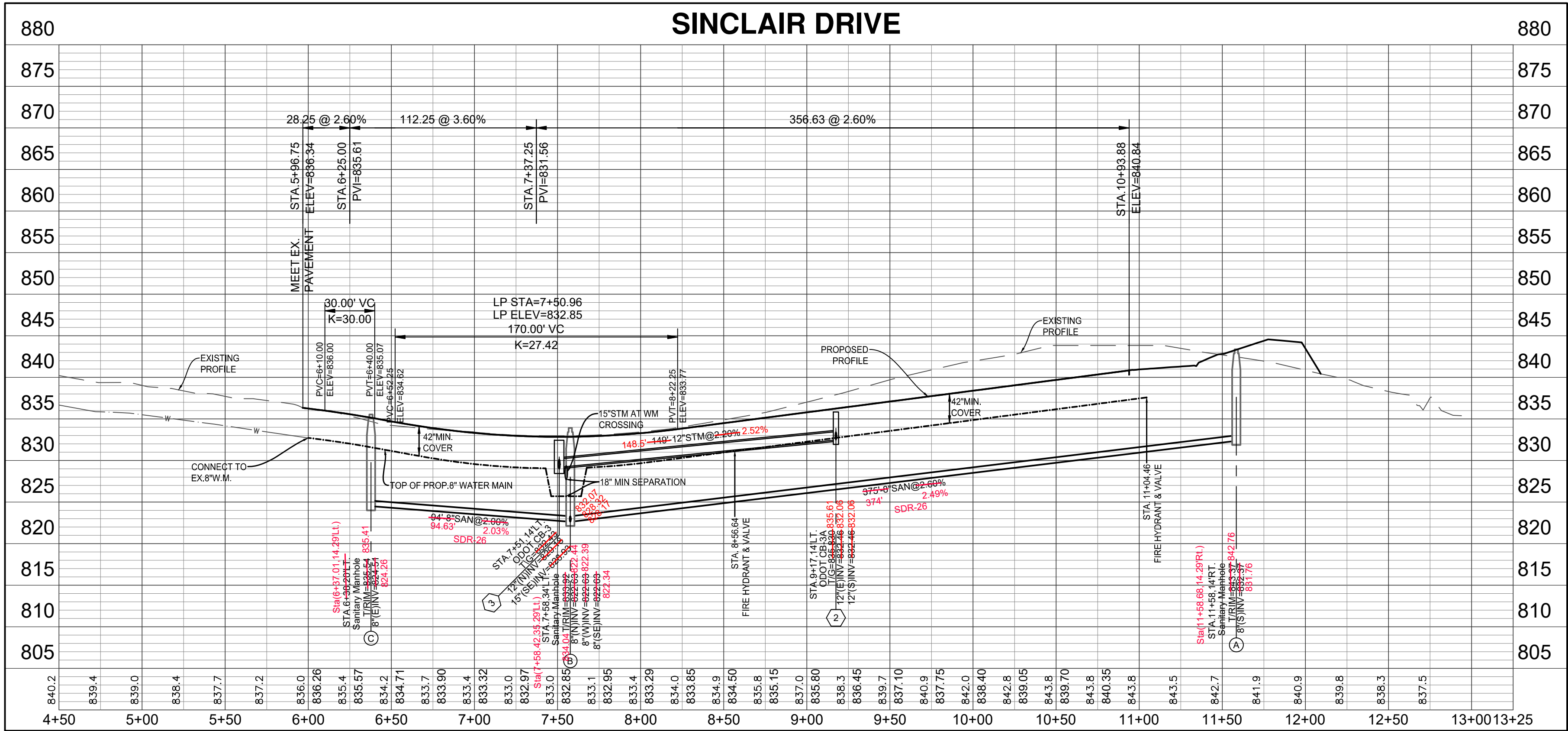
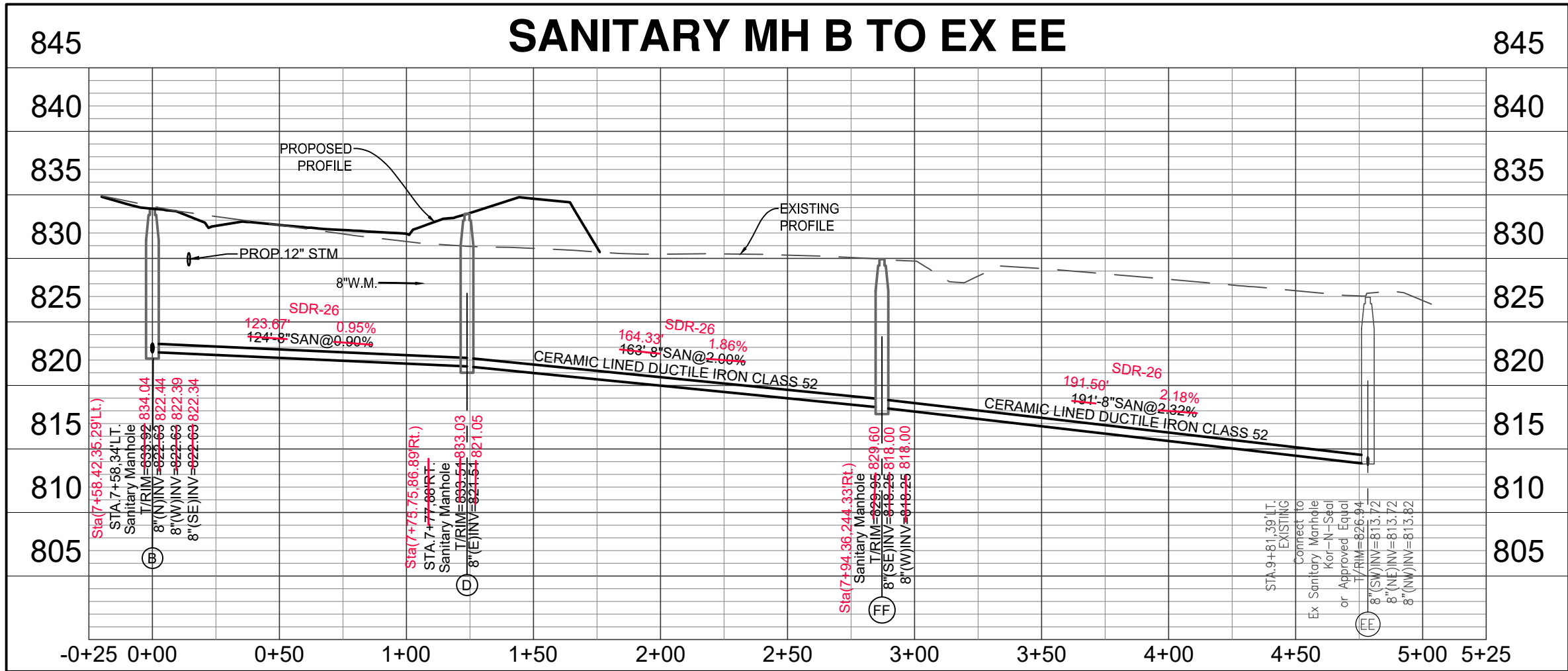
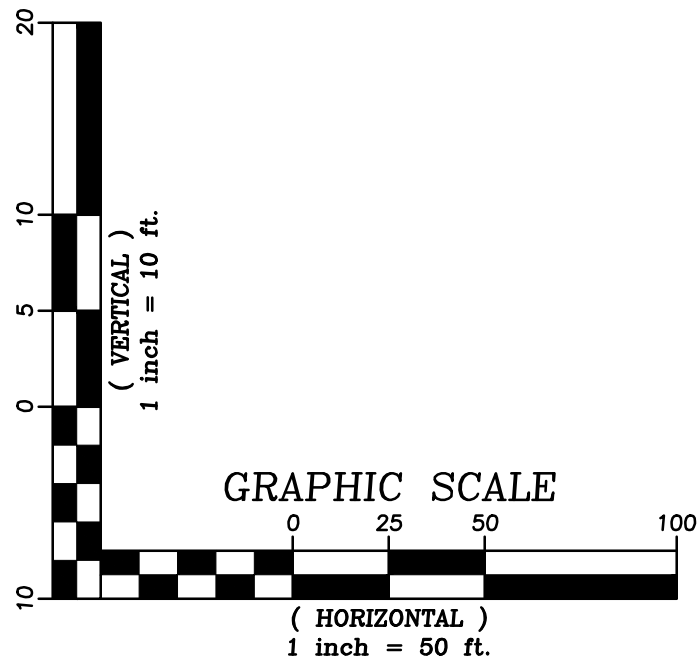
Revision Description		Date	Chk:	Drawn:
Item	Revision Description	Date	Chk:	Drawn:
1	REVISED PER WARREN COUNTY AND WESTERN WATER COMMENTS	11-07-18	ATC	GJK
2	REVISED SANITARY LATERALS ON LOT 427 & 428 PER WATER & SEWER	6-07-18	GJK	GJK
3				
4				
5				
6				
7				
8				
9				

PROVIDENCE SUBDIVISION SECTION THIRTEEN
MILITARY SURVEY #3334
FAIRFAX TOWNSHIP
WARREN COUNTY, OHIO

UTILITY PLAN

bayer becker
www.bayerbecker.com
6900 Tyersville Road, Suite A
Mason, OH 45040 - 513.336.6600

Drawing: 100184-013 CD ASBUILTS
Drawn by: ATC
Checked By:
Issue Date: 9-21-18
Sheet: **4/9**



SANITARY, WATER & STORM
AS-BUILTS 5-18-2020

www.bayerbecker.com
6900 Tyersville Road, Suite A
Mason, OH 45040 - 513.336.6600

Drawing: 100184-013 CD ASBUILTS
Drawn by: ATC
Checked By:
Issue Date: 9-21-18
Sheet: 5/9

PROVIDENCE SUBDIVISION
SECTION THIRTEEN
MILITARY SURVEY #3334
TAYLOR TOWNSHIP
WARREN COUNTY, OHIO

STREET & UTILITY PROFILES

Item	Revision Description	Date	Drawn	Check
1	REVISED PER WARREN COUNTY AND WESTERN WATER COMMENTS	11-07-18	ATC	GJK
2				
3				
4				
5				
6				
7				
8				
9				



Planning and Zoning Director
10/02/2024 Trustee Meeting

The following motion(s) is/are requested by the Board of Hamilton Township Trustees from Planning and Zoning Director Cathy Walton.

Motion to approve Resolution 24-1002B, a resolution declaring parcel 1611454042 at 1715 Amberwood Drive a nuisance and providing for the abatement, removal, or control of said nuisance.

This motion is approving the removal of the debris caused by a fire at 1715 Amberwood Drive. Notice was sent to the owner of the property on September 3, 2024.

Per ORC 505.87, a copy of this resolution will be sent to the owner by certified mail. If after seven days, the nuisance has not been abated, the Township will remove the nuisance and place a lien on the tax duplicate for all costs incurred.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on October 2, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph P. Rozzi – Trustee, Vice *Chair*
Mark Sousa – Trustee,

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-1002B**

**A RESOLUTION AUTHORIZIING DEBRIS REMOVAL AT PARCEL 1611454042
LOCATED AT 1715 AMBERWOOD WAY IN HAMILTON TOWNSHIP, DECLARING
A NUISANCE AND DECLARING AN EMERGENCY**

WHEREAS, Ohio Revised Code §505.87 provides that a Board of Township Trustees may provide for the abatement and control over the removal of vegetation, garbage, refuse, and other debris from land located in the Township; and

WHEREAS, the Board of Township Trustees of Hamilton Township has determined that the failure to remove fire debris on the following property in Hamilton Township is a nuisance: 1715 Amberwood Way, Parcel 1611454042

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio:

SECTION 1. That the debris located on the following property in Hamilton Township is hereby declared to be a nuisance: 1715 Amberwood Way, Parcel 1611454042.

SECTION 2. Pursuant to O.R.C. §505.87, the owners and lien holders of record for the properties shall be properly notified of this action and given seven days to abate the nuisances.

SECTION 3. In the event the nuisance is not abated within the time period allowed, the Zoning Department of the Township is hereby directed to cause the removal of the debris at the following property in Hamilton Township: 1715 Amberwood Way, Parcel 1611454042.

SECTION 4. The owners of the following property in Hamilton Township shall be billed for such services and the Fiscal Officer of the Township is directed to place a special assessment on the real estate tax bill of the property if payment is not made within thirty days: 1715 Amberwood Way, Parcel 1611454042

SECTION 5. The Trustees of Hamilton Township upon majority vote do hereby

authorize the adoption of this resolution upon its first reading.

SECTION 6. This Resolution is hereby declared to be an emergency measure necessary for the preservation of the public peace, health, and welfare of the Township. The reason for the emergency is to provide for safe and habitable properties in the township.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph P. Rozzi	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____
Darryl Cordrey	Aye _____	Nay _____

Resolution adopted this 2nd day of October, 2024.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on October 2, 2024.

Date: _____

Leah M. Elliott, Fiscal Officer



Office of Chief of Police
10/02/24 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Chief of Police

Motion to approve Resolution 24-1002C- resolution authorizing private sale of unneeded and unfit-for-use property in the Police Department.

This property involves vehicles, which were recently impounded, and their titles signed over to the police department. Most of these vehicles were ‘totaled’ in car crashes, and/or the value of the vehicle exceeds the tow bill.

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on October 2, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*
Joseph P. Rozzi – Trustee, Vice *Chair*
Mark Sousa – Trustee,

Mr. _____ introduced the following resolution and moved its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-1002C**

**A RESOLUTION AUTHORIZING PRIVATE SALE OF UNNEEDED AND UNFIT-FOR-
USE PROPERTY IN THE POLICE DEPARTMENT**

WHEREAS, the Board of Trustees has certain property in its Police Department, which is no longer needed for public use, is obsolete, or is unfit for the use for which it was acquired;

WHEREAS, the property which the Board of Trustees has determined to no longer be needed for public use or to be obsolete or unfit for the use for which it was acquired is as follows:

Year	Make	Model	Vin:
2008	Chrysler	PT Cruiser	3A8FY48B58T111389
2010	Hyundai	Elantra	KMH DU4AD0AU842339

WHEREAS, the Board of Trustees has determined that the fair market value of the above listed items is not in excess of two thousand five hundred dollars (\$2,500.00);

WHEREAS, due to the determination of the value of the above-listed property, Section 505.10(A)(2)(a) of the Ohio Revised Code authorizes the Board of Trustees to sell the property by private sale, without advertisement or public notification;

WHEREAS, the Board of Trustees has determined that due to the nature of the above-listed items, disposal of that property by private sale is desirable.

NOW THEREFORE BE IT RESOLVED, that the above-listed property shall be sold, by private sale, without advertisement or public notification.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Joseph P. Rozzi	Aye _____	Nay _____
Mark Sousa	Aye _____	Nay _____
Darryl Cordrey	Aye _____	Nay _____

Resolution adopted this 2nd day of October, 2024.

Attest:

Leah M. Elliott, Fiscal Officer

Approved as to form:

Benjamin J. Yoder, Law Director

I, Leah M. Elliott, Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on October 2, 2024.

Date: _____

Leah M. Elliott, Fiscal Officer



Administrator
10/2/2024 Trustee Meeting

Motion to adopt Resolution 24-1002D, a resolution confirming the appointment of patrol officers and other employees by the Hamilton Township Police District and dispensing with the second reading.

The Village of Maineville recently caused some confusion among their law director and the local law enforcement community regarding the Hamilton Township Police District. Hamilton Township has had a Police District in place since 1993. Township police districts can either appoint law enforcement officers as constables or as patrol officers. For the purpose of providing clarification that the police officers of the Hamilton Township Police District are appointed as Patrol Officers and not as police constables, staff is proposing the Board adopt a resolution reaffirming such.

The following motion is requested from the Board of Hamilton Township Trustees by the Administrator:

The Board of Trustees of Hamilton Township, County of Warren, Ohio, met at a regular session at 6:00 p.m. on October 2, 2024, at Hamilton Township, Warren County, Ohio, with the following Trustees present:

Darryl Cordrey – Trustee, *Chair*

Joe Rozzi – Trustee, *Vice Chair*

Mark Sousa – Trustee

Mr. _____ introduced the following resolution and moved for its adoption:

**HAMILTON TOWNSHIP, WARREN COUNTY OHIO
RESOLUTION NUMBER 24-1002D**

**RESOLUTION CONFIRMING THE APPOINTMENT OF PATROL OFFICERS AND
OTHER EMPLOYEES BY THE HAMILTON TOWNSHIP POLICE DISTRICT**

WHEREAS, Ohio Revised Code Section 505.48 authorizes the board of township trustees to create a township police district that comprises all or a portion of the unincorporated territory of the township;

WHEREAS, Ohio Revised Code Section 504.16 requires that a limited home-rule township provide police protection through the creation of a police district, the creation of a joint police district, through a contract to obtain police-protection services, or to designate police constables under R.C. Chapter 509;

WHEREAS, the Board previously adopted Resolution Number 93804 on August 4, 1993 that created the Hamilton Township Police District to compromise all of the unincorporated territory of Hamilton Township;

WHEREAS, the voters of the Township approved the limited home-rule township form of government at the November 1993 election;

WHEREAS, the Board previously chose to provide protection as required by R.C. 504.16 through the creation of the Hamilton Township Police District;

WHEREAS, Resolution Number 93804 stated that the Warren County Sheriff's Office Special Deputies who were, at that time, serving the Township and chose to join the Hamilton Township Police District would be appointed as Police – Constables;

WHEREAS, since the appointment of those Police Constables in 1993, the Township's Police District has employed and appointed patrol officers and has not appointed police constables under R.C. Chapter 509; and,

WHEREAS, the Board believes that the Township's residents' best interests are served by the continued appointment of patrol officers rather than the appointment of police constables so that the Township's residents can continue to receive the same high level of police-protection services and police-patrol services within the Township.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Township Trustees of Hamilton Township, Warren County, Ohio:

SECTION 1. That the Hamilton Township Police District shall continue to appoint patrol officers and other officers and employees at the recommendation of the Hamilton Township Chief of Police to provide police-protection and police-patrol services to the unincorporated territory of the Township through the Hamilton Township Police District.

SECTION 2. That the Hamilton Township Police District shall not dual appoint its patrol officers as police constables under R.C. Chapter 509 and shall otherwise not appoint police constables under R.C. Chapter 509 unless otherwise specifically approved by the Board.

SECTION 3. This Resolution shall take effect on the earliest date allowed by law.

Mr. _____ seconded the Resolution and the following being called upon the question of its adoption, the vote resulted as follows:

Darryl Cordrey -	Aye _____	Nay _____
Joseph P. Rozzi -	Aye _____	Nay _____
Mark Sousa -	Aye _____	Nay _____

Resolution adopted this 2nd day of October, 2024.

Attest:

Leah M. Elliott, *Fiscal Officer*

Approved as to form:

Ben Yoder, *Law Director*

I, Leah M. Elliott Fiscal Officer of Hamilton Township, Warren County, Ohio, hereby certify that this is a true and accurate copy of a Resolution duly adopted by the Board of Trustees of Hamilton Township, County of Warren, Ohio, at its regularly scheduled meeting on October 2, 2024.

Date: _____

Leah M. Elliott, *Fiscal Officer*



Administrator - 10/2/24 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Administrator:

Motion to authorize the Township Administrator to accept the proposal from The Impact Group for crisis communication training and support services in the amount of \$9,500.

Attached to this memo is a memo of request from Assistant Fire Chief Dan Berkebile regarding a proposal for Crisis Communication Services from The Impact Group. The services would be two-fold and include both proactive training components in addition to fifty hours of support during crises that may occur in our community.

The services would be available to all departments and the expense shared among multiple funds. I appreciate the ability to have multiple departments sharing the same format for this training and communications support and consider it one of the steps in us progressing as an organization. I spoke with references from Deerfield Township and the Lebanon City School District and confirmed that existing public sector clients are very pleased with the services from The Impact Group.

Hamilton Township Fire Rescue

Memo



To: Hamilton Township Board of Trustees

From: Assistant Chief Berkebile

Date: August 15, 2024

Re: Crisis Communication Contract Proposal

Board of Trustees,

I recently attended a class on crisis communication. The major theme of this class was that as a public entity it is not if, but rather when, we will experience a crisis that will require us to effectively communicate our message to the public. The presenter explained the importance of developing an accurate and calculated response during such times as the media will work to cause those being interviewed to provide more information than should be shared or an emotional response that can be used as a headline or sound-byte.

At the conclusion of this training, I realized the need for Hamilton Township to be proactive in preparing for crisis communication and assuring all our departments are on the same page, adequately trained, and resourced to successfully handle such an incident. A recent example of an incident that had significant potential for crisis communication was the structure fire and police stand off on Sunrise Ridge on Good Friday of this year. As such, I requested a proposal for services from the class presenter, Tom Speaks, who is a co-founder of The Impact Group. This company has been in business since 2000 and specializes in communications and planning.

There are two key components to this proposal that I believe are worthy of the investment. The first is Crisis communication Training in which all Township leaders will be provided a full-day comprehensive training on numerous topics including how to deal with the media, how to properly frame a response, and how to heal from a crisis. The second component is Crisis Communication Support in which The Impact Group will provide direct support to Hamilton Township during a crisis in creating the message, press releases, and speaking points and coaching on how to address the media.

As Hamilton Township has and continues to develop trust with the citizens of our community, I would ask for your consideration in this proactive step towards maintaining that trust.

Respectfully,

A handwritten signature in black ink, appearing to read 'Dan Berkebile', with a stylized flourish at the end.

Dan Berkebile,
Assistant Fire Chief



HAMILTON TOWNSHIP

CRISIS COMMUNICATION SERVICES P R O P O S A L

PRESENTED BY
The Impact Group on July 19, 2024

THINK. CREATE. *excite.*



Introduction

Jeff Wright

Township Administrator
7780 South State Route 48
Hamilton Township, OH 45039

Dear Mr. Wright,

It is with great excitement that we submit the following proposal to Hamilton Township for crisis communication services and training. We believe our track record of positive collaboration with cities, townships and other local governments will serve us well as we partner together to provide Hamilton Township with a full-service solution to your crisis communications needs.

Based in Hudson, Ohio, our firm offers a host of capabilities featuring a talented team of professionals with diverse backgrounds and one thing in common: results. We have a successful history of driving results for clients with a strong emphasis on crisis messaging and crisis management. The Impact Group possesses the invaluable experience, know-how and ability to stand by our clients when a crisis strikes. With a proven track record, we've not only navigated crises firsthand but have also successfully trained numerous organizations in essential communication strategies and the creation of comprehensive crisis management plans. We're here to ensure our clients are well-prepared and well-equipped to handle any challenge that comes their way.

Since 2000, The Impact Group has assisted local governments, boards of developmental disabilities, K-12 education, higher education, state agencies, nonprofits and corporations in developing and strengthening their marketing and public relations strategies, specializing in a holistic approach to communications and planning. We are at our best when helping others reach their goals and believe in the tremendous power of relationships as a driving force with our clients and stakeholders.

Please contact us at our information below if you have any questions regarding our proposal or qualifications. Thank you in advance for your consideration.

Sincerely,

Tom Speaks, Partner

tspeaks@igpr.com | 330.329.5680

Lauren Scherr, Director of Client Development

lscherr@igpr.com | 216.402.1665



Project Overview



Hamilton Township is looking to partner with The Impact Group to provide communication support and crisis training in the event of a crisis occurring within the Township. Deliverables will include an all-day, in-person, comprehensive crisis communication training for all leaders within the Township, as well as hours that are dedicated to the Township in the event of a crisis.

Hamilton Township has a need for crisis communication services that includes:



Crisis Communication Support



Crisis Communication Training

Statement of Work



Whiteboard Session

The Impact Group will conduct a 1 hour, virtual whiteboard session with leaders within Hamilton Township, as determined by the Township Administrator, to define the goals and objectives for the crisis communication training session. The whiteboard session will drive the development of the training program and will establish overall expectations for training and outcomes. Date and time of the whiteboard session is to be determined.



Statement of Work



Crisis Communication Support

The Impact Group will provide 50 hours of crisis communication services to Hamilton Township and will be on "stand-by" for any crisis that may occur. Hamilton Township will have constant access to crisis communication support in the event of an emergency or crisis. This support includes:

- Messaging
- On-site coordination and support
- Press releases
- Speaking points and coaching on how to address media
- Strategy on how and when to heal from a crisis
- Pre-event media training

The Impact Group will provide advance notification to the Township Administrator prior to the bank of hours running out. The Township Administrator may re-up this contract once the fifty hours have been completed.

Crisis communication support can begin immediately upon signature and will commence once the fifty hours have been utilized.

Statement of Work



Crisis Communication Training

In addition to the crisis communication services, The Impact Group Partner and Co-founder, Tom Speaks, will facilitate an in-person, full day comprehensive crisis communication training to all Township leadership. This training date is to be determined.

Crisis Communication Training Description

It's not a matter of if; it's a matter of when. Are you ready? Any threat to your trust or reputation is a crisis. This training session is paramount for those wishing to understand the intricate facets and critical components of managing a crisis while maintaining clarity and composure. This session will allow you to work towards a culture of transparency and trust before, during, and after a crisis event.

Learning Objectives Include:

- How to deal with the media during a high-pressure situation
- How to frame a response
- Why you should never say "no comment" and what you should say instead
- How to keep your staff and stakeholders calm and composed
- How and when to heal from a crisis



Meet Your Team

The Impact Group is a talented team of full-service marketing professionals with diverse backgrounds and one thing in common: results. The Impact Group has a successful track record of driving results for school districts, municipalities, corporate clients, business-to-business clients and nonprofits through community engagement, messaging, branding, staff training and market execution.



Tom Speaks, *Partner and Co-Founder*

Tom is an appreciation advocate, marketing and communication expert, professional speaker, community engagement guru, statistical polling analyst, and published author. Tom is a specialist in the world of public speaking, strategic planning, leadership development, and crisis communications.



Phil Herman, *Partner*

With over 25 years of experience in education, Phil has worked as a teacher, coach, principal, director of human resources, assistant superintendent and superintendent for 11 years. Phil is a leader in community engagement, team development, crisis communications, leadership development and leading high-level organizations.



Krista Rodriguez, *Vice President of Client Services*

Krista is the brand guru. She has an incredible eye for the right look and feel to meet all of your needs. Her attention to detail is also conveyed in her approach to ensuring our content is appropriate for your goals and meets your expectations.



Lauren Scherr, *Director of Client Development*

Committed to developing long term, genuine relationships, Lauren believes in providing a human and holistic approach that begins with an overall strategic direction followed by a detailed plan of action designed to address all IGPR client's goals and challenges.



Christie Cereshko, *Creative Director*

Christie has a passion for transforming ideas into visual realities. She has become a driving force behind a variety of advertising campaigns, brand identities, and multimedia projects. As a leader, Christie is known for fostering a collaborative work environment, encouraging team members to think outside the box and pushing the boundaries of conventional creativity.



Aurora Wilson, *Account Lead*

As an Account Lead with the Impact Group, Aurora focuses on strengthening relationships and strategizing high-quality content for her clients. With expertise in client relations and special project management, Aurora brings a high level of organization to her work and is dedicated to meeting client needs.



Fernanda Frazier, *Vice President of Finance*

Fernanda is the Vice President of Finance and is responsible for all of financial and operating aspects of The Impact Group. She earned her accounting degree from the University of Akron and is a jack-of-all-trades.

The Impact Team is subject to change based on overall needs of the client.



References

Sal Talarico, *Executive Director*
Ohio Association of Public Treasurers
opateducation@gmail.com
440.915.2057

Mike Mallis, *City Manager*
City of Bedford
citymanager@bedfordoh.gov
440.232.1600

Rob Schommer, *City Manager*
City of Bellbrook
Rob@cityofbellbrook.org
937.478.3728

Gerard Neugebauer,
Council Member at Large
City of Green
neugebauer@cityofgreen.org
330.896.6602

James (Jim) Bell, *Director of Finance*
City of Huber Heights
jbelle@hhoh.org
937.237.5826

Anthony DiCicco, *Mayor*
City of Mayfield Heights
anthonydicicco@mayfieldheights.org
440.442.2626, ext. 200

Sean Ward, *Director of Parks and Recreation Department*
City of Mayfield Heights
seanward@mayfieldheightsohio.gov
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Richard (Rich) Parker,
Director of Recreation/Grantwood
City of Solon, Parks and Recreation
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440.337.1426

Rebecca Ziegler,
Economic Development Director
City of Twinsburg
RZiegler@twinsburg.oh.us
330.963.6154

Eric Reiners, *Township Administrator*
Deerfield Township
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513.701.6958

Shawn Garver,
Human Resources Director
Hamilton County Board of Developmental Disabilities
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513.559.6667

Isaac W. Seevers, *Superintendent*
Lebanon City Schools
seevers.isaac@lebanonschools.org
513.934.5778

Adam Herman, *Chief Executive Officer*
Ohio Association of County Boards
aherman@oacbdd.org
614.431.0616

Susie Vance,
Deputy Director, Human Resources
Ohio Environmental Protection Agency (EPA); Former Assistant Chief ODNr Division of Parks and Watercraft
Susan.Vance@epa.ohio.gov
614.644.2782

Jim Bodenmiller,
OFE Program Director
Ohio Fire Chiefs' Association
jbodenmiller83@gmail.com
614.410.6322

Tammy Kellogg, *Marketing and Project Manager*
Ohio Parks and Recreation Association
tammy@opraonline.org
614.895.2222

Peter Moore, *President & CEO*
Ohio Provider Resource Association (OPRA)
PMoore@opra.org
614.224.6772

Andrew Brown, *Director*
Sandusky County Parks
abrown@sanduskycountyparks.com
419.334.4495

Ben Garlich, *Mayor*
Village of Middlefield
bgarlich@middlefieldohio.com
440.313.8906

Additional references available upon request.



Testimonials



"The Impact Group is one of the best resources a local government can have regarding communication, messaging, and strategic thinking. The strategic thinktank Tom and his team create is invaluable and I frequently find myself consulting with them for ideas beyond messaging and communication.

Their understanding of growing and strengthening an organization's culture is commendable."

Rob Schommer, City Manager, City of Bellbrook



"The Impact Group has a fantastic, high energy, creative staff who are a pleasure to work with. They are responsive and truly care about their clients. The work they have done for my organization has truly been invaluable and I highly recommend them."

Amy Jordan, President, Hudson Community Foundation



"The Impact Group has been a trusted communications resource for me for many years. Their expertise regarding school district communications, strategic planning, crisis communication and staff development have helped me, help the districts I have served. I would certainly recommend The Impact Group to any school district."

Rob Gress, Superintendent, Alliance City Schools



Budget Considerations



Hamilton Township Crisis Communication Services

Proposed Project Timeline ~ Hours: Support can begin upon signature.

Proposed Project Timeline ~ Training: Training to occur within six months.

Investment

\$9,500

Payment Schedule: \$9,500 is due upon signature

This budget does not include additional hard costs (e.g. printing, postage, boosting advertisements on social media, etc.) which will be the responsibility of the client. If a project requires additional time beyond the scope articulated in the proposal, The Impact Group will first seek client approval, then bill at an hourly rate of \$200 per hour.

Signature Page



Hamilton Township Crisis Communication Services

Hamilton Township

By: _____

Print Name: _____

Title: _____

Date: _____

The Impact Group Public Relations/Marketing Communications Inc.

By: _____

Print Name: _____

Title: Partner _____

Date: _____

By signing this proposal, you agree to the terms and conditions of this official statement of work. This document coincides with the services agreement. Per the budget considerations page of the proposal, the agreed-upon amount is \$9,500 for services rendered.



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Fire Chief Jewett and Administrator Wright - 10/2/24 Trustee Meeting

The following motion is requested by the Board of Hamilton Township Trustees from the Administrator:

Motion to authorize the Township Administrator to accept the proposal from The Impact Group for Fire Department Strategic Plan and Rebranding projects in the amount of \$39,500.

As our Fire Department continues to develop as an organization with a demonstrated positive culture and goals of community engagement, strategic goal setting, retention and recruitment of professional employees that our growing community demands, the leadership of the HTFR has demonstrated to me the need to take the next step in development of the department. What I would call “HTFR version 2.0” could benefit from a structured strategic planning and rebranding process. This has been completed in Ohio by other fire departments and police departments. A few months ago, Chief Jewett described to me a process of formal strategic planning and a new branding of our Fire Department to solicit input from the elected officials, leadership team, members of the department and our residents and businesses to create the plans for how we deliver a higher level of service from the Department to match our current community. The following is a memo that Chief Jewett provided and discussed with me regarding a consulting group from Ohio that is one of the presenters at the Ohio Fire Executive Program and has completed similar products for other jurisdictions:

Per our conversation I would like to propose we accept the attached contract offer from The Impact Group for a branding initiative and to complete our strategic plan. This proposal will build from the consultant study being currently conducted by ESCI. While the consultant study is for our Standards of Cover and Community Risk Assessment and will give us an idea of staffing needs, station locations and other needs, as well as other data needed to improve the fire department’s service capabilities, it will not necessarily give us the guidance and path to get to those goals. A strategic plan will be needed for that purpose. Every professional service should have a strategic plan. The strategic plan would encompass the results of the study completed by ESCI as well as input from key stakeholders such as the trustees, Hamilton Township civic and business leaders, citizens, and department personnel to shape the strategic plan based on an in-depth process. In addition to the strategic planning piece, The Impact Group will also help HTFR with branding in establishing mission, vision, and core values that align with the department today and into the future. The branding will also assist in the passing of a fire levy that we know will be coming up in the future. The following is a highlight of the offering with this proposal:

- *Leadership and Board of Trustee Visioning*
- *Review of existing mission, vision, and core values*
- *Community engagement and focus group facilitation*
- *Data compilation and disaggregation*
- *Development of visual branding of new vision, mission, and core values (including on-site training with the fire department members)*
- *Creation of Goals, objectives, and action steps timeline*

The Impact Group is already looking to work with the Township with a crisis communication plan. The cost of this proposal is \$39,500. I am able to fit this into my 2025 budget with minimal impact. Although the work would start this November once the consultant study is completed, our 1st payment would not be billed until January 2025. The project would be completed by the end of March 2025. During vetting and reference checks of the impact group for similar projects, the price is actually very competitive. When speaking to Licking County School District who also uses the Impact Group, they had bids of near \$100,000 for the same scope of work. The references I checked for the same scope of work, especially the strategic planning, are listed below:

- ***Ohio Association of Public Treasurers (Sal Talarico – Executive Director)*** – They just finished their first 5-year strategic plan and have resigned with them to update and create an additional 5-year plan. Sal also works for the City of Oberlin, and they use The Impact Group for communications. He stated that they have had a great experience with them and their customer service and attention to detail is beyond reproach.
- ***Lebanon City Schools (Issac Seevers – Superintendent)*** – “We have loved our experience with them, and we are getting close to finishing the process in the next month. They have been attentive to our questions, changes, and recommendations as we work to wrap things up.” This is a direct quote from the return email from Mr. Seevers.
- ***Licking Valley Local Schools (Scott Beery – Superintendent)*** – Priced 3 different companies and was the most competitive. “Wonderful to work with, attentive, customer driven, completed work on time.” They are in a state of rapid growth like our township. When I spoke of our project, our goals match closely with the school district’s and he highly recommended them. They even signed a 15-month extension for other projects and communications items.

These are just three of the references for the branding and strategic planning items we seek. I know you have had similar feedback on their crisis communications plans like the one proposed by A/C Berkebile for the Township. I am completely confident that this company will help HTFR with the progress we seek to continually professionalize our department and provide the highest quality customer service to our citizens in all aspects of our duty to serve. If you have any questions, please let me know. It is my hope we can present this to the trustees in the near future. Thank you for your consideration.



HAMILTON TOWNSHIP FIRE DEPARTMENT **STRATEGIC PLAN AND BRANDING INITIATIVE** P R O P O S A L

PRESENTED BY
The Impact Group on August 7, 2024

THINK. CREATE. *excite.*



Introduction

Jason Jewett, *Fire Chief*

Daniel Berkebile, *Assistant Fire Chief*

7780 South State Route 48

Hamilton Township, OH 45039

Dear Chiefs Jewett and Berkebile,

It is with great excitement that we submit the following proposal to the Hamilton Township Fire Department for strategic planning and a comprehensive brand enhancement plan. We believe our track record of developing targeted strategies that help cities, townships, businesses and organizations better define themselves will serve us well as we partner together to provide a strategic plan that serves the needs of your fire department and your community.

Based in Hudson, Ohio, our firm offers a host of capabilities featuring a talented team of professionals with diverse backgrounds and one thing in common: results. We have a successful history of driving results for cities and townships with a strong emphasis on strategic planning. Our services encompass a wide range of communication and marketing strategies, including those needed to carry out successful strategic plan initiatives, such as creating unique surveys, expertly facilitating focus/planning groups and disaggregating community trends, data and analytics.

Since 2000, The Impact Group has assisted local governments, boards of developmental disabilities, K-12 education, higher education, state agencies, nonprofits and corporations in developing and strengthening their marketing and public relations strategies, specializing in a holistic approach to communications and planning. We are at our best when helping others reach their goals and believe in the tremendous power of relationships as a driving force with our clients and stakeholders.

Please contact us at our information below if you have any questions regarding our proposal or qualifications. Thank you in advance for your consideration.

Sincerely,

Tom Speaks, Partner

tspeaks@igpr.com | 330.329.5680

Lauren Scherr, Director of Client Development

lscherr@igpr.com | 216.402.1665

Doreen Osmun, Director of Strategic Services

dosmun@igpr.com | 330-572-2721

Project Overview



Hamilton Township Fire Department has a need for strategic planning and branding that includes:



Leadership & Board of Trustees Visioning



Review of Existing Mission, Vision & Core Values



Community Engagement & Focus Group Facilitation



Data Compilation & Disaggregation



Development of Visual Branding of New Mission, Vision & Core Values



Creation of Goals, Objectives & Action Steps Timeline

Hamilton Township Fire Department has a desire to plan, develop and implement a new strategic plan. In addition, the fire department would like to update and enhance its brand by reflecting on the current mission, vision and core values. As part of the strategic planning process, The Impact Group will develop new mission & vision statements, update core values and will assist in communicating these to community stakeholders and fire department staff.

Statement of Work



Whiteboard Session

The Impact Group will conduct a 1 hour, virtual whiteboard session with department officers within Hamilton Township Fire Department, as determined by the Chief, to define the goals and objectives for the strategic planning process and branding goals. During this meeting, important dates will be discussed and scheduled, such as Leadership and Board of Trustees SWOT, focus groups, survey run dates, etc. The whiteboard meeting will also establish overall expectations for the strategic planning process. The whiteboard session date and time is to be determined.



Statement of Work

■ PHASE 1



Leadership Team and Board of Trustees Visioning

A team led by The Impact Group Partner Tom Speaks, and Director of Strategic Services Doreen Osmun, will engage Hamilton Township Fire Department's senior leadership team and Board of Trustees in separate work sessions. The Impact Group can complete Phase 1 in November 2024.

- Tom and Doreen will focus on the current standing of the fire department as well as its future vision and goals.
- The senior leadership team and Board of Trustees/Township Administrators will participate in separate SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis sessions to extract valuable information that will help inform the strategic planning process from the start. Both SWOT sessions will be held in-person.
- The Impact Group will help establish aspirations and behavioral expectations that are necessary for the culture desired in the fire department.



Statement of Work

■ PHASE 2



Community and Key Stakeholders Engagement

Engagement with Hamilton Township Fire Department's Board of Trustees, Township Administrators, senior leadership team that includes chiefs, captains and shift commanders, other FD staff members, community partners and leaders and citizens is essential to developing a comprehensive strategic plan. The Impact Group will lead a multi-phase engagement and development process that will result in a high-level, comprehensive master plan. Phase 2 can begin in January 2025.

Focus Groups

Hamilton Township Fire Department must gather data and ensure its stakeholders have the opportunity to provide feedback regarding the organization. To uncover this critical information, The Impact Group proposes the following focus groups be conducted:

- Fire team staff focus groups (2)
- Citizens/Community Stakeholders of Hamilton Township focus groups (2)
- Community leaders focus group (business, civic, municipal, non-profit, etc.) (1)
- Hamilton Township leaders focus group (1)

Online Surveys

The Impact Group will create and provide two (2) online surveys as an additional measure of data compilation. One survey will be provided for community members and the other survey for fire department staff. The goal of the surveys is to create an easy, flexible mechanism to ensure participation and engagement from all stakeholders. Survey questions will closely mirror those utilized in the focus groups. The Impact Group will send survey links to the Chief to be distributed on multiple platforms to maximize participation.

Continued...

Statement of Work

■ PHASE 2 CONTINUED

Phone Interviews

The Impact Group will conduct five to eight (5 to 8) personal phone interviews with key community influencers as approved by the Chief and/or Assistant Chief. The Chief will invite key stakeholders to participate in a phone interview with The Impact Group and let them know that The Impact Group will be reaching out to schedule an interview. The Impact Group will provide the Chief with the invitation wording and will coordinate the interviews once the stakeholders have been contacted.



Statement of Work

PHASE 3



Goals & Objectives Development

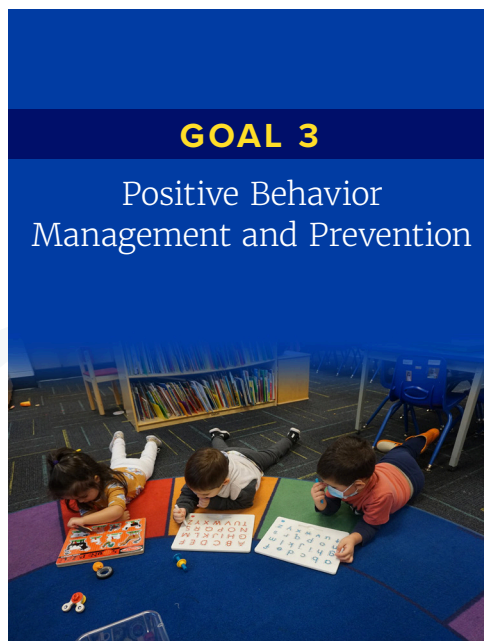
Part I: Goals and Objectives

The Impact Group will synthesize all data from various groups such as the Board of Trustees, staff and community stakeholders, extracting trends and outlining areas of focus. Based on these trends, The Impact Group will create goals and objectives that are unique to the Hamilton Township Fire Department.

Part 2: Creation of Action Steps Timeline

The Impact Group will meet with all leaders in the fire department to collaboratively create actionable steps for the objectives. This timeline will be connected to a specific individual and will be time-bound and measurable. This timeline will effectively propel the fire station forward over the life of the plan.

Example



11 | WOOSTER CITY SCHOOLS | Strategic Plan 2023-2025

GOAL 3

Positive Behavior Management and Prevention

Objective 1

Engage a district committee to study challenging student behaviors/risk factors and their direct impact on classroom practice; review all possible de-escalation practices and ensure staff members are trained in these concepts; consider a more comprehensive and aligned use of restorative discipline practices; continue to provide professional learning opportunities in the area of trauma-informed practices for all staff.

ACTION STEPS	ASSIGNED	TIMEFRAME	CO-CHAIRS
Establish baseline	Brittany Grimshaw, BCBA	June 2024	Steve Furlong, CJ Spreng
Recommendations		December 2024	
Implementation		August 2025	
Measurement		Annually	

Objective 2

Review district anti-bullying policies and prevention practices to ensure consistent implementation at each building and grade level; continue to inform parents, guardians, and staff of ways to promote positive and healthy student interactions.

ACTION STEPS	ASSIGNED	TIMEFRAME	CO-CHAIRS
Establish baseline	Shannon Federinko, Edgewood Middle School Principal	June 2023	Kevin Wolf, Nate Steiner
Recommendations		June 2024	
Implementation		August 2024	
Measurement		Per semester	

Continued on the next page >

Continued on the next page >

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Statement of Work

■ PHASE 4



Development of Visual Branding of New Mission, Vision & Core Values

Based on the feedback obtained from the Fire Department staff, Board of Trustees, community stakeholders, township administrators and citizens throughout the visioning and community engagement phases, The Impact Group will rewrite and create visual representations of the NEW mission and vision statements and core values. In addition, Tom will facilitate (2) two separate training sessions (on different days) to train upon the new mission, vision and core values and to establish behavioral expectations within the Fire Department. Each of these training sessions will be 1 hour in length.



Statement of Work

FINAL STEPS

- Draft of Hamilton Township Fire Department's strategic plan submitted to the Chief
- Revisions discussed
- Final plan delivered in three versions:

Examples

GOAL 5
Business Operations and Human Resources

GOAL 5 Business Operations and Human Resources

Objective 1 Utilize ongoing community engagement opportunities to address current facilities and infrastructure deficiencies to help develop a multi-year master facilities plan, with particular emphasis to the district's elementary and middle schools. Use trust in different priorities for potential new construction about educational opportunities and how buildings could be updated to maximize student and staff safety, promote interaction, create collaboration and reflect 21st-century learning spaces.

Objective 2 Publish and provide a series of simplified community-friendly graphics to educate Western City School District stakeholders and taxpayers more clearly on current and projected future expenditures, to remain transparent and consistently communicate the financial standing of the district.

Objective 3 Review all aspects of physical security throughout the district, make necessary changes to provide student and staff safety every day, recommend possible changes to policy and application of best practice strategies for future use, ensure consistent application of security protocols/procedures for district buildings and district events, study traffic plans and patterns during drop-off/pick-up times.

Objective 4 Continue to recruit, hire, and retain high-quality staff, teachers, and administrators. Intentionally look for opportunities to hire qualified candidates from diverse backgrounds to more equitably mirror the demographics of our student population.

GOAL 3
Positive Behavior Management and Prevention

GOAL 3 Positive Behavior Management and Prevention

Objective 1 Engage a district committee to study challenging student behavioral factors and their direct impact on classroom practice, review all possible discipline practices and ensure staff members are trained in these concepts, consider a new comprehensive and aligned set of restorative discipline practices, continue to provide professional learning opportunities in the area of trauma-informed practices for all staff.

ACTION STEPS	ASSIGNED	TIMEFRAME	CO-064955
Establish baseline		June 2024	
Recommendations	Brittany Greenow, BCBA	December 2024	Steve Puffing, CJ Spring
Implementation		August 2025	
Measurement		Annually	

Objective 2 Review district-wide bullying policies and prevention practices to ensure consistent implementation at each building and grade level, continue to inform parents, guardians, and staff of ways to provide positive and healthy student interactions.

ACTION STEPS	ASSIGNED	TIMEFRAME	CO-064955
Establish baseline		June 2023	
Recommendations	Sherron Fedorick, Regional Middle School Principal	June 2024	Ravin Wolf, Nate Steiner
Implementation		August 2024	
Measurement		Per semester	

W WESTERN CITY SCHOOLS
STRATEGIC PLAN 2023-2025
westerncityschools.org

GOAL 1 Academic Advancement and Professional Learning

Objective 1 Provide regular opportunities for vertical and horizontal alignment across all subjects and grade levels, ensure that current initiatives are aligned with this strategy plan, monitor demand, consider the creation and infusion of these topics that are more deeply aligned to 21st-century learning, technology, engineering, art, and mathematics and other in-demand disciplines.

Objective 2 Advance curriculum and pedagogy development to ensure the opportunities for all students, considering the addition of course offerings, especially those that are more deeply aligned to the district's General and Career and Technical Education (CTE) programs. The curriculum should include topics for students in the areas of life skills, foreign language exploration and career goals, and leadership development.

GOAL 2 Climate, Culture, and Mental Wellness

Objective 1 Create a wellness task force to comprehensively study the needs of all student body as it relates to mental health and well-being, monitor the district's current initiatives and ensure alignment with health professionals, behavioral and healthy environment expectations, and student support services in consultation with families and staff members.

Objective 2 Study and consider the need for additional resources, possibly staff such as guidance counselors, social workers, or behavioral specialists to address the social-emotional needs of students.

Objective 3 Provide continuing professional development to improve instructional strategies aimed at advancing learning practices that include a more consistent use of technology, consider the infusion of 1:1 technology for all students with established district standards for best practices and use of all technology.

Objective 4 Continue to make data-driven decisions with support of a multi-tiered system of supports (MTSS) for all students, use systems progress monitoring tools and data collection systems to identify to close learning gaps that exist, continue to use all of culturally responsive instructional practices at all levels of the MTSS framework.

Objective 5 Continue to clearly communicate to staff, students, and families the importance of students' daily report their daily lives and experiences at school, provide opportunities and information on how to access these services, regularly.

Objective 6 Continue to develop a culture that is accepting, respectful and open-minded so that every student, staff, and community member feels welcome and safe, build traditions of acceptance through personalized, dialogue and engagement of traditionally underrepresented groups, create collaboration opportunities for students and staff that increase interaction and inclusion of all students of the Western City community.

Version 1: Goals and objectives only to use as an outward-facing document. This document can be shared on the Township's website, through social media channels, or shared with other stakeholders.

Version 2: Goals and objectives including the action steps timeline provided for internal accountability and use. This document includes names and dates of who is completing objectives, when they are being completed, and how often they are being measured.

Version 3: Large 11x17 graphically enhanced design of the goals and objectives for public display. This can be used in the 2 fire stations, Township offices, or shared with area businesses.



Meet Your Team

The Impact Group is a talented team of full-service marketing professionals with diverse backgrounds and one thing in common: results. The Impact Group has a successful track record of driving results for school districts, municipalities, corporate clients, business-to-business clients and nonprofits through community engagement, messaging, branding, staff training and market execution.



Tom Speaks, *Partner and Co-Founder*

Tom is an appreciation advocate, marketing and communication expert, professional speaker, community engagement guru, statistical polling analyst, and published author. Tom is a specialist in the world of public speaking, strategic planning, leadership development, and Brandings.



Phil Herman, *Partner*

With over 25 years of experience in education, Phil has worked as a teacher, coach, principal, director of human resources, assistant superintendent and superintendent for 11 years. Phil is a leader in community engagement, team development, Brandings, leadership development and leading high-level organizations.



Krista Rodriguez, *Vice President of Client Services*

Krista is the brand guru. She has an incredible eye for the right look and feel to meet all of your needs. Her attention to detail is also conveyed in her approach to ensuring our content is appropriate for your goals and meets your expectations.



Lauren Scherr, *Director of Client Development*

Committed to developing long term, genuine relationships, Lauren believes in providing a human and holistic approach that begins with an overall strategic direction followed by a detailed plan of action designed to address all IGPR client's goals and challenges.



Christie Ceresko, *Creative Director*

Christie has a passion for transforming ideas into visual realities. She has become a driving force behind a variety of advertising campaigns, brand identities, and multimedia projects. As a leader, Christie is known for fostering a collaborative work environment, encouraging team members to think outside the box and pushing the boundaries of conventional creativity.



Aurora Wilson, *Account Lead*

As an Account Lead with the Impact Group, Aurora focuses on strengthening relationships and strategizing high-quality content for her clients. With expertise in client relations and special project management, Aurora brings a high level of organization to her work and is dedicated to meeting client needs.



Fernanda Frazier, *Vice President of Finance*

Fernanda is the Vice President of Finance and is responsible for all of financial and operating aspects of The Impact Group. She earned her accounting degree from the University of Akron and is a jack-of-all-trades.

The Impact Team is subject to change based on overall needs of the client.



References

Sal Talarico, Executive Director
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440.915.2057

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330.896.6602

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614.431.0616

Susie Vance,
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Ohio Environmental Protection
Agency (EPA); Former Assistant Chief
ODNR Division of Parks and Watercraft
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Andrew Brown, Director
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419.334.4495

Ben Garlich, Mayor
Village of Middlefield
bgarlich@middlefieldohio.com
440.313.8906

Additional references available upon request.

Testimonials



"The Impact Group is one of the best resources a local government can have regarding communication, messaging, and strategic thinking. The strategic thinktank Tom and his team create is invaluable and I frequently find myself consulting with them for ideas beyond messaging and communication. Their understanding of growing and strengthening an organization's culture is commendable."

Rob Schommer, City Manager, *City of Bellbrook*



"The Impact Group has a fantastic, high energy, creative staff who are a pleasure to work with. They are responsive and truly care about their clients. The work they have done for my organization has truly been invaluable and I highly recommend them."

Amy Jordan, President, *Hudson Community Foundation*



"The Impact Group has been a trusted communications resource for me for many years. Their expertise regarding school district communications, strategic planning, Branding and staff development have helped me, help the districts I have served. I would certainly recommend The Impact Group to any school district."

Rob Gress, Superintendent, *Alliance City Schools*





Budget Considerations



Hamilton Township Fire Department Strategic Plan and Branding Initiative

Proposed Project Duration: Four - five (4-5 months)

Proposed Project Timeline: November 2024 - March 2025

Investment

\$39,500

Payment Schedule: \$9,875 is due in January. \$9,875 is due in February and in March. \$9,875 is due upon completion.

This budget does not include additional hard costs (e.g. printing, postage, boosting advertisements on social media, etc.) which will be the responsibility of the client. If a project requires additional time beyond the scope articulated in the proposal, The Impact Group will first seek client approval, then bill at an hourly rate of \$200 per hour.



Signature Page



Hamilton Township Fire Department Strategic Plan and Branding Initiative

Hamilton Township Fire Department

By: _____

Print Name: _____

Title: _____

Date: _____

The Impact Group Public Relations/Marketing Communications Inc.

By: _____

Print Name: _____

Title: Partner _____

Date: _____

By signing this proposal, you agree to the terms and conditions of this official statement of work. This document coincides with the services agreement. Per the budget considerations page of the proposal, the agreed-upon amount is \$39,500 for services rendered.



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