

Orange Township Trustees
March 19, 2018
Regular Meeting

The audio recording, resolutions passed, and any attachments constitutes an accurate record of the Orange Township Trustee Minutes at the above dated meeting as determined by the Fiscal Officer. The following summary is provided as an overview of the meeting and a “road map” to the audio recording. Copies of this record are available by request at the Orange Township Fiscal Office, 1680 East Orange Road, Lewis Center, Ohio 43035.

Ms. Knapp called the meeting to order at 7:02 p.m.

This meeting was held at the Orange Township Hall, 1680 East Orange Road, Lewis Center, Ohio 43035.

ROLL CALL: Lisa F. Knapp – present, Ryan Rivers – present, Deborah Taranto – absent.

Mr. Bodnar, Township administrator commented that Trustee Taranto was out of town attending a conference this week.

TOWNSHIP OFFICIALS ALSO PRESENT

| | |
|------------------|--|
| Matt Noble | Fire Chief |
| Joel Spitzer | Fiscal Officer |
| Amanda Sheterom | Human Resources/Communications Manager |
| Beth Hugh | Maintenance and Parks Director |
| Lee Bodnar | Township Administrator |
| Michael McCarthy | Township General Counsel |

PLEDGE OF ALLEGIANCE

The minutes were prepared by Administrative Assistant for Maintenance and Parks Mary Ann Ross.

7:00 P.M. CITY OF POWELL COUNCILMAN, MR. BRIAN LORENZ

Mr. Brian Lorenz, city of Powell councilman came forward. He commented:

- He came in the capacity of running for the Ohio House of Representatives for the 67th District
- He currently is seated on the city of Powell Council and was the mayor of Powell for the last 2 years
- He is running for the position because he felt he had a calling for this position
- He commented he was not a career politician; he has a full time job
- He is very interested in the welfare of his community
- He felt it was important for him to come out and speak to township trustees and other cities
- He has knocked on approximately 45% of voters doors already
- He mentioned two of the things on his platform:
 - The return of investment on our dollars; on infrastructure
 - Funding of our schools; specifically the growth cap

PUBLIC COMMENTS

Ms. Knapp asked if there were public comment about anything other than what is on the agenda. No one came forward.

APPROVAL OF MINUTES

FEBRUARY 5, 2018 REGULAR TRUSTEE MEETING

RES.18-108 APPROVAL OF MINUTES

Motion by Ms. Knapp to approve the February 5, 2018, regular trustee meeting minutes as presented.

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Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

FEBRUARY 20, 2018 REGULAR TRUSTEE MEETING

RES.18-109 APPROVAL OF MINUTES

Motion by Ms. Knapp to approve the February 20, 2018, regular trustee meeting minutes as presented.

Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

ZONING REPORT

ORANGE TOWNSHIP ZONING HEARINGS/MEETING REPORT

Ms. Knapp commented that copies of the township’s zoning hearings/meeting report could be found on the table as you enter the meeting room. Ms. Knapp commented there was nothing pending this evening.

MAINTENANCE REPORT

DISCUSSION AND POSSIBLE ACTION REGARDING BALE KENYON – COUNTY AGREEMENT

Ms. Hugh, Maintenance and Parks Director, commented the Board had passed a Necessity of Need resolution in 2017. This is the next step that irons out the next step; what the county will do; what the township will do; before the next phases; which includes from Orange Road to south of Powell.

RES.18-110 APPROVING A COOPERATIVE PROJECT AGREEMENT WITH DELAWARE COUNTY FOR BALE KENYON ROAD IMPROVEMENTS (PHASES 2, 3 AND 4)

Ms. Knapp moved the adoption of the following Resolution:

WHEREAS, the Orange Township Board of Trustees (“Board”) declared the necessity for improvements to Bale Kenyon Road (“Project”) by resolution RES.17-227;

WHEREAS, Sections 5573.01, 5555.022, and 9.482 of the Revised Code confer authority on the Board to enter into agreements with Delaware County and the Delaware County Engineer (“Engineer”) for the purposes of cooperating on the construction or improvements of roadways within the Township; and,

WHEREAS, the Board desires to enter into an agreement with Delaware County and the Engineer for the provision of the services listed in the attached “Cooperative Project Agreement,” including relocating utilities, preparing surveys, plans, profiles, cross sections, estimates, specifications and related documents for the Project.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Orange Township, Delaware County, Ohio, that:

Section 1. The Board hereby approves and authorizes the attached Cooperative Project Agreement with Delaware County.

Section 2. The Board hereby authorizes Trustee Knapp to sign the Agreement on behalf of the Board.

Section 3. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.

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Section 4. This Resolution shall be in full force and effect immediately upon adoption.

Motion seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

Agreement available upon request.

PURCHASE ORDER

RES.18-811 AUTHORIZE THE ISSUANCE OF A PURCHASE ORDER TO MILLERS LAWN AND BLACKTOP MAINTENANCE INC.

Motion by Ms. Knapp to authorize the issuance of a purchase order to Millers Lawn and Blacktop Maintenance Inc., in the amount of \$1,808.86, for mowing services.

Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

PARK REPORT

DISCUSSION AND POSSIBLE ACTION REGARDING BORN LEARNING TRAIL

Ms. Hugh explained it has been talked about a few times; this is the MOU (Memorandum of Understanding) and explained what Born Learning Trail is. It is an interactive trail, meaning there are stops along the trail, which parents can interact with their children. Mr. Lorenz also commented on it.

RES.18-112 APPROVING AN MOU WITH UNITED WAY OF DELAWARE COUNTY

Motion by Ms. Knapp:

WHEREAS, the Orange Township Board of Trustees (“Board”) is authorized to establish and maintain township parks pursuant to Revised Code Section 505.261; and,

WHEREAS, the Board has determined that it is desirable and necessary to contract with the United Way of Delaware County for the installation and maintenance of a Born Learning Trail at Glen Oak Park.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Orange Township, that:

Section 1. The Board hereby approves and authorizes the attached “Born Learning Trail Memorandum of Understanding” and “Addendum” with United Way of Delaware County.

Section 2. The Board delegates its authority to enter into the attached MOU to Beth Hugh along with the authority to sign the MOU on the Board’s behalf.

Section 3. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.

Section 4. This Resolution shall be in full force and effect immediately upon adoption.

Motion seconded by: Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

**ADDENDUM
TO THE TERMS AND CONDITIONS OF THE BORN LEARNING TRAIL MOU BETWEEN
UNITED WAY OF DELAWARE COUNTY AND ORANGE**

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TOWNSHIP, DELAWARE COUNTY, OHIO

United Way of Delaware County agrees to hold harmless Orange Township, its agents, employees or any other person against loss or expense, including attorneys fees, arising from any accident or occurrence related in any manner to the performance of this MOU, except in cases of Orange Township's sole negligence. This hold harmless clause shall be applicable to and include volunteers under the direction of the United Way of Delaware County.

No employee of United Way of Delaware County shall at any time be considered an agent or employee of Orange Township.

United Way of Delaware County shall carry such bodily injury and property damage liability insurance as will protect it and the Township against claims for personal injury, including death or property damage, which may arise from performance of this MOU.

This MOU shall apply to the installation of a Born Learning Trail in Glen Oak Park only.

SIGNATURES

**UNITED WAY OF DELAWARE
COUNTY**

**ORANGE TOWNSHIP
DELAWARE COUNTY, OHIO**

Signature

Signature

Date

Date

DISCUSSION AND POSSIBLE ACTION REGARDING AWARD POOL MANAGEMENT CONTRACT

Ms. Hugh commented it went out to bid on February 20, 2018. There was only one bid, Columbus Pool Management. She recommended Columbus Pool Management with alternate #1. Ms. Hugh answered the Board's questions.

RES.18-113 TO ENTER INTO AN AGREEMENT WITH COLUMBUS POOL MANAGEMENT, INC. FOR POOL OPERATION AND MANAGEMENT SERVICES AT THE NORTH ORANGE AQUATIC CENTER

Ms. Knapp moved the adoption of the following resolution:

WHEREAS, the competitive proposals were solicited for the operation and management of the Township pools and concession stand facility located at the North Orange Aquatic Center during the 2018 Pool/Concession Year; and

WHEREAS, Columbus Pool Management, Inc. has submitted the sole proposal, which includes, its Total Contract Price for the basic services stated in the Swimming Pool Management Agreement and unit prices for the additional terms and services reflected in the Alternate #1 attachment to the Proposal Form, which proposal is judged to be desirable;

NOW THEREFORE BE IT RESOLVED that the Board of Township Trustees of Orange Township, Delaware County, Ohio, finds and determines that Columbus Pool Management, Inc. as the only bidder is the lowest responsive and responsible proposer for the Swimming Pool Management Agreement for the 2018 Pool/Concession Year and such contract is awarded to that entity.

BE IT FURTHER RESOLVED that the Board of Township Trustees of Orange Township, Delaware County, Ohio, enter into and execute an independent contractor agreement with

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Columbus Pool Management, Inc. providing for that company's operation and management of the Township's pools and concession stand facility located at the North Orange Aquatic Center during the 2018 Pool/Concession Year.

BE IT FURTHER RESOLVED that the agreement shall be in the form of the Swimming Pool Management Agreement included as an attachment to the Proposal Form in the Proposal Manual dated as issued on February 20, 2018. Further, such agreement shall reflect the compensation and pricing state in the Proposal Form, attached Swimming Pool Management Agreement and Alternate #1 submitted by Columbus Pool Management Inc.

BE IT FURTHER RESOLVED that Beth Hugh shall have authority to execute the agreement on behalf of the Board

Motion seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

Agreement available upon request.

PURCHASE ORDER

Ms. Hugh answered Ms. Knapp questions. Ms. Knapp asked that it go out for quotes in 2019.

RES.18-114 AUTHORIZE THE ISSUANCE OF A PURCHASE ORDER TO MILLERS LAWN AND BLACKTOP MAINTENANCE INC

Motion by Ms. Knapp to authorize the issuance of a purchase order to Millers Lawn and Blacktop Maintenance Inc., in the amount of \$44,805.86, for mowing services.

Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

TASK ORDERS

Mr. Rivers asked that it be tabled to the next meeting so he could review. Ms. Knapp commented she also had questions about the agreement. Ms. Knapp asked for maps for both task orders.

DISCUSSION AND POSSIBLE ACTION REGARDING COLOR OF SWIMMING POOL SLIDE ROOF

Ms. Hugh showed the Board the different color samples for the swimming pool slide roof. There was discussion among the Board, the administrator, Ms. Hugh and audience member, John Espy, 1632 Overland Trail, Delaware, Ohio 43015. It was decided to table until the next regular trustee meeting.

PUBLIC SAFETY REPORT

DECLARE ITEMS FOR GOV DEALS

A brief description was given by Fire Chief Matt Noble.

RES.18-115 FINDING CERTAIN PERSONAL PROPERTY NOT NEEDED FOR PUBLIC USE, OBSOLETE, OR UNFIT FOR THE USE FOR WHICH IT WAS ACQUIRED AND ORDERING THE SALE OR DISPOSITION OF THE SAME

Ms. Knapp moved the adoption of the following Resolution:

WHEREAS, the township has certain property with a value of less than \$2500.00, a listing of which is included herein as Exhibit "A," which is not needed for public use, is obsolete, or is unfit for the use for which it was acquired; and

NOW THEREFORE BE IT RESOLVED that the Board of Township Trustees of Orange Township, Delaware County, Ohio, hereby finds that certain Township property has a fair market value of two thousand five hundred dollars (\$2,500.00) or less and is not needed for

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public use, is obsolete, or is unfit for the use for which it was acquired. Such property is listed in Exhibit "A" of this resolution, which is incorporated by reference into this resolution.

BE IT FURTHER RESOLVED, pursuant to R.C. Section 505.10, that such property will be sold by private sale, without advertisement or public notification in the following manner: through GOVDEALS.

BE IT FURTHER RESOLVED that such property shall be sold "as is," and the Board specifically disclaims any express or implied warranties regarding the same.

BE IT FURTHER RESOLVED that purchaser(s) of the property shall only take possession of it upon full payment of the purchase price.

Exhibit "A"

| Amount | Item |
|--------|---|
| | Pro Slide Patient Mover |
| 2 | Bulletin Boards 18 x 36 |
| | Oxygen Canister Cart |
| 2 | Blue EMS Bags |
| | Red EMS Backpack Bag |
| | Multicolored EMS Bag With Multiple Mismatched Pouches |
| 2 | Rolls of Green Reflective Tape |
| 1 | Multicolored Bag With Miscellaneous Mismatched Bags |
| | Black and Blue EMS Backpack |
| 2 | Lifepak 12 and Multiple Discontinued Batteries |
| 4 | Lock Boxes, approximately 8 x 12 inches |
| 4 | Orange Cabbage Cases, Orange |
| | |

Motion seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

FISCAL OFFICER REPORT

Nothing to report.

ADMINISTRATIVE REPORT

DISCUSSION AND POSSIBLE ACTION REGARDING MILEAGE REIMBURSEMENT TO THE IRS STANDARD AMOUNT OF 54.5 CENTS PER MILE

Mr. Bodnar discussed this briefly. The amount per mile fluctuates and has gone up one cent this year. The Township has followed the IRS standard in the past.

RES.18-116 ADOPTION OF IRS STANDARD FOR MILEAGE

Motion by Ms. Knapp to adopt the IRS Standard for mileage reimbursement of 54.5 cents per mile commencing April 1, 2018.

Motion Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSAL BY MERITAIN HEALTH INC. CONCERNING ADMINSTRATIVE SERVICES PERTAINING TO HEALTHCARE AND RELATED BENEFITS

Mr. Bodnar explained the reason and explained the lengthy documentation that accompanied the following resolution.

RES.18-117 APPROVING AN AGREEMENT WITH MERITAIN HEALTH, INC. FOR THE ADMINISTRATION OF THE ORANGE TOWNSHIP EMPLOYEE HEALTH BENEFIT PLAN

Meritain Administrative Services Agreement, along with the eight “Schedules”

Ms. Knapp made motion to adopt:

WHEREAS, pursuant to R.C. § 505.60, the Orange Township Board of Trustees (“Board”) desires to provide a health insurance benefit plan to its covered employees and officials, known as the Orange Township Employee Benefit Plan (“Plan”); and,

WHEREAS, the Board desires to contract for the administration of the Plan to ensure that Plan participants are accurately and timely provided with the services they require; and,

WHEREAS, Meritain Health, Inc. provides such plan administration services; and,

WHEREAS, the Board desires to enter into the attached “Administrative Services Agreement” (along with the “Schedules” attached thereto) to have Meritain provide the administration of the Plan.

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Orange Township, that:

Section 1. The Board hereby approves and authorizes the attached “Administrative Services Agreement” (along with the “Schedules” attached thereto) with Meritain Health, Inc.

Section 2. The Board appoints and authorizes Administrator Lee Bodnar to execute the Agreement on the Board’s behalf, as well as gives him authority to sign any other associated document necessary to give the Agreement effect.

Section 3. All formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board, and all deliberations of this Board and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including R.C. § 121.22.

Section 4. This Resolution shall be in full force and effect immediately upon adoption.

Motion seconded by: Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

DISCUSSION AND POSSIBLE ACTION CONCERNING THE FRANKLIN STREET RAILROAD CROSSING

Mr. Bodnar referred to a letter (he had given a copy to the Board) he had received in 2016 from the Ohio Rail Development Commission (ORDC) that spoke to this initiative. It spoke of the desire of Norfolk Southern Railway Company and CSX Transportation to close Franklin Street crossing. Mr. Bodnar spoke of the letters (another letter received 2013) offering assistance in tandem with; the community support; with certain trail ways and additional assistance. Mr. Bodnar has spoken with others at great length and written correspondence with ORDC. The railways would like to close the railway crossing and then give the assistance; Orange Township would like the assistance first then close the railway. He voiced there need not be a decision tonight and he gave his thoughts as to what would happen if the township chose to do nothing. Mr. Rivers asked for the audiences thoughts. Mr. Bodnar answered Ms. Knapp questions, and there was discussion with Mr. McCarthy.

Stefan Polihronopoulos, 1432 Church Street, Lewis Center, Ohio 43035 came forward. He commented:

- He was a little confused, if the township did nothing; is the issue mute anyway

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Mr. Bodnar commented, possibly, he couldn't speak for them, but they have an avenue they can pursue to start the closure on their own without local authority.

Mr. Polihronopoulos asked could the township override what the railways would do. Mr. Bodnar commented not really; it is their property.

Mr. Polihronopoulos asked why are we here then. Ms. Knapp answered the railways are trying to get us to agree to it and it will be done quicker and they will not have to take it. Mr. McCarthy explained what the process would be and Mr. McCarthy explained they would like to have the township's support.

Mr. Polihronopoulos asked to what end. Mr. Bodnar explained they didn't want the community upset; didn't want to be the bad guys. They would rather have everyone agree to it.

Ms. Knapp commented it could be a little bit of a negotiation; but they could just come and take it. But she thought there must be a reason why they are not just doing that.

Mr. Rivers asked if the appeal of the crossing with the neighborhood, is the lack of entrance and exit; the ability to get out of that neighborhood.

Mr. Polihronopoulos commented he was in favor of the crossing remaining open. He commented this was their village; it connects one part to the other. There are neighbors who communicate with one another on either side; there are school children on either side; school buses use the crossing. The railway itself uses that crossing as a staging area.

Mr. Rivers asked; so you would like it to stay open and improve the safety of it. Mr. Polihronopoulos commented yes, he has only been here 11 years and he has never seen any safety issues with kids around.

Ms. Knapp wondered if there was a lot of cut through traffic. Mr. Polihronopoulos commented no.

Mr. Bodnar commented one of the things that has heightened sensitivity has been the onset of Evans Farms; the future traffic that will bring. He reiterated Ms. Knapp's and Mr. Rivers' point; if it were to close that is one less access point.

Ms. Teresa Wickline, 1354 Church Street, Lewis Center, Ohio 43035 came forward and asked if there were anyone who has come to the meetings that are happy about the possible closure.

Ms. Knapp and Mr. Bodnar both commented no. Ms. Knapp commented she didn't at this point see the benefit of it.

Ms. Wickline asked why couldn't we do what we have been doing; which is to sit back and wait. She commented she had talked to Delaware County and they have no plans to approve a closing; no one has come to them and if they did, that didn't mean they would be in support of it. She didn't think the township should show support for something we do not want. She continued with questions about the perpetual support. Mr. Bodnar answered her questions.

The discussion continued among the Board, Mr. Bodnar, Mr. McCarthy and Ms. Wickline.

Jerry Dill, 1557 Franklin Street, Lewis Center, Ohio 43035 came forward. She commented; she lives within eye sight of the crossing. She had the same concerns as the other speakers; splitting their community in half. She answered the questions of the Board.

Ms. Knapp commented she would prefer not to take action, unless it was to contact the railroads and state their preferred solution would be signalized crossings.

Mr. Bodnar shared Ms. Taranto had no interest in closing the crossing.

Ms. Dill wondered why this item was put on the agenda. Mr. Bodnar responded because Mr. Rivers was a new trustee, he wanted him to be informed. Ms. Dill had concerns about a "no quiet

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zone at the crossings” and about the North Road round about that is coming per a meeting the county had with the residents.

Mr. Len Fisher, 2020 Parklawn Drive, Lewis Center, Ohio 43035 came forward. He commented on his knowledge from previous experiences with Norfolk Southern Railway. He commented they will not work with you unless you have something to trade with. They will not give you something unless you have something to give in return. He commented on what may be a trade; although it may not be popular with the community. There was a discussion between Mr. Fisher and someone (Mr. Fred Lecrone 1425 Church Street, Lewis Center, Ohio 43035) from the audience about the trails and possible new trails. Both gentlemen had safety concerns.

The Board thanked everyone for coming and giving their views.

DISCUSSION AND POSSIBLE ACTION REGARDING THE HIRING OF TEMPORARY HELP FOR THE ISSUANCES OF 2018 POOL PASSES

Mr. Bodnar commented there would be no need for formal action at this time; but he wanted to inform the Board he would be looking to hire temporary help for the issuance of 2018 pool passes.

OLD BUSINESS

TABLED ITEM: PURCHASE ORDER ICE MILLER \$3,478.74

This item was tabled.

APPROVAL OF OTOCC RFP

Mr. Rivers commented this was reviewed at the last meeting. They have finalized the RFP.

Lisa Kraft, a member of OTOCC, 2181 Barnet Court, Lewis Center, Ohio 43035 came forward and commented she thought they had it pretty well tightened down now; Mr. McCarthy helped with the language that was needed. She felt there were reasonable deadlines and timelines.

RES.18-118 ACCEPTING PUBLIC NOTICE AND REQUEST FOR PROPOSALS FOR CONSULTING SERVICES PRESENTED BY THE OTOCC AND AUTHORIZING PUBLIC NOTICE AND RECOMMENDATION OF AWARD

Ms. Knapp moved the adoption of the following Resolution:

WHEREAS, a *Public Notice and Request for Proposals for Consulting Services* has been prepared by the Orange Township Outreach and Communications Committee (“OTOCC”) for a qualified firm to develop a strategy to share and distribute information about the plans, policies, and operations of the Township with the public and perform related services; and

WHEREAS, the contents of the same are deemed acceptable by the Board;

NOW THEREFORE BE IT RESOLVED that the Board of Township Trustees of Orange Township, Delaware County, Ohio, hereby accepts and approves the *Public Notice and Request for Proposals for Consulting Services* as presented to the Board by the OTOCC and bearing in their respective footers the identifying version date of 031918.

BE IT FURTHER RESOLVED that the Board directs and authorizes that the Public Notice be issued and published once and week for two weeks in the Delaware Gazette, posted on Orange Township’s web site and disseminated by the OTOCC in professional journals and publications.

BE IT FURTHER RESOLVED that the Board directs and authorizes the OTOCC to receive and tabulate the responses received and to make a recommendation of award to the Board.

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Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

Request for Proposals for Consulting Services

PROJECT OVERVIEW

Orange Township (OT) in Delaware County, Ohio has experienced substantial growth and change in our community over the last decades. To better plan and manage this growth, Orange Township recently partnered with The Ohio State University's City and Regional Planning Department, to update to the Orange Township 2010 Land Use Plan (2010 plan: <http://www.orangetwp.org/index.aspx?nid=189> ; draft new plan: <http://www.orangetwp.org/DocumentCenter/View/2401>).

As stated in the draft of the updated plan, OT strives for balanced and smart growth and development, together with preservation of social amenities and natural resources, while supporting residents, existing business needs and growth and encouraging new business.

In order to support this vision and better reflect our changing Township, the Board of Orange Township Trustees ("Orange Township Trustees") and the Orange Township Outreach & Communication Committee (OTOCC) have determined to utilize the authority of Section 9.03 of the Ohio Revised Code to communicate information about the plans, policies, and operations of the Township to members of the public within Orange Township, existing businesses and other persons and entities who may be affected by the Township, including such communication and the possible incorporation of a name or mark.

In part, this includes the conduct of an in depth initiative calculated to develop a strategy to continue Orange Township's progressive and forward thinking attitude to openly and broadly share and distribute such information, to guide those efforts and afford residents, community businesses and others the benefits of it, so as to support community outreach efforts and business growth and retention, as well as to position the Township as one of the leading communities in the State of Ohio.

Pursuant to direction of the Orange Township Trustees, the OTOCC is requesting proposals from qualified firms to develop a strategy and focused and creative elements that capture the essence and feel that is Orange Township, the result to be incorporated into its' overall effort. Resulting deliverables will serve as a platform for the Township's outreach and communication efforts.

The OT Initiative will be conducted in two phases:

1. Outreach and Communication Strategy (including marketing research, focus groups and consideration of current brand position) calculated to identify a range of groups towards which the most effective information sharing efforts can be directed.
2. Brand creation as an adjunct to the Outreach and Communication Strategy and implementation.

PHASE 1 - OUTREACH AND COMMUNICATION STRATEGY

Scope of Work

- Conduct an analysis of other similarly situated communities (particularly townships) in Central Ohio and their corresponding efforts.
- Review existing research and existing Township plans and information that will assist in achieving the project's goals.
- Based on your firm's knowledge and expertise, propose a suggested plan of action with specific details of timelines and your approach to information about OT's unique qualities that help us clearly identify and share who we are and what we have. This research should include, but is not limited to, residents, business community, community leaders as well as targeted audiences outside of the Orange Township region.
- Develop a comprehensive information sharing strategy for OT that could work for all audiences, augmented by individual messages for each of the separate audiences - residents, local businesses and those outside OT.

PHASE 2 - BRAND CREATION & IMPLEMENTATION

Scope of Work

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- Develop a detailed Implementation plan for key strategy elements with timelines and costs including but not limited to logo, marketing collateral, messaging platform(s) and signage for communicating with residents, businesses and others.

SUBMITTAL CRITERIA

For consistency of evaluation, each proposal submittal must contain at least the following elements:

1. **Firm Experience:** A resume of experience and other credentials that illustrate your qualifications and abilities to successfully deliver the project. Please provide at least 2 examples of projects of similar intent, size and scope that your firm has completed within the last 2 years (community projects are preferred).
2. **References:** A list of 3 to 5 references providing names, organizational names, addresses and phone numbers of previous clients. This section should also contain details about type and size of projects.
3. **Project Team Composition:** A team description including resumes for all team members. Identify the capacity in which team members will be used, and identify a primary team member for ongoing project communication and question resolution. Only include descriptions and resumes of people who will have continuous or substantial involvement in the project.
4. **Approach to the project:** A project approach description, which embraces the outlined proposed Scope of work. Scope of work elements may be expanded to provide further detail or modified to reflect specific procedures unique to the Firm. If you are proposing partnering with another firm(s) to complete part(s) of the requested scope of work, or other sub-contracting, please list those firms and their experiences related to this type of project.
5. **Time Frame:** A statement illustrating availability to perform the required tasks, including a proposed time frame required to complete the stated Scope of Work.
6. **Cost Submittal:** A schedule of fees for completing the Scope of Work (see below Compensation for more details).
7. **Number of Proposals:** Please submit EIGHT (8) hard copies and one electronic PDF version of the proposal.

COMPENSATION

Define the total estimated contract amount on a time and materials, with a “not to exceed” figure. Include the following:

- A list of all phases of the work.
- A list of all tasks required to complete each phase.
- The estimated project expenses (mileage, reproduction costs, etc.) and labor hours to accomplish each task and a current fee schedule.
- The time and duration required to accomplish each phase of the work.
- A clear statement of deliverables to be presented to the Orange Township Trustees and OTOCC upon project completion.

TIME SCHEDULE

The OTOCC will adhere to the following time schedule, which should result in a selection of a person/firm by May 31, 2018. Review of submittals and recommendation of a person/firm will be undertaken by the OTOCC, with final selection of the successful person/firm and contract authorization being determined by the Orange Township Trustees. If deemed necessary by the OTOCC, this schedule may be updated and agencies will be notified.

- Issue RFP March 21, 2018.
- Submission of prospective agency partner questions via email to the Township Administrator, Mr. Lee R. Bodnar, by 4:30 p.m., March 28, 2018.
- Answers to prospective agency partner questions will be delivered to all agencies via email by 4:30 p.m., April 2, 2018.
- Deadline for submittal of proposals by 1:30 p.m., April 13, 2018.
- Finalists notified by 4:30 p.m., April 27, 2018.
- OT reserves the right to schedule presentations as part of the selection process should this be necessary. Finalist interviews date: TBD
- Notify firm or individual of final selection by May 31, 2018.

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AGREEMENT

The agreement resulting from the award of this contract will include the following:

1. **Indemnification:** The successful firm will indemnify, defend and hold the Orange Township Trustees, its officers, officials, employees, representatives, agents, volunteers and/or OTOCC members, harmless from all claims for bodily injury and property damage and expenses and costs related thereto, including attorney's fees and costs related thereto, that may arise out of any negligent act, error or omission of its operations, or those of its consultants, under the agreement and from all claims and expenses, including attorneys' fees and costs related thereto, that may result from the breach by it or its consultants, of its obligations under the agreement.
2. **Insurance Obligation:** The successful firm will carry and maintain throughout the agreement a commercial liability insurance policy that includes coverage for bodily injury and property damage which may arise out of or result from the performance of or operations under the agreement or from the use of any vehicle(s) in connection therewith, and shall include coverage for the indemnification described above. The insurance will, at a minimum, be of a type and in an amount that is customary in the industry. The successful firm will be responsible for any and all premiums for the insurance. Prior to the commencement of the agreement, the successful firm will present to Orange Township current certificates of insurance and name the Orange Township Trustees, its officers, officials, employees, representatives, agents, volunteers and/or OTOCC members as additional named insureds on its policy.
3. **WORKERS COMPENSATION:** The successful firm will, at its sole cost and expense, procure and maintain workers compensation insurance coverage.
4. **INDEPENDENT CONTRACTOR ACKNOWLEDGMENT/NO CONTRIBUTION TO OPERS:** The successful firm will perform all work and services described in the agreement as an independent contractor and not as officers, officials, employees, representatives, agents, and/or volunteers of the Orange Township Trustees. It will have exclusive control of and the exclusive right to control the details of the services and work performed under the agreement and all persons performing the same and shall be solely responsible for the acts and omissions of its officers, officials, employees, representatives, agents, volunteers, contractors and subcontractors. Nothing in the agreement will be construed as creating a partnership or joint venture between the Orange Township Trustees and the successful firm. The successful firm and/or its officers, officials, employees, representatives, agents, and/or volunteers will not be entitled to any benefits enjoyed by employees of the Orange Township Trustees.

The Orange Township Trustees is a public employer as defined in O.R.C. §145.01(D) and will classify the successful firm as an independent contractor or another classification other than public employee. As a result no contributions will be made to the Ohio Public Employees Retirement System ("OPERS") for or on behalf of the successful firm and/or its officers, officials, employees, representatives, agents, and/or volunteers for services and/or deliverables rendered and/or received under or pursuant to the agreement. The successful firm will acknowledge and agree that the Orange Township Trustees, in accordance with O.R.C. §145.038(A), ORC, has informed it of such classification and that no contributions will be made to OPERS. If the successful firm is an individual or has less than five employees, it will complete and have each of its employees complete, pursuant to O.R.C. §145.038, an *OPERS Independent Contractor Acknowledgement Form*.

5. **Records Retention and Availability:** The successful firm will, for a minimum of three (3) years after reimbursement/compensation for services rendered under the agreement, retain and maintain, and assure that all of its subcontractors retain and maintain, all records, documents, writings and/or other information related to performance of the agreement. If an audit, litigation, or other action is initiated during the time period of the agreement, it will retain and maintain, and assure that all of its subcontractors retain and maintain, such records until the action is concluded and all issues are resolved or the three (3) years expire, whichever is later.
6. **Campaign Finance - Compliance with O.R.C. §3517.13:** O.R.C. §3517.13 I(3) and J(3) require that no political subdivision shall award any contract for the purchase of goods with a cost aggregating more than ten thousand dollars in a calendar year or services with a cost aggregating more than ten thousand dollars in a calendar year to a corporation, business trust, individual, partnership or other unincorporated business, association, including, without limitation, a professional association organized under Chapter 1785 of the Revised Code, estate, or trust unless the political subdivision has received for that calendar year, or the contract includes, a certification that the individuals named in said sections of the Revised Code are in compliance with the applicable provisions of O.R.C. §3517. 13. The successful firm will certify that all applicable parties listed

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in Division (I)(3) or (J)(3) of O.R.C. §3517.13 are in full compliance with Divisions (I)(1) and (J)(1) of that Section.

7. **Findings for Recovery:** The successful firm will warrant that it does not have and/or is not subject to any findings for recovery with the State of Ohio, in accordance with O.R.C. §9.24.
8. **Non-Assignment:** The successful firm will agree that it cannot assign the agreement without the prior consent of the Orange Township Trustees.
9. **Governing Law:** The successful firm will agree that the agreement will be governed by and interpreted in accordance with the laws of the State of Ohio. Any and all legal disputes arising from the agreement will be filed in and heard before the courts of Delaware County, Ohio.
10. **Modification:** The successful firm will agree that any amendment or modification of the agreement will only be made in writing and signed by it and the Orange Township Trustees.

TERMS AND CONDITIONS

The Orange Township Trustees reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. The Orange Township Trustees reserves the right to request clarification of information submitted, and to request additional information from the respondent. The Orange Township Trustees shall not be responsible for any costs incurred by the respondent in preparing, submitting or presenting its response to the RFP. If no single proposal satisfactorily meets the criteria above, the Orange Township Trustees may choose to award this contract to more than one agency partner, or to award only part of this proposal, whichever is judged to be in the OT's best interest.

SUBMISSION INFORMATION

Interested firms should submit proposals to: Mr. Lee R. Bodnar
Township Administrator
1680 E. Orange Road,
Lewis Center, Ohio 43035

PUBLIC NOTICE

The Orange Township Outreach and Communications Committee ("OTOCC"), as authorized by the Board of Township Trustees of Orange Township, Delaware County, Ohio ("Board"), is soliciting proposals from qualified firms for the development of a strategy to share and distribute information about the plans, policies, and operations of the Township with the public and perform related services.

Firms wishing to be considered should reply by delivering eight (8) hard copies and one electronic PDF version of their proposal in person or by U.S. Mail to the office of the Township Administrator, Mr. Lee R. Bodnar, 1680 E. Orange Road, Lewis Center Ohio 43035. Responses shall be submitted in a sealed opaque envelope identified "Proposal for Strategy Development and Related Services". Receipt must occur no later than 1:30 p.m., local time, on April 13, 2018, at which time all proposals received will be opened at the Orange Township Hall, 1680 E. Orange Road, Lewis Center, Ohio 43035 and acknowledged. Responses received after this deadline will not be considered.

Proposals should respond to the criteria, information and other content of the *Request for Proposals for Consulting Services ("Request")* which may be obtained from the office of the Township Administrator, Mr. Lee R. Bodnar, at the above stated address, by telephone (740- 548-5430) or fax (740- 548-7537), or by email directed to lbodnar@orangetwp.org. All questions should be directed in writing or by email to the Township Administrator, Mr. Lee R. Bodnar, for delivery to the OTOCC.

To be eligible for consideration of award, a firm must not have a disqualifying unresolved finding for recovery, as provided in Ohio Revised Code ("R.C.") §9.24. Prior to Board's entering into the agreement, the successful firm must provide an Internal Revenue Service Form W-9 and execute a *Certification/Affidavit in Compliance with R.C. Section 3517.13* which will be provided by the Board. If the firm is an individual or has less than five employees, it will be required to complete and have each of its employees complete, pursuant to R.C. §145.038, an *OPERS Independent Contractor Acknowledgement Form*. A provision will be included in the resulting agreement by which the successful

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firm will further certify that the person(s) responsible for its organization are in compliance with the contractor contribution limitations set forth in R.C. §3517.13(I) and R.C. §3517.13(J).

The OTOCC will review the proposals and recommend award to the Board, which shall make the final selection(s). The Board reserves the right to reject any and all proposals and to waive minor irregularities in any proposal. The Board reserves the right to request clarification of information submitted and to request additional information from the responding firm(s). The Board shall not be responsible for any costs incurred by responding firms in preparing, submitting or presenting their respective responses to this solicitation. If no single proposal satisfactorily meets the criteria above, the Board may choose to award this contract to more than one firm, to award only part of this proposal or, as stated above, to reject any and all proposals, whichever is judged to be in the Board's best interest. The Board reserves the right to modify or cancel, in whole or in part, the terms of this *Public Notice* or the *Request*.

By direction of the Board of Township Trustees of Orange Township. Mr. Lee R. Bodnar, Township Administrator.

Ms Knapp asked to go into Executive Session.

EXECUTIVE SESSION

Motion by Ms. Knapp to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official and for the purchase of property.

The following were invited to attend: Township Administrator, Mr. Bodnar; Township General Counsel, Mr. McCarthy and Maintenance and Parks Director, Ms. Hugh.

Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

Motion by Ms. Knapp to return to regular session.

Seconded by Mr. Rivers.

VOTE: Knapp – yes, Rivers – yes, Taranto – absent.

NEW BUSINESS

Ms. Knapp commented there has been discussion on possible purchasing the White property. They were in agreement they like the property a lot. Although some would like to purchase it; but right now the township does not have the resources to purchase it. There is no plan in place, and she believed the Board was not interested in purchasing it right now due to the unknowns. Mr. Rivers believed it was short notice and right now there are different ideas; but nothing concrete as what to do with the property. There are a lot of unknowns. He felt the White family would do a good job with their plans of development. Ms. Knapp agreed. There was consensus not to pursue the purchase.

RESCIND RES.17-218 AND RES.17-375

This item was tabled.

There was no further business, meeting adjourned at 9:20 p.m.

Lisa F. Knapp, Chairman

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Ryan Rivers, Vice Chairman

Deborah Taranto, Trustee

Attest: _____
Joel M. Spitzer, Fiscal Officer