

West Chester Township

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PREPARED BY

CLARK SCHAEFER HACKETT

October 02, 2024

Brian Aquino, Director
baquino@cshco.com

ADDRESS

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513.241.3111

cshco.com



Why CSH?

Given the volatile regulatory environment, ensuring compliance with an ever-changing set of rules is challenging but imperative. That's why choosing the right CPA and advisory firm is so important. But you shouldn't have to give up personal service in exchange for industry expertise. With CSH, you don't have to.

Here are several reasons why CSH is the right choice for West Chester Township:



Big Firm **RESOURCES**, Small Firm Touch

CSH is a Top 100 accounting firm in the U.S., ranked by Accounting Today. With over 600 shareholders and staff, we offer the best of both worlds to West Chester Township — the breadth and depth of a national firm with a local firm's collaborative, service-oriented approach. We have dedicated teams in tax and assurance, business advisory, tax planning and structuring, transaction advisory, benefit plan administration and consulting, and estate and wealth planning. We have a full suite of services and expertise ready to advise you whenever (and wherever) a strategic opportunity arises.



STRATEGIC Business Advisors

At CSH, we don't just keep your organization compliant; we strengthen it. As we examine West Chester Township's practices and policies, we keep operational improvement top of mind. We offer you guidance, including strategies for evaluating return on investments, reducing risk, and increasing efficiency. We have extensive experience performing similar work for businesses like yours, so we can identify potential issues and opportunities early and proactively offer recommendations as we go.



It's About the **PEOPLE**

We believe it's people that matter. The people in your family and community are the foundations for your efforts as an organization. That's why Diversity, Equity, and Inclusion (DEI) are a cornerstone of our culture. We promote diversity in our teams' backgrounds. Diversity brings unique experiences, perspectives, and opportunities to expand on our soft skills and people skills, which help us build long-lasting relationships with organizations such as West Chester Township.



We Are **MORE** Than Just an Accounting Firm

We deliver value far beyond the capabilities of traditional CPA firms, allowing you to focus less on routine administration and more on improving and growing West Chester Township's business. The cumulative capabilities and expertise we bring to bear for our clients have few rivals in the industry. This unique blend of services — including business strategy & operations, workforce development, technology solutions, and data analytics — means we can design custom solutions that meet your business needs and drive lasting results.

Statement about the Firm's Qualifications and Capacity

The proposal should state the size of the firm, the size of the firm's governmental staff, and assurance that the firm will be able to complete the work should key personnel no longer be available.



Firm Overview

Our Mission

Knowing who you are comes from knowing what you stand for. Our mission is to better the lives of our clients, people, and communities.

We are committed to empowering our clients' success, advocating for and elevating our professionals, and helping our communities grow and thrive.



Founded in
1938 

Among
The Top 60
Firms in the Nation

10 Offices
Across 
Ohio, Kentucky, Michigan & Mumbai

More Than 600 
Professionals & Staff

Who We Are & Our Values

Clark Schaefer Hackett is a results-driven business advisory firm. We are forward-thinking. We are innovators and problem solvers, optimizing business results in financial, technology, workforce, and operational areas. We are passionate about helping clients succeed and will be a catalyst for growth and innovation.

Remarkable things happen when you put relationships at the center of your solutions. Our approach to creating remarkable client relationships through excellent service is documented in our book, "The CSH Way." It builds on our mission and firm values by defining the client experience West Chester Township can expect from CSH.

CSH REAL Values act as a roadmap, leading us to a positive firm culture that instills confidence, spreads optimism, and encourages success. We treat each other with Respect, collaboratively pursue Excellence, hold ourselves Accountable, and finally, we must all assume a Leadership role in pursuing the firm's mission.

Assurances

Our relentless focus on quality assurance includes several controls surrounding the quality of our work and reports. If, for some reason, key personnel assigned to this engagement are no longer available, the engagement will be completed by other experienced members of the Government Services Group.

Government Services Expertise

Our Government Services Group comprises approximately 20 full-time professionals focusing exclusively on governmental clients. Additionally, we have a team of full-time professionals with significant, current experience in government, but also work with other industries. Our teams respond promptly, deliver quality, and genuinely care about your success. Primary services we deliver to the government industry include:

Government & Public-Sector Assurance

We view audits as more than an obligation. We see them as an opportunity for you to make smarter decisions and improve your organization's performance.

Our assurance services include the following:

- Financial statement audits, reviews, and compilations
- Uniform Guidance compliance audits
- HUD audits
- Preparation of Annual Comprehensive Financial Reports (ACFRs)
- Agreed-upon procedures
- Utilities
- Qualified plan administration & consulting for 403(b) plans
- GASB implementation

Cybersecurity & Risk Management

Internal controls are a critical component of corporate infrastructure. We help you manage and reduce risk from analytics to training to regulatory compliance and cybersecurity.

- Cybersecurity health check
- NIST Framework
- General data privacy regulation
- Fraud examination & forensic accounting
- Operational activity & internal control structure
- SOC reports

Business Services & Outsourcing

- Temporary accounting assistance
- Reconciliation of accounts
- Capital asset management
- Payroll assistance

Recent ACFR Preparation and GAAP Conversion Clients

City of Cincinnati (ACFR)
Forest Hills Local Schools
City of Oxford (ACFR)
Talawanda Schools
City of Harrison (ACFR)
Batavia Local Schools
Clermont Northeastern Schools
Carroll County
New Miami Local Schools
Cleveland Metroparks
Butler Tech and Career Schools
Liberty Community Authority
North Baltimore Local Schools
City of Hilliard (ACFR)
New Richmond Exempted Village Schools
City of Springfield (ACFR)
Butler County ESC
City of Adrian, MI
Beavercreek City Schools (ACFR)
City of Ypsilanti, MI
Bellbrook-Sugarcreek Local Schools
City of Miamisburg (ACFR)
Delaware City Schools (ACFR)
City of Moraine (ACFR)
Cedar Cliff Local Schools
City of Union
Covington Exempted Village Schools
Green County Career Center
Huber Heights City Schools (ACFR)
Northmont City Schools
Berkshire Landing NCA
Tipp City Exempted Village Schools
Troy City School District

Thought Leadership

We believe it is imperative to keep our clients abreast of new and ongoing topics, trends, and best practices. Our team members are frequent authors, speakers, and researchers. We share our knowledge through articles, webinars, white papers, roundtables, industry reports, videos, and seminars.

Visit www.cshco.com/guidance to explore our entire library of thought leadership content.

Specific Financial Statement Preparation Approach

Annual Comprehensive Financial Report Preparation and GAAP Conversion Approach

Our financial statement preparation services are designed and tailored to address your organization's unique environment and circumstances—not a one-size-fits-all approach.

We propose providing the following financial consulting services to the Township:

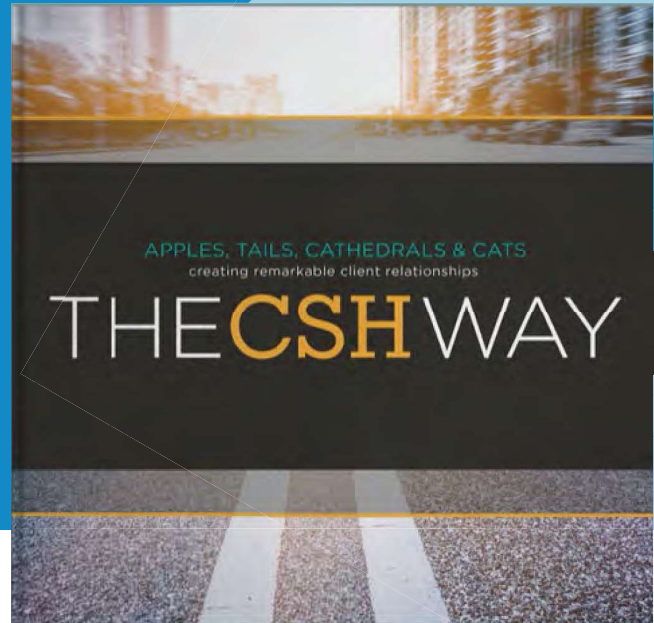
- Prepare accrual entries to prepare basic financial statements in accordance with generally accepted accounting principles (GAAP) based on reports and information provided by the Township;
- Prepare the combined financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by the Township, finalize all revisions by the Township and the auditor conducting the audit, and provide a copy suitable for printing the Annual Comprehensive Financial Report (ACFR);
- Apply accounting and financial reporting expertise to assist you in the preparation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.
- Assist the Township in preparing the introductory and statistical sections of the ACFR; and
- Assist the Township with the preparation of a final complete ACFR and submission to GFOA.

We will conduct our consulting services in accordance with the Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with applicable professional standards, including the AICPA's Code of Professional Conduct, and its ethical principles of integrity, objectivity, professional competence, and due care when preparing the financial statements and performing the compilation engagement.

Our Service Approach

We believe CPA services are what you buy, and the experiences you have are what matter. We will invest considerable time in understanding West Chester Township's needs.

While other firms fall short, we know what it takes to truly excel. To win your business is one thing. Earning long-term loyalty through a meaningful partnership is another.



Create Remarkable Relationships, *The CSH Way*

Our book entitled *The CSH Way* documents our approach to creating remarkable relationships through excellent service. It builds on our mission and firm values by defining the client experience we seek to deliver. We are committed to ensuring West Chester Township experiences remarkable service, ultimately creating an enduring relationship worth talking about.

The CSH Way is both a philosophy and mindset that guides our staff in creating value for you in a way that transcends purchased services. The four key pillars of *The CSH Way* are:



Trust

Having a trusted advisor and receiving reliable, high-quality deliverables are two of the top benefits clients desire from our relationship. They want to be able to place their trust in us and our work.



Guidance

Exceptional responsiveness to client needs and expectations is a highly appreciated service aspect. Clients want us to plan engagements tailored to their objectives, managing deadlines, priorities, and scope.



Outcomes

Clients consider our expertise much more valuable when they understand the real-world ways it benefits them and the results we can offer. When we apply our knowledge to client issues, we can deliver their desired outcomes.



Vision

Clients are looking for our leadership, innovation, familiarity with their business, and ability to anticipate their needs as they grow. They want us to have a vision for their successful future.

Key Personnel Qualifications and Experience

The firm should identify the key personnel that would be doing the compilation. Please give list of examples of their work in doing GAAP conversions and ACFRs.

Engagement Team Professional Biographies

Brian Aquino, Director, will be your GAAP conversion consultant and assist in preparing the financial report. CSH has significant experience with the GFOA Certificate of Achievement for Excellence in Financial Reporting program. Brian Aquino, who will be a key member of the Charter Twp of Montrose/CSH engagement team, is a member of the National Government Finance Officers Association (GFOA), participating in their Certificate of Achievement for Excellence in Financial Reporting program as a Special Review Committee member ACFR reviewer. All members of the engagement team are full-time employees.



Brian Aquino, Director

Brian is a seasoned public accountant with over 20 years of experience, dedicating his career to serving local governments. His primary focus is on assisting governments with all facets of the financial statement preparation process. He has extensive experience in preparing governmental financial statements and Annual Comprehensive Financial Reports (ACFR), ensuring compliance with requirements governing both the cash basis and GAAP basis of accounting. Brian also provides consultation services on complex accounting implementations and best practice solutions and assists local governments through the audit process.

Brian is a member of the firm's Government Services Industry Group, working with all types of government entities, ranging from counties, municipalities, and school districts to uniquely structured single-purpose governments, such as port authorities, airports, solid waste districts, and utility operations.

Brian is passionate about walking clients through new accounting requirements and helping them navigate the myriad of federal, state, and local laws and regulations with which local governments must comply. Brian provides experienced insight and proactive approaches that result in decreased burden and confident compliance. Brian stays up to date with governmental accounting and financial reporting standards by attending annual trainings provided by the AICPA and the National Government Finance Officers Association (GFOA).

Certifications & Licensure

- CPA – State of Ohio
- AICPA Advanced Single Audit Certification

Professional Affiliations

- American Institute of Certified Public Accountants
- Ohio Society of CPAs

Education

- BSBA, Accounting, Wright State University



Kerry Roe, President & Shareholder

Kerry is the President of Clark Schaefer Hackett. Prior to stepping into this role in 2017, he led the firm's Government Services Group and served as the firm's Executive Vice President for seven years.

Kerry has been with CSH for more than 20 years, providing accounting, auditing, consulting, and tax services to governmental and not-for-profit organizations. He has worked with organizations of many types and sizes, including social service agencies, private schools, trade organizations, churches, and membership organizations.

Kerry has performed many audits of NFP organizations under the requirements of the Single Audit Act Amendments of 1996 and OMB Circular A-133, audits of states, local governments, and NFP organizations, as well as specific funder requirements such as state or local requirements. He understands IRS reporting issues for NFPs and can help organizations identify unrelated business income tax issues and other issues that could threaten their tax-exempt status. Kerry has also worked with several NFP and governmental agencies in investigating fraud.

Kerry began his career as an auditor with the State of Ohio.

Certifications & Licensure

- CPA – State of Ohio

Professional Affiliations

- American Institute of Certified Public Accountants
- Ohio Society of CPAs

Education

- BBA, Accounting, *magna cum laude*, Wilmington College



Cynthia Lawson, Senior

As a member of our GAAP conversion team, Cynthia has over 20 years of comprehensive experience in local government finance. Prior to joining Clark Schaefer Hackett in 2023, Cynthia was a finance director and consultant for a variety of local governments and government entities.

Cynthia is proficient in all aspects of governmental finance including audits and financial reporting, preparation of GAAP-basis financial statements and Annual Comprehensive Financial Reports (ACFRs), accounting, bookkeeping, financial analysis, budgeting, capital project financing, debt management, payroll, and utilities rate setting.

Professional Affiliations
Government Finance Officers Association

Education
MBA, Accounting, University of Phoenix

BS, Systems Engineering, University of Virginia

Training

We empower our employees to take control of their careers and provide a clear line of sight for their development. Our professionals follow a continuous improvement process utilizing a combination of training, real-time mentoring, and feedback. We invest heavily in training to ensure our staff has the skill set to exceed your expectations. Areas of focus include technical skills, team building, industry specialization, and leadership development. Technical skills are critical, but we also provide our staff with tools to create beneficial working relationships with clients. It's a simple concept that requires an ongoing commitment to professional development and a keen focus on staff retention.

Staff Retention

We are committed to lasting relationships, emphasizing continuity at a team and informational level. Many of our clients require support at different times, from unique sets of expertise and various delivery methods, from virtual to in-person. We prioritize team-based continuity so clients can receive consistent care regardless of geography. From an information perspective, we ensure all team members understand your goals and can contribute to helping you achieve them. For over three years, we have consistently tracked lower than the industry average for turnover. This success results from accurate hiring, successful onboarding, timely coaching, and, most importantly, performance management over time.

Turnover for Firms over \$75M*:

CSH Average

13% Year-End 2021
16% Year-End 2022
14% Year-End 2023

Industry Average**

19% Year-End 2021
16% Year-End 2022
16% Year-End 2023

* Percentages represent Professional Accounting Staff only

** According to the Inside Public Accounting National Benchmarking Report

Client Portal & Technology

CSH has a work Anytime, Anywhere policy that empowers our staff to find new ways to increase efficiencies while working remotely. We will work with West Chester Township to set a timeline for the engagement, and all associated due dates and schedules will be managed via our project management software. Below are other examples of technology platforms we use today and that we are investing in for the future.



INNOVATION

Collaboration Portals

CSH uses both Citrix ShareFile and CCH Client Collaboration to balance mobility, productivity, and security for staff and clients. Both platforms are designed to address the diverse digital collaboration requirements of the mobile workforce and the security and control demands of the modern organization. During your engagement, we will use Collaboration Portals for:

- Secure file sharing
- File access
- Document workflows and collaboration
- Electronic signatures

We can create an automated Provided By Client (PBC) list through ShareFile, which lists the information we need to complete your audit, due dates, real-time progress made in completing/submitted these items, and the sending of reminders as necessary.

Data Analysis Software

CSH utilizes IDEA data extraction and analysis software in our audits. This technology allows us to examine structured and unstructured financial data faster, identify control breakdowns, and uncover unusual data patterns and anomalies. The result is a more efficient and higher-quality audit for our clients, which ultimately reduces the time you spend responding to our requests.

Integrated Audit Solution

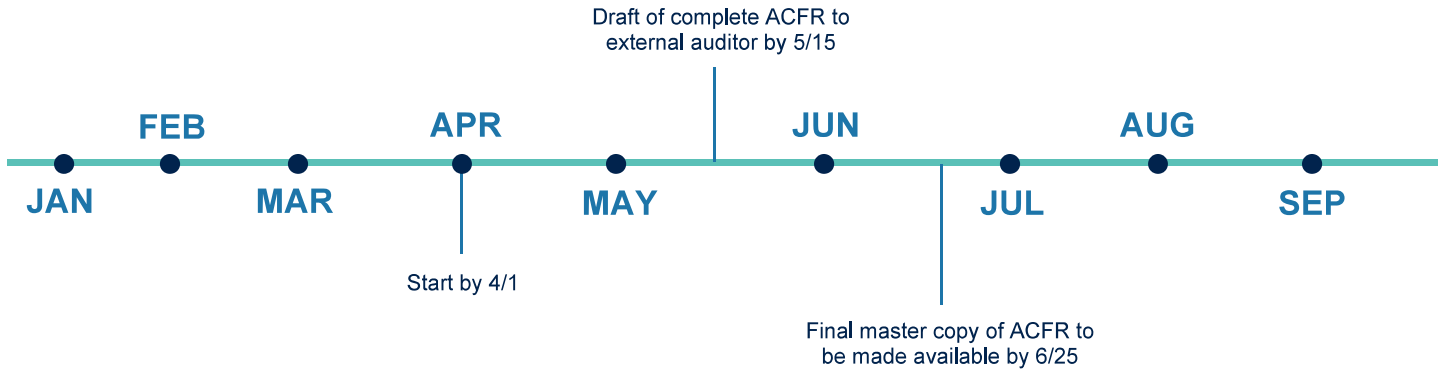
CSH is one of a select group of major accounting firms developing a new Dynamic Audit Solution. Led by the American Institute of Certified Public Accountants (AICPA), we provide financial and intellectual resources to develop this industry-leading solution.

Advanced Business Applications

CSH uses numerous advanced applications to drive efficiencies and optimize performance, from custom software solutions to proprietary macros, data visualization, and analysis software.

Service Timeline

We've carefully considered your needs and have prepared a proposed timeline for our work together. We want to ensure that we dedicate the resources necessary for a successful engagement and a great relationship.



References

We believe that our clients' words are the best testament to our commitment to providing uniquely tailored services. Please feel free to contact the following client references regarding CSH services:

City of Cincinnati

Karen Alder, Finance Director

Phone: 513.352.2551

Email: karen.alder@cincinnati-oh.gov

City of Oxford

Heidi Ridenour, Finance Director

Phone: 513.524.5214

Email: hridenour@cityofoxford.org

Greene County

David Graham, County Auditor

Phone: 860.583.7088 ext. 201

Email: david.graham@greenecountyohio.gov

Cleveland MetroParks

Wade Steen, Chief Financial Officer

Phone: 216.635.3231

Email: ws1@clevelandmetroparks.com

Not-to-Exceed Cost Bid

The dollar cost bid should contain all pricing information relative to performing the engagement and ACFR assistance as described in this request for proposal. The total all-inclusive fixed fee to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. Please illustrate the Total All-Inclusive Fee for each of the five years should the township exercise the annual option to continue.

Out-of-pocket expenses included in the Total All-inclusive Fixed Fee and Reimbursement Rates for out-of-pocket expenses for firm personnel (e.g., travel lodging and subsistence). All estimated out-of-pocket expenses to be reimbursed should be included in the bid. All expense reimbursements will be charged against the total all-inclusive fixed fee submitted by the firm.

Cost of Services

Our goal is to collaborate with you on all crucial issues and serve as one of your primary advisors – a sounding board – for any critical business decision. We encourage telephone calls and meetings to deal with issues as they arise.

You will never receive a bill you do not expect. We will not begin any billable work outside the scope of the proposed engagement until we receive appropriate approvals from you. While we expect to bill for questions and requests requiring significant research, time, or preparation of a letter or report, we will always discuss fees with you in advance. We desire to be a source of business value and seek to collaborate throughout the year as appropriate.

We consider the following to be in scope:

- Meeting with management during the year to remain current on significant developments & later to discuss year-end closing and other financial matters
- Consulting with management and staff on questions about accounting standards and financial reporting matters
- Meeting with the board of directors in advance of the audit to discuss significant issues or concerns & later to present the results of the audit

Professional Levels	Rates
Shareholder	\$400 – \$570
Director	\$400 – \$540
Senior Manager	\$360 – \$420
Manager	\$300 – \$360
Senior / Staff	\$200 – \$270

Professional Services for West Chester Township	2024	2025	2026	2027	2028
Conversion	\$17,800	\$18,800	\$19,900	\$21,000	\$22,500

Out of Pocket Expenses Included in the Total All-Inclusive Fixed Fee

Out-of-pocket expenses associated with the proposed engagement; including transportation, lodging, and meals among others, are assumed in our hourly rates stated in the schedule above. Clark Schaefer Hackett will accept reimbursement for travel, lodging, and subsistence at the prevailing Township rates for its employees. All expense reimbursements will be charged against the total all-inclusive fixed fee submitted by the firm.

Modifications to Proposed Terms

Clark Schaefer Hackett understands that any additional work agreed to between the Township and Clark Schaefer Hackett will be performed at an hourly rate that will not exceed the average hourly rate for the corresponding fiscal year outlined in the schedule of fees and expenses included in the sealed dollar cost bid.

We Are **More.**

Our capabilities extend far beyond traditional accounting services. We deliver specialized knowledge to help reach your goals.



Financial

- Accounting & assurance
- Financial outsourcing solutions
- Tax compliance & consulting



Operations

- Operations strategy
- Process improvement
- Business transformation



Technology

- IT strategy & support
- Business software & automation
- Custom applications development
- Information & cybersecurity



Data & Analytics

- Data strategy
- Data collection & integration
- Business optimization
- Advanced analytics



Workforce

- Executive search & recruiting
- Human resources strategy
- Training & education



Risk & Controls

- Internal audit co-sourcing & outsourcing
- SOC 1, 2, 3, & cybersecurity
- Regulatory compliance
- Risk assessments
- SOX/J-SOX/MAR control testing

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
November 19, 2024	Business Item
Submitted By:	
Tonya Pointer, Director of Human Resources	

Motion:
Motion to approve agreement between West Chester Township Board of Trustees and McGrath Consulting Group Inc. not to exceed \$25,000.00; and authorize Township Administrator to make non-substantive changes with Law Director approval

Background:
<p>West Chester Township has maintained financial solvency through conservative business strategies. However, with significant talent attrition projected due to retirements, employee retention has become critical to sustaining operations and community services. The Township currently employs approximately 254 full-time staff, of which six Collective Bargaining Agreements cover 192, while the Employee Policy and Procedure Manual governs the remaining 62 non-contract employees. Non-contract employees are compensated through a Merit-Based Compensation Program, which rewards job performance rather than providing COLA or step increases. Each position has a defined pay range, and employees who reach the maximum pay cap are ineligible for merit increases but may receive lump-sum payments, as approved by Trustees.</p> <p>To remain competitive, marketable, and sustainable, West Chester Township seeks a comprehensive review of its compensation structures and policies, including accrued leave and other benefits. This effort is intended to ensure the Township continues to attract and retain a high-performing workforce capable of maintaining its high standards and strategic economic environment. The review will provide insights necessary to align with industry best practices while addressing anticipated workforce challenges.</p> <p>West Chester Township sought qualified consultants to perform a comprehensive review and analysis of West Chester’s current compensation and benefits, classification, and career progression structure. The consultant will analyze internal and external data to develop a plan for improving the Township’s compensation and career progression structures to address current and future recruitment and retention needs.</p> <p>McGrath Consulting Group Inc. was chosen because they strongly aligned with the Township’s needs. They offer a comprehensive approach to reviewing and enhancing compensation, benefits, and career progression structures to address current workforce challenges and future recruitment and retention goals.</p>

Finance	Budgeted Item:	Yes;		
	CIP #:			
	TIF Info:			
	Purchase Order:	24003482	Total Encumbrance:	\$ 25,000.00

**AGREEMENT BETWEEN THE TOWNSHIP OF WEST CHESTER
AND MCGRATH HUMAN RESOURCES GROUP FOR AN EMPLOYEE
COMPENSATION AND CLASSIFICATION STUDY**

THIS AGREEMENT made ~~the~~ by and between McGrath Human Resources, hereinafter called the consultant, and the Township of West Chester, hereinafter called the Township.

WHEREAS, the consultant submitted a proposal, dated October 14, 2024, to the Township to conduct an employee compensation and classification survey.
WHEREAS, the Township selected the consultant to perform this study.

NOW, THEREFORE, the parties (the Township and the Consultant) do mutually agree to the following:

The Township shall engage the consultant to perform the work described in its proposal of October referred to as the PROJECT, which is incorporated herein by reference.

The project shall be undertaken and completed in such sequence as to assure the expeditious completion and best carry out the purposes of the agreement. The Project will begin in December 2024.

The Consultant agrees to complete the project in an agreed upon timeline for a total compensation of \$13,350 in consultation fees and expenses. The Township agrees to pay the Consultant for work on the Project and expenses incurred, as the performance of such work is demonstrated by submission of an invoice for \$4,000 upon receipt of the signed contract; \$3,350 upon submission of the draft salary schedule; \$4,000 upon submission of the draft report, and the balance of \$7,500 upon submission of the final report. Travel expenses will be billed separately and not to exceed \$2,000. The Township shall remit payment within 30 days of receipt of said billing. In consideration of this agreement, the Township agrees to:

- Assure reasonable access to the members of the organization, i.e., Township Managers, selected supervisors, and other appropriate employees.
- Afford prompt decisions on matters affecting the progress of the work.

GENERAL CONSIDERATIONS

1. **The Township Ownership and Proprietary Information** - The parties expressly agree that all data, documents, records, studies, or other information generated, created, found or otherwise completed by consultant

in the performance of consultant's duties under the terms of this contract shall at all times remain the proprietary information of and under the ownership of the CityTownship. All data, documents, records, studies, or other information generated, referred to above, with the exception of the market raw data (which is deemed proprietary information), shall be provided to the Township by consultant upon request so long as the Township is not in default under other terms of this agreement.

2. **Nondiscrimination** – In consideration of the signing of this Agreement, the parties hereto for themselves, their agents, officials, employees, and servants agree not to discriminate in any manner on the basis of race, color, creed, or national origin with reference to the performance of this Agreement.

3. Termination and Suspension

- a. This Agreement will continue in full force and effect until completion of the Project as described in the proposal unless it is terminated for nonperformance as outlined below.
- b. If either party fails to perform as required by this Agreement, the other party may terminate it by giving written notice of such failure to perform and the intent to terminate. If the party receiving such notice does not cure its failure to perform within 20 days of such notice, the party issuing such notice may then terminate the Agreement by giving written notice of termination to the other party.
- c. In the event of termination, the Consultant will be paid by the Township for all services actually, timely, and faithfully rendered up to the receipt of the notice of termination and thereafter until the date of termination. The Consultant will provide all work documents developed up to the time of termination after the Township renders final payment for service.

4. **Successors and Assigns**- The Township and the Consultant each bind the other and assigns, in all respects, to all of the terms, conditions, covenants, and provisions of this Agreement, and any assignment or transfer by the Consultant of its interest in this Agreement without the prior written consent of the Township shall be void.

5. **Compliance with Law** – The Consultant will comply with any and all applicable federal, state, and local laws as the same exist and may be amended from time to time.

6. **Amendment of Agreement** – This Agreement shall not be altered, changed or amended except by mutual written agreement of the parties.

7. **Indemnification Clause** –For purposes of this section, work performed is described as the preparation of studies and recommendations pertaining to the scope of services contained in this Agreement, as presented to the Township for review and approval. Notwithstanding anything herein to the contrary, to the maximum extent permitted by law, the Consultant shall not be liable for consequential damages or for actions resulting from working as an agent of the Township in evaluating the capability of the aforementioned corporation.

Any confidential information provided to or developed by the Consultant in the performance of the agreement shall be kept confidential and not made available to any individual or organization by the Consultant without the prior written approval and consent of the CityTownship.

8. **Whole Agreement** – This agreement constitutes the entire agreement between the Township and the Consultant. ~~Any modification must be in writing and approved by the Township and the Consultant.~~ The agreement incorporates all the agreements, covenants, and understanding between the parties concerning the subject matter hereof, and all such covenants, agreements, and understands have been merged into this written agreement.

Commented [LB1]: Addressed in Section 6.

9. **Independent Contractors** – The Consultant and its agents and employees are independent contractors performing professional services for the Township and are not employees of the CityTownship. Nothing herein shall be construed as incurring for the Township any liability for Worker's Compensation, FICA, withholding tax, unemployment compensation, or any other payment, which would be required to be paid by the Township if the Township and the Consultant were standing in an employer/employee relationship, and the Consultant hereby agrees to assume and pay all such liabilities.

10. **Subcontract** – The Consultant shall not subcontract any portion of the services to be performed under this agreement without the prior written prior approval of the CityTownship.

10. —

11. Severability. In the event that any portion of this Agreement shall be found to be inconsistent with law or otherwise unenforceable, the remainder of this Agreement shall remain unaffected and in continuing effect.

12. Applicable Law and Venue. This Agreement shall be governed by and all disputes related thereto shall be determined in accordance with the laws of the State of Ohio. The parties hereby submit to the exclusive jurisdiction of the Butler County Court of Common Pleas, and expressly waive all rights of removal to any United States District Court. The Court of Common Pleas for Butler County, Ohio, shall be the sole and exclusive venue for any action brought to enforce any provision of this Agreement.

13. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Either party may execute this Agreement by transmittal of a facsimile or email signature.

The parties have executed this Agreement. To evidence the parties' agreement, each party has executed and delivered it on the date stated under that party's name, with this Agreement being effective on the date stated in the preamble, the day and year first above written.

Approved By:

By:



Township of West Chester, OH

Victoria McGrath, CEO
McGrath Human Resources Group

Date

Date

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
November 19, 2024	Business Item
Submitted By:	
Katy Kanelopoulos, Director of Community Development	

Motion:
Motion to appoint one regular member to the West Chester Township Zoning Commission to fill an unexpired five-year term (through May 31, 2025)

Background:
<p>The West Chester Zoning Commission currently has one regular unexpired term, due to the passing of Board Member Doug Rinnert. Community Development wishes to fill with the following recommendation:</p> <p>Regular Unexpired Term Community Development recommends appointment of Gerry Stoker to fill the regular unexpired term (through May 31, 2025)</p> <p>Mr. Stoker has been on Zoning Commission, Board of Zoning Appeals in years past and has served on similar boards for adjacent cities/villages</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00

Katy:

I am extremely interested in serving as a member of the West Chester Township's Zoning Commission. My wife Carla and I have been citizens of West Chester Township for ten years and are lifelong Butler County residents. West Chester Township is a wonderful place to live and I would value the opportunity to give back to the community. I previously served on the West Chester Board of Zoning Appeals, before being asked by Arron Wiegand to help his department perform zoning plan review at a time that they were short staffed, which my company was glad to help. But in doing so, I needed to resign my position, to prevent any conflict of interest. I have also previously served as a member of West Chester's Zoning Commission, prior to been asked to serve as a Leader for my church "Cornerstone United Methodist" on its Board of Servant Leadership.

I have extensive experience with issues of zoning, zoning variances and appeals for a variety of communities. I currently serve as staff to both the Planning Commission and Board of Zoning Commissions for Village of Newtown, Village of St. Bernard, Village of Elmwood Place and the City of Deer Park, Ohio.

XPEX Building Safety, LLC

I am 43-year veteran of local municipal building and zoning departments, as well as the residential and commercial construction and development trades. I possess a number of professional licenses, including:

- State of Ohio - Class I Commercial Building Official
- State of Ohio - Class I Residential Building Official
- State of Ohio - Class II Residential Plans Examiner
- State of Ohio - Class III Residential Building Inspector
- State of Ohio - Class III Commercial Building Inspector
- ICC Property Maintenance and Housing Inspector

I am an active Member of Southwestern Ohio Building Officials Association (SWOBOA) and the Ohio Building Officials Association (OBOA). I previously served as an Officer and as President of SWOBOA from 1993 to 1999 and again as President in 2015 and 2016. I was chosen as "**Building Official of the Year**" by SWOBOA in 2000. I served on the Board of Director of OBOA from 2003-2006. Additionally, I served as Vice-President, Professional Association of Code Enforcement (PACE) from 2004 to 2006 and was a member of the ICC Existing Property Maintenance Review Committee in 1997.

In 2005 I was appointed by the Director of Commerce to serve on the Residential Construction Advisory Committee (RCAC) for the State of Ohio, where I was elected as Vice-Chairman. In 2009 I was elected as Chairman of the RCAC and in 2010 was unanimously re-elected to serve a second term of office.

In 2010 I was the recipient of the **Victor C. Jones Lifetime Achievement Award**, presented by the Ohio Building Officials Association which is bestowed for meritorious lifetime service towards the advancement of professionalism within the Ohio Building Code industry.

Before retiring from local government, I served as the Director of Building and Zoning for the City of Loveland for 14 years. Prior to that position, I served the building, zoning, and economic development departments of Hamilton, Sharonville, and Fairfield for 16 years. I am President and CEO of **XPEX, LLC** and (SWOIS) **Southwestern Ohio Inspection Services**

XPEX & SWOIS is a professional group of experts dedicated to providing reliable and cost-effective municipal building department services to local jurisdictions. Services offered include full-service building department functions, as well as zoning review and inspection of existing structures/properties in compliance with local and state standards and regulations.

XPEX currently serves the Village of Newtown, City of North College Hill, Village of St. Bernard, Village of Elmwood Place and the City of Deer Park, Village of Mariemont, Ohio.

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
November 19, 2024	Business Item
Submitted By:	
LtC. Brian Rebholz, Interim Chief of Police	

Motion:
Motion to approve Statutory Resolution 46-2024 finding five Ford Explorer Police Interceptors not needed or unfit for Township use; authorizing the donation of said vehicles to North Carolina Police Department impacted by Hurricane Helene

Background:
<p>The West Chester Police Department is requesting a motion, from the Trustees, to sell five police vehicles with a value under \$2,500.00 to the Old Fort Police Department, Montreat Police Department, Spruce Pine Police Department and Black Mountain Police Department in North Carolina.</p> <p>On October 15, 2024, the West Chester Fraternal Order of Police Lodge 186 received a request from The North Carolina Fraternal Order of Police requesting assistance in locating cruisers to replace those damaged by Hurricane Helene. Hurricane Helene ravished the communities across North Carolina. With the lead time to replace these cruisers being well over a year, the departments have limited means to help patrol their towns until they can rebuild and order new cruisers.</p> <p>The five Police Interceptor have neared their end of life at the West Chester Police Department and were replaced earlier this year.</p> <p style="margin-left: 40px;"> 2015 Ford Explorer 1FM5K8AR5FGA57267 82,111 miles 2016 Ford Explorer 1FM5K8AR0GGA28275 103,336 miles 2016 Ford Explorer 1FM5K8AR2GGA28276 93,000 miles 2017 Ford Explorer 1FM5K8AR3HGA44228 98,995 miles 2017 Ford Explorer 1FM5K8AR7HGA44233 98,839 miles </p> <p>Thank you for your consideration.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00

AGENDA ITEM COVER SHEET



Trustee Meeting Date:	Agenda Item Type:
November 19, 2024	Business Item
Submitted By:	
LtC. Brian Rebholz, Interim Chief of Police	

Motion:
Motion to authorize the Township Administrator to accept the Ohio Body-Worn Camera Program if awarded

Background:
<p>The Office of Criminal Justice Services, State of Ohio Body-Worn Camera Grant Program grant is aimed at providing public law enforcement agencies funding for implementing or expanding previously implemented body-worn camera programs.</p> <p>Law enforcement agencies are increasingly using body-worn cameras to serve a multitude of functions: to improve evidence collection, to train officers, to strengthen officer performance and accountability, to enhance agency transparency, and to document and investigate encounters between police and the public. In 2021, at the request of Governor Mike DeWine, \$10 million was set aside in the state budget to help outfit law enforcement officers across the state with body cameras, in an effort to achieve Governor DeWine’s goal “that most, if not all, law enforcement agencies in the state will establish a body camera program with the help of this grant funding.”</p> <p>If awarded funding, the grant would assist in offsetting the costs associated with the Township’s current body-worn camera program. The grant request will be for years two through four of the current Axon contract. Thank you for your consideration.</p>

Finance	Budgeted Item:	N/A;		
	CIP #:			
	TIF Info:			
	Purchase Order:		Total Encumbrance:	\$.00



Governor DeWine Announces Funding for Law Enforcement Body-Worn Camera Programs

January 12, 2024

(COLUMBUS, Ohio)— Ohio Governor Mike DeWine announced today that the state will award nearly \$4.8 million in grant funding to help local law enforcement agencies across Ohio cover costs associated with body-worn camera programs.

A total of 108 law enforcement agencies will receive funding as part of the third round of the Ohio Body-Worn Camera Grant Program. Of those agencies, 32 will use funding to create new body-worn camera programs and 76 agencies will dedicate funding toward expanding or upgrading existing technology.

"Body-worn cameras are important for both the protection of our law enforcement officers and members of the public," said Governor DeWine. "My administration is proud to support our police departments and sheriff's offices with the cost of this equipment so that agencies big and small can outfit their peace officers with cameras."

[Details: Body-Worn Camera Grant Recipients](#)

Governor DeWine created the Ohio Body-Worn Camera Grant Program in 2021. In total, more than 300 law enforcement agencies have received funding as part of the program, including over [200 law enforcement agencies that received nearly \\$10 million in grants](#) in the 2022-2023 biennium. The Ohio General Assembly allotted an additional \$10 million to the program as part of the current 2024-2025 biennium, \$5 million of which will be awarded next year.

Ohio's Office of Criminal Justice Services, which is administering the grant program, received \$10.7 million worth of grant requests for this round of funding. All qualifying agencies that applied for grants to establish new body-worn camera programs received funding, and the remaining funds went to existing programs to upgrade aging cameras, add storage capacity, or hire record-retention personnel.

Today's announcement builds on several initiatives already as part of Governor DeWine's commitment to the safety of Ohio's communities. Since taking office in 2019, Governor DeWine has launched several initiatives to help law enforcement in their work to protect the public and solve crimes, including the creation of the [Ohio Narcotics Intelligence Center](#), [Ohio School Safety Center](#), [Ohio Office of Law Enforcement Recruitment](#), [Ohio Office of First Responder Wellness](#), [Ohio Prisoner Extradition Reimbursement Program](#), [Ohio Violent Crime Reduction Grant Program](#), [Ohio Crime Lab Efficiency Program](#), [Ohio Ballistics Testing Initiative](#), [Ohio First Responder Recruitment, Retention, and Resilience Program](#), [Ohio Court Backlog Reduction Program](#), [Community Violence Prevention Grant Program](#), and the new [eWarrant database](#).



**Office of
Criminal Justice
Services**

STATE OF OHIO
BODY-WORN CAMERA GRANT PROGRAM

2025
REQUEST FOR PROPOSALS

APPLICATIONS ARE DUE
November 20, 2024 at 5:00 PM EST

OFFICE OF CRIMINAL JUSTICE SERVICES

1970 West Broad Street, P.O. Box 182632

Columbus, Ohio 43218-2632

Telephone: 614.466.7782 or 888.448.4842

www.ocjs.ohio.gov

MIKE DEWINE, *Governor*

JON HUSTED, *Lt. Governor*

ANDY WILSON, *ODPS Director*

NICOLE M. DEHNER, *OCJS Executive Director*

Apply for BWC grant online using the NEW OCJS Grants Management



**Department of
Public Safety**