

RESOLUTION NO. 5-96

BE IT RESOLVED by the Township Trustees of Union Township, Butler County, Ohio that:

To approve attached contract for payment to Rogers, Rogers & Associates for consulting services pertaining to the Planning & Zoning Administrator position.

Adopted the 5th day of February, 19 96

Thomas J. Hayden - YES

Antoinette Stokes - YES

J. Alvarez - YES
Township Trustees

Attest: Patricia Williams
Township Clerk

January 12, 1996

Mr. David R. Gully
Township Administrator
Union Township, Butler County
9113 Cincinnati-Dayton Road
West Chester, Ohio 45069

Dear Mr. Gully:

We are pleased to respond to your request to explain how we can assist Union Township in the successful recruitment, screening, interviewing and selection of candidates from which a Zoning Administrator may be appointed.

Our initial effort would be to assist in the development of a Recruitment/Advertisement Profile based upon interviews with the Administrator and key Township Officials that sets forth the qualifications and expectations relating to the Zoning Administrator's position. The Profile serves as a key instrument recruiting and screening candidates in accordance with the unique needs identified as desirable for the position.

Our assistance, subject to mutually agreed upon modification, is conducted in Phases, as follows:

PHASE I

1. Review job description and related data and interview the Administrator, and other individuals (as appropriate), all toward achieving clarity and consensus concerning the specific nature of duties, responsibilities and expectations of the Zoning Administrator's position.
2. Assist in the development of a Position Announcement to be used for advertising and networking. Cooperate in the Conduct of an intensive search and recruitment effort, utilizing our contact network, seeking out qualified Candidates for the position.

3. Advise in placing of Announcements and media (press) Position Vacancy Advertisement in appropriate regional outlets to provide maximum exposure of the position opportunity and to ensure an open recruitment process.
4. Advise in processing (for continuation) all applications received from recruitment and Announcement efforts. Advise in acknowledgements to Applicants on behalf of the Administrator.

PHASE II

5. Confer with Administrator in review of resume/applications received, matching Applicant's credentials with the specific established criteria and qualifications.
6. Recommend a letter of notification (timely) to all Applicants who clearly do not meet the established criteria for the position.
7. Advise on preparation of Position Questionnaire Exercise (PQE) for prospective candidates. Recommend procedures for obtaining "Authorization for Release" Forms from candidates for inquiries on those candidate finalists who are selected for interview to verify claimed experience and educational achievements.
8. Assist in briefing the appointing authority (Administrator) and Trustees (as directed) and the selection of those individuals considered to be most qualified and best suited for the position for continuation in the process and selection for oral interviews.

PHASE III

9. Facilitate the selection of approximately five to seven persons to be invited for personal interview and appointment consideration.

10. Assist in the preparation of suggested interview questions and procedures for use in the conduct of interviews; be present during interview sessions to facilitate effective discussion and deliberation toward the selection of a Final Candidate and maintain an eligibility list.
11. Provide follow-up consulting services as required by Agreement.

All services in connection with this assignment will be performed by Howard L. Rogers and support staff, who possess recognized experience and broad executive selection judgment.

We are prepared to undertake this assignment promptly upon your approval of our Proposal. It is recommended that selection and appointment action could be made, insofar as feasible, within six to eight weeks following the cut-off date for receiving applications. Therefore, allowing the Administrator to conclude interview and appointment actions on a timely basis.

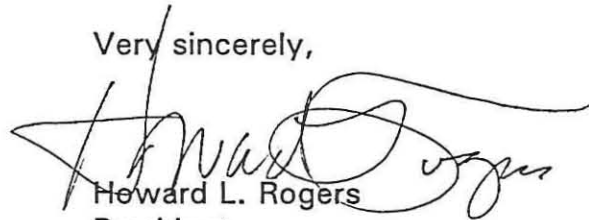
The costs for our services, outlined above, would be Two thousand Nine hundred dollars (\$2,900.00), which includes expenses for associate consultant/computer operator fees, cost of mailings, long distance telephone calls, Faxing/Networking Announcement, printing, travel, and other internal expenses related directly to the project (estimated at \$700.00 hundred dollars), of which two thousand Two hundred dollars (\$2,200.00) is the consultant fee. Project costs are payable in two payments. The first payment of two thousand dollars (\$2,000.00) is due upon acceptance of our Proposal. Final payment of nine hundred dollars (\$900.00) is due upon the conduct of final interviews. Payment is due upon receipt of invoice.

The foregoing expenses do not include (notwithstanding Rogers, Rogers, & Associates' networking resources) media advertising, the cost of candidate travel, and other expenses associated with the oral interview of candidate finalists.

Union Township can be assured of responsive and personalized attention throughout the recruitment assignment. We enthusiastically look forward to having the opportunity to assist the Administrator in the very important responsibility of selecting a qualified, appropriately experienced, professional to serve as Union Township's next Zoning Administrator.

This Letter of Proposal, when approved and signed, shall constitute an Agreement between us and it may not be modified except in writing by both parties. Our liability, if any, shall not be greater than the amount paid to us for professional services rendered.

Very sincerely,



Howard L. Rogers
President
Rogers, Rogers & Associates, Inc.

ACCEPTED BY UNION TOWNSHIP, BUTLER COUNTY _____

BY: David R. Bully

TITLE: Township Administrator

DATE: 1-22-96

HLR/rjh

Request for Taxpayer Identification Number and Certification

Give this form
to the requester. Do
NOT send to IRS.

Please print or type	Name (If joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions under "Name" if your name has changed.) Rogers, Rogers & Associates, Inc.	
	Address (number and street)	List account number(s) here (optional)
	City, state, and ZIP code Ohio	

Part I Taxpayer Identification Number (TIN)

Enter your taxpayer identification number in the appropriate box. For individuals and sole proprietors, this is your social security number. For other entities, it is your employer identification number. If you do not have a number, see *How To Obtain a TIN*, below.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number 	OR	Employer identification number 3 7 1 1 4 6 7 7 6
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Part II For Payees Exempt From Backup Withholding (See Instructions)

Exempt

Requester's name and address (optional)

Certification.—Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions.—You must cross out item (2) above if you have been notified by IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item (2) does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see *Signing the Certification under Specific Instructions*, on page 2.)

Please Sign Here	Signature ▶	Date ▶ <u>Jan 12, 1996</u>
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Instructions

(Section references are to the Internal Revenue Code.)

Purpose of Form.—A person who is required to file an information return with IRS must obtain your correct taxpayer identification number (TIN) to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, or contributions you made to an individual retirement arrangement (IRA). Use Form W-9 to furnish your correct TIN to the requester (the person asking you to furnish your TIN), and, when applicable, (1) to certify that the TIN you are furnishing is correct (or that you are waiting for a number to be issued), (2) to certify that you are not subject to backup withholding, and (3) to claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent certain payments from being subject to the 20% backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form.

How To Obtain a TIN.—If you do not have a TIN, apply for one immediately. To apply, get Form SS-5, Application for a Social Security Number Card (for individuals), from your local office of the Social Security Administration, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local Internal Revenue Service office.

To complete Form W-9 if you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to obtain a TIN and furnish it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN to the

requester. For reportable interest or dividend payments, the payer must exercise one of the following options concerning backup withholding during this 60-day period. Under option (1), a payer must backup withhold on any withdrawals you make from your account after 7 business days after the requester receives this form back from you. Under option (2), the payer must backup withhold on any reportable interest or dividend payments made to your account, regardless of whether you make any withdrawals. The backup withholding under option (2) must begin no later than 7 business days after the requester receives this form back. Under option (2), the payer is required to refund the amounts withheld if your certified TIN is received within the 60-day period and you were not subject to backup withholding during that period.

Note: Writing "Applied For" on the form means that you have already applied for a TIN OR that you intend to apply for one in the near future.

As soon as you receive your TIN, complete another Form W-9, include your TIN, sign and date the form, and give it to the requester.

What is Backup Withholding?—Persons making certain payments to you are required to withhold and pay to IRS 20% of such payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee compensation, and certain payments from fishing boat operators, but do not include real estate transactions.

If you give the requester your correct TIN, make the appropriate certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- (1) You do not furnish your TIN to the requester, or

(2) IRS notifies the requester that you furnished an incorrect TIN, or

(3) You are notified by IRS that you are subject to backup withholding because you failed to report all your interest and dividends on your tax return (for reportable interest and dividends only), or

(4) You fail to certify to the requester that you are not subject to backup withholding under (3) above (for reportable interest and dividend accounts opened after 1983 only), or

(5) You fail to certify your TIN. This applies only to reportable interest, dividend, broker, or barter exchange accounts opened after 1983, or broker accounts considered inactive in 1983.

Except as explained in (5) above, other reportable payments are subject to backup withholding only if (1) or (2) above applies.

Certain payees and payments are exempt from backup withholding and information reporting. See *Payees and Payments Exempt From Backup Withholding*, below, and *Exempt Payees and Payments under Specific Instructions*, on page 2, if you are an exempt payee.

Payees and Payments Exempt From Backup Withholding.—The following is a list of payees exempt from backup withholding and for which no information reporting is required. For interest and dividends, all listed payees are exempt except item (9). For broker transactions, payees listed in (1) through (13) and a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker are exempt. Payments subject to reporting under sections 6041 and 6041A are generally exempt from backup withholding only if made to payees described in items (1) through (7), except that a corporation that provides medical and health care services or bills and collects payments for such services is