

RESOLUTION 22 - 26, 2022
COLUMBIA TOWNSHIP, HAMILTON COUNTY, OHIO

AUTHORIZING AN AGREEMENT FOR PROFESSIONAL COMMUNICATIONS SERVICES TO COORDINATE PUBLIC INFORMATION SHARING WITH RESIDENTS AND BUSINESSES; AUTHORIZING ADMINISTRATOR TO ENTER INTO AGREEMENT WITH CHANDRA BUSWELL; AND DISPENSING WITH THE SECOND READING

WHEREAS, the Board of Trustees desires to contract for professional print and electronic communications services to continue to improve resident and business access to public information and to promote greater community engagement in Columbia Township programs and activities; and

WHEREAS, Chandra Buswell currently provides the Township with planning services for community programming and events under an administrative contract; the Board desires to additionally contract for communications services to support research and development of "The Voice" resident and business newsletter and also to coordinate print and digital media communications about public services, programs, and community engagement activities; and

WHEREAS, the Board of Trustees, upon majority vote, hereby dispenses with the requirement that this Resolution be read on two separate days, and hereby authorizes the adoption of this Resolution upon its first reading.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of Columbia Township, Hamilton County, Ohio, for the benefit and welfare of Columbia Township and its citizens, hereby authorizes the Township Administrator to sign, on behalf of the Township, an agreement between Chandra Buswell and Columbia Township for professional communications services as provided in the attached proposal.

Motion to accept Resolution made by: MR. LAMAR

Seconded by: MS. HUGHES

VOTE:

TRUSTEE	Voting	Signature	Date
David Kubicki, President	<u>YES</u>	<u>[Signature]</u>	05-10-2022
Brian Lamar, Vice-President	<u>yes</u>	<u>[Signature]</u>	05-10-2022
Susan Hughes, Trustee	<u>yes</u>	<u>[Signature]</u>	05-10-2022
ATTEST:		<u>[Signature]</u> Caroline Heekin, Fiscal Officer	05-10-2022

Passed this 10th day of May, 2022

Communications Coordinator – Professional Services Proposal

Columbia Township represented by Melissa Taylor,

Title: Administrator

Email: melissa@ColumbiaTwp.org

Phone: 513-460-1688

Address: 5686 Kenwood Rd., Cincinnati 45227

Contractor - Chandra Buswell

Chandrabuswell@yahoo.com ~ (513) 532-4424

3718 Carlton Street, Cincinnati, OH 45227

This document serves as a proposal between Columbia Township and Chandra Buswell, hereafter known as "Contractor":

- A. Columbia Township desires to engage the Contractor for professional marketing & communications services to support research and development of "The Voice" resident and business news magazine and also to coordinate print and digital media communications about public services, programs, and community engagement activities.
- B. Both parties agree to the following terms:
 - 1. Work scope will be determined by the Columbia Township Administrator and Agent.
 - 2. Columbia Township will pay the Contractor \$85 per hour. Contractor is responsible for business taxes, insurance, gas, phone, and other expenses incurred in providing professional services; Columbia Township is responsible for all expenses related to products or services it commits to directly. Contractor will bill hours monthly in the first week of each month.
 - 3. Any changes to this agreement must be in writing and signed by both Columbia Township and Contractor. Oral agreements are non-binding.

IN WITNESS WHEREOF, the parties have reviewed this Proposal and have agreement to be executed by their duly authorized representatives as of the date signed below.

Host: Melissa Taylor

Contractor: Chandra Buswell

Date: May 11, 2022

Date: 5/11/2022