



TRUSTEES

Cathy Ulrich
Daniel Unger
Matt Wahlert

FISCAL OFFICER

Jeffrey D. Baker

ADMINISTRATOR

Jeff Weckbach

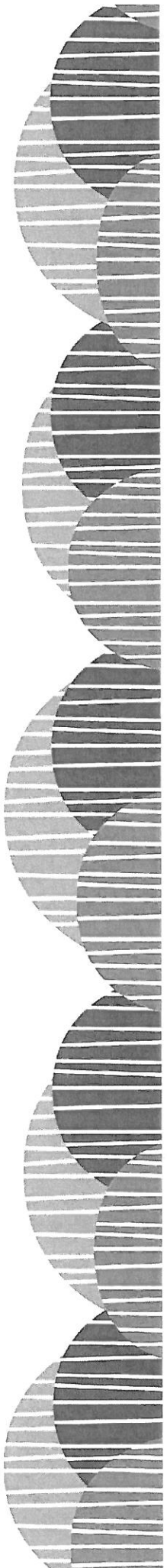
**COLERAIN TOWNSHIP- CITY OF CHEVIOT JOINT ECONOMIC
DEVELOPMENT DISTRICT (LIBERTY NURSING) ANNUAL MEETING**

DECEMBER 12, 2023

5:00 PM

**TOWNSHIP ADMINISTRATIVE BUILDING
4200 SPRINGDALE ROAD
CINCINNATI, OHIO 45251**

1. Opening of the Meeting
2. Pledge of Allegiance
3. Meditation (Moment of Silence)
4. Motion to Approve the Minutes of the November 15, 2022 Annual Meeting
5. Citizen Comment
6. New Business
 - a. Discussion- Board Vacancies (Liberty Nursing)
 - b. Discussion- 2022 Audit
 - i. Public Records Policy Examples
 - c. Review and Approval of the Quarterly Financial Statements
7. Board Member Comments/Discussion
8. Adjournment



The seal of the Auditor of State of Ohio is a large, circular emblem in the background. It features a sun rising over a landscape with hills and a river, with rays of light extending upwards. The words "THE SEAL OF THE AUDITOR OF STATE OF OHIO" are written around the perimeter of the seal.

**COLERAIN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT (LIBERTY NURSING)
HAMILTON COUNTY**

BASIC AUDIT

FOR THE YEARS ENDED DECEMBER 31, 2022-2021

**OHIO AUDITOR OF STATE
KEITH FABER**



OHIO AUDITOR OF STATE KEITH FABER

88 East Broad Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
(800) 282-0370

Colerain Township – City of Cheviot Joint Economic Development District (Liberty Nursing Health Care)
Hamilton County
3814 Harrison Avenue
Cincinnati, Ohio 45211

We have completed certain procedures in accordance with Ohio Rev. Code Section 117.01(G) to the accounting records and related documents of the Colerain Township – City of Cheviot Joint Economic Development District (Liberty Nursing Health Care), Hamilton County, (the District) for the years ended December 31, 2022 and 2021.

Our procedures were designed solely to satisfy the audit requirements of Ohio Rev. Code Section 117.11(A). Because our procedures were not designed to opine on the District's financial statements, we did not follow *generally accepted auditing standards*. We do not provide any assurance on the District's financial statements, transactions or balances for the years ended December 31, 2022 and 2021.

The District's management is responsible for preparing and maintaining its accounting records and related documents. Our responsibility under Ohio Rev. Code Section 117.11(A) is to examine, analyze and inspect these records and documents.

Based on the results of our procedures, we found the following significant compliance or accounting issues to report.

Current Year Observations

1. Annual Report Filing

Ohio Rev. Code § 117.38 provides that the District shall file an annual financial report with the Auditor of State within 60 days of fiscal year end.

The District filed its 2021 Hinkle system financial statement report on April 29, 2022, and no extension was obtained.

Failure to timely file an annual report could result in the District being penalized twenty-five dollars for each day the report remains unfiled, not to exceed seven hundred fifty dollars. The Auditor of State may waive these penalties, upon the filing of the past due financial report. Additionally, the lack of an annual report could result in auditing difficulties. The District should file its annual report with the Auditor of State within the required timeframe.

2. Public Records Act

Ohio Rev. Code § 149.43(E)(2) provides that every public office must have a policy in place for responding to public records requests. Generally, a public records policy cannot: (1) limit the number of public records the office will make available to a single person; (2) limit the number of public records the office will make available during a fixed period of time; and (3) establish a fixed period of time before the office will respond to a request for inspection/copying of public records unless that period is less than eight hours. However, pursuant to **Ohio Rev. Code § 149.43(B)(7)(c)**, the policy may limit the number of public records the public office will physically deliver by U.S. Mail or other delivery service to ten per month unless the person certifies to the

office in writing that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" is narrowly construed and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of government, or nonprofit educational research.

Ohio Rev. Code § 149.43(E)(2) further requires all public offices take certain actions with regard to their public record policy. Public offices must distribute their Public Records Policy to the employee who is the records custodian/manager or otherwise has custody of the records of that office and have that employee acknowledge receipt of the Public Records Policy; create and display in a conspicuous place in all locations where the public office has branch offices a poster describing the public records policy; and, if the public office has a manual or handbook of its general policies and procedures for all employees, include the public records policy in that manual or handbook.

Ohio Rev. Code § 149.43(B)(2) states the entity shall have available a copy of its current records retention schedule at a location readily available to the public.

The District has no formal written policy that would demonstrate compliance with the Ohio Revised Code. This could result in records requests not being fulfilled in accordance with Ohio law.

The District shall establish a public records policy. The policy shall be distributed to the records custodian/manager and the District should have a written acknowledgement of receipt from the records custodian/manager. In addition, a poster describing the public records policy must be conspicuously displayed in all of the District's branch offices and the public records policy must be included in policy manuals or handbooks if any exist. Furthermore, the District shall establish a records retention schedule.

Pursuant to **Ohio Rev. Code § 109.43(E)(2)**, the Ohio Attorney General has developed and provided to all public offices a model public records policy for responding to public records requests. The policy, which is available at <https://www.ohioattorneygeneral.gov/Files/Government-Entities/Model-Public-Records-Policy.aspx>, provides guidance to public offices in developing their own policies for responding to public records requests in compliance with the Public Records Act.

Current Status of Matters Reported in our Prior Engagement

1. The prior report also identified Public Records Act deficiencies reported in item 2 above.



Keith Faber
Auditor of State
Columbus, Ohio

August 22, 2023

OHIO AUDITOR OF STATE KEITH FABER



**COLERAIN TOWNSHIP - CITY OF CHEVIOT JOINT ECONOMIC DEVELOPMENT DISTRICT LIBERTY
NURSING HEALTH CARE**

HAMILTON COUNTY

AUDITOR OF STATE OF OHIO CERTIFICATION

This is a true and correct copy of the report, which is required to be filed pursuant to Section 117.26, Revised Code, and which is filed in the Office of the Ohio Auditor of State in Columbus, Ohio.



Certified for Release 9/5/2023

88 East Broad Street, Columbus, Ohio 43215
Phone: 614-466-4514 or 800-282-0370

This report is a matter of public record and is available online at
www.ohioauditor.gov

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT I

RESOLUTION #21-1217-B

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

BY THE BOARD:

WHEREAS, the Board of Directors of the Green Township Joint Economic Development District I are required under the laws of the State of Ohio to adopt a Public Records Policy; and

WHEREAS, the Board believes the attached Public Records Policy addresses the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of the Western Ridge JEDD that:

- A. A Public Records Policy is herewith adopted within the JEDD District I effective December 17, 2021. The provisions of the Policy are set out in Exhibit A, attached hereto and incorporated by reference herein.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the Board of Directors of JEDD District I this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of the JEDD District I Board of Directors, certify that this is a true and correct copy of the Resolution Adopting a Public Records Policy adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

**GREEN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT I**

Public Records Policy

INTRODUCTION

It is the policy of Green Township-City of Cheviot Joint Economic Development District I (JEDD) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of JEDD to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

SECTION 1. - PUBLIC RECORDS

The JEDD, in accordance with the Ohio Revised Code, defines records as including any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of JEDD are public unless they are exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of JEDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

SECTION 2. - RECORD REQUESTS

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Unless specifically required or authorized by state or federal law, no public office or person responsible for public records may limit or condition the availability of public records requiring disclosure of the requester's identity or the intended use of the requested public record. A public office or person responsible for public records may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or

intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Section 2.4

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

SECTION 3. - COSTS FOR PUBLIC RECORDS

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

The charge for paper copies is the effective rate adopted by Green Township.

Section 3.2

The charge for downloaded computer files to a compact disc or USB drive is the cost of the disc or drive.

Section 3.3

There is no charge for documents e-mailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the effective rate for the cost of copies, or the cost of the computer disc/USB drive, as well as the actual cost of the postage and mailing supplies.

SECTION 4. - E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Section 4.1

Records in individual e-mail folders used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1. - Public Records) and to copy them to their business e-mail folders and/or to the JEDD's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private folders as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

SECTION 5. - FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The JEDD recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, JEDD's failure to comply with a request may result in a court ordering the JEDD to comply with the law and to pay the requester's attorney fees and damages and court costs.

SECTION 6. - TRAINING

The JEDD Board shall designate an appropriate official to undergo the training endorsed by the Attorney General's Office as required by law.

This Policy is approved by the Green Township-City of Cheviot JEDD District I Board of Directors this 17th day of December, 2021.

Tony Rosiello, Chairman

Frank A. Birkenhauer, Secretary

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT II

RESOLUTION #21-1217-B

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

BY THE BOARD:

WHEREAS, the Board of Directors of the Green Township Joint Economic Development District II are required under the laws of the State of Ohio to adopt a Public Records Policy; and

WHEREAS, the Board believes the attached Public Records Policy addresses the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of JEDD District II that:

- A. A Public Records Policy is herewith adopted within JEDD District II effective December 17, 2021. The provisions of the Policy are set out in Exhibit A, attached hereto and incorporated by reference herein.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the Board of Directors of JEDD District II this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of JEDD District II Board of Directors, certify that this is a true and correct copy of the Resolution Adopting a Public Records Policy adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

**GREEN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT II**

Public Records Policy

INTRODUCTION

It is the policy of Green Township-City of Cheviot Joint Economic Development District II (JEDD) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of JEDD to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

SECTION 1. - PUBLIC RECORDS

The JEDD, in accordance with the Ohio Revised Code, defines records as including any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of JEDD are public unless they are exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of JEDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

SECTION 2. - RECORD REQUESTS

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Unless specifically required or authorized by state or federal law, no public office or person responsible for public records may limit or condition the availability of public records requiring disclosure of the requester's identity or the intended use of the requested public record. A public office or person responsible for public records may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or

intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Section 2.4

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

SECTION 3. - COSTS FOR PUBLIC RECORDS

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Section 3.1

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Section 3.2

The charge for downloaded computer files to a compact disc or USB drive is the cost of the disc or drive.

Section 3.3

There is no charge for documents e-mailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the effective rate for the cost of copies, or the cost of the computer disc/USB drive, as well as the actual cost of the postage and mailing supplies.

SECTION 4. - E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Section 4.1

Records in individual e-mail folders used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1. - Public Records) and to copy them to their business e-mail folders and/or to the JEDD's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private folders as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

SECTION 5. - FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The JEDD recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, JEDD's failure to comply with a request may result in a court ordering the JEDD to comply with the law and to pay the requester's attorney fees and damages and court costs.

SECTION 6. - TRAINING

The JEDD Board shall designate an appropriate official to undergo the training endorsed by the Attorney General's Office as required by law.

This Policy is approved by the Green Township-City of Cheviot JEDD Board this 17th day of December, 2021.

Tony Rosiello, Chairman

Frank A. Birkenhauer, Secretary

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT III

RESOLUTION #21-1217-C

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

BY THE BOARD:

WHEREAS, the Board of Directors of Green Township Joint Economic Development District III are required under the laws of the State of Ohio to adopt a Public Records Policy; and

WHEREAS, the Board believes the attached Public Records Policy addresses the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of JEDD District III that:

- A. A Public Records Policy is herewith adopted within the JEDD District effective December 17, 2021. The provisions of the Policy are set out in Exhibit A, attached hereto and incorporated by reference herein.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the JEDD District III Board of Directors this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of the JEDD District III Board of Directors, certify that this is a true and correct copy of the Resolution Adopting a Public Records Policy adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

**GREEN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT III**

Public Records Policy

INTRODUCTION

It is the policy of Green Township-City of Cheviot Joint Economic Development District III (JEDD) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of JEDD to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

SECTION 1. - PUBLIC RECORDS

The JEDD, in accordance with the Ohio Revised Code, defines records as including any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of JEDD are public unless they are exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of JEDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

SECTION 2. - RECORD REQUESTS

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Unless specifically required or authorized by state or federal law, no public office or person responsible for public records may limit or condition the availability of public records requiring disclosure of the requester's identity or the intended use of the requested public record. A public office or person responsible for public records may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or

intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Section 2.4

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

SECTION 3. - COSTS FOR PUBLIC RECORDS

Those seeking public records will be charged only the actual cost of making copies.

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The charge for downloaded computer files to a compact disc or USB drive is the cost of the disc or drive.

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Requesters may ask that documents be mailed to them. They will be charged the effective rate for the cost of copies, or the cost of the computer disc/USB drive, as well as the actual cost of the postage and mailing supplies.

SECTION 4. - E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Section 4.1

Records in individual e-mail folders used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1. - Public Records) and to copy them to their business e-mail folders and/or to the JEDD's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private folders as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

SECTION 5. - FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The JEDD recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, JEDD's failure to comply with a request may result in a court ordering the JEDD to comply with the law and to pay the requester's attorney fees and damages and court costs.

SECTION 6. - TRAINING

The JEDD Board shall designate an appropriate official to undergo the training endorsed by the Attorney General's Office as required by law.

This Policy is approved by the Green Township-City of Cheviot JEDD Board this 17th day of December, 2021.

Triffon Callos, Chairman

Frank A. Birkenhauer, Secretary

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT IV
(WESTERN RIDGE)

RESOLUTION #21-1217-B

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

BY THE BOARD:

WHEREAS, the Board of Directors of the Green Township Joint Economic Development District IV are required under the laws of the State of Ohio to adopt a Public Records Policy; and

WHEREAS, the Board believes the attached Public Records Policy addresses the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of JEDD District IV that:

- A. A Public Records Policy is herewith adopted within JEDD District IV effective December 17, 2021. The provisions of the Policy are set out in Exhibit A, attached hereto and incorporated by reference herein.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the JEDD District IV Board of Directors this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of the JEDD District IV Board of Directors, certify that this is a true and correct copy of the Resolution Adopting a Public Records Policy adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

**GREEN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT IV**

Public Records Policy

INTRODUCTION

It is the policy of Green Township-City of Cheviot Joint Economic Development District IV (JEDD) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of JEDD to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

SECTION 1. - PUBLIC RECORDS

The JEDD, in accordance with the Ohio Revised Code, defines records as including any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of JEDD are public unless they are exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of JEDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

SECTION 2. - RECORD REQUESTS

Each request for public records should be evaluated for a response using the following guidelines:

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Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Unless specifically required or authorized by state or federal law, no public office or person responsible for public records may limit or condition the availability of public records requiring disclosure of the requester's identity or the intended use of the requested public record. A public office or person responsible for public records may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or

intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Section 2.4

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

SECTION 3. - COSTS FOR PUBLIC RECORDS

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

The charge for paper copies is the effective rate adopted by Green Township.

Section 3.2

The charge for downloaded computer files to a compact disc or USB drive is the cost of the disc or drive.

Section 3.3

There is no charge for documents e-mailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the effective rate for the cost of copies, or the cost of the computer disc/USB drive, as well as the actual cost of the postage and mailing supplies.

SECTION 4. - E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Section 4.1

Records in individual e-mail folders used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1. - Public Records) and to copy them to their business e-mail folders and/or to the JEDD's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private folders as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

SECTION 5. - FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The JEDD recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, JEDD's failure to comply with a request may result in a court ordering the JEDD to comply with the law and to pay the requester's attorney fees and damages and court costs.

SECTION 6. - TRAINING

The JEDD Board shall designate an appropriate official to undergo the training endorsed by the Attorney General's Office as required by law.

This Policy is approved by the Green Township-City of Cheviot JEDD Board this 17th day of December, 2021.

Tony Rosiello, Chairman

Frank A. Birkenhauer, Secretary

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT V

RESOLUTION #21-1217-B

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

BY THE BOARD:

WHEREAS, the Board of Directors of Green Township Joint Economic Development District V are required under the laws of the State of Ohio to adopt a Public Records Policy; and

WHEREAS, the Board believes the attached Public Records Policy addresses the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of JEDD District V that:

- A. A Public Records Policy is herewith adopted within JEDD District V effective December 17, 2021. The provisions of the Policy are set out in Exhibit A, attached hereto and incorporated by reference herein.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the JEDD District V Board of Directors this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of the JEDD District V Board of Directors, certify that this is a true and correct copy of the Resolution Adopting a Public Records Policy adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

**GREEN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT V**

Public Records Policy

INTRODUCTION

It is the policy of Green Township-City of Cheviot Joint Economic Development District V (JEDD) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of JEDD to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

SECTION 1. - PUBLIC RECORDS

The JEDD, in accordance with the Ohio Revised Code, defines records as including any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of JEDD are public unless they are exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of JEDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

SECTION 2. - RECORD REQUESTS

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Unless specifically required or authorized by state or federal law, no public office or person responsible for public records may limit or condition the availability of public records requiring disclosure of the requester's identity or the intended use of the requested public record. A public office or person responsible for public records may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or

intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Section 2.4

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

SECTION 3. - COSTS FOR PUBLIC RECORDS

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

The charge for paper copies is the effective rate adopted by Green Township.

Section 3.2

The charge for downloaded computer files to a compact disc or USB drive is the cost of the disc or drive.

Section 3.3

There is no charge for documents e-mailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the effective rate for the cost of copies, or the cost of the computer disc/USB drive, as well as the actual cost of the postage and mailing supplies.

SECTION 4. - E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Section 4.1

Records in individual e-mail folders used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1. - Public Records) and to copy them to their business e-mail folders and/or to the JEDD's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private folders as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

SECTION 5. - FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The JEDD recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, JEDD's failure to comply with a request may result in a court ordering the JEDD to comply with the law and to pay the requester's attorney fees and damages and court costs.

SECTION 6. - TRAINING

The JEDD Board shall designate an appropriate official to undergo the training endorsed by the Attorney General's Office as required by law.

This Policy is approved by the Green Township-City of Cheviot JEDD Board this 17th day of December, 2021.

Triffon Callos, Chairman

Frank A. Birkenhauer, Secretary

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT VI

RESOLUTION #21-1217-B

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

BY THE BOARD:

WHEREAS, the Board of Directors of Green Township Joint Economic Development District VI are required under the laws of the State of Ohio to adopt a Public Records Policy; and

WHEREAS, the Board believes the attached Public Records Policy addresses the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of JEDD District VI that:

- A. A Public Records Policy is herewith adopted within JEDD District VI effective December 17, 2021. The provisions of the Policy are set out in Exhibit A, attached hereto and incorporated by reference herein.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the JEDD District VI Board of Directors this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of the JEDD District VI Board of Directors, certify that this is a true and correct copy of the Resolution Adopting a Public Records Policy adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

**GREEN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT VI**

Public Records Policy

INTRODUCTION

It is the policy of Green Township-City of Cheviot Joint Economic Development District VI (JEDD) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of JEDD to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

SECTION 1. - PUBLIC RECORDS

The JEDD, in accordance with the Ohio Revised Code, defines records as including any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of JEDD are public unless they are exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of JEDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

SECTION 2. - RECORD REQUESTS

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Unless specifically required or authorized by state or federal law, no public office or person responsible for public records may limit or condition the availability of public records requiring disclosure of the requester's identity or the intended use of the requested public record. A public office or person responsible for public records may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or

intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Section 2.4

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

SECTION 3. - COSTS FOR PUBLIC RECORDS

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

The charge for paper copies is the effective rate adopted by Green Township.

Section 3.2

The charge for downloaded computer files to a compact disc or USB drive is the cost of the disc or drive.

Section 3.3

There is no charge for documents e-mailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the effective rate for the cost of copies, or the cost of the computer disc/USB drive, as well as the actual cost of the postage and mailing supplies.

SECTION 4. - E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Section 4.1

Records in individual e-mail folders used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1. - Public Records) and to copy them to their business e-mail folders and/or to the JEDD's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private folders as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

SECTION 5. - FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The JEDD recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, JEDD's failure to comply with a request may result in a court ordering the JEDD to comply with the law and to pay the requester's attorney fees and damages and court costs.

SECTION 6. - TRAINING

The JEDD Board shall designate an appropriate official to undergo the training endorsed by the Attorney General's Office as required by law.

This Policy is approved by the Green Township-City of Cheviot JEDD Board this 17th day of December, 2021.

Triffon Callos, Chairman

Frank A. Birkenhauer, Secretary

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT VII

RESOLUTION #21-1217-F

RESOLUTION ADOPTING RECORD RETENTION SCHEDULES

BY THE BOARD:

WHEREAS, the Board of Directors of the Green Township Joint Economic Development District VII are required under the laws of the State of Ohio to adopt Record Retention Schedules for the control of public records; and

WHEREAS, the Board believes the attached Record Retention Schedules address the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of JEDD District VII that:

- A. The Record Retention Schedules, attached hereto as Exhibit A, are herewith adopted for records established and held within JEDD District VII effective December 17, 2021.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the Board of Directors of JEDD District VII this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of the JEDD District VII Board of Directors, certify that this is a true and correct copy of the Resolution Adopting Records Retention Schedules adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

GREEN TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT VII

RESOLUTION #21-1217-D

RESOLUTION ADOPTING PUBLIC RECORDS POLICY

BY THE BOARD:

WHEREAS, the Board of Directors of the Green Township Joint Economic Development District VII are required under the laws of the State of Ohio to adopt a Public Records Policy; and

WHEREAS, the Board believes the attached Public Records Policy addresses the requirements of the laws of the State of Ohio.

NOW THEREFORE BE IT RESOLVED, by the Directors of JEDD District VII that:

- A. A Public Records Policy is herewith adopted within JEDD District VII effective December 17, 2021. The provisions of the Policy are set out in Exhibit A, attached hereto and incorporated by reference herein.
- B. All formal actions of this Board concerning and relating to the passage of this Resolution were taken in an open meeting of this Board, and that 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, without implied limitation, Section 121.22 of the Revised Code.

ADOPTED AT THE REGULAR MEETING of the JEDD District VII Board of Directors this 17th day of December, 2021.

CERTIFICATION

I, Frank A. Birkenhauer, Secretary of JEDD District VII Board of Directors, certify that this is a true and correct copy of the Resolution Adopting a Public Records Policy adopted by the Board at its annual meeting on December 17, 2021.

Frank A. Birkenhauer
Secretary

**GREEN TOWNSHIP - CITY OF CHEVIOT
JOINT ECONOMIC DEVELOPMENT DISTRICT VII**

Public Records Policy

INTRODUCTION

It is the policy of Green Township-City of Cheviot Joint Economic Development District VII (JEDD) that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of JEDD to adhere to the state's Public Records Act. Any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code.

SECTION 1. - PUBLIC RECORDS

The JEDD, in accordance with the Ohio Revised Code, defines records as including any document that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of JEDD are public unless they are exempt from disclosure under the Ohio Revised Code.

Section 1.1

It is the policy of JEDD that, as required by Ohio law, records will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and a copy shall be kept at a location readily available to the public.

SECTION 2. - RECORD REQUESTS

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the public office to identify, retrieve, and review the records. If it is not clear what records are being sought, the records custodian must use reasonable effort to contact the requester for clarification, and should assist the requester in revising the request by informing the requester of the manner in which the office keeps its records.

Section 2.2

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. Unless specifically required or authorized by state or federal law, no public office or person responsible for public records may limit or condition the availability of public records requiring disclosure of the requester's identity or the intended use of the requested public record. A public office or person responsible for public records may ask a requester to make the request in writing, may ask the requester's identity, and may inquire about the intended use of the information requested, but may do so only after disclosing to the requester that a written request is not mandatory and that the requester may decline to reveal the requester's identity or the intended use and when a written request or disclosure of the identity or

intended use would benefit the requester by enhancing the ability of the public office or person responsible for public records to identify, locate, or deliver the public records sought by the requester.

Section 2.3

Public records are to be available for inspection during regular business hours, with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Section 2.4

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the office cannot reasonably identify what public records are being requested, the request may be denied, but the office must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the office. If the office withholds, redacts, or otherwise denies requested records, it must provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation must also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest must be released. When making public records available for public inspection or copying, the office shall notify the requester of any redaction or make the redaction plainly visible.

SECTION 3. - COSTS FOR PUBLIC RECORDS

Those seeking public records will be charged only the actual cost of making copies.

Section 3.1

The charge for paper copies is the effective rate adopted by Green Township.

Section 3.2

The charge for downloaded computer files to a compact disc or USB drive is the cost of the disc or drive.

Section 3.3

There is no charge for documents e-mailed.

Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the effective rate for the cost of copies, or the cost of the computer disc/USB drive, as well as the actual cost of the postage and mailing supplies.

SECTION 4. - E-MAIL

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office.

Section 4.1

Records in individual e-mail folders used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails that relate to public business (see Section 1. - Public Records) and to copy them to their business e-mail folders and/or to the JEDD's records custodian.

Section 4.2

The records custodian is to treat the e-mails from private folders as records of the public office, filing them in the appropriate way, retaining them per established schedules and making them available for inspection and copying in accordance with the Public Records Act.

SECTION 5. - FAILURE TO RESPOND TO A PUBLIC RECORDS REQUEST

The JEDD recognizes the legal and non-legal consequences of failure to properly respond to a public records request. In addition to the distrust in government that failure to comply may cause, JEDD's failure to comply with a request may result in a court ordering the JEDD to comply with the law and to pay the requester's attorney fees and damages and court costs.

SECTION 6. - TRAINING

The JEDD Board shall designate an appropriate official to undergo the training endorsed by the Attorney General's Office as required by law.

This Policy is approved by the Green Township-City of Cheviot JEDD Board this 17th day of December, 2021.

David Linnenberg, Chairman

Frank A. Birkenhauer, Secretary

JEDD COLERAIN/LIBERTY
2022 4TH QUARTER 2022

	OCTOBER	19,015.03		
	NOVEMBER	-		
	DECEMBER			
		%		
GROSS REVENUE:			19,015.03	
FEES:				
1% ESCROW QUARTERLY DEDUCTION		0.01	373.30	
SECTION 17 PARAGRAPH 8				
QUARTERLY DEDUCTION			250.00	
SECTION 17 PARAGRAPH 2				
CIVICA LICENSE FEE- ADDITIONAL NEEDED			1,185.77	
PRO-RATED LICENSE FEE				
QUARTERLY DEDUCTION				
SECTION 20				
NET = GROSS-FEES			17,205.96	
DISTRIBUTIONS:				
10% OF NET CHEVIOT 300	709.111.251.1	0.10	1,720.60	
SECTION 19				
90% OF NET TO COLERAIN TOWNSHIP 4514	709.111.251.2	0.90	15,485.36	
SECTION 19				
TOTAL NET DISBURSED			17,205.96	
STEPHEN BROWN				
DATE: 4/5/2023				
RESTATED 12/5/2023				

11594

Date	Invoice Number	Description	Invoice Amount
04/06/23	2022 4TH Q-COL	2022 4TH QUARTER- COLERAIN	31,968.54

Check Total: 31,968.54

THIS CHECK IS PROTECTED BY A VOID PANTOGRAPH, MICROPRINT SIGNATURE LINE AND A HEAT SENSITIVE PADLOCK ICON. ADDITIONAL SECURITY FEATURES ARE LISTED ON BACK.

THE CITY OF CHEVIOT, OHIO
JEDD COLERAIN-LIBERTY
3814 HARRISON AVENUE
CHEVIOT, OHIO 45211

FIRST FINANCIAL BANK

11594

56-91/422

DATE	CHECK NUMBER	AMOUNT
04/06/2023	11594	\$*****31,968.54

PAY

THIRTY -ONE THOUSAND NINE HUNDRED SIXTY-EIGHT AND 54/100 DOLLARS*****

TO THE
ORDER OF

COLERAIN TOWNSHIP
LIBERTY JEDD
4200 SPRINGDALE RD.
CINCINNATI OH 45251

RAE JEAN HARDIG



THERESA E. CIOLINO-KLEIN

MADE IN THE U.S.A.

PUB. PADLOCK

JEDD COLERAIN/LIBERTY
2023 1ST QUARTER

	JANUARY	16,531.93		
	FEBRUARY	-		
	MARCH	-		
		%		
GROSS REVENUE:			16,531.93	
FEES:				
1% ESCROW QUARTERLY DEDUCTION		0.01	165.32	
SECTION 17 PARAGRAPH 8				
QUARTERLY DEDUCTION			250.00	
SECTION 17 PARAGRAPH 2				
FINANCIAL STATEMENTS 2022-ADDITIONAL NEEDED			80.00	
PRO-RATED LICENSE FEE				
QUARTERLY DEDUCTION				
SECTION 20				
NET = GROSS-FEES			16,036.61	
DISTRIBUTIONS:				
10% OF NET CHEVIOT 300	709.111.251.1	0.10	1,603.66	
SECTION 19				
90% OF NET TO COLERAIN TOWNSHIP 4514	709.111.251.2	0.90	14,432.95	
SECTION 19				
TOTAL NET DISBURSED			16,036.61	
STEPHEN BROWN				
DATE: 6/22/2023				

11599

Date	Invoice Number	Description	Invoice Amount
08/04/23	Q1 2023 CL-COL	1ST QTR 2023 JEDD COLERAIN/LIBERTY-COLERAIN	14,432.95
08/04/23	Q2 2023 CL-COL	2ND QTR 2023 JEDD COLERAIN/LIBERTY-COLERAIN	3,322.12

Check Total: 17,755.07

THIS CHECK IS PROTECTED BY A VOID PANTOGRAPH, MICROPRINT SIGNATURE LINE AND A HEAT SENSITIVE PADLOCK ICON. ADDITIONAL SECURITY FEATURES ARE LISTED ON BACK.

THE CITY OF CHEVIOT, OHIO
JEDD COLERAIN-LIBERTY
3814 HARRISON AVENUE
CHEVIOT, OHIO 45211

FIRST FINANCIAL BANK

11599

56-91/422

DATE	CHECK NUMBER	AMOUNT
08/04/2023	11599	\$*****17,755.07

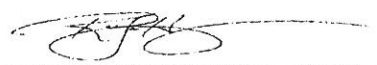
PAY

SEVENTEEN THOUSAND SEVEN HUNDRED FIFTY-FIVE AND 07/100 DOLLARS*****

TO THE
ORDER OF

COLERAIN TOWNSHIP
LIBERTY JEDD
4200 SPRINGDALE RD.
CINCINNATI OH 45251

RAE JEAN HARDIG


Theresa E. Ciolino-Klein

THERESA E. CIOLINO-KLEIN

VOID LINE WITHIN

VOID LINE WITHIN

JEDD COLERAIN/LIBERTY
2023 2ND QUARTER

	APRIL	-		
	MAY	22,295.13		
	JUNE	0.56		
DECEMBER CORRECTION				
		%		
GROSS REVENUE:			22,295.69	
FEES:				
1% ESCROW QUARTERLY DEDUCTION		0.01	39.81	
SECTION 17 PARAGRAPH 8				
QUARTERLY DEDUCTION			250.00	
SECTION 17 PARAGRAPH 2				
PRO-RATED LICENSE FEE				
QUARTERLY DEDUCTION				
SECTION 20				
NET = GROSS-FEES			22,005.88	
DISTRIBUTIONS:				
10% OF NET CHEVIOT 300	709.111.251.1	0.10	2,200.58	
SECTION 19				
90% OF NET TO COLERAIN TOWNSHIP 4514	709.111.251.2	0.90	19,805.30	
SECTION 19				
TOTAL NET DISBURSED			22,005.88	
STEPHEN BROWN				
DATE: 8/4/2023				
RESTATED 12/5/2023				

JEDD COLERAIN/LIBERTY
2023 2ND QUARTER

	APRIL	-		
	MAY	22,295.13		
	JUNE	0.56		
	DECEMBER CORRECTION	(18,314.64)		
		%		
GROSS REVENUE:			3,981.05	
FEES:				
1% ESCROW QUARTERLY DEDUCTION		0.01	39.81	
SECTION 17 PARAGRAPH 8				
QUARTERLY DEDUCTION			250.00	
SECTION 17 PARAGRAPH 2				
PRO-RATED LICENSE FEE				
QUARTERLY DEDUCTION				
SECTION 20				
NET = GROSS-FEES			3,691.24	
DISTRIBUTIONS:				
10% OF NET CHEVIOT 300	709.111.251.1	0.10	369.12	
SECTION 19				
90% OF NET TO COLERAIN TOWNSHIP 4514	709.111.251.2	0.90	3,322.12	
SECTION 19				
TOTAL NET DISBURSED			3,691.24	
STEPHEN BROWN				
DATE: 8/4/2023				
**THERE WAS A DEPOSIT IN DECEMBER FOR \$18314.64 THAT THE OHIO DEPARTMENT OF TAXATION DIRECT DEPOSITED INTO OUR ACCOUNT, THIS WAS A MISTAKE AND THE OHIO DEPARTMENT OF TAXATION WILL NEED TO BE REIMBURSED. THANK YOU. **				

11599

Date	Invoice Number	Description	Invoice Amount
08/04/23	Q1 2023 CL-COL	1ST QTR 2023 JEDD COLERAIN/LIBERTY-COLERAIN	14,432.95
08/04/23	Q2 2023 CL-COL	2ND QTR 2023 JEDD COLERAIN/LIBERTY-COLERAIN	3,322.12

Check Total: 17,755.07

THIS CHECK IS PROTECTED BY A VOID PANTOGRAPH, MICROPRINT SIGNATURE LINE AND A HEAT SENSITIVE PADLOCK ICON. ADDITIONAL SECURITY FEATURES ARE LISTED ON BACK

THE CITY OF CHEVIOT, OHIO
JEDD COLERAIN-LIBERTY
3814 HARRISON AVENUE
CHEVIOT, OHIO 45211

FIRST FINANCIAL BANK

11599

56-91/422

DATE	CHECK NUMBER	AMOUNT
08/04/2023	11599	\$*****17,755.07

PAY

SEVENTEEN THOUSAND SEVEN HUNDRED FIFTY-FIVE AND 07/100 DOLLARS*****

TO THE
ORDER OF

COLERAIN TOWNSHIP
LIBERTY JEDD
4200 SPRINGDALE RD.
CINCINNATI OH 45251

RAE JEAN HARDIG



THERESA E. CIOLINO-KLEIN

MADE UNDER U.S. PATENT

MICROPRINT

JEDD COLERAIN/LIBERTY
2023 3RD QUARTER

	JULY	-		
	AUGUST	18,670.45		
	SEPTEMBER	-		
		%		
GROSS REVENUE:			18,670.45	
FEES:				
1% ESCROW QUARTERLY DEDUCTION		0.01	186.70	
SECTION 17 PARAGRAPH 8				
QUARTERLY DEDUCTION			250.00	
SECTION 17 PARAGRAPH 2				
PRO-RATED LICENSE FEE				
QUARTERLY DEDUCTION				
SECTION 20				
NET = GROSS-FEES			18,233.75	
DISTRIBUTIONS:				
10% OF NET CHEVIOT 300	709.111.251.1	0.10	1,823.37	
SECTION 19				
90% OF NET TO COLERAIN TOWNSHIP 4514	709.111.251.2	0.90	16,410.37	
SECTION 19				
TOTAL NET DISBURSED			18,233.75	
STEPHEN BROWN				
DATE: 10/11/2023				

Date	Invoice Number	Description	Invoice Amount
10/11/23	Q3 2023COLERAIN	JEDD COLERAIN/LIBERTY 3RD QUARTER-COLERAIN	16,410.37

11601

Check Total: 16,410.37

THIS CHECK IS PROTECTED BY A VOID PANTOGRAPH, MICROPRINT SIGNATURE LINE AND A HEAT SENSITIVE PADLOCK ICON. ADDITIONAL SECURITY FEATURES ARE LISTED ON BACK.

THE CITY OF CHEVIOT, OHIO
JEDD COLERAIN-LIBERTY
3814 HARRISON AVENUE
CHEVIOT, OHIO 45211

FIRST FINANCIAL BANK

56-91/422

11601

DATE	CHECK NUMBER	AMOUNT
10/11/2023	11601	\$*****16,410.37

PAY

SIXTEEN THOUSAND FOUR HUNDRED TEN AND 37/100 DOLLARS*****

TO THE
ORDER OF

COLERAIN TOWNSHIP
LIBERTY JEDD
4200 SPRINGDALE RD.
CINCINNATI OH 45251



RAE JEAN HARDIG



THERESA E. CIOLINO-KLEIN

MADE WITH

FUE P25100