



MEMORANDUM

To: Geoff Milz, Township Administrator
CC: Jeff Weckbach, Assistant Township Administrator
From: Chris Cavallaro, Code Enforcement Officer
Subject: Sidewalk Maintenance Program
Date: August 2, 2019

BACKGROUND

Historically, sidewalks along Colerain Township streets have been maintained by the adjacent property owner. Any defects or maintenance issues with the sidewalks (or driveway aprons) are considered property maintenance violations under the Township's Property Maintenance Code and are to be corrected by property owners.

Understanding that a number of sidewalks throughout the Township have not been inspected in some time, the Township hired Gregg Flammer as an independent contractor to inspect sidewalks in a couple of Township neighborhoods. Mr. Flammer is a sidewalk inspector for Hamilton County and used their guidelines for determining which sidewalk blocks and/or driveway aprons would need to be repair. He also marked all areas that need correction with paint.

The purpose of this proposal is to establish a sidewalk repair and maintenance program for Colerain Township, rather than following our typical Housing Court process. Sidewalk maintenance programs exist in a number of other local jurisdictions, including nearby Delhi Township (which has been in existence since 2010).

These programs typically follow the below steps:

1. The jurisdiction inspects sidewalks within a set boundary and marks sidewalks with defects
2. The jurisdiction then sends a letter to the property owner, allowing the property owner to either correct the sidewalk themselves or to have the jurisdiction perform the repair on their behalf
3. If the resident corrects the issue, the jurisdiction will conduct a follow up inspection to verify the work has been properly done
4. If the resident does not correct the issue, does not respond to the notification, or opts to have the work completed by the jurisdiction, then the jurisdiction will repair the sidewalk directly
5. After the work is completed by the jurisdiction, the jurisdiction will typically issue a multi-year property tax assessment on the property owner to recoup the costs of the sidewalk repairs

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Trustees: Greg Insco, Raj Rajagopal, Daniel Unger
Fiscal Officer: Heather E. Harlow
Administrator: Geoff Milz

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ANALYSIS

Ohio Revised Code section 5543.10 outlines the responsibility for sidewalk construction, repair, and maintenance. Per this section, the Township is able to perform this work and then assess the total costs of the work onto the property owner's property tax bill. There is a public hearing process that must be followed prior to an assessment being placed on the property tax bill and prior to construction.

After review of several comparable sidewalk maintenance programs, and the Ohio Revised Code, it appears that the best path forward would be for the Township to follow the below outlined process. Colerain Township currently has \$150,000 in Community Development Block Grant (CDBG) funding available to complete an initial round of sidewalk repairs.

The inspection noted that 11,432 square feet of sidewalk and 5,800 square feet of driveway aprons are in need of repair. To make all of these repairs, it would cost nearly \$247,048.

RECOMMENDATION

Given the length of time required to properly notify residents, prepare and issue bid documents, award a contract, perform the work, and issue an assessment, the Township will not be able to complete the program in 2019 (as the full process will take over 200 days). Therefore, it is recommended that the Township establish the program and perform the first repairs as soon as possible in 2020. The program should initially be sized to cost \$150,000 and all property tax assessments should be limited to a five-year payback. Then, the Township can utilize the initial \$30,000 received in payback year one to perform repairs for year two of the program.

It is also recommended that the Township utilize the remainder of 2019 to finalize the following documents so that they can be released as soon as approved by the Trustees:

- Resident information letter (draft attached to this document)
- Bid documents

Date	Action	Period of Time
09/13/2019	Resident initial notification letter	60 days
11/12/2019	RFP/Bid Legislated	Minimum two weeks
11/12/2019	Public Hearing notice legislated by Trustees for construction	Same day as RFP
11/16/2019	Public Hearing in newspaper (1 of 3)	7 days
11/23/2019	Public Hearing in newspaper (2 of 3)	7 days
11/30/2019	Public Hearing in newspaper (3 of 3)	7 days
12/10/2019	Public Hearing #1	10 days
12/10/2019	RFP/Bid Awarded by Trustees	Same day as PH1
03/09/2020	Repair work conducted	90 days
03/10/2020	Public Hearing notice legislated by Trustees for assessment	
03/28/2020	Public Hearing in newspaper (1 of 2)	7 days
04/04/2020	Public Hearing in newspaper (2 of 2)	7 days
04/14/2020	Public Hearing #2	10 days
04/14/2020	Assessment Legislated	Same day as PH2
04/15/2020	Assessment sent to Auditor	Next day

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