

**AGENDA # O.2**  
**Scio Township Board of Trustees**  
**Approval of Interim Utility Department Support Services by OHM**

**FOR MEETING DATE OF:** March 24, 2026

**PREPARED ON:** March 18, 2026

**PREPARED BY:** Kristy Aiken

**SUBMITTED BY:** Operations

**ITEM TYPE:** Possible Action

**BACKGROUND:** The Utility Director has recently resigned creating a temporary gap in the operations within the Utilities Department. At the request of the Office Coordinator, OHM Advisors has prepared a proposal to provide interim utility support to the utility department.

The proposal outlines a retainer-based agreement which will provide a licensed professional staff member (S License holder) on a part-time basis to assist with operational oversight, regulatory compliance, coordination of ongoing projects, and general administrative support. The proposed services include approximately 24 hours per week consisting of both on-site and remote support. The initial term is approximately eight (8) weeks, with an option to extend. The weekly retainer is \$3,450, with services anticipated to begin April 6, 2026.

The is a temporary arrangement intended to provide continuity of operations while the Township evaluates the needs of the department and conduct a search for a new Utility Director.

**FISCAL IMPACT:** \$27,600 split from 590/591

**RECOMMENDATION:** Office Coordinator and HR Manager recommend approval

**MODEL MOTION:** To approve services with OHM Advisors for interim utilities support, as outlined in the submitted proposal, with costs to be allocated between Funds 590 and 591.

**ATTACHMENTS:**

[Interim Utility Dept Support Proposal.pdf](#)