

Sycamore Township/Deer Park JEDD Special Meeting Minutes

Tuesday, April 19, 2022

6:00 p.m.

Present for the Special Meeting were Chairman Tom Weidman, Treasurer and Secretary John Donnellon, Board Member Tom James, Board Member Gregg Fusaro, Sycamore Township Law Director Lawrence E. Barbieri, Sycamore Township Interim Administrator Tracy Kellums and Sycamore Township Planning & Zoning Administrator Skylor Miller. Vice Chairman Tim Fuller was absent.

Mr. Weidman called the Special Meeting of the Sycamore Township/Deer Park JEDD to order at 6:02 p.m.

Mr. Donnellon made a motion to approve the August 11, 2021 JEDD Organizational Meeting Minutes. Mr. James seconded the motion. Mr. Kellums called roll. Vote: Mr. Donnellon: Aye; Mr. Fusaro: Aye; Mr. Weidman: Abstain; Mr. James: Aye

Mr. Donnellon made a motion to appoint Tracy Kellums Managing Administrator of the Sycamore Township/Deer Park JEDD. Mr. Fusaro seconded the motion. Mr. Kellums called roll. Vote: All Aye

**Resolution To Levy an Income Tax**

Mr. Weidman said the next item on the agenda is the resolution “To Levy an Income Tax within the City of Deer Park – Sycamore Township Joint Economic Development District.” Mr. Donnellon made a motion to approve the resolution, seconded by Mr. James.

Mr. James noted that an amount must be written in the resolution.

Mr. Barbieri added the .75% income tax rate to the resolution.

The resolution “To Levy an Income Tax within the City of Deer Park – Sycamore Township Joint Economic Development District” was presented by Mr. Kellums. He noted the income tax rate is .75%. Mr. Donnellon made a motion to approve the resolution, seconded by Mr. James, dispensing with a second reading. Mr. Kellums called roll. Vote: All Aye.

Resolution 2022-001 passed this 19<sup>th</sup> day of April, 2022

**Resolution Approving the Agreement between the City of Deer Park & Sycamore Township**

The resolution “Approving the Agreement between the City of Deer Park – Sycamore Township Joint Economic Development District Board of Directors and the City of Deer Park for the Administration, Collection, and Enforcement of Income Tax” was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Mr. Donnellon, dispensing with a second reading.

Mr. Fusaro asked what role Mr. Kellums will play as the Managing Administrator and what role the City of Deer Park will play.

Mr. Weidman clarified that the City of Deer Park will be responsible for all aspects of the collection of the income tax.

Mr. Kellums called roll. Vote: All Aye.  
Resolution 2022-002 passed this 19<sup>th</sup> day of April, 2022

### **Insurance Update**

Mr. Kellums reported he was awaiting a price for insurance for the Board which is required. He stated he is looking at using HCC which is the insurance company used for the Township's JEDZ Boards. He said he should have the quote in tomorrow.

Mr. Weidman asked Mr. Barbieri how the Board should handle that since the quote is not in today.

Mr. Barbieri answered it is not a concern. He said he will prepare the bylaws and the Board can approve the bylaws and insurance at the next meeting.

Mr. Fusaro noted there has not yet been an operating budget prepared.

Mr. Kellums stated there are quite a few items the Board needs to take care of and suggested holding the next meeting soon.

Mr. Weidman suggested meeting on the same date as the next JEDZ Board meetings, June 7, 2022.

Mr. James made a motion that the Board authorize the Managing Administrator of the JEDD to procure insurance at a reasonable rate in advance of the next Board next meeting. Mr. Donnellon seconded the motion. Mr. Kellums called roll. Vote: All Aye.

Mr. James asked if the Township would advance money to pay for the insurance. He said that is something for the Trustees to consider in their meeting.

Mr. Kellums pointed out the JEDD may not have money for a while.

There was discussion about when construction will commence on the hotel portion of the project. Mr. Fusaro estimated it would begin in July.

Mr. Kellums stated the City of Deer Park must also pass a resolution to approve the agreement.

### **Set Regular Meeting Date(s)**

Mr. Weidman set the date for the next JEDD Board meeting on June 7, 2022. There was discussion about what time to hold the meeting. It was decided to move the Northwest JEDZ meeting to 4:45 p.m. and schedule the JEDD meeting to be immediately following.

**Adjourn**

Mr. James made a motion to adjourn, seconded by Mr. Fusaro. Mr. Kellums called roll. Vote: All Aye.

The meeting adjourned at 6:16 p.m.

---

**John Donnellon, Secretary**

Deer Park - Sycamore Township JEDD Special Meeting 04/19/2022

DRAFT

**THE CITY OF DEER PARK - SYCAMORE TOWNSHIP JOINT ECONOMIC  
DEVELOPMENT DISTRICT BOARD OF DIRECTORS**

**RESOLUTION 2022-**

**RESOLUTION ADOPTING BYLAWS GOVERNING THE CITY OF DEER PARK –  
SYCAMORE TOWNSHIP JOINT ECONOMIC DEVELOPMENT DISTRICT**

**WHEREAS**, Sycamore Township, Hamilton County, Ohio and the City of Deer Park have entered into the City of Deer Park - Sycamore Township Joint Economic Development District Contract (“Contract”) to facilitate economic development to create or preserve jobs and employment opportunities and to improve the economic welfare of the people in the City of Deer Park – Sycamore Township Joint Economic Development District, Sycamore Township, the City of Deer Park and the State of Ohio, and

**WHEREAS**, pursuant to Section 9 of the Contract, the Board of Directors of the District shall by resolution, adopt by-laws for the regulation of its affairs and to ensure business is conducted consistent with the Contract, and

**WHEREAS**, the Sycamore Township Board of Trustees desires to adopt the By-Laws Governing the City of Deer Park – Sycamore Township Joint Economic Development District which are attached hereto and incorporated herein by reference.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the City of Deer Park – Sycamore Township Joint Economic Development District, (“the Board”), Hamilton County, Ohio that:

**Section 1.**

The Board hereby adopts the By-Laws Governing the City of Deer Park – Sycamore Township Joint Economic Development District which are attached hereto and incorporated herein by reference.

**Section 2.**

This resolution is effective as soon as legally permissible.

**BE IT FURTHER RESOLVED**, that it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meeting open to the public, in compliance with all legal requirements, including R.C. 121.22.

Director \_\_\_\_\_ moved for the adoption of the foregoing resolution.

Director \_\_\_\_\_ seconded the Motion and upon call of roll, the vote resulted as follows:

**VOTE RECORD:**

Mr. Weidman \_\_\_\_\_ M \_\_\_\_\_ Mr. Donnellon \_\_\_\_\_

Mr. James \_\_\_\_\_ Mr. Fusaro \_\_\_\_\_

**ATTEST:**

I hereby certify that the above is a true and accurate copy of a resolution passed by the District Board of Directors on \_\_\_\_\_

\_\_\_\_\_  
John Donnellon, Treasurer and Secretary

Date Signed: \_\_\_\_\_

DRAFT

**BYLAWS GOVERNING  
CITY OF DEER PARK - SYCAMORE TOWNSHIP JOINT  
ECONOMIC DEVELOPMENT DISTRICT**

A. Sections 715.72 to 715.83 of the Ohio Revised Code authorize municipal corporations and townships under certain conditions to enter into an agreement to create a joint economic development district to facilitate the economic development of the district, the city and the township.

B. Sycamore Township, Hamilton County, Ohio (the "Township") and the City of Deer Park, Hamilton County, Ohio ("City"), each authorized and directed by its legislative authority, entered into the City of Deer Park - Sycamore Township Joint Economic Development District Contract (the "Contract") to facilitate economic development to create or preserve jobs and employment opportunities and to improve the economic welfare of the people in the City of Deer Park – Sycamore Township Joint Economic Development District (the "District"), the Township, the City, Hamilton County, Ohio (the "County") and the State of Ohio (the "State").

C. Section 9 of the Contract provides that the Board of Directors of the District by resolution shall adopt by-laws for the regulation of its affairs and the conduct of its business consistent with the Contract.

**NOW, THEREFORE,** the following provisions shall constitute the By-laws of the District.

**Section 1. Definitions.** Any capitalized word or phrase used in these By-laws and not otherwise defined herein, shall have the meaning given in the Contract, as that Contract may, from time to time, be amended, modified or supplemented in accordance therewith.

**Section 2. Board of Directors and Officers.** The Board (the "Board") shall be the governing body of the District.

(A) **Composition of Board of Directors.** The Board shall be established and organized as provided in Section 9 of the Contract. As provided in the Contract, the members of the Board shall serve without compensation. Necessary and authorized expenses incurred by members on behalf of the District shall be reimbursed from District funds in accordance with Section 8 of the Contract.

(B) **Officers; Election Process.** The officers of the District shall be the Chairperson, Vice Chairperson, the Secretary and the Treasurer. The Secretary and Treasurer may be the same person. The Chairperson shall be the Board Designee selected in accordance with Section 8(E) of the Contract. The other officers shall be elected by and from the members of the Board. The Board shall elect officers at the first meeting of the Board and thereafter every other year. The Chairperson shall accept nominations for each officer and conduct a voice vote of the members to elect each officer. The officers shall serve as officers for a two-year term but shall continue to

serve until their respective successors take office. Officers may serve more than one term as such officers. In the event of the death, disqualification, removal or resignation of any officer (other than the Chairperson), the Board shall elect a successor for the balance of the unexpired term of such officer. In the event of the death, disqualification, removal or resignation of the Chairperson, the Vice Chairperson shall assume the office of Chairperson until a new Chairperson has been selected by the other Board members in accordance with Chapter 715 of the Revised Code and the Contract.

(C) Duties of Officers

(1) Chairperson. The Chairperson shall preside at all meetings of the Board. The Chairperson's duties include, without limitation, preparing the agenda for each meeting of the Board and distributing an annual report concerning the activities and operations of the District. The Chairperson may designate the date, time and place of special meetings by giving 24-hour written notice to each member and shall have general supervision over the business and affairs of the district subject to the direction of the Board.

(2) Vice Chairperson. The Vice Chairperson shall assist the Chairperson in the discharge of the duties of the Chairperson and shall perform such other duties as the Board may require. In the absence of the Chairperson, the Vice Chairperson shall preside at meetings of the Board and shall perform all the duties of the Chairperson. In such circumstances, the Vice Chairperson shall have all the powers and authority of the Chairperson and any documents signed by the Vice Chairperson shall be as valid and binding as though signed by the Chairperson.

(3) Secretary. The Secretary shall be responsible for the records of the Board including, but not limited to, correspondence and minutes of the meetings of the Board. The Secretary shall keep the minutes of all Board meetings and shall distribute them to each member of the Board, to the City and the Township promptly after each Board meeting. The Secretary shall provide written notice to all members of the Board and to others as required by law of all meetings of the Board in accordance with paragraph (D) of this Section. The Secretary shall perform such other duties as the Board may request.

(4) Treasurer. The Treasurer shall be the fiscal officer of the District and shall be responsible for all fiscal matters of the Board including, but not limited to, the preparation of the budget, the appropriations resolution and all necessary fiscal reports for the Board, paying or providing for the payment of expenses of operation and administration of the District, receiving, safekeeping and investing or providing for the receipt, safekeeping and investment of funds of the District and maintaining, or providing for the maintenance of, accurate accounts of all receipts and expenditures. The Treasurer shall obtain and keep in force a fidelity bond, in the amount determined by the Board with a surety company approved by the Board, or, in lieu of a separate fidelity bond, the Board may direct the Treasurer to continue and keep in force any existing fidelity bond the Treasurer may have that the Board determines to be adequate. In either case, the District shall be named as an insured on such bond and the amount thereof shall not be reduced without prior written consent of the Board. The Board may provide in the Tax Agreement that the Department of Finance for the City of Deer Park to assist the Treasurer in carrying out the duties of that office.

(5) Signing. The Chairperson, the Vice Chairperson, the Secretary, and the Treasurer may each sign all authorized documents, including without limitation, all contract and other obligations, in the name of the District, provided that each document shall be signed by at least two officers. Blank checks of the District shall be signed by the Chairperson (or the Vice Chairperson in the absence of the Chairperson) and the Treasurer.

(D) Meetings of Board of Directors. For the purpose of conducting a Board meeting, the attendance of a majority of the appointed members of the Board shall be required and shall constitute a quorum. Each member of the Board shall have one vote and a member of the Board must be present in person at meetings of the Board in order to vote. A resolution or motion must receive the affirmative vote of a majority of the members of the Board to be adopted, or in the event there are only three members present at a meeting, then a resolution or motion must receive the affirmative vote of at least two members of the Board to be adopted.

The Board shall meet at least quarterly each calendar year. At its first meeting in each calendar year, the Board shall set the dates, time and location for any other meetings for that calendar year and shall, if necessary, elect the officers of the District whose terms have expired.

Special meetings may be called by the Chairperson as necessary or may be called upon a request of a majority of the Board. Notice, in writing, of each such meeting shall be provided by the Chairperson or the majority of the Board, as applicable, and shall state the date, time and place of the meeting and subject or subjects to be considered at the meeting, and shall be given by or on behalf of the Secretary (by personal delivery, first class mail, telegram, telecopy or email) to each member of the Board at each member's residence or place of business not less than 24 hours preceding the time for the meeting and to others requesting such notice unless in the event of an emergency. The requirements and procedures for notice may be waived in writing by each member of the Board and any member of the Board shall be deemed conclusively to have waived such notice by attendance of that member at such meeting. Each member shall attend all meetings unless excused by action of the other members. A member who is absent without being excused from three consecutive meetings shall be deemed to have resigned as a member of the Board, upon action by the Board affirmatively accepting such resignation.

All meetings of the Board shall be open to the public and notice shall be given in accordance with Section 3 hereof, subject to the exceptions in Section 121.22(G) of the Ohio Revised Code, as that Section may be amended from time to time. For the purpose of receiving mail and other notices, the mailing addresses of the Board shall be 8540 Kenwood Rd, Cincinnati, OH 45236 and 7777 Blue Ash Rd, Deer Park, OH 45236, and shall continue to be such until changed by the Board.

(E) Resolutions and Motions. All actions of the Board, except as provided herein, shall be by resolution or motion entered on its records. The affirmative vote of the majority of members present and constituting a quorum of the Board shall be required for the enactment of every resolution or motion. Unless otherwise specifically provided in the resolution, motion, or by Sections 715.72 or 715.83 of the Ohio Revised Code, all resolutions and motions shall be



effective immediately upon enactment, subject to any authorizations or certifications required by the Ohio Revised Code to be made by the Secretary of the Board.

(F) Powers and Duties.

(1) Prior to December 1 in each calendar year, the Board shall adopt an annual budget for the following calendar year based on the estimate of the total revenues and expenses of operating and administering the District and its programs for the next calendar year. The fiscal year of the District shall be the same as the fiscal year for the City of Deer Park.

(2) Prior to December 1 in each calendar year, the Board shall approve the annual appropriations of the District for the next calendar year based upon the annual budget determined pursuant to the preceding paragraph in accordance with the contract.

(3) At its first meeting in each calendar year, the Board shall elect the officers of the District for the next two-year term in accordance with Section 2(B) hereof.

(4) At its first meeting, the Board shall adopt a resolution to levy an income tax within the District in accordance with the Contract. The Board shall adopt a resolution to change the rate of the income tax, when necessary, as provided in the Contract. The Board will enter into an agreement with the City to administer, collect and enforce the income tax on behalf of the District (the "Tax Agreement"), which agreement may not be assigned or subcontracted to another agency by the City, without the consent of the Board.

(5) The Board shall exercise the powers and perform the duties and functions set forth in Section 9 of the Contract.

(6) In addition, the Board may:

- (a) act as the managerial body for the District;
- (b) direct the Treasurer concerning disbursements from the funds maintained by the District;
- (c) amend the budget and appropriations of the District, subject to certification by the Treasurer that the amended budget and appropriations are within the limits of the District's resources and consistent with the Contract;
- (d) make determinations concerning any matter relating to the District and its programs, including but not limited to: (i) amendments to or modifications of the By-laws (provided such amendments or modifications are consistent with the Contract); (ii) appropriations of the District; and (iii) do all acts and things necessary and convenient to carry out the powers granted in the Contract;
- (e) authorize the retention of the services of consulting engineers, financial consultants, accounting experts, attorneys and such other consultants and independent contractors as are necessary in its judgment to carry out the purposes of the Contract, and fix the compensation thereof, which shall be payable from any available funds of the district, provided that the cost thereof is within the budget approved by the Board in accordance with these By-Laws;

- (f) purchase insurance for property, casualty loss, or liability, and may participate in risk pools or defense organizations regarding District activities.
- (7) There is reserved in the Board the authority, at all times, to delegate, transfer, and assign duties, to the extent permitted by law and in compliance with the Contract.

**Section 3. Public Notice Rules for Meetings.**

(A) Meetings. Except as otherwise provided herein or by law, meetings of the Board shall be open to the public at all times. The Secretary or the person otherwise designated to perform such duty shall prepare, file and maintain the minutes of each meeting, and the minutes of each meeting shall be open to public inspection. The record of proceedings need only reflect the general subject matter of discussions in executive session.

(B) Formal Action. Any resolution, rule, motion or formal action shall be deliberated and voted upon in an open meeting except to the extent deliberation occurs in an executive session, which shall be held only at a regular or special meeting and only for the purpose of considering those matters permitted by law to be considered at executive sessions.

(C) Notice of Meetings.

(1) Posted Notice. Each meeting held by the Board shall be in compliance with R.C. §121.22(F) as to the notice requirements to the general public. This includes all regular meetings, special meetings, emergency meetings, and executive sessions held during any regular or special meeting. Executive sessions may not be held during any emergency meeting called by the Board.

(a) Regular Meetings. The Secretary shall give notice of the time and place of the first regular meeting of the Board for the calendar year not later than the second day preceding the day of that meeting. The Secretary shall post a statement of the times and places of regular meetings of the Board for each calendar year not later than the second day preceding the day of the second regular meeting of the calendar year. If at any time during the calendar year the time or place of regular meetings, or of any regular meeting, is changed on a permanent or temporary basis, the Secretary shall give notice of the time and place of any changed regular meeting at least 24 hours before the time of the first changed regular meeting.

(b) Special Meetings. Except in the case of an emergency requiring immediate official action, the Secretary shall give notice of the time, place and purpose of any special meeting of the Board at least 24 hours before the time of the special meeting. That notice shall be in addition to any other notice these By-laws require to be given to members of the Board.

(c) Adjournment. Upon the adjournment of any regular or special meeting to another day, the Secretary shall post notice promptly of the time and

place of the rescheduled meeting.

(2) Notice to News Media.

(a) Any news media that desires advance notification of regular or special meetings shall file with the Secretary a request therefor. The request shall specify the request is for meetings of the Board, the name of the news media, the name and address of the person to whom written notifications to the media can be mailed, or the email address to which notification can be sent, and at least one telephone number that can be called at any time of the day or night for the purpose of giving oral notification to the media.

(b) Except in the event of an emergency requiring immediate official action, a special meeting shall not be held unless the Secretary has given at least 24 hours advance written notification or oral notification to the requesting news media of the time, place and purpose of the special meeting. The Secretary shall give that advance notice for any special meeting, provided if the Secretary does not give that advance notice, any member of the Board may give it.

(c) In the event of an emergency requiring immediate official action, a special meeting may be held though 24 hours advance notice has not been given to the requesting news media. The person or persons calling the special meeting, or the Secretary on their behalf, shall immediately give written, email, or oral notification, as the person or persons giving notification determine, of the time, place and purpose of the meeting to the requesting news media. The record of any such meeting shall state the nature of any emergency requiring immediate official action.

(3) General.

(a) Any notification provided herein to be given by the Secretary may be given by any person acting on behalf of or under authority of the Secretary.

(b) The Secretary shall maintain a record of the date and time, if pertinent under this Section, of all notices and notifications given or attempted to be given under this Section, and to whom such notifications were given or unsuccessfully attempted to be given.

(c) All email notifications and correspondence shall be retained by the Secretary.

**Section 4. Conduct of Meetings.** All meetings provided for in these By-laws shall be conducted in accordance with the rules established by the Chairperson of the meeting; provided,

however, upon the request of a majority of the members at a meeting, the Chairperson shall conduct the meeting in accordance with the then current edition of *Robert's Rules of Order, Revised*. The Chairperson shall be the parliamentary procedure officer and the decisions of such chairperson with respect to matters of parliamentary procedure shall be final.

**Section 5. District Funds.** The District's funds shall be established and maintained by the Treasurer separate and apart from all other funds that may be under the custody of the Treasurer. The Board shall establish a General Fund for the operation and administration of the District. The District's funds shall be subject to the laws of the State concerning the investment and management of public funds, particularly Chapter 135 of the Revised Code, and shall be the responsibility of the Treasurer.

The Treasurer of the District shall deposit or cause to be deposited in the General Fund the revenues received from income tax or from other sources for operating costs of the District. Disbursements may be made by the Treasurer at the direction of the Board for any proper purpose of the District, including but not limited to payment of operating costs, costs incurred in connection with the organization and meetings of the District, fees and expenses provided under the Contract or the Tax Agreement or of consultants and attorneys, payment of other operating expenses, and payment of other costs of programs or projects of the District.

The Treasurer shall maintain records that account for all disbursements from the District funds. The Treasurer may request the Administrator under the Tax Agreement to make quarterly reports to the Board concerning all contributions to the District's funds during the preceding calendar quarter.

**Section 6. Equipment and Facilities.** The Board may purchase supplies, materials, and equipment as it deems necessary and appropriate. The District shall comply with the laws of the State, the Contract at Section 8, with respect to the procedures for bidding and letting of contracts for the acquisition or repair of its equipment and supplies. All contracts entered into by the District for supplies, materials, or equipment shall be approved by the Board and shall be signed by the Chairperson and by the Treasurer. In the absence or unavailability of the Chairperson, the vice Chairperson may sign such contracts or agreements.

**Section 7. Public Records Policy.** The Board hereby adopts the Sycamore Township Public Records Policy.

**Section 8. Amendments.** These By-laws may be modified, amended or supplemented in any respect upon approval of the modification, amendment or supplement by a majority of the members of the Board. The Secretary shall promptly provide a copy of the modified, amended or supplemented By-laws to the City and the Township.

ADOPTED \_\_\_\_\_

CITY OF DEER PARK – SYCAMORE TOWNSHIP  
JOINT ECONOMIC DEVELOPMENT DISTRICT

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Member

DRAFT