

RECORD OF PROCEEDINGS

Minutes of the Regular Meeting of the Trustees of Sycamore Township Sycamore Township, Hamilton County, Ohio

August 17, 2021

The regular meeting was called to order at 7:00 pm. by Mr. James.

Present for the meeting were Chairman James, Vice Chairman LaBarbara, Trustee Weidman, Fiscal Officer Porter, Law Director Desai, Administrator Warrick, Superintendent / Assistant Administrator Kellums Planning & Zoning Administrator Miller, Fire Chief Penny and Lt. Tarr from the Hamilton County Sheriff's Office.

The invocation was read by Chief Penny.

Pledge to the Flag.

Approval of the August 3, 2021 Trustees Meeting Minutes

The August 3, 2021 Trustees Meeting minutes were presented for approval. Mr. Weidman made a motion, seconded by Mr. LaBarbara, to accept them. Mr. Porter called roll. Vote: All Aye.

Approval of the August 12, 2021 Special Trustees Meeting Minutes

The August 12, 2021 Special Trustees Meeting minutes were presented for approval. Mr. Weidman made a motion, seconded by Mr. LaBarbara, to accept them. Mr. Porter called roll. Vote: All Aye.

Award Presentation

Mr. Tom Wolf, of the Blue Ash Protective Association, addressed the Board explaining the history of that organization which at one time provided EMS service to Montgomery, Blue Ash, Sycamore and Symmes Townships. He said the award being given tonight is named after Jerry Beitman, who was formerly with the Blue Ash life squad. He said the award is for someone who has gone above and beyond to help a fellow human being. Mr. Wolf said two of Sycamore Township's officers, with the aid of officers from Montgomery and Evendale, saved the life of a woman during an incident in January.

Mr. Jerry Beitman, presented the Jerry Beitman Memorial Award, named after his father, to Hamilton County Sheriff's Deputy Rylan Babbs and to Sgt. Crider on behalf of Deputy Wayne Reese. Deputies Babbs and Reese, who are assigned to Sycamore Township, were chosen as recipients of this award for their quick thinking, bravery, and heroic efforts in freeing a woman who was trapped in a burning vehicle near Fields Ertel Road on January 9, 2021.

Executive Session

Mr. James noted that there are several Executive Session agenda items which will be discussed early in the meeting because some things later in the meeting are dependent upon those discussions.

A motion was made by Mr. James, seconded by Mr. Weidman, to adjourn the meeting to executive session with Law Director Deepak Desai as permitted by Ohio Revised Code Section 121.22 to discuss Hiring of an Employee and Setting the Rate of Pay; Sale of Township Property; and Ongoing Litigation.

Mr. Porter called roll. Vote: James: Aye; LaBarbara: Aye; Weidman: Aye

Mr. James invited Fiscal Officer Porter, Law Director Desai, Mr. Warrick, Mr. Kellums and Mr. Miller into the executive session with the Trustees.

End Regular Session: 7:07 p.m.

Begin Executive Session: 7:10 p.m.

End Executive Session: 7:15 p.m.

Back in Regular Session: 8:21 p.m.

Mr. Porter called roll. All three Trustees indicated they were present.

Mr. Weidman made a motion to authorize Administrator Warrick to obtain an appraisal of 11745 Solzman Road. Mr. LaBarbara seconded. Mr. Porter called roll. Vote: All Aye.

Public Comments

Mr. J. Janus, Jr, of 4462 Daffodil Avenue, addressed the Board. Mr. Janus commented that the bid opening for the Larchview Drive/Plainfield Road bid opening began late. He stated the resolution in the document packet for the meeting tonight states Ford Development was the lowest and best bid for the Larchview Drive/Plainfield Road, however, they were the second lowest bidder, and the resolution should be amended as such. Mr. Janus stated he is a member of the Parks Advisory Committee and noted the events in the northern area of the Township have been sparsely attended and may need to be readdressed.

Mr. James stated the clock on the wall is three minutes fast and should be corrected. He stated he is very interested in Mr. Janus' comments about the bid opening and that will be addressed later in the meeting.

Sheriff Patrol Report

Lt. Tarr reported in late 2020, the Hamilton County Sheriff's Office and the University of Cincinnati's Institute of Crime Science were awarded a Strategies for Policing Innovation Grant from the Department of Justice. He said the purpose of the grant is to reduce crime in historically high hot spots through community-oriented problem policing. He stated this approach involves four steps:

1. Identify sites on which to focus
2. Focus patrols on those sites with officers visible in those areas throughout the day and reporting to those in the study about their experiences

3. Look at data and then involve the officers on the street and the community to come up with ways to reduce the numbers of calls from those locations
4. Evaluation at the end of the grant (after three years) in which those sites will be measured against other sites where no action was taken to see what effect of strategies implemented

Lt. Tarr stated 13 sites were chosen across Hamilton County for the extra patrols and two of the sites chosen are in Sycamore Township. He stated he will not say which locations for the purpose of the study. He reported this will be going on until the fall of 2024.

Mr. James stated some people in his neighborhood have asked about a few spots in the Township where sheriff vehicles tend to stop and sit in the evening. He asked if there are active patrols in the evening or if officers wait for calls.

Lt. Tarr answered a lot of times the officers have paperwork to do or emails to answer and they are encouraged to do that in places where they are going to be visible.

EMS/Fire Report

Station Repair Update

Chief Penny reported Administrator Warrick has some purchase orders for the Board's consideration for repairs to Stations 92 and 93. He requested a motion to advertise for the Vehicle Exhaust Removal System for Station 93 and the Sprinkler System for Station 92.

Motion to Advertise Vehicle Exhaust Removal System Station 93

Mr. Weidman made a motion, seconded by Mr. LaBarbara, to advertise for the Vehicle Exhaust Removal System Station 93. Mr. Porter called roll. Vote: All Aye.

Motion to Advertise Sprinkler System Station 92

Mr. Weidman made a motion, seconded by Mr. LaBarbara, to advertise for the Sprinkler System Station 92. Mr. Porter called roll. Vote: All Aye.

Mr. LaBarbara asked Chief Penny why last month was so busy for runs.

Chief Penny said there were about 12 more traffic accidents than usual but said nothing else sticks out; it was just a high run volume month.

Roads, Maintenance & Recreation Report

Mr. Kellums reported 87 cars entered the car show. He stated the Trustees' Choice Award went to David Baker with his 1937 Dodge Coupe and the Best of Show was awarded to Frank Pitrik and his 1948 Pontiac Torpedo Convertible.

Mr. Kellums reported August 7th was the first movie in the park at McDaniel Sports Complex with about 40 people in attendance and Hamilton County Library handed out books and crafts for the kids. He stated music in the park at Bechtold Park took place on August 14th with String Theory and there was a crowd of approximately 100 people.

Mr. LaBarbara commented he liked having the band at shelter 2 better than shelter 3 as it has better handicap access and is closer to the restrooms.

Mr. Kellums noted there is not enough electricity in shelter 2 for the band and it was necessary to run an extension cord, which is not ideal as it could be a tripping hazard. He said if we continue to have bands play in shelter 2, more electric will have to be added.

Mr. Kellums reported this Friday night Soul Crush plays at Bechtold Park and Saturday night at Bechtold we will show the movie Ice Age. He said there will be free UDF ice cream at the movie and the Fire Department will be there with their trucks.

Mr. Kellums reported on a recent fire which caused damage to shelter 3 in Bechtold Park stating he has called a few contractors to repair the damage but has not gotten any response.

Mr. James asked if the damage was cosmetic or structural.

Mr. Kellums said there is structural damage. He reported there is damage in Bechtold Park almost every day such as graffiti, damage to the bathrooms, and damage to picnic tables and benches.

Mr. James asked when the cameras in the park will be operational.

Mr. Kellums stated the cameras will not stop the damage although they might help catch those responsible. He said police presence is needed after dark in Bechtold Park.

Mr. James requested Mr. Kellums coordinate that with Lt. Tarr.

Mr. Miller reported he is working with camera vendors and hopes to have a proposal ready by the next Trustees meeting. He stated all the structure cabling is in place and the switches are ready, so we are ready to hang cameras and update the monitoring software.

Mr. Kellums said he would like to schedule the Dillonvale Luminaria for December 11th which is the second Saturday of December. He noted lots of people missed having it last year due to the pandemic and he hopes there will be no shut down and so that we can move forward with planning. The Trustees agreed to move forward especially since it is an outdoor event.

Mr. James said someone mentioned to him that the position of the parking stops makes it difficult for people with disabilities to get near shelter 2 where the bands play and asked Mr. Kellums to have Mr. Petty look into the problem.

Resolution – Authorizing a Contract for the Larchview Drive / Plainfield Road Improvements Project

Mr. Kellums said there were nine bidders for the Larchview Drive / Plainfield Road Project and stated the Township has worked with eight of them before and all of those eight bids were within 10 percent of the engineer's estimate for the project. He said out of those eight, Ford Development is the lowest bid because the company that originally appeared to have the lowest

bid had multiple math errors in their bid and left out a major part of the project. He stated that bid was actually the highest after all that was corrected. Mr. Kellums reported Ford Development is the actual lowest bidder at 5.5 percent under the engineer's estimate. He stated Ford Development is very responsive and easy to work with.

Mr. Weidman agreed Ford Development has done a great job for the Township in the past and they do what they say they are going to do.

The resolution "Approving and Authorizing a Contract to Reconstruct a Township and a County Road for the Larchview Drive and Plainfield Road Improvement Project and Dispensing with a Second Reading" was presented by Mr. Kellums. A motion to approve was made by Mr. Weidman, seconded by Mr. LaBarbara.

Mr. James said just to confirm their bid was \$4,650,831.02.

Mr. Kellums answered yes.

Mr. Porter called roll. Vote: All Aye.

Resolution 2021-067 passed this 17th day of August, 2021.

Resolution – Authorizing a Contract for the Dillonvale Subdivision Culvert Improvements Project

Mr. Kellums reported four companies bid on the Dillonvale Subdivision Culvert Improvements Project. He stated \$208,205.80 was the engineer's estimate for the project. Mr. Kellums reported Ford Development was the lowest bidder for that project as well with a bid that is 12 percent under the engineer's estimate. He pointed out all the other bids were at least 20% over the engineer's estimate.

The resolution "Approving and Authorizing a Contract to Reconstruct Various Township Culverts for the Dillonvale Subdivision Improvement Project and Dispensing with a Second Reading" was presented by Mr. Kellums. A motion to approve was made by Mr. Weidman, seconded by Mr. LaBarbara. Mr. Porter called roll. Vote: All Aye.

Resolution 2021-068 passed this 17th day of August, 2021.

Resolution – Assenting to the Acceptance of the Street Heitmeyer Lane in Sycamore Township

Mr. Kellums said a new street has been constructed per Hamilton County specifications. He noted after the street was constructed, the Township was presented the opportunity to walk through. He stated he did so and created a punch list. He stated they have fixed everything the Township wanted done on the punch list and now Hamilton County has asked the Township to accept as Heitmeyer Lane as a Township street. Mr. Kellums stated the street is 706.72 feet long.

The resolution "Assenting to the Acceptance of the Street Heitmeyer Lane in Sycamore Township" was presented by Mr. Kellums. A motion to approve was made by Mr. LaBarbara, seconded by Mr. Weidman, dispensing with a second reading.

Mr. James asked if this was urgent.

Mr. Kellums answered the County wants it done but he wouldn't say it is urgent.

Mr. James noted a resident had commented at the last meeting that the Board passes a lot of resolutions with a single reading by emergency. He suggested maybe in the future things like this should be presented and then have a second reading.

Mr. Porter called roll. Vote: All Aye.

Resolution 2021-069 passed this 17th day of August, 2021.

Mr. Kellums reported paving on the last part of the 2021 Road Program began yesterday but was rained out after only two streets were done. He noted the contractor is two months ahead of schedule, so he is very happy with the progress they have made. He said there are a few streets in Dillonvale left to pave and then the project will be finished.

Mr. Kellums reported the Kugler Mill Road Project continues.

Mr. James said some residents along Kugler Mill Road had questions about the project and Mr. Dan Durham spoke to them and they were happy with his responses.

Mr. LaBarbara thanked Steve Reutelshofer and Lt. Tarr for addressing concerns of residents as well.

Planning & Zoning Report

Mr. Miller reported the Trustees discussed in Executive Session the hiring of Angela Zammert who has worked as the Planning & Zoning Assistant through a temporary service since Jessica Daves resigned. He said the resolution for the Board's consideration will bring Ms. Zammert on board full-time.

Resolution – Setting the Rate of Pay for a Newly Hired Township Employee

The resolution "Setting the Rate of Pay for a Newly Hired Full Time Township Employee and Dispensing with a Second Reading" was presented by Mr. Miller. A motion to approve was made by Mr. Weidman, seconded by Mr. LaBarbara. Mr. Porter called roll. Vote: All Aye. Resolution 2021-070 passed this 17th day of August, 2021.

Mr. Miller reported there will be a public hearing before the next Trustees Meeting on September 7th for the old Kenwood Medical Building at the corner of Montgomery Road and Chetbert Drive. He stated they are in the process of revamping / updating the building and as part of that they are proposing a new signage package. The Zoning Commission recommended the proposed sign package for approval, and it will be coming before the Trustees.

He stated the Zoning Commission is actively the proposed new Land Use Plan, called Sycamore Township Vision 2030. He reported there was over two hours of discussion about it at the last meeting and he is hoping for conclusion and approval at the next meeting on September 13th. He

stated the Zoning Commission is also reviewing modest text amendments to the Zoning Resolution. Those will also be heard on September 13th at 6:00 p.m.

Law Director Report

Mr. Desai reported he was informed by Moeller's attorney that they have reached a private settlement agreement in the Willis / Moeller case so that case has been dismissed.

Mr. LaBarbara thanked Mr. Miller for answering a resident's questions.

Mr. Porter said a female employee had presented a grievance to Mr. Desai in accordance with the guidelines in the Employee Handbook. He asked Mr. Desai why he didn't follow the procedures in the Employee Handbook to address the grievance.

Mr. Desai answered he will talk to Mr. Porter about it offline.

Mr. Weidman stated we have a handbook policy set in place and we are required to follow that handbook which was adopted by the Board of Trustees. He stated we neglected to follow that process.

Mr. Desai answered we did follow it and suggested convening in executive session to discuss it.

Mr. Weidman made a motion, seconded by Mr. James, to enter into executive session for the purposes of personnel.

Mr. Porter called roll. Vote: James: Aye; LaBarbara: Aye; Weidman: Aye

Fiscal Officer Porter, Law Director Desai, Mr. Warrick, and Mr. Kellums went into the executive session with the Trustees.

End Regular Session: 8:56 p.m.

Begin Executive Session: 9:00 p.m.

End Executive Session: 9:29 p.m.

Back in Regular Session: 9:30 p.m.

Mr. Weidman made a motion to hire an outside investigator to investigate a report an employee made against her supervisor per the Employee Handbook page four section F.

Mr. James asked Mr. Desai if he thinks that is something warranted by the handbook such that the Trustees would be advised to proceed in that manner.

Mr. Desai answered if it is the situation he believes Mr. Weidman is referring to, he does not.

Mr. James stated there is not a second to the motion, therefore, the motion appears to fail. Mr. James asked Mr. Desai to let the Board know if circumstances change and they will take whatever action is necessary including having a special meeting.

Mr. Desai stated any time that there is any type of complaint made that would fall into the category of bringing it to the Board, it will be brought to the Board.

Mr. James asked if there is a complaint currently pending.

Mr. Desai answered there is not that he is aware of.

Administrator Report

July Financial Reports

Mr. Warrick reported the Board had received the financial package a week or so ago. He stated 73.4 percent of revenue budgeted has been collected. He noted \$1.3 million of that is money related to Covid. He noted if the Covid money were not included since it was not budgeted, we would still be at 70.4 percent of revenue collected. He stated with 58 percent of the year gone, the Township has only spent 53.4 percent of the budget, so the pace of the year looks pretty good.

Mr. Warrick reported the good news is the JEDZ revenues are holding up nicely.

Mr. Warrick reported the tax budget the Trustees approved was turned in and, in all four levy areas, the Auditor's number is higher than our projected number. He stated that adjustment will be made in December to the budget.

Resolution – Amending 2021 Appropriations

Mr. Warrick reported he has an appropriations amendment tonight which has to do with getting the appropriated amounts in the proper accounts so the department heads can better manage because now they are aware on a day to day, week to week basis what's going on in their departments with their account lines. He pointed out he is not asking to increase appropriations or increase the budget because the net effect is zero. Mr. Warrick said he is not asking to spend more money; he is asking to spend more in some areas and less in others.

The resolution "Amending 2021 Appropriations, Dispensing with a Second Reading and Declaring an Emergency" was presented by Mr. Warrick. A motion to approve was made by Mr. Weidman, seconded by Mr. LaBarbara, dispensing with a second reading. Mr. Porter called roll. Vote: All Aye.

Resolution 2021-071 passed this 17th day of August, 2021.

Purchase Orders Over \$5,000.00

Mr. Warrick presented the 11 purchase orders for approval giving a brief explanation of each.

508-2021	Robert Half Management Resources	Contracted Services	\$6,240.00
511-2021	Donnellon, Donnellon & Miller	Services	\$60,000.00
521-2021	BPS Heating & Cooling, LLC	Install Carrier/RUUD A/C	\$5,150.00

526-2021	M/E/P Design & Engineering	New HVAC Station 93	\$12,000.00
528-2021	Office Team	Temp Help	\$5,600.00
535-2021	UC Physicians	Medical Director Fee	\$15,000.00
536-2021	Cintas	New Fire Alarm 92-93	\$30,236.00
537-2021	Osterwisch Co.	Electrical Work Station 93	\$38,823.00
538-2021	Osterwisch Co.	Plumbing Work Station 93	\$19,065.00
539-2021	Cincinnati Concrete Polishing	Refinish Floors Station 93	\$22,071.00
540-2021	Gilkey Window Co.	Window Replacement Station 93	\$7,241.00

Mr. James made a motion to approve purchase order numbers 508, 511, 521, 526, 528, 535, 536, 537, 538, 539 and 540. Mr. Weidman seconded the motion. Mr. Porter called roll. Vote: All Aye.

Mr. Warrick said an inquiry was made with the JEDZ Board members to move the meeting to September 21st. He suggested moving those meetings and the CIC meeting from September 7th to September 21st given that September 7th is the day after a holiday, and he will be on vacation that day.

Mr. Weidman made a motion to move the JEDZ and CIC Meetings to September 21, 2021. Mr. LaBarbara seconded the motion. Mr. Porter called roll. Vote: All Aye.

Mr. James stated the organizational meeting for the new JEDD took place and Mr. Weidman was elected the Chairman of that Board.

Mr. Warrick said Vice-Chairman Tim Fuller will send an email out about it.

Mr. Weidman asked who else is on the board.

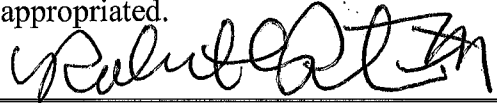
Mr. Warrick answered the Mayor of Deer Park, John Donnellon, Tom James, and Gregg Fusaro.

Fiscal Officer Report

Pay Bills and Read Receipts

The receipts in the amount of \$472,060.49 and disbursements in the amount of \$456,999.15 for August 17, 2021 were read by the Fiscal Officer and are hereby made a part of these minutes.

I hereby certify that the money for payment of these bills is in the fund provided and duly and properly appropriated.

Signed: 

Robert C. Porter III, Fiscal Officer

A motion to approve was made by Mr. Weidman, seconded by Mr. LaBarbara. Mr. Porter called roll. Vote: LaBarbara: Aye; James: Aye; Weidman: Aye

Trustee Comments

Mr. Weidman thanked Mr. Petty for the great job on the movies and music in the park. He also thanked Kevin Clark for the quick response to picking up signs littering the right of ways in the Township over the weekend.

Mr. James encouraged everyone to be nice to each other. Mr. James warned residents to be careful who they trust and explained a group sent a troubling letter to residents and also set up a website with a request for people to enter their email address. He said the website promised to keep email addresses confidential, however, he knows of an email address that was shared and that resident got an email from a different group inviting them to a fundraiser for one of his fellow Trustees. He said he does not know how that information got shared and said the mailing address of the group that used the email address is Mr. Kellum's home address, but he is not here to answer that. Mr. James cautioned people about giving out contact information because it will get shared around and people will hit you up for money.


Announcement Changes

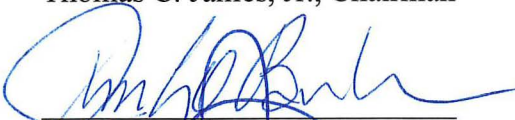
Mr. James noted there is a public hearing for a zoning case coming up on September 7th at 6:00 p.m. and the JEDZ meetings have been moved. He suggested people check the website calendar.

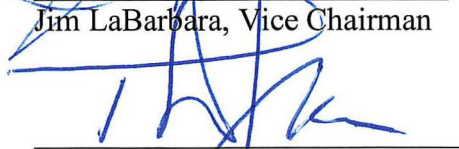
A motion was made by Mr. Weidman, seconded by Mr. LaBarbara, to adjourn the meeting.

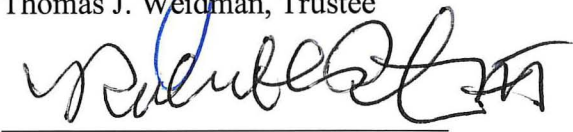
Vote: Mr. LaBarbara: Aye; Mr. James: Aye; Mr. Weidman: Aye.

The meeting adjourned at 9:44 p.m.



Thomas C. James, Jr., Chairman

Jim LaBarbara, Vice Chairman

Thomas J. Weidman, Trustee

Robert C. Porter III, Fiscal Officer
08/17/2021