

## RECORD OF PROCEEDINGS

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

January 4, 2022

The regular meeting was called to order at 7:00 pm. by Chairman Weidman.

Present for the meeting were Chairman Weidman, Vice Chairman Schwegmann, Trustee James, Interim Law Director Barbieri, Fiscal Officer Porter, Interim Administrator / Superintendent Kellums, Planning & Zoning Administrator Miller, Fire Chief Penny and Sgt. Sovern from the Hamilton County Sheriff's Office present for Lt. Tarr.

#### **Swearing in of Trustees – Ohio Supreme Court Justice Patrick Fischer**

Mr. Weidman stated the Board is grateful to have Ohio Supreme Court Justice Patrick Fischer present to preside as the newly elected Trustees take their Oath of Office.

New Sycamore Township Trustee Tracy Schwegmann was sworn in by Justice Fischer.

Sycamore Township Trustee Tom Weidman was sworn in for a new term by Justice Fischer.

The invocation was read by Mr. Miller.

Pledge to the Flag.

#### **Approval of the December 21, 2021 Public Hearing Minutes**

The December 21, 2021 Public Hearing Minutes were presented for approval. Mr. James made a motion, seconded by Mr. Weidman, to accept them.

Mr. Porter called roll. Vote: Mr. James: Aye; Ms. Schwegmann: Abstain; Mr. Weidman: Aye

#### **Approval of the December 21, 2021 Trustees Meeting Minutes**

The December 21, 2021 Trustees Meeting Minutes were presented for approval. Mr. James made a motion, seconded by Mr. Weidman, to accept them.

Mr. Porter called roll. Vote: Mr. James: Aye; Ms. Schwegmann: Abstain; Mr. Weidman: Aye

#### **Public Comments**

Mr. Doug McGrew, of 4212 Myrtle Ave., addressed the Board. Mr. McGrew congratulated Mr. Weidman on his re-election and Ms. Schwegmann the Township's new Trustee. He then discussed on-going problems he and some of his neighbors have with sewer backups, flooding and dealing with the Metropolitan Sewer District. He stated there may be an issue with obtaining backflow preventers and asked if the Township could look into this issue.

Mr. Weidman asked Mr. Kellums if he was familiar with this situation.

Mr. Kellums said he was not aware of this particular situation, but he is aware of issues dealing with MSD. He said he would be happy to contact MSD but usually their response to the Township is not much better than it is to a citizen.

### **Sheriff Patrol Report**

Sgt. Sovern reported since December 31<sup>st</sup> and continuing through January 14, 2022, the Sheriff's Office is operating under a limited response due to COVID protocols implemented to limit exposure. He said this will not impact emergency runs, crimes in progress or auto accidents but would affect routine reports that do not require any investigative efforts.

Sgt. Sovern stated the Highpoint Neighborhood Watch scheduled for January 17, 2022 may be postponed. He reported Deputy Bittermann will decide after January 14, 2022 when the Sheriff recesses the limited response policy.

Mr. Weidman asked about Christmas season at the Kenwood Towne Centre.

Sgt. Sovern answered there were no major incidents since the mall instituted a curfew.

### **EMS/Fire Report**

#### **Database Update**

Chief Penny reported in 2021, the Fire Department went on 4,273 runs which is more than in 2020. He stated lately there have been COVID related runs again including high fever runs.

Chief Penny reported he created a web-based data base to streamline Fire Department Operations to which administrative staff has access. He then described how this program will track credit card usage, uniform allowances, and tuition reimbursements, and help with tracking invoices and receipts to process through the accounting system. He said it also tracks paid time off and contains timesheets.

### **Roads, Maintenance & Recreation Report**

Mr. Kellums reported there are two extremely nice new playgrounds at Bechtold Park which were paid for with grant money.

Mr. Kellums reported water main replacement is in progress for the Larchview Drive / Plainfield Road Project. He stated the contractor is also preparing to do catch basins so that, by the end of winter, road construction may begin.

### **Kenwood Traffic Study**

Mr. Kellums reported he had sent the Trustees the Kenwood Traffic Study to review electronically. He asked if they had any comments and added, if not, he is ready for a motion to advertise.

Mr. James made a motion to advertise for the Kenwood Traffic Study as spelled out in the document included in the packet. Ms. Schwegmann seconded. Mr. Porter called roll. Vote: All Aye.

Mr. James asked what was going on where there is work between the Bechtold Park and Brookside Swim Club entrances.

Mr. Kellums answered it is the staging area for the Larchview Drive / Plainfield Road Project.

### **Planning & Zoning Report**

Mr. Miller reported the Port Authority continues with the environmental study of the former Carrousel and Drake Motel properties on Reading Road. He said the study is extensive and may take a while. He said this is the first step in the demolition process.

Mr. Miller Public Hearings before the Board of Trustees for the proposed updated Land Use Plan and modest Zoning Resolution Text Amendments will take place January 18, 2022 at 6:00 p.m.

### **Law Director Report**

Mr. Weidman introduced the Township's Interim Law Director Larry Barbieri.

Mr. Barbieri stated he is Of Counsel with the law firm of Schroeder, Maundrell, Barbieri & Powers and is the Law Director for Colerain Township, Union Township and Fairfield Township. He said he is delighted to serve as the Interim Law Director for Sycamore Township. He introduced Katherine Barbieri, Partner with the firm Schroeder, Maundrell, Barbieri & Powers and Assistant Law Director for Fairfield Township. He reported their goal is to do the best job they can and give timely and good service to Sycamore Township.

### **Administrator Report**

#### **Employee Handbook**

Mr. Kellums reported in the last few months there have been several issues and questions about the Employee Handbook therefore he would like to send it to Mr. Barbieri for review.

### **Motion to Advertise for Township Administrator Position**

Mr. Kellums requested a motion to advertise for the Township Administrator Position. He reported he had sent the scope to the Trustees for comments and once it is complete, he would like to advertise for the position. He said if any of the Trustees have something to add, he will send it to them all again before advertising it.

A motion was made by Mr. James, seconded by Ms. Schwegmann, to advertise for the Sycamore Township Administrator Position.

Mr. Weidman noted he had already sent his comments for the scope to Mr. Kellums and encouraged the other Trustees to do so also.

Mr. Porter called roll. Vote: All Aye.

### **HCTA Vote – Hamilton County Solid Waste District Board Member**

Mr. Kellums reported the next item on the agenda is HCTA Vote for the Hamilton County Solid Waste District Board Member and said he would yield to Mr. Weidman on this item.

Mr. Weidman stated he is President of the Hamilton County Township Association and reported that HCTA has an obligation per ORC 3734.54 to appoint an individual to the Hamilton County Solid Waste District Board. He said each Township Board of Trustees must vote on a member to fill that position. He said currently there is only one nominee, Colerain Township Trustee Matt Wahlert to fill that position. Mr. Weidman stated a vote is still needed even though there is one nominee.

Mr. Weidman made a motion to appoint Colerain Township Trustee Matt Wahlert to the Hamilton County Solid Waste District Board. Mr. James seconded the motion. Mr. Porter called roll. Vote: All Aye.

**Resolution – Setting the Correct Rates of Pay For Township Employees**

Mr. Kellums reported he had a resolution for the Board's consideration correcting rates of pay for Township employees. He noted the pay rate resolution passed at the December 21, 2021 meeting had incorrect rates of pay for several employees of the Fire Department whose step increases were not included.

Mr. Weidman asked if this resolution is comprehensive of everybody.

Mr. Kellums answered yes, this includes those whose pay rate was incorrect as well as all other employees.

The resolution "Setting the Correct Rates of Pay for Township Employees and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion, seconded by Ms. Schwegmann, to approve the resolution.

Mr. James asked if this rescinds the resolution from December.

Mr. Barbieri said the resolution should be amended to rescind the prior resolution and suggested putting that in the title.

Mr. James made a motion to amend the resolution before the Board to change the title to indicate it is a resolution rescinding Resolution 2021-111 and setting the correct rates of pay for Township employees and dispensing with a second reading. Ms. Schwegmann seconded the motion to amend the resolution. Mr. Porter called roll. Vote: All Aye.

Mr. James then made a motion to adopt the resolution as currently presented and amended. Ms. Schwegmann seconded the motion to adopt the amended resolution. Mr. Porter called roll. Vote: All Aye.

Resolution 2022-001 passed this 4<sup>th</sup> day of January, 2022

**Purchase Orders Over \$5,000.00**

Mr. Kellums reported he had a list of 2022 Blanket Purchase Orders for the Board's approval. He noted the Board had received the list prior to the meeting and asked how they would like to proceed.

Mr. Weidman stated he thought the purchase orders could be approved in one motion.

Mr. Kellums stated the blanket purchase orders to be approved are numbers 100 to 171 as appears in the packet.

Mr. James stated for the record the purchase orders were not in the packet he received earlier and made a motion to approve the purchase orders as presented in the current packet. Ms. Schwegmann seconded the motion.

Mr. Weidman asked if there was any discussion.

Mr. James asked if there are appropriations in place covering all the purchase orders.

Mr. Kellums answered yes.

Mr. James said the report in his packet said each of these purchase orders exceeded the appropriation level. He asked if that was an error in the document presented.

Mr. Kellums said most of the purchase orders are only 50% of what was appropriated.

Mr. James said the detailed report he received had a field in it which said each of them exceeded the appropriation.

Mr. Kellums answered that is not correct.

Mr. Porter called roll. Vote: All Aye.

The complete list of purchase orders approved at this meeting is attached to the minutes.

#### **Fiscal Officer Report**

#### **Pay Bills and Read Receipts**

The receipts in the amount of \$152,040.37 and disbursements in the amount of \$425,688.70 for January 4, 2022 were read by Mr. Porter 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

Mr. James asked if he was going to get a list of them. He noted Ms. Campbell usually emails them to the Trustees but it has been a busy day.

Mr. Porter retrieved the list of checks and cash receipts for review by the Trustees.

A motion to approve was made by Mr. James, seconded by Ms. Schwegmann.

Mr. Porter called roll. Vote: Mr. James: Aye; Ms. Schwegmann: Aye; Mr. Weidman: Aye

#### **Sex Offender Notifications**

Mr. Weidman reported in 2007 there were 24 registered sex offenders in Sycamore Township, some of whom were pretty bad guys. He noted sex offenders tend to be very transient so in 2011 the Trustees passed a resolution stating that residents would be notified when a sex offender moves into their neighborhood. He said in 2007 a resolution was passed prohibiting registered sex offenders from living within 1,000 feet of schools or parks or anywhere children congregate. He said after those two resolutions were passed, we went from 24 down to four registered sex offenders living in the Township. He said now we are up to eight of them living here.

Mr. Weidman stated he brought this to the attention of the Township Law Director in August as seven of the eight sex offenders are in violation of Resolution 2007-38. Mr. Weidman asked Mr. Barbieri to review this, notify the registered sex offenders that they are in violation of Resolution 2007-38 so we can get them removed from where they are living. He requested Mr. Barbieri report back to the Board at the next meeting.

**Announcement Changes**

Mr. Weidman noted Public Hearings before the Board of Trustees for the proposed updated Land Use Plan and Zoning Resolution Text Amendments will take place January 18, 2022 at 6:00 p.m. He then referred people to the website calendar for other events.

**Trustee Comments**

Mr. James welcomed Ms. Schwegmann to the Board and congratulated Mr. Weidman again on his re-election. He pointed out that former Sycamore Trustee Denny Connor was present in the audience and welcomed him and thanked him for his service to the Township. Mr. James said it is a new year and time for new beginnings and that he hopes 2022 is a better year than what the world has been through the past two years.

Ms. Schwegmann thanked everyone, her fellow Trustees, staff members, and residents, for their support, and stated she looks forward to serving the residents and other stakeholders of Sycamore Township.

Mr. Weidman stated as President of the Hamilton County Township Association, he was asked by the County Commissioners to appoint somebody to the OneOhio Recovery Foundation Regional Committee for Region Two which is all of Hamilton County. He said there is a significant amount of money to be distributed from funds paid by opioid manufacturers in the opioid settlement with the State of Ohio. He said Region Two will get \$35 million to start and more later. Mr. Weidman reported he recommended, and he believes the County has already approved, Tracy Schwegmann to serve on the committee. He thanked Ms. Schwegmann for her service on this important committee.

Ms. Schwegmann stated it is an honor to serve.

**Executive Session**

A motion was made by Mr. Weidman to adjourn the meeting into executive session with the Township Law Director as permitted by Ohio Revised Code Section 121.22(G)(2) to discuss Sale of Township Property and to adjourn into executive session with the Township Law Director as permitted by Ohio Revised Code Section 121.22(G)(3) to discuss Pending and Imminent Litigation with the Township attorney. Mr. James seconded the motion.

Mr. Porter called roll. Vote: Mr. James: Aye; Ms. Schwegmann: Aye; Mr. Weidman: Aye

End Regular Session: 7:46 p.m.

Begin Executive Session: 7:50 p.m.

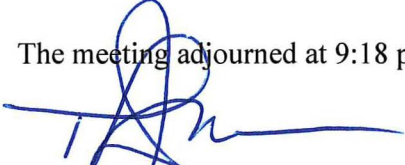
End Executive Session: 9:15 p.m.

Back in Regular Session: 9:18 p.m.

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

A motion was made by Mr. James, seconded by Ms. Schwegmann, to adjourn the meeting.  
Mr. Porter called roll. Vote: All Aye.

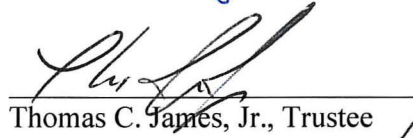
The meeting adjourned at 9:18 p.m.



Thomas J. Weidman, Chairman



Tracy Schwegmann, Vice Chairman



Thomas C. James, Jr., Trustee



Robert C. Porter III, Fiscal Officer

01/04/2022

### 01/04/2022 Purchase Order List

P.O. Number	Vendor Name	Amount	Transaction Description
22-100	BLANKET VENDOR*	39,084.57	FIRE UTILITIES
22-101	BLANKET VENDOR*	3,039.99	FIRE TOOLS & EQUIPMENT
22-102	BLANKET VENDOR*	46,000.00	EMS SUPPLIES/SERVICES
22-103	BLANKET VENDOR*	3,885.40	FIRE SUPPLIES STATION
22-104	BLANKET VENDOR*	14,530.75	FIRE STATION UNIFORMS
22-105	BLANKET VENDOR*	10,000.00	FIRE BUNKER GEAR
22-106	BLANKET VENDOR*	1,500.00	FIRE OFFICE SUPPLIES
22-107	BLANKET VENDOR*	35,277.03	FIRE VEHICLES
22-108	BLANKET VENDOR*	8,000.00	FIRE BUILDING COSTS
22-109	BLANKET VENDOR*	19,150.00	FIRE CONTRACT SERVICES
22-110	BLANKET VENDOR*	15,000.00	FIRE TUITION REIMBURSEMENT
22-111	BLANKET VENDOR*	2,064.91	FIRE MOBILE COMMUNICATIONS
22-112	BLANKET VENDOR*	5,500.00	DUMP FEES
22-112-1	BLANKET VENDOR*	750.00	ROADS RENTALS
22-113	BLANKET VENDOR*	3,000.00	ROADS TOOLS & EQUIPMENT
22-114	BLANKET VENDOR*	45,500.00	TRASH BASH
22-115	BLANKET VENDOR*	19,250.00	ROADS REPAIRS & MAINTENANCE
22-116	BLANKET VENDOR*	67,465.10	ROAD MATERIALS & SUPPLIES
22-117	BLANKET VENDOR*	100,000.00	ROAD MATERIALS
22-117-1	BLANKET VENDOR*	400,000.00	ROADS CONTRACTED SERVICES
22-119	BLANKET VENDOR*	38,423.20	ROADS-TEMPORARY LABOR
22-120	BLANKET VENDOR*	5,000.00	ROADS-UNIFORMS
22-121	BLANKET VENDOR*	20,000.00	ROADS-CONTRACT SERVICES
22-122	BLANKET VENDOR*	17,500.00	ROADS-EXPENSES
22-123	BLANKET VENDOR*	14,460.00	ROADS-MISC
22-124	BLANKET VENDOR*	15,000.00	ROADS-TOOLS & EQUIPMENT
22-124-1	BLANKET VENDOR*	5,000.00	ROADS BUILDING COSTS
22-125	BLANKET VENDOR*	49,894.06	STREETLIGHTS
22-130	BLANKET VENDOR*	2,500.00	ADMIN TRAVEL & TRAINING
22-131	BLANKET VENDOR*	15,000.00	ADMIN OFFICE SUPPLIES
22-132	BLANKET VENDOR*	2,500.00	ADMIN PROFESSIONAL MEMBERSHIPS
22-133	BLANKET VENDOR*	20,000.00	ADMIN PUBLICATIONS / SUBSCRIPTIONS



P.O. Number	Vendor Name	Amount	Transaction Description
22-134	BLANKET VENDOR*	10,000.00	ADMIN WELLNESS/DRUG SCREENING
22-135	BLANKET VENDOR*	192,563.08	ADMIN CONTRACT SERVICES
22-136	BLANKET VENDOR*	2,000.00	ADMIN LEGAL ADVERTISING
22-137	BLANKET VENDOR*	20,000.00	ADMIN COMMUNICATIONS
22-138	BLANKET VENDOR*	1,000.00	ADMIN RENTAL HOUSES/PROPERTY
22-139	BLANKET VENDOR*	23,659.77	ADMIN UTILITIES
22-140	BLANKET VENDOR*	4,000.00	ADMIN BUILDING OTHER EXPENSES
22-141	BLANKET VENDOR*	18,712.75	PARK UTILITIES
22-142	BLANKET VENDOR*	14,400.00	ZONING BOARDS
22-143	BLANKET VENDOR*	6,000.00	FIRE TRAINING REIMBURSEMENT
22-144	BLANKET VENDOR*	15,100.00	FIRE PROPERTY SERVICES REIMB
22-145	BLANKET VENDOR*	27,000.00	FIRE CONTRACTS REIMB
22-146	BLANKET VENDOR*	2,500.00	FIRE SMALL TOOLS & EQUIPMENT
22-147	BLANKET VENDOR*	35,000.00	FIRE REPAIRS & MAINT REIMB
22-152	JEFFERSON HEALTH PLAN*	2,378,328.20	HEALTH/BENEFITS
22-153	DENTAL CARE PLUS, INC.*	67,121.08	DENTAL INSURANCE
22-154	RELIANCE STANDARD LIFE INSURA	1,795.62	LIFE INSURANCE
22-155	ONETOUCHPOINT*	12,000.00	NEWSLETTER
22-156	POSTMASTER*	8,000.00	POSTAGE FOR NEWSLETTER
22-157-A	BLANKET VENDOR*	100.00	PARK RENTALS
22-158	BLANKET VENDOR*	5,000.00	PARK REPAIRS & MAINTENANCE
22-160	BLANKET VENDOR*	75,000.00	PARKS CONTRACTED SERVICES
22-161	BLANKET VENDOR*	39,000.00	PARKS OPERATING SUPPLIES
22-162	BLANKET VENDOR*	38,000.00	PARKS SUPPLIES & MATERIALS
22-163	BOARD OF COUNTY COMMISSIONERS	66,077.00	DISPATCH
22-165	LYKINS ENERGY SOLUTIONS*	25,264.22	FUEL
22-167	LSQ FUNDING GROUP, LC*	15,000.00	TEMPORARY HELP
22-171	BLANKET VENDOR*	30,000.00	ROADS - FLEET REPAIR