

RECORD OF PROCEEDINGS

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

February 15, 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 Lt. Tarr from the Hamilton County Sheriff's Office.

The invocation from Brecon Methodist Church was read by Mr. Miller.

Pledge to the Flag.

Approval of the February 1, 2022 Trustees Meeting Minutes

The February 1, 2022 Trustees Meeting Minutes were presented for approval. Mr. James made a motion, seconded by Ms. Schwegmann, to accept them.

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

Presentation - Chelsea Thomas & Ian Laseke of the Metropolitan Sewer District, Owlwoods Lane Odor Control Unit

Ms. Chelsea Thomas, Project Manager at the Metropolitan Sewer District, addressed the Board. Ms. Thomas displayed a slide presentation about a local sewer project initiated by citizen petition that would include an Odor Control Unit for Owlwoods Lane in Sycamore Township. She noted due to the topography of the area, a gravity line is not feasible for much of the project and a low-pressure force main must be installed. Ms. Thomas reported due to potential odor from the low-pressure force main, MSD proposes installing an Odor Control Unit in Sycamore Township owned right of way in front of 8417 Owlwoods Lane. She went on to describe the unit in detail noting it would be setback three feet from the edge of pavement. She also explained the reasons for the chosen location for the unit.

The Board asked questions of Ms. Thomas expressing concerns about the unit being so close to the edge of pavement, notification to property owners on Owlwoods about the plans for the unit, and chemicals used in the unit.

Ms. Thomas answered the Board's questions and pointed out once the Township has approved the location and 90-95% of the design is finished, notifications will be sent to property owners. She also explained at what point in the process there will be opportunity for public hearings and comment. Ms. Thomas then reported on the project schedule noting if easements are needed, the schedule will be significantly delayed.

The Board asked additional questions and there was continued discussion about the details of the proposed project.

Mr. James stated it would be useful to know what the property owner on the corner who is most affected by the Odor Control Unit thinks about this plan. The other Trustees agreed that property owner should be informed of this prior to the 90-95% design threshold.

Ms. Thomas displayed a photo of a similar unit in Anderson Township. She will do additional research to answer some of the Board's questions.

Public Comments

Mr. Chris Virgulak, of 8124 Starting Gate Lane, addressed the Board. Mr. Virgulak stated for the last 18 months he served as the Chairman of the Citizen Finance Committee until that committee was dissolved by the Trustees two weeks ago. Mr. Virgulak went on to address items brought up during the discussion about the Citizen Finance Committee at the February 1st meeting. He discussed the committee's compliance with the Open Meetings Act, the duties of the committee and Chairman as noted in the by-laws, the inclusion of the Fiscal Officer in committee meetings, and the geographic representation on the committee.

Mr. Virgulak stated the Board did not need to dissolve the committee to achieve their objectives and said the reasons given by the Board members to dissolve the committee were not compelling. He also disputed the assertion that members of the committee had any political agenda. Mr. Virgulak concluded it was offensive to invite the committee members to re-apply to a reconstituted finance committee.

Mr. James stated the Dillonvale resident's application was circulated by email to the Board of Trustees at the time and as Mr. Virgulak noted, the applicant withdrew her application. He said Mr. Kellums had said she may be interested in the re-constituted committee, and he hopes she does apply.

Mr. Weidman stated he never said at the February 1st meeting that he was opposed to a Finance Committee. He said he voted against the formation of the committee initially because it was misrepresentative of the Township's population and was rushed to be put together in a five-week period with the majority of the committee members from the Kenwood area and three members from one neighborhood. He thanked Mr. Virgulak for his service and wished him the best.

Sheriff Patrol Report

Lt. Tarr thanked Mr. Kellums and the maintenance crew for doing a great job after the big winter storm the week before.

EMS/Fire Report

Station Repairs Update

Chief Penny reported he and Mr. Kellums had a meeting with Kevin Robbins who is designing the Station 93 HVAC system. He said Mr. Robbins is now working on modifications to the plan as a result of that meeting and stated he hopes to have plans and pricing to the Board at the next meeting.

Chief Penny reported the Fire Department was awarded a \$1,000.00 grant from OTARMA for 2021 which will be used to purchase a thermal engine camera. He stated the department will apply for a 2022 OTARMA grant also.

Roads, Maintenance & Recreation Report

Mr. Kellums reported the last winter storm was one of the toughest during his tenure with the Township and his crews did a great job. He noted it was also an expensive storm as crews used over 300 tons of salt. He said we had enough employees to work two shifts and they worked around the clock to keep up with the storm.

Mr. Kellums reported he had a resolution for the Board's consideration to authorize a contract for the 2022 Road Improvement Program in Kenwood Meadows subdivision. He said Greater Cincinnati Waterworks has been working in that neighborhood installing water main, so the roads are damaged. He explained the Township has an agreement with Waterworks that they will contribute \$306,000.00 towards the project. Mr. Kellums noted that number may change depending on the price of asphalt.

Mr. Kellums stated he had discussed decreasing the size of this year's road program with Mr. Weidman and doing only the half of the neighborhood damaged by Waterworks. He explained the curb work should be included so that we can get the expected life out of the roads. Mr. Kellums stated the Township's portion of the cost will be around \$800,000.00 which is well within the over \$1 million that was appropriated for the 2022 Road Program.

Resolution – Authorizing a Contract for the 2022 Road Improvement Program

The resolution "Authorizing a Contract for the 2022 Road Improvement Program 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. Weidman agreed the curb work should be included in the project to avoid problems down the line.

Mr. Porter called roll. Vote: All Aye.

Resolution 2022-009 passed this 15th day of February, 2022

Mr. Kellums noted the contractor awarded the project is Prus Construction. He said the Township has used them many times with good results.

Mr. James asked Mr. Kellums and Chief Penny to look at parking issues on Charteroak Drive and consider a no parking zone. He stated the issue is on the side opposite the fire hydrants.

Chief Penny noted the Fire Department has the authority to restrict parking on the hydrant side only.

Mr. James explained why the other side of the road is the problem. There was discussion about the best way to resolve this issue.

Mr. Kellums stated he will take a look at it.

Planning & Zoning Report

Mr. Miller reported he met with the applicants for Zoning Case 2022-01P2, Tire Discounters, and due to some deficiencies with their plans, the applicant has requested the case be continued to the March 14, 2022 Zoning Commission meeting.

Mr. Miller reported the Board of Zoning Appeals meeting had also been canceled due to lack of an agenda.

Mr. Miller reported the new Text Amendments to the Zoning Resolution that the Trustees approved go into effect February 18, 2022.

Law Director Report

Mr. Barbieri stated he had no report.

Administrator Report

Mr. Kellums reported the Township's contract with ESP Media expires at the end of the month and said he had a resolution for the Board's consideration to authorize a new contract.

Resolution – Authorizing a Contract with ESP Media LLC for Video Production Services
The resolution "Authorizing a Contract with ESP Media LLC for Video Production Services" was presented by Mr. Kellums. Mr. James made a motion, seconded by Ms. Schwegmann, to approve the resolution, dispensing with a second reading.

Mr. James said ESP Media has done a great job and noted it is a Township-based business.

Mr. Porter called roll. Vote: All Aye.
Resolution 2022-010 passed this 15th day of February, 2022

Mr. Kellums reported the next resolution for consideration was also in the Board's packet. He said the resolution is to amend 2022 appropriations for road and bridge and fire department salaries. He said the appropriations approved for the beginning of the year did not include overtime.

Resolution – Amending 2022 Appropriations
The resolution "Amending 2022 Appropriations, Dispensing with a Second Reading and Declaring an Emergency" was presented by Mr. Kellums. Mr. James made a motion, seconded by Ms. Schwegmann, to approve the resolution as presented. Mr. Porter called roll. Vote: All Aye.
Resolution 2022-011 passed this 15th day of February, 2022

Mr. Kellums said a transfer of funds to the CIC is needed in order for the grant program for Sycamore Township residents to continue.

Resolution – Authorizing and Directing a Transfer of Funds to the Sycamore Township CIC, Inc
The resolution "Authorizing and Directing a Transfer of Funds for Economic Development Purposes to Sycamore Township CIC, Inc., the Designated Community Improvement Corporation of Sycamore Township, 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. Porter called roll. Vote: All Aye.
Resolution 2022-012 passed this 15th day of February, 2022

Mr. Weidman asked how much grant money had been paid so far this year.

Mr. Kellums answered he will get that number to the Board.

Purchase Orders Over \$5,000.00

Mr. Kellums presented the following purchase orders over \$5,000.00 for approval:

Purchase Order 2022-165-1	Lykins Energy Solutions	Fuel – Police	\$6,231.52
Purchase Order 2022-197	W.A. Jones	Drawers for Truck	\$9,158.66
Purchase Order 2022-199	Pillar Insurance Inc.	Renewal FD Policy	\$8,295.00

Mr. James made a motion to approve these requests as listed, purchase order numbers 165-1, 197 and 199. Ms. Schwegmann seconded. Mr. Porter called roll. Vote: All Aye.

Mr. James asked Mr. Kellums for the status of the search for a new Township Administrator.

Mr. Kellums answered ads have been posted in various places soliciting resumes for the Township Administrator and nine resumes have been received thus far.

Mr. James requested Mr. Kellums send the resumes to the Board. He then asked for the status of the search for a new Law Director.

Mr. Weidman answered the search for a Law Director is pending the hiring of a new Administrator.

Mr. James asked Mr. Kellums why some residents have received a second refund gift card from Dynegy.

Mr. Kellums said he is awaiting a response from Mr. Dan Deters of Energy Alliance.

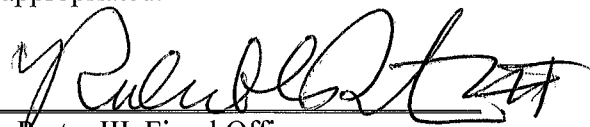
There was discussion about the cards with Ms. Schwegmann noting when she used hers the cashier had to key in the exact dollar amount loaded on the card.

Fiscal Officer Report

Pay Bills and Read Receipts

The receipts in the amount of \$140,892.97 and disbursements in the amount of \$1,038,480.10 for February 15, 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

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

Mr. James stated it should be a priority to generate BUCS reports at month end so that month to month comparisons may be made. He said he cannot believe there is not a way to generate a date limit report in BUCS. He said he received an appropriation fund revenue report and a bank reconciliation report and asked Mr. Porter if he had reviewed those reports and, if so, if he had any concerns about them.

Mr. Porter answered he did have concerns about the beginning balance on one of the reports and they were being addressed.

Mr. James stated he had concerns about the bank reconciliation report saying it is \$1,027,368.23 too low if you run it from November to December to January. He said the beginning balance in January does not match the ending balance in December. He said that is a big balance difference and asked Mr. Porter to look into it.

Trustee Comments

Ms. Schwegmann thanked Mr. Kellums and staff for their hard work during the winter storm. She noted many residents had commented with appreciation for their work on social media. Ms. Schwegmann also thanked ESP Media for providing a valuable service to our residents by allowing them to watch the meetings.

Mr. James reiterated Ms. Schwegmann’s thanks for the maintenance crews and noted the huge difference between streets in Sycamore Township and in the City of Cincinnati which looked like they had not been cleared at all. Mr. James stated ESP Media is a family run business located in Sycamore Township which does great things for local sports and various governments. He said they are paid to record and broadcast Township meetings and they do an exceptional job. Mr. James said the zoning committees are paid but the parks and finance committees were unpaid volunteers and he thanked them for donating their time for the Township. He said volunteers should never be denigrated for what they do; they should be appreciated.

Announcement Changes

Mr. Weidman noted Township offices will be closed Monday, February 21st for Presidents’ Day and, as Mr. Miller said, the February Board of Zoning Appeals meeting has been canceled due to lack of an agenda. He referred people to the website calendar for other events.

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)(1) to consider the employment of a public employee or official and as permitted by Ohio Revised Code Section 121.22(G)(3) to discuss imminent litigation.

Mr. James seconded the motion.

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

End Regular Session: 8:12 p.m.

Begin Executive Session: 8:15 p.m.

End Executive Session: 8:55 p.m.

Back in Regular Session: 8:59 p.m.

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

Mr. Kellums requested a motion from the Board to hire Tony Perkins as an Inspector with the Maintenance Department.

Mr. James made a motion to hire Tony Perkins for the position of Road Inspector. Ms. Schwegmann seconded the motion. Mr. Porter called roll. Vote: All Aye.

Resolution – Setting the Rate of Pay for a Newly Hired Township Employee
The resolution “Setting the Rate of Pay for a Newly Hired Township Employee” was presented by Mr. Kellums.

Mr. James asked if the section of the resolution having to do with benefits should be excluded as to insurance.

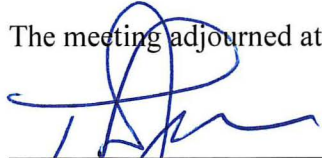
Mr. Kellums said that section has always been in the rate of pay resolutions noting the employee may waive the insurance.

Mr. Barbieri said it was sufficient to write in that the health insurance is excluded.

Mr. James made a motion to approve the resolution setting the rate of pay for a newly hired employee, Tony Perkins, at \$70,000.00 per year as specified in the resolution, dispensing with a second reading. Ms. Schwegmann seconded the motion. Mr. Porter called roll. Vote: All Aye. Resolution 2022-013 passed this 15th day of February, 2022

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

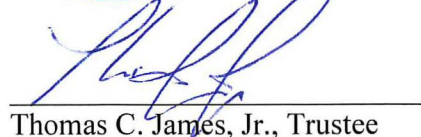
The meeting adjourned at 9:02 p.m.



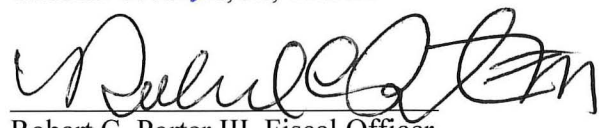
Thomas J. Weidman, Chairman



Tracy Schwegmann, Vice Chairman



Thomas C. James, Jr., Trustee



Robert C. Porter III, Fiscal Officer

02/15/2022