

THE SYCAMORE TOWNSHIP RECORDS COMMISSION

Minutes of the Records Commission Meeting of Sycamore Township
Held Sycamore Township, Hamilton County, Ohio

Tuesday, December 6, 2022

The meeting was called to order by Mr. Weidman at 6:50 p.m. Present for the meeting were Chairman Weidman, Vice Chairman Schwegmann, Trustee James, Fiscal Officer Porter. Law Director Barbieri and Administrator Kellums.

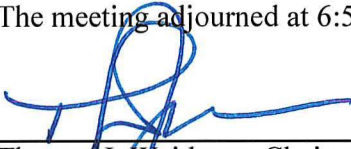
Mr. Porter reported the Township is required to hold an annual Records Commission meeting to set a records retention schedule. He noted the retention schedule is unchanged from previous years.

Mr. James asked if Mr. Porter and Ms. Campbell are members of the Records Commission.

Mr. Porter answered no, stating he and Chairman Weidman are the members of the commission. He pointed out the Township recently won an award for record keeping.

Mr. Weidman made a motion, seconded by Mr. Porter, to approve the updated records retention schedule. Mr. Porter called roll. Vote: Mr. Weidman: Aye; Mr. Porter: Aye

The meeting adjourned at 6:53 p.m.



Thomas J. Weidman, Chairman



Robert C. Porter III, Fiscal Officer
Record Commission 12/06/2022

RECORD OF PROCEEDINGS

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

December 6, 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, Law Director Barbieri, Fiscal Officer Porter, Administrator Kellums, Fire Chief Penny, Planning & Zoning Administrator Miller, and Sgt. Sovern from the Hamilton County Sheriff's Office.

The invocation was read by Chief Penny.

Pledge to the Flag.

Approval of the November 15, 2022 Trustees Meeting Minutes

The November 15, 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 – Metro

Mr. Nicholas Keeling, Transportation Planner, and Mark Samaan, Long Range Planning Manager at Cincinnati Metro, 525 Vine Street, Suite 500 addressed the Board. Mr. Keeling displayed a PowerPoint presentation providing information on improvements to bus service and Metro's objectives and goals to expand regional connectivity now that it is a County Agency with the passage of Issue 7. Mr. Keeling described improvements that have already been made and Metro's plans for the future. He noted Metro is in the process of putting out new benches and shelters for those waiting for buses. Mr. Keeling described major route improvements focusing on a new Route 5 that goes through Sycamore Township and more direct and more frequent service on existing Route 4 to Kenwood Towne Centre.

Mr. Samaan then addressed the Board to explain Metro's Bus Rapid Transit (BRT) which would include greater amenities for riders and dedicated bus lanes. He discussed the potential social environmental and economic benefits of BRT to the community. Mr. Samaan said Metro is looking at four possible corridors for BRT with the intent to choose two of them to move forward with the project. He pointed out one of the corridors being considered is along Montgomery Road and would go through Sycamore Township. He explained the BRT study process noting Metro will be applying for federal funding for the project.

Mr. Samaan reported there will be opportunities for the public to provide input as part of the corridor evaluation process. He said members of the public may go to MetroBRTstudy.com/Participate to learn about upcoming opportunities to provide input and to take a survey.

Mr. Weidman stated the Board has already had some conversations about the proposed routes. He said the proposed Reading Road route comes in right at Sycamore Township where we have about

36 acres in the area to be developed, possibly as manufacturing, and BRT would be valuable. Mr. Weidman stated there is already a traffic problem in the Kenwood area and the Township is in the midst of a significant traffic study in that area. He said the Board is concerned about the Township's ability to facilitate bus depots and dedicated lanes along Montgomery Road. Mr. Weidman stated the Reading Road corridor would be excellent as the Township is working with the Port Authority for redevelopment of about 50 acres in that area.

Ms. Schwegmann echoed Mr. Weidman's concerns about a BRT route on the Montgomery Road corridor and expressed concerns about discovering Metro has added service to the Township by reading the paper. She said residents are now asking the Board questions and the Trustees knew nothing about it. Ms. Schwegmann agreed the Reading Road corridor is a great opportunity for BRT. She asked how Metro went about choosing these four corridors and what ridership is like on existing bus routes.

Mr. Samaan explained the corridors selected are the four highest ridership corridors and each one carries a minimum of one million people a year. He said Reading Road has the highest ridership.

Mr. James stated Kenwood Towne Centre is the core of the Township's commercial area and we do not want to do anything, such as taking over a lane, to interfere with traffic in Kenwood. He agreed the Reading Road corridor seems to be the better one. He said there is infrastructure money that could be used to improve intersections and the Township would be interested in that if it was something that would actually alleviate traffic at the Kenwood / Montgomery Road intersection using federal or Issue 7 money.

Mr. Samaan explained 25% of sales tax is dedicated to the transit infrastructure fund and he believes the Township has already applied for funding from that.

Mr. James said he is on the planning committee for this and asked if there is long term planning in place for express or BRT going from Kenwood down cross county highway to the other side of town.

Mr. Samaan said there will be a local route along Galbraith Road that will be helpful in connecting people in the middle of the County.

Ms. Schwegmann asked if Metro contributes to road improvement funds to aid with maintenance of roads due to wear and tear.

Mr. Samaan answered no.

Mr. Weidman commented on a route along Kemper Road and reiterated Ms. Schwegmann's point that it would be good for Metro to notify the Township of route and service changes in advance.

Mr. Samaan said routes will continue to be adjusted and he would be happy to come in and speak to the Board in advance of changes noting Metro wants to build suburban relationships.

Chief Penny inquired about park and ride locations.

Mr. Samaan said placement of the park and rides is key and there is funding for it but no specific plans yet.

Public Comments

None.

Sheriff Patrol Report

Sgt. Sovern stated he had no report.

EMS/Fire Report

Chief Penny reported the department has been doing research on designing a new pumper and an ambulance. He requested permission from the Board to proceed with securing a manufacturer and bringing something more solid to the Board for review at a future meeting. Chief Penny noted the vehicles may be purchased through the Source Purchasing Cooperative which is about \$6,000.00 cheaper than state bid. He said the pumper truck costs \$897,000.00 and the ambulance costs \$378,000.00.

Mr. Kellums noted there is about a two-year lead time to acquire these vehicles.

Ms. Schwegmann requested history on the reasoning for needing a new pumper.

Chief Penny said one of the department's newest trucks is being repaired after an accident and another is in the shop getting new injectors, leaving the north station using a 24-year-old truck. He said a new truck is needed due to the age, the mileage and the wear and tear of the current vehicles.

There was discussion about the age and condition of the vehicles, and which one would be a spare if the department purchased a new pumper.

Mr. James asked if the Township would have to pay up front for the pumper if it will take two years to get it.

Chief Penny said there is a discount to pay in advance, but Mr. Kellums cautioned against that. He added he doesn't think the Board can approve a contract without having the money appropriated.

Mr. James asked about possible alternatives to purchasing a new pumper.

Chief Penny answered it would be difficult to find a used one in good enough repair.

Mr. Weidman asked what would be replaced if the Township purchased a new ambulance.

Chief Penny answered that the 2007 ambulance that was wrecked and refurbished would be a spare and the other 2007 would be replaced.

Mr. Kellums asked if the department would be trading in or auctioning off any vehicles once new ones are delivered.

Chief Penny answered the 2007 International squad will be auctioned or traded.

There was discussion about the mileage and condition of the Fire Department's existing vehicles.

Mr. Weidman asked Chief Penny to report back in more detail on the age and mileage of our existing vehicles.

Planning & Zoning Report

Mr. Miller reported the public hearing that had been scheduled for tonight for Case 2022-15P2 was continued to December 20th at the request of the applicant.

Mr. Miller reported Landmark Recovery had submitted a revised application for a Major Adjustment to a PUD which will be heard by the Zoning Commission on December 12th at 6:00 p.m. He said there will also be a residential application for a variance heard by the Board of Zoning Appeals on December 19th at 6:00 p.m.

Expiring Zoning Board Terms

Mr. Miller reported there are four terms expiring for the Zoning Boards: Bill Mees, Zoning Commission Member, and Bill Swanson Zoning Commission Alternate, as well as Board of Zoning Appeals Chairman Ted Leugers and Michael Schwartz, the Board of Zoning Appeals Alternate. He explained the reasons these individuals are assets to the Zoning Boards.

Mr. James made a motion, seconded by Ms. Schwegmann, to renew the terms of each of the four individuals. Mr. Porter called roll. Vote: All Aye.

Mr. Weidman and Mr. James both commented on the quality of the Board members who serve our community.

Resolution – 4700 Happiness Way Nuisance Property

The resolution “Providing for and Authorizing Removal of Vegetation, Garbage, Refuse and Other Debris and Declaring a Nuisance for the Property Located at 4700 Happiness Way, Sycamore Township, OH 45236” was presented by Mr. Miller. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann, dispensing with a second reading.

Mr. Porter called roll. Vote: All Aye.

Resolution 2022-117 passed this 6th day of December, 2022

Roads, Maintenance & Recreation Report

Mr. Kellums reported an extremely busy leaf season is wrapping up.

The resolution “Authorizing a Contract with Choice One Engineering Corp. for Engineering Services and Authorizing an LPA Federal Local-Let Consultant Agreement, Dispensing with a Second Reading and Declaring an Emergency” was presented by Mr. Kellums.

He said this is for the Kemper Road Sidewalk Project for which the Township was awarded a \$1 million grant. He noted the engineering will not exceed \$139,156.00.

Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann. Mr. Porter called roll. Vote: All Aye.

Resolution 2022-118 passed this 6th day of December, 2022

Mr. Kellums reminded the Board that Dillonvale Luminaria will take place Saturday, December 10th from 6:00 p.m. to 8:00 p.m.

Mr. James asked for the status with ODOT on the Snider Road sign.

Mr. Kellums answered the cost came in at \$250,000.00, which exceeds the threshold the Board put on the project; therefore, the fence will be chain link.

Law Director Report

Mr. Barbieri stated he had nothing to report.

Administrator Report

Mr. Kellums reported there are a lot of resolutions for consideration tonight including some of those presented annually at year end.

The resolution "Authorizing and Directing Transfers of Funds to Reconcile Budgets and Appropriations and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann. Mr. Porter called roll. Vote: All Aye.

Resolution 2022-119 passed this 6th day of December, 2022

The resolution "Authorizing Payment for Association Dues and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann. Mr. Porter called roll. Vote: All Aye.

Resolution 2022-120 passed this 6th day of December, 2022

The resolution "Authorizing Membership in the Coalition of Large Ohio Urban Townships and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann. Mr. Porter called roll. Vote: All Aye.

Resolution 2022-121 passed this 6th day of December, 2022

The resolution "Establishing Mileage Allowance for Township Employees Providing for Reimbursement Expenses and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann. Mr. Porter called roll. Vote: All Aye.

Resolution 2022-122 passed this 6th day of December, 2022

The resolution "Requesting the County Auditor to Make Advance Payments of Taxes and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann. Mr. Porter called roll. Vote: All Aye.

Resolution 2022-123 passed this 6th day of December, 2022

The resolution "Setting the Township Fiscal Officer's Salary and Benefits and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann.

Mr. James pointed out the resolution states the Fiscal Officer will be paid the maximum allowed by law, which is \$33,880.00 in 2023.

Mr. Porter called roll. Vote: All Aye.

Resolution 2022-124 passed this 6th day of December, 2022

The resolution "Providing for Compensation to the Trustees and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann.

Mr. James pointed out the resolution states the Trustees will be paid the maximum allowed by law, which is \$24,730.00 in 2023.

Mr. Porter called roll. Vote: All Aye.
Resolution 2022-125 passed this 6th day of December, 2022

The resolution "Providing Insurance Benefits to the Township Trustees and Fiscal Officer and Dispensing with a Second Reading" was presented by Mr. Kellums. Mr. James made a motion to approve the resolution, seconded by Ms. Schwegmann. Mr. Porter called roll. Vote: All Aye.
Resolution 2022-126 passed this 6th day of December, 2022

Purchase Orders Over \$5,000.00

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

22-102-3	Blanket Vendor	EMS Supplies	\$5,091.66
22-110-4	Blanket Vendor	Tuition Reimbursement Fire	\$10,000.00
22-110-7	Blanket Vendor	Tuition Reimbursement Fire	\$10,000.00
22-119-1	LSQ Funding Group, LLC	Temporary Labor	\$12,000.00
22-152-1	Jefferson Health Plan	Fire Health Benefits	\$102,500.71
22-165-17	World Fuel Services	Fuel – Fire	\$5,000.00
22-312	Blanket Vendor	HSA Seed 2023	\$175,750.00

Mr. James made a motion to approve the list of purchase orders Mr. Kellums read. Ms. Schwegmann seconded. Mr. Porter called roll. Vote: All Aye.

Fiscal Officer Report

Pay Bills and Read Receipts

The receipts in the amount of \$817,387.70 and disbursements in the amount of \$443,099.36 for December 6, 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. James said he had asked Ms. Campbell about two checks listed in the check run for a particular vendor and she had told him one had been voided because the amount was corrected. He asked if the amount of the voided check is included in the total disbursements.

Mr. Porter answered he does not know if that amount is included.

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

Trustee Comments


Ms. Schwegmann said as mentioned, leaf pickup is wrapping up in the coming weeks and Dillonvale Luminaria is this Saturday and she hopes to see friends there. She added the print quarterly newsletter will be arriving soon and is in a new format she hopes people enjoy. Ms. Schwegmann said Hannukah begins December 19th and wished a Happy Hannukah to those who celebrate. She thanked the staff who worked on the redesign of the newsletter.

Mr. Weidman stated tomorrow is Pearl Harbor Day and we want to remember all the men and women who gave their lives for our freedom. He said he hopes people take time out from their day tomorrow to remember them. He said if anyone has never been to Dillonvale Luminaria, it is a great event and people should try to get there on Saturday night.

Mr. James thanked Mr. Weidman for mentioning Pearl Harbor Day, saying it is a different world than it was 81 years ago, but it is still an event to remember which had a huge impact on people's lives. Mr. James reported that last Friday, December 2nd, the Board of Trustees held a Special Meeting to interview two outstanding candidates for the Fiscal Officer position as Mr. Porter has announced his retirement. He said the Board will be deciding on that soon. Mr. James said he likes the new design of the newsletter and that the elected officials are not on the cover. He thanked Beth Gunderson for being the lead person on the newsletter as well as Township staff for their help with the redesign. Mr. James said Governor Dewine announced funding to demolish blighted buildings, some of which the Port Authority will be using to demolish the former Carrousel Inn and Drake Motel on Reading Road in Sycamore Township. He said the property will then be developed as manufacturing to bring high-paying jobs to the community.

Mr. James made a motion to adjourn. Ms. Schwegmann seconded the motion.


The meeting was adjourned at 8:00 p.m.



Thomas J. Weidman, Chairman



Tracy Schwegmann, Vice Chairman



Thomas C. James, Jr., Trustee



Robert C. Porter III, Fiscal Officer

12/06/2022