

## RECORD OF PROCEEDINGS

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

November 15, 2017

The meeting was called to order at 9:00 a.m. Present for the meeting were President Weidman, Vice President Bishop, Trustee Connor, Fiscal Officer Porter, Law Director Miller, Administrator Bickford, Superintendent Kellums, Parks/Recreation Director McKeown, Zoning Administrator Holbert, Fire Chief Penny and Lt. Smith of the Hamilton County Sheriff's Office.

#### **Nuisance Property and Vehicle Resolutions**

The resolution "Providing for the Removal of Junk Vehicle(s) in Sycamore Township, Hamilton County and the Proper Disposal, Storage or Impoundment of Motor Vehicle(s)" was read. A motion was made by Mr. Bishop, seconded by Mr. Connor, dispensing with the second reading and declaring an emergency. Mr. Porter called the roll. Vote: All Aye. Resolution No. 2017-126 passed this 15<sup>th</sup> day of November, 2017.

The resolution "Providing For and Authorizing Weed Cutting and Debris Removal, Declaring a Nuisance for the Property Located at 12020 5<sup>th</sup> Avenue, Sycamore Township, OH 45249" was read. A motion was made by Mr. Bishop, seconded by Mr. Connor, dispensing with the second reading and declaring an emergency. Mr. Porter called the roll. Vote: All Aye. Resolution No. 2017-127 passed this 15<sup>th</sup> day of November, 2017.

Mr. Holbert advised the Board about a letter received from Tom and Sue Vollman regarding property in Dillonvale and a recent Board of Zoning Appeals decision regarding a fence. He stated he would investigate the issue.

#### **Fire Department Update**

Chief Penny reported that the Insurance Service Office (ISO) will be conducting an inspection and rating of the Fire Department now thru December 15, 2017. The Chief explained that the ISO inspection and rating process looks at the operations of the Fire Department as well as the equipment used.

The Chief also updated the Board on an accident involving one of the medic units. He stated the department is working with the insurance company. The other driver was at fault and cited by the Sheriff's Office. He also stated the other driver had a white substance in the vehicle that was being tested for narcotics.

#### **Sheriff's Department Update**

Lt. Smith reported that extra holiday patrols start next week. He also reported that the keypad was broken on the substation. Mr. Kellums stated he would have someone look at it.

Lt. Smith stated that on December 12, 2017 there will be a threat assessment on District 3 and asked if one should be completed on the Township Building. Chief Penny stated he would meet with Lt. Smith to go over the process and timing.

### **Parks and Recreation Update**

Mr. McKeown reported that Luminaria is set for December 9. He also distributed a list of potential bands for the 2018 Festival in Sycamore.

### **Maintenance Update**

Mr. Kellums reported on a meeting with the City of Sharonville and Hamilton County regarding the Fields Ertel / Conrey / McCauley intersections. In that meeting Hamilton County agreed to fund the engineering with the local jurisdictions submitting a matching amount for construction if the projects get funding. The future amounts are to be determined, but they will most likely not exceed 1/3 of the engineering cost.

Mr. Kellums stated that Galbraith Road will be paved in the spring. He also reported that the right-of-way acquisition for the Sycamore Road project continues with 23 out of 70 parcels closed. He also reported that 50% of the local match required for the project will be funded out of District 2 Integrating Committee State Capital Improvement (SCIP) Funds.

Finally, Mr. Kellums reported that leaf season is in full bloom and will continue through December 11th.

### **Zoning Case 2017-10MA Resolution**

The resolution "Approving a Major Adjustment to the New England Court Planned Unit Development" was read. A motion was made by Mr. Bishop, seconded by Mr. Connor, dispensing with the second reading and declaring an emergency. Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2017-128 passed this 15<sup>th</sup> day of November, 2017.

### **Upcoming Public Hearings**

Mr. Holbert stated that the former Drake Motel site public hearing has been postponed while the developer assesses the project. Mr. Bickford reported that there will be three zoning cases heard on December 7<sup>th</sup> with times to be formally determined soon. Most likely they will be at 6:15, 6:30, and 6:45pm. Mr. Bickford presented the drawings for Cases 2017-14MA, 2017-13Z, and 2017-15Z.

### **Part Time Employee Hire**

Mr. Bickford recommended to the Board that Sharon Johnson be hired for the part time receptionist position. Mr. Bishop made a motion, seconded by Mr. Connor, to hire Sharon Johnson as a part time receptionist. All voted yes.

The resolution "Establishing the Rate of Pay for a Township Employee" was read. A motion was made by Mr. Bishop, seconded by Mr. Porter, dispensing with the second reading. Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2017-129 passed this 15<sup>th</sup> day of November, 2017.

Mr. Miller stated he and Mr. Bickford have been discussing a revamped employee handbook and it is his recommendation that the Board consider hiring an outside firm to complete the process. Mr. Connor made a motion, seconded by Mr. Bishop, to direct Mr. Bickford to research outside firms that could consult on an employee handbook rewrite. Mr. Connor stated that with all of the recent issues in Hollywood and Congress, he feels that it is very important that the sexual harassment portion of the book have very strong language to protect all employees. All voted yes.

#### **CBT Small Cell Site**

Mr. Bickford presented a proposal from Cincinnati Bell to construct a 70 feet cell tower in the right-of-way of Ronald Reagan Drive. The Board directed Mr. Holbert to obtain more information from Cincinnati Bell regarding the tower as what is submitted is lacking some details.

#### **Ohio Capital Budget**

Mr. Bickford presented a request from State Representative Dever for projects that could be submitted for the State Capital Budget. Mr. Bickford stated that staff is currently investigating if any projects could be submitted and would report back.

#### **Purchase Orders over \$2,500**

Mr. Bickford presented the following purchase orders for approval:

LSQ Funding Group LC	Temporary Help	\$12,500.00
Bandit Industries	Chipper Repair	\$9,598.52
Peter J. and Victoria M. Bender	Sycamore Road Easement	\$3,374.00
Bureau of Workers Compensation	Estimated 2018 Annual Premium	\$65,942.00

Mr. Bishop made a motion, seconded by Mr. Connor to approve the requests. All voted yes.

#### **Schedule**

The schedule of upcoming events was read by Mr. Weidman.

A motion to enter into **Executive Session to discuss Personnel – Compensation** was made by Trustee Bishop and seconded by Trustee Connor.

Vote: Weidman: Aye; Bishop: Aye; Connor: Aye.

End regular session: 9:57 a.m.

Begin Executive Session: 10:00 a.m.

End Executive Session: 10:14 a.m.

Back in regular session: 10:14 a.m.


Mr. Connor made a motion, seconded by Mr. Bishop, to direct the Law Director to work with

Mr. Bickford to draft a contract for his services as Township Administrator with the rate of pay starting at \$110,000 and increasing three percent each year. The term of the contract will be from December 1, 2017 through December 31, 2020. All voted yes.

The Board directed Mr. Bickford to prepare salary recommendations for the non-bargained staff to present at a future meeting.

A motion to adjourn was made by Trustee Connor and seconded by Trustee Bishop. Vote: All Aye.

End regular session: 10:15 a.m.



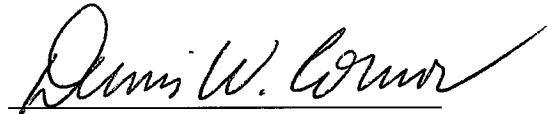
---

Thomas J. Weidman, President



---

Cliff W. Bishop, Vice President



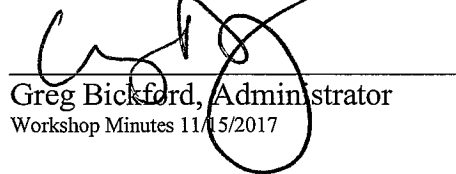
---

Dennis W. Connor, Trustee



---

Robert C. Porter III, Fiscal Officer



---

Greg Bickford, Administrator  
Workshop Minutes 11/15/2017