

RECORD OF PROCEEDINGS

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

December 5, 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.

Planning and Zoning Update / Upcoming Public Hearings

Mr. Bickford advised the Board of the upcoming public hearing times for Thursday evening. The Open House for the Mercedes Benz proposal will be at 5:00 p.m. Case 2017-14MA, Sally Beauty Supply signage will be at 6:15 p.m., Case 2017-13Z, Skyline Chili will be at 6:30 p.m., and Case 2017-15Z Lucke Homes Office Condos will be at 6:45 p.m.

Fire Department Update

Chief Penny reported that the damage to the squad is not enough for insurance to total it. Mr. Weidman asked if the box could be salvaged and placed on another chassis, Chief Penny stated that he is looking into it with the insurance adjuster to see if the age of the vehicle can factor into the repair / total debate.

The Chief also reported that the ISO inspection and rating process has been pushed back a few weeks.

Sheriff's Department Update

Lt. Smith reported that the holiday patrols are working well at the Kenwood Towne Centre. He also reported that the benefit for Officer Ware is this weekend.

Lt. Smith stated that they Sheriff's office is working on getting the recalled vehicles repaired.

Parks and Recreation Update

Mr. McKeown reported that the Maintenance Department has recently cleaned the graffiti that was discovered on the play structures at McDaniel Park.

Mr. McKeown reminded the Board that Luminaria was this Saturday and all preparations are underway.

Mr. McKeown distributed band pricing information for the 2018 Festival and will continue to research pricing on bands.

Maintenance Update

Mr. Kellums reported that Prus Construction has completed the 2017 Curb program and will return in the spring to complete restoration.

The landscaping on the Galbraith Road project has been completed and the road will be repaved in the spring.

Mr. Kellums reported that leaf season is winding down and will conclude early next week. In addition all snow and ice removal equipment is ready to go for when the first snow hits.

Mr. Kellums stated that the fence in front of McDonald's on Montgomery Road was damaged in an accident. The fence is the responsibility of the Township and he is working with the at fault driver's insurance company to have the fence repaired.

The Township is working with the County Engineers Office on a "scope of services" for the engineering of the Fields Ertel / Conrey / McCauley intersections. The scopes will be available to consulting engineers next week and the consultant selection process will begin. The scopes currently call for a full intersection at McCauley and Fields Ertel and a round-a-bout at Conrey and Fields Ertel, however, many consultants have stated two round-a-bouts would be more appropriate. That determination will be made in the design portion of the projects.

The resolution "Designating No Parking on a Portion of Carroll Avenue in Sycamore Township" was read. A motion was made by Mr. Connor, seconded by Mr. Bishop, dispensing with the second reading and declaring an emergency. Mr. Porter called the roll. Vote: All Aye. Resolution No. 2017-131 passed this 5th day of December, 2017.

Hartzell United Methodist Church Agreement

Mr. Kellums reported that the agreement with Hartzell United Methodist Church calls for the 2018-2022 payment to be made by the end of 2017.

Zoning Inspector

Mr. Bickford stated that permits, complaints, and inspections have greatly increased in the past five years to the point where Mr. Holbert's time is spread too thin to be able to complete all of the necessary Planning and Zoning activities. Since 2009, complaints and inspections have increased from an average of 155 per year up to 480 per year and Zoning Commission and BZA Cases have increased from an average of 25 per year to an average of 45 per year. In addition, Mr. Bickford reported that Mr. Morath will be working almost exclusively with the Fire Department to keep up with the demands of the required fire inspection process. As a result, the Township needs to consider a full time Zoning Inspector / Code Enforcement Officer to handle the demand and provide superior service to the residents and business community. Mr. Connor made a motion, seconded by Mr. Bishop, to begin the process of hiring a Zoning Inspector. All voted yes.

Mechanic

Mr. Bickford reported that Phil Whalen will be leaving the Township at the end of the year and the Maintenance Department needs to hire a new mechanic. Mr. Connor made a motion, seconded by Mr. Bishop, to begin the process of hiring a Mechanic for the Maintenance Department. All voted yes.

2018 Meeting Dates

Mr. Bickford advised the Board that there will not be a quorum for the meetings during the first week of January. Mr. Bishop made a motion, seconded by Mr. Connor, to adjust the 2018 Meeting schedule to accommodate the lack of quorum by cancelling the meetings. All voted yes.

Board of Zoning Appeals Appointment

Mr. Bickford reported that there will be a vacancy on the Board of Zoning Appeals due to Mr. LaBarbara leaving the Board to become a Trustee. Mr. Bickford recommended that the Board accept letters and applications of interest for the open position. Mr. Bishop made a motion, seconded by Mr. Connor, to solicit letters of interest and applications for the Board of Zoning Appeals vacancy. All voted yes.

Health Care Center Collaborative

Mr. Bickford reported that the Care Here group is working with Hamilton County on expanding the number of facilities in the County. They have identified Sycamore Township as a possible location for a clinic. The Clinic would serve as a physicians' office for groups who provide insurance for their employees as a way to reduce costs. A facility was recently opened in Green Township that serves several employers. In addition, Kenton County has a facility that serves Kenton County employees and several private businesses. Hamilton County is requesting a letter of interest from the Township to engage in further discussions. The Board directed Mr. Bickford to continue the discussion with Hamilton County.

Liquor Permit Application D1, D2 – 8060 Montgomery Road

Mr. Bickford presented a D1, and D2 liquor permit request for Pizza Cucinova on Montgomery Road. The Board had no objections to the request.

Grooms Road Development

Mr. Bickford reported that Mr. Miller received a call from a developer looking to build market rate residential units on Grooms Road. He stated the developer was looking into creating a Community Reinvestment Act (CRA) tax abatement district and was requesting guidance from the Trustees as to whether or not they would support such a district. The Board was not in favor of a tax abatement for residential construction on the property. Mr. Bickford stated he would report that to Mr. Miller.

Purchase Orders over \$2,500

Mr. Bickford presented the following purchase orders for approval:

ProSource	Document Management	\$53,000.00
Southeastern Equip Co Inc	Mini Excavator	\$24,999.85
Bobcat Company	Breaker	\$6,638.00
Ohio Treasurer Josh Mandell	Sturbridge Loan CB13L	\$37,499.17
Mickey & Mary E. Gospodarski-Mootoo	Easement Sycamore Rd. Project	\$3,139.00
Anthony J. & Katie L. Sgambellone	Easement Sycamore Road Project	\$2,754.00
Hartzell United Methodist Church	Access Agreement Renewal	\$15,000.00
Jacobs Engineering	Land Use Plan / Zoning Code	\$10,752.00

Mr. Bishop made a motion, seconded by Mr. Connor to approve these requests. Vote: All Aye.

Schedule

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

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

Mr. Porter called the roll. Vote: Weidman: Aye; Bishop: Aye; Connor: Aye.

End regular session: 9:49 a.m.

Begin Executive Session: 9:54 a.m.

End Executive Session: 10:30 a.m.

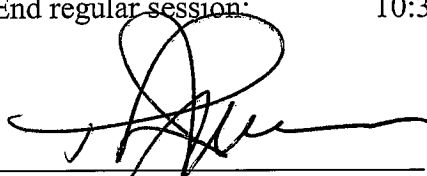
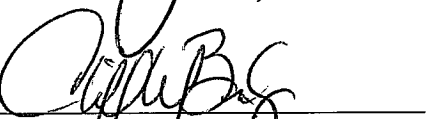
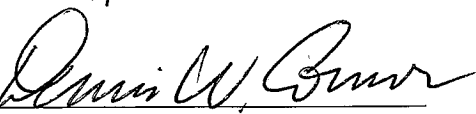
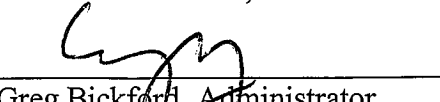
Back in regular session: 10:30 a.m.

Mr. Connor made a motion to direct the Law Director to prepare a three year contract for the Assistant Administrator / Road Superintendent in the amount of \$109,000 with a 3% increase each year. Mr. Bishop seconded the motion. Mr. Weidman stated that other Townships have similar arrangements with their Assistant Administrators.

Mr. Porter called the roll, all voted yes.

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

End regular session: 10:32 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 12/05/2017