

RECORD OF PROCEEDINGS
Minutes of the Trustees of Sycamore Township Meeting
Sycamore Township, Hamilton County, Ohio
April 17, 2018

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

Meeting Process

President of the Board of Trustees Connor spoke about meeting process saying the Board has gotten away from the procedures that have made Sycamore Township a model for successful governing.

Mr. Connor said, as President of the Board, he takes at least part of the blame for the situation. He went on to point out two examples from the April 5th Trustees Meeting in which the Board had voted unanimously to direct the staff to do something that staff was unable to follow through with because the votes were premature. He pointed out these two examples are similar in that neither item was noted on the April 5th Meeting agenda and in both cases votes were taken before staff had the opportunity to fully vet either situation and confirm that they would be able to carry out the actions voted upon.

Mr. Connor went on to discuss the importance of including all items to be discussed on the agenda in order to give staff and others time to perform due diligence to ensure the task is ready to be carried out.

Mr. Connor stated in the future he will do his best to stick to the agenda and make sure that the Board and staff have accurate information to have an honest discussion and vote responsibly. He said items brought up that are not on the agenda will likely be tabled to the next meeting for discussion or action. He said bringing up items in the meeting that are not on the agenda is not being transparent to the Board, to staff, or to the residents who then are not aware of issues to be discussed.

Mr. Connor also reminded the Board that meeting minutes are a summary of the business conducted and not a verbatim transcript.

Mr. Bob Carter, of Terrace Park, addressed the Board. He asked whose responsibility it is to take the meeting minutes noting the State has guidelines to help with that.

Planning and Zoning Report

Mr. Holbert reported zoning applications and complaints continue to come in at record pace noting he believes with the extra staff property maintenance issues will be abated quickly.

Fire Department Update

Chief Penny was not present. Mr. Bickford reported the new truck will be in service for the fire department shortly.

Sheriff Department Update

Corporal Kidd was present in Lt. Smith's absence and reported that the statistics for March, 2018 were submitted last week.

Parks and Recreation Update

Mr. McKeown reported on vandalism that had taken place at the Bechtold Park Pavilion noting Mr. Kellums would have more information on that in his report.

Mr. Kellums stated he saw an individual jumping up and down on the top of the metal tables until they bent. Mr. Kellums confronted the boys and called the police. He said about \$10,000 in damage was done to the tables and the police are working on finding the individual he witnessed doing the damage so that the Township may seek restitution. Mr. Kellums said the maintenance department will try to take the tables apart and bend them back so they are usable. Mr. Kellums said he could start the claim process through the insurance company and if police locate the perpetrator the insurance company could seek restitution.

Ohio Checkbook

Marcie Longenecker, with State Treasurer Josh Mandel's office, asked if the Ohio Checkbook agenda item could be moved up on the agenda because she had to leave soon.

Mr. Bickford stated he confirmed with staff the 2017 data was never sent to Ohio Checkbook and Ohio Checkbook has not already built the template for the Township's data contrary to what Ms. Lauren Bowen stated in the April 5th Trustees Meeting. Mr. Bickford said Ohio Checkbook does require a year's worth of data which staff can easily supply noting staff will need time to make the necessary redactions and to make sure the data is accurate due to fund transfers that took place in 2017.

Marcie Longnecker addressed the Board. Ms. Longnecker said her coworker Ms. Bowen misspoke at the April 5th meeting and confirmed Ohio Checkbook did not already have Township data. She spoke about showing staff how easily the data may be uploaded and said once the platform is built the Township may choose how often the data is updated. She stated Ohio Checkbook will assist with redactions and the Township will be able to view the data before it goes live.

Mr. Bickford asked for clarification on if Township staff had sent data to Ohio Checkbook.

Ms. Longnecker clarified that data was uploaded from BUCS but was not sent to Ohio Checkbook. She said Ms. Bowen misspoke at the April 5th meeting.

Mr. Miller asked why Ms. Bowen represented Ohio Checkbook at the meeting when she had incorrect information.

Ms. Longnecker said she briefed Ms. Bowen who did not have the wrong information just misspoke.

There was a brief discussion about Ms. Bowen's remarks at the April 5th meeting and the quality of the audio from that meeting. In that discussion Ms. Longenecker stated that the data was uploaded to Mr. Bickford. It was also noted that Debbie Campbell stated the report was easy to generate.

Mr. Porter noted this discussion involves his office. He spoke about learning of Ms. Longnecker's connection to Mr. LaBarbara's campaign which he pointed out does have to do with this conversation because the Board was ambushed and lied to by Ms. Longnecker's coworker at the April 5th meeting. He said the Township should go about the Ohio Checkbook the right way and not be doing it here to support a campaign that's over with.

Mr. Weidman said, whether it was intentional or not, Ms. Bowen misrepresented things to the Board and to our residents and should apologize. He went on to discuss with Ms. Longnecker the incompatibility issues between BUCS and the Ohio Checkbook which have now been resolved and the process by which Ohio Checkbook takes care of redactions.

Mr. Miller asked how Ohio Checkbook knows what to redact. Ms. Longnecker reviewed how they would work with our staff on redactions and build a test site for review before it goes live.

Mr. Miller stated that at the April 5th meeting, Ms. Bowen left the impression that the Township had sent 2017 data to the Treasurer's Office and then called and told them not to post that information making it sound like the Township had something to hide.

Mr. Connor stated there are still a lot of questions about how to properly accomplish getting the 2017 data on the Ohio Checkbook as the Board voted to do.

Mr. Bickford said he and staff have come up with a plan for redaction and will work on that and sending the data to Ohio Checkbook to build the platform and test. Once the test site is reviewed and approved the site will go live.

There was discussion about how often the data should be updated once it is live.

Mr. Miller pointed out this data is already available at the Township if anyone would like to view it prior to the Ohio Checkbook going live.

Mr. Weidman said the Board is in agreement to do this, it makes sense to allow staff enough time to make sure this is done right so there are no issues after the data is live on the Ohio Checkbook.

There was discussion about a timeline for how long it will take to do this project correctly.

Mr. LaBarbara began to bring up some of the issues that he spoke about in previous meetings and discussed the importance of transparency.

Mr. Connor stated it was time to go back to the agenda.

Maintenance Department Update

Mr. Kellums reported he has two resolutions for the Board. He discussed the 2018 Reclamite program which will be done on streets paved last year, including those in the Chartertoak and Gwilada subdivisions. Reclamite is a process that extends the life of new pavement.

Resolution – Approving a Contract for the 2018 Reclamite Program

The resolution “Approving a Contract for 2018 Reclamite Road Repair Project” was read. A motion was made by Mr. Weidman, seconded by Mr. Connor, dispensing with the second reading.

Mr. LaBarbara asked if this process works, saying he thought there had been problems.

Mr. Kellums explained that the Reclamite Program is for new pavement and Onyx is a sealer for older pavement. He noted that the Onyx Program had some issues last year and the contractor is going to have to fix those issues on certain roads.

Mr. Porter called roll. Vote: All Aye.

Resolution No. 2018-41 approved this 17th day of April, 2018.

Mr. Kellums said letters were sent out to residents about the Garden and Silvercrest sidewalk project noting the residents are happy that the Trustees are looking out for their residents and that the project is moving forward. He stated there will be a public meeting about it in the future.

Mr. Kellums reported on the North Trash Bash saying they filled twelve 30 yard dumpsters. He said the South Trash Bash is coming up this week and will include document shredding on Saturday. He noted the South Trash Bash will take oil based paint and household chemicals.

Mr. Kellums reported the Township is now getting emails when an OUPS (Ohio Public Utilities Service) ticket is taken out in the Township. This will help the Township to find out when people are cutting into roads and rights-of-way without a permit which will be very helpful in knowing when utility companies are doing work.

Mr. Kellums then stated he would like a motion to advertise for the 2018 Curb Project for work behind the hospital and in Dillonvale.

Mr. Weidman made a motion, seconded by Mr. LaBarbara, to advertise for the 2018 Curb Project. Mr. Porter called roll. All Aye.

Mr. Kellums reported he had another resolution to dispose of some maintenance equipment.

Resolution – Declaring Certain Road Equipment as Surplus & Obsolete

The resolution “Declaring Certain Road Equipment as Surplus and Obsolete, Authorizing its Disposition” was read. A motion was made by Mr. Weidman, seconded by Mr. LaBarbara, dispensing with the second reading. Mr. Porter called roll. Vote: All Aye.

Resolution No. 2018-42 approved this 17th day of April, 2018.

Mr. Miller spoke about some bills from a former tenant on Orchard that he would like to discuss with Mr. Kellums to figure out if the Township should reimburse him for some his expenses.

Mr. LaBarbara made a motion, seconded by Mr. Weidman, to work with the former tenant to come to resolution regarding his expenses. Mr. Porter called roll. Vote: All Aye.

Resolutions – Zoning Cases 2017-17MA and 2018-05P2

The resolution “Approving a Major Adjustment to the BRE DDR Crocodile (Texas Roadhouse) Planned Unit Development” was read. A motion was made by Mr. Weidman, seconded by Mr. LaBarbara, dispensing with the second reading. Mr. Porter called roll. Vote: All Aye.

Resolution No. 2018-43 approved this 17th day of April, 2018.

The resolution “Approving a Site Plan for the Taziki Mediterranean Café Development in Sycamore Township” was read. A motion was made by Mr. LaBarbara, seconded by Mr. Weidman, dispensing with the second reading. Mr. Porter called roll. Vote: All Aye.

Resolution No. 2018-44 approved this 17th day of April, 2018.

Upcoming Public Hearings

Mr. Holbert stated Zoning Case 2018-06P2 for Americraft was recommended for approval by the Zoning Commission. He stated they propose an addition so that they may keep the business in the Township. He reviewed the existing and proposed conditions on the property.

Mr. Holbert reported the Board will also be hearing Case 2018-07MA for March First Brewing. He showed the existing and proposed conditions stating the proposal includes additional parking, and a patio. He said the company has grown exponentially. Mr. Holbert pointed out the applicant is requesting a variance to the material requirement for the dumpster enclosure in order to screen it with cedar instead of brick and stone. He noted that it is the same material they used for their mechanical equipment screening. He said the Zoning Commission recommended approval of the request including the cedar dumpster enclosure.

Mr. Miller brought up that he had seen two vehicles parked in the grass at March First Brewing with the company name on it.

Mr. Holbert said that is a zoning violation which staff will handle.

Zoning Resolution / Land Use Plan

Mr. LaBarbara asked about the progress on the master plan.

Mr. Bickford said Jacobs Consulting is working on the new Zoning Resolution and, once that is completed, we will develop the master plan which will be a living plan that is continually updated each time we do a study.

Mr. Holbert discussed progress on the Zoning Resolution noting the draft is on the website and the Planning and Zoning Department is soliciting feedback on the document. He said he has met with some residents about it and received input from Board members.

Mr. Holbert reported there are two zone changes on the May 3rd Hamilton County Regional Planning agenda and there will be three zone changes on the May 14th Zoning Commission agenda.

Mr. Bickford stated Mr. Holbert should have Hamilton County Regional Planning put the new Zoning Resolution on their June agenda. It may then be placed on Zoning Commission agenda in July and be heard by the Board of Trustees in August.

There was discussion about whether or not to put a deadline in place for feedback on the draft.

Mr. LaBarbara requested an update on the Taco Bell property.

Mr. Bickford said he is making the concept plan a priority and he and Mr. Holbert will work with the consultant to get it completed.

Mr. Connor asked about demolishing the building.

Mr. Kellums stated he is waiting on documentation that the property has been declared a clean site as it used to be a gas station and had underground tanks. He stated there will likely have to be a Phase Two environmental study on the property.

There was discussion about the billboard located on the Taco Bell property regarding the value of the rent paid for it versus taking it down and adjusting the TIF value of the property.

Resolution – Authorizing Renewal of Hamilton County Sheriff Contract

The resolution “Authorizing a Renewal of the Contract with the Hamilton County Sheriff’s Office for Additional Police Services” was read. A motion was made by Mr. Weidman, seconded by Mr. LaBarbara, dispensing with the second reading. Mr. Porter called roll. Vote: All Aye.

Resolution No. 2018-45 approved this 17th day of April, 2018.

Mr. Miller stated he does have another resolution for a transfer of funds to the CIC.

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” was read. A motion was made by Mr. Weidman, seconded by Mr. LaBarbara, dispensing with the second reading. Mr. Porter called roll. Vote: All Aye.

Bechtold Park Shelter

Mr. LaBarbara asked about the payment to Brandstetter Carroll for the shelter, noting it seemed high, and how that company was chosen.

Mr. Bickford said since the cost is under \$50,000 the Township does not have to go to bid and, because the design is the same as shelter number three which was done by Brandstetter Carroll, the decision was made to use them again.

Mr. LaBarbara then asked questions about the cost of the design versus the cost to build a new shelter. He also inquired about enclosing the shelter and why the old Bechtold Lodge was not replaced.

Mr. Kellums stated it would cost \$75,000 to \$85,000 to build a small picnic shelter like shelter three. He said shelter two is 40 years old and needs to be replaced. Mr. Kellums said at the time the lodge burned down, the Trustees decided to build the pavilion instead of an enclosed building mostly due to cost.

Mr. Connor noted the Schuler Community Room replaces the lodge as an indoor option.

Mr. Kellums pointed out the fee to Brandstetter Carroll includes design and construction management among other things.

Hearing Room Audio

Mr. Bickford said he figured out there was interference from the power supply causing the issue with the last meeting's audio. He said that problem has been fixed.

Mr. LaBarbara asked if the April 4th Workshop had been recorded and commented about the static on the audio April 5th.

Mr. Bickford answered yes and said the static was the power supply which has been resolved.

There was then discussion about wireless microphones, the cost of the new audio equipment and how to best to get the meeting audio available on the website.

Purchase Orders Over \$2,500.00

Mr. Bickford presented the following purchase orders for approval:

Indian Hill School District	TIF School Payment	\$2,644,401.93
Princeton City Schools	TIF School Payment	\$70,670.25
Sycamore Board of Education	TIF School Payment	\$85,472.07
Deer Park School District	TIF School Payment	\$285,929.75
Great Oaks Career Campuses	TIF School Payment	\$24,402.45
US Bank	2017 Road Improvement Bonds	\$269,944.44
Greenworks Lending	7900 East Kemper Road	\$60,975.33

A motion was made by Mr. Weidman, seconded by Mr. LaBarbara, to approve these requests.

Vote: All Aye

Mr. Miller brought up the Greater Cincinnati Get Efficient Program contract saying he is concerned that they are recommending certain contractors to do work, noting that could be a liability for the Township.

Mr. Bickford said, legal opinions aside, he thinks this is a good program for our residents.


The Trustees agreed with Mr. Bickford that the benefits to the residents outweigh the risks.

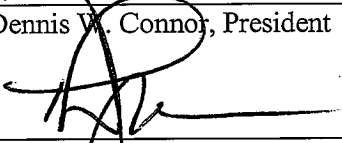
Schedule

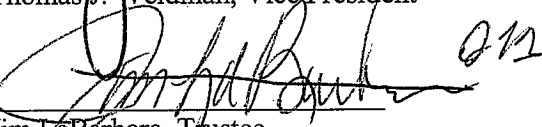
The schedule of upcoming events was read by Mr. Connor.

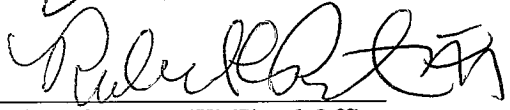
A motion to adjourn was made by Trustee Weidman and seconded by Trustee LaBarbara. Vote: All Aye.


End regular session: 10:36 a.m.


Dennis W. Connor, President


Thomas J. Weidman, Vice President


Jim LaBarbara, Trustee


Robert C. Porter III, Fiscal Officer


Greg Bickford, Administrator
Workshop Minutes 04/17/2018