

RECORD OF PROCEEDINGS
Minutes of the Trustees of Sycamore Township Meeting
Sycamore Township, Hamilton County, Ohio
October 1, 2019

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

The meeting was called to order by Vice Chairman Connor.

Approval of September 17, 2019 Workshop Minutes

Mr. LaBarbara made a motion, seconded by Mr. Connor, to approve the September 17, 2019 Workshop minutes.

Mr. Porter called roll. Vote: Connor: Aye; LaBarbara: Aye; Weidman: Absent

Dillonvale Shopping Center

Mr. Connor reported there has been a lot of talk about vacancies at the Dillonvale Shopping Center and concerns about how to keep the center from deteriorating. He noted staff has met with the owners in an attempt to motivate them to do things to bring the shopping center back to life. Mr. Connor made a motion, seconded by Mr. LaBarbara, to Authorize Mr. Bickford to explore the process of designating the Dillonvale Shopping Center as a Community Reinvestment Area (CRA).

Mr. Connor stated although the owner speaks with good intentions, the Township needs to do something to encourage them to move from the talking stage to the action stage. He said his motion would allow Mr. Bickford to explore whether a CRA might be the proper way to go.

Mr. Porter called roll. Vote: All Aye.

Mr. Bickford asked for clarification on how exactly the Board would like him to proceed. There was discussion about the best way to handle it. It was decided Mr. Bickford would analyze it as a commercial CRA and present it back to the Board before getting HCDC involved.

Mr. LaBarbara stated he spoke with the Director of Leasing for Paran Management, the Dillonvale Shopping Center property owner, who noted concerns about Deer Park Auto hindering attempts to sign on tenants.

Parks and Recreation Update

Mr. McKeown reported the parks are still very busy and will remain so until the end of the month.

Fire Department Update

Chief Penny reported he had gotten results back from the ISO inspection which took place in June and the Fire Department maintained a Level 2 rating.

Maintenance Update

Mr. Kellums reported the Montgomery Road Sidewalk Project Phase IV is out to bid and the bid opening will take place Friday, October 4th at 10:00 a.m.

Mr. Kellums stated the bid opening for the Maintenance Storage Facility Project will take place on Wednesday next week.

Mr. Kellums said the Township and Hamilton County have submitted a joint application for grant money to pay for work on Plainfield Road and Larchview Drive.

A member of the public asked about the status of Kugler Mill Road sidewalks.

Mr. Kellums answered that there is an establishment hearing for the Kugler Mill Road Project before the Hamilton County Commissioners next week, noting the Township has to obtain easements and right of way for the project. He said the engineering is complete and the grant funding is in order with construction scheduled to commence in 2021 after the Sycamore Road Project has been completed.

Mr. Kellums reported on 6330 Kugler Mill Road saying he is meeting with Tim Coleman from Clean Harbors today to review the results of the environmental study on the basement noting that has to be cleaned before the demolition of the building takes place.

Mr. Kellums stated PEP Boys Phase I Environmental Study is complete and Phase II will begin this week. Mr. LaBarbara asked how long that will take. Mr. Kellums answered at least 2-3 weeks. Mr. Miller noted the first due diligence period is up October 24th but can be extended.

Mr. Kellums stated he will be out of the office reviewing SCIP applications for other jurisdictions throughout the County on Friday and will be available by cell phone.

Mr. Kellums reported on October 7th we will be hosting a winter training for Townships and Villages with 75 attendees at the Schuler Community Room.

No Parking Goldcoast Drive

Mr. Kellums reported on issues with vehicles being parked on both sides of the street on Goldcoast Drive creating a bottleneck near the intersection with Kemper Road.

Mr. Connor made a motion, seconded by Mr. LaBarbara, to direct Law Director Miller to prepare a resolution prohibiting parking on certain parts of Goldcoast Drive. Mr. Porter called roll. Vote: All Aye.

Resolution – SCIP Application

The resolution “Authorizing Tracy Kellums, Assistant Township Administrator/Road Superintendent, to Prepare and Submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvement Program(s) and to Execute Contracts as Required” was read. A motion was made by Mr. LaBarbara, seconded by Mr. Connor, dispensing with the second reading. Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2019-100 passed this 1st day of October, 2019.

Planning & Zoning Update

Mr. Bickford reported the public hearing for Zoning Case 2019-10MA, the Neyer office project, will take place on Thursday, October 3rd at 6:00 p.m. He noted originally Chick-fil-A, Case 2019-13MA, was scheduled to be heard that night as well but they have requested a continuance. He went on to discuss issues with the traffic study for that project that need to be addressed.

Mr. Bickford reported he has been interviewing potential candidates for the Planning and Zoning Administrator Position.

Nuisance Property Resolutions – 8872 Eldora Drive and 8487 Pleasantwood Court

The resolution “Providing for and Authorizing Removal of Vegetation, Garbage, Refuse and Other Debris and Declaring a Nuisance for the Property Located at 8872 Eldora Drive, Sycamore Township, OH 45236” was read. A motion was made by Mr. Connor, seconded by Mr. LaBarbara, dispensing with the second reading. Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2019-101 passed this 1st day of October, 2019.

The resolution “Providing for and Authorizing Removal of Vegetation, Garbage, Refuse and Other Debris and Declaring a Nuisance for the Property Located at 8487 Pleasantwood Court, Sycamore Township, OH 45236” was read. A motion was made by Mr. Connor, seconded by Mr. LaBarbara, dispensing with the second reading. Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2019-102 passed this 1st day of October, 2019.

Nuisance Vehicle Resolution – 4554 Kugler Mill Road

The resolution “Providing for the Removal of Junk Vehicle in Sycamore Township, Hamilton County and the Proper Disposal, Storage or Impoundment of Motor Vehicle by Implementing the Procedures Set Forth in Sycamore Township Resolution Number 2012-14 and 505.173, 505.85, and 505.871 of the Ohio Revised Code” was read. A motion was made by Mr. Connor, seconded by Mr. LaBarbara, dispensing with the second reading. Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2019-103 passed this 1st day of October, 2019.

Agreement with Heitmeyer Farms

Mr. Bickford discussed the history of the two parcels at the entrance to Heitmeyer Farms subdivision stating they were transferred to the Township at some point and the Township has maintained them with only a “gentlemen’s agreement” for about 30 years. He reported the Heitmeyer Farms HOA is now a recognized corporation by the State of Ohio and Mr. Miller has crafted a written agreement between the Township and the HOA in regards to maintenance of those parcels.

Mr. Kellums stated the agreement had been sent to the Trustees and the HOA prior to this meeting for review.

It was decided the Board should wait until the HOA has responded to the agreement before officially approving it.

Consultant Selection - Access Management

Mr. Bickford requested that this agenda item be tabled to a future meeting.

Social Media Policy

Mr. Bickford presented a social media terms of use to regulate how the Township social media sites are conducted. He stated this is similar to what another Township has used and is in response to an Ohio Township Association recommendation made in a seminar staff attended.

Mr. Miller stated he has reviewed the Terms of Use and is fine with it.

Mr. Connor made a motion, seconded by Mr. LaBarbara, to adopt the Social Media Terms of Use that Mr. Bickford has presented for the Township's social media platform. Mr. Porter called roll. Vote: All Aye.

Resolution – Approving the Purchase 4316 Sycamore Road

Mr. Miller reported the Township was the successful bidder at \$122,000 in the sheriff's sale of the property located at 4316 Sycamore Road.

The resolution "Approving the Purchase of the real Property Located at 4316 Sycamore Road in Sycamore Township" was read. A motion was made by Mr. LaBarbara, seconded by Mr. Connor, dispensing with the second reading. Mr. Porter called the roll. Vote: All Aye.
Resolution No. 2019-104 passed this 1st day of October, 2019.

Resolution – Employee Handbook

Mr. Bickford stated the Employee Handbook had been updated with the help of a labor attorney and noted a few specific changes that were made to bring the handbook up to current standards.

The resolution "Adopting an Employee Handbook for the Provision and Governance of Sycamore Township Employees" was read. A motion was made by Mr. Connor, seconded by Mr. LaBarbara, dispensing with the second reading.

Mr. Connor stated it was a lengthy and very thorough process to update this document and he thinks all the major concerns have been addressed.

Mr. Porter called the roll. Vote: All Aye.
Resolution No. 2019-105 passed this 1st day of October, 2019.

Mr. LaBarbara made a motion, seconded by Mr. Connor, to repeal any previous versions of the Sycamore Township employee handbook. Mr. Porter called the roll. Vote: All Aye.

Resolution – Budget Commission

The resolution "Accepting the Amounts and Rates as Determined by the Budget Commission & Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor" was read. A motion was made by Mr. LaBarbara, seconded by Mr. Connor, dispensing with the second reading.

Mr. Bickford explained the need for this resolution saying that it shows what the gross levy proceeds

will be for the Township next year, noting this is an estimate from the Hamilton County Auditor. He said this is required by the Ohio Revised Code.

Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2019-106 passed this 1st day of October, 2019.

Purchase Orders Over \$2,500

Mr. Bickford presented the following purchase orders for approval:

Cystic Fibrosis Foundation	Golf Outing Proceeds	\$16,052.48
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A motion was made by Mr. Connor, seconded by Mr. LaBarbara, to approve this request.
Vote: All Aye

Schedule

Mr. Connor referred those in attendance to the written schedule of upcoming events on the agenda.

A motion was made by Mr. LaBarbara to change the date of the November 5th Trustee Workshop Meeting to Wednesday, November 6th at 9:00 a.m. due to Election Day. Mr. Porter called the roll. Vote: All Aye.

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

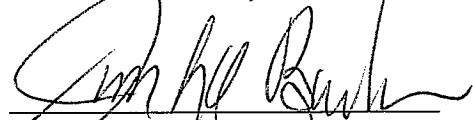
End regular session: 9:46 a.m.

ABSENT

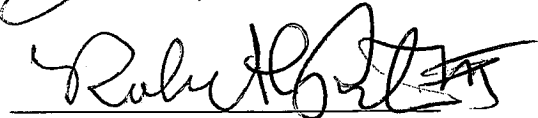
Thomas J. Weidman, Chairman



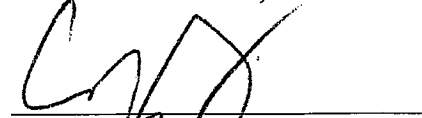
Dennis W. Connor, Vice Chairman



Jim LaBarbara, Trustee



Robert C. Porter III, Fiscal Officer



Greg Bickford, Administrator
Workshop Minutes 10/01/2019