

## **RECORD OF PROCEEDINGS**

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

**October 15, 2019**

The meeting was called to order at 9:00 a.m. Present for the meeting were Chairman Weidman, 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 Lt. Smith from the Hamilton County Sheriff's Office.

The meeting was called to order by Chairman Weidman.

#### **Approval of October 1, 2019 Workshop Minutes**

Mr. Connor made a motion, seconded by Mr. LaBarbara, to approve the October 1, 2019 Workshop minutes. Mr. Porter called roll. Vote: Connor: Aye; LaBarbara: Aye; Weidman: Aye

#### **Parks and Recreation Update**

Mr. McKeown reported he has alerted Lt. Smith to activity after dark in Bechtold Park. He said he does think once the pole barn is removed, there will be less of a hidden area which will help ease the problem.

Mr. Weidman asked Mr. Bickford the status of the cameras at Bechtold Park.

Mr. Bickford answered the cameras are up and we are waiting for the fiber link to be finished on the Sycamore Road project.

#### **Sheriff Department Update**

Lt. Smith reported Deputy Mike Gordon's vehicle (Sycamore car 64) was struck from behind on Kenwood Road on Sunday while his vehicle was at a complete stop waiting to turn into the Township Administrative Complex.

Lt. Smith stated the speed trailer will be placed on Kennedy Lane in response to a resident request.

Lt. Smith reported there will be an active shooter drill at The Seasons on Friday, October 18<sup>th</sup>.

#### **Fire Department Update**

Chief Penny reported the Fire Department will be participating in the active shooter drill at The Seasons also. He stated the department has also been doing a lot of training down at the buildings to be torn down in the Kenwood Road/Festive Court area and noted the S.W.A.T. team has also been training there.

#### **Maintenance Update**

Mr. Kellums reported on the bid opening for the maintenance storage facility. He stated there were eight bids with Perkins-Carmack coming in with the lowest bid at \$4,269,000.00, including the

contingency. He noted the engineer's estimate for the project was \$4 million and the construction estimate for Perkins-Carmack came in at \$3,879,000.00 without the contingency. He stated Mr. Mike Carroll, of Brandstetter Carroll, had worked with this company previously and was present to answer any questions.

Mr. Connor asked what Mr. Carroll knows about Perkins-Carmack.

Mr. Carroll said he has worked with them in the past and would have no problem recommending them for this project.

Mr. LaBarbara made a motion, seconded by Mr. Connor, to direct Law Director Miller to prepare a resolution awarding the maintenance storage facility project to Perkins- Carmack. Mr. Porter called roll. All Aye.

Mr. Kellums reported on the need for sidewalks on Kemper Road for safety reasons and stated he had gotten some bids from a few companies to run sidewalks from the corner of Goldcoast to the first driveway at March First Brewing. He stated Prus Construction came in with the lowest bid at \$35,958.00.

Mr. Connor made a motion, seconded by Mr. LaBarbara, to accept the bid from Prus Construction.

Mr. Connor asked Mr. Kellums to clarify the location of the sidewalk and crosswalks. Mr. Kellums explained.

Mr. Porter called roll. Vote: All Aye.

Mr. Kellums said there were 75 individuals from eight jurisdictions who attended the winter training session hosted by the Township. He said people got a lot out of it and thanked the Trustees for allowing his department to host the training.

Mr. Kellums stated his crews are continuing work in parks and on sidewalks and getting ready for curbside leaf collection which begins Monday, October 21<sup>st</sup>.

#### **Resolution – Authorizing a Contract for the Montgomery Road Sidewalk Phase IV Project**

The resolution "Authorizing a Contract for the Montgomery Road Sidewalk Phase IV Project" 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. 2019-109 passed this 15<sup>th</sup> day of October, 2019.

#### **Planning & Zoning Update**

Mr. Bickford reported the Land Use Steering Committee had a good first meeting and is scheduled to meet again October 30<sup>th</sup>.

Mr. Bickford informed the Board that Zoning Case 2019-13MA for Chick-fil-A had been withdrawn by the applicant due to anchor tenants at the Kenwood Towne Center exercising their right of refusal.

Mr. Weidman asked about the progress on finding a candidate to fill the open Planning and Zoning Administrator position. Mr. Bickford briefed the Board on that search.

**Nuisance Property Resolutions – 7745 Kennedy Lane and 12154 Scoutmaster Dr.**

The resolution “Providing for and Authorizing Removal of Vegetation, Garbage, Refuse and Other Debris and Declaring a Nuisance for the Property Located at 7745 Kennedy Lane, Sycamore Township, OH 45242” 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. 2019-110 passed this 15<sup>th</sup> 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 12154 Scoutmaster Drive, Sycamore Township, OH 45241” 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. 2019-111 passed this 15<sup>th</sup> day of October, 2019.

**Nuisance Vehicle Resolution – 12154 Scoutmaster Dr.**

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. 2019-112 passed this 15<sup>th</sup> day of October, 2019.

**Resolution – Approving a Major Adjustment to a PUD for Case 2019-10MA**

The resolution “Approving a Major Adjustment to a Planned Unit Development for the Kenwood Towers Real estate Development” 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. 2019-113 passed this 15<sup>th</sup> day of October, 2019.

**Property, Casualty and Liability Insurance**

Mr. Bickford reported that HCC came in at \$60,536.00 for the Township’s property, casualty and liability insurance. He said The Ohio Plan came in at \$80,702.00. He said his recommendation is to renew with HCC.

Mr. Connor made a motion, seconded by Mr. LaBarbara, to renew the Township’s property, casualty and liability insurance with HCC Public Risk. Mr. Porter called roll. Vote: All Aye.

**Dillonvale Shopping Center CRA**

Mr. Bickford stated he was hoping to have more information on the potential CRA for Dillonvale Shopping Center in time for this meeting but it has not come in, therefore, he will add it to the next meeting’s agenda.

**Kenwood Holiday Traffic**

Mr. Bickford reported he had two items for the Board’s consideration, both from TEC Engineering. He said the first one is \$3,000.00 for annual maintenance of traffic by TEC for November, December

and January. He noted this is the same price it has been for the past six years.

Mr. LaBarbara made a motion, seconded by Mr. Connor, to approve \$3,000.00 for traffic maintenance services by TEC Engineering. Mr. Porter called roll. Vote: All Aye.

Mr. Bickford stated the second item for traffic is dealing with the traffic signals at the Kenwood Collection, Northcreek, and at Kenwood and Galbraith Roads which currently run independently. He said ODOT has requested that those be controlled by the master system. He said TEC Engineering has put a proposal together to look at the timing needs for those traffic signals at a cost of \$7,020.00. He said he has asked the County to pay half of the cost but does not yet have confirmation on that. He noted traffic backups in this area are consistently a problem, not just during the holiday season.

Mr. Connor made a motion, seconded by Mr. Weidman, to engage TEC Engineering for the traffic lights on Galbraith Road at a cost of \$7,020.00. Mr. Porter called roll. Vote: All Aye.

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

Mr. Bickford presented the following purchase orders for approval:

Blanket Vendor	Fire - Utilities	\$16,000.00
Hamilton County Sheriff	Sheriff's Contract Balance 2019	\$758,715.80
TEC Engineering	Galbraith Road Traffic Signal Re-Timing	\$7,020.00
TEC Engineering	Kenwood Holiday Traffic Maintenance	\$3,000.00

A motion was made by Mr. Connor, seconded by Mr. LaBarbara, to approve these requests. Mr. Porter called roll. Vote: All Aye

Mr. Bickford reported Mr. Miller has submitted a letter to the Trustees stating it is his intent to retire at the end of the year. He said the recommendation is that the Township continue using the services of Donnellon, Donnellon & Miller with Mr. Deepak Desai as Law Director if the Board so chooses.

The resolution "Retaining the Law Firm of Donnellon, Donnellon & Miller as Legal Counsel and Appointing Deepak K. Desai, an Attorney with Donnellon, Donnellon & Miller, as the Township Law Director Effective January 1, 2020" was read. A motion was made by Mr. Connor, seconded by Mr. Weidman, dispensing with the second reading and declaring an emergency. Mr. Porter called the roll. Vote: Connor: Aye; LaBarbara: Nay; Weidman: Aye

Mr. Miller stated an emergency resolution has to be unanimous.

Mr. LaBarbara stated he would like to speak privately to Mr. Desai before the Executive Session.

A motion to enter into **Executive Session to discuss Pending Litigation** was made by Trustee Connor and seconded by Trustee LaBarbara.

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

End regular session: 9:27 a.m.

Begin Executive Session: 9:30 a.m.

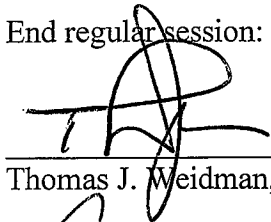
End Executive Session: 9:38 a.m.

Back in regular session: 9:42 a.m.

Mr. Connor again made a motion to approve the resolution Mr. Miller presented earlier. The resolution "Retaining the Law Firm of Donnellon, Donnellon & Miller as Legal Counsel and Appointing Deepak K. Desai, an Attorney with Donnellon, Donnellon & Miller, as the Township Law Director Effective January 1, 2020" was read again by Mr. Miller. The motion was seconded by Mr. LaBarbara, dispensing with the second reading and declaring an emergency. Mr. Porter called roll. Vote: All Aye. Resolution No. 2019-114 passed this 15<sup>th</sup> day of October, 2019.

A motion to adjourn was made by Trustee Connor and seconded by Trustee LaBarbara.

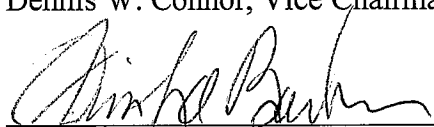
End regular session: 9:43 a.m.



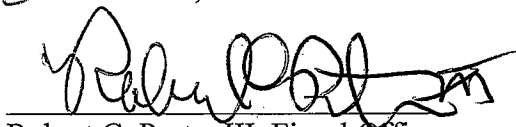
Thomas J. Weidman, Chairman



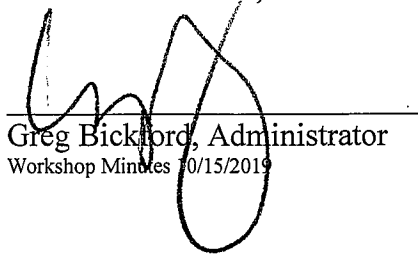
Dennis W. Connor, Vice Chairman



Jim LaBarbara, Trustee



Robert C. Porter III, Fiscal Officer



Greg Bickford, Administrator  
Workshop Minutes 10/15/2019

## THE SYCAMORE TOWNSHIP RECORDS COMMISSION

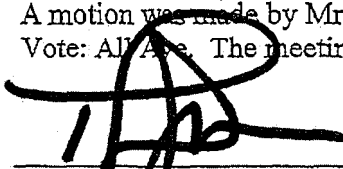
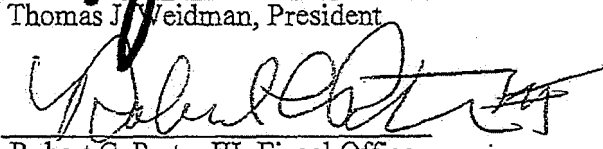
### Minutes of the Records Commission Meeting of Sycamore Township Held Sycamore Township, Hamilton County, Ohio

October 15, 2019

The meeting was called to order by Fiscal Officer Porter at 9:50 a.m. Present for the meeting were President Weidman, Fiscal Officer Porter, Administrator Bickford, and Debbie Campbell, Records Officer.

Ms. Campbell reported that the Records Commission is required to meet yearly. The schedule of Records Retention and Disposition (RC-2) was unchanged. A list of records for disposal according to the record retention schedule was presented, no RC-3 required.

A motion was made by Mr. Porter, seconded by Mr. Weidman, to adjourn the meeting.  
Vote: All Aye. The meeting adjourned at 9:56 a.m..

  
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Thomas J. Weidman, President  
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Robert C. Porter III, Fiscal Officer