

RECORD OF PROCEEDINGS
Minutes of the Trustees of Sycamore Township Meeting
Sycamore Township, Hamilton County, Ohio
January 14, 2020

The meeting was called to order at 9:00 a.m. Present for the meeting were Chairman LaBarbara, Vice Chairman James, Trustee Weidman, Fiscal Officer Porter, Law Director Desai, Administrator Warrick, Superintendent/Assistant Administrator Kellums, Planning & Zoning Administrator Miller and Fire Chief Penny. Lt. Smith from the Hamilton County Sheriff's Office was excused.

Approval of December 17, 2019 Workshop Minutes

The December 17, 2019 Workshop Minutes were presented for approval. Mr. Weidman made a motion, seconded by Mr. James, to accept them.

Mr. James pointed out he was not a Trustee at the time of the December 17th Workshop, however he was present for the meeting. He noted both his name and the name of Denny Connor, who was Trustee at the time of the meeting, are on the signature page.

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

Video Camera Presentation, Proposed Resolution Authorizing a Contract with ESP Media LLC for Video Production Services

Mr. Rob Ebel, of ESP Media, LLC, and his son Elliot, gave a presentation to the Board regarding video production services their company offers. Mr. Ebel distributed handouts to the Board and discussed his company's experience and current handling of media for Amberley Village.

Mr. Tom Crowthers, Sycamore Township resident, addressed the Board asking if ESP Media could offer some of the items he recalled ICRC offered in the past. He also inquired about the cable TV tax and expressed concerns about access to videos of meetings on YouTube for those who do not have a Smart TV or computer.

Mr. James explained the Board had looked into ICRC and found it would cost approximately five times what ESP Media, LLC would cost. He then explained that there is a five percent fee for those who have cable, which he would like to look into lowering, that currently goes into the Township general fund.

Mr. LaBarbara said ESP Media received rave reviews from Amberley Village and Symmes Township. He added, Rob Ebel is a Sycamore Township resident and his business is in Sycamore Township.

Mr. Weidman noted video could be accessed using a smart phone.

Mr. James noted ESP Media LLC is a quality product at a lower cost than ICRC and stated the Board can re-evaluate later if necessary.

Mr. Porter noted ESP Media LLC will also provide the Township a DVD.

Sycamore Township resident Mr. Steve Ginn asked about providing a searchable database.

Mr. Ebel showed the Board members the YouTube page his company maintains for Amberley Village and explained the features provided. There was then continued discussion about the cost and the budget as

well as the podcasts and video public service announcements included in the package proposed by ESP Media LLC.

Mr. Desai asked about a contract and the language for termination of the contract. Mr. Ebel stated Township Counsel could draw up a contract and noted the termination clause his company has with Amberley Village simply requires a 30 day notice.

The resolution "Authorizing a Contract with ESP Media, LLC for On-Site Filming of Trustee Meetings, Trustee Workshops, Zoning Commission Meetings and Board of Zoning Appeals Meetings" was read by Mr. Warrick. A motion was made by Mr. Weidman, seconded by Mr. James, to adopt the resolution and dispense with the second reading. Mr. Porter called the roll. Vote: All Aye.
Resolution No. 2020-04 passed this 14th day of January, 2020.

New Township Computers, Proposed Resolution Authorizing the Purchase of Computers, Software Updates and Computer Server Equipment

Mr. Warrick reported on the need for 29 computers for works stations due to the current computers incompatibility with necessary Windows updates. He said he had a resolution requesting not to exceed \$75,000.00 to purchase those 29 computer work stations plus two additional servers and storage. Mr. Warrick noted the Township team working on this is still negotiating prices and he expects the final cost to be less than \$75,000.00. He stated the preference is to purchase the equipment through Velecor, the Township's contracted IT service provider.

Mr. Warrick noted there will also be a service fee increase for Velecor presented to the Board next month because of the backup and the move to Office 365. Mr. Warrick and Chief Penny went on to explain the benefits of subscribing to Office 365.

The Board then asked questions of Mr. Warrick and he and Chief Penny explained how the servers would operate noting one of the additional servers will allow one to be dedicated to the traffic cameras.

There was continued discussion about the servers, the backup and fiber connections.

Mr. Al Early, Township resident, inquired about the Township using terminal connections instead of computer work stations.

Mr. Warrick noted the cloud was considered but the work station computers were found to be the most cost effective.

Mr. James asked if this purchase should go out to bid.

Mr. Desai answered typically anything with a cost greater than \$50,000.00 should go out to bid.

Mr. Warrick noted Velecor was able to get government pricing through Dell and Mr. Weidman stated going out to bid is not necessary with government pricing.

The resolution "Authorizing the Purchase of Computers, Software Updates and Computer Server Equipment from Velecor" was read. A motion was made by Mr. Weidman, seconded by Mr. James, to adopt the resolution and dispense with the second reading. Mr. Porter called the roll. Vote: All Aye.
Resolution No. 2020-05 passed this 14th day of January, 2020.

Planning & Zoning Update

Mr. Miller reported he had resolutions prepared for the approval of the two Zoning Cases heard by the Board on January 2nd.

Resolution - Approving a Major Adjustment to a PUD for Nisbet Zoning Case 2019-16MA

The resolution "Approving a Major Adjustment to a Planned Unit Development for Nisbet Property Holdings, LLC for Property Located at 8050 Hosbrook Road, Sycamore Township, Ohio so as to Allow for the Construction of a New Ground Sign with an Electronic Message Board" was presented by Mr. Desai, who noted the conditions placed on the approval of the electronic message board. A motion was made by Mr. Weidman, seconded by Mr. James, to adopt the resolution and dispense with the second reading.

Mr. James noted he will abstain from voting on the resolution due to potential conflicts of interest.

Mr. Porter called Roll. Vote: James: Abstain; LaBarbara: Aye; Weidman: Aye
Resolution No. 2020-06 passed this 14th day of January, 2020.

Resolution - Approving a Major Adjustment to a PUD for Taziki Zoning Case 2019-21MA

The resolution "Approving an Adjustment to the Site Plan for the Taziki Mediterranean Café Development on the Property Located at 73331 Kenwood Road, Sycamore Township, Ohio so as to Allow for a New Sign to be Placed Five Feet from the Right of Way" was read. A motion was made by Mr. Weidman, seconded by Mr. James, to adopt the resolution and dispense with the second reading. Mr. Porter called the roll. Vote: All Aye.

Resolution No. 2020-07 passed this 14th day of January, 2020.

Mr. Miller reported the Land Use Steering Committee met January 13th and discussed south Sycamore Township. He stated the committee will begin meeting biweekly with the goal to complete their review in April and have a Land Use Plan to the Board by June for a potential July approval.

Mr. Miller introduced Adam Lehmann of Hamilton County Soil & Water Conservation District.

Mr. Lehmann presented information to the Board about the Cooper Creek Collaborative. He stated the collaborative is a partnership of organizations and community members with the common objective to protect the community from the impacts of erosive flash flows. He distributed handouts to the members of the Board. Mr. Lehmann stated the group is focusing on a one square mile area, 85% of which is located in Sycamore Township.

Mr. Lehmann stated he had two requests for the Board. First, he invited Sycamore Township to become a partner in a tree planting initiative by contributing funds which would be matched by grant money. The trees would be planted in Sycamore Township rights of way and the matching grant money would pay for trees to be planted on private properties with the property owners' permissions. Second, he requested permission to construct a demonstration stable wood structure in Bechtold Park. He stated stable wood structures have been proven to slow down erosive flows. He said a structure in Bechtold Park would be beneficial in educating the community about this issue and would include an informational sign.

There was discussion about the tree planting initiative and the stable wood structure project with the Board members asking questions of Mr. Lehmann as well as some questions from the public.

It was decided that Mr. Warrick will look into adding the \$10,000.00 for the tree planting initiative into the budget.

Mr. James made a motion, seconded by Mr. Weidman, to authorize Mr. Kellums to proceed with the demonstration stable wood structure in Bechtold Park. Mr. Porter called roll. Vote: All Aye.

Mr. James asked Mr. Miller about the Reading Road Corridor Project. Mr. Miller responded he would be attending a meeting in regards to that project and will report to the Board after that.

Fire Department Update

Chief Penny reported the December report had been sent and is available on the Fire Department website.

Chief Penny also reported Fire Department personnel participated in a mock trial training to prepare them in the event they, as paramedics, ever have to testify in a court trial.

Chief Penny also stated he is working on preparing surplus equipment for disposition.

Sheriff Department Update

Lt. Smith could not be present but had asked Mr. Warrick to request a motion to enter into Executive Session to discuss a security matter.

Maintenance Department Update

Mr. Kellums reported he met with partner jurisdictions regarding the Fields Ertel Road Intersection Improvements Project and reminded the Board of the Public Meeting regarding that project which will be held January 23, 2020 from 5:00 p.m. to 7:00 p.m. at the Schuler Community Room.

Mr. Kellums reported Sycamore Road is closed as the water main is being replaced under the railroad tracks. He stated it was originally estimated to remain closed for three weeks but he anticipates it will be less than two weeks.

Mr. Kellums asked the Board for input regarding new signage for the Sycamore Township administrative complex.

There was discussion about the possibility of a sign with an electronic message board. Mr. James noted that type of sign could be beneficial for keeping residents informed.

Mr. Weidman expressed concerns about the Township having a sign that is prohibited in the Zoning Resolution noting the Township has denied requests from some businesses and institutional uses to install an electronic message board.

Mr. LaBarbara added we should also consider a smaller sign in front of the fire house because there is no identification that this is our Fire Department building.

Mr. Kellums will research options and report back to the Board.

Mr. LaBarbara said Mr. Warrick speaking of signs, at our last meeting we talked about notifying residents that we have portable speed signs available. We were going to add that to our website.

Mr. Kellums requested direction from the Board as to whether or not the Festival in Sycamore will take place this year. He noted the Festival takes a lot of time to plan and a decision needs to be made as soon as possible.

Mr. LaBarbara stated it would be a mistake to downsize it.

Mr. Weidman stated the Festival is a great family event with rides for children and many vendors participating. He noted downsizing it would have a negative effect on vendors. Mr. Weidman said he would like to continue the Festival on the same scale noting the Township was able to save money last year and that it is necessary to move quickly with selection of bands.

Mr. Al Early, Sycamore Township resident, raised concerns about the budget and a possible levy.

Mr. James stated he has no intention of having a levy.

Mrs. Tina Early, Sycamore Township resident, stated most Township residents in the northern part of the Township do not attend the Festival.

Mr. LaBarbara noted time is a problem and discussed concerns about past spending on the Festival.

Mr. James encouraged the use of Township parks even if the Township does not hold the Festival noting it would be possible to have other events.

Mr. J. Janus, Jr., Sycamore Township resident, raised concerns about recent resignations and retirements in the Parks and Recreation Department.

There was continued discussion about the Township's finances and the possibility of holding the Festival.

Mr. LaBarbara made a motion to put a hold on the Festival for one year. Mr. Desai noted a motion is not necessary as no action is required if the Board does not want to proceed with the event.

Mr. LaBarbara withdrew the motion.

Mr. Kellums asked the Board if they would like to continue to hold the Trash Bash and Document Shredding events for residents. The Board indicated they would like to proceed with those events.

Mr. Kellums noted the dates:

North Trash Bash: April 10 and 11, 2020

South Trash Bash: April 24 and 25, 2020

Document Shredding: April 18, 2020

Mr. Kellums pointed out that, due to congestion issues when the Document Shredding was done in conjunction with the South Trash Bash, Document Shredding has been move to a separate date and will be held at the Township Administration Building parking lot.

Mr. Kellums reported he had two purchase orders for the Board's consideration:

Brandstetter/Carroll Inc.	Inspection Services Maintenance Storage Building	\$21,000.00
Cincinnati United Contractors	Kemper Road Traffic Light	\$49,000.00

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

Mr. Porter called roll. Vote: All Aye

Mr. Kellums reported he had received three submittals in response to a request for qualifications for the Kenwood / Montgomery Roads Intersection Traffic Study services. He noted the submittals will be reviewed both by him and the Hamilton County Engineer's Office.

Mr. Desai reported on FSLA and overtime laws. He reviewed some examples of litigation against municipalities for improper payment of overtime. Mr. Desai recommended the Township implement a more accurate, electronic time tracking system to prevent liability. There was discussion about this subject with the Board members asking several questions of Mr. Desai.

Mr. Weidman made a motion, seconded by Mr. James, to direct Administrator Warrick to investigate time keeping systems. Mr. Porter called roll. Vote: All Aye.

Resolution – Authorizing a Transfer of Funds to Sycamore Township CIC (Desai)

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, to adopt the resolution and dispense with the second reading.

Mr. James stated he would abstain from voting on this resolution as he is a recipient of a portion of this CIC grant money since it includes payment of his JEDZ income tax refund grant application for a prior tax year.

Mr. Porter called roll. Vote: James: Abstain; LaBarbara: Aye; Weidman: Aye
Resolution No. 2020-08 passed this 14th day of January, 2020.

Schedule

The schedule of upcoming events was listed on the agenda.

A motion to adjourn into **Executive Session** with attorney, Scott Sollmann, and Law Director, Deepak Desai, to discuss pending court actions in which their law offices are representing the Township as permitted by Ohio Revised Code Section 121.22(G); to discuss pending litigation as permitted by Ohio Revised Code Section 121.22(G); and to discuss matters required to be kept confidential by federal law or regulations of state statutes was made by Trustee Weidman and seconded by Trustee James.

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

Mr. LaBarbara added the following people would be included in the Executive Sessions: Mr. Porter, Topper Tepe, Steve Ginn and Tom Brockman.

End regular session: 10:55 a.m.

Begin Executive Session: 10:58 a.m.

End Executive Session: 11:50 a.m.

Back in regular session: 11:52 a.m.

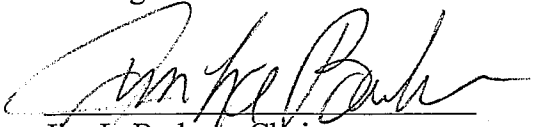
Mr. Weidman made a motion to approve a temporary 90 day access to Scott Street Partners II LLC from January 21, 2020 through April 20, 2020 through the Township conservation easement located on the property owned by Five Star Equity Investors LLC for the purposes of completion of a demolition project at 8260 Northcreek Drive on the condition that the conservation easement be restored to its original condition at completion of the demolition project, all subject to the Home Owners’ Association signed agreement. Mr. James seconded the motion.

Mr. Porter called roll. All voted: Aye.

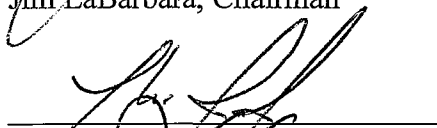
Mr. Weidman made a motion to approve a signature by the Law Director of the Entry of Dismissal in the water litigation case against Cincinnati Waterworks. The motion was seconded by Mr. James.
Mr. Porter called roll. All voted: Aye.

A motion to adjourn was made by Trustee Weidman and seconded by Trustee James.
Mr. Porter called roll. Vote: All Aye.

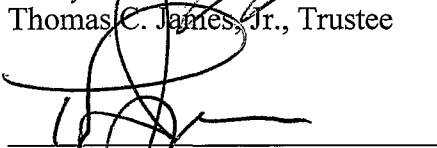
End regular session: 11:54 a.m.



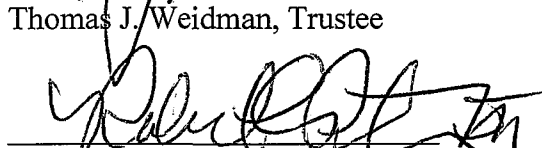
Jim LaBarbara, Chairman



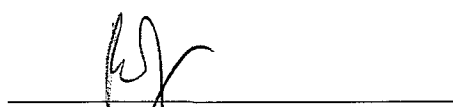
Thomas C. James, Jr., Trustee



Thomas J. Weidman, Trustee



Robert C. Porter III, Fiscal Officer



Ray Warrick, Administrator
Workshop Minutes 01/14/2020