

## RECORD OF PROCEEDINGS

**Minutes of the Trustees of Sycamore Township Meeting  
Sycamore Township, Hamilton County, Ohio  
January 19, 2011  
9:00 a.m.**

The meeting was called to order at 9:05 a.m. Present for the meeting were, President Weidman, Vice President Bishop, Law Director Miller, Administrator Raabe, EMS/Fire Director Jetter, Planning/Zoning Administrator/Assistant Administrator Bickford, Superintendent Kellums, Parks/Recreation Director McKeown, and Sheriff's Liaison Lt. Reid. Trustee Kent and Fiscal Officer Porter were excused.

**Fire/EMS Invoices and Purchase Request** – Chief Jetter presented invoices and purchase requests which were approved by the Trustees.

**Annual EMS Supply Order Purchase Request** – Chief Jetter stated that Matrx Medical was the lowest bid by \$9,000.00 and the total bill would be \$23,051.00. A motion was made to approve this purchase by Mr. Bishop, seconded by Mr. Weidman.  
Vote: All Aye.

Chief Jetter advised the Trustees that he would have an employee who had broken his right hand coming back to work on Transitional Work Duty.

**Sheriff Patrol Update** – Lt. Reid stated that he would be attending the Driving Angels Program in Colerain Township on Saturday, January 22 from 9:00 am to 12:00 pm.

**Leaf Machine Repair** – Mr. Kellums reported that instead of purchasing new leaf machines at over \$20,000.00 per unit, he would like to overhaul the four current units at a total cost of \$8,013.67. A motion was made to approve the purchase order by Mr. Bishop, seconded by Mr. Weidman. Vote: All Aye.

**Change Order Kenwood Towers Drive Project** – Mr. Kellums presented two change orders for the project - \$35,000.00 for the retaining wall and \$30,130.00 for extra digging required on the foundation footers for the wall. A motion was made to approve the purchase orders by Mr. Bishop, seconded by Mr. Weidman. Vote: All Aye.

Mr. Kellums also requested approval on an RFQ/construction administration and inspection contract with a limit not to exceed \$120,000.00. A motion was made to approve the contract by Mr. Bishop, seconded by Mr. Weidman. Vote: All Aye.

Mr. Kellums requested an emergency purchase order in the amount of \$50,000.00 to be made out to Evans Landscaping for salt purchase at \$89.00 per ton. The Board suggested buying the minimum amount possible allowing the Township to make it through the next snow storm and recommended keeping it to 400 tons, if possible. A motion was made to approve the purchase order by Mr. Bishop, seconded by Mr. Weidman. Vote: All Aye.

**Former Harley Hotel Site – Creek Infill** – Mr. Bickford discussed the best method of payment for infilling the subject creek and it was decided that it would be best to enter into a professional services agreement with Neyer – let Neyer pay for the project up front and then reimburse them from the T.I.F. income on the project.

**Zoning Certificate Fees** – Mr. Bickford presented the option of eliminating residential fees for fences, decks and sheds less than 200 square feet. If the resident does not get the permit they will be fined a \$200 penalty fee. The current charges generate approximately \$1,000 to \$1,500 annually. The Board instructed Mr. Bickford to put together a resolution for the next Workshop meeting in February.

**Upcoming Public Hearing** – Mr. Bickford stated that there will be a public hearing on Shell Gas Station adding a walkway to the existing plans. The meeting will be held February 3<sup>rd</sup>, 2011 at 6:45 p.m.

**Bechtold Park Shelter Replacement** – Mr. McKeown requested a resolution from the Board for submittal of an ODNR NatureWorks grant to replace Shelter #3 at Bechtold Park. The Township must commit 25% of the project cost.

The resolution “Approving and Authorizing an Application for Financial Assistance from the Ohio Department of Natural Resources” was read. A motion was made by Mr. Bishop, seconded by Mr. Weidman, dispensing with the second reading. Vote: All Aye. Resolution No. 2011-04 passed this 19<sup>th</sup> day of January, 2011.

**Parks and Recreation Update** – Mr. McKeown reported that Mount Notre Dame will pay a fee to use one of our ball fields for their varsity and reserve home field.

**Approval of 2011 Blanket Purchase Orders** – Mr. Raabe presented the 2011 Blanket Purchase Orders for approval. A motion was made to approve the purchase order by Mr. Bishop, seconded by Mr. Weidman. Vote: All Aye.

**Purchase Orders Over \$2,500.00** – Mr. Raabe presented six purchase orders over \$2,500 for approval:

<u>Name</u>	<u>Reason</u>	<u>Amount</u>
Alleen Rents	Tents, tables, chairs for festival	\$ 5,500.00
Mark Hurst, LLC	Accounting services	\$ 5,000.00
BWC	Workers’ Comp annual premium	\$173,421.86
Chard Snyder	Monthly administration fee	\$ 2,940.00
OPWC	Sturbridge Sub. Reconstruct. Loan	\$ 37,499.18
Camp Safety	Outfit two new police cruisers	\$ 11,154.98

Mr. Bishop made a motion to approve these purchase orders, seconded by Mr. Weidman. Vote: All Aye.

Mr. Raabe requested the Board to approve the December 14<sup>th</sup> and 16<sup>th</sup>, 2010 meeting minutes. A motion was made to approve the minutes by Mr. Bishop, seconded by Mr. Weidman. Vote: All Aye

**Schedule** - Mr. Raabe presented the upcoming schedule of events.

The Receipts and Disbursements of January 4, 2010 were read by the Fiscal Officer and are hereby made a part of these Minutes.

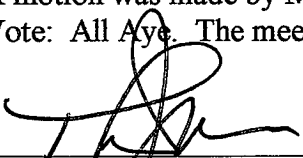
I hereby certify that the money for payment of these bills is in the fund provided and duly and properly appropriated.


Signed:   
Robert C. Porter III, Fiscal Officer

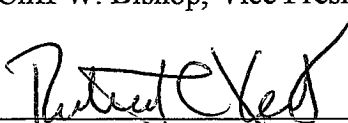
A motion was made by Mr. Bishop, seconded by Mr. Weidman, to pay these bills.  
Vote: All Aye.

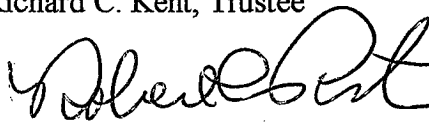
An Executive Session was entered into at 9:48 a.m. and ended at 10:25 am for the purpose of pending litigation.


A motion was made by Mr. Bishop, seconded by Mr. Weidman, to adjourn the meeting.  
Vote: All Aye. The meeting adjourned at 10:32 am.

  
Thomas J. Weidman, President

  
Cliff W. Bishop, Vice President

  
Richard C. Kent, Trustee

  
Robert C. Porter III, Fiscal Officer

  
Bruce A. Raabe, Administrator