

The February 28, 2018 regular meeting of the Delhi Township Board of Trustees was called to order by President Rose K. Stertz. Trustee Cheryl A. Sieve, Trustee Michael D. Davis, Fiscal Officer James J. Luebbe, Administrator Jack Cameron and Law Director David C. Lane were present.

OPEN THE MEETING:

- The Board received certification that the rules adopted pursuant to Section 121.22 of the Ohio Revised Code had been complied with for the meeting.
- The meeting began with the Pledge of Allegiance, followed by a moment of silence for all of those people who were caught in the wake of the recent flooding, and for the people who will be helping them to put their lives back together.

APPROVAL OF MINUTES:

Motion 2018-031

Trustee Sieve moved and Trustee Davis seconded to approve the minutes from the Board of Trustees meeting held on February 14, 2018 and to dispense with the reading. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

APPROVAL OF BILLS:

Motion 2018-032

Trustee Sieve moved and Trustee Davis seconded to approve bills for payment. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

APPROVAL OF PAYMENT OF OVERTIME: (period ending 2/13/18)

Motion 2018-033

Trustee Sieve moved and Trustee Davis seconded to approve payment of overtime for pay period ending February 13, 2018. Trustee Stertz, Sieve and Davis voted YES. Motion carried.

REPORT FROM THE FISCAL OFFICER:

1. Resolution 2018-019

Trustee Sieve introduce and moved the adoption of a resolution approving purchase order obligations incurred on behalf of the Township by the Township Administrator, authorizing payment of certain purchase order obligations and dispensing with the second reading. Trustee Davis seconded.

Trustee Sieve moved and Trustee Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

2. Significant Transactions: Fiscal Officer Luebbe reported on the following:

Expenses: February 22 - Payroll in the amount of \$262,000.00; Payment to Omega Title in the amount of \$50,389.00 for the purchase of a property on Neeb Road adjacent to the Delhi Senior Center.

Receipts: February 16 - Real Estate Tax advanced payment in the amount of \$5,610,000.00; February 21 – LGF and Gasoline Tax distribution in the amount of \$44,000.00; February 28 – Franchise Fee distribution in the amount of \$46,000.00.

3. Financial Advisory Board Appointment Recommendation:

- **Motion 2018-034**

Trustee Sieve moved and Trustee Davis seconded to approve the appointment of Travis Curd to the Financial Advisory Board effective February 28, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

- **Motion 2018-035**

Trustee Sieve moved and Trustee Davis seconded to approve the appointment of Jarred Smith to the Financial Advisory Board effective February 28, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

Mr. Luebbe reported that the Board is at a full complement of seven members.

TRUSTEES' CORRESPONDENCE:

Trustee Sieve congratulated the Parks & Recreation Department for the success of the Around the World in 80 Minutes beer tasting event held on February 23rd. She thanked those who attended for supporting the Parks sponsored event.

PUBLIC WORKS: Director Ron Ripperger

2018 Sidewalk Hearing:

- **Motion 2018-036**

Trustee Sieve moved and Trustee Davis seconded to approve the continuation of the public hearing for the 2018 construction, repair and maintenance of sidewalks, curbs and gutters along various township streets. Trustee Davis seconded.

Mr. Ripperger reported that the public hearing is a continuance from the last meeting, and that since the last meeting they have met with a number of residents and answered a lot of questions.

There were no residents in attendance.

- **Motion 2018-037**

Trustee Sieve moved and Trustee Davis seconded to approve the closing of the public hearing for 2018 construction, repair and maintenance of sidewalks, curbs and gutters along various township streets. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

ADMINISTRATION: Administrator Jack Cameron

1. Resolution 2018-020

Trustee Sieve introduced and moved the adoption of a resolution authorizing and entering into replacement medical center services agreement with Saint Elizabeth Medical Center dba St. Elizabeth Healthcare, Summit Medical Group, Inc. dba St. Elizabeth physicians, and Custom Design Benefits in replacement of the agreement authorized by Resolution 2017-240, in connection with the provision of certain self-insured group health benefits for eligible Township employees and officers, authorizing the Township Administrator to execute and deliver all necessary documents and dispensing with the second reading. Trustee Davis seconded.

Trustee Sieve moved and Trustee Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

2. Resolution 2018-021

Trustee Sieve introduced and moved the adoption of a resolution updating and replacing the job descriptions for all Parks and Recreation Department employees, Article 12 Positions Descriptions of the Delhi Township amended and restated Summary of Policies dated January 1, 2014, updating staffing levels and pay rates, and dispensing with the second reading. Trustee Davis seconded.

Administrator Cameron reported that the update reduces the total number of job descriptions for the department, but does not change the responsibilities of current employees.

In response to Trustee Stertz' question regarding the number of job descriptions that were removed, Mr. Torbeck reported that the update redefines the job description for the Seasonal Worker reducing the total number by removing 3 Seasonal Worker job description duplications. He confirmed that the total count of employees did not change.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

3. Motion 2018-038

Trustee Sieve moved and Trustee Davis seconded to approve the proclamation in recognition of the City of Cheviot's bicentennial and declaring March 21, 2018 as the "City of Cheviot

Bicentennial Day” in Delhi Township. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

PARKS AND RECREATION: Director Josh Torbeck

1. Resolution 2018-022

Trustee Sieve introduced and moved the adoption of a resolution authorizing an agreement with Taylor Schroeder to operate a farmers’ market at Delhi Park and Clearview Lake authorizing the Parks & Recreation Director to execute the agreement and dispensing with the second reading. Trustee Davis seconded.

Mr. Torbeck reported that they are working within the same agreement as 2017. He commented that all of the vendors plan to return, including a few new ones, with a change to the time: 9:00 a.m. – noon, every other Saturday beginning on May 26 through the end of September. He stated that the change to every other Saturday was a request from the vendors so they would have more time to recoup and have more quality products available for sale.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

2. Hiring Recommendations

- **Motion 2018-039**

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of Michael A. Sexton as Seasonal Parks & Recreation Worker in the Parks & Recreation Department at a pay rate of \$10.00 per hour effective March 12, 2018. Trustee Davis seconded. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

- **Motion 2018-040**

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of David A. Hay as Seasonal Parks & Recreation Worker in the Parks & Recreation Department at a pay rate of \$9.27 per hour effective March 19, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

- **Motion 2018-041**

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of Wyatt A. Greiner as Seasonal Parks & Recreation Worker in the Parks & Recreation Department at a pay rate of \$9.00 per hour and successful completion of the pre-employment drug testing and background check effective March 19, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

- **Motion 2018-042**

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of Darryl M. Williamson as Event Custodian in the Parks & Recreation Department at a pay rate of \$10.00 per hour and successful completion of the pre-employment drug testing, background check, and voice stress analyzer effective March 26, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

- **Motion 2018-043**

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of Eric T. West as Seasonal Parks & Recreation Worker in the Parks & Recreation Department at a pay rate of \$9.27 per hour effective March 19, 2018. Trustee Stertz, Sieve and Davis voted YES. Motion carried.

In response to Trustee Davis' question why do some of the hires require pre-employment testing, Mr. Torbeck reported that the department now requires pre-employment testing for the year-round part time Event Custodian hires. He stated that they are not requiring testing for the Seasonal Worker positions because they only work a couple of months out of the year.

FIRE DEPARTMENT: Chief Doug Campbell

1. Resolution 2018-023

Trustee Sieve introduced and moved the adoption of a resolution entering into agreements with Tyco Integrated Security LLC for fire station building access security systems and dispensing with the second reading. Trustee Davis seconded.

Chief Campbell reported that the agreements provide for the repair and maintenance of the security equipment at all three stations at a reduced rate.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

2. Motion 2018-044 – Hiring Recommendation

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of Christopher W. Gundrum as Career Firefighter/Paramedic in the Fire Department at the rate per the collective bargaining agreement with the Local 3389, IAFF, and effective March 14, 2018. Trustees Stertz. Sieve and Davis voted YES. Motion carried.

Chief Campbell informed the Board that Christopher Gundrum has worked for the Fire Department in a part time capacity for 6 years, he was raised in Delhi and graduated from the Delhi Fire Explorers Program.

3. Motion 2018-045 – Resignation Recommendation

Trustee Sieve moved and Trustee Davis seconded to accept the resignation of part-time Firefighter/Paramedic William J. Grove II effective March 7, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

PUBLIC WORKS: Director Ron Ripperger

1. Public Hearing for 2017 Sidewalk Assessments:

Motion 2018-046

Trustee Sieve moved and Trustee Davis seconded to direct notice to abutting property owners by mail and publication of the hearing on the sidewalk assessments to be held on March 28, 2018 at 6:00 p.m. at the Delhi Township Administration Building. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

2. Resolution 2018-024

Trustee Sieve introduced and moved the adoption of a resolution declaring necessity and ordering the construction, repair and maintenance of sidewalks and driveway aprons along various Township streets without petition in connection with the Delhi Township Street Rehabilitation and Repair Project 2018-A, establishing tentative assessment estimates against abutting property owners pursuant to R.C. 5543.10 and dispensing with the second reading. Trustee Davis seconded.

Mr. Ripperger reported that the resolution, in conjunction with the 2018 Sidewalk Hearing, allows the department to move forward with the repair of sidewalks and driveway aprons as part of this year's street rehabilitation project.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

3. Resolution 2018-025

Trustee Sieve introduced and moved the adoption of a resolution declaring necessity for the Delhi Township Street Rehabilitation and Repair Project 2018-A and dispensing with the second reading. Trustee Davis seconded.

Mr. Ripperger reported that the resolution allows the department to move forward with the repairs scheduled in this year's road rehabilitation project.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

4. Resolution 2018-026

Trustee Sieve introduced and moved the adoption of a resolution authorizing the placement of advertisements for bids for the Delhi Township Street Rehabilitation and Repair Project 2018-A and dispensing with the second reading. Trustee Davis seconded.

Mr. Ripperger reported that the resolution allows us to move forward with the request for bids for the work to be performed on certain roads as part of this year's road rehabilitation and repair project.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

5. Resolution 2018-027

Trustee Sieve introduced and moved the adoption of a resolution authorizing the execution and submission of the 2017 Township Highway System Mileage Certification and dispensing with the second reading. Trustee Davis seconded.

Mr. Ripperger reported that the resolution approves the actual miles of public roads maintained in 2017 to be 55.033, including notification to Ohio Department of Transportation and the Hamilton County Engineer.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

POLICE DEPARTMENT: Chief Howarth

1. Motion 2018-047 – Hiring Recommendation

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of Julia C. Grace as Police Clerk in the Police Department at \$21.00 per hour upon the successful completion of the background check, drug screen and voice stress analyzer. Trustee Stertz, Sieve and Davis voted YES. Motion carried.

Chief Howarth reported that they received 127 applicants for the Police Clerk position and are excited to move forward with the hiring process.

2. Report on Recent School Threats:

Chief Howarth reported on recent investigations involving threats made by students at Delhi Middle School and Rapid Run Middle School. Three Delhi Middle School students were brought into custody for questioning in response to a threat posted on Instagram of which was dismissed, a second threat made by a Rapid Run Middle School student resulted in an arrest, and a third rumor turned out to be unfounded.

He stated that the Police Department is doing everything possible to deal with the ongoing threats, with the assurance that every threat will be thoroughly investigated. He commented that the department has a great working relationship with the Oak Hills Local School District, St. Dominic and Our Lady of Victory, and meet with them on a regular basis. He reported that he met with the police chief of Green Township to review details of a recent meeting with the administration of the Oak Hills Local School District, where they discussed ideas as to how they can make improvements to security and the current emergency response plan.

He reported that the department is going to increase the number of school walks in 2018, having completed 427 since August 15, 2017, with plans to extend to some of the northern schools in the Oak Hills Local School District and St. Antoninus Elementary. He mentioned that they have also visited Three Rivers Middle School to learn the layout of the building in the event that something would happen and we would be called for assistance.

He referenced the effort to educate the children in our schools about the serious nature of making threats, making them aware that our officers are equipped with firearms and equipment and are prepared to respond, urging parents to have a talk with their children.

In response to Trustee Stertz' question regarding the body cameras, Chief Howarth reported that the officers are wearing them and they have been received well by the public.

Trustee Sieve reinforced the fact that every threat will be taken seriously to the extent of arrest. She informed Chief Howarth that the Oak Hills Local School District is supportive and pleased with the efficiency of the handling of the threat incident at Delhi Middle School.

Trustee Davis recognized the Police Department's handling of the threat at Delhi Middle School and the arrest that was made within 4 hours after it was reported. He stressed how important it is for everyone to understand that every threat will be taken seriously and acted on with urgency, with a reminder that posts on social media cannot be deleted, and that it is not the place to play around.

In response to Trustee Stertz' question regarding security practices in our schools, Chief Howarth responded that our schools are locked and visitors have to be buzzed in. He commented that our police officers have access to our schools at all times with a fingerprint scanner.

COMMUNITY DEVELOPMENT: Director Greg DeLong

1. **Resolution 2018-028**

Trustee Sieve introduced and moved the adoption of a resolution extending moratorium (Resolution 2017-073) for six months on the approval, issuance, and/or processing of any permits allowing the construction, installation, and/or modification to facilities pertaining to mini cell towers within the rights-of-ways, and/or residential areas of Delhi Township, Ohio and dispensing with the second reading. Trustee Davis seconded.

Mr. DeLong reported that mini cell towers are becoming a new trend and challenge as they start to line the public right-of-ways, and can be up to 120' in height. He informed the Board that we are currently under a county-wide moratorium through the end of September until we are able to identify the direction the Hamilton County Engineer is going to take with requests on county roads, so we can be consistent with how we regulate requests within the township.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

2. **Resolution 2018-029**

Trustee Sieve introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 943 Countryridge Lane and dispensing with the second reading. Trustee Davis seconded.

Mr. DeLong reported that we have partnered with the Hamilton County Health Department on this address with regard to some of the debris items. He commented that when he did the follow up inspection this morning he found that the majority of the items had been cleaned up and properly put into containers, while some of the debris still remained on the property.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

3. **Resolution 2018-030**

Trustee Sieve introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 327 Glenroy Avenue and dispensing with the second reading. Trustee Davis seconded.

Mr. DeLong reported that he found the debris existing in the same condition during the follow up inspection this morning. He was not sure if the property was occupied.

Trustee Sieve moved and Trusted Davis seconded to dispense with the second reading. Trustees Stertz, Sieve and Davis voted YES.

Trustees Stertz, Sieve and Davis voted YES during roll call to adopt the resolution. Resolution adopted.

CITIZEN COMMENTS: N/A

ANNOUNCEMENT OF COMMUNITY EVENTS:

1. Delhi Historical Society program: The History of Old S. Joseph Cemetery on Monday, March 12, 2018 at the Delhi Park Lodge from 7:00 pm. – 8:00 p.m.
2. Delhi Township Veterans Association general meeting held at the Delhi Senior Community Center on Tuesday, March 13, 2018 from 7:30 p.m. – 8:30 p.m.
3. Delhi Business Association Easter Egg Hunt held at the Delhi Park Lodge at 10:00 a.m. on Saturday March 24.

ADJOURN MEETING:

There being no further business to come before the Board, Trustee Sieve moved and Trustee Davis seconded to adjourn. Trustees Stertz, Sieve and Davis voted YES.

_____ , Fiscal Officer

Approved: _____ , President

_____ , Vice President

_____ , Trustee

I hereby certify that the amounts needed to meet the above obligations have been lawfully appropriated and are in the treasury or the process of collection free from any and all obligations.

James J. Luebbe, Fiscal Officer