

The March 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 those people in Delhi that we know and love who are suffering through something right now, we want to keep them in our prayers.

APPROVAL OF MINUTES:

Motion 2018-055

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

APPROVAL OF BILLS:

Motion 2018-056

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 3/27/18)

Motion 2018-057

Trustee Sieve moved and Trustee Davis seconded to approve the payment of overtime for pay period ending March 27, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

REPORT FROM THE FISCAL OFFICER:

1. Resolution 2018-038 – Approve Purchase Orders

Trustee Sieve introduced 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. Resolution 2018-039 – Appropriation and Amendment

Trustee Sieve introduced and moved the adoption of a resolution amending appropriations for expenses 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.

3. Motion 2018-058 - Salary Increase Recommendation

Trustee Sieve moved and Trustee Davis seconded to adjust the hourly rate of Lindsey E. Helmers, Assistant Fiscal Officer, to \$28.00 per hour effective April 5, 2018. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

4. Significant Transactions: Mr. Luebbe reported on the following:

Disbursements: March 22 Payroll in the amount of \$300,000 (increased by \$50,000 due to police comp payout in the amount of \$43,000, and vacation payout of \$5,000).

TRUSTEES' CORRESPONDENCE:

- Trustee Sieve reported that she attended the first board meeting of the Coalition of Large Ohio Urban Townships (CLOUT) representing the group's southwestern region of which the first topic was on school safety. She commented that she will report back on what the larger townships are experiencing and what their priorities will be.
- Trustee Sieve reported that she met with Rachel Lubbers who shared information on eco-friendly green suggestions for the community and the development of a woman's club.
- Trustee Davis reported on two problem areas where traffic backs up on Delhi Pike: the light at Delhi and Greenwell (traveling southbound on Greenwell approaching Delhi Pike) and at Delhi and Mt. Alverno (traveling westbound on Mt. Alverno at Delhi). He commented that the backup on Greenwell is because the right lane serves as both the right turn and thru lane. He expressed interest in meeting with the County Engineer to discuss the backup and timing of the traffic lights.
- Trustee Stertz reported that she is serving as chair of the Hamilton County Public Health District Advisory Council representing Delhi. She made reference to topics of discussion at their last meeting to be the Heroin crisis and the high birth rate of infants in Hamilton County. Moving forward she said that they will be meeting quarterly to share concerns that they have within their communities.
- Trustee Stertz reported that she and Mr. Ripperger have been working with the County Engineer and have finalized the list of roads to be repaved this year including Foley Road, from Anderson Ferry to Trenton, Rockwell and Hillside. She said that they had an early discussion on next year's project that will include the section of Anderson Ferry Road from Foley to Palisades.

PUBLIC HEARING: Delhi Township Street Rehabilitation and Repair Project 2017-A

Motion 2018-059

Trustee Sieve moved and Trustee Davis seconded to approve the opening of the public hearing for the Delhi Township Street Rehabilitation and Repair Project 2017-A. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

Mr. Ripperger reported that the public hearing is required to give the property owners who have received notice of sidewalk and driveway apron concrete work and the final assessment costs related to the Street Rehabilitation and Repair Project 2017-A a chance for comment. He commented that they mailed letters to 50 residents notifying them of the hearing and the cost of which 20 have responded with payment.

Motion 2018-060

Trustee Sieve moved and Trustee Davis seconded to approve the closing of the public hearing for the Delhi Township Street Rehabilitation and Repair Project 2017-A. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

ADMINISTRATION:

1. Motion 2018-061 – Public Records Designee Recommendation

Trustee Sieve moved and Trustee Davis seconded to approve Lori Studt as the designee to attend Ohio Public Records Training on behalf of the elected officials per the Ohio Attorney General as mandated by Ohio Public Records Law. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

PARKS AND RECREATION: Director Josh Torbeck

1. Resolution 2018-040

Trustee Sieve introduced and moved the adoption of a resolution entering into an agreement with Delhi Athletic Association (DAA) to allow DAA to paint and prepare the Old Tot Lot for flag football games at Delhi Park, conduct other permitted activities, authorizing the Parks & Recreation Director to execute the agreement 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. Motion 2018-062 – Hiring Recommendation

Trustee Sieve moved and Trustee Davis seconded to approve the hiring of Greg L. Colvin as Seasonal Parks & Recreation Worker in the Parks & Recreation Department at a pay rate of \$9.00 per hour effective April 9, 2018 upon the successful completion of the drug testing and background check. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

FIRE DEPARTMENT: No Agenda items.

PUBLIC WORKS: Director Ron Ripperger

1. Resolution 2018-041

Trustee Sieve introduced and moved the adoption of a resolution ordering final assessment amounts against abutting property owners for the construction, repair and maintenance of sidewalk and driveway apron improvements along various Township streets ordered performed in connection with the Delhi Township Street Rehabilitation and Repair Project 2017-A following notice and hearing, establishing payment terms for the assessments in accordance with R.C. 5543.10 and its policy and procedures and dispensing with the second reading. Trustee Davis seconded.

Mr. Ripperger reported that the resolution will allow his department to forward the final assessment costs to the County Auditor.

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 2018-042

Trustee Sieve introduced and moved the adoption of a resolution awarding contract to Prus Construction Company in the amount of \$773,610.04 in connection with Delhi Township Street Rehabilitation and Repair Project 2018-A, rejecting bids, establishing Huntington Bank as Escrow Agent and dispensing with the second reading. Trustee Davis seconded.

Mr. Ripperger informed the board that it has been a few years since they have entered into contract with Prus Construction Company for road rehabilitation and repairs. He commented that he is confident in their work and thinks that the residents will be happy with the results.

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.

POLICE DEPARTMENT: Chief Jim Howarth

1. Resolution 2018-043

Trustee Sieve introduced and moved the adoption of a resolution declaring a 2002 Chevrolet Silverado pickup truck which was forfeited to the Township by Court Order not needed for public use, that is has no value and authorizing discarding thereof by transfer to Delhi Towing for towing and storage fees and dispensing with the second reading. Trustee Davis seconded.

Chief Howarth reported that the truck is a forfeited vehicle from an OVI arrest they have had for 2 years. He stated that they want to issue the transfer to Delhi Towing because it is no longer worth it to continue to pay the storage fees.

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.

COMMUNITY DEVELOPMENT: Director Greg DeLong

1. Resolution 2018-044

Trustee Sieve introduced and moved the adoption of a resolution accepting proposal and Agreement with IWorkQ Systems to provide hosted Community Development Applications and Services Management Software for the Community Development Department and dispensing with the second reading. Trustee Davis seconded.

Mr. DeLong reported that the department's current software ZonePro was recently purchased by IWorkQ and after looking at another operating system decided to go with this one at a much more affordable cost (cost waived in 2018 budgeting \$4,000 in 2019). He informed the board that he is familiar with the system and is confident that the equipment that will be used in the field will benefit the Zoning Inspector.

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 2018-045

Trustee Sieve introduced and moved the adoption of a resolution amending and restating the Delhi Township Street Banner Program, the Policy, Procedures and Application, the Agreement with Ad Pro Signs Group, LLC, ratifying the License Agreement with Duke Energy Ohio, Inc., authorizing the Township Administrator to execute documents and dispensing with the second reading. Trustee Davis seconded.

Mr. DeLong reported that the average cost of \$2,400 (banner application fee and printing cost) is a cost savings compared to the current cost of \$4,000. He informed the board that they are currently down to one user the Delhi Skirt Game Committee, and have interest from Our Lady of Lourdes and Mount St. Joseph University, now that it will be more affordable.

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.

3. Resolution 2018-046

Trustee Sieve introduced and moved the adoption of a resolution entering into a real estate consulting project engagement with Dinn Focused Marketing, Inc. (DFM), authorizing the Township Administrator to execute the engagement and dispensing with the second reading. Trustee Davis seconded.

Mr. DeLong reported that Dinn Focused Marketing Inc. will conduct a township-wide housing study that will provide us with valuable information on our housing stock of which the results will be shared with interested developers. He commented that the results of the study, on the aging housing stock on the eastern side of the township adjacent to the business district, will be the most valuable when considering the zoning changes that are being considered that will allow us to move forward with Plan the Pike Phase II.

Administrator Cameron reported that Michael Dunn, the president of Dinn Focused Marketing Inc., is known as the person to go to if you want to identify real estate challenges in a community. He informed the board that the valuable information that will come out of the study will be beneficial to assist us with our mixed-use and multi-family development goals of Plan the Pike.

Trustee Sieve referred to the study as being an additional validation to Plan the Pike Phase II.

Mr. DeLong added that the results may also back up Plan the Pike Phase I.

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.

4. Resolution 2018-047

Trustee Sieve introduced and moved the adoption of a resolution providing for the removal of a junk motor vehicle at 4009 Andrews Avenue 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.

5. Resolution 2018-048

Trustee Sieve introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 421 Leath Avenue and dispensing with the second reading. Trustee Davis seconded.

Mr. DeLong reported that the property located at the corner of Leath and Mayhew is a repeat offender, including a considerable amount of debris and a sofa that is on the rear deck.

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.

6. Resolution 2018-049

Trustee Sieve introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 5554 Cleander Drive 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.

CITIZEN COMMENTS:

Commander Don Osterfeld with the Delhi Township Veterans Association reported that National Vietnam War Veterans Day, a commemorative holiday celebrated on March 29th, is meant to recognize the sacrifices that veterans and their families made during the Vietnam War, and to honor the veterans who served on active duty in the U.S. Armed Forces at any time during the period of November 1, 1955 until May 15, 1975, regardless of location. He reported that at the Association's February 13th meeting, they honored 31 veterans with a presentation of the Vietnam War Lapel Pin.

ANNOUNCEMENT OF COMMUNITY EVENTS:

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1. Community Easter Egg Hunt hosted by the Delhi Business Association on Saturday, March 31st at 10:00 a.m. at Delhi Park.
 2. The History of Kenyon-Barr Neighborhood presented by the Delhi Historical Society & Saylor Park Historical Society on Monday, April 9th at the Delhi Park Lodge.
 3. The Delhi Township Veterans' Association General Meeting scheduled on Tuesday, April 10th from 7:30 – 8:30 pm at the Delhi Senior Community Center.
 4. Community Electronic Recycling Day on Saturday, April 14th from 10:00am – 2:00pm at Oak Hills High School.

- 5. "Help Save the Bees!" lecture hosted by the Delhi Parks & Recreation Department on Tuesday, April 17th at the Delhi Park Lodge at 6:30pm.
- 6. Delhi Community Yard Sale hosted by the Delhi Parks & Recreation Dept. on Saturday, April 21st from 8:30am – 1:30pm at the Delhi Senior Community Center.
- 7. Clean-Up Delhi Day hosted by the Delhi Parks & Recreation Dept. on Saturday, May 5th from 9:00am – 1:00pm at the Delhi Senior Community Center.
- 8. Delhi Spring & Craft Vendor Show hosted by the Delhi Parks & Recreation Dept. on Saturday, May 12th from 9:00am – 2:00pm at the Delhi Senior Community Center.

The Board of Trustees will conduct their next regular meeting on Wednesday, April 11th at 6:00 p.m.

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