

The January 23, 2019 regular meeting of the Delhi Township Board of Trustees was called to order by Board President Rose K. Stertz. Vice President Cheryl A. Sieve, Trustee Michael D. Davis, Fiscal Officer James J. Luebbe, Administrator Jack Cameron and Law Director Bryan E. Pacheco 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 in honor of Colerain Township Police Officer Dale Woods who was killed in the line of duty, and all other officers in the area.

NOMINATION OF OFFICERS:

1. **Appointment of Board President for 2019**

A motion to appoint Trustee Sieve as Board President for 2019 was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Stertz and Davis voted YES. Motion carried.

2. **Appointment of Board Vice President for 2019**

A motion to appoint Trustee Davis as Board Vice President for 2019 was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

Trustee Stertz stated that it was an honor to have served as board president for the past two years. She handed the gavel to Trustee Sieve as they moved to their perspective seats.

On behalf of the Board, Trustee Sieve thanked Trustee Stertz for her service over the past two years.

APPROVAL OF MINUTES:

1. **Board of Trustees meeting on December 10, 2018**

A motion to approve the minutes from the Board of Trustees meeting held on December 10, 2018 and to dispense with the second reading was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

2. **Board of Trustees meeting on December 11, 2018**

A motion to approve the minutes of the Board of Trustees meeting held on December 11, 2018 and dispense with the second reading was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

3. **Board of Trustees meeting on December 12, 2018**

A motion to approve the minutes of the Board of Trustees meeting held on December 12, 2018 and dispense with the reading was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Sieve and Stertz voted YES. Motion carried.

4. Board of Trustees meeting on December 19, 2018

A motion to approve the minutes of the Board of Trustees meeting held on December 19, 2018 and dispense with the reading was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

APPROVAL OF BILLS:

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

APPROVAL PAYMENT OF OVERTIME (Pay period ending 12/18/18, 1/1 & 1/15/19):

A motion to approved payment of overtime for pay periods ending December 18, 2018, January 1 & 15, 2019, was so moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

Trustee Sieve recognized and welcomed the Township's new law director Bryan Pacheco.

Mr. Pacheco stated that he was honored to be a part of the Delhi Team and is looking forward to providing legal guidance when needed.

REPORT FROM FISCAL OFFICER: James J. Luebbe

1. Resolution 2019-001 – Approve Purchase orders

Trustee Davis 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 Stertz seconded.

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

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

2. Resolution 2019-002 – Advancement of Payment of Taxes

Trustee Davis introduced and moved the adoption of a resolution requesting the County Auditor to make advanced payment of taxes pursuant to R.C. 321.34, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

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

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

In response to Trustee Sieve's question reference the language "declaring an emergency" that has been added to the resolutions, Mr. Pacheco responded that the use of the language as permitted in the Ohio Revised Code allows for an immediate effective date for any legislation approved by the board.

3. Significant Transactions: Fiscal Officer James Luebbe reported on the following transactions:

Disbursements: \$310,000 for December 27, 2018 Payroll (a little higher than normal due to comp payouts in the amount of \$46,000); \$265,000 for January 10, 2019 Payroll; December 28, 2018, check issued for \$25,000 to Western Hills Window for window installation at the fire station; payment of \$30,000 on January 7, 2019 to Hamilton County for Police & Fire dispatch fees; payment of \$24,673 on January 21, 2019 to Eckstein Roofing for new roof installation at the Park Lodge.

Cash Receipts: \$53,000 on January 10, 2019 for payment of Local Government Fund, Gasoline Tax & Permissive Motor Vehicle License taxes due from Hamilton County.

TRUSTEES' CORRESPONDENCE:

On behalf of the Board, Trustee Sieve thanked the Public Works maintenance crew for putting in the extra time for snow removal during recent snow events.

Public Works Director Ron Ripperger reported on the road designations in the Township: roads maintained by the Hamilton County Engineer's maintenance crews are the main roads with 35 mph speed limit, and the streets that are maintained by the Township's maintenance crew are located in subdivisions with 25 mph speed limit.

POLICE DEPARTMENT: Chief Howarth

1. Resolution 2019-003

Trustee Davis introduced and moved the adoption of a resolution authorizing participation in and execution of the Hamilton County, Ohio amended and restated Mutual Aid Agreement for Law Enforcement, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Chief Howarth reported that this is a current contract including 48 Hamilton County agencies, adding a Mobile Field Force Team for civil unrest.

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

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

2. Resolution 2019-004

Trustee Davis introduced and moved the adoption of a resolution authorizing the Police Department to enter into Master Services and Purchasing Agreement with Axon Enterprise, Inc. for tasers, related equipment and services, authorizing the Police Chief to execute the necessary documents, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Chief Howarth reported that the agreement includes a replacement and upgrade package for their current tasers of which maintenance expired 18 months ago. He commented that this is a planned expenditure that will be paid for out of the Police Operating budget over five years.

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

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

PUBLIC WORKS: Director Ron Ripperger

Scheduling of Public Hearing

A motion to direct notice to abutting property owners by mail and publication of the hearing on the sidewalk assessments to be held on February 28, 2019 was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

FIRE DEPARTMENT:

1. Resolution 2019-005

Trustee Davis introduced and moved the adoption of a resolution entering into Clinical Field Preceptorship Agreement with the city of Cincinnati Fire Department to create a clinical training program, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Assistant Fire Chief Jesse Moore reported that the agreement is similar to other agreements entered into for EMT and paramedic training programs that provide field time for students.

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

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

PARKS & RECREATION: Director Josh Torbeck

Mr. Torbeck reported that the Parks & Recreation Department's first big event of the year will be an international beer tasting on Friday, March 1, at the Senior Center.

ADMINISTRATION: Administrator Cameron

1. Resolution 2019-006

Trustee Davis introduced and moved the adoption of a resolution declaring intent to conduct an internet auction through GOVDEALS for the sale of unneeded, obsolete, or unfit Township personal property effective until December 31, 2019 and dispensing with the second reading. Trustee Stertz seconded.

Mr. Cameron reported that the resolution will allow the continued access to GovDeals internet action site to sell certain unwanted items.

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

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

2. Resolution 2019-007

Trustee Davis introduced and moved the adoption of a resolution imposing regulations for the use of the Recycling Containers at 647 Neeb Road, Cincinnati, Ohio, authorizing enforcement by civil citation fine per Section 504.05, 504.06 and 504.07 of the Ohio Revised Code, prosecution by the Township Law Director or any appointed Assistant Law Director as provided herein, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. Cameron reported the resolution updates the identity of the Township's law director with respect to the prosecution of violations related to the use of the recycling containers as defined in the resolution.

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

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

3. Resolution 2019-008

Trustee Davis introduced and moved the adoption of a resolution updating and amending Article 3 Credit Card Policy of the Delhi Township amended and restated summary of policies dated January 1, 2014, and dispensing with the second reading. Trustee Stertz seconded.

Law Director Pacheco reported that the update is to ensure compliance with House Bill 312 which goes into effect on February 2nd.

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

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

4. Resolution 2019-009

Trustee Davis introduced and moved the adoption of a resolution authorizing the Township to enter into a commercial card account agreement with Huntington National Bank, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Fiscal Officer Luebbe reported that the resolution will allow us to move our commercial credit card account agreement from Fifth Third Bank to Huntington National Bank, due to the waiver of all fees.

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

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

5. Resolution 2019-010

Trustee Davis introduced and moved the adoption of a resolution entering into service agreement with Thomas J. Dyer Company for the maintenance of the heating, ventilating and air conditioning systems and related components at various Township facilities, authorizing and directing the Township Administrator to execute such agreement, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. Cameron reported that resolutions 2019-10 and 2019-11 address annual agreements entered into for general facilities maintenance related items, continuing business with Thomas J. Dyer Company and Zuber Safety & Security LLC as they quoted the lowest prices to continue services.

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

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

6. Resolution 2019-011

Trustee Davis introduced and moved the adoption of a resolution entering into service agreement with Zuber Safety & Security, LLC for alarm system monitoring and inspection, fire extinguisher/suppression services and hand portable services at various Township facilities, authorizing and directing the Township Administrator to execute such agreement, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

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

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

7. Resolution 2019-012

Trustee Davis introduced and moved the adoption of a resolution authorizing the Township Administrator to enter into Consulting Agreements and a Business Associate Agreement with Enrollment Management Services for data analysis, program development and working with members related to our health insurance benefits, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mrs. Hermes reported that the agreements will assist the Township with designing programs that will benefit our employees and reduce overall cost of claims. She added that Phase 1 has been completed, and the resolution will allow us to move forward with Phase 2, to determine if a program would benefit the Township as well as the employees.

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

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

8. Resolution 2019-013

Trustee Davis introduced and moved the adoption of a resolution authorizing and entering into the Health Care Services Agreement with Cincinnati Children's Hospital Medical Center 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 the necessary documents, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mrs. Hermes reported that the resolution will add a new, direct contract with Cincinnati Children's Hospital to our current True Cost Plan with Custom Design Benefits, which should improve our overall claims experience.

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

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

COMMUNITY DEVELOPMENT: Director Greg DeLong

1. **Board Appointments**

- A motion to appoint Andrew T. Mattei to the Delhi Township Board of Zoning Appeals to complete an unfulfilled term with the term ending December 31, 2021 was moved by Trustee Davis moved and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.
- A motion to appoint Scott Heenan to the Delhi Township Board of Zoning Appeals for five (5) year term ending December 31, 2023 was moved by Trustee Davis moved and seconded by Trustee Stertz. Trustees Sieve, Stertz and Davis voted YES. Motion carried.
- A motion to appoint Neil J. O'Connor Jr. to the Delhi Township Zoning Commission for a five (5) year term ending December 31, 2023 was so moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Stertz and Davis voted YES. Motion carried.

2. **Resolution 2019-014**

Trustee Davis introduced and moved the adoption of a resolution adding the job description of Community Development Intern, Article 12 Positions Descriptions of the Delhi Township amended and restated summary of policies dated January 1, 2014, updating staffing levels and pay rates, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. DeLong reported that the job description adds a full-time intern for several months.

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

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

3. **Hiring Recommendations**

- A motion to hire Anthony Roach as Full-Time Zoning Administrator at \$55,000.00 annual salary in the Community Development Department effective January 24, 2019 was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

- A motion to hire Noah Pennekamp as Full-Time Community Development Intern at \$15.00 per hour in the Community Development Department effective January 24, 2019 was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Davis and Stertz voted YES. Motion carried.

Mr. Pennekamp is a 4th year Urban Planning student at the University of Cincinnati DAAP School of Planning. Mr. Pennekamp stated that he is looking forward to assisting the department with various duties during his employment.

4. Resolution 2019-015

Trustee Davis introduced and moved the adoption of a resolution certifying violation abatement expenses at 1032 Beechmeadow Lane to the County Auditor for assessment and dispensing with the second reading. Trustee Stertz seconded.

Mr. DeLong reported that a minimum cleanup was performed at the property, and that he anticipated that they will have to revisit the property again in the near future.

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

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

5. Resolution 2019-016

Trustee Davis introduced and moved the adoption of a resolution certifying violation abatement expenses at 316 Anders Court to the County Auditor for assessment and dispensing with the second reading. Trustee Stertz seconded.

Mr. DeLong referenced the average cost of \$1,500 paid by the Township per property cleanup, and the process involved submitting the resolution to the Hamilton County Auditor to assess the cost on the property owner's tax bill for reimbursement.

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

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

6. Resolution 2019-017

Trustee Davis introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 467 Rosemont Avenue, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. DeLong reported that this is a vacant property which has become a real dumping ground, found in the same condition this morning during the follow up inspection.

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

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

7. Resolution 2019-018

Trustee Davis introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 753 Lullaby Court, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. DeLong reported that the violation, which consists of debris along the garage door facing the street, was confirmed during the follow up inspection this morning. He added that the occupied structure has had repeat offenses.

Mr. DeLong reviewed the process and timeframe involved in serving notice of nuisance status to a property owner. He added that the amount of complaints received by the office has increased from 450 to 940 since 2016.

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

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

PUBLIC COMMENT: N/A

ANNOUNCEMENT OF COMMUNITY EVENTS:

1. Bayley Fitness Club Lunch n' Learn: 'New Year, New You' on Friday, January 25, 2019 at Bayley Fitness Club from 12:30 p.m. – 1:30 p.m.
2. Delhi Historical Society program: 'The History of Chocolate' on Monday, February 11, 2019 from 7:00 p.m. – 8:00 p.m. at the Glen Carder Lodge, Delhi Park.
3. Delhi Township Veterans Association general meeting on Tuesday, February 12, 2019 from 7:30 p.m. – 8:30 p.m. at the Delhi Senior Center on Neeb Road.

RETIRE TO EXECUTIVE SESSION:

A motion to retire to Executive Session to consider the appointment, employment, and/or compensation of a public employees of the Township and imminent litigation was so moved by Trustee Davis and seconded by Trustee Stertz. Trustees Sieve, Stertz and Davis voted YES. Motion carried.

Trustee Sieve reported that the Board’s next regular meeting will be held on February 13, 2019 at 6:00 p.m.

RETURN TO PUBLIC MEETING:

A motion to conclude Executive Session to return to the public meeting was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

ADJOURN MEETING:

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

Approved: _____, Fiscal Officer

_____, 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