

The January 26, 2022 regular meeting of the Delhi Township Board of Trustees was called to order at 6:00 p.m. by Chairperson Cheryl A. Sieve at the Glen Carder Lodge, Delhi Park, 5125 Foley Road. Trustee Rosanne K. Stertz, Trustee Michael D. Davis, Fiscal Officer James J. Luebbe, Administrator Jack Cameron, and Law Director Bryan E. Pacheco were also present.

OPEN THE MEETING:

- The Board received certification that the rules adopted pursuant to Section 121.22 of the Ohio Revised Code were complied with for the meeting.
- The meeting began with the Pledge of Allegiance, followed by a moment of silence for Eleanor “Ellie” Goldschmidt, mother of Delhi’s IT Director Patti Dignan. Ellie is survived by seven children, fourteen grandchildren and 12 great-grandchildren. Thoughts and prayers for Patti and her family as they mourn their loss. May Ellie rest in peace.

APPROVAL OF MINUTES (Regular Meeting on 1/12/22)

A Motion to approve the minutes of the January 12, 2022 regular meeting was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve voted YES. Motion carried.

APPROVAL OF OVERTIME (Period ending 1/11/22)

A Motion to approve overtime for period ending January 11, 2022, was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve 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 Davis, Stertz and Sieve voted YES. Motion carried.

REPORT FROM THE FISCAL OFFICER: James J. Luebbe

1. **Resolution 2022-009**

Trustee Davis introduced and moved the adoption of a resolution authorizing the Township Administrator to spend greater than \$10,000 on behalf of the township, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. Cameron reported that the spending approval is for the scheduled server replacement and newsletter printing and mailing for the year.

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

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

2. **Significant Transactions:** Receipts: \$1,350,000 for Real Estate Tax Advance on January 25. Disbursements: \$350,000 for the January 20 Payroll.

TRUSTEES’ CORRESPONDENCE:

Trustee Sieve wished former Trustee Jerry Luebbbers a very happy 80th birthday.

PUBLIC HEARING: Delhi Township Zoning Case ZC2022-01

1. **Motion To Open Public Hearing**

A Motion to Open the public hearing for Delhi Township Zoning Case ZC2022-01, for Zoning Map and parcel rezoning request for property located at 587 Pedretti Avenue (parcel 540-0040-0610-00), was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve voted YES. Motion carried.

2. Report from Assistant Township Administrator Greg DeLong

- The 1.28 acres at 587 Pedretti Avenue is a very unique small lot and is currently zoned E Retail Business – applicant Will Yokel, Urban Sites, seeking permission to add the Multi Family Residence as a permitted use, with the PUD District classification.
- The PUD District was added to the code last year to assist with the development of unique building types and uses on certain parcels, and to allow for the preservation of landscaping and trees, whereas previous code would require clearing.
- Should the board approve the request, the new classification would put more restrictions on future uses and would require a developer to present a complete development plan to the Zoning Commission for review (a more controlled development plan that would allow for discussion on enhancements).
- The applicant is applying for funding through the Ohio Housing Finance Agency. They will need to have the zoning in place to apply for the funding. If not funded, they would still have to submit a development plan.
- The project consists of a three-story building senior housing project 35,000 sq. ft. to 43,000, approx. 44 to 52 dwelling units, 2700 to 3300 sq. ft. of amenity space and outdoor space at 500 to 600 sq. ft.
- The PUD would allow them to approach setbacks with more flexibility for the front, side and rear yards, number parking spaces, landscaping and buffering on the south and west property lines. Proposal includes a masonry wall along Pedretti Avenue to help screen parking lot lighting and visually improve the parking lot.
- Urban Sites will be partnering with Episcopal Retirement Services (ERS) to co-develop the property.
- Review of the zoning districts and density uses surrounding the adjacent properties.
- Staff report review confirmed that all of the requirements of the Zoning Resolution Section 9.2 have been met. Staff recommendation to the Zoning Commission to approve the request.
- The Zoning Commission approved the request with a 4 – 0 vote, their decision was based on all requirements of the Zoning Resolution being met.

3. Applicant Presentation: Tim Westrich on behalf of Will Yokel, Urban Sites & Janet Westrich, Development Project Manager with Episcopal Retirement Services (ERS) & Greg Hackett ATA / Beilharz Architects

- The affordable housing for older adults 55 and older will be named Pedretti Place.
- ERS and Urban Sites will be co-developers with design work by ATA Beilharz Architects (long history and great partnership).
- If approved, ERS will serve as owner/property manager and supportive services provider, and Urban Sites will be the general contractor during construction.
- History of ERS, a 501C3 non-profit headquartered in Cincinnati with 70 years' experience serving older adults with housing options in Ohio, Indiana and Kentucky. A detailed description of their facilities and services was shared.
- Mr. Westrich with Urban Sites stated they would be the co-developer and general contractor. He gave a detailed description of his company with examples of similar projects.
- Mr. Westrich reviewed the site plan and intentions for landscaping and buffering to provide privacy and parking.
- Ms. Westrich provided a further explanation of the project details and amenities, including the convenance requirements related to the tax credit financing.
- Review of the total development cost of just under \$12 million with the bulk coming from the equity from the low-income housing tax credits.
- Application is due to the Ohio Housing Finance Agency on February 10, suggesting a 30 – 35% success rate, while they are confident in their scoring.
- In addition to the tax credit equity, they will also rely on a traditional first mortgage and two other competitive funding sources (one from Hamilton County and one from the Federal Home Bank of Cincinnati).
- The tax credit financing provides affordability so they don't have to take on a lot of debt and can keep the rents low.

- Review of maximum incomes that qualify for occupancy.
- Review of proposed rents for the 30% 50% and 60% area median income levels. Commissioned a market study to ensure they are getting it right for the target area.
- Shared images of other communities that they manage.
- Timeline: with approval, they would submit the application on February 10 for the low-income housing tax credits; if successful, they would continue work to fine tune the design, and anticipate the finance closing to occur in May, 2023 with construction completion around August, 2024.

4. Questions from the Board:

- In response to Trustee Davis' questions for Urban Sites do you have locations on the east side, and the tenant requirements for occupancy; Mr. Westrich confirmed projects completed in East Walnut Hills. Addressing the question about occupancy, he confirmed their experience with rentals as being one person households with monitoring of any suspected lease violations. Trustee Davis also expressed his appreciation for the wall, lighting and buffering, the added amenities and activities for the residents, and ARS's recognition twelve years in a row as the Employer of Choice Award.
- In response to Trustee Stertz' question about the number of parking spaces being less than the number of units, Ms. Westrich confirmed they are comfortable with the number meeting their needs, similar to some of their other locations.
- In response to Trustee Stertz' question regarding maintenance of the interior of the units (upkeep of windows and screens, etc.), Ms. Westrich confirmed that regular unit inspections will be performed by the community manager and the maintenance staff as well as residents who tend to monitor each other.
- In response to Trustee Stertz' question regarding management of The Elberon senior housing facility, Ms. Westrich confirmed that they took over management a couple years after it was developed.
- Trustee Stertz recognized the different levels of senior housing managed by ERS such as the Marjorie P. Lee facility, which is a continuing care retirement community.
- Trustee Sieve identified a concern about protecting the privacy of the immediate adjacent properties with regard to parking and landscaping, of which the plan seems to meet those needs.
- Trustee Sieve communicated a concern regarding residents driving over the wall, Mr. Westrich confirmed that parking bumpers will be installed, and the wall itself is designed slightly taller to stop a vehicle from driving over it.
- In response to Trustee Sieve's question to define lower income housing, Mr. Westrich confirmed that receipt of the tax credits requires them to restrict rents to people who earn at or below 60% of the area median income (based on Cincinnati metropolitan statistical area).
- Trustee Sieve made a comment about the median income identified in the market study as being lower than the median income for the township. Mr. Westrich confirmed that market study will help them set affordable rents for the 55 and older population and will ensure they will have enough people who will be able to afford the rents.
- In response to a question from Trustee Sieve about the funding request through Hamilton County, Ms. Westrich confirmed that an award from Hamilton County HOME Funds, intended for affordable housing, could equate to an award of up to \$500,000 per project. She referenced the ratio of units that will need to be designated as low home units which is defined as 60% of the area median income.
- In response to Trustee Sieve's question about requirements or restrictions for performance standards, Ms. Westrich confirmed the expectations for the deed restrictions for the tax credits, as well as the expectations for the restrictive covenant for the gap funding through the Federal Home Loan Bank.
- In response to Trustee Sieve's question if a resident would be unable to make their rent, what kind of subsidy is available to them, Ms. Westrich confirmed that an extensive screening of income and assets is performed during the application process to make sure an applicant would be able to afford the rent; if the resident would experience an unforeseen event after moving in, the community manager and service coordinator would assist the resident with a payment program.

- In response to Trustee Sieve's question what would happen to the facility if the project would fail, Ms. Westrich confirmed that ERS takes on the responsibility that the project will be a success by meeting the requirements set by the Ohio Housing Finance Agency and other lenders.
- Mr. Westrich referenced the huge demand for senior housing at all income levels, and the long waiting list for a similar project recently completed in College Hill with 50 units.
- In response to Trustee Davis' question have you had any projects that did not succeed, Ms. Westrich confirmed that ERS has not had a significant compliance issue, while they have taken over properties from other management agencies who have struggled financially.
- In response to Fiscal Officer Luebbe's question will the property be tax exempt, Ms. Westrich confirmed that in order to be eligible for the tax credit program it has to be owned by a for profit limited partnership who can sell the credits to its investors. The actual owner entity would be Pedretti Place Limited Partnership, whose managing general partner is a direct subsidiary of ERS Affordable Living. The for-profit entity would pay the real estate taxes on the property.

5. Public Comment:

Resident Scott Widner stated that he lives directly across the street from the proposed development. In response to his question if this project would not receive its financing could it be reconfigured into a Section 8 housing for any age group, Mr. Westrich confirmed that if they would not win the tax credit application round, their contract with the current owner would be voided, and there would be no Section 8 opportunity for another developer to take over.

6. Motion To Close Public Hearing:

A Motion to Close the public hearing for Delhi Township Zoning Case ZC2022-01, for Zoning Map and parcel rezoning request for property located at 587 Pedretti Avenue, was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve voted YES. Motion carried.

FIRE DEPARTMENT: Chief Doug Campbell

1. Hiring Recommendation

A Motion to Approve the hiring of Sarah R. Braun as Part-Time Firefighter / EMT in the Fire Department at the rate per the collective bargaining agreement with the Delhi Firefighters Association and successful completion of the pre-employment physical, drug testing, and background check effective on January 26, 2022, was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve voted YES. Motion carried.

Chief Campbell reported that Sarah is Delhi's fourth female firefighter, her background is in EMS and this will be her first department.

2. Safe Haven Baby Box Update

The Baby Box was introduced to the community during a recent blessing ceremony.

PARKS & RECREATION: No Agenda Items.

- Currently planning the 2022 summer concerts. Recently received a request from the Van-Dells.
- Continuing work on the dog park and pickleball courts.
- Mary Anneken is working on filling orders for the Valentine craft.

POLICE DEPARTMENT: Chief Howarth

- Referenced the 2021 crime statistics of which have been updated on the website (overall, crime is down with an increase in motor vehicle thefts).
- Receipt of a \$5,000 donation from Spectrum earmarked for a laptop for the Community Advocate.

PUBLIC WORKS DEPARTMENT: Director Ron Ripperger

1. Resolution 2022-010

Trustee Davis 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 2021-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 Stertz seconded.

Mr. Ripperger reported that the resolution allows the department to prepare the final assessment notices for sidewalk repair work accomplished in the Riverwatch and Greenwell 2021 Road Repair Project prior to sending the final list to the Hamilton County Auditor.

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

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

ADMINISTRATION: Administrator Cameron

1. Resolution 2022-011

Trustee Davis introduced and moved the adoption of a resolution updating and amending, Article 5 Holidays Policy of the Delhi Township amended and restated summary of policies dated January 1, 2014, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. Cameron confirmed that the amendment adds Juneteenth to the holiday schedule for non-contractual employees.

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

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

COMMUNITY DEVELOPMENT: Assistant Administrator Greg DeLong

1. Schedule Public Hearing

Motion to Accept and acknowledge receipt of the Zoning Commission recommendation in Case ZC 2021-04 and schedule a public hearing for March 14, 2022, was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve voted YES. Motion carried.

2. Resolution 2022-012

Trustee Davis introduced and moved the adoption of a resolution adopting the recommendation of the Delhi Township Zoning Commission in case ZC2022-01 concerning property located at 587 Pedretti Avenue (parcel 540-0040-0610-00) from "E" Retail Business District to "PUD" Planned Unit Development and dispensing with the second reading. Trustee Stertz seconded.

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

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

3. Resolution 2022-013

Trustee Davis introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 428 Vaughn Road, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. DeLong confirmed that illegal dumping has been an ongoing problem on Vaughn Road.

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

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

4. Resolution 2022-014

Trustee Davis introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 5471 Cleves Warsaw Pike, declaring an emergency and dispensing with the second reading. Trustee Stertz seconded.

Mr. DeLong confirmed that the debris consists of a recliner that has been moved to the curb.

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

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

PUBLIC COMMENTS: Not Applicable.

ANNOUNCEMENT OF COMMUNITY EVENTS:

1. Delhi Township Veterans Association's general meeting on Tuesday, February 8th at the Delhi Senior Community Center at 7:30 p.m.
2. Delhi Historical Society to host their next program on the life of Maria Longworth Storer at the Delhi Park Lodge on Monday, February 14th at 7:00 p.m.
3. Delhi Branch Library Home School Book Club on Wednesday, February 16th at 1:00 p.m.
4. Delhi Branch Library Adult Book Club on Saturday, February 26th at 11:00 a.m.

EXECUTIVE SESSION:

A Motion to Retire to Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion and/or compensation of a public employees of the Township, was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve voted YES. Motion carried.

Trustee Sieve confirmed that their next meeting was tentatively scheduled on February 9th, advising to check the website to confirm the date and time.

RETURN TO PUBLIC MEETING:

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

MOTION TO CONSIDER:

A Motion to adjust the Administrator's annual salary to \$131,681.94 effective February 6, 2022, was moved by Trustee Davis and seconded by Trustee Stertz. Trustees Davis, Stertz and Sieve voted YES. Motion carried.

ADJOURN MEETING:

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

Approved: _____, Fiscal Officer
_____, Chair
_____, Trustee
_____, 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