

The April 26, 2023 regular meeting of the Delhi Township Board of Trustees was called to order at 6:00 p.m. by Chair Michael D. Davis at the Township Administration Building, 934 Neeb Road, Cincinnati, OH 45233. Trustee Rose K. Stertz, Trustee Cheryl A. Sieve, Fiscal Officer James J. Luebbe, Administrator Skylor Miller and Law Director Bryan E. Pacheco were also present.

#### OPEN THE MEETING:

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- 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 Springfield Township Police Officer Tim Unwin and a civilian driver who were killed in a North College Hill crash, and their families and friends. Officer Unwin's father Glen Unwin was born and raised in Delhi, and his grandmother still lives here.

#### APPROVAL OF MINUTES: (Special Meeting on 3/28/2023)

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- A Motion to approve the minutes from the Board of Trustees regular meeting on March 28, 2023, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

#### APPROVAL OF PAYMENT OF OVERTIME: (Pay Periods ending 4/04 & 4/18/2023)

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- A Motion to approve payment of overtime for pay periods ending April 4<sup>th</sup> and April 18<sup>th</sup>, 2023, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

#### APPROVAL OF BILLS:

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

#### REPORT FROM THE FISCAL OFFICER: James J. Luebbe

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1. Significant Transactions: Receipts: \$48,000 deposit on April 20<sup>th</sup> (distribution of the Motor Vehicle License Tax, Gasoline Tax and Local Government Fund); \$18,000 on April 20<sup>th</sup> for the Permissive Motor Vehicle License Tax.
2. Disbursements: payment of \$1,837,000 to Turner Construction for work at Delhi Towne Square; \$360,000 for Payroll on March 30<sup>th</sup> (a little higher due to Comp payouts), and \$323,000 on April 13<sup>th</sup> for Payroll related expenses.

#### TRUSTEES' CORRESPONDENCE:

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- Trustee Stertz reported on the re-grand opening of Fifth Third Bank on Delhi Pike and attendance by Fire Department personnel.
- Trustee Stertz recognized the members of the Fire Department who participated in the American Lung Association's Fight for Air Climb event at Great American Ball Park over the weekend: Katie Locasto, Ben Pritchard, Dan Benken, Sarah Braun, Corey Brown, Nick Conklin, Hailey Dannemiller, Austin Eckler, Jake Kelly, Connor Lowry, Zeno Perry, Austin Piening, Mitch Strassel and Scott Somers.
- Trustee Stertz reported on the Police Department's Open House held on Saturday, April 15<sup>th</sup>.
- Trustee Stertz recognized the Police Department on their re-certification status from the Ohio Office of Justice Services Collaborative Community-Police Advisory Board; Delhi being one of 11 agencies, out of a total of 39 agencies throughout Hamilton County, who earned this status.
- Trustee Sieve recognized this year's Oak Hills Educational Foundation's "Distinguished Alumni" honoree Dr. Kerri Sobolweski. Kerri attended Delshire Elementary, Delhi Middle and graduated from Oak Hills High School in 1997.
- Trustee Davis reported on the receipt of correspondence from a resident addressing the schedule for the Farmers' Market this summer.

- In an effort to improve produce availability, Mr. Supe reported that there will be a change from every weekend to every other weekend, while considering extending the end date later in the year.

#### PUBLIC HEARING – COMMUNITY DEVELOPMENT DEPARTMENT – Case ZC2023-02

1. A Motion to open the public hearing to review the proposed text amendments in Case ZC2023-02 as recommended by the Delhi Township Zoning Commission, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.
2. Zoning Administrator Update – Mr. Anthony Roach
  - Mr. Roach reported that the amendment addresses a change to the Zoning Resolution of which previously rules addressed detached garages, with this amendment, addresses the size limitations for all detached accessory structures in the rear yard not to exceed 1,032 square feet.
3. Public Comment – No public comment was heard.
4. A Motion to close the public hearing concerning Case ZC2023-02 was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

#### FIRE DEPARTMENT: Chief Doug Campbell

##### 1. Promotion Recommendations

- Motion to Approve the promotion of Daniel M. Albertz to Captain in the Fire Department at the rate per the collective bargaining agreement with the Delhi Township Professional Fire Fighters Association IAFF Local 3389 effective on May 17, 2023, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.
- Motion to Approve the promotion of Aaron E. McKnight to Lieutenant in the Fire Department at the rate per the collective bargaining agreement with the Delhi Township Professional Fire Fighters Association IAFF Local 3389 effective on May 17, 2023, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.
- Motion to Approve the promotion of Austin K. Ecklar to Lieutenant in the Fire Department at the rate per the collective bargaining agreement with the Delhi Township Professional Fire Fighters Association IAFF Local 3389 effective on May 17, 2023, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.
- Motion to Approve the promotion of Zeno H. Perry IV to Career Firefighter/EMT in the Fire Department at the rate per the collective bargaining agreement with the Delhi Township Professional Fire Fighters Association IAFF Local 3389 upon successful completion of the Ohio Police & Fire Pension Medical Questionnaire, Physicians Certification, and psychological testing effective May 17, 2023, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.
- Motion to Approve the promotion of Donald J. Burke to Career Firefighter/EMT in the Fire Department at the rate per the collective bargaining agreement with the Delhi Township Professional Fire Fighters Association IAFF Local 3389 upon successful completion of the Ohio Police & Fire Pension Medical Questionnaire, Physicians Certification, and psychological testing effective May 17, 2023, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.
- Chief Campbell confirmed the Department will schedule the celebratory ceremonial pinning at a later date.

## 2. Hiring Recommendation

A Motion to Approve the hiring of Griffin M. Kain as Part-Time Firefighter/EMT in the Fire Department at the rate per the collective bargaining agreement with the Delhi Firefighters Association upon successful completion of the pre-employment physical and drug testing effective on April 25, 2023 was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

- The promotions and new hire following the promotion of Jon Helmes to Assistant Chief returned the department back to full staffing.
- The department will continue to accept applications for Part Time Firefighter positions due to the high turnover rate within the part time firefighter rank.

## PARKS & RECREATION: Parks & Recreation Director Randy Supe

Update regarding park activity:

- Establishing grass-cutting schedule.
- Getting caught up on reservations for the Park Lodge and Park Shelters.
- Finalizing preparations for the Clean Up Delhi Day & the Summer Park Concert Series.
- Dog Park – waiting on quotes from the vendor – the location was moved from what was originally discussed last year.
- Grant Sidewalk Repaving Project – status pending.
- Directional lines – line markings have been updated throughout the parks.
- Parking lot repaving project – completed 5 years ago – staff currently keeping up with tar patching as needed.
- Letter to the Trustees addressing the pickleball courts. The following details were shared:
  - The installation of the pads to accommodate proper water drainage.
  - Status of work – Courts currently have temporary lines and temporary fencing. The temporary lines are off center and will be corrected after the final surface work is completed, end of May, early June timeframe, after which time the courts will be finished off with permanent lines and fencing installed.

## POLICE DEPARTMENT: Assistant Chief Jeff Braun

### 1. Voluntary Resignation Recommendation

Motion to Accept the voluntary resignation of Part Time Clerk Jenna L Makin in the Police Department effective April 19, 2022, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

Mr. Braun confirmed that the motion is to record a resignation that occurred last year. After graduating from college, Jenna accepted a full time position out of town.

### 2. Police Dept. Update

- The last Citizens Police Academy class will be tomorrow evening with graduation scheduled on May 10<sup>th</sup>.
- Police Officer Hunter Gibson completed field training and is now patrolling on his own.
- Received high compliment from the Prosecutor's Officer regarding Officer Hunter Gibson.
- Police Recruit Emma Girdler will be graduating next month and working in the township very soon.
- Crash Report for April - 26 total – the majority were rear end crashes. 3 red light violations on Cleves Warsaw.
- Selective Enforcement for Red Light Violations at our busy intersections – total of 10 hours and 12 violations. Enforcement ongoing at our busy intersections.
- Primary Election Day – coming up on Tuesday, May 2<sup>nd</sup> asking people to exercise their right to vote. The Police Levy is on the ballot.

PUBLIC WORKS DEPARTMENT: Director Ron Ripperger

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Construction Project Updates

- Neeb Road Sidewalk Improvement Project – Hamilton County project – the project is moving along and should be completed in two weeks. The project included the installation/enhancement of a wall to address stormwater regulations.
- Delhi Pike Paving Project – City of Cincinnati project – received confirmation that the contract is going out for bid soon. The project was first delayed for a water main repair followed by a traffic study to consider adding a traffic light at Fairbanks and Delhi.
- Mt. Alverno Paving Project – Hamilton County project – contract is going out for bid. Project will include Mt. Alverno from Delhi to lower Delhi and the short section of Glen Oaks.
- Delhi Township Road Repair Project – location off of Devils Backbone Road - the leveling course is complete, pending curb installation.

ADMINISTRATION: Administrator Skylor Miller

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**1. Resolution 2023-039**

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

Mr. Miller reported that the resolution authorizes spending for Flock camera system for the Police Department.

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

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

**2. Administrator's Update – Delhi Towne Square**

- Framing for the public building is complete.
- PLK project – wood framing for the residential project is going up.
- Review of most recent activity.
- Recent tour of the site with the Board of Trustees and Township staff.
- Will engage with Turner in a conversation about options for public utilities on the site
- Future tours with community stakeholders who have expressed an interest.

COMMUNITY DEVELOPMENT: Zoning Director Tony Roach

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**1. Resolution 2023-040**

Trustee Stertz introduced and moved the adoption of a resolution adopting the recommendation of the Delhi Township Zoning Commission is Case ZC2023-02 to approve text amendments to various sections of the Delhi Township Zoning Resolution addressing Detached Accessory Structures, that they shall not exceed a maximum building footprint of 1,032 square feet, and dispensing with the second reading. Trustee Sieve seconded.

Mr. Roach confirmed that the adoption of the resolution approves text amendments to certain sections of the Delhi Township Zoning Resolution as recommended by the Delhi Township Zoning Commission.

Trustee Stertz moved and Trustee Sieve seconded to dispense with the second reading of the resolution. 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 2023-041**

Trustee Stertz introduced and moved the adoption of a resolution certifying abatement expenses at 914 Beechmeadow Lane to the County Auditor for assessment, declaring an emergency and dispensing with the second reading. Trustee Sieve seconded.

Mr. Roach confirmed that the cost of the abatement will be levied as an assessment on the property owner's tax bill. In addition, he confirmed receipt of \$69,000 from Hamilton County for prior year abatement assessments.

Trustee Stertz moved and Trustee Sieve seconded to dispense with the second reading of the resolution. 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 2023-042**

Trustee Stertz introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 5386 Hillside Avenue, declaring an emergency and dispensing with the second reading. Trustee Sieve seconded.

Mr. Roach confirmed that 2 of the 4 nuisance properties on the draft agenda were found to be in compliance during follow up inspections and were dropped from the agenda.

Trustee Stertz moved and Trustee Sieve seconded to dispense with the second reading of the resolution. 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 2023-043**

Trustee Stertz introduced and moved the adoption of a resolution declaring nuisance for accumulated debris at 708 Woodyhill Drive, declaring an emergency and dispensing with the second reading. Trustee Sieve seconded.

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

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

**PUBLIC COMMENT:**

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Adam Kunsman, Edward Jones Advisor, addressed the following topics:

- Appreciation for Police Officer Weldele for conducting Alice Training at the March Delhi Business Association membership meeting.
- On Thursday, May 4<sup>th</sup> from 4:30 p.m. until 6:30 p.m. his office in cooperation with the Alzheimer's Association will host a free educational session at Bayley for people with Alzheimer's and their caregivers.

**ANNOUNCEMENT OF COMMUNITY EVENTS:**

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1. Hamilton County Yard Trimmings Drop-Off program operates at Oak Dale Elementary from March 25 through December 3<sup>rd</sup>.
2. Clean Up Delhi Day is scheduled on Saturday, May 6<sup>th</sup> from 9:00 a.m. until 1:00 p.m. at the Delhi Senior Community Center.
3. Delhi Business Association Paper Shredding event is scheduled on Saturday, May 6<sup>th</sup> from 9:00 a.m. until noon at C.O. Harrison School's parking lot on Neeb Road.

4. Delhi Historical Society program, "Cincinnati Ball Park Beer Signage" on Monday, May 8th at 7:00 p.m. at the Delhi Community Center on Neeb Road.
5. Delhi Parks & Recreation presents its first concert in the park: Forever Diamond at 7:00 p.m. on Thursday, May 18th at the Delhi Park Performance Stage.
6. Hamilton County Small Business Day at the Sharonville Convention Center on Monday, May 22nd from 10:00 a.m. until 2:00 p.m.
7. Delhi Township Veterans Association's Memorial Day Ceremony at Veterans Memorial Park at 1:00 p.m. on Sunday, May 28th.

**EXECUTIVE SESSION:**

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A Motion to Retire to Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion and/or compensation of a public employee of the Township, and to consider confidential information related to the marketing plans, specific business strategy, trade secrets, or personal financial statements of an applicant for economic development assistance and imminent litigation, was moved by Trustee Stertz and seconded by Trustee Sieve. Trustees Stertz, Sieve and Davis voted YES. Motion carried.

Announcement of next meeting:

Trustee Davis confirmed that the Board's next meeting would be on Wednesday, on May 10th at 6:00 p.m.

**RETURN TO PUBLIC MEETING:**

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

**ADJOURN MEETING:**

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

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James J. Luebbe, Fiscal Officer