

VILLAGE MANAGER'S REPORT
FEBRUARY 10, 2014 COUNCIL MEETING

Dear Mayor and Council Members:

Developments

The Planning Commission/ZBA did not receive applications for the February 3 meeting. The next ZBA meeting is set for March 3. The filing deadline is February 10.

There was 1 zoning certificate issued in January for interior remodeling.

No property maintenance letters were mailed for the month of January however, the Village is still seeking compliance with a few items including a house on Belkay, demolition of a house on Oakridge and a fence issue on Farm Acres.

Aggregation

Year-to-Date Savings through 2013 for our residents in the gas aggregation program was \$24,385. The total for electric aggregation savings for 2013 is \$241,688 through November.

Maintenance Department Activities

The Village Maintenance Department welcomes Mark Gillespie to the department. Mark comes to the Village from the private sector, but does bring municipal experience from the City of Norwood where Mark worked with the Maintenance, Water and Tax Departments. Mark has begun training with the department to get his Class A Commercial Driver's License and will be attending the 240-hour Fire Training this year.

Snow and Ice Control

Experiencing one of our snowiest winters this season, most communities, including the Village, are running low on salt and have been looking for other alternatives to effectively manage the winter storm events. Salt is in very high demand and there is very little salt to supply to the communities.

The Village began the season with approximately 550 to 600 tons of road salt in the storage bin. We budgeted and ordered 300 tons through the City of Cincinnati's Road Salt Contract with the Morton Salt Co. The contract is an 80%-120%, which means the Village guarantees to buy 80% (240 tons) and Morton guarantees the Village 120% (360 tons). The Maintenance Department has taken delivery of 340 of the 360 tons allotted to the Village for the 2013-2014 winter season as of January 23. On January 7th, Maintenance Foreman Tony Chesney called Morton Salt Co. to confirm that the Village can purchase additional salt beyond the 2013-2014 allotment and was told about the salt shortage and that the Village would be placed on a waiting list. At that time Tony ordered 200 tons of road salt. Maintenance Supervisor Wes Brown called Morton on January 21st to get an estimate on when to expect salt deliveries and they stated that they did not know when the next barge would arrive.

With multiple communities being low or out of road salt and not knowing how much, if any salt we will get from the next barge, Wes began calling other salt companies and other communities in an attempt to find available salt. The salt companies stated they did not have salt available and would only place the Village on a waiting list with no guarantee that we could get salt. Other communities with larger salt domes were contacted to see if they had salt they would be willing

to loan or sell to the Village. The City of Cincinnati stated they did not have any available at this time. Symmes Township, one of the communities the Village has been working with for a few years on equipment sharing, was able to loan the Village 100 tons of road salt. The Department was also able to acquire 200 tons from the City of Mason. With the 300 tons from Symmes Township and City of Mason, the Maintenance Department has been able to replenish some of the much need road salt in storage. With six to seven weeks of possible snowy weather the Village crews still need to conserve road salt the Department has on hand.

When responding to snow and ice events, the goals of the Maintenance Department are to keep all roads open and passable for emergency vehicles and the traveling public during the storm and have all of the streets cleared as soon as possible after the storm. The 2013/2014 winter season has been one of the busiest winters in the last few years. Since November 12th the Maintenance Department has responded to 18 events, totaling just over 43 inches, utilizing 732 tons of road salt, 4,770 gallons of salt brine/beet juice, 530 man hours and costing roughly \$56,223 to maintain safe roadways.

In January, the Maintenance Department responded to 9 snow and ice events totaling 21.5 inches of snow utilizing 277.75 man hours, 396.5 tons of road salt and 1,260 gallons of salt brine/beet juice.

Bulk Leaf Collection

Due to the amount of snow in December, the Maintenance Department extended the bulk leaf collection through January 17th and completed only one circuit through the Village. The crews collected 9 loads totaling 180 cubic yards of leaves in December.

The yearly totals for leaf collection to date (October 15 through January 17th) is 1,315.5 man hours collecting 248.25 loads totaling 4,965 cubic yards (the Maintenance Department collected a total of 3,980 cubic yards in the 2012/2013 leaf season).

Brush Chipping

In January the Maintenance Crews resumed the Residential Brush Chipping Service. Due to the number of snow and ice events and the water pipe breaks in the Municipal Building the department was only able to complete one circuit through the Village. The crews utilized 50 man hours and generated 37.5 cubic yards of wood chips.

Training

The Maintenance Supervisor Wes Brown and the Maintenance Foreman Tony Chesney are members of the Public Works Officials of Southwest Ohio and attended the January meeting in Franklin. These meetings have allowed the department to share experiences, knowledge/skills and benefit from the experiences and knowledge/skills other departments. The Village has also benefitted from equipment sharing as well with some of the other communities.

Wes Brown attended the Pesticide License Recertification Training in Dayton and the Planning and Zoning Seminar in Anderson.

Street and Right of Way

- Responded and cleaned up debris from an auto accident on Ridge Road at Longmeadow Drive.

Facilities Maintenance and Repairs

Village Staff (Maintenance/Fire, Police/Fire and Administration) responded to Municipal Building for two separate water line breaks. The quick response and team work the staff was able to shut the water off and cleanup the water to minimize the damage. The Maintenance Department Crews removed several ceiling tiles throughout the building to locate areas where the installation had fallen and the cold was entering the building. Crews also disassembled and move furniture so the contractors could remove the wet drywall and carpeting.

Other facility details performed:

- Cleaned and performed minor maintenance to Village Hall, set up for and cleaned up after eleven events in the Community Room, Council Meeting, ESC and Mayor's Court.
- Performed the Monthly Facilities Inspection and made repairs to the Maintenance Facilities and Village Hall.
- Minor maintenance of the Amberley Green Property, continued to monitor and maintain the low level of water behind the dam, emptied the trash cans, filled the doggie bag dispensers, and removed debris from the walking paths.

Composting Site

- Maintained the daily records and inspections for the Class IV Composting Facility per the Hamilton County Health Department and the Ohio Environmental Protection Agency.
- Performed maintenance on the Class IV Composting site (piled leaves and graded off tire ruts to prevent ponding water).

Equipment Maintenance

- Performed the weekly vehicle inspections.
- Performed inspections, cleaned and made minor repairs after snow and ice events to all trucks, salt and brine spreaders and snow plows.
- Retro fitted the chipper box onto trucks 227 and 228.

Fire Training and Equipment Maintenance

- Set up for and attended the four fire training sessions.
- Responded to a water line break at Adath Israel Synagogue.

Assisted the Police Department

- Placed feed corn in several areas in French Park and on the Amberley Green property and assisted with the Police Departments 2014 Deer Culling Program.

Residential Services

- Received several zoning calls on the empty lot at Galbraith Road and Springvalley Drive.
- Reviewed several zoning plans for remodels.

Community Assistance

There was a double fatality accident in Clermont County that took the life of a City of Montgomery Service Department employee. Several jurisdictions participated in the funeral procession providing a wonderful tribute to the family of Mike Brown. Vehicles were staged at the cemetery in memory of the employee. Amberley was able to assist in the funeral procession.

Police Activity

During the month of January, the police department handled 755 calls for services/complaints and 1,341 administrative/911 calls. There were 67 citations issued for Mayor's Court, 6 for

Municipal Court for offenses. Vehicle accidents totaled 6 (0 injuries reported) during the month. Officers made 17 physical/warrant arrests.

Fire Activity

During the month of January, there were 15 reports taken by the Fire Department.

Meetings

I met with a representative of Management Partners to discuss further collaboration among communities.

On January 23, I attended a Cincinnati USA Regional Economic Development Forum designed to provide an advanced introduction to economic development. The Forum presented information about available resources, strategic partnerships and development issues affecting economic development within the Cincinnati region.

The Police/Fire Committee met on February 4 to discuss department results and data from 2013.

The Public Buildings and Parks Committee met to discuss parking permits for Amberley Green, use of Amberley Green and restoration of the municipal building.

The Finance Committee met on February 4 to review December financials and JEDZ appropriations.

One staff meeting was held at the North Site since the last council meeting with Chief Wallace, Wes Brown, Tony Chesney, Anna Shaw and Kathleen Harcourt. Topics included upcoming council agenda items, e-news articles, payday news items, replacement of maintenance worker and police officer and elected officials guide.

Individual meetings were held with each of the senior staff to discuss Village business.

Seven members of the staff embarked on a professional development series called Effective Supervisory Practices. This program, prepared by ICMA (International City Management Association) is dedicated to advancing the profession of local government management through learning and skills enhancement experiences. Over the next 6 months, staff will participate in a 6 part webinar series with a workbook and skill building study guide. The webinar topics are:

- The Makings of a Leader: Supervisory Leadership
- Building a Great Workplace: Ethics, Respect, and Safety
- Charting the Course/Staying on It: Strategic Planning, Managing Workflow, and Budgeting
- The Human Element: How to Hire, Build, and Communicate with Your Team
- A Higher Standard: Performance, Accountability, and Customer Service
- The Great Motivator: Motivating Employees/Leading Change

Personnel

The replacement of our vacant maintenance worker position has been finalized. After 64 applications, written testing, physical fitness testing, panel interviews, background checks, polygraph and drug screening, Mark Gillespie was offered the position and began with the

Village on January 28. Mark grew up in Norwood, started out working as a water meter reader and did various jobs for the City of Norwood prior to going to the private sector.

After a long selection process, the Police Department has hired two police officers. The first is Brian Baker, a 10-year veteran of the Norwood Police Department. He will begin with the Village around February 20. The second officer is Ryan Rump. Ryan will begin later this month and he is a 5½ year veteran with the Golf Manor Police Department. Both candidates will be great additions to our Village.

Municipal Building Restoration

The field adjustor for our insurance company measured and assessed the damaged area on January 14. Staff has moved forward with determining what was necessary to get the building restored by vetting the vendors, making decisions about order of work, priorities and flooring decisions. The priority has been to get the council chambers restored and carpet was installed on February 6. Staff began dusting and cleaning the council chambers and will return the furniture to the room and will have it ready for council on Monday, February 10.

Staff has focused on records in an effort to separate the damaged records, create inventory lists, and re-locate records. A Records Commission meeting will be necessary so the records can be processed for disposal, especially the damaged records.

An insulation company was hired to correct where the original fire suppression line broke in the police locker room. This was necessary before the lockers could be reassembled. Kramig Insulation installed foam board insulation on inside of exterior block wall and an all-purpose vapor barrier on existing insulation to seal off air coming into the locker room. This work cost the Village \$2,790.

Work being authorized by Village Council on February 10 will greatly assist in getting the building returned to its functional use.

Fisher vs. Amberley Village

The court granted judgment in favor of the Village in the George Fisher lawsuit challenging the special police levy. The court also ruled in the Village's favor across the board on two other matters that had been argued to the court by the parties, but which are rendered moot by the underlying ruling. There is a 30 day appeal period.

Miscellaneous

The Village was notified by Catholic Health Partners the Amberley Green site did not make the short list for their search. JDL Warm has been informed as well.

Clerk Nicole Browder began a trial period of working remotely from home one day a week.

I have communicated with residents regarding property maintenance complaints, snow and ice, deer complaints, recycling schedule, traffic lights and brush pick up.

A total of 28 deer have been culled so far, 18 from French Park and 10 from Amberley Green.

Marvin Blade, Director of Duke Energy Community Relations in Hamilton County, has accepted the position of Vice President of Community Relations and Economic Development for Duke Energy Indiana. Marvin has been a Duke contact for the Village for quite some time. No replacement has been named yet.

Articles were drafted for the February E-News which was published on February 4.

An inquiry was received from a broker about Amberley Green.

I will be on vacation from February 20 through March 3.

If you would like additional information or have questions, feel free to contact me.

Scot F. Lahrmer
Village Manager