

**VILLAGE MANAGER'S REPORT
OCTOBER 13, 2014 COUNCIL MEETING**

Dear Mayor and Council Members:

Developments

The Planning Commission/ZBA met on October 6 to hear 1 application for a fence variance as it related to placement on a property with three front yards. The fence was approved as submitted.

The next meeting is November 3 and the filing deadline is October 13.

There were 5 zoning certificates issued in September. The approved zoning certificates included a kitchen remodel, backfilling of a pool to be replaced by a basketball court, a landscape plan, an in-ground pool, and a room addition.

In September, 11 property maintenance letters were mailed for high grass, one of which included notice to remove a dead tree.

Maintenance Department Activities

Amberley Green Dam Modification Project

The modification project on the Amberley Green Dam was awarded and construction began in early August and completed in late September.

The purpose of this project was to modify the existing dam structure to the non-regulated status thereby removing the dam from ODNR's jurisdiction. Detailed plans were prepared by CDS & Associates, advertised on April 8 and the bids were opened on April 30. The dam modification project included; lowering the height of the dam, replacement of the primary and emergency spillway, control structure, drain pipe and plunge pool at the outlet. The lowest and best bid was submitted by Ford Development in the amount of \$338,670.

Ford Development has lowered the height of the dam from 36 feet to 31.5 feet, installed the new control structures, headwall, new drain pipe, plunge pool and re-graded the north end of the project for the primary and emergency spillway. The next phase of the project will be to submit the "as built survey" to the ODNR for approval and have the dam removed from their jurisdiction.

2014 Road Program

The 2014 Road Program is in the final stages. The program included curb replacement and asphalt paving on Fontaine Court, asphalt patching on Fair Haven Lane and Sagamore Drive and curb repairs on Springvalley Drive and Fair Haven Lane. The 2014 Road Program cost was \$342,900 (\$127,673 paid from storm water fund and \$215,228 from the road fund).

With the construction phase of the project completed, staff along with the Village engineer's personnel has inspected the project and formed a punch list. The punch list consists of items that do not meet the Village standards either by not matching the plan or in workmanship.

In addition to the 2014 Road Program, the Village contracted with Adleta Construction for storm water and road repairs on several streets throughout the Village. These repairs consisted of catch basin repairs on Fair Haven Lane and Glenfarm Court, asphalt and curb repair on Ridge Road and storm water pipe repair on South Farmcrest Drive and on Lynnehaven Court.

Street and Right of Way

The Maintenance Department continued its 2014 crack sealing program in September. The crack sealing program begins with staff evaluating the Village streets and rating them as light cracking to heavy cracking. The crews began tarring the recently paved and streets with light cracking. The goal is to complete the streets with light cracking as the first priority. If time, manpower, and budget allow, the crews will continue with the streets identified as having medium cracking. The streets with heavy cracking are typically considered for paving in future road programs.

In September the crews utilized 119 man hours and placed 1,650 pounds of rubberized tar on Fair Oaks Drive, Willowbrook Drive, Meadowbrook Drive, Oakridge Drive and several asphalt patches by the North Site storage bin.

Other right of way details performed by the Maintenance Department:

- Investigated and cleaned debris from the storm water catch basin and pipe on Fair Oaks Lane.
- Dyed tested 7500 Sagamore Drive and found dye in MSD sewer line.
- Restored drainage ditch at 3555 Verger Lane and 7100 Knoll Road.
- Restored ROW tire ruts at Section and Knoll Roads.
- Assisted Hamilton County paint crews paint Section Road and all center (yellow) line road markings throughout the Village.
- Maintenance crews painted stop bars, crosswalks, arrows, islands and railroad markings.
- Picked up deer (4) from the right of way on Knoll Road, Section Road and Ridge Road.
- Pulled contractor and political signs from the Cross County bridge and the right of way along Ridge Road.
- Crews also trimmed dead branches/view obstructions over roadways and from the Village right of ways.

Facilities Maintenance and Repairs

- Cleaned and performed minor maintenance to Municipal Building, set up for and cleaned up after seven events in the Community Room and Council Chambers including; Council Meeting, Board of Appeals, ESC and Mayor's Court.
- Performed the Monthly Facilities Inspection and made repairs to the Maintenance Facilities and Municipal Building.
- 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, removed debris from the walking paths.
- Cleaned pine needles from the playing surface and inspected the tennis courts at the Municipal Building.
- Performed the Monthly Play Ground and Exercise Equipment inspection.
- Repainted color coded trail map markings for the walking paths at the Amberley Green property
- Sprayed weeds in the beds on the upper and lower track and ball fields at the Municipal Building.
- Repaired in-house air compressor pressure switch.

Composting Site

The Village operates and maintains a Class IV composting site north of Cross County Highway at the North Site. The North Site is key to the Department's brush and leaf collection service. The Maintenance Department Supervisor performs weekly inspections of the site, maintains daily records for the annual reports to the Hamilton County Health Department and the Ohio Environmental Protection Agency.

In September, our crews loaded 150 cubic yards of leaf compost into the local contractor dumpsters. The contractor hauled 300 cubic yards for a total of 450 cubic yards to be recycled and performed maintenance on the Class IV Composting site (piled leaves and graded off tire ruts to prevent ponding water). Crews also mowed the grass at the North Site/composting areas.

Equipment Maintenance

Maintenance crew performed inspections, cleaned and made minor repairs to all trucks. Crews also performed the weekly vehicle inspections.

Other equipment repairs;

- Changed the blades and adjusted the anvil and greased Vermeer Chipper.
- Repaired Ford tractor fuel line shut off and throttle cables.

Department Training

Wes and Tony attended the Public Works Officials of Southwest Ohio luncheon/meeting Forest Park and Snow plow rodeo committee meetings in Mason.

Fire Department, Training and Equipment Maintenance

- Responded to one fire alarm at Pepsi
- Performed the monthly fire equipment inspection and made the proper repairs.
- Rob Langdon, Josh Caudill and Mark Gillespie Mass Casualty Drill at CVG airport

Police Department

- Placed no parking signs along the west side of Arborcrest Drive in preparation of a wedding

Residential Services

The Maintenance crew continued the Residential Brush Chipping Service and completed four circuits through the Village. The crews utilized 189 man hours and generated 154 cubic yards of wood chips, logs and other debris and picked up nine dead animals, five which were deer.

The maintenance crews delivered 12 cubic yards of wood chips generated by the Department's chipping crew to Village residents.

Place block party traffic control devices at Dot and Hudson Parkway.

Police Activity

During the month of September, the police department received 782 calls for service and 693 PSAP 911 calls and non-emergency calls. There were 112 citations issued for Mayor's Court last month, 8 for Municipal Court and 1 for Juvenile Court. Vehicle accidents totaled 7 (2 with injury claims reported) during the month. Officers made 34 arrests and issued 55 verbal warnings. There were 5 drug offense citations.

Fire Activity

During the month of September, there were 62 reports taken by the Fire Department. The new software, Pamet, captures any activity related to fire. Of the 62 reports, none were directly fire related while the others were fire training, smoke investigation, EMS calls, fire alarms, CO detectors, fire inspections, and water leaks.

Meetings

I attended a presentation by Peter Block on building vibrant local communities.

I attended the Environment Stewardship Committee's dam tour lead by Pat Madl from CDS Associates.

I have met with Village Engineer John Eisenmann regarding slope analysis and property status of Village owned property.

I attended a program to Get Employees Moving More During the Work Day sponsored by the Tri-State Workplace Wellness Collaborative.

The Police/Fire Committee met on September 16 regarding the following topics: general update on the department, officer retention/exit interview, in-car cameras, license plate readers, fire pay and update on grant activity.

The Public Outreach Committee heard a presentation from Rob Ebel of ESP Media regarding the recording and play back of council meetings.

I attended the September 19 funeral for Sgt. Mike Koenig's mom.

I met with resident Jerry Teller regarding interest in Amberley Green.

Mayor Muething and I met with representatives from an engineering firm and developer regarding an upcoming Land Development Committee meeting to discuss land uses on Amberley Green.

The Center for Local Government Benefits Pool met on September 23 with the following items on the agenda: Horan Medicare employee transition services, financial and JHP update, open enrollment results, prospecting update and Alere discussion.

The Investment Committee met with PNC Managing Director Bob Francati regarding the Village's portfolio summary.

The HEW met on September 23 to hear an update on deer management from Lt. Brian Blum and a recommendation to consider a resolution for the upcoming Cincinnati Public School levy.

I attended the Compensation and Benefits Committee to discuss the performance review process for the village manager and holiday gift cards for employees.

The Public Outreach Committee heard a presentation from Brad Stapleton of Intercommunity Cable Regulatory Commission (ICRC) regarding their recording and playback of council meetings.

I attended the Law Committee where Law Director Kevin Frank addressed communication protocols for advance material received by Council and reviewed legal costs.

I attended harassment and discrimination training provided by the Miami Valley Risk Management Association.

Two presentations were made for residents at the Jewish Community Center updating residents on Village matters.

Employees with Village healthcare were given the opportunity to sign up for Alere via our Horan contact and take the wellness assessment.

The Finance Committee met on September 30 to review August financials and consider recommending a resolution accepting the rates of taxation.

I attended the First Suburbs presentation by the Port of Greater Cincinnati Development Authority about the Hamilton County Land Reutilization Program (HCLRP).

I met with the communities of Silverton and Deer Park along with representatives of the Center for Local Government regarding collaboration on street repaving and road reconstruction.

Staff met with the Village Engineer's representative regarding the new crosswalk on Section Road.

The Public Outreach Committee met on October 6 to discuss video recording of council meetings and social media services.

I attended an ICMA Ethics training session with Martha Perego of ICMA that Northern Kentucky City/County Manager's Association hosted.

I heard a presentation from Tom Paul, Chief Consumer Officer for United Health Care covering the modern health care consumer.

I hosted lunch for the Maintenance Department to announce Tony Chesney's promotion to Maintenance Supervisor.

Staff met with the owners of 2100 Section Road (former Gibson property) regarding their interest in splitting a lot from the tract of land.

I met with a business interested in the property at 2100 Section Road (former Gibson property).

Staff conducted a mock meeting in the council chambers in order for ESP Media to test their cameras and our sound system in anticipation of changing how our council meetings are televised.

One staff meeting was held since the last council meeting with Chief Wallace, Wes Brown, Tony Chesney, Patty Meiers, Nicole Browder, and Kathleen Harcourt. Topics included celebrating Wes Brown's promotion to Zoning and Project Administrator, next council agenda items, committee updates, e-news articles, public information meeting, 2015 Budget schedule and payday news items.

Miscellaneous

With the merger of CDS Associates with CT Consultants, John Eisenmann has announced he plans to retire later this year as he works towards hiring his replacement.

The Village offered two public information meetings to our residents on Monday, September 29. For residents who were unable to attend either session, the presentation is posted on the Village website. In addition, it was summarized in the Village October E-News with the ability to link to the Power Point slides and the option to click on a dialogue box to read the comments made at each slide.

Two Call Safe messages were recorded and provided to residents. The first was about our September 29 public information meeting and the second one was to remind residents about the temporary suspension of brush pick up.

Two promotions have occurred within the organization. Maintenance Supervisor Wes Brown has accepted the position of Zoning and Project Administrator. Maintenance Foreman Tony Chesney has accepted the position of Maintenance Supervisor.

I have communicated with residents regarding the Village's upcoming 75th anniversary, property maintenance, aggregation, condition of AG, new crosswalk, street conditions, deer complaints, general complaints and electric aggregation.

A letter was sent to the synagogues letting them know how residents needing to dispose of the s'chach used during the construction of their sukkah are still able to do so through Rumpke.

The trail markings and length of trails at Amberley Green were refreshed.

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

Scot F. Lahrmer
Village Manager