

VILLAGE MANAGER'S REPORT
DECEMBER 14, 2015 COUNCIL MEETING

Dear Mayor and Council Members:

Developments

The Planning Commission/ZBA filing deadline of November 16 passed for the December 7 meeting. No applications were received therefore the board did not meet. The next meeting is January 4 and the filing deadline is December 16.

2 zoning approvals were issued in November: 1 fence and 1 solar panel installation.

Property maintenance letters were issued for 1 car in disrepair, 1 pothole on a private drive, 1 for bushes obstructing line of sight, and 1 structure erected without a permit.

Electric and Gas Aggregation

2015 Savings for Village Residents and Businesses:

January – September Gas: \$27,610 Electric: \$98,436

Street Program Update

The Center for Local Government reached out to several communities to pursue a pilot program to determine the feasibility of collaboration on street repairs. Initially, the communities of Golf Manor, Silverton, Deer Park and Sycamore Township were also consulted. For various reasons, only the Villages of Silverton and Amberley Village were able to participate.

The joint project was intended to save each jurisdiction money by cooperatively bidding, contracting and administering the project. The Village has similar arrangements with waste collection, employee health care, and electric for our public buildings.

Village Council authorized the assembly of the bid package in April, which included pavement paving, patching and curb repairs.

Curb repairs and paving of the entire street:

- Royal Oak Court
- Laurel Oak Lane
- Fair Oaks Drive
- Fair Oaks Lane
- Hudson Parkway (from Farmcrest Dr. to Esther Dr.)
- Curb repairs on Twigwood Lane and Arborcrest Drive
- Pavement repairs on Ridge at Section Road (including the traffic light activation loop)

These projects were packaged and advertised as a bundle for competitive bidding. The bids resulted in very favorable pricing with two bids received and the lowest and best bid submitted by John R. Jurgensen for \$381,963, which was \$55,990 below the engineer's estimate. The program was successfully completed in early August.

Storm Water Program Update

The 2015 Storm Water Program consisted of the replacement of a deteriorated corrugated pipe, the replacement of a concrete pipe and two cured in place liners. The program would have also performed the rehabilitation on a drainage swale and several bridge and culvert repairs.

Due to the large discrepancy in the average bid, the low number of bidders and lack of similar project experience with the low bidder, the Village Engineer recommended to reject both bids. It was also proposed to re-package the projects and re-bid in January 2016 as multiple projects with an extended completion date of June 30, 2016.

The decision was made to move forward and solicit quotes for the rehabilitation of the drainage swale on Fair Oaks Drive, due to a flooding issue. The lowest and best quote was submitted by the Jeffery Allen Corporation, for \$7,460, approximately \$2,180 below the engineer's estimate. Jeffery Allen is the contractor that performed the 2014 Storm Water Program. The project was completed in early November.

In November, the Hamilton County Storm Water District announced the application period for the 2015 Capital Improvement Grant Program would be early November through December 4, 2015. A total of \$800,000 is available for storm water projects. In order for projects to qualify for funding, the project must meet certain criteria: Readiness to Proceed, Financial Commitment, Visibility, Community Benefit, and Water Quality Improvement.

Staff along with the Village engineer, attended HCSWD meetings and determined that our two storm water pipe replacement projects had the potential to qualify for funding. If awarded, the Village would receive up to \$110,000 for the two storm water projects.

A list of recommended projects will be sent to the HCSWD Oversight Board for the board's consideration at the January 28, 2016 board meeting. It is staff's understanding the funds would be available by the beginning of the second quarter.

The remainder of the 2015 Storm Water Program consists of several bridge and culvert repairs and two cured in place liners. The Village engineer, CT Consultants is assembling the bid packages of each of the remaining projects for bid in January.

Maintenance Department Activities

Streets and Right of Way

The Maintenance Department was fully committed to leaf pick-up in November. Once again, equipment failure of the leaf vacuum (starting, charging problems, hydraulic leaks, impeller) occurred and the back-up machine was utilized in its place. Crews have completed 3 circuits through the Village this month.

The Village teamed up with ESP Media and recorded a “How-to video” for leaf pick up. The video was shared utilizing the Village’s social media outlets.

Other right of way details performed by the Maintenance Department:

- Pulled contractor and political signs from the Cross County Highway entrance and the right of way along Ridge Road.
- Cleaned creeks, catch basins, and headwalls.
- Filled potholes on Spring Valley, Gwenwyn and Section Roads.

Facilities Maintenance and Repairs

Cleaned and performed minor maintenance to Municipal Building, set up for and cleaned up after 9 events in the Community Room and Council Chambers including: Council Meeting, Election Day, and Mayor’s Court.

- Drained community garden 5,000 gallon rain water tanks, rolled up hoses and installed down spout lines to winterize this equipment while not in use.
- Disconnected back flows, and cleared water lines to drinking fountain and ball field sprinkler lines.
- Winterized rain barrel from garage behind administration building.
- Traded 5 tons of salt, for 1,000 gallons of brine water with Springfield Township.
- Had electrical contractor repair light fixtures in the elevator and council chambers.

Equipment Maintenance

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

Other equipment repairs:

- Flipped the rubber cutting edge on 2 snow plows and installed a new Urethane rubber cutting edge on a third plow (product performance will be monitored).
- Took delivery of new brine sprayer; mounted to pick-up truck.
- Filled all saddle tanks with brine water, put plows and spreaders on 4 dump trucks and checked use before winter.
- Had impeller replaced on leaf machine by contractor.
- Truck 706 had snow chains replaced.

Department Training

- Tony Chesney and Scot Lahrmer attended the Public Works Officials of Southwest Ohio luncheon/meeting in Mason at their new service garage.
- Tony Chesney and members of the Administration attended a time management class.
- Tony Chesney and Ryan Monahan conducted several interviews for the vacant maintenance worker/fire fighter position.

Fire Department

- Responded to monthly fire drill and 2 fire runs.
- All maintenance/fire fighters participated in yearly physicals for the department.

Police Services

Tony Chesney assisted the police department with deer culling.

Bulk Leaf Collection

The crews collected 169 loads totaling 3,406 cubic yards of leaves for the month of November.

Residential Services

Crews delivered 2 yards of leaf compost, 54 yards of wood chips, and picked up 4 dead deer.

Police Activity

During the month of November, the police department received 827 calls for service. The PSAP 911 calls and non-emergency calls were not able to be retrieved at the time of this report. There were 105 citations issued for Mayor's Court last month, 15 were for Municipal Court. Vehicle accidents totaled 5 (1 claim was reported for personal injury) during the month. Officers made 44 arrests and issued 42 verbal warnings. Minor misdemeanor citations resulted in 2 drug offenses, 1 open container, and 14 tax offenses.

Fire Activity

During the month of November, there were 59 reports taken by the Fire Department. Of the 59 reports, while none were structure fires, activity included motor vehicle accidents, service calls, fire training, lifting assistance, smoke investigation, EMS, smoke detector alarms, carbon monoxide detector alarms, and fire inspections.

Meetings

I attended the Hamilton County Development Corporation's Business Retention Council meeting.

I welcomed the World Town Planning Day attendees who were studying the Reading Road corridor from Section Road north to Ronald Reagan Highway.

Interviews were held with the three top candidates for Maintenance Worker/Firefighter.

Staff development occurred while attending a seminar on managing multiple priorities, projects and deadlines.

Mayor Muething, Council Member Doering and I attended a presentation on Creating Community Development Corporations and Developer Partnerships.

Tony Chesney and I attended the Public Works Officials of Southwest Ohio luncheon/meeting in Mason at their new service garage.

A few communities met to determine if there were benefits to jointly bidding our street program together in 2016.

The Land Development Committee met November 19 to discuss the Amberley Green Letters of Interest.

I video recorded a message to close out our leaf collection video.

I met with Ken Schuermann who has an agreement with the Village on the North Site property.

I attended the special council meeting for the manager's evaluation.

Staff hosted and attended a farewell lunch for Maintenance Worker/Firefighter Tom Karr.

I interviewed Police/Firefighter candidate, Nick Mercer.

I attended the swearing in ceremony for Village council held on December 1.

I attended the Jewish Foundation Annual Meeting held at the JCC.

I attended the December APEX presentation from United Health Care.

I attended the CLGBP's December meeting where the topics included: ACA Reporting status; Life & Dental Consortium; Jefferson Health Plan Update; Wellness; Open Enrollment; Membership and Marketing; and Election of Officers.

The Finance Committee met on December 2 to review our property and casualty insurance renewal, October financials, waste collection fee, and reappropriations.

As president of the Cincinnati Area Manager's Association, the December meeting was organized and held at the Golden Lamb in Lebanon where Channel 12 News Anchor Sheila Gray spoke.

I met with the finalist for the Maintenance Worker/Firefighter position.

The Finance Committee met on December 8 to review the proposed 2016 Budget.

Mayor Muething and I met with leaders of the JCC, Jewish Foundation and the Jewish Federation.

I met with Ralph Maresco, Associate Director of P&Gs Amberley Village facility.

One staff meeting was held since the last council meeting with Chief Wallace, Wes Brown, Tony Chesney, Patty Meiers, Nicole Browder, Anna Shaw, and Kathleen Harcourt. Topics included committee needs, next council agenda items, e-news articles, 2016 Budget wrap up, North Site agreement, letters of interest for AG, Tom Karr's luncheon, reorganizational meeting and payday news items.

Personnel Update

Replacement of Maintenance Worker/Firefighter Tom Karr has concluded with the offer and acceptance of the position to Mack Ogletree. Mack is currently employed by the Village of Lockland's Maintenance Department. Mack's first day will be January 12. He will attend the Fire Academy in February.

Nick Mercer has accepted the position of Police Officer/Firefighter. Nick is coming to the Village from the Hamilton County Park District and will be sworn in at Monday's council meeting. He will begin the FTO program starting December 15 and is scheduled for the Fire Academy in late February.

Detective Jeff Norton has announced his retirement from Amberley Village. Jeff has served the Village for the last 25 years for a total of 33 years in law enforcement. Jeff's last day will be January 8. We wish him the best in his retirement.

North Site

The purchase agreement between the Village and Schuermann Properties has been extended to January 31, 2016. This is partially due to issues with the properties within the North Site owned by Hamilton County.

Miscellaneous

The Village was not successful in its application for Ohio Public Works Commission grant dollars for reconstruction of the streets in the Farmcrest Subdivision. An appeal was filed and the Village was notified on November 10 their decision is firm. Staff will see what can be done differently to reapply next year.

I have communicated with residents regarding property maintenance, leaf collection, Amberley Green, 2100 Section Road, deer culling and general complaints.

I hosted a holiday luncheon for the employees on December 10.

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

Scot F. Lahrmer
Village Manager