

SAGAMORE HILLS TOWNSHIP – REGULAR MEETING

Monday, November 13, 2023 – media notified

The regular meeting was called to order by Mr. DePasquale at 7:00 p.m. The media was notified.

R/C: DePasquale-present; Schweikert-absent; Zaccardelli-present;
Fiscal Officer Laura Steimle-present.

Pledge of Allegiance to the flag.

Mr. DePasquale stated the minutes from the October 10, 2023 regular meeting cannot be approved at tonight's meeting because he did not attend the October 10th meeting, and Mr. Schweikert is not in attendance tonight to approve the minutes with Mr. Zaccardelli. The October 10, 2023 meeting minutes will be approved at the December 11, 2023 meeting.

Mr. Zaccardelli made a motion to approve the minutes from the October 26, 2023 Special Meeting. Seconded by Mr. DePasquale. R/C Vote: DePasquale-aye; Zaccardelli-aye.

Mr. DePasquale made a motion to approve the warrant report as presented. Seconded by Mr. Zaccardelli. R/C Vote: DePasquale-aye; Zaccardelli-aye.

Mr. Zaccardelli made a motion to ADOPT **RESOLUTION 23-40** to approve the proposed zoning resolution change to Section Seven Supplementary Regulations. Seconded by Mr. DePasquale. R/C Vote: DePasquale-aye; Zaccardelli-aye.

Mr. DePasquale made a motion to ADOPT **RESOLUTION 23-41** a "Then and Now" for the Road Department. Seconded by Mr. Zaccardelli. R/C Vote: DePasquale-aye; Zaccardelli-aye.

Fire

Mr. DePasquale reported for the month of October 2023 there were 139 EMS calls and 36 Fire for Macedonia Station #1; 88 EMS calls and 15 Fire for Sagamore Hills Station; 65 EMS calls and 7 Fire for Northfield Center #3; There was mutual aid in 8 times and out 12 times. There was a total of 362 calls for the month of October.

Police

Mr. DePasquale reported for October 2023 the Police Department handled 482 calls for Service, provided 389 community policing area checks to include 17 house checks, and distributed 401 "Patrolled Your Area Cards".

The Investigative Section Received twenty (20) investigations for the month and closed all except for 2 of them, 1 was closed by arrest.

The police chief received six (6) commendations/appreciations from residents praising members of the department for their dedication to duty.

Officers are continuing their on-line Ohio Peace Officer Training required courses. A Sergeant attended forty (40) hours of SWAT Range training.

Speed trailers were brought in for the winter months. They were deployed throughout the township on 46 roadways, over 7 months. We will start the program up again in April.

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Mr. DePasquale said the police vehicle that was ordered last year is in and getting equipped. The police department wants to order another vehicle after the first of the year.

Zoning

Mr. Zaccardelli reported zoning is winding down for the year. There were 7 permits last month for a total of \$3,100.00. Ray is scanning everything and getting it up in the cloud. There is one more zoning commission meeting for 2023. Ray has been busy this year with over 110 permits.

Mr. Zaccardelli said as a recap over the last 2-3 months, as of today there is no information and nothing has been officially submitted to this township with Elmcroft. Once it happens, the trustees will advise everyone.

Roads

Mr. DePasquale reported the bathrooms in the park have been closed. The service department is working on plow equipment and getting everything. We have plenty of salt.

Mr. Zaccardelli commented our park is technically closed on November 1st and reopens on May 1st. Everything is winterized and you cannot rent the pavilions between November 1st and April 30th. You can use the pavilion on a first come first serve basis.

Fiscal Officer

Ms. Steimle reported the Fiscal Officer's October 2023 report had a beginning balance of \$9,554,608.60 plus receipts and settlements of \$90,230.54, minus expenditures on the warrant report in the amount of \$493,257.11 leaving an ending balance of \$9,151,582.03.

Ms. Steimle asked the board permission to pay the worker's compensation premium for 2024 in full to receive the 2% discount. The board said yes.

Trustee Reports

Mr. Zaccardelli commented that he and Laura were re-elected for another term. Mr. Zaccardelli thanked everyone for their support.

Mr. Zaccardelli mentioned he and Dave DePasquale were sporting beards "no shave no November" in support of the police department's "Shop with the Cop" Program with a \$20.00 donation.

There is a ReWorks meeting tomorrow. Mr. Zaccardelli suggested checking the township website for any updates.

Mr. Zaccardelli said last month at our October meeting we had a recognition of the 75th Wedding Anniversary of Ray and Jean Dolezal. Sadly, Jean has passed away. Their anniversary was October 16th. Mr. Zaccardelli offered condolences from the board for the family.

Mr. DePasquale said our police Santa Winter Wonderland here at the township has been suspended because it was beginning to be too much for the people helping with this event and other contributing factors such as COVID. In conjunction with the fire department, we are going to have a celebration on December 9th from 11:30 a.m. to 2:30 p.m. across the street at the Sagamore Hills Fire Department in the apparatus bay. The kids can have a picture with Santa Claus by the fire truck, and will receive coloring books and crayons. We do not have the manpower or volunteers to have a fire truck on the road delivering presents for the kids.

Mr. DePasquale, Chief Hayes and Laura Steimle met with Toshiba regarding digitalizing our records. Mr. DePasquale would like to enter into an agreement with them starting in January 2024 to digitalize the township records. Hopefully this will cut down on the amount of shredding we have done in the past, and assist in responding to record requests.

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Ms. Steimle replied this is a Docuware software program that will be able to inventory everything that we have by just a simple search and eliminate paper copies. Mr. DePasquale said our record retention policies will be incorporated into this software. Records will automatically be destroyed according to our record retention schedule. Mr. Appel asked whether this would be available on the township website. Mr. DePasquale replied this has nothing to do with the public accessing records. This is for internal use only for record retention purposes. Records are always available by a public records request.

Mr. Zaccardelli asked what was the cost for this program. Ms. Steimle replied for the initial design, testing and training the cost is \$1750. Monthly cost will be determined by how many users we have. For example, the cost for five users would be \$375/month.

Mr. Appel asked whether there was a fee for storage space. Mr. DePasquale said that is part of the monthly fee. There was a brief discussion regarding the process for scanning documents.

Mr. Snell commented that when Laura took over as fiscal officer, she had a huge task cleaning out all the records of the township stored in a cage in the police garage. That included all of the zoning and fiscal officer files. Boxes had fallen over each other on the floor; they were mislabeled and files were in other boxes. The township had a lot of records, but they were inaccessible. Laura sorted everything in the entire room. Going forward digitalizing the records will make them more easily accessible.

Mr. DePasquale made a motion to move forward with Toshiba for digital record keeping. Seconded by Mr. Zaccardelli. R/C Vote: DePasquale-aye; Zaccardelli-aye.

CITIZENS FORUM

Mike Cunnington, 1218 Canyon View Road, external affairs representative for Dominion Energy Ohio, said that Dominion recently spun off the three national gas units including Ohio, sold to Enbridge. Dominion filed a regulator motion to change the name from Dominion Energy Ohio to Enbridge Gas Ohio. Sagamore Hills is an aggregated township, so it will not necessarily affect a lot of residents. Mr. DePasquale asked Mr. Cunnington to send us an email so we can post this information on our website. There was a brief discussion.

Gary Smith, 824 Glencrest, said there is a street light out at the corner of Boyden and Glencrest. Mr. Zaccardelli told Mr. Smith to call Janell on the non-emergency number and she will take care of this.

Mr. Appel asked if the township changes its mind on the Toshiba software, would there be a fee to get out of it. Mr. DePasquale will check on that.

Mr. DePasquale made a motion to adjourn at 7:27 p.m. Seconded by Mr. Zaccardelli. R/C Vote: DePasquale-aye; Zaccardelli-aye.