

AGENDA
REGULAR MEETING OF VILLAGE COUNCIL
AUGUST 4, 2016
6:30 P.M.

1. Mayor Smith calls the meeting to order
2. Roll Call:

Randall Atkins	Bill Madison
James Boerio	Steve Riley
Sue Johnson	George Teasdale
3. Guests: Judge Loxley and Judge Fisher
4. Floor open to the public:
5. New Business:

Appoint Tax Review Board
Resolution 2016-25 – Awarding Trane for 10 N. High Street Improvements
Ordinance 2016-09 – Authorizing OH Cooperative Purchasing Program participation
Authorization of Invoices
6. Old Business:
7. Executive Session -
8. Communications and reports from Village Officials and Committees
 - a. Mayor
 - b. Fiscal Officer
 - c. Solicitor
 - d. Administrator
 - e. Sgt.
 - f. Council Members
9. Adjournment



Village of South Lebanon
99 N. High Street, South Lebanon, Ohio 45065
513-494-2296
fax: 513-494-1656
www.southlebanonohio.org

MEMORANDUM

To: Mayor & Village Council

CC: Sharon Louallen, Fiscal Officer
Paul Revelson, Village Solicitor

From: Jerry Haddix, Village Administrator

Date: August 2, 2016

Subject: Tax Review Board

Per Section 718.11 of the Ohio Revised Code and Section 1.18 of the Village Tax Ordinance (Ord# 2015-09), the Village is required to have a three (3) member Board of Tax Review. The Village Council appoints 2 members to the Board. They may not be employees, elected officials, or contractors with the Village at any time in the past five years. There is no requirement that they be Village residents. The Mayor appoints the 3rd member per the ORC.

I have reached out and identified three (3) individuals who are willing to serve on the Board who you may choose from this list or you can pick someone else who meets the qualifications.

1. Matt Nolan – Warren County Auditor
2. Deborah Fullan, EA – Owner of Clearcreek Tax and Accounting located in Lebanon. She resides in Lebanon
3. Darrell Tucker – lives in the Stone Brook subdivision. He is a Business Development Manager for Projectech, Inc.(tech firm) in Cincinnati.

Let me know if you have any questions.

set forth in this division. A person disputing the presumption of delivery and service under this section bears the burden of proving by a preponderance of the evidence that the address to which the assessment was sent was not an address with which the person was associated at the time the Tax Administrator originally mailed the assessment by certified mail. For the purposes of this section, a person is associated with an address at the time the Tax Administrator originally mailed the assessment if, at that time, the person was residing, receiving legal documents, or conducting business at the address; or if, before that time, the person had conducted business at the address and, when the assessment was mailed, the person's agent or the person's affiliate was conducting business at the address. For the purposes of this section, a person's affiliate is any other person that, at the time the assessment was mailed, owned or controlled at least twenty per cent, as determined by voting rights, of the addressee's business.

(2) If a person elects to appeal an assessment on the basis described in division (B)(1) of this section, and if that assessment is subject to collection and is not otherwise appealable, the person must do so within sixty days after the initial contact by the Tax Administrator or other municipal official, or the designee of either, with the person. Nothing in this division prevents the Tax Administrator or other official from entering into a compromise with the person if the person does not actually file such an appeal with the Local Board of Tax Review.

1.18 LOCAL BOARD OF TAX REVIEW; APPEAL TO LOCAL BOARD OF TAX REVIEW

(A)(1) The legislative authority of the Municipality shall maintain a Local Board of Tax Review to hear appeals as provided in Ohio Revised Code Chapter 718.

(2) The Local Board of Tax Review shall consist of three members.

Two members shall be appointed by the legislative authority of the Municipality, and may not be employees, elected officials, or contractors with the Municipality at any time during their term or in the five years immediately preceding the date of appointment. One member shall be appointed by the top administrative official of the Municipality. This member may be an employee of the Municipality, but may not be the director of finance or equivalent officer, or the Tax Administrator or other similar official or an employee directly involved in municipal tax matters, or any direct subordinate thereof.

(3) The term for members of the Local Board of Tax Review appointed by the legislative authority of the Municipality shall be two years. There is no limit on the number of terms that a member may serve should the member be reappointed by



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MEMORANDUM

To: Mayor & Village Council
CC: Sharon Louallen, Fiscal Officer
From: Jerry Haddix, Village Administrator
Date: August 2, 2016
Subject: SLE HVAC Proposal

Attached is a resolution that would approve the proposal for the installation of new HVAC & electrical systems in the Old South Lebanon Elementary 2-story building. This would be a “turn-key” contract that would include design of system, construction management, control systems, as well as relocating all of the electric & mechanicals from the basement.

Included in this proposal is the cost to separate the electrical service from the 2-story building and the Community Center. Currently, the electric service for the Community Center is fed from the 2-story building.

If you decide to move forward with the Trane proposal, there would be an additional expense from Duke Energy to replace the electrical service. This is estimated at \$30,000 but it is difficult to estimate.

I am also seeking proposals from area architects with experience with older buildings to complete the design & specifications. The cost for architectural services will be no more than \$50,000.

Let me know if you have any questions.

**VILLAGE OF SOUTH LEBANON, OHIO
RESOLUTION NO. 2016-____**

**A RESOLUTION APPROVING AND AUTHORIZING THE MAYOR AND FISCAL
OFFICER TO SIGN PROPOSAL TO TRANE FOR IMPROVEMENTS TO THE
BUILDING LOCATED AT 10 NORTH HIGH STREET, AND AUTHORIZING THE
MAYOR AND FISCAL OFFICER TO SIGN ANY DOCUMENTS FOR THE SAID
IMPROVEMENT PROJECT**

WHEREAS, in 2002, the Kings Local School District transferred the property commonly known as the South Lebanon Elementary School to the Village of South Lebanon, as recorded in Volume 2662 Page 411 of the Office Records of Warren County; and,

WHEREAS, the Village Council now desires to utilize the two-story building along High Street for municipal purposes; and,

WHEREAS, Village staff has solicited a proposal from Trane for mechanical and electrical improvements per State of Ohio Term Schedule 800295; and,

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of South Lebanon, at least a majority of all members elected thereto concurring:

Section 1. Approve and authorize the Mayor and Fiscal Officer to sign the proposal, as attached and made a part hereof, submitted by Trane in the amount of \$584,026.00 for mechanical and electrical improvements to the building located at 10 North High Street.

Section 2. Authorize the Mayor and Fiscal Officer to sign any other documents required for the execution of said proposal.

Section 3. That the Council is acting in its administrative capacity in passing this Resolution.

Section 4. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 5. That it is found and determined that all formal actions of the Council concerning and relating to passing this Resolution were adopted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this ____ day of _____, 2016.

Attest: _____
Sharon Louallen, Fiscal Officer/Clerk James D. Smith, Mayor

Rules Suspended: / /2016 (if applicable)	Effective Date – / /2016
Vote - ____ Yeas ____ Nays	
First Reading – / /2016	Effective Date – / /2016
Second Reading – / /2016	
Third Reading– / /2016	
Vote - ____ Yeas ____ Nays	

Prepared by and approved as to form:

PAUL R. REVELSON
VILLAGE SOLICITOR
SOUTH LEBANON, OHIO

By: _____
Date: _____



Ohio State Term Schedule PROPOSAL

CONTRACT NUMBER: 800295

Customer: Village of South Lebanon
99 North High Street
South Lebanon, OH 45065
Attn: Mr. Jerry Haddix

Date: July 14, 2016

Job Name: SLE HVAC/Electrical Retrofit

Terms of Delivery: FOB Destination
Full Freight Allowed

Terms of Payment: Net 30 Days

Trane is pleased to provide the enclosed proposal for your review and approval. This proposal is compliant with Trane's Ohio STS and GSA Federal Supply Schedule contract, GS-07F-0248K, (<http://www.gsaweblink.com/trane/>) and all its associated terms, conditions and negotiated pricing. In the event of a discrepancy between this proposal and the Ohio STS and FSS contract, the Ohio STS contract terms and conditions shall govern and take precedence. All applicable taxes will be added unless Trane is provided with the appropriate tax exemption certificates. This proposal is valid for 30 days and will expire after that date if an order is not placed.

Design Intent

- The intent of this project is to install a zoned rooftop (RTU) HVAC system to the existing South Lebanon Elementary Building (SLE). The system will be zoned utilizing different sized rooftop units. HVAC controls will be installed and will have remote capability. The electrical system will be upgraded for the entire building and the Community Center will be separated from the service to SLE.

Mechanical Renovation Scope of Work

- Provide and install reinforcement at all concrete floor and roof openings for ductwork as required by the structural engineer.
- Install (7) Trane provided rooftop curbs and units on the roof. Cut and patch roof as required to maintain existing warranty.
- Provide and install gas piping from existing meter to new rooftop units. Provide all required shut off valves, gas cocks, drip legs and regulators as required for fully functioning and code compliant installation. Gas piping to be black steel; material and sizing in compliance with local gas codes.
- Support and paint gas piping.
- Provide future valve in gas piping for domestic water heater.
- Route condensate drain line to nearest roof drain.
- Provide flexible connection from rooftop units to ductwork.
- Install all galvanized sheet metal and flexible ductwork in accordance with SMANCA "HVAC Duct Construction Standards". All supply and return air to be ducted.
- Insulate all supply ductwork with fiberglass insulation in compliance with all local building and energy codes.
- Install all supply diffusers and return grilles. Temporarily suspend diffusers and grilles until new ceiling and light fixtures are installed as required. Exposed duct is acceptable in the conditioned spaces. Corridor duct and vertical runs will be concealed.
- Cut all wall and floor penetrations as required for duct installation. Provide all required lintels, fire dampers and supports. Patch all wall and floor penetrations using fire stop if required.
- Provide and install required DUCT smoke detectors per applicable codes.
- Provide and Install Annunciators for Duct Detectors.
- Provide NEBB certified air balancing for the project.

Clarification Notes:

- Enclosures (Shafts) for vertical ductwork to be by others.
- Domestic water heater location to be determined.
- All Asbestos abatement is by others and not included in this scope.
- Fire Protection work is by others and not included in this scope.
- Ceiling work or wall repair is by others and not included in this scope.
- Existing boilers, pumps, piping and unit ventilators shall be abandon in place.

Electrical Renovation Scope of Work

Community Center Service Relocation/Replacement

- Demo existing service, panels and disconnect feed coming from existing SLE building.
- Install new single phase service in existing electric room.
- Install new panels and connect existing circuits to new panels.
- Find existing underground conduits going to existing SLE building, expose conduits and redirect to new utility pole for connection.
- This scope / pricing is based on being able to reuse existing underground conduit and wiring from interception point back to community building.

South Lebanon Elementary:

- Demo existing service and panels.
- Install new three phase service located in the electric room on the 1st floor.
- Install new panels in custodial closets on 1st and 2nd floor.
- Connect feeds from existing panels to new panels.
- Install new panel in electric room to serve existing utility equipment and new RTUs.
- Provide all power wiring and conduit from new panel to new RTUs.
- Install (4) electric unit heaters at stairway entrances, boiler room and janitor's closet. Provide all power wiring and conduit to new electric unit heaters.

Clarification Notes:

- Electrical feed upgrade from Duke will be paid by the owner as required (Approximately \$30,000, final cost will come from Duke and be the owner's responsibility).

Temperature Controls Scope of Work

Tracer SC Building Automation System

- Installation of a Trane Tracer SC Building Automation System.
- The SC panel will be able to reside on the customer provided LAN network with customer provided access to their network.
- Access to the site database will be via the Internet (Internet service provided by others). Static IP address will be provided by the owner.
- Provide graphic displays to present monitored data points and floor plan graphics.

DDC controls for (7) Rooftop Units

- Trane will run the communication wire to the factory provided BACnet controller on each RTU.
- Trane will mount and wire the space sensor for each RTU.
- Trane will setup monitoring of the RTU's on the Tracer SC system.



Scope Clarifications:

- Village of South Lebanon must sign the attached STEC-CC form for Trane's files for tax exemption.
- Hazardous Material identification, abatement and/or removal are excluded from this scope of work. We are not anticipating any issues but they do arise.
- Performance Bond or other types of Bonds are **NOT** included in this proposal.
 - A Performance Bond on the mechanical contractor and electrical contractor is included.
- Permits, engineering, stamped drawings and inspections are included in this proposal as required only.
- Prevailing wages are included.
- Safety as required by Trane's Subcontractor EHS safety rules but not limited to OSHA standards is required for all subcontractors on site.
- Daily and final clean-up as required is included.
- The existing gas service is adequate size for reconnection for new units. No meter upgrade is budgeted.
- Subcontractor and owner jobsite meetings as required is included during the construction period.
- The above pricing does **NOT** include sales tax.
- Any service not listed is **NOT** included.
- Trane bills monthly based on a percentage of job completion.
- This proposal is valid for 30 days from the proposal date.
- Our scope provides a 1 year parts and labor warranty on the provided equipment.
- Installation and removal will occur during normal working hours Monday through Friday.

Pricing

OAKS Category ID:

77121500 - Air pollution

HVAC Systems including parts, accessories and installation services

Open Market Items: BACnet Cards, Digital Display Zone Sensors, Smoke Detectors, Labor and Part Warranties, Hail Guards, 208V

Lump Sum Pricing for the Entire Project: \$ 584,026.00

We appreciate the opportunity and look forward to working with you on this important project. Please contact us if you have any questions or concerns.

Bob Walters
Account Manager
Cell: (513) 432-2251
robert.walters@trane.com

Bob Haun
Solutions Account Manager
Cell: (513) 518-2361
rthaun@trane.com

ACCEPTANCE

We hereby accept the foregoing proposal on the State of Ohio State Term Schedule terms and conditions.

COMPANY _____
PURCHASE ORDER _____
DATE _____

BY _____
Type or Print _____
TITLE _____



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MEMORANDUM

To: Mayor & Village Council
CC: Sharon Louallen, Fiscal Officer
From: Jerry Haddix, Village Administrator
Date: August 2, 2016
Subject: State Cooperative Purchasing Ordinance

Upon further research into the program, I discovered that, in order to participate in the State's Cooperative Purchasing Program, eligible municipalities are required to pass an ordinance (see attached). An enrollment form and a \$100 check must accompany the ordinance.

This would need to be in place prior to approval of Trane's proposal if Council decides to proceed.

Let me know if you have any questions.

VILLAGE OF SOUTH LEBANON, OHIO
ORDINANCE NO. 2016-__

AN ORDINANCE AUTHORIZING THE VILLAGE OF SOUTH LEBANON TO PARTICIPATE IN THE STATE OF OHIO COOPERATIVE PURCHASING PROGRAM, AND DECLARING AN EMERGENCY

WHEREAS, Ohio's Cooperative Purchasing Act. (AM. Sub. H.B. No. 100), as signed into law on December 4, 1985

WHEREAS, effective March 6, 1986, Ohio's Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials ; and

WHEREAS, immediate action is required in order to complete the enrollment process with the State of Ohio prior to purchasing through this program and such action is necessary to preserve the public peace, health, safety or welfare of the Village

NOW, THEREFORE, BE IT ORDAINED, by the Council of the Village of South Lebanon, Ohio, at least two-thirds of all members elected thereto concurring:

Section 1. That the Fiscal Officer hereby requests authority in the name of the Village of South Lebanon to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.

Section 2. That the Fiscal Officer is hereby authorized to agree in the name of the Village of South Lebanon to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative costs which the Department of Administrative Services incurs as a result of the Village of South Lebanon participation in the contract. Further, that the Fiscal Officer does hereby agree to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to

non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04

Section 3. That the Fiscal Officer is hereby authorized to agree in the name of the Village of South Lebanon to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the Fiscal Officer does hereby agree to directly pay the vendor.

Section 4. That the Council is acting in its legislative capacity in approving this Ordinance.

Section 5. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 6. That this Ordinance is hereby declared to be an emergency measure in accordance with Ohio Rev. Code § 731.30 for the immediate preservation of the public peace, health, safety and general welfare; and, this Ordinance shall be in full force and effective immediately upon its passage.

Section 7. That it is found and determined that all formal actions of the Council concerning and relating to the passage of this Ordinance were conducted in an open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Remainder of page intentionally left blank.

Approved this _____ day of _____, 2016.

Attest: _____
Sharon Louallen, Fiscal Officer/Clerk James D. Smith, Mayor

Rules Suspended: / / (if applicable)	Effective Date – / /
Vote - ____ Yeas ____ Nays	
First Reading – / / -	Effective Date – / /
Second Reading – / /	
Third Reading– / /	
Vote - ____ Yeas ____ Nays	

Prepared by and approved as to form:

PAUL R. REVELSON
VILLAGE SOLICITOR
SOUTH LEBANON, OHIO

By: _____
Date: _____



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MEMORANDUM

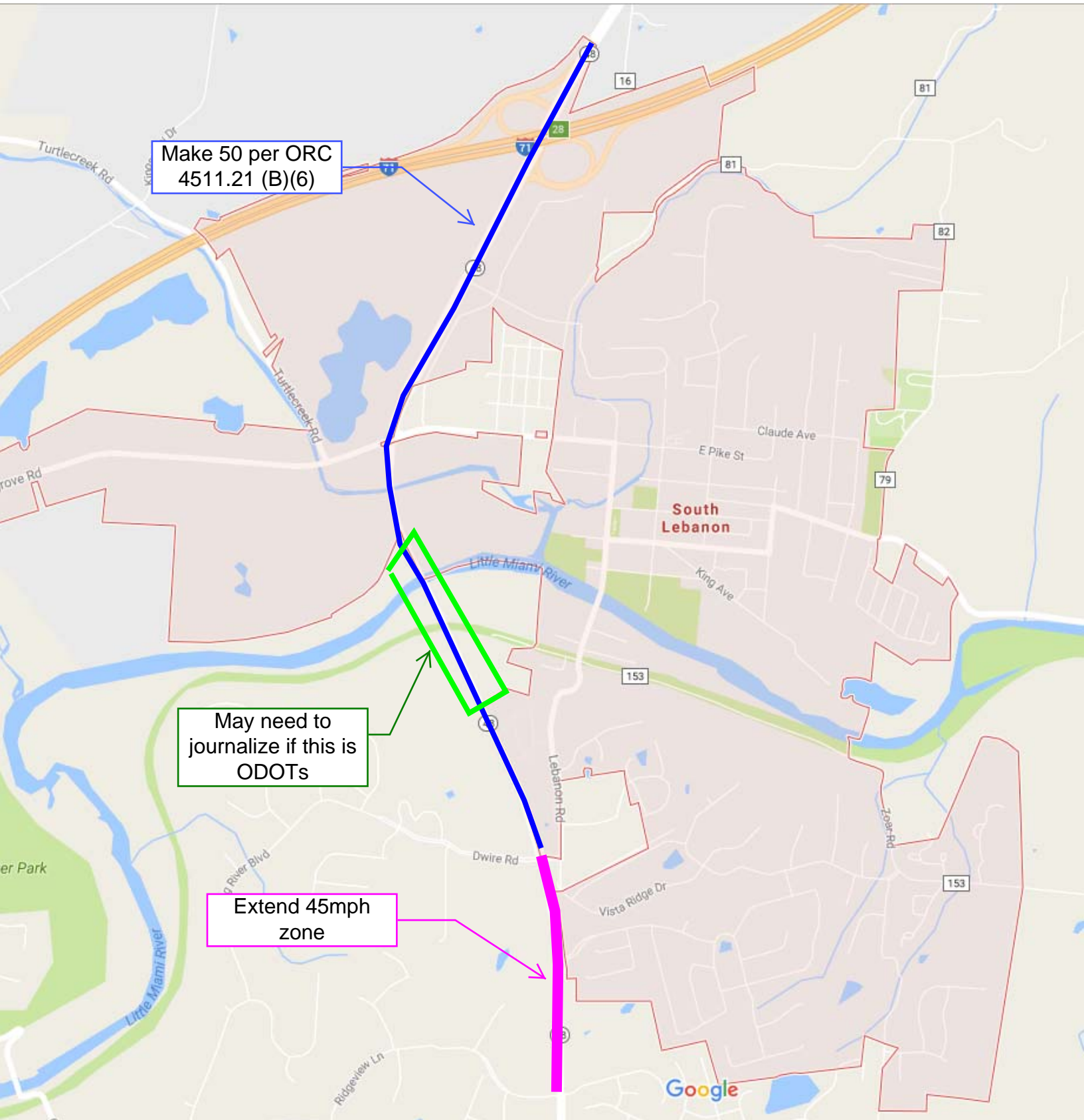
To: Mayor & Village Council
From: Jerry Haddix, Village Administrator
Date: August 2, 2016
Subject: SR48 Speed Study

The ODOT District 8 Traffic Planner has completed her speed study of State Route 48 from Ridgeview Lane to Interstate 71. Attached is a map with the recommended speeds. She is recommending 45 mph from Ridgeview Lane to Dwire Road and 50 mph from Dwire Road to Interstate 71.

ODOT now needs a request from the Village to initiate this change. Therefore, I am requesting a motion to authorize me to submit a request to change the speed limits as per attached map.

Let me know if you have any questions.

State Route 48 Speed Study - South Lebanon



AGENDA
WORKSHOP MEETING OF VILLAGE COUNCIL
AUGUST 4, 2016
7:00 P.M.

1. Mayor Smith calls the meeting to order.
2. Roll Call:

Randall Atkins	Bill Madison
James Boerio	Steve Riley
Sue Johnson	George Teasdale
3. Guests:
4. Floor open to the public:
5. New Business:
6. Old Business:
7. Communications and reports from Village Officials and Committees
 - a. Mayor
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