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**MINUTES OF SYMMES TOWNSHIP REGULAR MEETING**

**FEBRUARY 5, 2013**

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The meeting was called to order at 7:00 p.m. Elected officials (Trustees and Fiscal Officer) present were: Mr. Phil Beck, Mrs. Jodie Leis and Mr. John Borchers.

MR. BORCHERS noted that Mr. Bryant is sick and will not be in attendance.

Also present: Brian Elliff - Township Administrator; Robert Malloy - Township Law Director; Carol Sims - Township Assistant Fiscal Officer; Bill Pitman - Director of Public Works; Lt. Thomas Butler - Hamilton County Sheriff's Department; Otto Huber - Chief, Loveland Symmes Fire Department.

PRESENTATIONS

MATT HOYING, CHOICE ONE ENGINEERING - Updated the Board on the status of the Humphrey Road Sidewalk Design. Mr. Hoying advised plans have been submitted to the Hamilton County Engineer's Office, as well as to all the utilities.

Mr. Hoying stated they have meet with the majority of the property owners where any work needs to be done. All the residents were excited to have the sidewalk.

MRS. LEIS questioned how the Wolski property will be handled.

MR. HOYING advised they have a meeting scheduled with them this Friday. The plan is to remove the trees and to keep the sidewalk six (6) feet off the edge of pavement. However, the Hamilton County Engineer's Office has taken the position that the fence will need to be set back to the right-of-way which is in front of the house.

MR. ELLIFF stated he has been speaking with the Wolski family and will be meeting with them on site in order to show them the location to the sidewalk and get input from them.

MRS. LEIS requested that Mr. Elliff advised her of the status after this meeting and suggested that perhaps the Board should speak with the Hamilton County Engineer on this issue.

MR. BECK questioned if perhaps bushes could be used instead of fencing material.

MR. HOYING advised that option has not been discussed but will consider it if this issue is not resolved.

MR. BECK questioned if the cost estimate had been reviewed by any contractor.

MR. HOYING stated that the cost estimate was determined from similar projects and that no contractor has been this proposal. Mr. Hoying further stated that he felt the \$158,465 estimate will be higher than the lowest bid.

MRS. LEIS questioned when this project would go out to bid.

MR. HOYING stated he feels that Hamilton County will approve this project within a week or so. The Board should be able to establish a bid opening date at the next meeting.

The Board thanked Mr. Hoying for the update and requested the Board be kept informed on the outcome on the meeting with the Wolski family.

MR. ELLIFF presented the Board with a draft of the 2013 Road Resurfacing Plan. The purpose is to provide the basis for a future road levy in November. Mr. Elliff explained that this plan provides for a seventeen (17) year schedule to resurface every street in the Township and also provides data and calculations necessary for the seven (7) year levy to support the plan.

The proposed plan does reflect a lower amount of funds for sidewalk construction; however, the Board could use the carry-over balance for this purpose.

MR. ELLIFF stated that Staff is pleased with this proposed plan and the map attached would allow residents to easily determine when a specific street would be scheduled. Mr. Elliff further stated that this proposed plan reflects estimated revenue from a .9 mill and a 1 mill levy.

Mr. Elliff stated that Staff is recommending that a seven year .9 mill levy be considered for November and that the carry-over balance be used to supplement the sidewalk construction fund during this period.

MR. PITMAN advised that he has contacted Hamilton County and other entities to determine current and projected cost figures. Mr. Pitman stated he felt these figures are good estimates.

MR. BORCHERS stated that, in the past, the plan was for fifteen (15) years and this new plan reflects a schedule of seventeen (17) years.

MR. PITMAN advised that other agencies feel a seventeen (17) year schedule is realistic.

MR. BORCHERS questioned where the .9 mill estimated revenue came from.

MR. ELLIFF stated this was from the Hamilton County Auditor's Office.

MR. BORCHERS advised the Board there has always been \$95,000 a year set aside for sidewalk construction and this new plan only reflects \$25,000.

MR. ELLIFF advised that there is actually \$42,000 for sidewalks - \$25,000 for construction and \$17,000 for repairs. Mr. Elliff agreed this is lower, but Staff feels this could be supplemented with the carry-over balance.

MR. BORCHERS stated this would be something that the Audit & Finance Committee could review and make a recommendation to the Board.

MR. BECK questioned when the next meeting is scheduled.

MR. BORCHERS stated he was waiting for this presentation before scheduling a meeting with the committee. This meeting will probably be held sometime in March.

The Board thanked Staff for this information.

#### RECEIPTS

Receipts totaling \$1,241,349.26 were read and accepted.

#### WARRANTS

MRS. LEIS moved that the Township pay its bills. Mr. Beck seconded the motion and all voted 'aye'. Proper certification having been made, warrants totaling \$469,576.82 were issued.

## REPORTS

BRIAN ELLIFF - Reported on activities in the township since the last meeting:

1. MEADE HOUSE - Advised the Cincinnati Horticultural Society has contacted the Township regarding a plan to share the Meade House with the 4-H organization. Mr. Elliff asked for direction from the Board.

MRS. LEIS stated the 4-H is important, but that she would like to look into this before making a decision.

MR. BECK stated this appears in theory to be a win-win situation for the two groups. Mr. Beck further stated that he would like a chance to review the pros and cons and requested the Township Administrator to request these groups to provide more information.

ROBERT MALLOY - The Consent Decree has been finalized on the E. Kemper Road property.

LT. BUTLER - Reported that the 2012 Annual report and monthly reports have been submitted to the Township.

CHIEF HUBER - Advised he has submitted a written report to the Board. Chief Huber reported that the annual Senior Expo is scheduled for May 1.

OTHER - MR. BORCHERS presented the Board with information from the CLOUT meeting recently held at the OTA Convention.

MRS. LEIS stated she has been asked by several youth groups if Symmes Township was planning to charge fees for use of our fields. Mrs. Leis stated that as one Board member she will not consider charging fees.

## CORRESPONDENCE

WOOD & LAMPING - e-mail regarding 2013 contract and increase.

HAMILTON COUNTY SHERIFF DEPT - Activity reports.

CINCINNATI HORTICULTURAL SOCIETY - e-mail regarding assistance from Boy Scout Troop.

DUKE RETAIL - e-mail regarding Township's good "aggregator" standing.

HAMILTON COUNTY AUDITOR - e-mail acknowledgment of receipt of resolution regarding advance tax payments.

SYMMES FIRE DEPT - Customer survey response annual results.

cc:COUNTY ENGINEER to LAND STRATEGIES - Letter regarding acceptance of streets in Hearthstone Estates and Falls Block B.

HAMILTON COUNTY SOLID WASTE DISTRICT - Summary of recycling program in 2012.

BUREAU OF MOTOR VEHICLES - Letter regarding recent audit findings filed by City of Loveland.

INTEGRYS - Letter regarding "opt-out" of aggregation program.

TRI-HEALTH - E-mail regarding CONCERN training.

HAMILTON COUNTY AUDITOR - Notice of estimated revenue for 1 new mill (\$550,620.00)

MARK SCHOONOVER - e-mail regarding replacement firearms for deputies.

HAMILTON COUNTY SHERIFF DEPT - 2012 annual reports.

HCRPC - Memo regarding membership fee.

CHOICE ONE ENGINEERING - Proposed agreement for Humphrey Road sidewalk project and Signed agreement.

WOOD & LAMPING - e-mails regarding proposed agreement for Humphrey Road sidewalk project.

RBC CAPITAL - Signed Custody Agreement.

MERCY HEALTH - Letter regarding DOT testing program.

RUMPKE - 4th Quarter 2012 recycling report.

CINCINNATI HORTICULTURAL SOCIETY - e-mail regarding possibility of 4-H having office space at the Meade House.

JOHN BORCHERS - e-mail regarding recent Medicare issue.

RAYMOND LO - e-mail regarding various issues in the Humphrey/Hopewell area.

WORKERS COMP - Notice of claim filed by Will Burns.

FIFTH THIRD BANK - Letter advising that Township has option of paying HSA employee fee.

MIAMI VALLEY TRUCK - Request for paperwork in order to process invoice for new truck.

WOOD & LAMPING - e-mail regarding tax exemption on parcels.

D'ARCY HAVILL - Information on Camp Dennison Station

cc:WORKERS COMP to WILL BURNS - Letter regarding claim filed.

cc:MSD to MCGILL SMITH - Letter regarding conditional availability of sewer for 8400 E Kemper Road.

CLARK THEDERS INSURANCE - Certificate of Liability Insurance for Symmes Historical Society.

RUMPKE - 3rd Qtr 2012 recycling report.

DEAN WISNER - e-mail requesting information on Township's policy on public input at meetings.

ROBERT GOERING, HAMILTON COUNTY TREASURER - Notice of Collection of Inheritance Taxes (\$20,507.20).

CHOICE ONE ENGINEERING - Humphrey Road sidewalk plans

ACCENT SIGNS - Proposal for park signage.

COURT OF COMMON PLEAS - Executed Consent Decree and Final Judgement Entry on Lucke rezoning case.

LT. BUTLER - e-mail regarding purchase of new taser.

cc:MSD to

- a. Craig Pigman - 10065 Fields Ertel
- b. SSOE Group - 12080 Montgomery Road

Letters regarding conditional availability of sewer

### NEW BUSINESS

MRS. LEIS moved to authorize the purchase of new Cisco telephone system for the Administration Office. Mr. Beck seconded the motion.

MR. BORCHERS questioned why Staff is recommending this system.

MR. ELLIFF stated he had received eight proposals and this is the lowest cost and best system for the Township.

The roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

MRS. LEIS moved to authorize the Township Administrator to enter into a one year service agreement with Summit Digital Networks for installation, training and support on the Cisco Telephone system. Mr. Beck seconded the motion.

MR. ELLIFF advised that the above action was for the purchase of equipment only. This service agreement provides for the installation and training, as well as support for the first year. Mr. Elliff recommended that the approve this service agreement.

The roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

MRS. LEIS moved to authorize the Township Administrator to enter into a new three year contract with Cincinnati Bell for telephone and internet service. Mr. Beck seconded the motion.

MR. ELLIFF advised this is a contract for telephone line service and the internet at the two fire stations. As estimated \$185 will be saved per month under this new contract.

MR. ELLIFF requested the Board to consider the hiring of three seasonal personnel to fill the 80 hours. This arrangement is similar to last year and allows for more flexibility and efficiency.

MRS. LEIS moved to authorize the hiring of three seasonal personnel for 2013. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

MRS. LEIS moved to authorize the Township Administrator to enter into a revised contract with Rumpke for waste removal, recycling and port-a-lets. Mr. Beck seconded the motion.

MR. ELLIFF advised that Mr. Pitman has negotiated reductions for the Township. This agreement also includes pricing for a recycling container in Camp Dennison.

MRS. LEIS moved to amend her motion to include the placement of a recycling container in Camp Dennison. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

The roll call vote on the motion as amended was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

MRS. LEIS moved to approve the following expenditures:

- a.Expenditure in the amount of \$2,361.30 for the purchase of ten (10) fire helmets.
- b.Expenditure in the amount of \$1,850.00 for 2013 membership fee for Hamilton County Regional Planning Partnership.
- c.Expenditure (Then & Now) in the amount of \$5,136.98 for emergency brake repairs to T61
- d.Expenditure in the amount of \$1,997.50 for annual dispatch seat licenses (1/2 total cost)
- e.Expenditure in an amount not to exceed \$21,000.00 for 4th Quarter 2012 franchise fee payment

Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

MRS. LEIS moved to authorize the Trustees, Fiscal Officer, Administrator, Assistant Fiscal Officer and Office Assistant to attend the State Auditor's Local Government Officials Conference on April 3 and 4, 2013 in Columbus, OH. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

#### EXECUTIVE SESSION

MRS. LEIS moved that the Board enter Executive Session to discuss the employment of a public employee, the sale of real property by competitive bid and imminent court action. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'absent'.

The meeting adjourned for Executive Session at 8:02 p.m.

The meeting reconvened from Executive Session at 9:55 p.m.

No further action was taken and the meeting adjourned at 9:55 p.m.