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**MINUTES OF SYMMES TOWNSHIP SPECIAL MEETING**

**DECEMBER 20, 2011**

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The meeting was called to order at 6:02 p.m. Members of the Board present were: Mr. Phil Beck, Mr. Kenneth Bryant, Mrs. Jodie Leis, and Mr. John Borchers.

Also present: Brian Elliff - Township Administrator; Carol Sims - Township Assistant Fiscal Officer.

The purpose of this Special Meeting was for the purpose of making year-end adjustments, including approval of disbursements and expenditures and adoption of resolutions, and for the purpose of entering Executive Session to discuss the compensation of a public employee.

EXECUTIVE SESSION

MR. BECK moved that the Board enter Executive Session to discuss the compensation of a public employee. Mrs. Leis seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

The meeting adjourned for Executive Session at 6:04 p.m.

The meeting reconvened from Executive Session at 7:20 p.m.

MR. BECK moved to amend the agenda to include Resolutions P2011-01, P2011-02, and P2011-03. Mrs. Leis seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

WARRANTS

MR. BECK moved that the Township pay its bills. Mr. Bryant seconded the motion and all voted 'aye'. Proper certification having been made, warrants totaling \$856,762.70 were issued.

NEW BUSINESS

MR. BORCHERS advised the Board needs to adopt resolutions as a follow-up to its action taken at the December 6 meeting regarding compensation for Township employees.

MR. BECK moved to adopt the following resolution:

RESOLUTION P2011-01  
Resolution Amending Employment Agreement  
Of Township Administrator and  
Dispensing with the Second Reading

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, entered into an Employment Agreement with

Brian Elliff as Township Administrator on January 3, 2011; and

WHEREAS, the Employment Agreement provides that it may be amended at their mutual written agreement between the Symmes Township Board of Trustees and Brian Elliff at any time during the duration of said contract; and

WHEREAS, the Symmes Township Board of Trustees has determined that amendments to the Employment Agreement are appropriate and necessary.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Symmes Township, Hamilton County, Ohio:

Section 1. That the amendments to the Employment Agreement as set forth on Exhibit "A", attached hereto, are hereby adopted.

Section 2. Brian Elliff shall receive for services as Township Administrator the compensation and benefits set forth in the Employment Agreement as amended.

Section 3. That this Resolution shall be adopted as an emergency for the reason that it is essential to recognize and adopt the adjustments set forth in the amendments to the Employment Agreement at the earliest possible date.

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

MR. BECK moved to adopt the following resolution:

RESOLUTION P2011-02  
Resolution Approving of a Salary Index to Determine Hourly Pay  
for Township Personnel  
and Dispensing with the Second Reading

WHEREAS, the Symmes Township Policy Board of Trustees of Symmes Township, Hamilton County, Ohio, adopted a Symmes Township Personnel Policy which established guidelines for Township employees in 1992; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, has reviewed the recommendation of the Administrator to establish a Salary Index; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, wishes to provide Township Employees with a Salary Index.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

Section 1. A Salary Index for Township personnel is hereby approved as per Exhibit "A & B" attached hereto.

Section 2. A Salary Index for 2012 shall be effective December 24, 2011.

Section 3. The Board of Trustees of Symmes Township upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days, and hereby authorize the adoption of this Resolution upon its first reading.

MR. BRYANT seconded the motion and the roll call vote was as follows:

Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

MR. BECK moved to adopt the following resolution:

RESOLUTION P2011-03  
Resolution Approving of Classification Change  
of Township Personnel  
and Dispensing with the Second Reading

WHEREAS, the Symmes Township Personnel Policy Manual provides for annual salary adjustments for Township Employees; and

WHEREAS, the Township Board of Trustees of Symmes Township, Hamilton County, Ohio, has adopted a Salary Index containing salary rates for classifications of employees; and

WHEREAS, the Administrator has made a recommendation as to the classification of each Township employee; and

WHEREAS, the Administrator has made a recommendation to the Board of Trustees to change the classification of a Township employees; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, has reviewed the recommendation of the Administrator as to the change of classification of a Township employee.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Symmes Township, Hamilton County, Ohio:

Section 1. That Township personnel be classified as hereby approved as per Exhibit "A" attached hereto.

Section 2. That a salary adjustment for Township employee shall be as indicated in Exhibit "B" as attached hereto.

Section 3. That said classification of personnel shall be effective December 24, 2011.

Section 4. The Board of Trustees of Symmes Township upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days, and hereby authorize the adoption of this Resolution upon its first reading.

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

MR. BECK moved to adopt the following resolution:

RESOLUTION F2011-05  
Resolution Approving  
2012 Temporary Appropriations

BE IT RESOLVED by the Board of Trustees of Symmes Township, Hamilton County, Ohio, that to provide for the current expenditures of said Board of Trustees, during the fiscal year, ending December 31st, 2012, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for the during said fiscal year, as follows, viz:

That there be appropriated from the:

|  |                     |
|--|---------------------|
| General Fund                               | \$2,573,880.00      |
| Motor Vehicle License Tax Fund             | 6,750.00            |
| Gasoline Tax Fund                          | 118,500.00          |
| Road and Bridge Fund                       | 209,160.00          |
| Cemetery Fund                              | 73,100.00           |
| Cemetery Bequest Fund                      | 1,500.00            |
| Lighting Assessment Fund                   | 130,000.00          |
| Police District Fund                       | 1,080,131.00        |
| Fire District Fund                         | 964,635.00          |
| Road District Fund                         | 557,000.00          |
| Park Levy Fund                             | 553,618.00          |
| Rozzi Park Levy Fund                       | 529,042.50          |
| EMS Fund                                   | 631,670.72          |
| TIF Fund                                   | 339,152.50          |
| TIF - Note Proceeds                        | 876,152.50          |
| Safety Service                             | 1,453,471.59        |
| Township Motor Vehicle License<br>Tax Fund | 89,000.00           |
| <br>Grand Total of All Funds               | <br>\$10,186,763.81 |

MR. BRYANT seconded the motion.

MR. BORCHERS advised this resolution is for the 2012 Temporary Appropriations which needs to be in place by January 1, 2012. This follows the 2011 Budget.

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

MR. BECK moved to approve:

a.Expenditure (Then & Now) in the amount of \$1,833.68 for emergency heater repairs to M60

b.Expenditure in an amount not to exceed \$6,500.00 for purchase and installation of balance of fence for Camp Dennison Cemetery

Mrs. Leis seconded the motion.

MR. BORCHERS advised that fencing was previously installed at the Camp Dennison Cemetery. This approval will allow for additional fencing which will be an improvement.

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

The meeting adjourned at 7:25 p.m.