
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

AUGUST 7, 2012

The meeting was called to order at 7:03 p.m. Elected Officials (Trustees and Fiscal Officer) present were: Mr. Phil Beck, Mr. Kenneth Bryant, Mrs. Jodie Leis, and Mr. John Borchers.

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.

PRESENTATION

MRS. LEIS presented the following to Boy Scout Troop 617:

**PROCLAMATION
OF APPRECIATION FOR
BOY SCOUT TROOP 617**

WHEREAS, the Boy Scouts of America is one of the nation's largest and most prominent values-based youth development organizations serving young people between the ages of seven and 20; and

WHEREAS, the mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law; and

WHEREAS, Boy Scout Troop 617 has a long history of committing itself to serving others and civic involvement; and

WHEREAS, Boy Scout Troop 617 has provided innumerable hours of service to the residents of Symmes Township with its assistance during Fallfest, Symmesfest, and the Dedication of the Home of the Brave Park; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio understands the importance of recognizing the efforts of children and young adults who set and obtain meaningful goals and encourages others to do the same.

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

- Section 1. Hereby acknowledges Boy Scout Troop 617 for its exceptional and continued commitment of public service to the residents of Symmes Township, Hamilton County, Ohio.
- Section 2. Hereby commends Boy Scout Troop 617 for its invaluable service to Symmes Township which has greatly contributed to the success of community events.
- Section 3: Hereby directs the Fiscal Office to present this proclamation to Boy Scout Troop 617.

CRAIG EASTERDAY, SCOUT MASTER - Thanked the Board for tonight's recognition and appreciation. Scout Master Easterday stated the troop values its association with the Township and looks forward to continuing in the future.

MR. ELLIFF advised the Board will be donating \$150.00 to the Troop in appreciation for all its assistance.

RECEIPTS

Receipts totaling \$197,891.65 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 \$588,900.84 were issued.

MINUTES

Minutes of the December 6, 2011 meeting were approved as submitted.
Minutes of the December 20, 2011 meeting were approved as submitted.
Minutes of the January 3, 2012 meeting were approved as submitted.
Minutes of the January 31, 2012 meeting were approved as submitted.
Minutes of the February 7, 2012 meeting were approved as submitted.
Minutes of the March 20, 2012 meeting were approved as submitted.
Minutes of the April 3, 2012 meeting were approved as submitted.

REPORTS

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

1. NATURAL GAS AGGREGATION - Noted the contract with Integrys will expire at the end of 2012. Mr. Elliff reviewed the various options open to the Board and questioned the Board's direction on this matter. Mr. Elliff reminded the Board that there are currently two programs available to residents - variable rate and a "fixed rate with flex down" which is currently capped at \$.516/ccf.

MRS. LEIS stated she felt this has been a mess and is not sure if aggregation is still the best interest for residents. Mrs. Leis noted she has received many offers from other companies.

MR. BRYANT noted the current rate to residents in the "flex down" program is \$.445/ccf and that Integrys appears to have the best rate available for residents. Mr. Bryant stated he has also received numerous calls from other companies; however, the aggregation program is still good for residents.

Mr. Bryant reminded the Board that the issues and concerns raised were from the renewal of the electric aggregation program and stated he would prefer to wait until near the end of the term in order to see what is out there before proceeding.

MR. BORCHERS stated the Board has done a lot of research on this issue and agrees with the problems caused by Duke Energy Retail.

MR. BRYANT stated he has switched to another electrical supplier and reminded the residents that there was no termination fee if anyone else elected to switch from Duke Energy Retail.

MR. BECK stated the electric aggregation has been more complicated and confusing to residents. Mr. Beck further stated that he feels that Integrys has been responsive to the Board's request; however, Duke Energy Retail has created problems.

MR. BRYANT agreed with this statement.

MR. BECK questioned when the Board needs to take action on the natural gas aggregation. Mr. Beck stated he feels that residents want the Board to look into this matter.

MR. BRYANT advised there is no problem with the Township Administrator meeting with Integrys; however, he would like to wait until the end of the year before committing to the renewal.

The Board requested the Township Administrator provide a monthly update to the Board on discussions with Integrys.

2. REFINANCING - Advised the Township has successfully refinanced its \$2,280,000 in debt which will result in a savings of \$246,000.00

MR. BORCHERS stated he has never seen a rate of 1.95% and it made sense for the Township to take this opportunity to refinance the note and save money over the next nine years.

CHIEF HUBER - Noted there is a resolution on tonight's agenda to approve the Township's Emergency Operations Plan which has been approved by the Hamilton County Emergency Management Agency. Chief Huber recommended the Director of Public Works and Assistant Fiscal Officer complete necessary training next year. Chief Huber noted this training, including travel, is free and information will be provided to the Township.

Chief Huber stated the new EMS unit will be delivered within the next two weeks.

MR. BRYANT expressed concern that a letter regarding the approval of the ISO 2 classification was sent to Loveland, with only a copy to the Township, and stated he feels the Township should have equal billing on the notification.

CHIEF HUBER stated he has already contacted the company on this issue.

CORRESPONDENCE

MR. BRYANT stated he has received three phone calls from residents questioning the Township's policy for storm debris removal. Mr. Bryant noted these residents had called to make the Township aware they had placed tree branches by the road and were asked if they wished to be placed on the list only to be later advised there would be no pick-up of the storm debris. Mr. Bryant further stated that this policy needs to be clarified and communicated to the residents in the next newsletter.

MRS. LEIS stated she also received inquiries and spoke with Mr. Elliff about this issue. It appears the Township has previously picked up debris on special occasions based on the number of calls and in this instance there was not enough requests. This was the reason a list was started.

MR. BRYANT stated the residents called numerous times, spoke with various staff and was eventually told by the Township Administrator there was no pick-up.

MR. ELLIFF stated the list was to determine the amount of debris and Staff should have communicated better to the residents. Mr. Elliff stated the only times the Township has removed storm debris was where it would have created a health issue. Mr. Elliff agreed the Township should have a written policy on this issue so that the Township is not committing public resources for private storm debris removal.

MR. BRYANT noted that these residents stated the Township has previously picked up storm debris when placed by the roadway. Mr. Bryant stated the Township needs to be consistent. MR. PITMAN stated the Township has only picked up storm debris after a major event. The residents did bring the debris to the roadway and the Township was reimbursed by the State for its removal. MR. BRYANT stated he felt the Board should receive a draft policy from the Township Administrator for review before adoption of this policy. MR. ELLIFF stated he would write up a policy for the Board for further discussion.

Other Correspondence Received:

HAMILTON COUNTY AUDITOR - Amended Certificate.

HAMILTON COUNTY SHERIFF DEPT - Activity reports.

COLUMBIA TOWNSHIP - Letter of commendation for Bill Pitman.

LOVELAND PARTNERS - Letter and e-mail regarding compliance with CRA requirements for Grand Sands.

HAMILTON COUNTY - Signed water agreement between Indian Hill and Hamilton County.

HAMILTON COUNTY AUDITOR - Letter regarding distribution of \$81,228.85 to Township due to REA surplus.

BURNHAM & FLOWERS - Notice of new health insurance product.

DUKE RETAIL - Signed agreement for electric aggregation.

OTARMA - 2011 Annual report.

FIFTH THIRD BANK - e-mail regarding employer contributions.

BRIAN ANTEN - e-mail notification of resignation from Zoning Commission.

BUCKEYE POWER - Estimate for emergency repairs to generator at Safety Center.

cc:MSD to Grier Architects - Letter regarding conditional availability of sewer for 11406 Montgomery Road.

HAMILTON COUNTY COURT OF COMMON PLEAS - Copy of complaint filed against 9237 Solon Drive.

LYNN HAND, 8305 MARIGOLD (45039) - Letter regarding need for shaded area at Home of Park water area.

DUKE ENERGY - Letter regarding renewal of governmental aggregation certification.

WOOD & LAMPING - Memo regarding levy informational presentations.

SYMMES FIRE - Final Report on NIMS. (In Reader File)

cc:ISO to LOVELAND - Letter regarding ISO analysis.

LT. BUTLER - Memo with six month crime review for Township.

HAMILTON COUNTY AUDITOR - Letter advising that the alternative formula for Local Government Fund was approved.

WORKERS COMP - Notification of claim filed by David Heider.

RUMPKE - 1st half 2012 recycling reports.

HAMILTON COUNTY PROSECUTING ATTORNEY - Agreement for police protection services for signature.

PUCO - Renewal certificate for Natural Gas aggregation services.

PERSO - Acknowledgment of claim filed for park shelter.

FRANK GATES - Acknowledgement of continued participation in Workers' Comp program.

FRANKLIN COUNTY - Mailing regarding class action suit on unclaimed funds.

HAMILTON COUNTY ENGINEER - Letter regarding vacation of right-of-way (620-0070-0047)

CAREWORKS - Letter regarding claim filed by David Heider.

cc:WORKERS COMP to DAVID HEIDER - Letter regarding claim.

US PUBLIC FINANCE - e-mail regarding report from Moody's Investors Service.

WOOD & LAMPING - Recorded Deed for Grant of Utility Easement for Downs property on Union Cemetery.

OHIO DEPARTMENT OF LIQUOR CONTROL - Notice of liquor license transfer from Backseat Drive LLC, 8850 Governors Hill (45249) to Frickers Mason 128 LLS, 8850 Governors Hill (45249).

HAMILTON COUNTY BUILDING - Certificates of Occupancy for 11605 Lebanon Road and Memorial Wall.

WILLIAM SIDERS, 10249 SLEEPY RIDGE (45140) - Letter regarding creek eroding in Symmes Park.

PERSO - Notification that claim filed on park shelter is closed.

HAMILTON COUNTY ENGINEER - Letter regarding vacation of easement right-of-way on Parcel 620-0070-0047.

DONNA PLASKON - e-mail request for Board to waive park shelter fee for use my military group.

SYMMES FIRE DEPT - 2nd Quarter 2012 report.

STATE OF OHIO - Liquor permit fee listing.

cc:LT. BUTLER to MARY JAMES - e-mail response to inquiry regarding sight distance problem at Humphrey and Loveland Madeira.

SERB - Report on Cost of Health Insurance in Ohio's Public Sector.

EASTMAN & SMITH - Letter advising that recent Public Request has been completed.

CENTRAL READY MIX - Request for Notice of Commencement for project located at 9978 Somerset Drive.

HAMILTON COUNTY SHERIFF DEPT - Memo regarding replacement of taser.

BRIAN BURGDORF - Letter regarding requested vacation of road easement at 9745 Union Cemetery Road.

MOODY - Letter advising Symmes Township was assigned a rating of Aa1.

WORKERS COMP - Copy of letter sent to David Heider regarding claim filed.

OHIO DEPARTMENT OF LIQUOR CONTROL - Notice of new liquor license transfer for Marinas International Deli, Inc., 11426 Montgomery Road (45249)

cc:MSD to Gorman Homes - Letter regarding conditional availability of sewer for 9745 Union Cemetery Road.

ZONING AND PLANNING ISSUES

MRS. LEIS moved to appoint Jay Stewart to the Zoning Commission for a five year term effective September 5, 2012. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

NEW BUSINESS

MRS. LEIS moved to appoint Michael Tranter, 9934 Walnutridge Court (45242) to the Finance & Audit Committee for the unexpired term ending July 18, 2016. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

MRS. LEIS moved to appoint Lisa Kessler, 8345 Chesney Lane (45249) to the Finance & Audit Committee for a five year term effective July 19, 2012. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Mrs. Leis moved to adopt the following resolution:

RESOLUTION G2012-23

Resolution Adopting Updated
Emergency Operations Plan

WHEREAS, the Homeland Security Presidential Directive (HSPD-5) and the National Incident Management System (NIMS) require all federal departments and agencies to adopt NIMS and use it in domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation programs and activities, as well as to assist state, local, or tribal entities; and

WHEREAS, HSPD-5 and NIMS require federal departments and agencies to make state, tribal and local organizations adopt NIMS as a condition for federal preparedness assistance beginning in federal FY 2005; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, adopted NIMS pursuant to Resolution G-0517 on May 3, 2005; and

WHEREAS, as part of NIMS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, adopted on May 3, 2005 an Emergency Operations Plan (EOP); and

WHEREAS, NIMS requires that EOP's remain current and updated; and

WHEREAS, the Board of Trustees of Symmes Township and the Loveland Symmes Fire Department have reviewed and updated the Township's EOP; and

WHEREAS, the Township's EOP has been submitted to the Hamilton County Emergency Management Agency and received no objections; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, wishes to formally adopt the new EOP and to incorporate it into NIMS.

NOW, THEREFORE, BE IT RESOLVED by the Board of Symmes Township, Hamilton County, by authority of Chapter 504 of the Ohio Revised Code, as follows:

Section 1: That all departments of Symmes Township shall continue to utilize the National Incident Management System (NIMS) prescribed by the Department of Homeland Security.

Section 2. That the updated plan entitled "Emergency Operation Plan, 2010 Update" shall replace all emergency plans previously approved by the

Board for Symmes Township.

Section 3: That this Board hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

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

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

MRS. LEIS moved to approve the Agreement to Terminate Lease with Northeast Community Church. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Mrs. Leis moved to approve a Custody Agreement with U.S. Bank National Association. Mr. Beck seconded the motion.

MR. BORCHERS advised this is a custody agreement since this is where RBC Capital has its funds deposited. This is a routine matter.

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

MRS. LEIS moved to authorize Carol Sims to attend computer software classes at New Horizons, to approve an expenditure in the amount of \$1,095.00 for six month period and to authorize the Township Administrator to sign the agreement. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

MR. ELLIFF advised the Township has received a request to vacate an easement right-of-way on Parcel 620-0070-0047. Mr. Elliff noted information on this request was included in the Administrator Report. This vacation is necessary in order to construct two new homes.

MR. BRYANT stated that Hamilton County does not object to this vacation and it appears there is no adverse impact to the Township.

MRS. LEIS moved to approve the requested vacation of an easement right-of-way on Parcel 620-0070-0047. Mr. Bryant seconded the motion.

MR. ELLIFF advised this parcel is located north of and adjoining the rear portion of the Home of the Brave Park and west of the Royal property one lot removed. Hamilton County Engineer's Office has received a request for the vacation of this right-of-way from Paul and Brian Burgdorf due to the proposed construction of two single family houses. Mr. Elliff stated that based on the park design, there is not a need for this right-of-way and recommended that the Board not object to this request.

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

MR. LEIS moved to approve an expenditure in the amount of \$5,638.00 for improvement to Administration Building rear entrance and to authorize the Township Administrator to sign contract with Decks Unlimited. Mr. Beck seconded the motion.

MR. ELLIFF stated there is a safety concern when entering the Administration Building as there is insufficient area on the main stoop. The construction of a deck will allow standing room while opening the door.

MR. BORCHERS advised he has questioned Staff if they had considered a handicap ramp as part of this improvement. Mr. Borchers stated he just wanted to make the Board aware in case they wished to have it included as this would be the time for this discussion.

MRS. LEIS stated she noted that there is a need for replacing this stoop.

MR. ELLIFF stated he feels this would be a good idea; however, Staff would need to have someone review this possibility.

MR. BRYANT questioned if the Board needs to provide handicap access.

MR. BORCHERS stated the Township does not need to provide access; however, this would be an opportunity to include in the plan.

MR. ELLIFF stated this improvement was not considered for handicap access, but rather for safety purposes.

MR. BECK stated that perhaps the Board should consider this access at this time.

MR. ELLIFF stated that the current interior has issues.

MR. BRYANT questioned if Staff could research this question and provide more information to the Board.

MRS. LEIS moved to table this motion pending receipt of additional information. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'. and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

MRS. LEIS moved to also table the next item regarding the placement of awnings on the Administration Building as it is related to the above discussion and more information is needed. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

MRS. LEIS moved to approve an expenditure in the amount of \$10,835.00 for parking lot/sidewalk repairs in Union Cemetery. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Mrs. Leis moved to approve an expenditure in the amount of \$3,900.00 for parking lot repairs at Administration Building. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Mrs. Leis moved to approve an expenditure in the amount of \$7,053.00 for parking lot repairs at Symmes Park. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Mrs. Leis moved to approve an expenditure in the amount of \$3,237.00 for parking lot repairs at Blong Memorial Park. Mr. Bryant seconded the motion.

MR. BRYANT questioned if the contract with Union Savings Bank provides for assistance in any repairs to this parking area. Mr. Bryant stated he would be willing to approve the expenditure pending review of this issue. MR. ELLIFF advised Staff would look into this question before moving forward with this expenditure.

MRS. LEIS moved to amend the motion to include the provision that the contract with Union Savings Bank be reviewed as it pertains to the maintenance of the parking area. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

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

MRS. LEIS moved to establish Permanent Appropriation 1-K-4 (General-Equipment) in the amount \$35,000.00. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

MRS. LEIS moved to approve the:

- a. Transfer of \$20,000.00 from 3-B-2 (Gasoline-Material) to 3-A-4 (Gasoline-Equipment)
- b. Transfer of \$55,000.00 from 23-B-2 (Permissive License-Material) to 23-A-4 (Permissive License-Equipment)
- c. Transfer of \$500.00 from 9-A-14 (Police-Other) to 9-A-7 (Police-Equipment)

Mr. Beck seconded the motion.

MR. BORCHERS noted these transactions are necessary for the purchase of a new dump truck. Mr. Borchers stated there are funds available for this truck this year since less road salt was purchased.

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

MRS. LEIS moved to approve an expenditure in an amount not to exceed \$120,000.00 for the purchase of a 2013 International dump truck (4400 series) with snow plow equipment, less trade-in value to be determined, and to authorize the Township Administrator to complete any necessary paperwork. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

MRS. LEIS moved to approve:

- a. Expenditure (Then & Now) in the amount of \$2,447.20 for emergency relief valve replacement for E15
- b. Expenditure (Then & Now) in the amount of \$1,560.90 for emergency wiring repairs to M61
- c. Expenditure (Then & Now) in the amount of \$1,059.00 for emergency motor mounts replacement for T61
- d. Expenditure in an amount not to exceed \$9,000.00 for 2012 Clean-Up Days
- e. Expenditure in an amount not to exceed \$2,000.00 for 2012 Township debris containers
- f. Expenditure in an amount not to exceed \$8,000.00 for publication and distribution of Fall newsletter
- g. Expenditure in the amount of \$1,207.79 for the purchase of new X2 Taser (less trade in value), related equipment and 4-year warranty

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

MRS. LEIS moved to authorize William Burns to attend Emergency Apparatus Maintenance training seminar in Reynoldsburg, Ohio on September 24 thru September 28, 2012 and reimbursement of related expenses. Mr. Bryant seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

The Board had no objection to the liquor license transfer from Backseat Drive LLC, 8850 Governors Hill (45249) to Frickers Mason 128 LLC, 8850 Governors Hill (45249).

The Board had no objection to the new liquor license for Marinas International Deli, Inc., 11426 Montgomery Road (45249).

The following cemetery deeds were approved:

- Lisa Anderson, Union Cemetery - Lot 903W, Grave 2
- Larry Borck, Union Cemetery - Lot 874E, Grave 5

EXECUTIVE SESSION

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

The meeting adjourned for Executive Session at 8:17 p.m.

The meeting reconvened from Executive Session at 9:34 p.m.

MRS. LEIS moved to adopt the following resolution and to dispense with the second reading:

RESOLUTION P2012-01

Resolution Amending the Job Description
of the Township Administrator
and Dispensing with the Second Reading

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, adopted the Symmes Township Personnel Policy Manual (PPM) which established guidelines for Township employees in 2001 pursuant to Resolution P-0102; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio, periodically reviews and updates the PPM, including job descriptions contained within the PPM; and

WHEREAS, The Board of Trustees has worked diligently to create an updated and modern job description for the position of Township Administrator; and

WHEREAS, The Board of Trustees would now like to adopt this updated job description for the Township Administrator and have it included in the PPM.

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

- Section 1. The revised Job Description of the Administrator attached hereto as Exhibit "A" is adopted and replaces all previous job descriptions of the Symmes Township Administrator.
- Section 2. The Administrator is directed to update the PPM by placing the revised Job Description within and otherwise updating the PPM to be consistent therewith.
- Section 3. The Administrator's job activities shall now be governed by the revised Job Description.
- 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 authorizes the adoption of this Resolution upon its first reading.

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

The meeting adjourned at 9:35 p.m.