
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

NOVEMBER 1, 2011

The meeting was called to order at 7:06 p.m. Members of the Board present were: Mr. Philip 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:

DOUG RACK, TURNER CONSTRUCTION - Updated the Board on the status of the new park project. Mr. Rack advised the completion date has been revised to December 13, 2011.

MR. BECK requested an update on the memorial bricks which were discussed at the last meeting.

MR. ELLIFF advised he has been working with Mr. Rack and the contractor. The bricks will be engraved and installed.

RECEIPTS

Receipts totaling \$412,788.32 were read and accepted.

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 \$312,147.54 were issued.

MINUTES

Minutes of the April 3, 2011 meeting were approved as submitted.
Minutes of the April 13, 2011 meeting were approved as submitted.
Minutes of the May 3, 2011 meeting were approved as submitted.

REPORTS

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

ECONOMIC DEVELOPMENT - Reported on recent retention visits made to several Township businesses located in Governor's Hill. Mr. Elliff noted that Dan Ferguson, Hamilton County Development Department, also attended.

LT. BUTLER - Advised the monthly report has been submitted to Staff.

CHIEF HUBER - Reported the ISO rating review process has just been completed. The department should receive a report next week. Chief Huber stated the Township should retain the ISO2 rating.

OTHER - MR. BORCHERS reminded the Board of last meeting's discussion regarding a work session to review revenue/expenditures. Mr. Borchers suggested the Board consider November 15 as the date for this meeting.

MR. BECK moved to hold a special meeting on November 15, 2011 at 7:00 p.m. for the purpose of holding a work session to review financial information from the Fiscal Officer. Mr. Bryant seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

CORRESPONDENCE

MR. BRYANT stated he was upset with Duke Energy Retail. Residents, including himself, are receiving direct mailings with a price which is different from the quoted price. These letters are very confusing.

MR. ELLIFF stated he has contacted Duke Energy Retail and requested that these letters be stopped. Ms. Sims has been handling the calls from residents in an effort to provide them with the correct information. An article will also be posted on the website.

MR. BRYANT noted that the Township is under contract with Duke Energy Retail for a price of 6.25 cents/kWh.

OTHER CORRESPONDENCE RECEIVED:

HAMILTON COUNTY SHERIFF - August and September activity reports.

TURNER CONSTRUCTION - Monthly status report on Rozzi project.

ANDREW HARLOW, 9985 BENT CREEK (45140) - Letter regarding speeding on street.

cc:MSD to BILL HINES - Letter regarding conditional availability of sewer for 10281 Humphrey Road.

CINCINNATI WATER WORKS - 2010 Annual and Water Quality reports.

AEP RETAIL ENERGY - Request to meet to discuss aggregation choices.

D'ANGELO & SZOLLOSI - Public Records request.

cc:CONTRACTORS MATERIALS to AMERILECT - Notice of Furnishing for Rozzi project.

RBC - Letter regarding new US Bank Custody agreement.

cc:HAMILTON COUNTY PLANNING to OHIO EPA - Letter regarding approval of plans for Camp Dennison Fire Flow project.

CITY ELECTRIC SUPPLY - Notice of Furnishings on Rozzi project.

RUMPKE - Recycling report.

STU WILLIAMS - e-mail regarding aggregation program with Duke.

JIM BAUMGARTEN - e-mail expressing appreciation for work done in Chatham Woods.

CITY OF MONTGOMERY - Request for cemetery survey.

EDISON EQUIPMENT - Notice of Furnishings on Rozzi project.

cc:MSD to HRCPC - Response to letter regarding proposed zone change on E.Kemper Road.

JAY STEWART, 11700 RETVIEW - Application for Zoning Commission.

HAMILTON COUNTY BUILDING DEPT - Certificates of demolition completion on Rozzi property.

DALE BARNES - e-mail regarding aggregation program with Duke.

MILENA MONSEREZ - e-mail regarding aggregation program with Duke.

RICHARD CANEY - e-mail regarding aggregation program with Duke.

CINTI HORTICULTURAL SOCIETY - e-mail regarding upcoming holiday fresh air school at Meade House.

D'ANGELO & SZOLLOSI - Public Records request on Rozzi project.

SEALED BIDS FOR CAMP DENNISON PROJECT received from:

- a. JD Contracting Services
- b. Ford Development Corp.
- c. Rack & Ballauer Excavating
- d. Smithcorp
- e. JK Excavating & Utilities

BRUCE RAABE - Notification of 25% rate reduction for OSHA services in 2012.

RAY MEYER SIGN - Proposal for replacement entrance signage.

OTA - Information regarding CLOUT membership and annual meeting.

JMA - Engineer's estimate for Camp Dennison Fire Flow project.

STEVE BRANDT, 10425 BRIAR COVER - Application for Zoning Commission.

M/M HAVILL - e-mail with park name suggestion.

NEW BUSINESS

MR. ELLIFF advised the following bids were received on the Camp Dennison Fire Flow project:

| | |
|------------------|-------------|
| J.K. Excavating | \$81,750.00 |
| Ford Development | 92,165.00 |
| Rack & Ballauer | 84,682.50 |
| J.D. Contractors | 86,920.00 |
| Smith Corp. Inc. | 84,333.00 |

Mr. Elliff stated that staff has reviewed these bids and is recommending the Board award the bid to J.K. Excavating.

MR. BECK moved to award the 2011 Camp Dennison Fire Flow Project

bid to J.K. Excavating in the amount of \$81,750.00 and to authorize the Township Administrator to execute any necessary documents. Mrs. Leis seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

MR. ELLIFF reviewed the various proposals received for IT services. Mr. Elliff advised that Summit Digital Network provides services to other government agencies and recommended the Board accept the proposal from Summit Digital Networks.

MR. BRYANT noted that this proposal is for IT support and not for the purchase of equipment.

MR. BORCHERS stated he was happy to see a change being made for IT services as problems have existed with the previous supplier. Mr. Borchers further stated that there is specific software used for accounting/cemetery purposes which he might not wish to change.

MR. ELLIFF stated that Summit Digital Networks will make recommendations for the purchase of replacement equipment and software. This recommendation would be presented to the Board at a future meeting.

KEVIN STEELE, SUMMIT DIGITAL NETWORK - Advised he looks forward to working with the Township and making recommendations to the Township for the purchase of new equipment and software.

MR. BECK moved to authorize the Township Administrator to enter into an agreement with Summit Digital Networks as per its SummitCare Plus Remote and Onsite Support program at a flat rate of \$5,200.00 per year. Mr. Bryant seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

MR. ELLIFF reviewed the various proposals received for the re-design and hosting of the township's website. Mr. Elliff recommended the Board accept the proposal from System Insight, Inc. Mr. Elliff stated he felt their design will allow the Township to easily update the information on the website.

MR. BECK noted that this company has designed the Anderson Township which is very attractive and easy to navigate.

MR. BRYANT questioned how much training township staff will need and how easy will it be to add topics.

DAVE GREEN, SYSTEM INSIGHTS - Advised that training would occur right before the website is launched and should only take about two hours. Staff will be capable of making additions to the website.

MR. BRYANT stated one of his goals is to have an electronic newsletter and questioned if this would be possible.

MR. GREEN stated this is not currently part of the contract; however, this would be possible. Mr. Green further stated the Township could also contract with them to produce the newsletter.

MR. BECK questioned the timeframe.

MR. GREEN advised they could start within the next couple weeks and could be completed within three to five months. The timeframe will depend on how quick the material is submitted.

MR. BECK moved to authorize the Township Administrator to negotiate and to enter into an with System Insight for web design and hosting for an amount not to exceed \$7,500.00 for design and \$75.00 per month for hosting and support. Mr. Bryant seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

The Board thanked Mr. Elliff for researching and providing this information to the Board.

MR. ELLIFF advised that, upon review of the current contract with the Hamilton County Sheriff's Office, the Board is required to approve an estimate of expenses for the next upcoming year. Mr. Elliff reviewed the proposed estimates from the Sheriff's Office which are based on either an 11 or 12 deputy contingent.

MR. BECK moved to approve an estimate of expenses for the Hamilton County Sheriff's Department of 2012 in the amount of \$1,209,044.36. 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 adopted the following resolution:

RESOLUTION G2011-18

Resolution Declaring Emergency and
Providing for Clearing Undedicated Roadway

WHEREAS, the Ohio Revised Code Section 505.82 provides for the Board of Trustees to adopt a resolution declaring that an emergency is imminent which threatens life or property within the unincorporated territory; and

WHEREAS, the O.R.C. Section 505.82 requires that certain procedures be followed for the removal of snow and ice from an undedicated street, where the owner does not cause such snow and ice to removed from such street; and

WHEREAS, the Board of Trustees of Symmes Township, Hamilton County, Ohio has determined that an emergency is imminent requiring the removal of snow and ice from undedicated streets as listed on Exhibit "A"; and

WHEREAS, the owners of the property have not provided for the removal of snow and ice from streets as listed on Exhibit "A".

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

Section 1. The Board of Trustees declares an emergency is imminent which threatens life or property, by reason of the accumulations of snow and ice on these undedicated streets.

Section 2. The Township Director of Public Works is hereby ordered to remove the snow and ice from the said undedicated streets on which the owners thereof have not caused the removal of such snow and ice.

Section 3. Prior to such removal, the Township Director of Public Works shall give, or make a good faith attempt to give oral notice to the owners of the subject streets, notice of the Trustees' intent to clear the said streets and to impose a service charge for doing so.

Section 4. An amount established as just and equitable service charges for such removal, which shall be paid by the owners of said streets, shall be \$100.00 per hour or any portion of an hour. If such owners fail to promptly pay such service charges after written notification, the said charges shall be certified to the Hamilton County Auditor to be included on the owner's tax bill and collected as a lien on the property.

Section 5. The emergency declared herein shall expire six (6) months after date hereof, unless extended by unanimous resolution of this Board pursuant to O.R.C. Section 505.82.

Section 6. This Resolution shall be adopted as an emergency necessary for the immediate preservation of the public peace, health, safety, or welfare of the community.

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 hire Shaun Conner as Service Worker I at an hourly rate of \$16.80 effective November 21, 2011, subject to successful pre-employment physical and testing. 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 change the classification for John K. Downs from part-time laborer (Step I) to intermittent laborer (Step I) with no change in the hourly rate effective November 1, 2011. 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 change the classification for Brian Christian from part-time laborer (Step I) to intermittent laborer (Step I) with no change in the hourly rate effective November 1, 2011. 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 transfer:

- a. \$4,000.00 from 1-A-27 (General-Transfers) to 1-J-3 (General-Zoning-Other)
- b. \$81,750.00 from 1-A-27 (General-Transfers) to 1-A-26 (General-Other)
- c. \$500.00 from 9-A-12 (Police-Insurance) to 9-A-14 (Police-Other)
- d. \$1,000.00 from 12-A-8 (Park-Other) to 12-A-6 (Park-Supplies)
- e. \$4,800.00 from 14-A-8 (EMS-Other) to 14-A-6 (EMS-Repairs)
- f. \$3,000.00 from 20-A-4 (Safety Levy-Tools) to 20-A-7 (Safety Levy-Contracts)
- g. \$7,500.00 from 20-A-8 (Safety Levy-Other) to 20-A-7 (Safety Levy-Contracts)
- h. \$10,000.00 from 28-A-9 (Fire & Rescue-Other) to 28-A-8 (Fire & Rescue - Contracts)

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 amend:

- a. Permanent Appropriation 1-G-03 (General-Police-Contracts) from

\$4,500.00 to \$20,000.00

b. Permanent Appropriation 9-A-10 (Police-Contracts) from \$707,615.00 to \$747,615.00

c. Permanent Appropriation 20-A-7 (Safety Levy-Contracts) from \$805,378.09 to \$850,500.00

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 approve:

a. Expenditure in the amount of \$1,328.00 for the purchase of AED cables, batteries and paper for EMS use

b. Expenditure in the amount of \$1,990.01 for the purchase of tires for M61

c. Expenditure in the amount of \$2,757.52 for the purchase of tires for E60

d. Expenditure in the amount of \$1,700.00 for the purchase of 100 wooden barrier posts for park use

e. Expenditure in an amount not to exceed \$20,000.00 for 3rd Quarter Franchise fees

f. Expenditure in the amount of \$1,384.00 for purchase of two entrance signs and authorization for Township Administrator to sign agreement

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 authorize the Trustees, Fiscal Officer, Administrator, Assistant Fiscal Officer and Director of Public Works to attend the Ohio Township Association 2012 Winter Conference in Columbus, OH on February 8 - 10. 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 establish December 6, 2011 at 6:45 p.m. as a meeting date of the Records Commission. Mrs. Leis seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

The following cemetery deeds were approved:

- Ken Dews, KERR Cemetery, Lot 511, Grave 8

- Robert and Mary Davis, UNION Cemetery, Lot 642, Graves 9-10

EXECUTIVE SESSION

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

The meeting adjourned for Executive Session at 8:34 p.m.

The meeting reconvened from Executive Session at 8:34 p.m.

MR. BECK moved that the Board amend the purpose for the Executive Session to include the discussion of the appointment 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 8:40 p.m.

The meeting reconvened from Executive Session at 9:10 p.m.

MR. BECK moved to re-appoint John Mullooney, 11932 Streamside Drive (45140) to the Township Zoning Commission for a five year term effective November 1, 2011. Mrs. Leis seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Mrs. Leis - 'aye'.

MR. BRYANT noted that all individuals were very qualified and their applications will be considered for future appointments.

The meeting adjourned at 9:12 p.m.