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**MINUTES OF SYMMES TOWNSHIP SPECIAL MEETING**

**DECEMBER 18, 2012**

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The meeting was called to order at 4:01 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.

MRS. LEIS moved that the Board enter Executive Session to discuss the employment of a public employee. 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 for Executive Session at 4:02 p.m.

The meeting reconvened from Executive Session at 4:40 p.m.

RECEIPTS

Receipts totaling \$36,643.86 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 \$121,690.20 were issued.

OLD BUSINESS

MR. ELLIFF updated the Board on the status of the Montgomery Road sidewalk project. Mr. Elliff advised the contract has been awarded to Prus Construction in the amount of \$592,990.60. A Pre-Construction meeting will be scheduled shortly.

Mr. Elliff reviewed a memo from Metro Developers regarding the waiving of the eastern portion of sidewalk along the frontage of Plantation Point on Fields Ertel Road. The developer has offered to remit \$10,635.00 to the Township if this portion is not required. Staff believes there is adequate connectivity to Rich Road area and recommends waiving the requirement.

MR. BRYANT questioned how the \$10,635.00 was reached.

MR. ELLIFF advised this is the cost to install that section of sidewalk.

MRS. LEIS stated she would like to see this area before taking any action.

MR. BRYANT stated he would like Staff to provide a cost estimate should the Township decide to construct this portion in the future, along with engineering costs.

MR. ELLIFF advised that with regard to the installation of sidewalk along Enyart Road from Montgomery Road to the library that the Township contact Prus Construction and request an estimate for this section of sidewalk.

MRS. LEIS moved to direct the Township Administrator to explore cost estimate for a portion of sidewalk along Enyart Road with the current Montgomery Road sidewalk contractor. Mr. Beck seconded the motion and the roll call vote was as follows: Mrs. Leis - 'aye'; Mr. Beck -

'aye'; Mr. Bryant - 'aye'.

MR. ELLIFF advised that Humphrey Road has been surveyed by the Hamilton County Engineer's Office. They have advised there is enough room in this area for sidewalks within the right-of-way and there should be no problem with a crosswalk at Mistymorn and Pinto.

Mr. Elliff advised the next step would be to get a better feel for the cost of constructing a sidewalk on Humphrey.

MRS. LEIS left at 4:50 p.m. due to a prior commitment.

JOHN ABRAHAM, 10005 HUMPHREY ROAD - Provided the Board with information regarding issues with the right-of-way along Humphrey Road. Mr. Abraham stated that the Board needs to be sure that the proposed sidewalk will be within the twenty (20) foot right-of-way line. Mr. Abraham advised he has been and is in discussion with Hamilton County regarding these right-of-way lines.

The Board thanked Mr. Abraham for speaking and making the Board aware of the history in this area.

MR. BECK stated the Township has a survey which reflects there are two different parcels and it appears we need to make sure that the sticks are in the correct place before proceeding. Mr. Beck further stated that the Township should be thinking about bidding as soon as possible. The next step would be to obtain an estimated cost in order to determine if funds are available.

MR. BRYANT agreed with this statement. Mr. Bryant stated the Board also needs to update the previous engineering plans before proceeding.

MR. BECK stated he would like to have answers regarding the cost of design and construction for further discussion at the January 8, 2013 meeting.

MR. ELLIFF advised that we speak to a contractor(s) and request a cost estimate. The drawings on file are preliminary - not engineering plans. The Township could approach several civil engineering firms and ask for a cost estimate to provide the necessary drawings to proceed. Mr. Elliff stated he did not feel there would be any cost for these two steps.

MR. BECK moved to request the Township Administrator and Director of Public Works to pursue preliminary pricing for final design, survey and construction costs for the sidewalk from Mistymorn to Pinto Court and report this information at the January 8 meeting.

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

MR. BRYANT stated the Board would like the Township Administrator to follow up on the various issues presented by Mr. Abraham.

MR. BECK noted the next agenda item is discussion of work sessions.

MR. BRYANT suggested, due to the absence of Mrs. Leis, that everyone make a list of appropriate topics for 2013. There has been previous discussion on topics, but no formal action has been taken. Mr. Bryant recommended a work session on January 15 and January 22 and questioned if the Board would like to schedule one.

MR. BECK stated he would like to have a work session on the Township's financial situation.

MR. BORCHERS reminded the Board of the need to hold a special meeting on personnel issues.

The Board discussed holding a special meeting on January 15 for an employment issue

and January 22 for a work session on financial projections.

MR. ELLIFF suggested the Board consider holding these meetings earlier in the day.

The Board directed the Township Administrator to check with Mrs. Leis to see if these proposed dates would be acceptable. This discussion will be continued at the January 8 meeting.

#### NEW BUSINESS

MR. BECK noted that the Board has been talking about updating the employee job descriptions and moving into a merit pay system. In the process, it was determined that the old job descriptions needed to be current and reflect reality. It is also important to establish primary and back-up responsibilities, as well as line of communication and reporting.

Mr. Beck stated the Board is now at a point to approve the new job descriptions and merit pay, with the understanding that these are subject to modification. This is a step in the right direction for the Township.

MR. BECK moved to approve Resolution P2012-02 including modifications regarding compliance with retention, responsibility for master filing and responsibility for public records requests:

#### **RESOLUTION P2012-02**

##### Resolution Adopting Merit Pay System for Symmes Township Employees

WHEREAS, the Board of Trustees has determined that the current step system classification for pay raises is not effective in encouraging the highest achievement levels for Symmes Township employees; and

WHEREAS, adopting a merit system for pay raises will result in more efficient and equitable manner of rewarding employees for achievement; and

WHEREAS, adopting a merit system for pay raises will promote the most responsible use of limited fiscal resources dedicated to compensation of Symmes Township public employees; and

WHEREAS, in adopting a merit pay system, the Board of Trustees acknowledges the hard work, dedication and outstanding contribution of all Symmes Township employees to the high standards of government service provided to the Township.

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

- Section 1: That the current step system of step pay raises and step classifications is eliminated as of January 1, 2013. Going forward, until changed in accordance with this resolution, pay for existing employees will be equivalent to that approved in 2012, including any raises and cost of living adjustments.
- Section 2: That a merit pay raise system described below is hereby adopted and shall be applied to all township employees excluding elected officials and the Administrator.
- Section 3: That the job classification titles and pay ranges set forth in Exhibit "A" hereto are hereby adopted and shall be applied to township employees.

Section 4: That those township employees formerly classified as "Worker III" will now be classified as "Services Manager" and those classified as "Administrative Assistant" will now be classified as "Assistant to the Administrator" and that other job classification names will remain the same.

Section 5: That the job descriptions set forth in Exhibit "B" hereto are hereby adopted and replace all prior job descriptions.

Section 6: That the following merit raise procedure will be undertaken:

During January of each year, department heads and supervisors will hold a pre-evaluation meeting with each employee. During that meeting, an evaluation criteria approved by the Administrator will be discussed with each employee, as well as specific goals applicable to that employee for the coming year. The Administrator will be involved in the evaluation process as directed by the Board of Trustees.

During October of each year, the Board of Trustees will adopt a percentage figure of total payroll (excluding elected officials and the Administrator) that will establish a "raise fund".

1.Example: if total payroll excluding elected officials and the Administrator for the current year will be \$500,000 and the percentage figure approved is 5%, then the raise fund will total \$25,000.

Employee raises will be paid from the raise fund. Maximum employee raise will be limited only by, 1) the amount of the raise fund and 2) the maximum of the pay range for the employee's job classification.

2.Example: Employee A presently earns \$32,000 per year, and her pay classification maximum is \$35,000. Employee A could be awarded no more than a \$3,000 raise.

3.Example: The raise fund totals \$25,000. Employees A, B, C, D and E each receive a raise of \$5,000 and will not exceed their pay range maximum for their job classifications. All other employees would not receive a raise as the raise fund is exhausted.

At least every second year, the Board of Trustees will examine the adopted job classification pay ranges, and adjust starting and ending values if necessary to remain competitive in the market place.

Each year the Board may adjust pay ranges for a cost of living changes. The Board will look to established indices, such as the Consumer Price Index, to help it determine cost of living adjustment. Any cost of living adjustment will be made to the ending values of the job classification pay ranges.

By the end of November of each year, department heads and department supervisors will hold evaluation meetings with each employee, complete evaluation forms for each employee, and recommend a raise for each employee. The department head may, as an alternative to a raise, recommend a promotion to the next higher nonsupervisory job classification where one exists. Promotions will not be counted against the raise fund.

All evaluations and recommendations will be reviewed, and may be modified by, the Administrator. The Administrator will then submit final recommendations for each employee to the Board of Trustees.

In December of each year, the Board in its discretion will award raises to township employees, which will become effective the first pay period of the following year. In the event of any delay, raises will be retroactive to the first pay period of the year that follows the evaluation.

An employee's base salary may not exceed the maximum value for the employee's job classification range. An employee cannot receive a raise if the employee is at the maximum pay rate for the employee's job classification.

Section 7: The Board may award to the Administrator a raise, bonus or other compensation at its discretion and/or in accordance with contract. If applicable, the Administrator's contract will be amended to reflect the award.

Section 8: The Administrator is directed to adjust the Symmes Township Personnel Policy Manual accordingly to reflect the changes adopted herein.

Section 9: 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. BRYANT seconded the motion.

MR. BORCHERS advised that the modifications noted are in the Assistant Fiscal Officer's job description.

MR. BRYANT questioned what recourse he would have if he did not agree with these job descriptions.

MR. ELLIFF stated he had "red lined" the changes and offered to review them with the Board.

MR. BRYANT stated that he does not have the resolution before him tonight, as well as the job descriptions.

MR. BORCHERS stated he believed it is the Board's intent to make changes to the job descriptions as needed.

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

MR. BECK moved to approve:

- a. Transfer of \$10,000.00 from 1-A-27 (General-Transfers) to 1-A-2A (General-Salaries-Administration)
- b. Transfer of \$5,000.00 from 1-A-27 (General-Transfers) to 1-A-12 (General-Employee's Retirement)
- c. Transfer of \$2,800.00 from 7-A-2 (Lighting-Other) to 7-A-1 (Lighting-Special Assessments)
- d. Transfer of \$1,000.00 from 10-A-7 (Fire-Utilities) to 10-A-4 (Fire-Tools)
- e. Transfer of \$1,000.00 from 10-A-7 (Fire-Utilities) to 10-A-11 (Fire-Contracts)
- f. Transfer of \$1,000.00 from 20-A-8 (Safety Levy-Other) to 20-A-4 (Safety Levy-Tools)

Mr. Bryant seconded the motion.

MR. BORCHERS noted these transfers and the following action is due to year-end close.

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

MR. BECK moved to amend:

a. Permanent Appropriation 1-F-8 (General-Parks-Other Expenses) from \$0.00 to \$500.00

b. Permanent Appropriation 18-A-3D (Capital Improvement-Rozzi Park) from \$0.00 to \$480,357.62

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

The meeting adjourned at 5:43 p.m.