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**MINUTES OF SYMMES TOWNSHIP WORK SESSION**

**APRIL 25, 2018**

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The meeting was called to order at 6:00 p.m. Elected officials present were: Mr. Phil Beck, Mr. Ken Bryant, Ms. Jodie Leis, and Ms. Carol Sims

Also present: Kim Lapensee – Administrator.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Bryant made a motion to approve the Agenda. Ms. Leis seconded the motion. Motion passes.

OLD BUSINESS

None

NEW BUSINESS

Hopewell Sidewalks – Mr. Bryant asked for discussion on the sidewalks proposed for Hopewell Road. Mr. Beck stated that he had a conversation with Tom from ODOT who handles the permits. He stated that we will need to go back and do some more engineering to show them on the bridge decking and then ODOT would need to do some dead load assessments to see if the bridge can handle the extra weight from the sidewalks. He stated that Tom did say it could be done and that there is precedent for sidewalks on existing bridges within the State.

The Board agreed to wait to do any sidewalks on Hopewell until the additional engineering is completed to see if the sidewalks could be put in on the bridge.

New Road Levy – Ms. Sims went over the levy options with the board. She handed out the current situation (group 1), option 1 that is an additional levy to put on in 2018 which contained 1 mil, .5, .4, .3, .2 or .1, and option 2 would propose to do away with the .9 existing 7-year levy and replace with new 1 mil levy in 2018. Ms. Sims stated that we would lose the homestead money with a new levy. Ms. Leis asked if the .9 mil levy would still be in play with option 1. Ms. Sims stated yes.

After much discussion, Mr. Beck stated that he would recommend that we put the .4 mil option on the ballot for the residents to vote on. He stated that this option continues to provide what we need and is the most sustainable for the next 7 years. Ms. Lapensee recommended that they place this question on the May 1<sup>st</sup> agenda so that the process could be started. She stated that the last

resolution that they would need to pass must be done at the July meeting because the questions are due to the Board of Elections in early August. Ms. Sims stated that she needed to schedule a finance committee meeting before the next trustees meeting. Ms. Leis suggested that we could schedule a special meeting to pass the needed resolutions in May.

Mrs. Lapensee suggested that she still recommended that we include monies in the budget for additional sidewalks and a building of some kind to house equipment for the Service Department that sits out in the lot each night. After much discussion, the Board agreed to look at building options and additional sidewalk costs before 2020 when the next levy renewal is discussed for the .9-mil existing levy. The Board wants to look at how much sidewalk will cost for the following areas: Hopewell Road, Enyart Road, Union Cemetery Road, Fallis, and Snyder Road to Five Seasons. Mrs. Lapensee stated that she will check into hiring someone to do a facilities analysis for all of our buildings so that we have a clear direction and cost assigned for a building if it is needed. Mr. Beck stated that we also could use TIF money to fund a building project and that we should also look into extending that TIF, but we would need to do a special census.

Paycor – Mr. Bryant asked for discussion on Paycor. Ms. Leis stated that the Board had asked Mrs. Lapensee to look into hiring Paycor for payroll and other HR functions. Mr. Beck and Ms. Leis both stated that they have Paycor now for their jobs at Hamilton County and they both love it. Mr. Beck stated that he can check all his leave balances for himself and all of his employees as well as their time and attendance. Ms. Leis stated that she feels it could free up the finance department to focus on other items that are more important. Ms. Sims stated that it only takes them 4 hours to finish payroll. Ms. Leis stated that there are many items that are unfinished that she feels that the finance department should work on in lieu of payroll. Mr. Beck stated that it will be most likely be a wash for time now spent vs the cost of providing the service. Ms. Sims had questions about the setup and how it would work. Ms. Leis suggested that Ms. Sims, Mrs. Lapensee and Paycor sit down and go through a demonstration to answer all questions. Mrs. Lapensee stated that she would schedule a meeting and report back at the next meeting.

Mr. Bryant stated that we also need to schedule a post audit meeting with our auditor to go over the audit. Ms. Sims stated that she would schedule that meeting.

Lighting District Policy – Mrs. Lapensee stated that she prepared a policy and made changes based on the last meeting we had. Mr. Beck suggested that we add in milestones for us to achieve so we do not make any mistakes in the future concerning the assessments.

Mr. Bryant stated that we have also reviewed all the bills for 2013, 2014, 2015, 2016 and 2017 so we know exactly how much we paid in lighting fees to Duke Energy. He stated that Mrs. Lapensee was able to go back and figure out how much we were over/under for these charges. He stated that we assessed approximately \$40k too much so we will need to go back and figure out how to credit that amount. Mrs. Lapensee stated that we will also have to pass a resolution to remove the assessments that were sent down in December of 2016. The residents will see a credit on their second half tax bill for those charges (for the first half) as the entire assessment will be removed. Mr. Bryant stated that he wrote Dusty Rhodes an email asking him to assist with these edited charges.

Minutes of WORK SESSION

Held Township Admin. Bldg.

April 25, 2018

ADJOURNMENT

Mr. Bryant made a motion to adjourn the meeting. Ms. Leis seconded the motion and the roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - "aye", and Mr. Beck - 'aye'.

Meeting adjourned at 8:35 p.m.

Approved:

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Kenneth Bryant, Board President

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Carol Sims, Fiscal Officer