
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

APRIL 3, 2018

The meeting was called to order at 7:06 p.m. Elected officials present were: Mr. Phil Beck, Mr. Ken Bryant, Ms. Jodie Leis, and Ms. Carol Sims

Also present: Kevin McDonough - Township Law Director; Kim Lapensee - Administrator; Chief Otto Huber - LSFD; Lt. Tory Smith - Hamilton County Sheriff's Department.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Bryant made a motion to approve the Minutes of the regular meeting for March 6, 2018, the special meeting for March 19, 2018 and the work session meeting for March 19 & 26, 2018. Mr. Beck seconded the motion.

The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', and Mr. Beck - 'aye'.

FISCAL OFFICERS REPORT

Ms. Sims handout out the monthly report for March.

PRESENTATIONS

Public Library of Cincinnati/Hamilton County Levy – Tara Kressler. Ms. Kressler stated that the Public Library of Cincinnati and Hamilton County is one of the oldest and busiest in the nation with nearly half a million card holders. That means that 80% of Hamilton County residents have a library card. Their levy provides valuable services in every neighborhood and community with forty-one locations across Hamilton County, that's a total of more than nine hundred and thirty thousand square feet.

Ms. Kressler stated that circulations have increased 60% since the year 2000 and their circulation of digital items are among the highest in the nation. In 2015 their libraries circulation was second in the county only behind New York Public Library.

Ms. Kressler advised that every year thousands of children come to their forty-one locations across Hamilton County for Homework help and reading programs. Their libraries support small businesses and local economy with job searches, meeting rooms and online classes and trainings. Hamilton County Libraries provide nearly twenty thousand free programs for residents of all ages.

Ms. Kressler stated that Hamilton County Library currently has the lowest local funding of any major library system in the state. The library state funding has been cut by 26% since the year 2000 and during that same time circulations have increased by 60%. The library has not increased its budget in nearly 20 years. They operate yearly on a fifty-five million dollars budget.

Ms. Kressler advised that several of the library branches are decades old. The Symmes Township branch celebrated its twenty-fifth anniversary two years ago. Seven of the branches are more than a century old and two have never been renovated. Currently renovations and major maintenance is funded at two million dollars annually. So, Library staff initiated an eighteen month comprehensive review of the facilities to determine the work that needed to be done.

System wide, fifty-four million dollars in repairs or replacements and renovations to a lot of the facilities is needed now.

Ms. Kressler stated that this levy is needed to make existing facilities and customer needs. Without it they face a multi-million dollar annually deficit and cuts. The cost is less than three dollars a month per one hundred thousand dollars of property value. That is two dollars and ninety-one cents a month.

Ms. Kressler advised that with this levy their library can provide each community with a branch that is well maintained and up to date. It can assure that all branches are handicap accessible. Right now six of the branches are not. They can repair and replace roofs, windows and brick work that have been put off because of lack of funding. They can renovate the main library, repurpose the north building and move the distribution center to a more efficient location. Election Day is May 8th and you can register to vote at the main library.

Paycor – Danielle Bonekemper (Sullivan), Regional Sales Director stated that Paycor's headquarter is located in Norwood and the company started about twenty-seven years ago. They have thirty-five thousand clients across the entire country. She stated that she wanted to give a quick demonstration of their software and what the product would look like. She stated that she will give a quick synopsis of the benefits that they would provide and a list of other clients that they work for, mainly local governments (Hamilton County, Sycamore Township, etc.). She stated that they mainly offer time/attendance, HR functions and time off requests (all features being on-line). She stated that this would eliminate the need for paper since it can all be done on-line. She showed everyone what the platform would look like (Admin users, employees, etc.). She stated that there is a log in screen and each employee would be listed so that their time could be added for payroll. She stated that main reason everyone outsources payroll is because there is a huge compliance risk with doing it in-house and the legislative environment is not what it used to be. She stated that it is getting more and more complex. Ms. Bonekemper stated that if we chose to do outsource the payroll, they take over the tax related items (quarterly filings, W2, etc.). She stated that the payroll would look like an excel spreadsheet and time would be entered. Reports would be generated once the information is sent over to Paycor. Ms. Bonekemper stated that all the employees could have multiple bank accounts and direct deposit could be disbursed to multiple accounts or banks during payment.

Mrs. Bonekemper stated that there are a couple of ways for the employees to access the information through the "Me" tab. She stated that there is a mobile app for the phones and this would also give the employees access to their information and use it as a tool to request time off through the system. She stated that it will send the supervisor an email and the supervisor could approve or deny the request through the computer and it would track that time off against the existing balances instead of doing it manually.

Mrs. Bonekemper stated that all of the information in the system can also be exported or imported. She stated that she mentioned integration with third parties. She stated an example would be our health insurance broker/plan and that if an employee leaves employment, that information would automatically be transmitted to our health insurance plan and that employee would be removed from the plan on the day they leave. This would help eliminate the overpayment of funds for health insurance.

Mrs. Bonekemper stated that multiple reports can be generated from the system. Mr. Beck asked about time sheets. She stated yes. She stated that everything is tracked by their audit system and can be retrieved. Mr. Beck asked if the time sheets could be kept on line. She stated yes. They can either use a computer or their phones. Mrs. Lapensee asked if the computer time sheet could keep details about what each employee did for the day. Mrs. Bonekemper stated no, they would have to track the manually as of now. Mr. Bryant asked if they work on multiple things over the course of a day could the different departments be tracked. Mrs. Bonekemper stated yes.

Ms. Leis asked if we decided to move in this direction, would there be training available to the employees on how to use the system. Mrs. Bonekemper stated yes and they would also do a full audit on what has been done to date and they will produce the W2 at the end of the year. Mrs. Lapensee asked if all the hours, benefits, etc. will all be on-line now. Mrs. Bonekemper stated yes. The employees could view their paychecks, their time off requests, their balances, how

many hours of overtime they worked, etc. Mrs. Lapensee asked if they would take care of the school taxes or any local jurisdiction taxes. Mrs. Bonekemper stated yes. They assume all tax liabilities.

Ms. Leis asked how much work on our end would it entail to get it all up and running. Mrs. Bonekemper stated that they would import all the information that we currently use now (list of employees, their pay rates, taxes, deductions, etc.) and have it validated. She stated that they would require the information to be sent 48 hours in advance for payment to be authorized and sent to the bank.

Mr. Beck asked what the service fee would be to have all of these services she mentioned. She stated that there is a base fee plus service fee for each employee \$69.00 plus \$3.25 per employee each payroll. The monthly fees are the HR functions and time off which is \$72.00. There is a W2 processing fee and the a one-time set up cost (\$600.00). Mrs. Lapensee asked if we would still have to pay the fees that the bank charges us now for direct deposit. Mrs. Bonekemper stated no, there are no additional bank fees. Ms. Leis asked Mrs. Lapensee how much we pay to PNC now for direct deposit. Mrs. Lapensee stated that it is around \$800.00 a year.

Mr. Beck stated that there is a time line at the bottom of the proposal. Mrs. Bonekemper stated that this is just a proposal. We could start at any time.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

Receipts 71946 – 72167 totaling \$600,474.14 were read and approved for payment by Mr. Bryant and seconded by Mr. Beck. Motion passes.

REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR had no report at this time.

LIEUTENANT TORY SMITH stated that the Sheriff's office will be looking into reviving the bike patrol for the summer of 2018. He stated that the Township purchased bikes in the past and they are going to make a determination of what it will take to make that happen this year (if any improvements need to be made). He also stated that he will have his report to Mrs. Lapensee later this month for March.

CHIEF OTT HUBER stated that he would like the Board to adopt the new Fire Code that went into effect at the end of last year. He stated that there will be new training for inspectors.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS was absent.

COMMITTEE - OTHER – Ms. Leis stated that the Township had the Easter Egg Hunt over the past weekend. She stated that she wanted to thank everyone for attending.

Mr. Bryant made a motion to appoint Joanne Allen to the Beautification Committee, John Dowlin Jr. to the Beautification Committee, James Singler to the Zoning Commission and Jack Horvath as an Alternate to the Board of Zoning Appeals for a 5-year term beginning April 3 until December 31, 2023. Ms. Leis seconded the motion. Motion passes.

The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', and Mr. Bryant - 'aye'.

HEARING FROM RESIDENTS

Larry Rich, 11953 Foxgate Way, stated that he is the Vice-President of the Historical Society and that he wanted to thank the township for including them in the Easter Egg Hunt activities and supporting them. He stated that he is also interested in using the Meade House for their meetings and taking the house back to the way it was when it was occupied by the Doctor

Meade. He stated that they also wish to display their other artifacts that they have collected over the last few years. He stated that they have no interest in the outside of the house.

Ms. Leis asked Mr. Rich what they intended on doing with the house and if it would be open for tours. She also wanted to know if they had the money to keep up on the maintenance of the house and to make the necessary renovations. Mr. Rich stated that it would be open to the public on certain days just like they do with the log cabin or private tours. The maintenance of the Meade House would depend upon the lease agreement.

Mr. Bryant asked Mr. Rich to put his intentions in a letter and send it to Mrs. Lapensee for review.

CORRESPONDENCE

See Attached.

EVENTS AND MEETINGS

- Regular Trustees Meeting – Tuesday, May 1, 2018 at 7:00 p.m.
- Board of Zoning Appeals Meeting, Monday, May 7, 2018 at 7:00 p.m.
- Clean Up Day – Saturday, May 19, 2018 from 9:00 a.m. until 3:00 p.m. at Hopewell Meadows Park.
- Symmes Honors Veterans – Friday, May 25, 2018 at 7:00 p.m. at Home of the Brave Park.

OLD BUSINESS

None

NEW BUSINESS

Mr. Bryant made a motion to accept the donation of monies for the Yoga in the Park from Rumpke in the amount of \$500.00, Horter Investments \$500.00, and Energy Alliances/Constellation \$3,000.00. Ms. Leis seconded the motion. Motion passes.

The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Beck - "aye", and Mr. Bryant - 'aye'.

Mr. Bryant made a motion to not check the box for a requested public hearing for the liquor permit (TRES) for Out of Thyme dba Out of Thyme Kitchen Studio, 11915 Montgomery Road, Cincinnati, Ohio 45249. Mr. Beck seconded the motion. Motion passes.

The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - "aye", and Ms. Leis - 'aye'.

Mr. Bryant asked the Board for discussion concerning the Hopewell Road Sidewalks. Mr. Bryant made a motion to table the discussion until the next work session. Ms. Leis stated that she wants to get the sidewalks done here. Mr. Beck stated that he would like to see them get done too. Mr. Bryant stated that he is worried about safety in the area. Ms. Leis seconded the motion. Motion passes.

The roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - "aye", and Ms. Leis - 'aye'.

Mr. Bryant asked the Board for discussion on the Meade House property. Mrs. Lapensee asked if they wanted to table this issue until the work session as we did with the sidewalks. Ms. Leis stated that she wants to see the Meade House get used and she had lots of ideas on how it should be used by the Township as an entertainment venue. Chief Huber stated that if we are going to change the use of the house from an office to another use, we would have to meet the building code requirements for that new use. He suggested that we start with the building department to see what changes will be needed. Mr. Bryant made a motion to table this discussion until the next work session. Mr. Beck seconded the motion. Motion passes.

The roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - "aye", and Mr. Bryant - 'aye'.

Mr. Bryant made a motion to set the next date for the work session for Monday, April 9th at 6:00 p.m. and again on Wednesday, April 25th at 6:00 p.m. Mr. Beck seconded the motion. Motion passes.

The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - "aye", and Mr. Beck - 'aye'.

Mr. Bryant made a motion to approve Resolution G2018-34 – Resolution Authorizing the Township Administrator to Sign a Contract with Rozzi to Purchase Fireworks for the Firecracker Festival in the amount of \$7,500.00. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that we have also gotten a secondary sponsor for the fireworks – Fresh Thyme will be contributing \$2,500.00 toward the display and that is why we increased the amount from \$5,000.00 to \$7,500.00 from last year.

The roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - "aye", and Ms. Leis - 'aye'.

Mr. Bryant made a motion to approve Resolution G2018-35 – Resolution to Adopt the 2017 Ohio Fire Code. Ms. Leis seconded the motion.

The roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - "aye", and Ms. Leis - 'aye'.

Mr. Bryant made a motion to approve Resolution G2018-36 – Resolution Accepting Bids for the 2018 Paving Program and Awarding the Bids to Barrett Paving in the amount of \$440,699.50. Mr. Beck seconded the motion. Discussion continued.

The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - "aye", and Mr. Beck - 'aye'.

Mr. Bryant made a motion to approve Resolution G2018-37 – Resolution Authorizing Execution of Limited Warranty Deed and Closing Documents for the Sale of the Loveland Park Property located at 12032 Oak Drive, 12061 Maple Drive and 12083 Maple Drive. Ms. Leis seconded the motion. Discussion continued.

Ms. Leis stated that she wanted to make sure that the properties that are being sold are not going to affect the Castle with water shed or any kind of damage.

Mrs. Lapensee stated that the properties that are being sold are not near the castle.

The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - "aye", and Ms. Leis - 'aye'.

Mr. Bryant made a motion to approve Resolution G2018-38 - Resolution Rescinding Resolution G2018-11 Resolution Adopting a Purchasing Policy for Symmes Township and Adopting Resolution G2018-38 Adopting a Financial Policy for Symmes Township. Ms. Leis seconded the motion.

The roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - "aye", and Mr. Bryant - 'aye'.

Mr. Bryant made a motion to approve Resolution G2018-39 – Resolution Authorizing the Township Administrator to Purchase a Gator for the Parks Department from Buchanon Power Equipment and John Deere in the amount of \$15,917.99. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated that this is a new piece of equipment and there will be no trade in.

The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - "aye", and Mr. Beck - 'aye'.

Mr. Bryant made a motion to approve Resolution G2018-40 – Resolution Authorizing the Township Administrator to Purchase Computers for the Symmes Township Employees from HP in the amount of \$7,873.50. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that we will be replacing all of the employee's computers due to the price and that everyone will all be on the same software package.

The roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - "aye", and Ms. Leis - 'aye'.

Mr. Bryant moved to approve the following expenditures and authorizes the Township Administrator to sign any necessary contracts, agreements or paperwork:

- a. Establish 12-A-10 – insurance in the amount of \$11,150.00.
- b. Amend 20-A-9 – insurance from \$11,150.00 to \$34,413.00.
- c. Amend 23-A-9 – other from \$11,650.00 to \$13,500.00.
- d. Expenditure – \$1,764.05 Carrot Top Industries to purchase flags.
- e. Expenditure - \$1,250.00 Fire Safety Education to purchase plastic fire helmets.
- f. Expenditure – Not to exceed \$35,000 to make repairs to a storm sewer pipe on Oak Street.
- g. Expenditure - \$18,110.40 Adleta Construction to replace the concrete apron at the Remington Fire Station.
- h. Then and Now - \$6,588.88 Murphy Tractor to repair the mini-excavator.
- i. Then and Now - \$916.69 Sutphen Corp to repair T61.
- j. Then and Now - \$1,074.14 Bridgeway Cummins to repair wiring harness E61.

Mr. Beck seconded the motion. Discussion continued.

Ms. Sims stated that we did not budget any money for the replacement of the storm drain line on Oak Street and that we would have to take the money from Fund 11 (Road Levy).

The roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - "aye", and Mr. Bryant - 'aye'.

SECOND PUBLIC HEARING

None.

EXECUTIVE SESSION

Mr. Bryant made a motion to go into executive session per ORC Section 121.22(G) (3) to have a conference with the Law Director concerning pending or imminent court action at 8:19 p.m. Mr. Beck seconded the motion.

The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - "aye", and Mr. Beck - 'aye'.

Mr. Bryant made a motion to exit Executive Session and return to the regular meeting at 8:44 p.m. Ms. Leis seconded the motion. Motion passes.

No additional action was taken.

ADJOURNMENT

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

Meeting adjourned at 8:45 p.m.

Approved:

Kenneth Bryant, Board President

Carol Sims, Fiscal Officer