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**MINUTES OF SYMMES TOWNSHIP REGULAR MEETING**

**August 14, 2018**

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The meeting was called to order at 7:00 p.m. Elected officials present were: Mr. Ken Bryant, Mr. Phil Beck, Ms. Jodie Leis, and Ms. Carol Sims.

Also present: Kim Lapensee - Administrator; Kevin McDonough – Law Director; Chief Ott Huber - LSFd; Deputy Vicki Johnson - 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 July 10, 2018. Ms. Leis seconded the motion.

The roll call vote was as follows: Ms. Leis - ‘aye’, Mr. Beck – ‘aye’, Mr. Bryant - ‘aye’.

FISCAL OFFICERS REPORT

Ms. Sims handed out the report for July.

Ms. Leis stated that she recently learned that 2.5 million dollars of the township’s money was moved out the PNC account without the Boards knowledge. She stated that she would like to know where the money went. Ms. Sims stated that she has never told the Board before what she does with the money. Ms. Leis stated that the old Fiscal Officer always told the Board where he was moving it and had them approve the transaction before it occurred. Ms. Sims stated that she moved the money from the PNC account and moved it to Huntington Bank. She stated that PNC was charging them \$1,800.00 a quarter and they were charging interest. Ms. Leis stated that Board is supposed to approve it when money is moved. Mr. Bryant stated that the last Fiscal Officer discussed it before the money was moved and it would be nice to know about these things. Ms. Sims stated she would let the Board know ahead of time.

PRESENTATIONS

Candy Cook Memorial Bench – Mr. Bryant welcomed the family of Candice Cook who was the Deputy Chief of Finance for the Loveland Symmes Fire Department from 1993 to March of 2018. He stated that Candy was a beloved member of the community and that Symmes Township wanted to present a memorial bench to the family to be placed in Symmes Township to remember her.

Ott Huber – LSFd Accreditation – Mr. Huber stated that he was pleased to announce that the Loveland Symmes Fire Department was successful in getting accreditation for their Fire Department. Bruce Hawk, Captain LSFd read aloud the plaque that was given to the trustees. Mr. Hawk stated that they are one of nine departments who have received this status.

Alisa Dixon, PNC Bank – Ms. Dixon stated that she was asked to attend the meeting tonight to explain the different products that PNC has available to us for processing credit cards. She stated that she understands that we are looking into the possibility of taking credit cards as payment for park and other transactions. She went through the options with the Board – the Clover Flex, Clover Mini and the virtual web-based option. She referred to the handout for the fees for setup, any apps to run the software, and purchasing the equipment. She stated that there is an initial

setup fee of \$300.00 but we can earn a rebate of \$250.00 if we spend more than \$1,500.00 within the first 3 months. She stated that PNC bank charges 2.75% to swipe a credit card in the machine or 3.5% if the card has to be manually entered. She stated that there are no card restrictions. She stated that with the virtual terminal, any payments can be entered on-line and there can be multiple users with log-ins which can be tracked. Ms. Dixon stated that any of that information can be saved through their site if we have frequent purchasers.

Ms. Sims asked if the Clover Flex could print receipts. Ms. Dixon stated yes.

Mrs. Lapensee asked how the reporting of funds for deposit and withdraw for fees would work on PNC's end and how that would be reported to us. Ms. Dixon stated that the funds would show up for deposit the next calendar day and all fees are withdrawn at the end of the month cycle with the statement.

Mr. Bryant stated that he did not care which way they went. He asked that Ms. Sims and Mrs. Lapensee make a recommendation at the next work session.

### PUBLIC HEARINGS

None.

### APPROVAL OF DISBURSEMENTS

Receipts 72948 - 73218 totaling \$727,764.14 were read and approved for payment by Mr. Bryant and seconded by Mr. Beck. Motion passes.

The roll call vote was as follows: Mr. Bryant - 'aye', Mr. Beck - 'aye', and Ms. Leis - (was not given time to vote).

### REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR had no report.

DEPUTY VICKI JOHNSON, HAMILTON COUNTY SHERIFF'S DEPT had no report.

CHIEF OTT HUBER had no report.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS was absent.

COMMITTEE - None.

OTHER - None.

### HEARING FROM RESIDENTS

Jeff Reichman, 9519 Appomattox Court, thanked the board for allowing him to speak at the last meeting concerning installing sidewalks along Union Cemetery Road from the Antietam, Subdivision to Montgomery Road (to the west) and Lebanon Road (to the east). He stated that he would like to have the Board have a public meeting to discuss sidewalks along Union Cemetery in the near future. He invited all the Board to his house so that this could be discussed further with all his neighbors who are also interested in the sidewalks. He stated that he would like this to be considered for the levy so that these costs can be factored in. Mr. Bryant stated that the new levy on the November ballot would only be for maintenance. Mrs. Lapensee stated that Mr. Reichman is here tonight to discuss sidewalks with the Board for the road levy renewal that will be coming up in 2020 and to ask the board to consider adding Union Cemetery to the sidewalk list. She stated that there may need to be an increase in the levy amount if added to the list or if the priority list gets reshuffled. Mr. Reichman stated that he just wanted to keep this discussion going and keep it fresh in everyone's minds.

Mr. Beck stated that he missed last meeting and wanted to know what was said last month. Mr. Reichman stated that he and his neighbors would like to see sidewalks along Union Cemetery

road and there are 4 reasons for his request. He stated that the first reason is to get safe access to the park system (Home of the Brave, Symmes Park and the Meade house). The second is to get safe access to Montgomery Road and the City of Loveland. He stated that both the township and city identify this as a goal. He stated that the third reason is to have safe access to Loveland Schools and the fourth to have safe transit to Fields Ertel and Montgomery Road corridor. Mr. Reichman stated that the northern corridor does not seem to be a priority for sidewalks.

Mr. Bryant stated that there are other jurisdictions, Hamilton County and City of Loveland that would also be involved in this project. Need to get all the jurisdictions together and look to what the master plan is. Even if they designated this has a number 1 priority, there is engineer work that has to be done, easements as to which side of the road and estimated cost. This is a process and it will take a while before this project gets started.

Mrs. Laura Ross, 12030 Antietam Drive, stated that she also supports putting sidewalks along Union Cemetery for safety reasons.

CJ Carr, 10403 Willow Road, stated that the Historical Society will be having a program to celebrate women's right to vote on November 1, 2018 from 6:30 to 9:30. He stated that they would like to use the Safety Center for that program. He stated that they will be having another program on September 13<sup>th</sup> from 6:30 to 9:30 and would like to use the administration building. Mrs. Lapensee stated that she would check the calendar and email him if those dates were available.

#### CORRESPONDENCE

See Attached.

#### EVENTS AND MEETINGS

- Clean-Up Day – Saturday, August 18, 2018 from 9:00 a.m. to 3:00 p.m.
- Labor Day – Township Offices Closed, Monday, September 3, 2018.
- Board of Zoning Appeals – Monday, September 10, 2018 at 7:00 p.m.
- Regular Trustees Meeting – Tuesday, September 11, 2018 at 7:00 p.m.

#### OLD BUSINESS

None

#### NEW BUSINESS

Mr. Bryant made a motion to re-appoint Cynthia Bucco to the Zoning Commission for a 3-year term from September 5, 2018 to December 31, 2021. Mr. Beck seconded the meeting.

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

Mr. Bryant made a motion to schedule a work session to discuss the Sheriff's Contract rate increase, the cemetery rules/fee change and new software, facilities policy form, Home of the Brave Improvements, Mowing contracts for 2019, medical/dental/life insurance and the Property Maintenance Code. Mr. Beck seconded the motion. Discussion continued.

The Board decided to schedule a work session on August 23<sup>rd</sup> at 6:00 p.m. in the administration building. Mrs. Lapensee stated that she would like to discuss the Home of the Brave Improvements first and the Sheriffs contract increase. Ms. Leis stated that she would like to move up discussion of the Property Maintenance Code.

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

Mr. Bryant made a motion to approve Resolution G2018-57 – Resolution Authorizing the Director of Public Works to Prepare and Submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement and/or Local Transportation Improvements Programs and to Execute Contracts as Required. Ms. Leis seconded the motion.

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

Mr. Bryant made a motion to approve Resolution G2018-58 – Resolution Authorizing the Township Administrator to Enter into an Agreement with Diamond Quality Clean for Cleaning Services for the Safety Center not to exceed \$21,528.00 per year. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that we would like to change the cleaning services contract and go with a different company. She stated that the company we have now does not do the work as specified in the contract and that we have had multiple conversations with the current provider about the work not getting done. She stated that we received three quotes and the Diamond Cleaning Service is the most expensive, but it is the best we have used by far. She stated that she provided the board with a list of the areas that are supposed to be cleaned 3 times a week, once a week and once a month. She stated that all areas highlighted is what is not being cleaned regularly. Mr. Bryant stated that he thinks that the new cost is way too high and he would like to explore other options including hiring a part-time employee to do the work. Mrs. Lapensee stated that she would look into that.

Mr. Bryant made a motion to table this resolution. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-59 – Resolution Authorizing Acceptance of 2018 Pemman Run Curb Replacement Bids and Awarding the Contract to RA Miller Construction in the Amount of \$278,500.00. Ms. Leis seconded the motion. Discussion continued.

Mr. Bryant stated that this was on the Road Levy list and there was enough money left over to do this project. Mrs. Lapensee stated that RA Miller was the lowest bidder and yes, we had set aside \$300,000.00 to do this project and move it up the list.

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

Mr. Bryant made a motion to approve Resolution G2018-60 – Resolution Authorizing the Township Administrator to Enter into a Contract with Medical Mutual of Ohio for Providing Health Insurance Coverage for the Elected Officials and Full-Time Employees of Symmes Township. Mr. Beck seconded the motion. Discussion continued.

Mr. Bryant wanted to know how much of an increase it would be this time and what we received last year. Mrs. Lapensee stated that we received a 3 something percent increase last year and this year it will go up approximately 4% (3.9 for Medicare and 4.09 for everyone else). Mr. Beck asked how we were going to approach health care renewals going forward. Mrs. Lapensee stated that we can stay on this plan until 2019 and then we will have to conform to the new community rating plans/costs. She stated that after we renew, we can start the process now or a bit later to review applicants for a broker. We can either keep the current one we have or switch. She stated that after we pick a broker, then we will have the employees fill out applications for the insurance (existing conditions) and submit them to the insurance companies for review. She stated that the broker will then receive all the information and be able to negotiate with the insurance companies to get us the best rates possible.

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

Mr. Bryant made a motion to approve Resolution G2018-61 – Resolution Authorizing the Township Administrator to Sign an Agreement with Emersion Design for Professional Services

for the Symmes Township Administration Building and Public Works Facilities Use Study and Historical Structure Feasibility Study and Report in an Amount not to exceed \$11,274.00. Ms. Leis seconded the motion. Discussion continued.

Ms. Leis asked what we would be doing with this study after its completed. Mrs. Lapensee stated that the facility study as a result of a series of discussions during the road levy meetings with the finance committee and work sessions with the Board. She stated that staff had recommended that we either build a new public works building to house the remainder of the equipment sitting outside or combine all the administration and public works buildings into one facility. She stated that the Architectural report was extra and was added into the study so that we could determine if we need to make any changes to the Meade House if we change the use code of the building from office to assembly. Mr. Bryant stated that he would like to see the building used more than it is. Ms. Sims asked if the Historical Society should move their furniture out of the building for this study since it was clear that the Historical Society would not be able to use the building. Mr. Bryant stated that it was fine for now until they decide to do something different. Ms. Leis stated that we have not had any discussions over how to use that building or who would be using it and no decisions have been made yet.

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

Mr. Bryant made a motion to approve Resolution G2018-62 – Resolution Providing for the Declaration of Nuisance for the Property Located at 10552 Tanager Hills and Authorizing all Necessary Steps for the Abatement of the Nuisance. Ms. Leis seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', Mr. Beck - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-63 – Resolution Providing for the Declaration of Nuisance for the Property Located at 12140 Royal Point Drive and Authorizing all Necessary Steps for the Abatement of the Nuisance. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve Resolution G2018-64 – Resolution Providing for the Declaration of Nuisance for the Property Located at 9303/9295 McKinney Road Nuisance and Authorizing all Necessary Steps for the Abatement of the Nuisance. Ms. Leis seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to approve the following expenditures and authorization for the Township Administrator to sign any necessary contracts/agreement or paperwork:

- a. Amend the following line items:
  1. 5-A-5 from \$3,000.00 to \$8,141.00.
  2. 12-A-9 from \$60,000.00 to \$74,000.00.
  3. 20-A-6 from \$110,875.00 to \$113,905.00.
  4. 9-A-14 from \$23,500.00 to \$32,590.00.
  5. 1-A-26 from \$21,700.00 to \$23,270.00.
  6. 1-A-10 from \$100,000.00 to \$200,000.00.
  7. 3-B-2 from \$30,000.00 to \$50,000.00.
  8. 1-B-4 from \$30,000.00 to \$40,000.00.
  9. 23-A-6 from \$1,000.00 to \$5,000.00.
  10. 2-A-9 from \$1,500.00 to \$5,000.00.
  11. 14-A-6 from \$13,498.00 to \$15,000.00.
  12. 23-A-9 from \$16,000.00 to \$18,000.00.
- b. Expenditure - \$4,993.00 First in Last Out Fire Equipment for Hose.
- c. Expenditure - \$7,630.00 First in Last Out Fire Equipment for fan/ventilation equipment.
- d. Expenditure - \$22,933.92 Intercommunity Cable Regulatory Commission for 1<sup>st</sup> quarter franchise fees for audio/video/cable access for meetings.
- e. Expenditure - \$3,110.25 Hirons Memorial Works Inc. to repair 4 headstones that were damaged in Union Cemetery.
- f. Expenditure - \$2,699.00 Hartz for sealcoat/stripping the Safety Center Parking Lot (main area).

- g. Expenditure - \$5,141.00 Hartz for sealcoat for Kerr Cemetery.
- h. Expenditure - \$14,000 NTE Bryan Christian Landscaping to inject the trees along the parkway in Symmes Park to stimulate height and root growth (54 trees).
- i. Then and Now - \$624.50 Emergency Reporting for new software for the fire reporting system (more than what was originally approved).
- j. Then and Now - \$499.50 Emergency Reporting annual maintenance services cost (more than what was originally approved).

Mr. Beck seconded the motion. Discussion continued. Ms. Sims stated that we can delete #3 and #4 from the amend the following line items because they were increasing for resolution 58 which did not get approved. She stated that items #1, #2 and #5 deal with tonight's agenda and 6 through 12 are all low on funds. Ms. Leis stated that she feels we can always do the ICRC expense for cheaper than what we are paying now. Mr. Bryant stated that we have an agreement with them to pay them 3% of the 5% that we collect from Spectrum, Time Warner and Cincinnati Bell (franchise fees). Mr. Beck asked if we really need to inject all the trees at Symmes Park. Mrs. Lapensee stated that there is limited room for the roots between the driveway area and the sidewalks which means that the trees have started to grow out rather than growing up. She stated that pretty soon they will have to start trimming the trees back and they may be damaged. Mrs. Lapensee stated that instead of trimming, they would like to treat the trees to grow up so they don't need to be continually trimmed.

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

#### HEARING FROM RESIDENTS

None.

#### EXECUTIVE SESSION

Mr. Bryant made a motion to adjourn into executive session per ORC Section 121.22(G) (1) To consider the compensation and employment of a public employee or official, and (3) To have a conference with the Law Director concerning pending or imminent court action at 8:42 p.m. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - 'aye'. Motion passes.

Mr. Bryant made a motion to return from Executive Session at 9:45 p.m. No further action was taken.

#### 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', Mr. Beck - 'aye'.

Meeting adjourned at 9:46 p.m.

Approved:

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Kenneth Bryant, Board President

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Carol Sims, Fiscal Officer