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**MINUTES OF SYMMES TOWNSHIP WORK SESSION**

**DECEMBER 12, 2017**

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

Also present: Kim Lapensee – Administrator.

Job Descriptions – Mrs. Lapensee stated that she went through the job descriptions and updated them based on the conversations that the Board has had in the past concerning what job duties we have versus what everyone is doing now. She went through each job description:

- Township Administrator – added Economic Development and Property Maintenance Coordinator.
- Assistant to the Administrator – deleted Economic Development and Property Maintenance Coordinator, deleted HOA database because Jana handles that but Luanne will continue to maintain the business and residential database, still continues to coordinate activities with the service department. Ms. Leis wanted to know if we sent out welcome packets to the new residents of the township. Mrs. Lapensee stated that we will send them out if we get a call but we really don't know when people are moving in or moving out. Mr. Beck wanted to know if we were still working on the Property Maintenance Code. Mrs. Lapensee stated that she has gone through his draft of the code and will get with the Law Director to review it before she brings it back to the board for more discussion.
- Administrative Assistant – change the title from Office Assistant/Receptionist to Administrative Assistant, provides clerical assistance to the Director of Public Works but deleted Fiscal Officer since Carol now has her own assistant. Mr. Bryant wanted to know how we were handling backups to all these job descriptions. Mrs. Lapensee stated that Luanne backs up Jana and Jana backs up Luanne where their job functions are concerned. Mr. Bryant would like to see us develop a manual with every job function listed and how they are performed just in case something happens. Ms. Leis stated that she would like to see us have one person who knows every single job function just in case someone were to leave. Mrs. Lapensee stated that is her job to know all the jobs in the township and be familiar with them all just in case. Mr. Beck stated that we already have the job matrix that was created. Mrs. Lapensee stated that she will create a manual for “just in case situations”. She stated that she assumed that Lawanda has all the passwords to get into Carol's computer and know what to do just in case something happens to Carol. Ms. Sims stated yes. Retrieving mail was added, deleted finance functions, and deleted backup Cemetery Sexton. Ms. Leis asked who the backup to the Cemetery Sexton is. Mrs. Lapensee stated Mr. Pitman. Ms. Sims stated that Lawanda was the backup in case someone came into the office and Bill backed up Carol when she is on vacation for field locations, etc. IT functions have been deleted, deleted liaison to Sheriff's office for billing, added minutes, added lighting district assessments, deleted master filing reference. Mr. Bryant stated he feels that (master filing) is a statement and should be left in the description. Changed reference from Services Dept. Manager to Crew Leader, deleted finance references for withholding, etc. There were questions about the workers comp reference. Ms. Sims thought that Bill handled all that. Mr. Beck stated that it makes sense for Bill to handle the service department, Kim to handle administration and Carol to handle finance. Ms. Sims stated that she does not handle those claims. Lawanda would fall under general staff and Kim would handle that. Ms. Sims stated that she is only Lawanda's supervisor. It was agreed to take that reference out. Mr. Bryant asked if we have ever checked to make sure the employee count was accurate.
- Director of Public Works – added IT functions, deleted Fiscal Officer back-up and changed it to Cemetery Sexton. Mr. Beck asked if he needed any training to do the IT stuff. Mrs. Lapensee stated that all he really does is coordinate with Kevin on when something breaks, needs to be changed out, etc. Mr. Bryant asked if our IT Company has

all our back-ups to the system and software. Mrs. Lapensee stated yes. Ms. Leis asked if there were any complaints or are we happy with what we have now. Ms. Leis asked if we were well protected. Mrs. Lapensee stated that everyone could be potentially hacked. She stated that the one area we need to work on is our disaster recovery plan. She will check with our IT provider to see what needs to be done to meet the state's specifications for a disaster recovery plan.

- Services Manager – Will now be called Crew Leaders, changed reference concerning Cemetery Sexton to Director of Public Works since Bill is already working with Carol in the Cemetery. Mr. Bryant asked if there was one job description for both positions. Mrs. Lapensee stated that she was only able to find one job description. Ms. Sims stated that if Willie is gone then Dave will fill in and vice-versa.
- Assistant to the Fiscal Officer – deleted lighting district assessments, mail distributions, minutes and office supplies are separate. Ms. Sims stated that even though Lawanda is not responsible for getting the mail, she still is responsible for filing it once she gets it. Ms. Sims stated that she is still responsible for finance office supplies. Ms. Leis asked why we need multiple people to buy office supplies. Mrs. Lapensee stated that we don't buy much and Ms. Sims stated that she would like all the supplies to remain with her.

Salary Increases – Mrs. Lapensee asked if there were any questions on the salary increases. Mrs. Lapensee stated that she provided a spreadsheet which shows the total impact of all the employees and their benefits for 2018. Mr. Bryant asked if it was her intent to get a 6% salary increase over the last 2 years. Mrs. Lapensee stated yes. Mr. Bryant stated that the impact on payroll was still 3% for 2017 even though it was directly given to the employees. Mrs. Lapensee stated that we did not give the employees 3%; it was only 1% and the rest went to offset the health insurance increase. Ms. Leis stated that we really do not know what the costs will be for 2018 and she does not feel that the salaries should be tied to health insurance. Mr. Beck stated that we still have cost increases and it should be tied back to the employees. Mrs. Lapensee stated that all other townships across Hamilton County, except one, pay the full price for medical insurance. Ms. Leis stated that health insurance is a separate issue and should be dealt with separately. Mr. Bryant asked what the total impact would be to our budget to give a full 5% to get to 6% for the two year period (2017 and 2018). Ms. Sims stating that there will be guaranteed overtime to the parks employees this coming year as well. Mrs. Lapensee stated that we will be using one full-time person and one part-time person to cover the parks on the weekends which would reduce our costs. Ms. Leis asked that once we figure this out, do we send the employees a letter letting them know the total cost or benefits they are receiving. Mrs. Lapensee stated that she does not like to do that. She thinks everyone views it the opposite way instead of the positive. Ms. Leis stated that she would like to continue to think about this. Everyone else agreed.

Ms. Sims stated that once again she is asking that Lawanda be allowed to go full-time. She stated that if you compare Lawanda's job description to Luanne's or Jana's, she should be made full-time based on the responsibilities. Ms. Sims stated that if we are worried about the Mack truck theory, then we should hire Lawanda full-time. Mr. Beck asked about her job description. Ms. Sims stated that she could adjust that, and she could be doing more of the check writing if she was full-time. Mr. Beck asked if the job description stated check writing. Ms. Sims stated that Lawanda is her back-up. Ms. Leis stated that she needs more time to figure this out. She stated that Ms. Sims needs to look at each fund. Ms. Leis asked that if she calls Lawanda and asks her a question, will she be able to answer the questions if she is made full-time. Ms. Sims stated yes. She will tell Lawanda to answer elected officials questions now. Mr. Beck stated that if we do that all the benefits will now have to be added along with the increase in salary hours which increases that cost to \$38,600.00. Ms. Sims stated that you can feel bad for Marcus and Ray by increasing their hourly rates but you won't for Lawanda. Ms. Leis stated that the two are different and can't be compared. Ms. Leis asked how many years Marcus has been here. Ms. Sims stated about three years. Ms. Leis asked how long Lawanda has been here. She stated that Lawanda has received more increases than the service department employees who have been here the same amount of time. Ms. Sims that if you compare responsibilities to Jana and Luanne, she feels that what Jana does is almost a part-time position. Mrs. Lapensee stated that she has transferred the duties around, and Jana stays quit busy. Mrs. Lapensee stated that we all have to remember that Jana used to do the jobs that were taken away and given to Lawanda when she

first started. Ms. Sims and Mr. Bryant stated that Jana said she did not want to be Carol's assistant any more. Mrs. Lapensee asked if they had a direct conversation with Jana or did someone else tell them that. Ms. Sims stated when she states "that I don't have to do what you tell me anymore" then that signals to me that she doesn't want to be my assistant. Mrs. Lapensee stated that she was told something completely different. Ms. Leis stated that it is now water under the bridge and the work has been redistributed where everyone is busy again. Mr. Beck asked if Mrs. Lapensee could add a column in there so we know what the increases overall will be. Mrs. Lapensee stated yes. Ms. Sims stated that the overall impact to benefits and salaries is much more than 3% and her employee can only get the 3% because she does not receive benefits.

Longevity Pay – Mrs. Lapensee asked for clarification on longevity pay for employees who were full-time, part-time then full-time again. Mrs. Lapensee stated that she has an employee who has 20 years of service and according to the longevity chart she should be getting \$825.00 this year. She stated that when the longevity was given to her, it was around \$600.00. Mrs. Lapensee stated that when you read the policy, it does not say anything about switching from full-time to part-time or part-time to full-time. Ms. Sims stated that this stems from Brian when he was here and he calculated the number of hours she worked while she was part-time and added it to the number of hours she worked full-time to get a total. Mrs. Lapensee stated that the policy does not state that there will be a calculation between full-time and part-time. Mr. Bryant asked how much the difference is. Mrs. Lapensee stated about \$225.00. Mr. Bryant stated that each administrator carries out the policy manual how they interpret it. Mrs. Lapensee stated that she does not agree with Mr. Eliff's interpretation. Mrs. Lapensee is asking the board how they want to interpret it. Ms. Leis stated that she is not worried about part-time versus full-time. Ms. Sims stated that she will forward Brian's memo. Mr. Beck stated that he was fine with it too.

Ms. Leis stated that Lawanda's job description will also need to be changed if we decide to take her to full-time.

Ms. Sims asked if she was supposed to plug in 3% increase each year for budgeting purposes. The Board all agreed to put in that number, but it doesn't mean that we have to pay that each year.

Mr. Bryant stated that he wanted to bring to everyone's attention that we put a salary moratorium on salaries for the Fire Department in the past. He stated that the Fire Chief will be coming back asking to increase salaries and staff in 2019.

Mr. Beck asked about the levy and how we should plan for the increases on the spreadsheet. Mrs. Lapensee stated that she plugged in 3% as well for planning purposes. Ms. Leis stated that whatever the number we use to send to the auditor, we can always adjust what we need to do in 2020 when the .9 mills is up for re-election. Ms. Leis would like to avoid asking for an increase on the second one and just ask for a renewal. Ms. Sims stated that the .9 is the major road improvement levy (Fund 11). All the other funds are for maintenance. Mrs. Lapensee stated that we will also need to add more funds to pay for sidewalk maintenance due to the sheer number of sidewalks that we have in the township that we pay to maintain. Every year they continue to get older and we will have to replace more each year. She also stated that the equipment is aging and you will eventually need to replace it. The longer you wait to trade in, the less the value is there. Ms. Sims stated that she has additional spreadsheets coming everyone's way. Mr. Bryant asked what an additional mill brings in. Mrs. Lapensee stated that she thought one mill brings in \$625,000.00 which each tenth would be \$62,500.00.

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

Meeting adjourned at 8:40 p.m.

Approved:

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Jodie Leis, Board President

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Carol Sims, Fiscal Officer