
MINUTES OF SYMMES TOWNSHIP SPECIAL MEETING

DECEMBER 18, 2018

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

Also present: Kim Lapensee – Administrator and Kevin McDonough – Law Director.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

OLD BUSINESS

Mr. Beck made a motion to approve Resolution G2018-86 a resolution authorizing the Township Administrator to sign an agreement with the University of Cincinnati Institute of Crime Science for Professional Services for a Police Staffing Analysis in an amount not to exceed \$10,000.00. Ms. Leis seconded the motion. Discussion continued.

Ms. Leis stated that she would like Mr. Bryant to be here for the discussion before we vote. Mr. Beck wanted to know what our drop-dead date would be to let UC know. Mrs. Lapensee stated that we could wait until January to discuss it further.

Mr. Beck made a motion to table this resolution until January 8, 2019. Ms. Leis seconded the motion.

Roll call vote was as follows: Mr. Beck - ‘aye’; Ms. Leis- ‘aye’. Motion passes.

Home of the Brave Park Improvements – Mrs. Lapensee stated that she put together a schedule as discussed at the last meeting. She went over the schedule of costs for the Phase 2 park improvements. She stated that we have already received \$48,210.00 in grant money for the Meade Trail so we will have to match those costs with \$19,180.00. She stated that we already have a purchase order for \$12,500.00 and will need to increase that by \$6,680.00. Mrs. Lapensee stated that we have approximately \$144,000.00 in unencumbered funds for 2018 and she would like to go ahead and purchase the light fixtures this year and store them until the project is underway for next year. She stated that the cost of the light fixtures will be \$118,895.00 which is under the amount still unencumbered. She stated that in 2019, the field improvements will be bid out for an estimated cost of \$662,962.50 and we have a grant match of \$294,000.00 from the state which leaves us contributing \$368,962.50. She stated that in 2020 we will put the concession stand out to bid for a cost of \$622,468.11 and hopefully will have a grant match through Baseball Tomorrow Fund of \$311,235.00 which leaves us the balance of \$311,233.11. She stated that we will be well under the \$425,000.00 dollars we allocate for park improvements each year.

Ms. Sims stated actually that we only appropriate \$300,000.00 each year for new park development and \$125,000.00 each year for maintenance for a total of that \$425,000.00. Mrs. Lapensee stated that she is hoping to purchase some of the lighting with this year’s funds that are left over then go ahead and bid out the field improvements and take bids in February, and then bid out the concession stand toward the end of the year so that we can use 2020 funds to pay for those improvements. She stated that if we stay on this time frame, we will meet our time frame for the capital grant improvements.

Mr. Beck asked if we are looking at the line item for field improvements. Mrs. Lapensee stated

yes. Mr. Beck asked about the field lighting. Mrs. Lapensee stated that the costs for the lights is over \$200,000.00 and if we break that cost in half and purchase part of the lights in 2018 and part in 2019 (with everything being installed in 2019), we can be under budget in 2018 with our appropriations and we would have to appropriate an additional \$68,000 in 2019 (by going over that \$300,000.00 budget number).

Ms. Leis asked if Mrs. Lapensee was just trying to spread out the costs. Mrs. Lapensee stated yes. She stated that she would like to spread it out over those 3 budget cycles versus putting into two cycles.

Ms. Sims asked if these costs were going to come from the park levy fund or the Rozzi levy. Mrs. Lapensee stated that she was not sure how much money was in the Rozzi fund for the township to use for those improvements outside of paying the bond. Ms. Sims stated that we are draining fund 12 to do these improvements in HOB. Mrs. Lapensee asked how much money do we bring in each year with the park levy? Ms. Sims stated that she sent a sheet to the board showing that by 2020 our park levy fund is almost gone. Mrs. Lapensee stated that if we bring in \$600,000.00 dollars a year in park levy funds and we spread these costs out over three budget cycles (that are within those constraints), how do we run out of money? Ms. Sims stated that she did not bring her analysis with her tonight. Ms. Sims stated again that if you look at the projections, the park levy funds will be low by 2020. She stated that the park levy fund is a continuous levy and should only be used for maintenance. She stated that now all of the sudden, we are spending money on new park development for HOB. She stated that if the fund gets low that they may need to put on another levy.

Ms. Leis stated that didn't we always have in our long-term plan to do improvements to HOB? Ms. Sims stated that eventually the bond payments for the Rozzi property will be taken from the money in escrow. Ms. Leis asked how long it has been since they have done any further improvements to the park – 6 years? Ms. Leis stated that we should be able to get creative on funds used to pay for these improvements. Mrs. Lapensee stated that we can take money out of Fund 12A which is used for park maintenance and new development and 12B which is for HOB. Mrs. Lapensee stated that she does not know how much money is in the 12B Fund. Mrs. Lapensee asked Mr. Beck to pick up the report that is sitting on Mr. Bryant's desk to see what the fund balance is. Ms. Sims stated that there was \$144,000.00 in the 12-A-4 account for new site development, but we spent \$8,000 for Haddix Tree. Mrs. Lapensee stated that taking down trees in the park is not new park development. She stated that it is maintenance. Ms. Sims stated that maintenance and new park development is all paid out of 12-A-4. Mrs. Lapensee asked again if we bring in roughly \$600,000.00 dollars a year, what is the typical amount of money spent if we don't do any park development, plus the cost of maintenance and salaries. She wondered how we could run out of money if we still have a 1,000,000.00 balance. Ms. Sims stated that she did not know. Mrs. Lapensee asked what the finance report said the amount spent this year was? Ms. Sims stated that its not the correct report because it won't give you the projected fund balances. She stated that she sent the board the memo. Ms. Leis asked if she gave a copy to Mrs. Lapensee for her to review. Ms. Sims stated no. Ms. Leis asked from now on Mrs. Lapensee could get a copy of those reports since she's the one that was asked to put a spreadsheet together at the last meeting. Ms. Sims stated that she wants the Administrator to include her in on all her emails she is sending. Ms. Sims stated that she does not feel comfortable approving this expense in 2018. She stated that she would rather wait until 2019 to spend it and not carry over that expense. Mrs. Lapensee stated that there are encumbrances out there for the park, the Blong project, Pemmican Run project from 2017, etc. Mrs. Lapensee stated that Ms. Sims has done it in the past on several occasions.

Ms. Leis stated that she would like to see the project move forward. She stated that we have conditions tied to the grants that they are going to receive for this project. She stated that she feels this continued argument have really hindered the township this year and we have not accomplished a lot because there is too much tick for tat going on. She stated that this all has to stop and we need to move forward and do our thing. She stated that we can't do anything because there is always too much fighting. Ms. Sims stated that all she is saying is that she does not recommend that the board move forward with these costs, but that the Board can do what they want. She stated that she is just simply looking out for our finances and she is not trying to argue. Ms. Leis stated that if this was brought up by anyone else other than Mrs. Lapensee, she

would be okay with it. She stated that anytime Mrs. Lapensee brings up anything, she is always against it and always has to fight about it. Ms. Leis stated that it is always a fight with anything the trustees want to do and she is tired of it. Mr. Beck stated that the fund balance in 12-A-4, as of 12/4/18, has an unencumbered balance of \$144,892.99. Ms. Sims stated that the balance as of today is only \$136,892.99 because she had to take the \$8,000.00 tree expense from that line item. Ms. Sims stated that there is enough money in this line item to pay for the lights. Mr. Beck asked if we were going to appropriate an additional \$125,000.00 for the park in 2019. Ms. Sims stated no, we always appropriate \$125,000.00 within that \$425,000.00-dollar line item for new park development. Ms. Sims stated that always appropriate \$300,000.00 for new park development and \$125,000.00 for maintenance. Ms. Sims stated that the Finance Committee asked her to further break that down. Mr. Beck stated that we will then have an additional \$300,000.00 for new park development to apply next year. Ms. Sims stated yes. Mr. Beck asked what the plan was for that – field improvements? Mrs. Lapensee stated yes and we will need to appropriate an additional \$68,000 for new park development. Ms. Sims stated that if you use the entire \$300,000.00 for HOB, then you won't be able to use it for anything else. Mrs. Lapensee stated that we did not schedule any other improvements for 2019 other than regular maintenance.

Mr. Beck made a motion to expend the funds in the amount of \$118,895.00 for lighting through Sourcewell from Fund 12-A-4 for park improvements with money left over from 2018. Ms. Leis seconded the motion.

Roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis- 'aye'. Motion passes.

Mrs. Lapensee stated that we will bring everything else back in 2019 for the field improvements.

NEW BUSINESS

Mr. Beck made a motion to approve Resolution F2018-06 a resolution adopting 2019 Temporary Appropriations. Ms. Leis seconded the motion. Discussion continued.

Ms. Sims stated that this has to be in place by the first of the year. She stated that it is only a temporary appropriation and we will need to approve the permanent appropriation in March. She stated that that 2019 appropriations will be the topic discussed for the finance committee because we will need to make some changes. Mr. Beck asked when that meeting will occur. Ms. Sims stated probably February. Mr. Beck asked if it could be early February because he will be gone in later February.

Roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis- 'aye'. Motion passes.

Mr. Beck made a motion to approve the internal transfers between line items.

Approval of Transfers:

1. \$1,500.00 from 1-B-8 to 1-B-7
2. \$10,000.00 from 9-A-8 to 9-A-10
3. \$5,000 from 9-A-14 to 9-A-10
4. \$2,500.00 from 10-A-14 to 10-A-15
5. \$3,000.00 from 12-A-1 to 12-A-3
6. \$3,000.00 from 14-A-8 to 14-A-5
7. \$5,000.00 from 14-A-8 to 14-A-7

Ms. Leis seconded the motion. Discussion continued.

Ms. Sims stated that she is transferring money now to anticipate expenditures by the end of the year.

Roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis- 'aye'. Motion passes.

Mr. Beck made a motion to approve the increases in appropriations as presented by Ms. Sims.

Authorization to Amend:

1. Permanent appropriations 1-A-12 from \$70,000.00 to \$73,000.00
2. Permanent appropriations 1-B-1 from \$165,000.00 to \$175,000.00

- 3. Permanent appropriations 1-G-3 from \$25,000.00 to \$35,000.00
- 4. Permanent appropriations 5-A-2 from \$26,500.00 to \$28,000.00
- 5. Permanent appropriations 5-A-3 from \$3,700.00 to \$4,000.00
- 6. Permanent appropriations 23-A-6 from \$5,000.00 to \$7,500.00
- 7. Permanent appropriations 23-A-7 from \$1,000.00 to \$4,000.00

Ms. Leis seconded the motion. Discussion continued.

Ms. Sims stated these amendments will amend the permanent appropriations. She stated that the items in the General fund (1) are salary line items, 5A2 and 5A3 are payroll for the cemeteries, 23A6 and 23A7 are for repairs to equipment and the 1G3 is for the police contract. Mr. Beck asked what the difference is between a transfer and permanent appropriations. Ms. Sims explained that the transfers are money that is already appropriated but can be transferred between line items and amending permanent appropriations would be permanently increasing that line item and the fund balance.

Roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis- 'aye'. Motion passes.

Approval of the following expenditures and authorization for the Township Administrator to sign any necessary contracts/agreement or paperwork:

- 1. Expenditure: \$474.00 Document Destruction for fire department records destruction of HIPPA information bi-monthly.
- 2. Expenditure: \$9,393.00 Osterwisch to remove the original furnace at the Remington Fire Station and replace it.
- 3. Then and Now: \$36.00 for PCS for cameras for Stonebridge and Blong.

Mr. Beck made a motion to approve the listed expenditures. Ms. Leis seconded the motion. Roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis- 'aye'. Motion passes.

EXECUTIVE SESSION

None

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

Ms. Leis stated that she knows that the County Employees are off on Christmas Eve and New Years Eve and wanted to know if Mr. Beck was okay with letting the employees have an additional day off on New Year's Eve. Mr. Beck stated that he took a vacation day that day.

Meeting adjourned at 6:30 p.m.

Approved:

Kenneth Bryant, President

Philip Beck, Vice-President

Jodie Leis, Trustee