
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

DECEMBER 4, 2018

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

Also present: Kim Lapensee - Administrator; Kevin McDonough – Law Director; Chief Ott Huber - LSFD; and Lieutenant Tory Smith - Hamilton County Sheriff’s Department.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Beck made a motion to approve the Minutes of the Regular Minutes from November 6, 2018. Ms. Leis seconded the motion.

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

FISCAL OFFICERS REPORT

Ms. Sims stated that she has handed out the month end report for November and is working on year end reports for 2018. She asked that the Board set up a special meeting to adopt the 2019 Temporary appropriations as well as some line item transfers.

Mr. Beck made a motion to have a special meeting on December 18, 2018 at 6:00 p.m. Ms. Leis seconded the motion. Motion carries.

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

Ms. Sims stated that she is also concerned about a payment that was drafted from our bank account in August that totaled \$687.50 by Paycor. Mrs. Lapensee stated that she would look into it.

PRESENTATIONS

Mr. Beck stated that we have the Dragonfly Foundation and Toys for Tots here tonight to accept toys from the residents of the township that were collected during Operation Santa this past weekend.

Mr. Beck stated that we also have Meeder Financial, Red Tree Investments and Huntington Bank here tonight to give financial presentations to pick a potential investment firm for the Township.

Jason Headings and Jim McCourt gave a short presentation about Meeder Financial, their background, persons involved, how they would invest the township's money, and their fees they charge for those services.

Ryan Nelson and Jennifer Trowbridge gave a short presentation about Red Tree Financial, their background, persons involved, how they would invest the township's money, and their fees they charge for those services.

HEARING FROM RESIDENTS

Evangeline DeVol, NEST, stated that she is here tonight to thank the Board for allowing them to use Symmes Park for the second annual Kids Ninja Challenge which raised funds for their organization. She stated that it was very successful once again and that she brought a Christmas card from her kids to thank the Board.

Joe Grossi, 11982 Paulmeadows, stated he has a couple of questions. He stated that he has received all the lighting district bills for 2013, 2014, 2015 and 2016 and has found that we paid \$1,677.57 in late fees in 2014, \$7,155.11 in 2015, and \$11,665.77 in 2016. He stated that he is disturbed about the increasing amounts of late fees for every year that he has documentation for. He asked Ms. Sims if there would be any late fees in the 2017 lighting districts? Ms. Sims stated she believes so. Mr. Grossi asked if 2018 has any late fees? Ms. Sims stated that she did not think so, she was not sure.

Mr. Grossi asked for the lighting district billing statements for 2017 and 2018. He stated that he would be requesting bills for other cards. He advised that the lighting district billings that Ms. Sims sent him, she also sent him a list of the ones that were missing. He has not received any of those yet. Ms. Sims stated that as she mentioned to him at the last meeting, if he wants the ones that they have found she can provide them to him however you stated that you wanted to wait until they found all the missing invoices. Mr. Grossi stated that he made that comment on October 15 and now it is December 4. Mrs. Grossi asked how long does he have to wait for her to find them? Ms. Sims stated that they are going back trying to locate the missing ones. Mr. Grossi stated that he does not understand why the bills weren't there to begin with but that is not his issue, that is Ms. Sims issue. Ms. Sims stated that she will send him the copies that they have pulled and tell him which ones are still missing. Mr. Grossi stated that he still wants the rest of the copies that are still missing. Ms. Sims stated that, rather than him waiting for all the copies, she will send him the ones they have pulled, which is the majority of them, which he in the past stated that he did not want to receive. Mr. Grossi stated that he wanted all of them. Ms. Sims stated that he would get all of them but he has indicated to her not to give him the copies she has until she had all of them. Mr. Grossi stated that he was assuming that they would be forth coming in a timely fashion. Two months is a long time for a timely fashion to him.

Ms. Leis asked Mr. McDonough that when there is a public information request is there an amount of time to answer that request?

Mr. McDonough advised that it is a reasonable amount of time. It is taken into account how many staff members and how long it takes to get copies made.

Ms. Leis asked Mr. Grossi what the total amount was for late fees paid by the township. Mr. Grossi stated that it was \$20,498.00 and add to that \$8,700.00 for the two Paul Meadows Lighting Districts. He stated that he does not have some of them so what the total is going to be, but he has been told that the credit card statements will have late fees also. Mr. Grossi stated that he has not had time to go through them yet but he will let Ms. Leis know.

PRESENTATIONS

Ted Semire, Huntington Bank gave a short presentation about Huntington Bank, their background, persons involved, how they would purchase short term CD's to invest the township's money and that they would not charge any fees to the township, because the bank gets paid through the CD itself (vendor that it's purchased from).

Mr. Grossi asked how much money was moved from PNC Bank to Huntington Bank? Ms. Sims stated that 2.5 million was moved. Mr. Grossi asked under who's authority was the money moved? Ms. Sims stated that she had the sole authority to move the money based on a resolution that was previously passed giving her the authority. Mr. Grossi stated, so it was a mutual decision by the Trustee and her. Ms. Sims stated that she just moved it, she was permitted to do and she make the decision. The Board Resolution gave her the authority to be the investment manager basically. Mr. Grossi asked Mr. McDonough what individual can move 2.5 million dollars and what does it say legally. Mr. McDonough stated that was the policy back when it was moved and that is why Ms. Sims is saying she had the authority to do that. Mr. McDonough advised that the policy had been changed since then. Mr. Grossi stated that it seems strange that we move the money and now they are looking at three different representatives giving reasons why they should be handling it. It's like putting the cart before the horse to him.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

Mr. Beck made a motion to approve the warrants 73897 to 74086 in the amount of \$559,483.70 for November. Ms. Leis seconded the motion.

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

REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR had no report.

LIEUTENANT TORY SMITH, HAMILTON COUNTY SHERIFF'S DEPT had no report but wanted to thank everyone for coming to the Cram the Cruiser even that was held at Kroger and that they participated in the Operation Santa event this past weekend.

CHIEF OTT HUBER had no report.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS – None.

COMMITTEE – None.

OTHER – Ms. Sims asked if we picked up storm debris from the ice storm. Mrs. Lapensee stated yes. Ms. Sims stated that she wanted to remind the Trustees that we passed a resolution in 2012 that said that they have to declare a state of emergency for us to pick up storm damage. Mrs. Lapensee stated that she did not know anything about a resolution that was passed in 2012 because she was not here. Ms. Sims asked why we are closed on Christmas Eve. Mrs. Lapensee stated that we passed a resolution last year setting the holiday schedule and we worked on Veterans Day to have two days off at Christmas.

CORRESPONDENCE

See Attached.

EVENTS AND MEETINGS

- Merry and Bright Lights Contest – Judging from December 2nd thru December 14th.
- Zoning Commission Meeting – December 19, 2018.
- Christmas Holiday Observance – Monday, December 24th and Tuesday, December 25th offices will be closed.
- New Year's Day Observance – Tuesday, January 1, 2019 offices will be closed.
- Board of Zoning Appeals – Monday, January 7, 2019 at 7:00 p.m.
- Regular Trustees Meeting – Tuesday, January 8, 2019 at 7:00 p.m.

OLD BUSINESS

Mr. Beck asked for discussion concerning the Property Maintenance Code. Mrs. Lapensee asked what the Board wanted to do next with the PMC? Ms. Leis stated that they need some time, they might need to schedule a work session so they can go through the comments. Mr. Beck stated that he is looking forward to reading the minutes from the meeting. Mr. Beck stated that he took a lot of notes that night and they got some excellent feedback from the residences. He would like to digest the information and see if they are going down the right road.

Mr. Beck asked for discussion concerning the Home of the Brave Improvements Phase 2. Mrs. Lapensee stated that in her report they received the cost estimates for the field improvements and the concession stand. It is a lot higher than what was quoted to us. Field improvements without the concession stand will be seven hundred eighty-one thousand eight hundred fifty-seven dollars and 50 cents (\$781,857.50). With the receipt of the Grant they received two hundred ninety-six thousand that brings the total down to four hundred eighty-five thousand eight hundred fifty-seven dollars and fifty cents (\$485,857.50). Mrs. Lapensee stated that she can apply for grant money through the Baseball Tomorrow Fund, she can get a 50/50 match for the concession stand. Ms. Lapensee asked the Board if they wanted her to put the field improvements out for bid? Mrs. Lapensee stated that she and Bill Pitman can give them a recommendation by the end of the week if they would like one. Mr. Beck stated that they need to look at their sources and usage funding and where the sources are coming from. Mr. Beck stated that they would talk about it at their December 18th meeting.

Mr. Beck mad a motion to approve Resolution G2018-86 – 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 to table this so that Mr. Bryant is able to make a decision.

Mr. Beck made a motion to table this resolution until Mr. Bryant is available. Ms. Leis seconded the motion.

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

NEW BUSINESS

Mr. Beck made a motion to appoint Bill Pitman Acting Administrator from December 31, 2018 through January 4, 2019 while Mrs. Lapensee is on vacation. Ms. Leis seconded the motion.

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

Mr. Beck made a motion to authorize the Township Administrator to apply for grant funds through the Baseball Tomorrow Fund for the Home of the Brave Improvements Phase 2 in the amount of \$311,235.00. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that she would wait to make sure that she is not applying for it to where they would not get it until 2020.

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

Mr. Beck made a motion to Authorize the Township Administrator to sign an agreement with Dynegy and accept the lighting rates for street lights for the next three years. Ms. Leis seconded the motion.

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

Mr. Beck made a motion to approve Resolution G2018-87 – Resolution to Reorganize Symmes Township for 2019. Ms. Leis seconded the motion.

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

Mr. Beck made a motion to approve Resolution G2018-88 – Resolution to Amend Fees for Applications and Other Procedures Under the Symmes Township Zoning Resolution. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that the fees will increase 1.1% to match the fee increase by the Regional Planning Commission.

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

Mr. Beck made a motion to approve Resolution G2018-89 – Resolution Authorizing the Township Administrator to enter into a contract with the Hamilton County Regional Planning Commission to Provide Planning and Zoning services for Symmes Township for 2019. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that the increase in the contract amount is 1.1%.

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

Mr. Beck made a motion to approve Resolution G2018-90 – Resolution adopting a disaster recovery and cyber liability policy for Symmes Township. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this will meet our requirements as outlined in the last audit concerning the adoption of a disaster recovery plan.

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

Mr. Beck made a motion to approve Resolution P2018-03 – Resolution Approving Pay Adjustments for Township Employees for Fiscal Year 2019. Motion seconded by Ms. Leis. Discussion continued.

Mrs. Lapensee stated that she recommends that we give the employees 3% which is what all the other townships are giving. Mr. Beck stated that he appreciates everyone's hard work this year.

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

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

- a. Transfers:
 1. \$5,000 from 1-A-27 to 1-A-26.
 2. \$1,000 from 5-A-5 to 5-A-2.
- b. Expenditure - \$8,000.00 Haddix Tree Service to remove dead trees/honeysuckle from the Meade trail.
- c. Expenditure - \$3,096.00 Osterwisch Company to replace a cracked heat exchanger in the service garage (25+ years old).

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

HEARING FROM RESIDENTS

None.

EXECUTIVE SESSION

Mr. Beck 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 of official, and (3) To have a conference with the Law Director concerning pending or imminent court action at 9:00 p.m. Ms. Leis seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye'. Motion passes.

Mr. Beck made a motion to return from Executive Session at 9:30 p.m. No further action was taken.

ADJOURNMENT

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

Meeting adjourned at 9:31 p.m.

Approved:

Kenneth Bryant, President

Philip Beck, Vice-President

Jodie Leis, Trustee