
MINUTES OF SYMMES TOWNSHIP WORK SESSION

FEBRUARY 28, 2019

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

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

Carol Sims was absent.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

OLD BUSINESS

1. Facility Reservation Form. Mrs. Lapensee stated that we will just need to decide whether or not we want to leave the Meade House on the form or not. Mrs. Lapensee stated that we can always put it back on if we take it off. Ms. Leis stated that she would like to see the property be used and asked if people could use it by renting a tent for the outside. Mrs. Lapensee stated that we probably could use it in that manner if we wanted to. Mr. Beck wanted to know how we have used it in the past. Mrs. Lapensee stated that it was used for office space and there was a limited amount of people in the building. She stated that the architect that we hired to do an assessment of the building stated that we would have to make major improvements to the interior of the house (mainly shoring up the basement) to be able to use it for an assembly space. Mr. Bryant stated that we should probably get another opinion from someone else about how much it would cost to make improvements to the building. Mr. Beck stated that he thought that it could be used for the Historical Society for meetings, but just not for large amounts of people for parties. Mrs. Lapensee asked how many people typically attend the Historical Society Meetings. Mr. Bryant stated that we should go back to the architect to ask how many people can safely be in the building at one time. It was stated that only about 6 to 8 people attend the Historical Society meetings each month.

Mr. Bryant stated that he would like to address two prohibited activities that are listed on the form – fundraisers or events where people would be charged an admission fee. Mrs. Lapensee asked that if other people can start to use the room, that she would recommend that we start charging a fee to use it for cleaning costs. Mr. Bryant stated that when they have used other rooms in other buildings, they are responsible for cleaning up the room and leave it the way they found it. Mr. Beck suggested that we put a vacuum cleaner downstairs and cleaning supplies so everyone who uses it cleans it up. Mr. Bryant stated that parking may be an issue as well. Mr. Beck suggested that they could also use the park-n-ride lot.

Ms. Leis asked if we could plant some evergreen trees along the southern border of the property near the restrooms at the end of the parking lot to screen the open area where a house is located. Mrs. Lapensee stated that she would pass that information along to Mr. Heider and have them planted.

Mr. Beck asked about the fee again. Mrs. Lapensee stated that she did include a \$100 refundable deposit on the form to use the building.

2. Artworks Mural Project. Mr. Beck stated that we have two concepts and they will be in the newsletters in a tear off page where the residents can vote for their favorite concept, then send it back in with their vote. Mrs. Lapensee stated that the staff will tally the votes. Mr. Beck asked the timeline for the newsletter. Mrs. Lapensee stated that we sent all the information to Emily to put together and should be getting a draft next week. She hopes that all the newsletters will be mailed out by March 8 and all residents will have until March 29th to send back in their votes. Mr. Bryant stated that he would still like to see some buy-in from the business community to help fund the cost of the mural. Mrs. Lapensee stated that she will draft a letter to send out to the businesses to ask for donations/sponsorships. Mr. Bryant stated that we will also have to keep in mind continued maintenance on the mural for future years. Mr. Beck stated that he thinks we should keep this to residents voting on the mural choices and we should put references on the website and Facebook to tell them to vote.
3. Credit Card Policy Changes. Mrs. Lapensee stated that we are required by law to adopt a credit card policy, but we already have one and we will just have to update it. Mrs. Lapensee stated that we will have to name a compliance officer and the compliance officer can not be someone who uses the card. She stated that this officer will have access to all the online statements and be the person who will make changes, request additional cards, report them stolen/lost, etc. Mr. Bryant suggested that it be the Board President. Mr. McDonough stated that it could as long as they don't use the card. Mrs. Lapensee stated that the compliance officer is responsible for completing reports to the board concerning the card. Mr. Bryant suggested that Mrs. Grant could do the work behind it, and the President approve the work just like we are doing with the bank statements. Mrs. Lapensee stated that she proposes that it can be signed out by the Township Administrator or Public Works Director, she listed all the users (by job title), listed approved purchases, rewards points, and penalties for using it incorrectly or against the law. The Board agreed with the changes.
4. Personnel Policy Changes – Compensation. Mrs. Lapensee stated that on page 2, she is asking to eliminate winter hours from 7:30 to 4:00. She stated that the Service Department would rather just work 7:00 to 3:30 every day Monday through Friday. Ms. Leis asked if the service department works weekends anymore. Mrs. Lapensee stated that everyone is assigned a weekend (every 4th or 5th weekend) and they are paid overtime. She stated that we no longer have any seasonal employees. Mr. Bryant asked if they could also pick up signs left all over the township in the ROW. Mrs. Lapensee asked if we could also increase the number of comp hours to 60 up from 40 hours. Mr. Bryant stated that he would prefer to keep the payout hours to 40 hours in December. She stated that we also have to set some parameters on how the comp time is used. She suggested that they only be allowed to use one day at time or one day combined with other leaves (i.e. vacation or personal) and that they need to request the leave at least one week in advance. The Board agreed with the changes.
5. Park Reservations Proposed Policy Changes. Mrs. Lapensee asked if we could eliminate the policy where residents can reserve any time they want and non-residents a week in advance. She stated that she would like to let anyone reserve the shelters and charge the residents the current rates and charge non-residents a higher rate (\$50 dollars higher on all shelters) and that we stipulate that residents cannot rent any shelter for non-residents. She stated that this will eliminate a resident writing a check for the deposit and someone else paying the rental fees. Ms. Leis stated that she feels that we should continue to watch this and just make sure our residents are getting the shelters when they need them. Mrs. Lapensee also stated that she recommends that they eliminate the use of paint, glitter, paint balls, silly string, bubbles, grease, and food remnants in the shelters. She stated that it takes extra time to clean up the shelters when the users throw food and paint on the floor and walls because the work crews have to come in and power wash the floors and walls. The Board agreed with the changes.

NEW BUSINESS

1. Develop a List of Priorities for 2019. Mr. Beck asked Ms. Leis what her top 3 priorities are for 2019. She stated that she would like to see us work on the Meade House, the Land Use Plan Map update, the Comprehensive Plan update and the Zoning Resolution update. Mr. Beck asked Mr. Bryant what his top 3 priorities would be for 2019. Mr. Bryant stated that he would like to see us work on Safety Services Contracts (Fire and Police), Health Insurance broker (medical, dental, vision and life), and the Meade House. Mr. Beck stated that his priorities would be the Artworks Mural Project, the Sidewalks Plan update and the Home of the Brave Improvements.
2. Meade House Improvements. Ms. Leis stated that she would like for us to get a second opinion from a contractor on the house improvements based on the comments from the architectural firm. Mrs. Lapensee stated that she would work on that. Mr. Bryant stated that he believes that we need to figure out what we are going to do with the building long term and then fix the immediate needs first.
3. Meade Park Improvements. Mrs. Lapensee stated that we have talked about planting sunflowers in the back field near the trail for some time and she would like to move forward with planting that field this spring. Mr. Bryant asked where she was talking about. Mrs. Lapensee stated that it will be behind the boy scouts shed in the back near the restrooms. Mr. Beck asked that we define it on a map before we do it. Ms. Leis stated that she would like to see a path through it as well for pictures.

Ms. Leis stated that she would also like to do a moon walk through the nature trail during the blue moon on May 18th. They would also incorporate meditation and yoga into the hike at the Meade Property. She stated that we have beautiful parks and she wants everyone to enjoy them. Mr. Bryant asked how much it will cost to do this hike? Mrs. Lapensee stated that it will cost us \$100.00 to have our Yoga instructor lead the hike and do the yoga and meditation after.

Ms. Leis stated that she would like to do a wine tasting and cheese event at Meade this year in the fall. She stated that we talked with the Chamber of Commerce and they are willing to participate in the event. She stated that she thinks it will be fun and a great new event for the parks. Mr. Bryant asked how much it will cost. Mrs. Lapensee stated that she does not know a total yet, but they will work on getting on. Mr. Bryant asked what our policies are now for alcoholic beverages in the park. Mrs. Lapensee stated that you are permitted to bring alcohol into the reserved shelter areas and not the remaining portion of the park unless written permission is given by the board. The board discussed music options and the need to have that as well.

4. Sidewalks Plan Update. Mrs. Lapensee stated that she compiled a list of all the requests along with costs, traffic counts, linear feet of request, public connections, challenges and if grant money would be available. She stated that she will go back and count households for the same areas. She stated that there is a score sheet underneath for them to rank the projects. She asked that everyone take them home, rank them and bring them back so we can rank them in order. Ms. Leis stated that we will also have to take into consideration the areas where the sidewalks go into the City of Loveland. She stated that this will require contributions from the City of Loveland. Ms. Leis asked which section of Union Cemetery Road is the most important from the resident's point of view. Mr. Jeff Reichman stated that the section from Shenandoah to Thistlehill would be the most important. Ms. Leis asked if there is any way to cut through the Industrial Park to get to HOB. Mr. Reichman stated that there is a park south of the Industrial Park but it does not go all the way through to Union Cemetery. Ms. Leis stated that we also have to consider

the sidewalk promise we already made to the residents on Hopewell Road. Mrs. Lapensee stated that she would check to see how much ROW there is on Union Cemetery to accommodate sidewalks. She stated that she gave everyone a colored map to refer to as well when ranking the projects. Mr. Bryant wanted to know how much money we have saved for a sidewalk project. Mrs. Lapensee stated that it should be around \$111,000.00.

5. Land Use Map Update. Mrs. Lapensee stated that she would like to have our land use map updated. She stated that she contacted Hamilton County Regional Planning and they gave us a price of around \$5,400.00 to update the map which would include a couple of meetings and coordinating with a committee from the township. Mr. Bryant stated that he feels that this is a priority. Mrs. Lapensee stated that if we want to update our zoning code, then we will need to update our map and comprehensive plan first. Mrs. Lapensee stated that we will put something on Facebook and the website and ask people to volunteer to be on the committee. The Board agreed to update the plan. Mrs. Lapensee will bring it back to the board in April. There was a brief discussion over signage for the township and where it could potentially be located to get information out to the residents.
6. Comprehensive Plan/Zoning Resolution Update. Mrs. Lapensee stated that we can do the sidewalks and land use map at the same time and roll both of those items into the comprehensive plan update. She stated that we can then update the Zoning Resolution in case there are any changes to be made in the comp plan. Mr. Beck stated that he has asked Mr. Pitman for his opinion on areas that need to be changed in the code. Mrs. Lapensee stated that it has been brought to her attention that some sections contradict each other so we will need to fix those sections.
7. Safety Services Contracts. Mr. Bryant stated that he feels that these two items are very important for the township and will be coming up quickly this year. He feels that we need to get something in the newsletter as soon as we can letting everyone know that there will be an increase for the Sheriff's contract and that we will need to look at the possibility of adjusting the levy amount for the police. Mrs. Lapensee stated that she does not have any room in the newsletter for that this edition, but she can write an article about it for the fall edition. Mr. Beck stated that he and Mrs. Lapensee will be working on that contract this year. She stated that she has asked for our crime data from NECC and will plot out where our runs are occurring so that the public has knowledge of what types of crimes are occurring.
8. Insurance Brokers. Mrs. Lapensee stated that she would like to look at different brokers in order to get different quotes for medical insurance. Mrs. Lapensee stated that we will lose our grandmother status at the end of this year and we will need to start looking. She stated that we might be able to extend our contract until the end of the year with Medical Mutual and figure out what we are going to do by the end of this year. Mrs. Lapensee stated that she will work on getting three brokers in for interviews and we can choose a broker to start looking at new quotes for the group. She will call Horan, USI and Burnham and Flowers.
9. HOB Concession Stand. Mr. Bryant wanted to know what the status is for the HOB concession stand. Mrs. Lapensee stated that we will need to look for other sources of money to fund that building. She stated that she is going to apply for baseball of tomorrow funds to see if she can get a match to help us pay for it and build it in 2020. She stated that it is a 50/50 match. Mr. Beck asked how much the estimate is to build it. Mrs. Lapensee stated that it is around \$623,000.00.

10. Median Improvements. Ms. Leis stated that she would like us to work on median improvements along Montgomery Road. She stated that we originally talked about it in our beautification committee, but did not do anything with it. Mrs. Lapensee stated that she has the list from Blue Ash and what types of plants they use along Kenwood Road and she will contact Montgomery to see their plant list. Mrs. Lapensee suggested that we start with one median to see how much it would cost. She stated that she would get with ODOT and what they require. She asked if everyone liked what Montgomery does in their medians. Ms. Leis stated that she wants to see banners along Montgomery Road. Mrs. Lapensee asked if anyone liked what Mason plants along Tylersville and Mason Montgomery Roads. Ms. Leis stated that she feels that when you drive through the township it is not pretty and boring. Mrs. Lapensee asked if anyone was interested in putting up address signs along Montgomery Road like we talked about last year. Ms. Leis stated that she would have to go and look at them again. Mr. Bryant stated that they are very noticeable.
11. Blong Park Improvements. Mr. Bryant stated that the only thing he would like to see is us share any costs of improvements with the bank since they use the whole entire lot. Mrs. Lapensee asked if the board wanted to do something for the tornado anniversary or we could participate with Montgomery and Sycamore. She stated that Montgomery is planning on having an event on April 9th that we can share with them. Mr. Bryant asked what the location would be. Mrs. Lapensee stated that she believes it will be located at Sycamore High School but she will check. Mr. Beck stated that he thinks we should participate with the Montgomery and Sycamore and do a proclamation. Ms. Leis stated that we should let the residents know in the area.

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

Meeting adjourned at 8:24 p.m.

Approved:

Philip J. Beck, Board President

Jodie L. Leis, Vice-President

Kenneth N. Bryant, Trustee