
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

FEBRUARY 6, 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: Kevin McDonough - Township Law Director; Kim Lapensee - Administrator; Chief Otto Huber - LSF; Lt. Tory Smith - Hamilton County Sheriff's Department.

Absent: Ken Bryant

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 meeting for December 5, 2017, the work session minutes from December 12, 2017, the special meeting from December 18, 2017 and the regular meeting minutes from January 9, 2018. Ms. Leis seconded the motion. Motion passes.

FISCAL OFFICERS REPORT

Ms. Sims handed out the monthly report for January 2018. Ms. Sims asked the Board to approve travel for her and her assistant for the Local Government Conference March 22 and 23 in Columbus. Mr. Beck made a motion for them to attend. Ms. Leis seconded the motion. Motion passes.

PRESENTATIONS

None.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

Receipts 71469 – 71692 totaling \$905,698.23 were read and approved for payment by Mr. Beck and seconded by Ms. Leis. Motion passes.

REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR had no report at this time.

LIEUTENANT TORY SMITH stated that Officer Hoover will be deployed to Africa on March 9, 2018 and will be gone a whole year. He stated that they will back-fill his car for the duration of his deployment.

CHIEF OTT HUBER stated that Terry Schildmeyer is in attendance to present the annual report to the Board. Mr. Schildmeyer went through the Board accomplishments for 2017 (see attached). Mt. Huber stated that he will also work on getting better cell phone and telephone rates for the township as it pertains to the fire department. He handed out their insurance certificate, their proposed budget for 2018 and their finance report for 2017.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS was absent.

COMMITTEE – Finance Committee minutes for December 11, 2018. Ms. Sims stated that she will schedule another committee meeting for February to go over year end for 2017 and 2018 budget items.

OTHER - None.

HEARING FROM RESIDENTS

Joe Grossi, 11982 Paulmeadows Drive, stated that he would like to read a letter he received from a Montgomery resident concerning the CACC and the Duke Energy tree cutting. He stated that this letter is very supportive of the township for helping out financially and to the steering committee for doing all of the work. Mr. Grossi also stated that the Ohio Consumer Council (OCC) has announced that it will be joining the CACC to help intervene on behalf of the residents. He stated that he wanted to encourage other elected officials to help out.

CORRESPONDENCE

See Attached.

EVENTS AND MEETINGS

- Presidents Day Holiday – Building will be closed on Monday, February 19, 2018.
- Zoning Commission Meeting – February 21, 2018 at 7:00 p.m.
- Board of Zoning Appeals – March 5, 2017 at 7:00 p.m.
- Regular Trustees Meeting – March 6, 2018 at 7:00 p.m.

- The Great Symmes Township Egg Hunt – March 24, 2018 at 11:30 a.m.

OLD BUSINESS

Mr. Beck moved for adoption of Resolution P2018-01. This resolution will create the position of Cemetery Sexton and establish a job description for the position. Ms. Leis second the motion. Discussion continued.

Mrs. Lapensee stated that she changed the job description to include the current list of duties provided by Mr. Bryant and deleted all the references to physical labor.

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

Mr. Beck moved for adoption of Resolution P2018-02. This resolution will revise the job description for the Administrative Assistant, Assistant to the Fiscal Officer, Director of Public Works and Crew Leader. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that she changed the job descriptions for the Administrative Assistant by adding clerical duties for the cemeteries, deleting the back-up duties for the Assistant to the Fiscal Officer as it pertains to the cemeteries, deleted back-up duties from the Director of Public Works as it pertains to cemeteries, and added certain back-up duties for cemeteries to the Crew Leader positions.

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

Mr. Beck moved for adoption of Resolution G2018-03. This resolution will appoint Kimberly A. Lapensee to the position of Township Administrator and approve an employment agreement. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee asked the Board if they wanted to table this resolution until they finished discussing it in executive session. Mr. Beck made a motion to table this resolution. Ms. Leis seconded the motion.

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

Mr. Beck moved for adoption of G2018-05 resolution appointing Bill Pitman Cemetery Sexton dispensing with the seconded reading. Ms. Leis seconded the motion. Discussion continued.

Ms. Lapensee stated that she changed the resolution to include an hourly rate increase for Mr. Pitman in the amount of one dollar sixteen cents (\$1.16) per hour which should equal what the old cemetery sexton was making monthly.

Ms. Sims asked if Mr. Pitman would only make this amount while performing those duties. Mrs. Lapensee stated that he would always make the additional amount (no matter what duties he performs) as it would become part of his overall duties at the township.

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

Mr. Beck moved for adoption of G2018-12 Resolution approving an agreement with LANrm Technologies, LLC to provide IT service and support for nine (9) workstations located in Symmes Township Fire Stations in the amount of five thousand two hundred ninety-two dollars (\$5,292.00) (\$441 monthly). Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that she met with the Fire Chief and LANrm to answer her initial questions about the service being provided. She did get a quote from the IT provider for the township and it is slightly less than the quote from LANrm, but it would benefit the fire department to have the same provider for all of the fire stations.

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

Ms. Beck asked for discussion concerning the fire department invoices, how they should be handled and the spending authority for that department.

Mrs. Lapensee stated that the Board talked about the spending limit for her and her staff, but did not make a decision regarding the fire or police departments. She asked that they talk further about how to handle the fire department because we pay for all the expenses, but the employees are not township employees. She asked that they be allowed to spend the same amount as the Director of Public Works seven hundred fifty dollars (\$750.00) and then anything else over that amount up to one thousand five hundred dollars (\$1,500) be signed off by the Township Administrator.

Ms. Sims stated that as long as the policy is being followed she has no objections to raising the amount.

Mr. Beck made a motion to increase Loveland Symmes Fired Department purchasing authority from five hundred dollars (\$500.00) to seven hundred fifty dollars (\$750.00). Ms. Leis seconded the motion.

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

NEW BUSINESS

Mr. Beck asked for discussion on NEST to hold their Kids Ninja Challenge at Symmes Park the weekend of October 13th, 2018.

EVANGELINE DEVOL Executive Director of Nest Community Learning Center 11905 Rich Road, Symmes Township stated that she would like to request permission from the Board to hold their second Kids Ninja Challenge at Symmes Park in October 13th. She stated that they made just under eighteen thousand dollars (\$18,000) for this event and had seven hundred seventy (770) children participate. She stated that they are hoping for twelve hundred (1,200) children

this year and they have had a tremendous amount of interest for registration for the event. They have come to the point with their mobile classroom and after school where they are actually sending children away. They are trying to get another mobile classroom so they can not only continue to serve the children in the Loveland school district but move into other parts of Symmes and Miami Townships.

Mr. Beck stated that with last year being their first event it was a big success.

Mr. Beck made a motion to approve Nest request to hold The Kids Ninja Challenge at Symmes Park and Home of the Brave with set-up on October 12th and the event on October 13th, 2018. Ms. Lies seconded the motion.

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

Mr. Beck asked for discussion on Loveland PTA to hold a 5K Run at Home of the Brave Park the week-end of April 14th. No one from the audience stepped up to speak.

Mr. Beck made a motion to save the date for Saturday, April 14th in reserve for Loveland PTA for their 5K Run at both Home of the Brave Park and Symmes Park until we receive further information. Ms. Leis seconded the motion.

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

Mr. Beck stated that there is a request from the Symmes Loveland Republican Club to hold their Columbus Day Picnic at Symmes Park and waive the fee for the shelter and hold their monthly meetings at the Safety Center.

Mrs. Lapensee stated that the Leming Shelter will not be available on that Monday, October 8th because the shelter will still be full of decorations from the Fall Festival. She asked if they would be willing to use another shelter.

Ms. Leis stated that the Board will only waive the fees for non-profit agencies. Ms. Sims stated that the Republican Club is only a club and is not a non-profit organization.

Mr. Beck made a motion to allow the club to use the Safety Center on the dates provided in the email. Ms. Leis seconded the motion.

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

Ms. Sims also asked if the Historical Society could use the Safety Center on March 22nd for their March meeting. Mr. Beck made a motion for the historical society to use the Safety Services Center for their March 22nd program on Abraham Lincoln. Ms. Leis seconded the motion.

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

Mr. Beck asked for discussion concerning the TREX Permit for Out of Thyme, 11915 Montgomery Road, Cincinnati, Ohio 45249. Mr. Beck stated that they cater and also offer cooking classes in their facility and this ability should expand what they can offer.

Ms. Leis stated that this would allow them to serve alcohol when they are catering. Anything that improves a Township business they should be behind.

Mr. Beck made a motion to allow for the TREX transfer to give Out of Thyme for more flexibility for their business. Ms. Leis seconded the motion.

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

Mr. Beck asked for discussion concerning the Fire Board Appointment that will expire on March 31, 2018. Mrs. Lapensee asked the Board how they wanted to handle the expiration of that term – if they wanted to reappoint David Kapor, asked for volunteers or appoint a member of the Board of Trustees to the Fire Board. The Board agreed to reappoint David. Kapor. Mrs. Lapensee stated that she will bring this back in March.

Mr. Beck asked for discussion concerning a request to waive the double fees for a fence at 9361 McKinney Road, Loveland, Ohio 45140 for Stephanie Brotherton. Mrs. Lapensee stated that she received this request because the applicant replaced sections of an existing fence that had fallen down and did not get a permit for that replacement. A complaint was turned into the County and they investigated. The applicant is asking the Board to waive the double fee.

Mr. Beck made a motion to move the double fee to a single fee for 9361 McKinney Road, Loveland, Ohio 45140 for Stephanie Brotherton. Ms. Leis seconded the motion.

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

Mr. Beck made a motion to set the public hearing date for a text amendment for the Zoning Resolution changes for March 6th at 7:00 p.m. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that she failed to include the text amendment changes for multiple sections in the zoning resolution for each residential district where there is a text error. In the resolution, the agricultural uses section should be “less than 5 acres” vs “greater than 5 acres”. This text correction was already brought to and heard by the Regional Planning Commission and the Zoning Commission. She stated that it was erroneously left off the last resolution for text amendments concerning agricultural uses and chickens.

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

Mr. Beck asked for discussion concerning setting a work session for the trustees to discuss the road levy and to discuss priorities for 2018. Mrs. Lapensee stated that the work session would

have to be after the March meeting because of scheduling conflicts. Mr. Beck stated that they would pick a date for the work session at the March 6th meeting.

Mr. Beck move to authorize the Township Administrator to sign an electric service agreement with Dynegy for township buildings from March 2018 through March February of 2022. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that it is part of the Township's aggregation program it helps get lower rates for the Township Buildings.

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

Mr. Beck made a motion to authorize the re-purchase of lot 512 grave 2 in Kerr Cemetery from Lori Cargile in the amount of nine hundred dollars (\$900.00). Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that Ms. Cargile asked to receive her money back for a grave she purchased in the amount of nine hundred dollars (\$900.00). She no longer needs this grave.

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

Mr. Beck moved for approval of Resolution G2018-19 Resolution authorizing the Township Administrator to purchase a Ford Explorer and Accessories from Lebanon Ford for the Police Department in the amount of thirty-two thousand fifty-six dollars and 45 cents (\$32,056.45). Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that we will need to purchase one vehicle this year for the police department. She stated that we will purchase this car from Lebanon Ford as they are on the state bid list. The car and the accessories will cost thirty-two thousand fifty-six dollars and forty-five cents (\$32,056.45) and will be paid from the TIF district funds. She stated that she included a list of our vehicles, the year purchased and how many miles were on each car at this time for reference.

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

Mr. Beck moved for approval of Resolution G2018-20 Resolution authorizing grass mowing bids and awarding multiple contracts to 4 Seasons, Y2K, GrassCor and Brian Christian Landscaping in the amount of one hundred seventeen thousand four hundred seventy-two dollars and ninety-four cents (\$117,472.94). Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that they bid out everything just to see what kind of prices they could get. They receive prices across the board and what they tried to do was divide it up based on experience and based on price. They did not have a lot of people who had much experience with cemeteries, so that is why they are recommending Y2K their current provider to have the

cemeteries. Also recommended that she keep the Cannon Area, Safety Center and mow the Administration Building.

Ms. Leis stated that they have added a lot more than they ever had, so this will free up their employees to other things besides saving them money. Ms. Lapensee stated that they would not have to buy a mower which they budget for every year. They would also be buying less gas and would not have to buy parts to maintain the mowers.

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

Mr. Beck moved for approval of Resolution G2018-21 revising Resolution G2017-69 retaining Kim Bojko and the firm of Carpenter Lipps Leland, LLP as special counsel and dispensing with the second reading and declaring an emergency. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee explained that this resolution will continue to retain Ms. Bojko and her firm and increase the amount of the contribution from the township from one thousand dollars (\$1,000) to five thousand dollars (\$5,000.00).

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

Mr. Beck moved for approval of Resolution G2018-22 authorizing the Township Administrator to enter into a lease agreement with Southwest Ohio Regional Transportation Authority (SORTA) for parking spaces. Ms. Leis seconded the motion.

Mrs. Lapensee stated that this agreement has been in effect and will end at the end of February. This agreement is a renewal. SORTA agrees to pay us \$250.00 each month to use our parking spaces at the Safety Services Center for a park-n-ride.

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

Mr. Beck moved for approval of Resolution G2018-23 Resolution certifying the Township's highway mileage for 2017. Ms. Leis seconded the motion.

Mrs. Lapensee stated that we currently have forty-one point three five two (41.352) miles in the township that we maintain. This new certification is less than last year because we vacated portion of two alleys in Camp Dennison. This will drop our total to forty-one point zero four (41.04) lane miles.

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

Mr. Beck moved for approval of Resolution G2018-24 Resolution authorizing the Township Administrator to enter into an agreement with Team All Sports to regrade existing ballfields at Home of the Brave Park in the amount of twenty-one thousand nine hundred ninety-six dollars (\$21,996.00). Ms. Leis seconded the motion.

Mrs. Lapensee stated that this is to regrade all three (3) ballfield because they form a lip every few years. This will also help get the fields where the older kids can use them. This is a one (1) time grading and we will have to revisit this in a couple of years.

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

Mr. Beck moved for approval of Resolution G2018-25 Resolution authorizing the Township Administrator to enter into a contract with Vision Services Plan for providing vision insurance for the elected officials and full time township employees. Ms. Leis seconded the motion.

Mrs. Lapensee stated that this goes into effect for the employees this year.

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

Mr. Beck moved for approval of Resolution G2018-26 Resolution assenting to the Board of Hamilton County Commissioners Dedication and Acceptance of Hickory Run Court in the Parkland Meadows Subdivision. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that the county is asking us to accept the Hickory Run Court for township maintenance. She stated that this will add 506.78 LF to our total mileage which will be reflected in next year's mileage certification.

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

Mr. Beck moved to approve the following expenditures and authorizes the Township Administrator to sign any necessary contracts, agreements or paperwork:

- a. Expenditure \$674.00 Shirts and More to replace 10 radio holders for the fire department.
- b. Expenditure \$12,000.00 for the newsletter (spring and fall).
- c. Expenditure \$7,078.80 Mutt Mitt to purchase 2 skids of mitts for the parks.
- d. Expenditure \$2,820.00 Ice Be Gone Magic for 4 totes of liquid deicer.
- e. Expenditure \$30,000 to purchase Salt through the Hamilton County Engineer's Office.
- f. Expenditure \$2,000.00 Stigler Supply for a skid of trash bags.
- g. Expenditure \$8,580.30 Team All Sports for maintenance to the field at Stonebridge Park.
- h. Expenditure not to exceed \$11,000.00 Contech Engineered Solutions LLC. to replace the decking material on the bridge at Symmes Park.
- i. Expenditure \$18,575.57 Bushelman to replace the rear garage doors at the Remington Fire Station.
- j. Expenditure \$2,640.00 per year Spectrum for internet service to security cameras for Blong and Stonebridge.

Minutes of REGULAR

Held Township Admin. Bldg.

February 6, 2018

Ms. Leis seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye'; and Ms. Leis - 'aye'.

SECOND PUBLIC HEARING

None.

EXECUTIVE SESSION

Mr. Beck made a motion to go into executive session per ORC Section 121.22(G) (1) to consider the compensation and employment of a public employee or official, (2) To consider the sale/purchase of property, and (3) to have a conference with the Law Director concerning pending or imminent court action at 8:44 p.m. Ms. Leis seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye'; and Mr. Beck - 'aye'.

Mr. Beck made a motion to come back into regular session from Executive Session at 9:19 p.m. Ms. Leis seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye'; and Mr. Beck - 'aye'.

Mr. Beck moved for approval of Resolution G2018-03 appointing Kimberly A. Lapensee Township Administrator pursuant to ORC 505.031 and dispensing with the seconded reading. Ms. Leis seconded the motion.

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

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'; and Mr. Beck - 'aye'.

Meeting adjourned at 9:21 p.m.

Approved:

Philip J. Beck, Board Vice-President

Carol Sims, Fiscal Officer