
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

JANUARY 7, 2020

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

Also, present: Kimberly Lapensee - Administrator; Kevin McDonough - Law Director; and Chief Ott Huber - LSFD.

PLEDGE OF ALLEGIANCE

OATH OF OFFICE

Mr. Philip Beck was sworn in as a Trustee for Symmes Township by Judge Brad Greenberg. Mr. Ralph Wolfe was sworn in as a member of the Board of Zoning Appeals by Judge Kevin McDonough.

ELECTION OF OFFICERS

Mr. Beck made a motion to nominate Ms. Jodie Leis for President. Mr. Bryant seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', and Mr. Beck - 'aye'. Motion passes.

Mr. Beck made a motion to nominate Mr. Ken Bryant for Vice-President. Ms. Jodie Leis seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', and Mr. Beck - 'aye'. Motion passes.

APPROVAL OF AGENDA

Ms. Leis made a motion to approve the Agenda. Mr. Bryant seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', and Mr. Beck - 'aye'. Motion passes.

APPROVAL OF MINUTES

Ms. Leis made a motion to approve the Minutes of the regular meeting from December 10 and the Special Meeting on December 27, 2019. Mr. Beck seconded the motion.

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

FISCAL OFFICERS REPORT

Ms. Sims reported that she will have her reports for December next week.

PRESENTATIONS

Chamber of Commerce – Cee Cee Collins and Meredith Taylor stated that they were here tonight representing the Chamber of Commerce and that they were here tonight to talk about different events. Ms. Leis stated that she thinks that they do a great job with events and if there is anything that we can work on together we will call you. Mrs. Collins spoke about the Firecracker Festival and the different locations. She stated that they would like to have the Firecracker Festival at Home of the Brave park this year on Saturday, June 27th from 4:00 p.m. to 10:00 p.m. that is closer to the road so that they can see the festival going on. Ms. Leis stated that Mr. Pitman had

suggested that we hold the festival on the same night as the Memorial Day event so that more people would attend the Memorial Day service.

Mr. Beck asked if there was an after-action report for the festival from last year. Ms. Collins stated that we have done that off and on. Mrs. Taylor stated that she did not do a formal report last year for the event. She stated that there have been many different ideas that have been changed from the original festival. Mrs. Collins stated that the firecracker festival has been off and on for the last few years depending on the weather. There was a discussion over the wine event and how it was not well attended but it still was a nice event.

Mr. Bryant stated that he wants to see a contract that spells out what the costs will be for the township so that it is all set-in stone.

Mr. Beck stated that he would like to see that the vendors all be businesses from Symmes Township. Ms. Collins agreed that this would be ideal, and they will continue to encourage that. He asked if we had any discrepancies that they need to work on.

Ms. Sims stated that Mr. Bryant alluded to a contract for the firecracker festival and that agreement was for payment of services for our workers that were at the event. She stated that she had sent an invoice to her for those wages and that they made a partial payment. She stated that she sent a letter in response asking where the balance was. She stated that she did not hear anything from them and then later she heard from the administrator that she had adjusted the bill. She asked the board if they were aware that the invoice had been adjusted by the administrator. Mr. Bryant asked Mrs. Lapensee why she had adjusted it. Mrs. Lapensee stated that she told all the board that she had adjusted the amount down based on the time sheets. Mr. Bryant stated that it sounds like there is a discrepancy that needs to be worked out. Ms. Sims stated that the bill has already been sent, adjusted and paid. Mrs. Lapensee stated that there was an error with one employee erroneously billed for 22 hours instead of 12.

Ms. Sims stated that the Chamber had collected money for the wine tasting event for the township and that the money for event has never been forwarded to the township. She asked why. Mrs. Collins stated that she had an agreement with the board and the administrator that whatever expenses they had would be reimbursed through the money collected. Ms. Sims stated that it would have been nice if the chamber collected the money, forwarded it to the township and then paid the chamber for the expenses. Mr. Bryant asked if the Chamber billed for their services for the event. Ms. Collins stated no. Ms. Sims stated that the board did approve the expenses for reimbursement that the chamber incurred. Ms. Sims stated that she did not pay those expenses because she did not receive an invoice. Mr. Bryant stated that it sounds like we need to work something out on this event. Ms. Collins stated that we should also do something for NEST.

Ms. Collins stated that the Chamber gave out awards and Bill Pitman had won an award for community service. She stated that she brought an award to give him from the State of Ohio. She stated that he goes above and beyond.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

Ms. Leis made a motion to approve the warrants from 76579 – 76880 in the amount of \$1,225,449.94 from December. Mr. Beck seconded the motion.

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

REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR - None.

LIEUTENANT TORY SMITH, HAMILTON COUNTY SHERIFF'S DEPT – Lieutenant Tory Smith stated that he was thankful for the proclamation for Andy Oppenheimer at the meeting in November. He stated that Officer Oppenheimer has agreed to become a special deputy. Lieutenant Smith stated that he would get the year end reports to Mrs. Lapensee for the next meeting. Mr. Bryant asked that he compare 2019 to previous years. Lieutenant Smith stated that he would.

CHIEF OTT HUBER, LSF D – Chief Ott reported that they will be starting back up their summer safety camp. He stated that this will be paid for using the fees for the camp. He stated that EMS collections are up 20% (\$40,000) from 2018 to 2019. He stated that they have changed their strategy on when to bill and now they wait until the deductible is met and the insurance company pays the EMS bill they receive. Chief Huber also passed out possible information for the levy that depicts effective millage rates and where we rank in the county for taxes collected. He stated that we are the lowest around this area in property taxes. Ms. Leis asked if we have a strategy on getting out the information to the community. Chief Huber stated that he will get with Mrs. Lapensee on getting the information out to the public. Mr. Bryant thanked him for putting together the numbers. Mrs. Lapensee stated that we have a newsletter meeting tomorrow and we will put information in the newsletter about the levies. Mr. Beck asked when the newsletter will go out. Mrs. Lapensee stated that we will have to put the newsletter out in mid-February due to early voting.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS – None.

COMMITTEE – None.

OTHER – None.

HEARING OF RESIDENTS

Joe Grossi, 11982 Paulmeadows Drive, stated that the board approved late fees to be paid at the last meeting and he wondered if those late fees had been paid when the January bills were due? Ms. Sims stated no and that she had asked the Township Administrator to provide a purchase requisition for each of those expenses and she had not received anything. Mr. Bryant asked why we needed a purchase requisition to pay bills. Ms. Sims state that the financial policy requires it. Ms. Leis stated that we are still acquiring late fees then. Mr. Grossi stated that he still has not received any of the public records that he asked for 10 months ago. Mr. Grossi stated that the state statutes say that the records must be given in a reasonable amount of time and he thinks 10 months is unreasonable. Ms. Sims stated that she is still working on them and that she has not received all the records that she requested either from the township administrator and board. Mr. Grossi asked is she felt that 10 months was reasonable. Ms. Sims stated that he has requested a large amount of records and she is still working on it. Mr. Grossi asked if she had any other requests that have gone unanswered for 10 months? Ms. Sims stated again that his request was large, and she is not going to debate the answer with him. She stated that because she has had to reconcile payroll all year, it has been quite busy. Mr. Bryant asked if we had a document that lists any public information requests when they come in? Ms. Sims stated no. Mr. Bryant stated that we should create a list. Ms. Leis stated that she agreed. He stated that it used to be our policy when the records were filled, we made an extra copy so that we had it for reference. Mr. Grossi stated that when he posed the question to the State Auditor's Office legal representative about public records, Mary Degenaro stated that public records are a general requirement of the township and not a specific requirement. He stated that she told him he could sue the township or file a claim through the state. He stated that he really does not want to sue the township to get his records, but he thinks the State Auditors Office is passing the buck.

CORRESPONDENCE

Attached to the packet.

EVENTS/MEETINGS

- Land Use Plan Open House – Monday, January 13, 2020 from 6:00 to 7:30 p.m. in the administration building.
- Zoning Commission Meeting – Wednesday, January 15, 2020 at 7:00 p.m. in the administration building.
- Beautification Committee Meeting – Thursday, January 16 at 4:00 p.m. in the administration building.
- Martin Luther King Holiday – Building closed January 20, 2020.
- Finance Committee Meeting – Tuesday, January 28, 2020 at 6:00 p.m. in the administration building.
- Board of Zoning Appeals Meeting – February 3, 2020 at 7:00 p.m. in the administration building.
- Regular Trustees Meeting – February 4, 2020 at 7:00 p.m. in the administration building.

OLD BUSINESS

None.

NEW BUSINESS

Ms. Leis made a motion to accept a \$500.00 grant for the MORE Grant through OTARMA to be used for safety. Mr. Bryant seconded the motion. Discussion continued.

Mrs. Lapensee stated that she meant to remove this from the agenda because we still have not yet received the check. She stated that she will check with OTARMA to see when we should expect the check to come to the township.

Ms. Leis made a motion to approve Resolution G2020-01, a Resolution Appointing Kevin C. McDonough Law Director Pursuant to ORC Section 504.15. Mr. Bryant seconded the motion. Discussion continued.

Ms. Leis stated glad to keep Kevin on the team.

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

Mr. Beck made a motion to approve Resolution G2020-02, a Resolution Approving an Employment Agreement with Mike Howell as Custodian for the Camp Dennison Nature Trail. Mr. Beck seconded the motion. Discussion continued.

Ms. Leis thanked Mr. Howell for his service.

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

Ms. Leis made a motion to approve Resolution G2020-03, a Resolution Approving a One Year Supplemental contract with the Loveland Symmes Fire Department for the Camp Dennison area in the amount of \$6,000.00. Mr. Bryant seconded the motion. Discussion continued.

Mr. Bryant asked if this was a pass through from LSFD to the Milford Fire Department. Mrs. Lapensee stated yes.

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

Ms. Leis made a motion to approve Resolution G2020-04, a Resolution Requesting County Auditor to Make Advance Payment of Taxes. Mr. Beck seconded the motion.

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

Ms. Leis made a motion to approve Resolution G2020-05, a Resolution Approving an Agreement with Velecor Services LLC to provide IT Service and Support for 9 workstations located in the Symmes Fire Stations in an amount not to exceed \$5,292.00 for 2020. Ms. Leis seconded the motion. Discussion continued.

Ms. Sims stated that they no longer go by that name. She stated it is now Velecor.

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

Ms. Leis made a motion to approve Resolution G2020-06, a Resolution Authorizing the Township Director of Public Works to conduct the necessary sidewalk repairs throughout the township not to exceed \$10,000.00. Mr. Beck seconded the motion.

Ms. Sims stated that we moved the money for this expense to 11B instead of 11 during the tax budget process.

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

Ms. Leis made a motion to approve Resolution G2020-07, a Resolution Authorizing the Director of Public Works to conduct the necessary crack seal repairs for maintenance and repairs to township roadways not to exceed \$10,000.00. Mr. Bryant seconded the motion. Discussion continued.

Ms. Sims stated that we normally take the money for this expense from Fund 23 instead of 11.

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

Ms. Leis made a motion to approve Resolution G2020-08, a Resolution Authorizing the purchase of supplies for Symmes Township medic units from various vendors in an amount not to exceed \$21,000.00. Mr. Beck seconded the motion.

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

Ms. Leis made a motion to approve Resolution G2020-09, a Resolution Authorizing the Township Administrator to sign a contract with Y2K to mow the cemeteries, the cannon park, the safety center and administration properties in the amount of \$46,150.00. Mr. Bryant seconded the motion. Discussion continued.

Mr. Bryant asked how many mowing's we have included with this resolution. Mrs. Lapensee stated that it varies from year to year, but we only included 26 cuts. Mr. Bryant asked if there were any questions about the funds for mowing? Ms. Sims stated that we normally take part of the funds for mowing from Fund 12 to pay for the cannon park.

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

Ms. Leis made a motion to approve Resolution G2020-10, a Resolution Approving Expenditures in the amount not to exceed \$13,000.00 for newsletter expenses. Mr. Bryant seconded the motion. Discussion continued.

Mr. Bryant asked if this was still for 2 newsletters. Mrs. Lapensee stated yes.

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

Ms. Leis made a motion to approve Resolution G2020-11, a Resolution Authorizing the township administrator to purchase salt and other deicing materials for the road department from Morton and other vendors in the amount not to exceed \$50,000.00. Mr. Bryant seconded the motion. Discussion continued.

Mr. Bryant asked how much salt costs now? Mrs. Lapensee stated that she did not know and would report back to him how much Morton is charging now for salt per ton/piler.

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

Ms. Leis asked for discussion concerning recycling activities. She stated that she asked Mrs. Lapensee to put it back on the agenda for further discussion. She stated that she would like to see recycling bins put back at the township building. She stated that she thinks it is important to give everyone an opportunity to recycle.

Mr. Bryant stated that we have learned a lot about condos and apartments and the recycling. He stated that he wants to still encourage those living in homes to recycle at the curb. Mrs. Lapensee stated that she put pricing for the dumpsters in our packets. She also included information about condos and apartments. She stated that condos and apartments pay far less for their trash pickup than the normal SF house does and that is why recycling is not included in monthly fee. She stated that they pay about 7 to 9 dollars less each month for their trash pickup than everyone else. Ms. Leis asked how many dumpsters we should have. Mrs. Lapensee stated that she recommends that we go back to three dumpsters so that we have enough space.

Mr. Bryant asked if there is anything else, we can do to get people to recycle. Ms. Leis asked that we put a note out in our newsletter asking everyone to continue to recycle at the curb. Mr. Beck stated that he would agree to putting the recycling dumpsters back at the township building and no other locations.

Ms. Leis made a motion to approve the following amendments, expenditures and authorization for the Township Administrator to sign any necessary contracts/agreement or paperwork:

- Expenditure/then and now: \$19,452.03 ICRC 3rd quarter fees.
- Expenditure: \$3,792.00 Locution Systems Inc. for annual maintenance.
- Expenditure: \$4,700.00 PhysioControl for annual maintenance life Pak monitors.

Mr. Bryant seconded the motion.

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

HEARING FROM RESIDENTS

None.

EXECUTIVE SESSION

Ms. Leis made a motion to go into executive session at 8:18 p.m. to have a conference with the Law Director concerning pending or imminent court action and to consider compensation and employment of a public employee or official. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye', Ms. Leis - 'aye', and Mr. Beck - 'aye'. Motion passes.

Ms. Leis made a motion to come to the regular meeting from Executive Session at 8:45 p.m. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye', Ms. Leis - 'aye', and Mr. Beck - 'aye'. Motion passes.

No further action was taken.

Minutes of REGULAR

Held Township Admin. Bldg.

January 7, 2020

ADJOURNMENT

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

Meeting adjourned at 8:46 p.m.

Approved:

Jodie L. Leis, President

Kenneth N. Bryant, Vice-President

Philip J. Beck, Trustee