
MINUTES OF SYMMES TOWNSHIP REGULAR MEETING

JULY 11, 2017

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: Kevin McDonough - Township Law Director; Kim Lapensee - Administrator; Lt. Tory Smith - Hamilton County Sheriff’s Department; Chief Otter Huber – Loveland Symmes Fire Department.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

MS. LEIS made a motion to approve the Agenda. Mr. Beck seconded the motion. Motion passes.

APPROVAL OF MINUTES

Minutes of June 6, 2017 regular session were tabled.
Minutes of June 13, 2017 special meeting were tabled.

FISCAL OFFICERS REPORT

MS. SIMS reported that the Ohio checkbook for 2014, 2015 and 2016 will launch in August. She stated that representatives from the Treasures Office will be at the August meeting to give a presentation.

Ms. Sims stated that she provided the minutes for January 5, 2016, February 2 & 11, 2016, March 1, 2016 and April 5, 2016. Ms. Sims asked for a motion to approve.

Mr. Beck stated so moved.

Mr. Bryant seconded and the roll call vote was as follows: Mr. Beck - ‘aye’; Ms. Leis - ‘aye’; Mr. Bryant - ‘aye’.

PRESENTATIONS

None.

PUBLIC HEARINGS

MS. LEIS advised that they will have a public hearing to discuss the adoption of the tax budget FY2018.

Ms. Sims stated that this is the first step in the financial cycle. Total of the budget for 2018 is nine million eight hundred eighty-four thousand seven hundred eighty-five (\$9,884,785.00) in comparison to the current appropriations for 2017 which are ten million one hundred twenty-eight thousand (\$10, 128,000.00).

Ms. Sims stated that on June 20th the Finance and Audit Committee reviewed the proposed budget for 2018. All the projected balances among the funds are ok for 2018. However based on the projected expenditures, especially in the road and park funds, the board will need to increase revenue or decrease projected expenses.

Ms. Sims advised that the road fund, especially fund 4 where the salaries come from, at the end of 2018 there will only be a balance of two thousand two hundred eighty dollars (\$2,280.00).

Ms. Sims stated that the Board needs to decided what you want to do with the TIF Fund and the road levy expires 2020. The committee recommends that we put a road levy on in the spring of 2018.

APPROVAL OF DISBURSEMENTS

Receipts 69913 to 70143 totaling \$846,418.22 were read and accepted. See attached.

REPORTS

CHIEF OTT HUBER stated that the Trustees were in receipt of his report and that the only other thing that he had to report was that their dive team was called out to help West Chester Township with a car in a retention pond on Union Center Boulevard.

MS. LEIS stated that the round-a-bout is now open at Lebanon and Fields Ertel. She also stated that the Firecracker Festival was a great event on July 1st.

Mr. Bryant asked if we could follow up with Channel 9 on the location of the festival being in Symmes Township and not in Loveland as reported by the band hired by the Chamber and Channel 9.

HEARING FROM RESIDENTS

MR. DENNIS CLARK, 12032 Millstone Court, stated that he has been a resident of Symmes Township for 16 years. He has gotten involved in group called Flags for Forgotten Soldiers. He would like us to install 660 flags in a highly visible area that recognizes the 660 soldiers that take their own lives each month from Post-Traumatic Stress Syndrome (PTSD).

The Trustees agreed that it was a great idea and asked that Ms. Lapensee work with Mr. Clark to figure out a location and duration of when the flags will be installed in the ground.

CORRESPONDENCE

See Attached.

EVENTS AND MEETINGS

Special Meeting/Public Hearing Trustees – Thursday, July 13, 2017 at 7:00 p.m. for the property maintenance code.

Yoga in the Park will be held on Wednesday nights from 6:30 p.m. and Saturdays at 9:00 a.m. at Hopewell Meadows Park. The first one was held on June 3rd and there continues to be around 30 people in attendance each time.

Yappy Hour will be held the first Thursday of every month at Symmes Park. The second yappy hour was cancelled due to the rain.

Zoning Commission Meeting will be held on July 19th at 7:00 p.m.

Regular Trustees Meeting will be held on August 1st 2017 at 7:00 p.m.

Board of Zoning Appeals Meeting will be held on August 7th at 7:00 p.m.

OLD BUSINESS

Technology Upgrades - Direct Deposit. Mrs. Lapensee stated that she came to a work shop and asked if the Township could provide direct deposit for the employees. Jodie, Carol and she had talked about it. Carol said that she would look into it to see if it would cost us anything or if her

system needed to be upgraded. The employees have asked multiple times for this benefit and it would not take much for us to provide this benefit to them.

Ms. Leis asked Carol for an update on what she had found out about this issue.

Ms. Sims stated that she was looking into it.

Ms. Leis stated you are looking into it, so next agenda will put this on for next month.

Ms. Sims stated yes.

Meade House. Ms. Leis advised that she asked Kim to put this on the agenda because she knew that the Board had been talking about things to do with it a couple of months ago and it's gone by the wayside. Ms. Leis stated that she just wants to make sure the Board is staying on top of this issue.

Mrs. Lapensee stated that she and Mr. Bryant met with the Historical Society and the OSU extension for the Master Gardeners. Julie Crook was going to look into the feasibility for providing a community gardens for that site and if that site could accommodate community gardens. Julie came to the site and looked it over. She is supposed to be providing a report and Mrs. Lapensee was hoping that she would have received it for the meeting.

Mrs. Lapensee stated that the Historical Society said they were interested in the property for display purposes. They have the Log Cabin there representing the eighteen hundreds, so the house would represent the nineteen hundreds. The Society have period items that they want to display throughout the house.

Mr. Bryant stated that there was another option being investigated that had to do with renting it to a non-profit organization. He thinks that the Little Miami River Chamber Alliance may have been interested in renting the house. They put it on their agenda to discuss, Ms. Lapensee was at that meeting, and said not at this time but would keep it under review.

Mrs. Lapensee stated that they had already been talking to their landlord about renewing their contract that they have in Loveland, so it was bad timing when the subject was brought up. They said they would definitively want to keep it in mind for next year.

Mr. Bryant stated that the Master Gardeners from Ohio State University Extension Program was very interested when we first talked to them about partial occupancy as was the Historical Society. Hamilton County has now provided the Master Gardeners with a location that is closer to their interest, which is in the downtown area there all their support structure is.

Mr. Bryant advised that the Master Gardeners interest in the Meade Property is all external not internal and whereas the Historical Society is interested in the internal not the external. We are trying to develop a Cinergy, so that is why it is important to get this report from what the Master Gardeners Association evaluation would say if it is feasible for their involvement in this property.

Ms. Leis stated that she sees the Meade Property as being underutilized right now. Just wants to make sure that we do it right, so everybody in the Township and enjoy it.

Ms. Leis stated that she is struggling with the community gardening because she does a lot of community gardening in the Hamilton County probation volunteers there. A lot of times it is great for a year and then not so great for a year, so it is really hard to maintain. If we would go in that direction, we would have to have some really clear and defined by-laws.

Mr. Bryant advised that he was cautioned in the same way by the Master Gardeners Association. You really have to be strict on what your rules are because if you allocate a plot to someone and they don't maintain it and so on. Yes, there would have to be clear defined guidelines for use.

Ms. Leis stated that she does not know how much of the property she would want to designate as a community garden.

Mr. Beck stated that what was very interesting is that the Little Miami River Chamber was mentioned because he has not talked to Cee Cee Collins about that location, but he had that in the back of his mind. He knew that they were growing and they are currently in a very small space. They probably pay a pretty decent amount for that location. He thinks we could offer them some extremely competitive rate and that would put them in a central location. They are doing more and more in Symmes Township.

Ms. Leis stated that they would probably have to do a lot of upgrades in the house for technology purposes.

Mr. Beck advised that is something we apply the rent to. Just do it as we go along so it is sustainable.

Ms. Sims stated that she was speaking as the President of the Historical Society and do you have an idea when you might make a decision. We have plans to buy some furniture for the Log Cabin. The plans are we would sell some of the furnishings from the Meade House to finance that. So if it is the case where we are not going to be in the Meade House to set up rooms, we need to know that as soon as possible so we can move the furniture out.

Ms. Leis stated so you have furniture in the Meade House.

Ms. Sims advised that all the furniture that was left by Dave Zieverink was given to the Symmes Township Historical Society. We are just looking for a time line to make our future plans.

Mr. Beck stated that he does not think that they know that right now.

Mr. Bryant stated that the idea was that we all want something that we wanted years ago when we first put somebody in there. We want occupancy for protection of the valued resources in Symmes Township. Things are moving, although not rapidly as we would like, so we are still in the fact finding stage.

Ms. Leis asked if there is any way that they could add into the mix as to what the cost would be to make it into an event space or if it even in capable of making it an event space. We would also need to be respectful of the neighbors living next door.

Mrs. Lapensee stated she would look into the matter.

NEW BUSINESS

Transient Vendor Licenses and Food Trucks. Mrs. Lapensee stated that we have been approached by several businesses on Governor's Hill that they would like us to change our regulations to allow them to bring food trucks to their area. I believe that in our Transient Vendor Resolution it excludes food trucks.

KEVIN MCDONOUGH advised that upon invitation it does not restrict it. Under the current Resolution passed in 2015, the limitation regarding transient vendor shall engage in the resident or business unless invited by the legal occupant or owner. He said that if you are a business and want to bring in a food truck in to service your employees you should be able to do it under the current code.

Ms. Sims stated that our zoning resolution does not allow for food trucks. She stated that they are temporary retail activities and are treated as such with a conditional use permit granted by the BZA.

Mr. Beck stated that the companies do have the ability to file for a BZA conditional use permit and go through the process to get approval.

There was no action taken by the Board at this time.

Ms. Leis moved to table the reappointment of Lisa Kessler to the Finance and Audit Committee. Mr. Beck seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'. Mr. Beck stated that they typically like to interview new people to give everyone the chance to serve the community.

Ms. Leis moved to allow the Public Works Director to apply for OPWC money to repave, repair and replace sidewalks, curbs and gutter, and roadways within the Pemmican Run Subdivision. Mr. Bryant seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved to accept five hundred dollars (\$500.00) from the 2017 MORE Grant Program through our insurance company OTARMA. Mr. Beck seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved to authorize the Township Administrator to sign the necessary paperwork for utility easements along Maple Drive with Duke Energy. Mr. Bryant seconded the motion.

Mr. Bryant asked that these utility easements are along Township property.

Mrs. Lapensee advised that it is along Township right-of-way that is a paper street.

C.J. CARR stated that Maple is a forty (40) foot right-of-way, the street exists and it is paved. Duke now requires fifteen (15) ft. utility easement outside of the public right-of-way in addition to the right-of-way. Mr. Carr stated that this easement was requested by him to install electric along Maple Drive and the line will cross our properties that owned by the Township to get to his. Roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - 'aye'; Mr. Beck - 'aye'.

Ms. Leis moved to approve the Liquor License transfer from Rileys Restaurant to Ambiance Nails Inc., 11322 Montgomery Road, Cincinnati, Ohio 45249. No hearing was requested by the Board. Mr. Beck seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved to approve the waiver of double zoning fees for 10472 Willow Drive. Mr. Beck seconded the motion. Ms. Lapensee explained that we received a request to waive the double fees for a shed that was installed without a permit by Cynthia King in the amount of \$115.00. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Mr. Beck moved to approve the waiver of double zoning fees for the Riveroaks Subdivision HOA. Mr. Bryant seconded the motion. Ms. Leis explained that we received a request to waive the double fees for a fence that was removed and reinstalled without a permit by the Riveroaks Subdivision HOA in the amount of \$119.00. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved to approve the submittal of the FY2018 Tax Budget to the County Budget Commission. Mr. Bryant seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved for approval of Resolution P2017-05, Resolution revising Symmes Township Personnel Policy Manual Article IV Employee Benefits. Mr. Beck seconded the motion. Ms. Lapensee went through the changes after legal has reviewed the document that was presented at the work session in May. Mr. Bryant asked if we resolved the issue where we asked about short term disability collection while receiving a paycheck from the Township. Ms. Lapensee stated that she will get with our Law Director and bring back an answer at the next meeting. Ms. Leis moved to table this until next month. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.

Ms. Leis moved for approval of Resolution G2017-42, Resolution authorizing the Township Administrator to enter into a contract with Medical Mutual of Ohio for providing Health Insurance Coverage for the Elected Officials and Full-Time Employees of Symmes Township.

Ms. Lapensee stated that our renewal rate was 2%. Mr. Bryant seconded the motion and the roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'. See Attached

Ms. Leis moved for approval of Resolution G2017-43, Resolution authorizing the Township Administrator to enter into a contract with Dental Care Plus for Providing Dental Insurance Coverage for the Elected Officials and Full-Time Employees of Symmes Township. Mr. Bryant seconded the motion. Ms. Lapensee stated that we currently get our dental insurance through Montgomery County and we would switch brokers to Burnham and Flowers. The rate will stay the same. The roll call vote was as follows: Ms. Leis 'aye'; Mr. Bryant - 'aye'; Mr. Beck - 'aye'. See Attached

Ms. Leis moved for approval of Resolution G2017-44, Resolution authorizing the Township Administrator to enter into a contract with Vision Services Plan for Providing Vision Insurance Coverage for the Elected Officials and Full-Time Employees of Symmes Township. Ms. Lapensee stated she is asking the Trustees to provide this additional insurance for the employees as we do not currently provide vision insurance. Mr. Bryant stated that he would like for Ms. Lapensee to discuss this further with the employees and see if there could be a cost share. Mr. Bryant moved to table this until next month. Ms. Leis seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.

Ms. Leis moved for approval of Resolution G2017-45, Resolution authorizing the Township Administrator to sign an agreement with Choice One Engineering for Engineering Services for the Enyart Road Sidewalk Project in the amount of \$11,160.00. Mr. Beck seconded the motion. Mr. Beck asked if we could reprioritize this sidewalk project and replace it with the Hopewell project. Ms. Leis moved to table this resolution and Mr. Bryant seconded and the roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis- 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved for approval of Resolution G2017-46. Resolution authorizing the Township Administrator to purchase a John Deere 310L Backhoe for the Service Department in the amount of \$64,538.00. Mr. Beck seconded the motion. Ms. Lapensee stated that this will replace a backhoe that was purchased in 2006 and has over 3000 hours on it. The roll call vote was as follows: Mr. Beck 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'. See Attached

Ms. Leis moved for approval of Resolution G2017-47. This resolution will authorize and direct the transfer of township real property, being portions of the vacated rights-of-way of Knicely Alley and Pinkvoss Lane to Michael A. Howell and Sue A. Howell and Dispensing with the Second Reading. Mr. Beck seconded the motion. Ms. Lapensee stated that this is a transfer of property that the township was given by the county when the alley was vacated and that we are transferring to the adjacent property owner. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - 'aye'; Mr. Beck - 'aye'. See Attached

Ms. Leis moved to approve the following expenditures:

- a. Expenditure \$1,475.00 additional money needed for Yoga and Movies in the Park from the park fund. Mr. Bryant seconded the motion and the roll call was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.
- b. Expenditure \$675.00 Cefalu & Son Auto Body Inc to repair 2010 Kenworth ambulance.
- c. Expenditure \$1,398.00 IPS security door software renewal.
- d. Expenditure \$1,191.25 Buckeye Power for generator repairs to the Safety Center.
- e. Expenditure \$1,304.49 Buckeye Power for generator repairs to Remington Fire Station.
- f. Expenditure \$1,539.40 Mutt Mitt for plastic bags for the dogs at the parks.
- g. Expenditure \$2,052.34 Recycle Away for recycling bins for the shelters (12).
- h. Expenditure \$2,200.00 Pavement Maintenance Services for restriping of Home of the Brave parking lot.
- i. Expenditure \$1,500.00 BZAK for mulch in the parks & safety center.
- j. Expenditure \$8,875.00 Hartz Sealcoating to sealcoat parking lots for the Meade House, Park n Ride, Sheriff's Office, Stonebridge, Camp Dennison Nature Trail and Blong Park.

- k.** Expenditure \$9,408.00 Jani King for cleaning services for the Safety Services Center – authorization to sign agreement.
- l.** Expenditure/then and now \$265.14 McGill Smith Punshon for additional cost estimates for Home of the Brave water line extension.
- m.** Expenditure/then and now \$1,200.00 ICS to replace the recorder in the meeting room.
- n.** Expenditure/then and now \$1,134.58 and \$918.00 to Osterwisch for repairs to the Safety Center HVAC.
- o.** Expenditure/then and now \$955.00 to Ernst Concrete for a sink hole fill on Patrilla.
- p.** Expenditure/then and now \$783.86 to Hamilton County Sheriff’s Office for repairs to car #92.
- q.** Expenditure/then and now \$6,605.00 Holle Electric for repairs made to the electric system at Symmes Park.

Mr. Bryant seconded the motion and the roll call vote was as follows: Ms. Leis - ‘aye’; Mr. Beck - ‘aye’; Mr. Bryant - ‘aye’.

EXECUTIVE SESSION

Ms. Leis moved that the Board enter Executive Session to discuss ORC Section 121.22 (G) (1) to consider the compensation and employment of a public employee or official. Mr. Beck seconded the motion and the roll call vote was as follows: Mr. Bryant - ‘aye’; Mr. Beck - ‘aye’; Ms. Leis - ‘aye’.

The meeting adjourned for Executive Session at 8:53 p.m.

The meeting reconvened from Executive Session at 9:45 p.m.

No further action was taken and the meeting adjourned at 9:45 p.m.

Approved:

Jodie Leis, Board President

Carol Sims, Fiscal Officer