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**MINUTES OF SYMMES TOWNSHIP REGULAR MEETING**

**March 2, 2021**

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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 Mr. Joe Grossi.

Also, present: Kimberly Lapensee - Administrator; Jeff Forbes - Law Director; Lieutenant Mike Tarr – HCSO, and Chief Ott Huber – LSFD.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Bryant made a motion to approve the regular minutes for February 2, 2021. Mr. Beck seconded the motion. The roll call vote was as follows: Ms. Leis - ‘aye’, Mr. Beck - ‘aye’, and Mr. Bryant - ‘aye’. Motion passes.

FISCAL OFFICERS REPORT

Mr. Grossi stated that the CPA we hired is currently still working to balance our funds for 2019 and 2020. He stated that he has finished 2019 and is still working on 2020. Mr. Grossi stated that our previous Fiscal Officer Carol Sims did not reconcile any of the months in 2019 or 2020 (the 3 months she was still in office). He stated that we found where she did an audit adjustment from 2018 in 2019 that totaled over \$10,248.16.

Mr. Grossi stated that we have \$1,632,517.40 in our checking account and \$28,841.23 in the HRA account at PNC, \$619,761.17 in our checking account and \$20,176.39 in our HRA at Fifth Third Bank. He stated that we still do not have our statement from Meeder for February but the January balance was \$8,242,544.95.

Mr. Beck asked why there was an audit correction in 2019. Mr. Grossi stated that it probably was because 2017 and 2018 did not balance and she had to correct it. Ms. Leis asked if we are reconciling everything now that Carol did not. Mr. Grossi stated yes, we had to hire a CPA to make sure we were starting off with good balances.

PRESENTATIONS

None.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

Mr. Bryant made a motion to approve the warrants from 78987 – 79157 and vouchers 19-44 in the amount of \$472,366.92 from the month of February. Ms. Leis seconded the motion.

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

## REPORTS

JEFF FORBES, LAW DIRECTOR – Mr. Forbes stated that he had no report.

LIEUTENANT MIKE TARR, HAMILTON COUNTY SHERIFF’S DEPT – Mr. Tarr stated that he had no report.

CHIEF OTT HUBER, LSFD – Chief Huber stated that the board received their written report prior to the meeting and that he would be attending a meeting next week for the ODOT Smart Lane project that will start soon that will run from Clermont County to Sharonville on I-275. He stated that the smart lane will be the inner berm.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS – Mrs. Lapensee reported that we are sending out the notices for the paving program this month and will have bids back by the end of the month so that the board can award the paving program at the next meeting.

COMMITTEE – Mrs. Lapensee stated that the Finance Committee met on 2/10/21 to discuss 2020 revenues vs expenditures. She stated that the next meeting will be on May 12, 2021 to discuss the potential for a new service garage.

OTHER – Ms. Leis stated that she and Mrs. Lapensee met with the Historical Society to discuss repairs to the log cabin. She stated that she has asked the Historical Society to provide them with a signed lease agreement for the location of the cabin since it is on township property. She stated that they need to make repairs to the building. Mr. Bryant stated that he only has paperwork for the Meade House and not the log cabin.

## HEARING OF RESIDENTS

Joe Carey and Sir Bill, Chateau LaRouche, explained to the board that their main reason for consolidating their property and asking for a roadway vacation of Willow Street is because they want to do a bee sanctuary and register as a botanical garden but could not do either unless they consolidate all their property and have over 5 acres. He stated they are on a quest to get consolidation for their property so they can have enough acreage to be able to rescue bees. While doing the work for the consolidation they found right in the middle of their property is a paper street from 1910. They need the vacation of the paper street so they can consolidate their lots and go forward with the deed to be able to have more bee hives.

Mr. Bryant read aloud the letter from the Board that was sent to all of those who sent in letters of support/opposition to the vacation request for Willow Street. He stated that we have asked the county to respond to some issues we found that were changed in 2019 and that we have received letters from over 20 residents on the topic.

Ms. Leis stated that the residents around that area are saying that you all want to put in a driveway. Sir Bill stated that they have no plans to do that. Ms. Leis asked why bees? Sir Bill stated that they want to do a pollinator garden but they need the bees. He stated that right now, they can only get 2 permits for bee hives. He stated that if they can get their 5 acres and consolidate their property, then they can have more bee hives. Ms. Leis asked if they plan to sell anything on the property? Sir Bill stated no.

## CORRESPONDENCE

Attached to the packet.

## EVENTS/MEETINGS

- Zoning Staff Review – Thursday, March 4, 2021 at 7:00 p.m. via zoom.
- Zoning Commission Meeting – Wednesday, March 17, 2021 at 7:00 p.m. via zoom.
- Board of Zoning Appeals Meeting – Monday, April 5, 2021 at 7:00 p.m. via zoom.
- Regular Trustees Meeting – Tuesday, April 6, 2021 at 7:00 p.m. via zoom.

- Storybook Time with the Library – Thursday, April 22, 2021 from 10:00 a.m. until 12:00 p.m. at Meade Historic Preserve.

#### OLD BUSINESS

Mr. Bryant made a motion to approve Resolution G2021-12, a Resolution Approving an Employment Agreement with Kimberly Lapensee as Township Administrator Pursuant to ORC Section 505.031 and Dispensing with the Second Reading. Mr. Beck seconded the motion. Discussion continued. Mr. Bryant made a motion to table this resolution until they can finish their discussion in executive session. Ms. Leis seconded the motion.

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

#### NEW BUSINESS

Mr. Bryant asked for discussion concerning pre-emption devices on Montgomery and Loveland Madeira Road. Mr. Bryant stated that he would like to do the pre-emption devices for Montgomery Road this year and budget for Loveland Madeira Road next year. Ms. Leis and Mr. Beck agreed with Mr. Bryant. Mrs. Lapensee is to bring a Resolution for Montgomery Road pre-emption devices to the April meeting.

Mr. Bryant asked for discussion concerning a self-closing park gate and camera at the Camp Dennison Nature Trail. Mr. Bryant stated that they have had a resident open and close the gate for several years. It is the only park gate that they open and close on a daily basis. They have offered the resident a contract to do it as a contractor but they have not signed it yet. Ms. Leis stated that she is interested to see how much the gate will cost. Mr. Beck stated that he is fine with staying with the employee on a short-term basis and if the employee does not sign the contract, then they need to publicly advertise this position.

Mr. Bryant made a motion to approve Resolution G2021-19, a Resolution Authorizing the Township Administrator to enter into an Agreement with River Oaks Services LLC. for Lawn Treatment at Seven Gables Park in the amount of \$3,915.00. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this resolution is to treat the grass in the Seven Gables Park. She stated that this expense was requested at the last meeting because it was not on the list of parks for treatment. Mr. Bryant said he is willing to enter into this agreement for this year but it should be looked at going forward. Ms. Leis stated that she would also like to see trees planted along the wall that fronts along Montgomery Road to try and reduce the noise from Montgomery Road.

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

Mr. Bryant made a motion to approve Resolution G2021-20, a Resolution Certifying Township Highway Mileage for 2020 . Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated that there is no change for 2020.

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

Mr. Bryant made a motion to approve Resolution G2021-21, a Resolution Authorizing the Township Administrator to sign an Agreement with Choice One Engineering for Engineering Services for the Union Cemetery Road Sidewalk Project in the amount of \$39,300.00. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this is for Phase 2 of the Union Cemetery Road sidewalk project from Shenandoah towards Montgomery Road. She stated that she does not know which side the engineer will recommend for them to be installed, but they should know after they do the survey work.

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

Mr. Bryant made a motion to approve Resolution G2021-22, a Resolution Authorizing the Township Administrator to Purchase Snow Removal Equipment for the Parks Department from KE Rose Company in the amount of \$8,495.00. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated that this was also requested by the board. Ms. Leis stated that they have had a lot of people ask us to clean off the trails after a snow event. Mr. Beck stated that this will help us be prepared in the future. He stated that he originally just wanted us to clean off the trails at Meade and Symmes Park due to the grade changes.

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

Mr. Bryant made a motion to approve Resolution G2021-23, a Resolution Authorizing the Township Administrator to Purchase a Dump Truck for the Road Department from International in the amount not to exceed \$78,324.62. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this purchase will be to replace Truck 202 that we purchased back in 2008. She stated that it has over 25,000 miles and over 2,900 hours on it. She stated that we typically replace the trucks in a 12-year cycle, but we will not get this truck until next year if we order it now. She stated that the ordering window closes by the middle of the month. She stated that we will have to order the bed later in the year because it takes about 6 months to be delivered.

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

Mr. Bryant made a motion to approve Resolution G2021-24, a Resolution Authorizing the Township Administrator to Purchase Security Cameras for the Administration Building in the amount of \$9,796.77. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated that this purchase is for security cameras for the admin and service dept buildings on Union Cemetery. Ms. Leis asked why we needed them. Mrs. Lapensee stated that our trailers that are kept out in the lot were broken into last year and they stole a generator from us that we use in the cemetery. She stated that we will need 3 cameras to cover the entire lot. Mr. Beck asked if we put a motion light at the back of the service building as well.

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

Mr. Bryant made a motion to approve Resolution G2021-25, a Resolution Authorizing the Township Administrator to Enter into an Agreement with Irvine Wood Recovery to Receive Yard Waste from the Residents of Symmes Township in the amount of \$8,700.00 . Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this is our annual yard waste resolution we pass every year for yard waste drop off. She stated that it will be for May thru October. Mr. Bryant asked that we do a cost benefit analysis for next year to see if this is still worth it for the township to pay for. He asked if they provide us with a list of names who use the drop off. Mrs. Lapensee stated yes, it gets attached to the bills they send us. Ms. Leis stated that maybe we need to advertise it more and she asked that we put it in the newsletter. Mrs. Lapensee stated that it is on our website under Departments, Service Department, Brush Drop-off, and lists the location and hours.

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

Mr. Bryant made a motion to approve Resolution G2021-26, a Resolution Authorizing the Township Administrator to sign a Contract with the Ohio Plan to Purchase Risk Insurance in the amount of \$63,587.00. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that our premium only went up 1% this year.

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

Mr. Bryant made a motion to approve Resolution G2021-27, a Resolution Authorizing the Township Administrator to Sign a Three-Year Agreement with Rumpke for Trash, Recycling, and Restroom Services. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated this time they are doing a three-year agreement with us and the prices have gone up. They held our prices for four years and this year they went up. Mrs. Lapensee stated that they are also capping their fuel surcharge at 10% instead of the variable.

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

Mr. Bryant made a motion to approve Resolution G2021-28, a Resolution Authorizing the Township Administrator to Purchase Recycled Viewing Centers and Tables for Various Parks from Kirby Built in the amount of \$10,635.90. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated that this purchase is for tables and viewing centers for various parks. She stated that all the items are made from recycled plastic.

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

Mr. Bryant made a motion to approve Resolution G2021-29, a Resolution Establishing a Separate Special Revenue Fund 9001 to Establish a Custodial Fund in the UAN Accounting System. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this will create an additional fund in the UAN that will be a custodial account to hold the bond we just received for the fire on Daniels Street. She stated that we will also be establishing the revenue and appropriations accounts.

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

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

- a. Amend the following:

Fund Acct #	Fund	Add	Final Appropriation
2021-760-750-0000	Gas Tax	+\$38,325.00	\$78,325.00
2021-330-316-0000	Gas Tax	+5,000.00	\$5,000.00
2021-330-420-0000	Gas Tax	+20,000.00	\$100,000.00
1000-760-740-0000	General Fund	+4,800.00	\$9,800.00

- b. Expenditure: \$1,860.00 Choice One Engineering for a site plan layout for the service garage.
- c. Expenditure: \$2,563.38 PCS to replace the L-Comm Enclosure box at Blong.
- d. Expenditure: \$2,808.00 MobilComm annual radio maintenance.
- e. Expenditure: \$18,774.52 ICRC 4<sup>th</sup> quarter franchise fees.

Mr. Beck seconded the motion.

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

HEARING OF RESIDENTS

None.

EXECUTIVE SESSION

Mr. Bryant made a motion to move into executive session at 8:41 p.m. to consider the compensation and employment of a public employee or official. Ms. Leis seconded the motion, and the roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', and Mr. Beck - 'aye'.

Mr. Bryant made a motion to return from Executive Session at 9:08 p.m. Mr. Beck seconded the motion, and the roll call vote was as follows: Ms. Leis - 'absent', Mr. Bryant - 'aye', and Mr. Beck - 'aye'.

ADJOURNMENT

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

Meeting adjourned at 9:09 p.m.

Approved:

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Kenneth N. Bryant, President

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Jodie L. Leis, Vice-President

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Philip J. Beck, Trustee