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**MINUTES OF SYMMES TOWNSHIP REGULAR MEETING**

**MARCH 7, 2017**

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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 Ms. Carol Sims

Also present: Kevin McDonough - Township Law Director; Kim Lapensee - Administrator; Lieutenant Chris Kettman - 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. Bryant seconded the motion. Ms. Leis made a motion to amend the agenda to move to the top of the list for New Business is the re-appointment of Terry Schildmeyer to the Board of Directors of Directors for LSFD. Resolution for the Budget Appropriations needs to be move before accepting street paving bids and it should be Resolution F2017-01 Permanent Appropriations. Ms. Sims received a cemetery deed that needs to be put on the agenda. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.

APPROVAL OF MINUTES

Ms. Leis made a motion to approve the Minutes of the special meeting for August 25, 2016. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Ms. Leis - 'aye'.

PRESENTATIONS

CHRIS JONES, Pace Financing (Greater Cincinnati Energy Alliance) 8924 Cypress Point, 45249 stated that Pace stands for Property Access Clean Energy that is a special assessment financing. Special improvement districts have been around for 200 years for public works projects that include sewers, sidewalks, streets, etc. Ohio passed the state legislation in 2009 that allows local governments to actually create an Energy Special Improvement District (ESID). What we have done in the Cincinnati area for the past three years is create the Energy Special Improvement District in the City of Cincinnati, City of Norwood, and the City of Blue Ash. We are now creating one for Sycamore Township. This Legislation actually allows you to join in the

existing district (in this case Sycamore Township) if you are in a contiguous geographic local government. He stated that we can join in Sycamore's District because we abut them.

He stated that he is here tonight because they have a client that may be interested in upgrading their facilities with new energy improvements (windows, HVAC, insulation, etc.) and would like the ability to write off the interest in those improvements. This new district would allow the client to borrow money and then file an assessment via the Township with Hamilton County thereby allowing the company to write off the interest in those improvements. He stated that the township would only be a pass-through.

Ms. Leis asked if the township would then be responsible for making the payments to the bank since the township will be the one assessing the property. Mr. Jones stated yes.

#### APPROVAL OF DISBURSEMENTS

Ms. Leis made a motion to approve Receipts 69029 – 69211 totaling \$487,192.99.

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

#### REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR stated that he attended the Board of Zoning Appeals meeting last night regarding the cell tower application. It was voted down four to one (4 to 1) so the next step will be for the BZA to prepare, with his assistance, the findings of facts Resolution that will be filed. The applicant would have the authority to appeal from that to the Court of Common Pleas.

Mr. McDonough stated that the Township needs to update the Resolution covering sexually oriented business in Symmes Township. The last time the Resolution was passed was in 1996, so he will be looking into that matter.

LIEUTENANT CHRIS KETTEMEN stated that he wanted to update the Board in reference to the homicide that they had at the Red Roof Inn in January. The Sheriff's Office Investigators located the person who was responsible and arrested him two (2) weeks ago.

Lieutenant Ketteman stated that he wanted to remind the Board of the rash of burglaries that happened late last year and early this year to several of the Condo complex's and residents throughout the Township. He is happy to report that they did make an arrest and one gentleman is responsible for at least eleven (11) of those burglaries. Eight (8) of those were in Symmes Township and the other three (3) were in Sycamore Township.

CHIEF OTTO HUBER stated that he want to remind everyone that it is time to change your clocks and also change your batteries in your smoke detectors this week-end. If the residents are

unable to obtain a battery or smoke detector call 677-7000 and they will be happy to send a crew out to help assist them.

Chief Huber stated that he wanted to remind the residents that the Senior Expo for the Township is coming up on May the 17<sup>th</sup>. It will be held in the Symmes Room at Receptions Hall on Loveland Madeira Road starting at 10 a.m.

DIRECTOR OF PUBLIC WORKS

None

COMMITTEE

None

OTHER

None

HEARING FROM RESIDENTS

None

CORRESPONDENCE

None

EVENTS/MEETINGS

Zoning Commission Meeting will be held on Wednesday, March 15 at 6:30 p.m. There are two cases: Tire Discounters (Sign) and Sycamore Glen (Boardwalk).

OLD BUSINESS

CEE CEE COLLINS - President of Little Miami River Chamber Alliance stated that the chamber met and discussed the date and location for the Firecracker Festival. They would like to use Symmes Park for this year's Firecracker Festival because it would fit the needs of the event better. The festival will be held on Saturday, July 1, 2017 from 4 p.m. to 10 p.m. and they will be updating the license agreement.

Mrs. Collins stated that the Food Truck Rally will be held in June in the Sam's Club parking lot. The chamber would like to get approval from the Board to allow for one (1) transient vendors permit for the Chamber.

Ms. Leis moved for approval of Resolution G2017-05. This resolution will approve a contract with Rumpke for a term of two (2) years. Mr. Beck 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 G2017-06. This resolution will approve a revised contract with Loveland Symmes Fire Department. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.

### NEW BUSINESS

Ms. Leis made a motion to re-appoint Terry Schildmeyer to the Board of Directors for the Loveland Symmes Fire Department for a period of three (3) years beginning April 1, 2017 thru March 31, 2020. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.

Ms. Leis moved to set a work session for future projects for 2017 on April 11, 2017 at 7 p.m. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.

Ms. Leis moved to approve not to exceed \$1,600.00 for uniforms for the Township and direct Kim Lapensee to update the policy manual on the dress code. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved to approve not to exceed \$2,500.00 for a copier for the Loveland Symmes Fire Department. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye'; Mr. Beck - 'aye'; Ms. Leis - 'aye'.

Ms. Leis stated that we have received a new liquor permit for La Marketa Market LLC, located at 11939 Montgomery Road. There have been no violations from them in the past.

Ms. Leis stated that the calendar is included for your review. We just need to decide if we are going to schedule a movie night and yoga in the park. We have not received any donations for yoga yet.

Mrs. Lapensee stated that we would like to request an increase in our credit card limit for the Master Card. We currently have a \$3,000 limit and would like to increase that to \$10,000.00 due to the event schedule. From time to time, there are overlaps in events and we need the extra limit to make sure we get all of our purchases made in a timely fashion especially if there is overlap in the billing.

Ms. Sims stated that she hopes that the Board does not increase the credit card to \$10,000.00 that is just way too much. If the Board wants to increase the limit her suggestion is to get a separate card and only be used when the \$3,000.00 is over the maximum credit line.

Ms. Sims stated that the credit card is only supposed to be used when there is no established credit.

Ms. Leis advised that there are no local vendors that sell the small toys that go into the Santa Bags. She has looked on line to get the cheapest prices and did not find any local business that sells what she is looking for. That is the reason for asking to increase the credit limit.

Mr. Bryant stated that we preauthorize money for special events. There is a purchases order that is cut for Special Events and you would be drawing from that. Is there a way to cut a warrant to send in with the orders?

Ms. Sims advised that we do not pay for merchandize that we have not yet received. If you need to increase the credit card, increase it to \$4,000.00.

Ms. Lapensee stated that she does not want the employees having to buy stuff out of their pockets and having to wait to get reimbursed.

Mr. Pitman suggested having a credit card just for Special Events and having the credit card we have currently for everything else. Since each Special Event has a limit of \$5,000.00 it would be nice to have a credit card with a \$5,000.00 limit.

Ms. Leis moved to add an additional credit card not to exceed \$5,000.00 for Special Events only. Mr. Beck seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Beck - 'aye'; Mr. Bryant 'aye'.

Mrs. Lapensee stated that she would like to discuss the possibility for hiring an additional part-time or full-time help for the parks department at the work session. That would give her and Mr. Pitman time to put together a list of responsibilities were they think this will help them.

PHIL BECK stated that they had previously approved the CRA for Horter. Horter is ready to execute their agreement so they could start reaping their benefits from their abatements, but there are two (2) small items he believes were over looked. One of them is they needed to have Symmes Township on their sign and the second is they need to use Symmes Township in their marketing materials.

Mr. Beck stated that he has not heard how they are going to implement Symmes Township in their marketing material yet. On their sign they did put Symmes Township in bronze letters on the base of the stone. The only downside is the stone color is very similar to the letter color and it makes it hard to see. He recommends they come up with a better contract between the stone and the lettering and we need to hear back what their proposal is for their marketing material.

Mr. Bryant asked if the Township is holding up their abatements.

Mr. Beck stated that yes, they are holding up their abatements.

Ms. Leis moved for approval Resolution F2017-01. This resolution is to adopt the 2017 Permanent Appropriations. 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 Resolution G2017-07. This resolution will authorize the acceptance of the Street Paving Bids and Awarding the Contract to Barrett Paving in the amount of \$323,884.70. 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 Resolution G2017-08. This resolution will adopt the Hamilton County Solid Waste Management District Plan. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye'; Mr. Bryant - 'aye'; Ms. Leis - 'aye'.

Ms. Leis moved for approval Resolution G2017-10. This resolution designates the Township Administrator, Kim Lapensee, as the Zoning Inspector of Symmes Township. Mr. Bryant seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - 'aye'; Mr. Beck - 'aye'.

Ms. Leis moved for approval Resolution G2017-11 authorizing the Township Administrator to sign a contract with OTARMA to purchase risk insurance.

Mrs. Lapensee asked if this Resolution could be tabled until next meeting. OTARMA has been unable to give them a price.

Resolution Tabled.

Ms. Leis moved for approval Resolution G2017-12. This resolution authorizes the Township Administrator to sign a contract with Jones Fish Lake Management to provide pond maintenance for Symmes Park and Home of the Brave Park in the amount of \$2,355.00. Mr. Beck seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - 'aye'; Mr. Beck - 'aye'.

Ms. Leis moved to have the July 4<sup>th</sup> regular scheduled Trustee Meeting moved to Tuesday, July 11<sup>th</sup> due to the July 4<sup>th</sup> holiday. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved to declare the dodge Durango from Station 61 BLS unit as Surplus Equipment and authorize the Township Administrator to sell the vehicle to Stonelick Fire Department for \$1.00. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - 'aye'; Mr. Bryant - 'aye'.

Ms. Leis moved to accept a donation of a vehicle for the Fire Department with a value in the amount of \$31,800.00 from the Fire Fighters Association. Mr. Beck seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant - 'aye'; Mr. Beck - 'aye'.

Ms. Leis moved for approval:

- a. Expenditure/then and now in the amount of \$953.40 for the legal notice for the paving bids.
- b. Expenditure/then and now in the amount of \$1,076.62 for repairs to the backhoe.
- c. Expenditure in the amount of \$1,400.00 for yearly ladder inspection for the Fire Department.
- d. Expenditure not to exceed \$20,000.00 for 4<sup>th</sup> quarter franchise fees for ICRC.
- e. Expenditure in the amount of \$1,105.50 for HayGun Landscaping Services (Twilight Tear Island).
- f. Expenditure in the amount of \$3,696.00 for Lawn Systems (insect control for trees).
- g. Expenditure in the amount of \$1,958.30 for Sunrise Turf and Ornamental.
- h. Expenditures /then and now in the amount of \$2,627.08 and \$1,072.00 for Osterwisch HVAC repairs.

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

Ms. Leis moved for approval of Cemetery Deeds. Mr. Bryant seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye'; Ms. Leis - '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 9:06 p.m.

The meeting reconvened from Executive Session at 12:02 p.m.

No further action was taken and the meeting adjourned at 12:02 p.m.

Approved:

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Jodie Leis, Board President

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Carol Sims, Fiscal Officer