
MINUTES OF SYMMES TOWNSHIP WORK SESSION

MAY 18, 2017

The meeting was called to order at 7:10 p.m. Elected officials present were: Ms. Jodie Leis, Mr. Phil Beck and Ms. Carol Sims. Mr. Ken Bryant arrived at 7:20 p.m.

Also present: Kim Lapensee, Administrator, Bill Pitman, Director of Public Works and Ott Huber, Fire Chief.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Ms. Leis made a motion to approve the Agenda, Mr. Beck seconded the motion. Motion passes.

OLD BUSINESS

Hopewell Meadows Park – Ms. Lapensee stated that the Board had previously talked about purchasing exercise equipment for Hopewell Meadows Park and place it around the walking trail in stations. She said that the staff met with Walnut Grove Playgrounds and received a price of \$19,154.00 to install 6 pieces of equipment along with a sign station. These 6 pieces of equipment will have 13 different exercises for the residents which will be listed on the sign. Mr. Beck asked about the warranty on the equipment because there will be moving parts. Mr. Pitman stated that he would check into that for the Board. Mr. Beck stated that he would like to see us substitute the dip station for the step and balance double hip twist that is included in the basic package. Ms. Lapensee stated that she would ask Walnut Grove if we can substitute equipment in the basic package for other stations. Ms. Lapensee stated that the equipment will be paid for from the parks fund.

Ms. Leis asked about the bond for the park and how much money we saved from the refinance, when does that money become available to use in the park and where is that money being kept (in our bank account or in escrow). Ms. Sims stated that we won't see any substantial money from that refinance until after 2021. Mr. Bryant asked if the Administrator could look into it for them to answer all these questions. Ms. Sims stated that we had hired Beird and Mike Burns was the representative.

EMS Billing – Ms. Lapensee stated that Mr. Bryant had drafted up an EMS policy for the Board to review. She stated that the policy is exactly what we are doing now. She stated that the current policy is to soft bill the residents and hard bill the non-residents. Anything that the health

insurance does not pay for the remainder is billed to the person who was transported. She did mention that the Attorney General's Office will no longer be doing collections for EMS Billing. Mr. Huber stated that the Attorney General's Office has become overwhelmed with the collection of those fees and have sent notices out that they will no longer be collecting EMS fees as of June 30, 2017. He stated that we will have to find another third party collection agency. Mr. Huber stated that Medicount will no longer be collecting for fire runs and that they will bring that function back in house. My Bryant asked Ms. Lapensee to make those changes necessary and bring back the final at the next meeting.

Mr. Huber also handed out the costs for the ambulance that we will be purchasing in 2018 but will need to encumber the funds for in 2017. He stated that we are doing a group purchase and he did receive an OBWC grant for a new cot. He stated that the total amount of the purchase will be \$287,756.88 which includes the trade in of \$13,730.00 and the power assisted cot. He asked that this be placed on the June agenda for approval.

Personnel Manual Updates – Ms. Lapensee went through the proposed updates to the Benefits Section of the manual. She stated that she has made the following changes:

1. Health Related Insurance – changed the wording to say any plan provided by the township and that the start date coincides with the first day of employment and that the township shall provide insurance but removed that we will pay for it. She stated that she also expanded the definition of the types of insurance because we have more than just individual and family. The coverage for adult children has also been changed to coincide with the current Ohio law which allows adult children to be on the plans until the age of 26. Health Insurance will not be extended to part-time employees.
2. Short-Term Disability and Life Insurance – Ms. Sims will check to see who is on our plan now and see if we have ever covered part-time employees.
3. Physical Examinations – this section has been removed since it is already covered under our health insurance plan as a well visit.
4. Paid Holidays – Holidays will remain the same. Ms. Lapensee did ask for additional ½ days for Christmas Eve and New Year's Eve. Paid Holidays will apply to all part-time employees. She stated that she will also ask the employees if they want to move Columbus Day to have two days at Christmas.
5. Paid Vacation – Ms. Lapensee stated that she would like to see us add an additional week of vacation after 15 years for a total of 25 days and remove all language that says you have to be continuous service with Symmes. She stated that we want to be able to attract people from the outside with experience and they will want to carry over their service credit. The additional week will be effective January 1, 2017. Vacation will apply to all part-time employees. Ms. Lapensee asked how vacation is determined. She stated that there is a section in the manual that states “generally speaking, length of employment determines priority when scheduling vacation time”. Mr. Pitman had stated that in the past, that always meant seniority and vacation is given to the most senior first. The Board

agreed that it's up to the Administrator if she wants to be flexible when scheduling vacation time for the employees.

6. Personal Days – Ms. Lapensee asked if we could strike all the language that was written as Post January 1, 2002 where the employees have to earn personal days without using sick time and just allow the employees to have two days of personal leave. Those days will be effective January 1, 2017. If anyone has already earned a day and used it, then they would only receive 1 additional day for 2017. All days shall be calendar days given and used. Personal days will apply to part-time employees.
7. Sick Leave – Ms. Sims stated that this policy is not up to date with the most recent resolution that was passed which defined retirement.
8. Funeral Leave – remains the same.
9. Parental/Adoption Leave – this section has been removed since it is already covered under FMLA leave.
10. FMLA Leave – Ms. Lapensee made some changes to the language to coincide with all the new federal updates and she will have our attorney look at the language just to make sure no more changes need to be made. Ms. Sims had a question about vacations during unpaid leave and how that would accrue since vacation is received in one lump sum each year on the anniversary date.
11. Military Training Leave – Ms. Lapensee will ask our attorney to review this section.
12. Military Family Leave – Ms. Lapensee will ask our attorney to review this new section.
13. Unpaid Leave of Absence – We need to add in Part-time employees to this section.
14. Absence Without Leave – No changes to this section.
15. Jury Duty and Witness in Court Leave – No changes to this section.
16. Education and Training – No changes to this section.
17. Retirement Benefits – Ms. Sims stated that we will need to change PERS to OPERS.
18. Expense Reimbursement – Ms. Lapensee added a new line to Miscellaneous expenses that any expense incurred by the employees and the credit card is not available is eligible to be reimbursed by the township and that the reimbursement should be made in a timely manner.
19. Park Shelter Reservations – No changes to this section.
20. Longevity Pay – Part-time employee work week hours were lowered to 25 hours per week and \$1,000 is the cap the employees can earn for longevity. A + sign was added to 25 so that \$1,000 will be given for anything above 25 years.
21. Twenty Year Bonus – Ms. Lapensee had asked for additional bonuses for 25 and 30 years but the Trustees did not agree to that since the longevity was available. No changes to this section.

Ms. Lapensee stated that she will bring back these changes as discussed to the next meeting.

Telephone Upgrades – Ms. Lapensee stated that our current telephones no longer have a maintenance agreement and can no longer be repaired. She stated that staff has looked into

replacing the current telephone system with a new system through Cincinnati Bell. She stated that all the phones and system are now on the state bid list and we would not have to purchase a new system. All phones are provided by Cincinnati Bell and it is part of the monthly utility bill. This new service would also include internet with new speeds of 10 mg. She stated that we currently pay \$1,614.75 per month plus \$79.99 for internet (= \$1,694.74). The new monthly cost for telephone service will be \$2,761.00 per month plus a one-time fee of \$2,750.00 for installation, setup and training. She stated that Loveland has already approved a new telephone system for all their buildings and it will help us to have the same system for all of the fire stations.

Job Matrix – Ms. Lapensee stated that she has gone through all the job descriptions and has come up with a written list of responsibilities as well as who amongst the employees is performing those tasks. She asked that the trustees review the list and she will make recommendations at the next meeting if job duties should be shifted.

NEW BUSINESS

None

ADJOURNMENT

MS. LEIS made motion to adjourn at 9:25 p.m. Mr. Beck seconded the motion and the roll call vote was as follows: Ms. Leis - 'aye'; Mr. Bryant – 'aye', and Mr. Beck - 'aye'.

No further action was taken and the meeting adjourned at 9:25 p.m.

Approved:

Jodie Leis, Board President

Carol Sims, Fiscal Officer