
MINUTES OF SYMMES TOWNSHIP WORK SESSION

MAY 22, 2018

The meeting was called to order at 6:15 p.m. Elected officials present were: Mr. Phil Beck, Mr. Kenneth Bryant, Ms. Jodie Leis, and Ms. Carol Sims

Also present: Kim Lapensee – Administrator.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

OLD BUSINESS

None.

NEW BUSINESS

1. Cemetery Policies and Credit Card Processing. Mr. Bryant asked for an update on this topic. Mrs. Lapensee stated that there are two options for credit card processing. She stated that we can either purchase or lease the clover mini or clover flex. The purchase price for the mini is \$940.00 or \$47.00 per month to lease. She stated that the size of the mini is the same size as a mini I-pad. The purchase price for the flex is \$750.00 or \$40.00 per month to lease and it is the size of an I-phone 7. Ms. Leis asked what the difference is – the size of the screen. Mrs. Lapensee stated that we would probably need the surcharge application for the device to figure out the surcharges for each card that would be charged to the person using the credit card which is \$14.95 per month. She stated that there is also another application for \$9.95 per month that will track all of our expenses/purchases and send us a report at the end of the month.

Mr. Bryant stated that he did not want to spend money on this item if we won't be using it very often. Ms. Leis stated that we would also use it for park reservations and other fees. Mr. Bryant asked how we would handle the deposit versus the reservation fee. Mrs. Lapensee stated that she would like us to look at what we are charging to use the shelters. She stated that we have never kept anyone's deposit so why would we continue to keep taking them when we never keep them even though the shelters have been a mess when the service department comes in to clean them up in the morning. She stated that we should just charge for the use of the shelter if you want to use them – one fee to the residents and an increased fee for non-residents and no more deposits. Ms. Sims stated that we have had problems in the past where we have kept the deposits. Ms. Leis asked how many times this has happened. Ms. Sims stated not many. She stated that most people come in and pay with a check. Ms. Leis asked how much we charge for the deposit. Mrs. Lapensee stated that we charge \$100.00 for most shelters and hold it. Ms. Leis stated that that amount would not go far to clean up a shelter. Mr. Beck asked if we did take credit cards, would that eliminate the need for people to come in and hand us their credit card or could they do it online. Mrs. Lapensee stated that we could do something on-line like cities do or we could do GovDeals. Mr. Bryant stated that he would be more in favor of us doing something on-line versus buying the hardware to process the cards. Ms. Sims stated that she wanted to know what the process would be to use the credit card. Mrs. Lapensee stated that PNC will be able to provide a report for us and take the fees right from our account. Mrs. Lapensee stated that this would be convenient for the residents. Ms. Sims stated that she will talk to Alisa at PNC to verify their process. Mr. Beck stated that he is in favor of the on-line access/reservations, etc.

2. Room Reservation Form. Mrs. Lapensee stated that she modified the room reservation form that we talked about previously to include the administration building. She stated that she added another room, a statement that all buildings/meetings are open to the public, and there would be no fees charged unless you want to bring in food or drinks (there would be a deposit). Mr. Bryant asked if we were still going to have more restrictions on the safety center. Mrs. Lapensee stated that she had not proposed any more restrictions. Mr. Beck stated that they need to reserve the meeting room in advance. Mr. Bryant asked if there was anything on the form about setting up the room. Mrs. Lapensee stated no, but we could charge people for using the tables and chairs and/or setup. Ms. Sims asked about meeting restrictions for once a quarter. Mrs. Lapensee stated that we have multiple buildings/rooms that people can use and rotate around. Mr. Bryant stated that he would like to see us put something on the form that you can't reserve 9 months in advance or no less than a week in advance. Ms. Leis stated that she does not want to make it inconvenient for anyone to use our building. Mr. Bryant suggested that everyone read the form and get suggestions back to Kim. Mr. Bryant asked if there were any restrictions on residency. Mrs. Lapensee stated that we can add it in if they would like. Mr. Bryant asked about using the rooms for fundraisers. Mrs. Lapensee suggested a charge for those uses. Mr. Beck asked if we had a fundraising policy for the shelters/rooms, etc. Ms. Leis stated that we do allow persons to use our facilities for fundraisers. Mr. Beck stated that if we allow fundraisers in our parks why wouldn't we let people use our buildings. Mrs. Lapensee stated that when you all decide what you want to do with Meade, you can add that to the form.

Ms. Sims stated that we have not decided what to do with the Meade house yet and that the Trustees had asked the Historical Society to write a proposal for the use of the building. Mr. Bryant stated that the Historical Society is holding their Christmas dinners there. Ms. Sims stated that they also hold their monthly meetings there. Ms. Leis asked if the Board gave the Historical Society permission to use the building. Ms. Sims stated no, they have always met there and it's never been a problem in the past. Ms. Leis stated that if we open the building up to the historical society having meetings there, then we should open the building up for everyone to have their meetings there as well. Mr. Bryant stated that it should go through the calendar. Ms. Leis stated that you can't say that just the historical society can meet there and no one else. Ms. Leis stated that we have not approved the historical society to use the building and they are using it, so we need to open that building up to everyone else. Ms. Sims stated that if outside groups come in and use the building, they would need to remove their furniture and glassware from the building because there is no guarantee that their stuff would be safe. She stated that they are using the building and they respect the house and the items inside the house. Ms. Leis stated that the Board needs to make a decision whether or not one entity uses it or everyone can use it. Mr. Bryant stated that the historical society used to be part of the township as a committee way back when and the township has always tried to be a good partner with them. He stated that we need to review their proposal once it has been submitted. Ms. Leis stated that we still need to make a decision about all or none (who can use the building). Ms. Sims stated that they are just as anxious about the status of that building as the township is. Ms. Leis asked if we were still planning to do a facility analysis so that we can decide if our buildings are being used to their fullest extent. Mrs. Lapensee stated yes.

Mr. Beck asked how many groups are using the buildings. Safety Center – Republican Club, Boy Scouts, Homeland Security, ODNR, Sheriff's Office, LSF, Historical Society, and Trustees. Administration Building – Trustees, BZA, Zoning Commission, HOA's, and Historical Society. Meade Building – Historical Society.

3. Paycor. Mrs. Lapensee stated that she and Carol have a meeting scheduled tomorrow to find out more about the system. She will update the board at the next meeting.
4. Concrete Work in Pemican Run. Mrs. Lapensee stated that Mr. Pitman wanted to know if we could go ahead use advertise the concrete work for Pemican Run Subdivision. She stated that we would need to replace all curbs and handicapped ramps throughout the

subdivision. Mr. Bryant asked if we had a good cost estimate yet. Mrs. Lapensee stated that Mr. Pitman thinks it will cost around \$300,000.00 to complete. Mr. Bryant stated that we once went for a grant to try and pay for these improvements and did not get it. He wanted to know how we were going to pay for the improvements. Mrs. Lapensee stated that we budgeted \$634,000 dollars this year for road improvements from the road levy fund. To date, we will have only spent \$343,060.00 which leaves us with around \$290,940.00 for additional improvements this year. Mr. Bryant asked if we were ahead, on target or behind in our paving. Mrs. Lapensee stated that we are ahead. Mr. Bryant asked if we can handle this additional \$300,000 and stay on schedule and budget. Mrs. Lapensee stated yes. Mr. Beck asked if there is anyway to submit the OPWC grant again. Mrs. Lapensee stated that the OPWC money is tied up for the next few years because of split projects and we will go ahead and resubmit for the Blong Road bridge improvement. Mr. Bryant asked how much the match is for the bridge. Mrs. Lapensee stated that she does not remember what the match is; however, this might be one of those projects where we will have to add into our road levy renewal in 2020 and up the millage .1-mill to pay for the project and other projects like it. Ms. Leis stated that she warned all of us and stated that we should have raised the millage on the last resolution to accommodate these projects. Ms. Sims stated that the Blong match (20%) is \$57,838.00 and the Pemmican Run match would have been \$168,311.00. Mrs. Lapensee stated that it doesn't matter because we did not get the grant anyway. Mr. Beck stated that we should just sit on the Blong Road project because it is not an emergency. Mrs. Lapensee stated that she would just recommend putting it back into the OPWC grant pot until it gets funded. She stated that they would like to get the concrete work done now and pave that subdivision next year. Mr. Bryant asked if the concrete work was included in this year's estimate. Mrs. Lapensee stated yes.

5. Home of the Brave Improvements. Mrs. Lapensee stated that she wanted the Board to know that she submitted the grant through the county to get money for the improvements to the ballfields to the rear of the park. Mrs. Lapensee stated that the total amount submitted was for around \$814,130.00 and would match would be around \$314,130.00. Mr. Bryant asked what funds that will be paid from. Ms. Sims stated that we could use Fund 12 or Fund 12B. She stated that all the expenses for the Rozzi property have been paid for through 12B. Mr. Bryant asked if there was money built up in 12B to support the project. Ms. Sims stated that she does not know. She stated that MSP is working on a cost to provide construction documents/bid specs for this project. She stated that we would have a cost for their services by the next meeting. Mr. Bryant asked how long we have to spend the money once we receive the capital funds. Mrs. Lapensee stated that we will need to spend it before their next budget cycle (2 years).
6. Property Maintenance Code. Mrs. Lapensee stated that she went through the International Property Maintenance Code and compared it to our proposed language from the last work session. Mrs. Lapensee stated that she believes all we will have to adopt is Chapters 1, 2 and 3 from the International Property Maintenance Code. Ms. Leis asked if we did adopt those chapters from the IPMC, would it cover additional items that we did not address in our last attempt in version 5B. Mrs. Lapensee stated yes, there would be items in there that we did not address in past versions, but, there would also be items that we addressed that were not covered in the IPMC. Mrs. Lapensee stated that she will ask our Law Director how that would work. Mr. Bryant asked about drainage issues and how those will be covered. Mrs. Lapensee stated that those are all private and civil matters and would have be handled privately. Mrs. Lapensee asked if everyone could proof read this version and see if there is anything she missed. Mr. Bryant asked what version Mrs. Lapensee was working from. Mrs. Lapensee stated 2018. Mr. Bryant asked if there was anything in the IPMC that would handle the parking situation on Souffle. Mrs. Lapensee stated no, that is one of those items we would need to add. Mr. Beck asked if we could handle that through the Fire Department/safety. Ms. Leis stated that she already tried that and there is sufficient room to park and drive a fire truck through there. Mr. Beck stated that we do not want boats, campers, trucks etc. parked on residential streets. He stated that we are trying to come up with a common-sense approach to all of the issues that have been mentioned over the last 3 years. Ms. Leis stated that some codes around us are too restrictive and she does not want us to be that jurisdiction. There was a long discussion

over how to solve the parking issues in the neighborhoods with trailers, trucks, etc. Mr. Beck stated that we need to tie all these issues back to safety. Mrs. Lapensee stated that she will forward to Kevin and report back to the Board on how we can proceed from here.

7. Blong Park Improvements. Mrs. Lapensee stated that we had a contractor take a look at Blong Park and give us an estimate on installing new landscaping there. Mr. Bryant stated that he would like to see the bank pay for a part of these improvements because they use the park and there are no parking spaces for anyone else to park there. He stated that he feels that we should ship these proposed improvements to the Beautification Committee for their opinion.

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

Meeting adjourned at 8:05 p.m.

Approved:

Kenneth Bryant, Board President

Carol Sims, Fiscal Officer