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**MINUTES OF SYMMES TOWNSHIP REGULAR MEETING**

**OCTOBER 1, 2019**

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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: Kimberly Lapensee - Administrator; Kevin McDonough - Law Director; Captain Bruce Hawk - LSFD; and Jonathon Hoover - Hamilton County Sheriff's Department.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Mr. Beck made a motion to approve the Agenda and to move the Presentations portion up on the agenda. Ms. Leis seconded the motion. The roll call vote was as follows: Ms. Leis - 'aye', Mr. Bryant - 'aye', and Mr. Beck - 'aye'. Motion passes.

PRESENTATIONS

Chief Deputy Mike Books, LSFD gave a short presentation of awards to the citizens that were inside the Silver Spring House on August 8<sup>th</sup> when an employee went into cardiac arrest. The LSFD thanked them for their quick thinking and help until they were able to arrive on the scene.

APPROVAL OF MINUTES

Mr. Beck made a motion to approve the Minutes of the regular meeting from September 3, 2019 and the Special meeting from September 3, 2019. Mr. Bryant seconded the motion.

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

FISCAL OFFICERS REPORT

Ms. Sims stated that she emailed the report for October earlier today. She stated that there is \$3,246,422.93 in our checking account, \$2,109.74 on the credit card, \$21,233.77 in our HRA account and \$1,936,305.55 in our Money Market account. Ms. Sims also read aloud an email that she sent to the Board on 9/19/2019 concerning her absence at the last meeting.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

Mr. Beck made a motion to approve the warrants from 75794 – 75963 in the amount of \$445,683.01 from August and 75964 – 76160 in the amount of \$531,731.53 for September. Ms. Leis seconded the motion.

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

REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR - None.

JONATHAN HOOVER, HAMILTON COUNTY SHERIFF'S DEPT – None.

CAPTAIN BRUCE HAWK, LSFD – Captain Hawk stated that the Board had his written report which also included this month’s stats. He also thanked the board for all the equipment that they have purchased recently.

DEPUTY CHIEF JON FRYE, LSFD – Deputy Chief Jon Frye stated that NECC has purchased the Smart911 software database and will begin the process of promoting the new app that can be downloaded on your smartphone. He stated that they will be asking all the residents to sign up for this technology so that the dispatchers have information about each resident and their family for emergencies. He asked that the Township put this on our website and Facebook page.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS – Mrs. Lapensee stated that they have scheduled a preconstruction meeting with Smith Construction for the Blong Bridge project. She stated that they hope to begin the project this month.

COMMITTEE – Ms. Lapensee stated that they had a Land Use Committee meeting on September 10<sup>th</sup> at 6:00 p.m. She stated that they went over the map and the ground rules and roles for the committee. She stated that their next meeting will be on October 15<sup>th</sup> at 6:00 p.m. in the administration building.

OTHER – Mr. Bryant stated that he should have brought this up under the Fiscal Officer’s report, but he wanted to make us aware that there are late fees on the lighting district bills and he did not sign one check that had \$9.00 worth of late fees with it. He stated that we should come up with a policy for late fees and how we are going to handle the ones we already have vs any new ones. Ms. Leis stated that she would like to see them pay them so late fees quit accumulating from not paying the ones we already have today. Mr. Beck asked that Ms. Sims provide them with a list of bills that have late fees with them so they can come up with a policy. Ms. Sims stated that there was also a bill paid for Spectrum that had late fees and sales tax that was paid on the credit card because staff did not add her to the account. Ms. Lapensee stated that she paid the bill on the credit card because the cable got shut off for non-payment and called Spectrum to reverse the late fees and sales tax which was credited the next billing cycle. Ms. Sims stated that she will also put the reasons why there are late fees with each bill. Ms. Leis asked if there were any other accounts that are behind. She mentioned that she thought our vision insurance was behind and the Speedway account had late fees. Ms. Sims stated that she has asked several times for us to find a new vendor for our gas account because their accounting system keeps assigning late fees. She stated that she would like to cancel the credit card. Mr. Beck stated that this seemed pretty extreme to do especially since all we must do is pay the card on time. Mrs. Lapensee stated that they also just got an email stating that they are behind on paying ICRC as well. Ms. Leis asked how many credit cards we have with Speedway. Mrs. Lapensee stated that she has 1 card. Mr. Hoover stated that the Sheriff’s Office has 9 cards (1 with each car).

#### HEARING OF RESIDENTS

Gary Trick, 9139 Coachtrail Lane, thanked the board for continuing to provide YOGA all summer. He stated that he really enjoys it. Mr. Beck thanked Energy Alliances for continuing to be a sponsor of the event.

#### CORRESPONDENCE

Attached to the packet.

#### EVENTS/MEETINGS

- Fall for Symmes – Friday, October 4, 2019 at Symmes Park from 5:00 p.m. until 9:00 p.m.
- Columbus Day – Monday, October 14, 2019. All buildings closed.
- Park Season Ends – Tuesday, October 15, 2019.
- Land Use Committee Meeting – Tuesday, October 15, 2019 at 6:00 p.m.
- Zoning Commission Meeting – Wednesday, October 16, 2019 at 7:00 p.m.
- Finance Committee Meeting – Thursday, October 24, 2019 at 6:30 p.m.

- Trick-or-Treat – Thursday, October 31, 2019 from 6:00 to 8:00 p.m.
- Photo Contest Ends – Thursday, October 31, 2019.
- Board of Zoning Appeals Meeting – Monday, November 4, 2019 at 7:00 p.m. at the Administration building.
- Regular Trustees Meeting – Tuesday, November 12, 2019 at 7:00 p.m. at the Administration building.
- Thanksgiving Holiday – Thursday/Friday, November 28 & 29, 2019. All buildings closed.
- Holiday Light Challenge Begins – Thursday, November 28, 2019.

#### OLD BUSINESS

None.

#### NEW BUSINESS

Mr. Beck asked for discussion over Healthiest You. Mr. Bryant stated that he asked for this to put on the agenda to discuss. He stated that this was approved at the October meeting last year when we approved the renewal with Burnham and Flowers concerning our HRA. He stated that the box was checked for this new service and none of us were asked to approve that portion. He stated that the elected officials are not eligible for this new service until the positions are reelected. He stated that he feels that we do not need it and we should cancel it. Ms. Leis and Mr. Beck stated that if it is going to save us money for the employees to call a doctor on the phone instead of going to the doctor, then we should keep it, but they want to see if the employees are using it first instead of just canceling it. They both agreed that we should cancel the elected officials use of it since they are not eligible.

Mr. Beck made a motion to accept a donation of \$500.00 from the Loveland Firemen's Association Inc. for the Sipping in Symmes Wine Tasting Event. Ms. Leis seconded the motion.

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

Mr. Beck made a motion to not request a hearing in Columbus to renew the liquor permit for Flipdaddys LLC, Flipdaddys Burgers and Beers, 12071 Mason Montgomery Road, Cincinnati, Ohio 45249. Ms. Leis seconded the motion. Ms. Leis stated thanks for continuing to be a business in Symmes Township.

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

Mr. Beck made a motion to allow the Township Administrator to advertise for the sidewalk project on Hopewell and Enyart Roads. Mr. Bryant seconded the motion. Discussion continued.

Ms. Sims asked what fund would pay for these sidewalks. Mrs. Lapensee stated that \$400,000.00 was appropriated this year for sidewalk projects in the road levy fund (#11). Ms. Sims asked when bids would be accepted. Mrs. Lapensee stated that we will have a bid opening on October 31<sup>st</sup> at 2:00 p.m.

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

Mr. Beck made a motion to approve Resolution G2019-58, a Resolution Authorizing a change order in the HOB park project contract for Logan Creek LLC. in the amount of \$4,500.00. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that when the original plans were drawn, a concession stand was included where the three ballfields come together. When the decision was made to remove the concession stand from this current project, it left a void for the pathways. During construction of the walkways, it was discussed that we should connect the pathways until such time in the future that

a concession stand is built. Mr. Beck asked if we will be doing the concession stand next year. Mrs. Lapensee stated that we could, but we also talked about fixing the structural issues at the Meade House.

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

Mr. Beck made a motion to approve Resolution G2019-59, a Resolution Authorizing the Township Administrator to sign a community event license agreement with NEST Community Learning Center for the use of Symmes Park and HOB for the Nest Kids Ninja Charity Challenge on April 25, 2020. Mr. Bryant seconded the motion. Discussion continued.

Mrs. Lapensee stated that NEST had cancelled their event for next weekend and would like to reschedule it for next April.

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

Mr. Beck made a motion to approve Resolution G2019-60, a resolution authorizing the Township Administrator to enter into an agreement with National Gunite to perform repairs to a storm water pipe on Terwilligers Ridge Court in the amount of \$22,870.00. Ms. Leis seconded the motion. Discussion continued.

Ms. Lapensee stated that they have a pipe that needs repairs on Terwilligers Ridge Court. She stated that the headwall has become detached from the pipe and is washing out the hillside in that area. Mr. Bryant asked if we could apply for a grant to fix it. Mrs. Lapensee stated that they need to fix the pipe now and can't wait to apply for a grant. Mr. Beck wanted them to guarantee the work. Mrs. Lapensee stated that there is typically a one-year guarantee with any work performed. Ms. Sims stated that she would rather see that the other Road Levy fund is being used to pay for the work performed since it is a repair. She asked the board to take the funds from Fund 11B (the new levy fund) vs 11. The Board agreed. Ms. Sims stated that they will also need to establish a line item in 11B for storm repairs.

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

Mr. Beck made a motion to approve Resolution G2019-61, a Resolution authoring and directing the Township Administrator to sign an acceptance of the permanent drainage easement and right of entry and construction easement agreement with Symmes Gate condominium unit owner's association. Mr. Bryant seconded the motion. Discussion continued.

Mrs. Lapensee stated that we need this permanent easement to perform the work needed for the Blong Bridge replacement project. She stated that our Law Director has been working with the condo association to get the easement needed for the work. Mr. Bryant asked if we will have to pay for the easement. Mrs. Lapensee stated no.

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

Mr. Beck made a motion to approve Resolution F2019-04, a Resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Ms. Leis seconded the motion. Discussion continued.

Ms. Sims stated that this is the second step in the budget process.

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

Mr. Beck 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 line items:
  1. 10-A-15 from \$10,000 to \$15,000.
  2. 12-A-5 from \$2,500 to \$3,500.
  3. 12-A-8 from \$15,000 to \$20,000.
  4. 12-A-9 from \$53,965 to \$56,000.
  5. 23-A-9 from \$1,000 to \$3,000.
  6. 12-A-4 from \$125,000 to \$135,000.
  7. 1-A-26C from 17,500 to \$18,000.
- b. Expenditure: \$17,786.60 ICRC 2<sup>nd</sup> quarter franchise fees.
- c. Expenditure: \$9,456.00 Skeets Humphries to replace the bathroom doors at Hopewell with Electronic Strike doors w/timers.
- d. Expenditure/then and now: \$912.00 (\$750.55 for Alleen Tents; \$161.95 (wine vendors) for wine tasting expenses.
- e. Expenditure/then and now: \$709.60 Chamber of Commerce expenses for Wine Tasting Event.
- f. Expenditure/then and now: \$200.00 Yoga expenses for September (\$2,685.00 total for the year).
- g. Expenditure/then and now: \$4,292.85 Heritage Fire Equipment annual inspection and service work for T-61.
- h. Create a line item for outside contractors in the amount of \$23,000.00 for Fund 11B-10B.

Mr. Bryant seconded the motion.

Mr. Bryant had questions about the wine tasting event. Mrs. Lapensee explained all the expenses vs revenue per the spreadsheet she had included in the packet. She stated that the Chamber is going to send us the ticket revenue for the event so we can pay the bills. She stated that the revenue was roughly \$3,080 (52 tickets sold X \$40 per ticket = \$2,080 plus \$1,000 in donations) and the expenditures were roughly \$4,000.00. Mr. Bryant stated that it was worth the money we paid to showcase the park. Mr. Beck stated that we also need to ask for the money for the wine pull so that can be added into the mix. Ms. Sims asked when the Chamber was going to send us the money collected for tickets. Mrs. Lapensee stated that has asked that they send it, but she has not seen it yet.

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

#### HEARING FROM RESIDENTS

None.

#### EXECUTIVE SESSION

Mr. Beck made a motion to go into executive session at 8:25 p.m. to have a conference with the Law Director concerning pending or imminent court action. Ms. Leis seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye', Ms. Leis - 'aye', and Mr. Beck - 'aye'. Motion passes.

Mr. Beck made a motion to come to the regular meeting from Executive Session at 9:00 p.m. Ms. Leis seconded the motion. The roll call vote was as follows: Mr. Bryant - 'aye', Ms. Leis - 'aye', and Mr. Beck - 'aye'. Motion passes.

No further action was taken.

#### ADJOURNMENT

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

Minutes of REGULAR

Held Township Admin. Bldg.

October 1, 2019

Meeting adjourned at 9:01 p.m.

Approved:

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Philip J. Beck, President

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Jodie L. Leis, Vice-President

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Kenneth N. Bryant, Trustee