
MINUTES OF SYMMES TOWNSHIP WORK SESSION

SEPTEMBER 21, 2020

The meeting was called to order at 6:00 p.m. Elected officials present were: Mr. Phil Beck, Ms. Jodie Leis, and Mr. Kenneth Bryant.

Also present: Kim Lapensee – Administrator.

Joe Grossi, Fiscal Officer was available via zoom.

OLD BUSINESS

None.

NEW BUSINESS

1. Field Usage Fees. Mrs. Lapensee stated that we have talked on many occasions about how we are going to move forward with the usage of the fields and how much money it costs the township to provide the fields to all the teams who use them now for free. She stated that we have also talked about passing along some or all those costs to the teams who use our fields either per team or per player who is using the fields. She stated that she put together a list of all our costs for the entire year for each discipline and in total we spend around \$64,000.00 a year for field maintenance. She stated that we could break it down per team (baseball vs soccer vs lacrosse), which could be costly for the baseball users because the township spends more money to maintain the fields for baseball or we could break it down per player. She stated that if we break it down per player, it will cost around \$17.00 per player. Ms. Leis stated that she just wanted to point out that it would be no big deal for a select player/team to pay the fee and it might be less feasible for the recreation leagues to pay it. Mr. Beck asked what the breakdown would be between select and recreation. Mrs. Lapensee stated that most kids using the fields are recreation teams. Mrs. Lapensee suggested that we charge \$10.00 per kid for recreation and \$20.00 for the select players. Mr. Bryant asked how Mrs. Lapensee arrived at the numbers. Mrs. Lapensee stated that she took all the costs for 2020 and divided it by the numbers of users from 2019 since the 2020 users were far less due to COVID. Mr. Bryant stated that he would be okay with us paying the costs then assessing in the rear (the next year – use 2020 costs and assess those costs in 2021). He stated that he thinks the costs for the lights should be calculated that then assessed to the users of the lights (baseball). Ms. Leis stated that it may take some tweaking over the years. Mr. Bryant stated that we are already mowing, and the costs listed on the sheet include mowing the entire park. Ms. Leis suggested that we only mow around the outer areas and leave everything else natural. Mr. Bryant stated that he believes we should subsidize the mowing. Mrs. Lapensee stated that the costs she listed on the sheet for mowing only include the fields being used for the different sports. She stated that she took a percentage of the mowing bill just for fields to break out a cost. Mrs. Lapensee stated that she recommends a flat fee of \$10.00 per player and see what that pays for next year. Mr. Bryant stated that he would like to see the lights charged to baseball since they are the only ones who are using them. He stated that he would like to see all the baseball teams use the lights. Ms. Leis stated that she is okay with starting at \$10.00 a player. Mr. Beck stated that we would still be paying \$20,000.00 and collecting \$40,000.00. He suggested that we move it up to \$12.00 per player and we charge the amount used for the lights to LYSO.

Mr. Bryant asked about the field suggested in the staff report for Symmes Park. Mrs. Lapensee stated that she would like to move Lacrosse over to a new field at the Meadow and redevelop the area at Royal for additional soccer fields. Mr. Bryant stated that he would like all the taxpayers to be able to use those Lacrosse fields if they want, but he thinks that Sycamore has their own fields now. Mrs. Leis suggested that we meet with Lacrosse to see what their plans are for the future. Mr. Bryant suggested that we lay something out on paper so that everyone can see it and the big picture.

Mrs. Lapensee stated that she would be interested in contacting the Mason Temple to see if we can lease out the rear of their property to put in another field. Ms. Leis stated that they probably would not be interested in that since it is all wooded right now.

Mr. Bryant asked about the parking issue that is mentioned in the report at Meade. Mr. Bryant stated that he has never seen that parking lot get full except for one time during the sunflowers bloom season. He stated that the only place to expand would be toward the restroom. Ms. Leis stated that everyone can also park at Royal field and walk over to Meade. Ms. Leis asked about the Meade house and if we found a structural engineer for the fixed needed. Mrs. Lapensee stated that she has a quote for drawing plans up from one architect on the changes he believes will fix the house and taking it up to a use group 4. She stated that she will need to find a couple more to get quotes.

Ms. Leis stated that she wants to set up a meeting with the Historical Society to discuss the log cabin. She stated that people are asking about the weeds, the windows, and the roof and that they need to be maintained. Mr. Beck asked if we know how long the lease is for?

Ms. Leis stated that she has been looking at synthetic materials for ice skating rinks. She thinks it would be a good idea to try and get another activity for the parks. She stated that it can be put down on the tennis court/basketball courts. She stated that it snaps together and can be taken back up in the spring. Mr. Grossi asked what type of footwear is needed. Ms. Leis stated ice skates.

Ms. Leis stated that they have been working on refurbishing the bird blind at Symmes Park. She stated that she would also like for us to install a story board that would identify birds that you would see here in the blind in this area. She stated that bird blind started as an actual building and now two walls have been removed so you can see into that area. She stated that she would like some signage to put up so that people know where it is.

Ms. Leis stated that she and the employees will be decorating the trail at Meade for fall and there will be a hay maze with scarecrows. She encouraged everyone to come out and walk the trail with their families. Mr. Bryant asked if the cameras are working. Mrs. Lapensee stated that the cameras work up by the house, but we would have to put the trail cameras back up for the trail.

2. Proposed Finance Policy Changes. Mrs. Lapensee stated she would like to make some changes to the current finance policy that we adopted back in 2018. She stated that she would like to see the following changes:
 - a. Increase the spending authority from \$2,500.00 to \$5,000.00 and only require purchase requisitions for all purchases over \$1,000.00. This would be half of the spending limit allowed by law that was changed back in 2018 to \$10,000.00. Mrs.

- Lapensee stated that we have not been filling out the purchase requisition forms unless the amount goes over \$1,000.00.
- b. Eliminate the Fiscal Officer as an authorized spender, reduce the Public Works Director's spending authority from \$1,500.00 to \$1,000.00 and allow the Fire Chief to have \$1,000.00 spending authority. Mr. Bryant stated that he does not think that an outside contractor should have spending authority. Ms. Leis stated that she wants to make sure everything is transparent. Mrs. Lapensee stated that many of items they buy are small and fall under the \$1,000.00 limit such as tires, batteries, etc. She stated that she sees all the spending when they submit the forms and the board sees it again when they sign the checks.
 - c. Change the approval on the purchase requisition to be the township administrator up to the \$5,000.00 limit.
 - d. Warrants would be processed when received by no later than Friday of each week.
 - e. Credit cards would be changed from Super America to Shell, PNC Visa to Fifth Third VISA/Mastercard with each department head permitted to carry a card and a third card available in the safe for other staff members. The limit would match our account with a \$50,000.00 limit and payments would automatically be paid within 15 days of charge automatically. We could manually adjust totals for each department head to stay under the \$50,000.00 but could have it available for emergencies. Mrs. Lapensee stated that this would eliminate the need to have cards in every vehicle. She stated that we are still looking at the least expensive way to log the usage (keypad, key, paper/clipboard, etc.).
 - f. Pay periods would be determined by the Township Administrator or anyone in the future would process payroll and the Board would determine if we stay with Paycor or move to process our own payroll in the future.
 - g. Forms of payment would include cash and all forms must be deposited within three (3) days of receipt no matter if it is electronic, check, cash, credit, etc. Ms. Leis stated that it would be nice if we could process shelter rentals and payments via the website. Mrs. Lapensee stated that it would be hard to verify their address as resident or non-resident over the website. Ms. Leis asked if Mrs. Lapensee will have a policy on how the money is handled. Mrs. Lapensee stated that we put all checks and cash into a deposit box then take it to the bank every day. Mrs. Lapensee stated that she removed the need for a second account for the credit card because she did not see the need.
3. Copier Purchase. Mrs. Lapensee stated that she was hoping to upgrade the copier this year because we have run into some issues with the scanner. She stated that we had Millennium come to the building and they gave us pricing on purchasing vs leasing and the maintenance costs. She stated that we would like to upgrade the current machine so that it copies and scans faster (will be able to scan a compact PDF file which will take up less memory and less time to send), has more storage capacity for paper, and is cheaper for maintenance. She stated that Millennium compared our machine to a new machine. She stated that we currently spend \$810.61 per quarter for the copier (maintenance agreement) and with a new copier, the per quarter charge drops to \$520.44 (36% drop in cost per quarter or \$1,160.68 for the year). She stated that we can purchase a new Sharp MX-5071 for \$7,852.00 or lease for \$165.00 per month for a five-year period (\$9,900.00) or a Sharp MX-6071 for \$9,387.00 or lease for \$197.00 per month for a five-year period (\$11,820.00). She stated that the service department has our old copier that we moved over there 5 years ago. They would like us to move our current one over to their building so they can have color copies, better scanning, etc. We can reduce the current contract on that copier to fit the number of copies they are making.

Mr. Grossi stated that he has been there long enough to see what a work horse this machine is. He stated that it sometimes runs all day. He stated that based on the savings for copies it will pay for itself in 3.7 years. Mr. Bryant asked if that was for the 50 page per minute. Mr. Grossi stated yes and the 60 page per minute will pay for itself in 4.5 years. Mr. Grossi stated that we have had our current machine for 5 years now and it was

used. He stated that it was already two years old and used when we bought it. Mr. Bryant asked if it is going to be okay moving the old machine to Bill based on the issues she is bringing up. She stated yes because his volume will be far less. Mr. Bryant asked what we pay for the maintenance on the copier. Mrs. Lapensee stated that the maintenance cost on the machine is now \$800.00 per month and that includes copies, toner, and anytime we call for service. Mrs. Lapensee stated that this will help with them being able to scan documents for the website.

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'. Motion passes.

Meeting adjourned at 7:30 p.m.

Approved:

Jodie L. Leis, Board President

Kenneth N. Bryant, Vice-President

Philip J. Beck, Trustee