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**MINUTES OF SYMMES TOWNSHIP REGULAR MEETING**

**October 2, 2018**

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The meeting was called to order at 7:00 p.m. Elected officials present were: Mr. Ken Bryant, Mr. Phil Beck, and Ms. Jodie Leis. Ms. Sims was absent.

Also present: Kim Lapensee - Administrator; Kevin McDonough – Law Director; Chief Ott Huber - LSFD; Lieutenant Tory Smith - Hamilton County Sheriff’s Department.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Mr. Bryant made a motion to approve the Minutes of the special meeting for September 10 and 11, the regular meeting for September 11, 2018. Mr. Beck seconded the motion.

The roll call vote was as follows: Ms. Leis - ‘aye’, Mr. Beck - ‘aye’, Mr. Bryant - ‘aye’.

FISCAL OFFICERS REPORT

Mrs. Lapensee stated that the appropriations and revenue reports were handed out and are on everyone’s desk.

PRESENTATIONS

None.

PUBLIC HEARINGS

None.

APPROVAL OF DISBURSEMENTS

None.

REPORTS

KEVIN MCDONOUGH, LAW DIRECTOR had no report.

LIEUTENANT TORY SMITH, HAMILTON COUNTY SHERIFF’S DEPT stated that he will have his September report to Mrs. Lapensee next week, they will attend Fall Fest, they will hand out candy for Halloween and they continue to work with World Pay on self-defense classes for women and other security matters.

CHIEF OTT HUBER stated that the Board has his written report. Mr. Huber also reported that the Fire Department and Sheriff’s department will be having their annual fire prevention open house on September 10<sup>th</sup> from 6 to 8 p.m. at the Safety Service Center to celebrate fire prevention month. He stated that they have been working with the Loveland Schools on active shooter classes and they are working on their new website.

BILL PITMAN, DIRECTOR OF PUBLIC WORKS was absent.

COMMITTEE – None.

OTHER – None.

#### HEARING FROM RESIDENTS

Judy and Robert Wilson, 9012 Symmesknoll Court, stated that they were very concerned about the residential facility that is doing construction at 11621 Symmes Creek, because they are increasing the number of residents there by building additional bedrooms. She stated that she called Hamilton County zoning and they told her that they were not concerned with aesthetics for that house where the garage door was removed. She stated that she called Senator Wilson's office and they told her that was the township's problem and not the state. She stated that she is concerned about the look of the house and someone needs to care what it looks like. She stated that she would like the trustees to look at hiring an employee to administer our zoning instead of Hamilton County. She said that the owners of the property are now OFH Symmes Creek LLC and Mimi's House is owned by Mark Hutton and Janet Davies. She stated that there are still site distance issues at Enyart Road from her subdivision. Mrs. Lapensee stated that she passed that information onto the Public Works Director who contacted Hamilton County. She stated that the county told Mr. Pitman that they would mark the ROW and cut the tree back at the intersection to the ROW. She stated that she would have Mr. Pitman call again and ask when that would occur.

#### CORRESPONDENCE

See Attached.

#### EVENTS AND MEETINGS

- Fall Fest – Friday, October 5, 2018 from 5:00 to 9:00 p.m.
- Columbus Day – Monday, October 8, 2018 Township Offices Closed.
- Safety Fair – October 10, 2018 Symmes Township Safety Center from 6 p.m. to 8 p.m.
- NEST Kids Ninja Challenge – Saturday, October 13, 2018, Symmes Park.
- Zoning Commission Meeting – Wednesday, October 17, 2018 at 7:00 p.m.
- Public Hearing for Sidewalk Priorities – Tuesday, October 23, 2017 at 7:00 p.m. at the Safety Center.
- Trick-or-Treat Night – October 31, 2018 from 6:00 p.m. to 8:00 p.m.
- Board of Zoning Appeals – Monday, November 5, 2018 at 7:00 p.m.
- Regular Township Trustees Meeting/Election Day – Tuesday, November 6, 2018 at 7:00 p.m.

#### OLD BUSINESS

Mr. Bryant made a motion to approve Resolution G2018-68 which is a resolution Amending the Financial Policy for Symmes Township. Mr. Beck seconded the motion. Discussion continued.

Mr. Beck stated that we received comments from the Fiscal Officer today and wondered if any of them had been incorporated into the new policy. Mrs. Lapensee stated that she had asked Ms. Sims to provide her with the comments she had on paper from the last work session and never received them. She stated that she did finally receive comments this afternoon and she incorporated all the comments that are highlighted.

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

#### NEW BUSINESS

Mr. Bryant asked for discussion concerning transparency. Ms. Leis stated that she wants the township Fiscal Office to be more transparent. She stated that the more eyes we have on everything the better. Mr. Beck agreed and said that we should also be keeping up with the Ohio Checkbook.

Mr. Bryant asked for a discussion concerning the Meade House. Mrs. Lapensee stated they received a request from the Historical Society to hopefully have a decision on the proposal that they gave to the Board on the Meade House by October 15. Mr. Bryant stated that he did not want to commit to anything until the facility report is finished. Ms. Leis stated that she wants to make sure the building is sound before we make any decisions regarding letting the Historical Society use the building.

CJ Carr, 10403 Willow Drive, stated that this became an issue for the Historical Society when the township talked about doing the facility use form/agreement and added the Meade House to the form. He stated that if the form gets approved with the Meade house on the form, then who will be watching their stuff. He stated that they have their monthly meetings there and Christmas party. He stated that he wonders if they should still have it there now since the occupancy has been set at 28. He stated that they also want to open the log house, but need to figure out what they are doing. He wondered if they should remove their furniture until the report gets finalized or improvements are made. Mr. Bryant wanted to know if they had anywhere to put their furniture if the building needs to be remediated.

Mr. Beck wanted to know if the structural engineer feels that the Historical Society can continue to hold their annual Christmas party in that building.

Mr. Bryant asked for a discussion concerning the Property Maintenance Code. Mrs. Lapensee stated that we need to schedule another meeting to discuss since we did not get to that topic at the last work session. Mr. Bryant made a motion to set the next work session date for October 17 at 6:00 p.m. at the Safety Services Center. Ms. Leis seconded the motion.

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

Mr. Bryant asked for a discussion concerning the Artworks project at Home of the Brave. Mrs. Lapensee stated that she had received the agreement from Mr. Beck and thought we should talk about it.

Mr. Beck stated that Artworks is not 100% positive that they can commit to this project for 2019. If Symmes Township would take an active roll in this project then Artworks would be involved to a lesser degree. The Artists will come out and stencil the design on the building and you can ask the High Schools in Symmes Township if they have any art students who would like to volunteer to help paint the building. Could also put in the spring newsletter to let the community know that on a certain date they can come out and help paint the building. Symmes Township would provide the supplies.

Mr. Beck made a motion to approve Option B not to exceed \$20,000.00 in township monies for this project at Home of the Brave. Ms. Leis seconded the motion and stated that she would like for us to seek donations for the project as well.

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

Mr. Bryant made a motion to approve an Economic Development TREX Transfer D-1 from JGM4 Enterprises to LA JAIBA LLC, dba La Jaiba Seafood and Taqueria, 11941 Montgomery Road, Cincinnati, Ohio 45249. Mr. Beck seconded the motion.

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

Mr. Bryant made a motion to waive part of the zoning application fee for a fence for Cobblestone Homeowners Association in the amount of \$331.80. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this was brought up at the last meeting. The HOA dropped off the paperwork asking for the waiver after they received a letter from Ms. Sims.

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

Mr. Bryant made a motion to authorize the Township Administrator to approve the TPA Plan with Burnham and Flowers Insurance Group for the HRA Reimbursements. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this is our HRA agreement for 2019 at the same rates as we have now. She stated that we can exit this agreement at any time if we decide to do something different with our health insurance next year or if we switch brokers.

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

Mr. Bryant made a motion to approve Resolution G2018-72 – Resolution Authorizing the Township Administrator to purchase the Clover Flex for credit card payments to Symmes Township. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that the Clover Flex is the little device where you can swipe the credit card on the end of it and it also has the ability to print receipts.

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

Mr. Bryant made a motion to approve Resolution G2018-73 – Resolution Adopting the Hamilton County Multi-Hazard Mitigation Plan. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated this was approved by the Hamilton County Commissioners at their meeting. Every community has to adopt the plan in order to get federal funding in case they ever need it.

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

Mr. Bryant made a motion to approve Resolution G2018-74 – Resolution Authorizing the Township Administrator to sign a change order for mowing contracts to include 6 additional cuts for 2018. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated that because of the weather they needed to add the extra mowing.

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

Mr. Bryant made a motion to approve Resolution G2018-75 – Resolution Amending the Investment and Depository Policy for Symmes Township. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that this is from the work session they had on September 29<sup>th</sup>. This has to do with changing the fact that the Fiscal Officer has sole oversight to the Board of Trustees having to approve Investments and Depositories. The Township Trustees will appoint people on the advisory committee and have a representative on the advisory committee.

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

Mr. Bryant made a motion to approve Resolution G2018-76 – Resolution Authorizing a Change Order in the concrete curb contract with RA Miller Construction not to exceed \$12,800.00 to install ADA ramps. Motion seconded by Mr. Beck.

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

Mr. Bryant made a motion to approve Resolution G2018-77 – Resolution Authorizing the Township Administrator to purchase road salt for the Road Department from Morton in the amount not to exceed \$50,000.00. Ms. Leis seconded the motion. Discussion continued.

Mrs. Lapensee stated that the City of Cincinnati has already gone through their contracting process and they picked Morton. There is Symmes and six other communities that are going to purchase with the City of Cincinnati through their contract.

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

Mr. Bryant made a motion to approve Resolution G2018-78 – Resolution Providing for the Declaration of Nuisance for the Property located at 10552 Tanager Hills and Authorizing the necessary steps for the abatement of the nuisance. Ms. Leis seconded the motion.

Mrs. Lapensee stated we cut it in August and the house is going on the Sheriff's auction.

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

Mr. Bryant made a motion to approve Resolution G2018-79 – Resolution rescinding Resolution G2018-69 and Authorizing the Township Administrator to Enter into an Agreement with Vast Data Concepts DBA Webcemeteries.com to purchase new cemetery software and provide a monthly support service for the on-line cemetery access and information not to exceed \$16,998.00. Mr. Beck seconded the motion. Discussion continued.

Mrs. Lapensee stated when they passed the first resolution she thought that the company was names Webcemeteries.com. They received a bill from Vast Data Concepts for cemetery website. This is a correction on the name of the company so the bill can be paid.

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

Mr. Bryant made a motion to approve the following expenditures and authorization for the Township Administrator to sign any necessary contracts/agreement or paperwork:

- a. Amend the following Line Items:
  1. 1-L-3 from \$13,873.00 to \$17,075.00
  2. 14-A-8 from \$97,690.00 to \$98,064.00
  3. 12-A-9 from \$74,000.00 to \$87,185.00
  4. 20-A-8 from \$87,800.00 to \$89,900.00
  5. 1-B-8 from \$43,250.00 to \$44,000.00
  6. 5-A-11 from \$42,188.00 to \$49,688.00
  7. 2-A-4 from \$9,000.00 to \$14,240.00
- b. Expenditure - \$5,240.00 KE Rose for a new small salt auger.
- c. Expenditures - \$5,000.00 Ice Ben Gone Magic for liquid deicer.
- d. Expenditures - \$20,140.88 ICRC for their 3<sup>rd</sup> quarter cable franchise fees.
- e. Then and Now - \$1,140.00 Pro Air Midwest for an annual service agreement for air samples (fire dept).
- f. Then and Now - \$464.00 Pro Air Midwest for service trips and non-inventory parts for air sampler (fire dept).

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

#### HEARING FROM RESIDENTS

None.

#### EXECUTIVE SESSION

Mr. Bryant made a motion to adjourn into executive session per ORC Section 121.22(G) (3) To have a conference with the Law Director concerning pending or imminent court action at 8:50 p.m. Mr. Beck seconded the motion. The roll call vote was as follows: Mr. Beck - 'aye', Ms. Leis - 'aye', Mr. Bryant - aye'. Motion passes.

Mr. Bryant made a motion to return from Executive Session at 10:00 p.m. No further action was taken.

ADJOURNMENT

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

Meeting adjourned at 10:01 p.m.

Approved:

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Kenneth Bryant, Board President

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Carol Sims, Fiscal Officer