

## **Granville Township**

Minutes of Regular Meeting January 11, 2012

Present: Trustees Paul Jenks, Bill Mason and Dan VanNess, Fiscal Officer Norman Kennedy,

Recording Secretary: Jerry Miller

Guests: Travis Binckley  
Jeff Hussey  
Brian Miller, Sentinel  
Candi Moore, Bryn Du commission, Chair  
Bruce Cramer, Bryn Du Commission, Director

Fiscal Officer Kennedy, acting as temporary Chair, called the meeting to order at 7:00 PM followed by the Pledge of Allegiance.

Trustee Jenks presented his fidelity bond and oath of office as accepted by and administered by Acting Licking Municipal Court Judge Matthew Dawson. On a motion by Trustee VanNess and a second by Trustee Mason, with Trustees VanNess and Mason yes, it was agreed to accept Jenks' bond for his four year term of office beginning 1/1/2012.

Kennedy called for nominations for 2012 Chair. On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote, Trustee Mason was elected Chair for 2012.

Trustee Mason called for nominations for 2012 Vice Chair. On a motion by Trustee Mason and a second by Trustee VanNess, by a unanimous affirmative vote, Trustee Jenks was elected Vice-Chair for 2012.

Minutes of December 28, 2011:

On a motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote the minutes of the December 28, 2011 meeting were approved as previously submitted and revised.

Candi Moore of the Bryn Du Mansion Commission presented its annual report to the Granville Township Trustees. She highlighted several improvements completed during the year including a new meeting room, support rooms, a second floor restroom and an additional parking lot. In October a new Veterans Memorial was dedicated and work continues on the formal gardens. The Commission continues to foster relationships with non-profits, like Welsh Hills School, Licking Memorial Hospital, Granville Recreation District, Granville Rotary and many others. New partnerships have been developed with OSU Extension Office, the Licking County Master Gardeners, the Granville Library and the Granville Garden Club. The annual Daffodil Show will be moving to Bryn Du in 2012. The Commission continues to work with the Licking County Convention and Visitors Bureau and The Granville Area Chamber of

Commerce. The report also includes their financials for 2011, which showed an operating loss for 2011, which was the primarily the result of cash basis reporting covering multiple capital improvements projects paid for in the current year for which money had been set aside in the prior year.

The Trustees each recognized Bryn Du Mansion as a great facility for the community and thanked the Bryn Du Commission and Bruce Cramer for their work.

Correspondence:

1. F.O. Kennedy reported the Township's biannual audit for the year ending 2011, has been awarded to Wilson, Shannon and Snow Inc. They are the CPA firm which conducted the audit as an IPA the last time the State Auditor did not wish to do Township audits. He hopes the audit will begin next week and be completed with a report issued before his term ends on March 31, 2012. Estimated cost of the audit will be around \$5000.
2. F.O. Kennedy reported the year end culvert and equipment and inventory reports prepared by Superintendent Binckley have been filed with the County Engineers' Office.
3. Zoning Inspector May's permit report for the second half of 2012 was received and the information will be put in the minutes of this meeting.
4. Information was received about the availability of community service laborers from the Licking County Municipal Court. F.O. Kennedy expressed concern about the program as no response was ever received about who pays for Workers' Compensation injuries if one of these individuals is hurt while working for the Township.
5. The second half delinquent real estate tax report was received from the County Treasurer.

Public Comments:

None

Elected Officials Reports

Trustee VanNess reported he attended a Comprehensive Planning meeting on January 3rd. The Comp Plan Committee has scheduled a public hearing on the Comprehensive Plan for February 2<sup>nd</sup> at 7:00 pm at the Granville Intermediate School. The Township has paid its portion of the Plan edit costs. VanNess also reported he attended an Open Space Committee meeting on the 5<sup>th</sup> and the annual Licking County Township Association meeting on the 7<sup>th</sup>. F.O. Kennedy and F.O. Elect Miller also attended this last meeting.

He remarked about the recent tragic death of a County employee who died from a tree falling on him while cutting a tree along Welsh Hills Rd, a County Road at that point, in Granville Township and how the Engineer's Office and others were handling the situation. Trustee VanNess said he had been unaware of the death prior to the County Township Association meeting. He asked Chief Hussey if the Trustees could be notified when deaths occur in the Township. Chief Hussey asked for some guidance.

Did the Trustees want to know about all deaths or only where there were accidents, or only when he thought they might know the people, and at what time of the day did they want to be notified – ie: only during normal waking hours or also at 3:00AM. After some discussion, Chief Hussey was told to use his best judgment as to when to notify the Trustees about these types of situations.

Trustee VanNess said he received notice the Farm Ranch Protection Program (FRPP) still has approximately \$9M available and will be accepting additional grant applications for its program. Upcoming application deadlines will be 2/15, 4/20 and 6/15. Trustee Jenks asked if FRPP had accepted the prior two Granville Township grant applications. The state program manager, Matt Harbage, has indicated the applications were received and with supplemental information provided he expects them to be accepted in Washington.

Trustee Mason report he attended the required annual Records Commission meeting with F.O. Kennedy on December 30, 2011.

Trustee Mason reported he had met several times with Chief Hussey to perform his annual performance evaluation. Mason noted employee evaluations are an important process and should be done and discussed with the employee at least once per year. Copies should then be placed in the employees’ personnel file.

Trustee Jenks said he also attended the Comprehensive Planning meeting and the Plan document looked like it is ready to go.

Trustee Jenks said he and F.O. Kennedy were contacted by several Pembroke Lane residents about a fence issue. Jenks forwarded the email to Zoning Inspector Warren May asking Mr. May to respond to the complaint about what appeared to be a civil matter outside of the Township’s jurisdiction.

F.O. Kennedy reported working with F.O. Elect Miller to close the Township’s books for 2011. The unaudited 2011 Township financial statements were submitted to the State Auditor on January 2<sup>nd</sup> and figures were submitted to the County Auditor in order to obtain a Certificate of Estimated Resources for use in establishing permanent appropriations for 2012.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote, the following zoning fees as presented by Fiscal Officer Kennedy based upon his discussions with the Township Zoning Inspector (between 2% and 3% increase), were accepted for 2012:

	Zoning Fee	Amount
1	Dwellings	\$92 + \$11.00/100 sq ft
2	Garages, additions, satellite dishes, access buildings	\$92 + \$11.00/100 sq ft
3	Commercial structures	\$385 + \$4.83/100 sq ft
4	Commercial hard surfaces	\$268 + \$2.95/100 sq ft
5	Signs	\$102 + \$1.95/sq ft of

		sign, both sides
6	Certificate of Occupancy	\$124
7	Six month extension of permit	½ original fee

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote the following zoning hearing deposits and penalty amounts, which are the same as last year, were adopted for 2012:

Zoning Amendment Hearing Expenses	\$750
Zoning Appeals Hearing Expenses	550
Per day penalty for violations	100

F.O. Kennedy indicated the next item on the agenda was to fill the Trustee's area of responsibility and certain board positions for 2012. After a period of discussion, the majority of the assignments were filled as mutually agreed. However, there was a great deal of discussion about who should be designed as the 'lead' Trustee with respect to the Open Space Program. No consensus could be reached with respect as to a Trustee Appointee for the Open Space Program. See February 8 minutes for complete chart.

Board appointments and areas of Trustee responsibility for 2012:

There was a great deal of discussion about Trustee areas of responsibility and committee appointments for 2012. Not all positions were voted upon and therefore the listing was not finalized. To prevent confusion the full chart will appear in the February 8, 2012 minutes after the final vote by the Trustees.

F.O. Kennedy indicated Judy Preston, Chair of the Land Management Committee, has contacted him to advertise the vacancy on the committee to replace Roger Dunifon. An ad will be placed in the local paper for anyone living in the Township (which includes the Village) who has an interest in joining the Committee.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote it was agreed during 2012, to reimburse the mileage rate established by the Internal Revenue Service, for use of personal vehicles on Township business.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote it was agreed to hold regular Township meetings at 7:00PM on the second and fourth Wednesdays, except for the second meeting in January, at the Township Service Complex, 1554 Columbus Rd. It was further agreed public announcement of special meetings or changes in the meeting schedule would be published in the Sentinel if its publication schedule permitted or in the Newark Advocate, or by posting a notice 24 hours in advance on the north door of the Service Complex as well as notifying the editor of the Sentinel.

F.O. Kennedy explained under State law in order to obtain tax advances the following motion must be passed each year and sent to the County Auditor.

On a motion by Trustee Mason and a second by Trustee VanNess, by a unanimous affirmative vote, it was agreed to authorize the Fiscal Officer to request advances against

any and all taxes collected or in process of collection, including inheritance taxes and those for the Kendal TIF, for the benefit of Granville Township.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote the following 2012 holiday schedule for full-time employees was adopted:

a) New Year's Day	Monday, observed	January	2
b) M. Luther King Day	Monday	January	16
c) President's Day	"	February	20
d) Memorial Day	"	May	28
e) Independence Day	Wednesday	July	4
f) Labor Day	Monday	September	3
g) Veteran's Day	Monday, observed	November	12
h) Thanksgiving Day	Thursday	November	22
i) Day following Thanksgiving Day (lieu of Col)		November	23
j) Christmas Day	Tuesday	December	25

Fiscal Officer Kennedy reported he filed the Township's 2011 Financial Report with the Auditor of State and the Township's 2012 Certificate of the Total Amount from all Sources Available for Expenditures, and Balances form with the Licking County Auditor. The Auditor will add the estimated property taxes for 2012 and provide a Certificate of Estimated Resources to be used to establish the amount of permanent appropriations in each Fund. In the interim Kennedy presented the following proposed temporary appropriations to pay bills and payroll of the Township.

After a short period of discussion, on a motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote the following temporary appropriation measure was adopted for 2012:

Account No.	Title	Amount
<b>GENERAL FUND</b>		
1000-110-111-0000	Salaries – Trustees	33000.00
1000-110-121-0000	Salaries – Fiscal Officer	24355.00
1000-110-190-0000	Other Salaries	17000.00
1000-110-211-0000	OPERS – Employer portion	10430.00
1000-110-213-0000	Medicare – Employer portion	725.00
1000-110-213-0001	Medicare	.00
1000-110-213-0005	Medicare – Union Cemetery	.00
1000-110-221-0000	Medical/Hospitalization	.00
1000-110-221-0001	COBRA medical insurance premiums	.00
1000-110-223-0000	Dental Insurance	2700.00

1000-110-224-0000	Vision Insurance	850.00
1000-110-230-0000	Workers' Compensation	2980.00
1000-110-230-0001	DFWP – Prof Services	1000.00
1000-110-311-0000	Accounting and Legal Fees	7500.00
1000-110-312-0000	Auditing Services	5500.00
1000-110-313-0000	Uniform Accounting Network Fees	2750.00
1000-110-314-0000	Property Tax Collection Fees	600.00
1000-110-314-0001	Property Tax Collection Fees	100.00
1000-110-314-0002	Property Tax Collection Fees	.00
1000-110-314-0003	Estate tax collection fees	2200.00
1000-110-315-0000	Election Expenses	.00
1000-110-319-0000	Professional & Technical Services	1000.00
1000-110-319-0001	Professional Services – Op Space	500.00
1000-110-319-0002	Professional Services – COBRA	750.00
1000-110-319-0003	Professional Services – Computer/IT	1000.00
1000-110-319-0004	Professional Service – NPDES	3500.00
1000-110-319-0005	Professional Service – Emer Comm	4000.00
1000-110-319-0006	Professional Services – FMLA	1000.00
1000-110-319-0007	Professional Services - FSA	350.00
1000-110-323-0000	Maintenance & Repairs	1000.00
1000-110-323-0001	M&R – Tornado Sirens	600.00
1000-110-330-0000	Travel and Meeting Expenses	3000.00
1000-110-341-0000	Telephone	3750.00
1000-110-342-0000	Postage	550.00
1000-110-351-0000	Electricity	250.00
1000-110-382-0000	Liability Insurance Premiums	16000.00
1000-110-383-0000	Fidelity Bond Premiums	1500.00
1000-110-383-0001		.00
1000-110-410-0000	Office Supplies	2000.00
1000-110-410-0001	Copier	500.00
1000-110-430-0000	Small tools & equipment	1000.00
1000-110-519-0000	Dues – MORPC	1500.00
1000-110-591-0000	Contributions to Other Organizations	25.00
1000-110-599-0000	Other Expenses	4000.00
1000-110-599-0001	Other – demolition expenses	.00
1000-110-599-0002	Other –	.00
1000-110-599-0003	Other – Newsletter	5500.00
1000-110-599-0004	Other	.00
1000-110-599-0005	Other – River monitoring	1500.00
1000-110-599-0007	Other – real estate taxes	2000.00
1000-130-190-0000	Zoning Salaries	8900.00
1000-130-211-0000	OPERS	1246.00
1000-130-211-0001	OPERS	.00
1000-130-213-0000	Medicare	150.00
1000-130-230-0000	Workers' Comp	600.00

1000-130-311-0000	Accounting and Legal Fees	1500.00
1000-130-317-0000	Planning Consultants	2500.00
1000-130-341-0000	Telephone	125.00
1000-130-599-0000	Other Expense	1500.00
1000-310-360-0000	Contracted Services	600.00
1000-330-360-0000	Contracted Services	.00
1000-420-370-0000	Payment to Another Political Subdiv	24750.00
1000-610-110-0000	Parks – Trustee salary	.00
1000-610-190-0000	Park – Wages	2000.00
1000-610-211-0000	Parks –OPERS	.00
1000-610-213-0000	Parks - Medicare	.00
1000-610-230-0000	Workers’ Comp	500.00
1000-610-319-0000	Park Mowing	4500.00
1000-610-319-0001	Rental Housing Mgt fee	800.00
1000-610-321-0001		150.00
1000-610-351-0000	Electricity	150.00
1000-610-351-0001		.00
1000-610-352-0000	Water & Sewer	.00
1000-610-353-0000	Natural Gas	.00
1000-610-599-0001	Contribution to Rotary Bridge	.00
1000-610-599-0007	Other – real estate taxes	20000.00
1000-760-730-0003	Site Improvements – parks -LMC	1500.00
1000-760-730-0004	Engineering fee – Rotary Bridge	.00
1000-760-730-0005	SWIF grant creek restoration proj	.00
1000-760-740-0000	Machinery, Equipment & Furniture	.00
1000-760-740-0002	Machinery, Equip & Furn – Cemetery	.00
1000-760-740-0003	Machinery, Equip & Furn – Parks	.00
1000-760-740-0004	Machinery, Equip & Furn – Rd & Br	.00
1000-760-740-0005		.00
1000-910-910-0000	Transfers – Out	.00
	Subtotal General Fund	239936.00
1000-110-599-0006	Beg year cash carryover	.00
1000-110-599-0004	Carryover current year	.00
	Total 2012 General Fund	239936.00
Motor Veh License		
2011-330-360-0000	Contracted Services	.00
2011-330-420-0000	Operating Supplies	5000.00
	Subtotal Motor Veh Lic	5000.00
2011-330-420-0001	Carryover current year	.00
	Total 2012 Motor Veh Lic	5000.00
Gasoline Tax		
2021-330-190-0000	Salaries – regular	25000.00
2021-330-190-0001	Salaries – overtime	6000.00

2021-330-211-0000	OPERS – Employer Portion	5000.00
2021-330-213-0000	Medicare – Employer Portion	500.00
2021-330-221-0000	Medical Insurance Premiums	9200.00
2021-330-221-0002	Medical Premium Deductible	4300.00
2021-330-221-0003	Pr Yr Med Prem Deductible	1700.00
2021-330-222-0000	Life Insurance Premiums	225.00
2021-330-223-0000	Dental Insurance Premiums	900.00
2021-330-224-0000	Vision Insurance	500.00
2021-330-230-0000	Workers’ Comp Premiums	2000.00
2021-330-230-0001	DFWP	300.00
2021-330-230-0008	HRA & FSA Admin	80.00
2021-330-341-0006	Cell reimbursement	600.00
	Subtotal Gasoline Tax	56305.00
2021-330-599-0001	Beg year cash carryover	.00
2021-330-599-0002	Carryover current year	.00
	Total 2012 Gas Tax Fund	56305.00
	Cemetery	
2041-110-111-0000	Trustee wages	2700.00
2041-110-120-0000	Fiscal Office wages	1000.00
2041-110-121-0000	Fiscal Officer wages	2000.00
2041-110-211-0000	OPERS – Employer portion	900.00
2041-110-213-0000	Trustee Medicare – Employer portion	100.00
2041-410-190-0000	Salaries	30000.00
2041-410-190-0001	Overtime	2500.00
2041-410-190-0005	Old Colony wages	4000.00
2041-410-211-0000	OPERS – Employer portion	6000.00
2041-410-213-0000	Medicare – Employer portion	600.00
2041-410-221-0000	Medical/Hospitalization	5500.00
2041-410-221-0002	Medical deductible	2750.00
2041-410-221-0003	Pr Yr Med Prem Deductible	1200.00
2041-410-222-0000	Life Insurance Premiums	350.00
2041-410-223-0000	Dental	750.00
2041-410-224-0000	Vision	525.00
2041-410-230-0000	Workers’ Comp	3460.00
2041-410-230-0001	DFWP	500.00
2041-410-313-0000	UAN fees	275.00
2041-410-314-0000	Tax collection fees – county	2500.00
2041-410-314-0001	Tax collection fees – state	300.00
2041-410-316-0000	Engineering Services	.00
2041-410-319-0000	Prof & Tech Services	500.00
2041-410-319-0008	HRA & FSA Admin	120.00
2041-410-323-0000	Repairs	4500.00
2041-410-323-0001	Repairs – waterline	250.00
2041-410-341-0000	Telephone	800.00



2041-410-341-0006	Cell Reimb	150.00
2041-410-351-0000	Electricity	750.00
2041-410-351-0001		.00
2041-410-352-0000	Water & Sewer	3200.00
2041-410-353-0000	Natural Gas	1500.00
2041-410-410-0000	Office Supplies	125.00
2041-410-420-0000	Operating Supplies	500.00
2041-410-599-0000	Other	5000.00
2041-410-599-0001	Mulch	2000.00
2041-410-599-0002	Concrete	1200.00
2041-410-599-0003	Topsoil	1000.00
2041-410-599-0004	Payment to Old Colony	20712.37
2041-410-599-0005	Fuel	5000.00
2041-410-599-0006	Flowers	3100.00
2041-410-599-0007	RE Taxes	100.00
2041-410-599-0008	Tree Maintenance	1250.00
2041-410-599-0009	New tree stock	2000.00
2041-760-710-0000	Land	1000.00
2041-760-740-0000	Machinery & Equipment	7500.00
	Subtotal Cemetery	130167.37
2041-410-599-0009	Beg year cash carryover	00.00
2041-410-599-0004	Carryover current year	.00
2041-760-740-0000	Carryover for future land purchases	.00
	Total 2012 Cemetery Fund	130167.37
	Road District	
2141-110-111-0000	Trustee Wages	7000.00
2141-110-120-0000	Fiscal Office wages	1500.00
2141-110-121-0000	Fiscal Officer wages	3000.00
2141-110-221-0000	Trustee OPERS – Employer portion	1800.00
2141-110-213-0000	Trustee Medicare Match	180.00
2141-330-190-0000	Salaries	40000.00
2141-330-190-0001	Overtime	7000.00
2141-330-211-0000	OPERS – Employer portion	6000.00
2141-330-213-0000	Medicare – Employer portion	2500.00
2141-330-221-0000	Medical/Hospitalization	8200.00
2141-330-221-0002	Medical deductible	3100.00
2141-330-221-0003	Pr Yr Med Prem Deductible	1000.00
2141-330-222-0000	Life Insurance	500.00
2141-330-223-0000	Dental Insurance	1100.00
2141-330-224-0000	Vision Insurance	675.00
2141-330-230-0000	Workers' Compensation	4176.00
2141-330-230-0001	DFWP	600.00
2141-330-312-0000	Audit Fees	1500.00
2141-330-313-0000	UAN fees	550.00

2141-330-314-0000	Property Tax Collection Fees	8000.00
2141-330-314-0001	Property Tax Collection Fees – State	1000.00
2141-330-315-0000	Election Expenses	.00
2141-330-318-0000	Training Services	3000.00
2141-330-319-0000	Professional Services – garage/misc	.00
2141-330-319-0001	Professional Services	.00
2141-330-319-0002	Professional Services - IT	1000.00
2141-330-319-0008	HRA & FSA Admin	175.00
2141-330-323-0000	Repairs & Maintenance	15000.00
2141-330-330-0000	Travel & Meeting Expense	1000.00
2141-330-341-0000	Telephone	2000.00
2141-330-341-0006	Cell reimbursement	1000.00
2141-330-351-0000	Electricity	5000.00
2141-330-352-0000	Water & Sewer	1500.00
2141-330-353-0000	Natural Gas	6500.00
2141-330-360-0000	Contracted Services – roadwork	.00
2141-330-360-0001	Issue 1 match	.00
2141-330-360-0002	Contracted Services	.00
2141-330-360-0003	Contracted Services – c/o	.00
2141-330-360-0004	Contracted Services – Snow fence	500.00
2141-330-360-0005	Contracted Services – Other	.00
2141-330-360-0006	Contracted Services – culverts	6500.00
2141-330-360-0007	Contracted Services – tree services	10000.00
2141-330-360-0008		.00
2141-330-360-0009		.00
2141-330-360-0100	Special Projects	5000.00
2141-330-360-0101	Alarm Monitoring fee	250.00
2141-330-381-0000	Property Insurance	22000.00
2141-330-410-0000	Office Supplies	1000.00
2141-330-420-0000	Operating Supplies	1500.00
2141-330-420-0001	Operating Supplies – Road paint	16000.00
2141-330-430-0000	Small Tools & Equipment	5000.00
2141-330-430-0001	Street sign replacement	7000.00
2141-330-430-0002	Tires	3000.00
2141-330-430-0003	Snowplow equipment	2000.00
2141-330-599-0000	Other	11000.00
2141-330-599-0001	Towing expenses	1000.00
2141-330-599-0002	Uniforms	5200.00
2141-330-599-0003	No. 9 shot	4000.00
2141-330-599-0004	salt	30000.00
2141-330-599-0005	Other – fuel	24000.00
2141-330-599-0007	Other – real estate taxes	6600.00
2141-330-599-0008	Safety equipment	2500.00
2141-330-599-0009	Refund Right of way permit fee	500.00
2141-760-720-0001	Building Improvements	11000.00

2141-760-720-0000	Building	.00
2141-760-740-0000	Machinery & Equipment	100000.00
2141-810-810-0000	Debt Payments – Principal	60000.00
2141-830-830-0000	Debt Payments – Interest	.00
	Subtotal Road & Bridge	471106.00
2141-330-360-0005	Beg year cash carryover	.00
2141-330-360-0003	Carryover current year	00
	Total 2012 Rd & Br Fund	471106.00
Fire		
2191-110-111-0000	Trustee wages	2000.00
2191-110-120-0000	Fiscal Office wages	2000.00
2191-110-121-0000	Fiscal Officer wages	4000.00
2191-110-190-0000	Volunteer Incentive	11500.00
2191-110-211-0000	Trustees OPERS – Employer portion	500.00
2191-110-212-0000	Volunteer Social Security – Empl Port	713.00
2191-110-213-0000	Tr & Vol Medicare – Employer Port	300.00
2191-110-230-0000	Workers’ Compensation	27000.00
2191-110-230-0001	DFWP	1000.00
2191-110-311-0000	Accounting and Legal	500.00
2191-110-313-0000	UAN fees	825.00
2191-110-314-0000	Property Tax Collection Fees	20000.00
2191-110-314-0001	Property Tax Collection Fees State	1200.00
2191-110-315-0000	Election Expenses	.00
2191-110-318-0000	Fire Training	16000.00
2191-110-318-0001	Squad training	12000.00
2191-110-318-0002	Medic Training	10000.00
2191-110-319-0000	EMS Software licensing	550.00
2191-110-319-0003	MECC Map licensing	600.00
2191-110-319-0004	MARCS Radio Licensing	.00
2191-110-319-0008	HRA & FSA Admin	745.00
2191-110-330-0000	Travel & meeting	250.00
2191-110-410-0000	Office Supplies	1250.00
2191-110-420-0000	Squad Supplies	10000.00
2191-110-420-0001	Firehouse Supplies	5000.00
2191-110-420-0002	Fire Operation Supplies	5000.00
2191-110-599-0000	Other	1500.00
2191-220-190-0000	Full-time hourly wages	200000.00
2191-220-190-0001	FT – FLSA OT	5000.00
2191-220-190-0002	FT – OT Worked	18000.00
2191-220-190-0003	FFIC	2000.00
2191-220-190-0004	Inspections	5000.00
2191-220-190-0005	Intermittent hourly wages	75000.00
2191-220-190-0007	Term Life Premium	500.00

2191-220-190-0200	SAFER FT hourly wages	80000.00
2191-220-190-0201	SAFER FT – FLSA OT	2500.00
2191-220-190-0202	SAFER FT – OT worked	7000.00
2191-220-212-0005	SS– Intermittent employ - Employer	4500.00
2191-220-213-0000	Full Time – Medicare - Employer	3000.00
2191-220-213-0005	Medicare – Intermittent employees	1000.00
2191-220-213-0200	SAFER FT – Medicare	1000.00
2191-220-214-0000	Volunteer Firefighter’s Dependent Fd	500.00
2191-220-215-0000	OP&FPP – Employer Portion	65000.00
2191-220-215-0200	SAFER OP&FPP – Employer Portion	20000.00
2191-220-221-0000	Medical Ins Premiums	25000.00
2191-220-221-0001	Health & Wellness	3000.00
2191-220-221-0002	Medical Ins deductible	24000.00
2191-220-221-0003	Pr Yr Med Prem Deductible	4000.00
2191-220-221-0200	SAFER – Medical Ins Premiums	12500.00
2191-220-221-0203	SAFER Medical Ins Deductible	4250.00
2191-220-221-0204	Pr Yr Med Prem Deductible	2000.00
2191-220-222-0000	Life Ins	1000.00
2191-220-222-0200	SAFER Life Ins	500.00
2191-220-223-0000	Dental Ins	8500.00
2191-220-223-0200	Dental Ins	1500.00
2191-220-224-0000	Vision	3000.00
2191-220-224-0200	Vision	750.00
2191-220-229-0000	Other Insurance – disability	10000.00
2191-220-229-0001	Other Insurance	.00
2191-220-240-0000	Unemployment Ins	1500.00
2191-220-251-0000	Uniforms	10000.00
2191-220-251-0001	Gear repair	3000.00
2191-220-251-0002	Reflective coats	3500.00
2191-220-310-0000	Prof & Tech	3100.00
2191-220-310-0001	Physicals and testing	5000.00
2191-220-310-0002	Ladder testing	2500.00
2191-220-310-0003	Background checks	2500.00
2191-220-310-0005	Pump testing	1000.00
2191-220-310-0006	SCBA/Compressor testing	2000.00
2191-220-310-0007	Annual monitor testing	3200.00
2191-220-310-0009	Hydraulic tool testing	1000.00
2191-220-310-0100	Station study	3000.00
2191-220-321-0000	Copier machine	1800.00
2191-220-322-0000	Trash	.00
2191-220-323-0000	Vehicle repairs & maintenance	15000.00
2191-220-323-0001	All other repairs & maintenance	5000.00
2191-220-323-0002	Fire Station Repairs	3500.00
2191-220-323-0004	Ins Reimbursement M&R	.00
2191-220-323-0005	Equipment certification	3500.00

2191-220-323-0006	Cot maintenance	600.00
2191-220-323-0007	Telephone system maintenance	1000.00
2191-220-323-0008	Generator maintenance	500.00
2191-220-323-0009	Fire hydrant parts	2750.00
2191-220-330-0000	Travel & Meeting Expense	3200.00
2191-220-341-0000	Telephone	4250.00
2191-220-341-0001	Aircards	1200.00
2191-220-342-0000	Postage	350.00
2191-220-351-0000	Electricity	6000.00
2191-220-352-0000	Water & Sewer	1000.00
2191-220-353-0000	Gas	9500.00
2191-220-360-0000	Contract Services	.00
2191-220-380-0000	Insurance	25000.00
2191-220-420-0000	C200 vehicle fuel	2000.00
2191-220-430-0000	Small tools & equipment	3500.00
2191-220-430-0001		.00
2191-220-510-0000	Dues & Subscriptions	1200.00
2191-220-599-0000	Misc Exp	13720.00
2191-220-599-0001	Fire Prevention	3000.00
2191-220-559-0002	VIP	1500.00
2191-220-599-0003	Fuel	19000.00
2191-220-599-0007	Real Estate taxes	100.00
2191-220-599-0009	Responding Notification licensing	1100.00
2191-760-323-0000	Building Improvements	5000.00
2191-760-720-0000	Building	.00
2191-760-740-0000	Capital Purch – Emergency Squads	.00
2191-760-740-0001	Capital Purch – Machinery & Equip	.00
2191-760-740-0002	Capital Purch – Fire Equipment	5150.00
2191-760-740-0003	Capital Purch – Radio Equipment	5150.00
2191-760-740-0004	Capital Purch – Personal Gear	6500.00
2191-760-740-0005	Capital Purch – Specific items	75000.00
2191-760-740-0006	Grant program	.00
2191-760-740-0007	Grant program	.00
2191-760-740-0100		.00
2191-760-750-0000	Reserve for future equipment purch.	.00
2191-910-910-0000	Transfer out	.00
	Subtotal Fire	991803.00
2191-220-599-0005	Beg year cash carryover	.00
2191-220-599-0004	Carryover current year	.00
	Total 2012 Fire Fund	991803.00
Parks & Recreation		
2192-110-111-0000	Trustee wages	2000.00
2192-110-211-0000	OPERS – employer portion	280.00
2192-110-213-0000	Trustee Medicare – employer portion	50.00

2192-120-190-0000	Wages	2000.00
2192-120-230-0000	Workers' comp	150.00
2192-120-314-0000	Property Tax Collection Fees	125.00
2192-120-314-0001	Property Tax Collection Fees – State	.00
2192-120-315-0000	Election Expenses	.00
2192-120-323-0000	Repairs	1200.00
2192-120-351-0000	Electricity	1250.00
2192-120-352-0000	Water & Sewer	200.00
2192-120-353-0000	Gas	1000.00
2192-120-599-0000	Other	2500.00
2192-120-599-0001		1500.00
2192-120-599-0002		.00
2192-760-740-0000		.00
	Subtotal Parks	12255.00
2192-120-599-0002	Beg year cash carryover	.00
2192-120-599-0003	Carryover current year	.00
	Total 2012 Parks Fund	12255.00
Opera House		
2193-110-599-0000	Other	10000.00
2193-330-323-0000	Repairs & Maintenance	2000.00
2193-610-351-0000	Electricity	1000.00
2193-610-352-0000	Water & Sewer	1000.00
2193-610-353-0000	Natural Gas	2500.00
2193-610-380-0000	Insurance	.00
2193-760-710-0000	Land	.00
2193-760-720-0000		.00
2193-760-720-0001		.00
2193-760-730-0000	Improvement of Sites	.00
	Subtotal Opera House	16500.00
2193-110-599-0001	Carryover current year	.00
	Total 2012 Opera House Fund	16500.00
Green Space Preservation Levy		
2195-110-111-0000	Trustee wages	7000.00
2195-110-120-0000	Fiscal Office wages	2000.00
2195-110-121-0000	Fiscal Officer wages	2500.00
2195-110-211-0000	OPERS – employer portion	980.00
2195-110-213-0000	Trustee Medicare – employer portion	100.00
2195-110-230-0000	Workers' Comp	150.00
2195-110-311-0000	Legal	10000.00
2195-110-315-0000	UAN fees	1100.00
2195-110-314-0000	Property Tax Collection Fees	14000.00
2195-110-314-0001	Property Tax Collection Fees – State	1000.00

2195-110-319-0000	Appraisals	15000.00
2195-110-319-0001	Environmentals	10000.00
2195-110-319-0002	Mowing	4000.00
2195-110-599-0000	Other Expenses	1000.00
2195-110-599-0007	Real Estate Taxes	7000.00
2195-760-710-0000	Land	1000000.00
2195-760-710-0001	Land – Notes for purchases	.00
	Subtotal Preservation Levy	1075830.00
2195-110-599-0008	Carryover current year	.00
	Total 2012 Green Space Pres Fund	1075830.00
Kendal TIF		
2901-760-311-0000	Accounting and Legal	.00
2901-760-314-0000	Tax collection fees - County	.00
2901-760-314-0001	Tax collection fees - State	.00
2901-760-700-0000	Capital Outlay	.00
	Subtotal for Kendal TIF	.00
Cem Beq – UnRestr		
2902-410-599-0000	Other	2000.00
	Subtotal Unrestr Cem Beq	2000.00
2902-410-599-0001	Carryover current year	.00
	Total 2012 Cem Beq (Unrestr) Fund	2000.00
FEMA - payments		
2903-330-599-0000		.00
	Subtotal FEMA payments	
Fire Dept Equip Res		
4902-760-740-0000	Current equipment purchase	10000.00
	Subtotal Fire Dept Equip Res	10000.00
4902-760-740-0002	Carryover current year	.00
	Total 2011 Fire Dept Equip Res Fund	10000.00
Cem Beq – Restrict		
4951-760-740-0000	Non-expendible	.00
	Subtotal Restrict Cem Beq	.00

Fiscal Officer Kennedy discussed the offerings in the OIH catalogue and reported there were no items for purchase either because of lack of need or the minimum purchase quantities. On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote it was agreed the Township would not make purchases from OIH during 2012 and would consider the use of OIH again next year.

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote, it was agreed to pay all necessary expenses for the elected officials, the Fiscal Officer elect and the payroll specialist to attend the winter Ohio Township Association conference in Columbus, and also seminars offered by the Auditor of State, the State Treasurer, the Ohio Bureau of Workers' Compensation, the Frank Gates Company and any others related to operation of the Township during 2012.

Fiscal Officer Kennedy presented a report, from Zoning Inspector Warren May, of zoning permits issued during the fourth quarter 2011

Permit No.	Date	Issued to	Address	Purpose
11-32	10/05	M. Moorhead	137 Highgate	Deck
11-33	10/11	R. Dawson	372 Thornewood	Addition
11-34	11/05	R. Roberts	2234 Burg St	Pole Barn
11-35	11/16	B. Vanderhoff	2636 Burg St	Dwelling
11-36	12/01	A. Huddleston	1893 Columbus	Comm'l addition
11-37	12/27	Kim West	1189 River Rd	Sign

#### Road District Department

Superintendent Binckley reported McKean Township picked up 3 loads of salt on January 6<sup>th</sup>. Granville Schools picked up two truckloads of salt on January 2nd. The original plan was to have the trucks stop at the Granville Mill to be weighted, but the School District trucks picked up the salt before the Mill was open. After some discussion it was decided a new process to account for the amount of salt used by Granville schools was needed. Superintendent Brinkley and Trustee VanNess will work on this procedure with the schools.

Superintendent Brinkley reported a resident at the east end of Miller Avenue is asking the Township to improve their end of the road. Miller Avenue was previously a private lane never dedicated for public maintenance by its developer. Around 2001-2002 the Trustees accepted a request by the residents to maintain Miller Avenue for public maintenance for a distance of 690 feet on the north side and 640 feet on the south side from Burg Street. About 200 feet on the east end remains gravel and dirt with trees growing in the roadway. This resident has expressed an interest in having the remaining 200 feet improved by the Township. Superintendent Brinkley spoke with Craig Smith at the County Engineers Office who said the 200 foot segment of road falls under whatever level of maintenance the Trustees determined. Binckley also spoke with former Trustee Lyle King who thought the Township only agreed to maintain the presently paved portion of the Miller Avenue as the former property owner didn't want the 200 feet running past his residence paved. Miller Avenue in its present condition does not meet current roadway standards of 20 feet paved surface with a dedicated 40 foot right of way. It is currently 10.5 to 11 feet wide along its paved length. Brinkley indicated he estimates the cost of paving the remaining 200 feet to be about \$31,000. The following options were presented for the 200 feet in question:

1. Abandon the road.
2. Improve and maintain the road.



3. Place the section in a non-maintained status after putting down a little gravel

F.O. Kennedy provided some history saying there were three non-publicly maintained roads (Miller, Joy Lane and Walnut Hills) whose residents wanted the Township to maintain them, especially for use by emergency services. The County Engineer advised against the Township Trustees accepting the roads as put in by the private developer as they did not meet current roadway standards. However, the Trustees agreed to accept the three roads if it was acknowledged they would not be improved beyond their condition at the time of acceptance. There were concerns about the exact location of the presently paved portion of the road and the property lot lines. It was decided the matter needed to be discussed further with the County Engineer as well as the resident.

Superintendent Binckley reported a residential trash complaint on the south side of Thornwood Drive was referred to Zoning Inspector May for follow up.

Superintendent Binckley presented a plan for Township implementation of pending traffic sign retro reflectivity requirements as mandated by the Federal Highway Administration. After a short period of discussion the following Resolution was considered:

Resolution 12 - \_\_\_\_\_  
Adoption of Traffic Sign Retro reflectivity Maintenance Program for the Granville  
Township Road District

At a regular meeting of the Granville Township Trustees, held on January 11, 2012, on a motion by Trustee Mason and a second by Trustee VanNess the following Resolution was moved for adoption:

WHEREAS in January 2008, the Federal Highway Administration (FHWA) enacted new requirements for maintaining minimum levels of retro reflectivity for traffic signs, and

WHEREAS in accordance with these requirements, by January 22, 2012 Granville Township must establish and implement a sign maintenance program "The PLAN" which regularly addresses the new minimum sign retro reflectivity requirements, and

WHEREAS the Granville Township Road District Trustees wish to adopt the PLAN prepared by the Granville Township Road District Superintendent,

NOW, THEREFORE BE IT RESOLVED the Granville Township Road District Trustees have reviewed the PLAN and find it to meet the requirements of the FHWA and therefore adopt the PLAN, incorporated herein by reference, for use by the Granville Township Road District.

Upon a vote:  
Road District Trustee Jenks - yes

Road District Trustee Mason - yes  
Road District Trustee VanNess – yes

Norman S. Kennedy, Granville Township Fiscal Officer

Cemetery Department:  
Three funerals were held this past month.

Parks Department:  
No Report

Fire Department:  
Chief Hussey reported the County Commissioners mailed information to all Township Fiscal Officers, providing information about the county's proposed new 911 center. Construction is scheduled to start in the next few months.

Chief Hussey reported he attended a Licking County EMA sponsored event in School Crisis Management held at Denison University last week. It was good training and will benefit the Fire Department in its role as first responders and school officials in the event of an emergency.

Chief Hussey reported the tragic death of a Licking County Highway Department employee last week. The employee died as a result of injuries from a falling tree he was working to remove from the road right-of-way. Chief indicated he has been contacted by Occupational Health and Safety Administration investigators about the accident.

Chief Hussey reported the following emergency run statistics:  
2011 – 1263 runs – the most ever recorded by the Fire Department.  
2010 – 1150 runs  
2009 – 1180 run.

F.O. Kennedy reported McKean Township has signed the Fire and EMS contract for 2012/2013.

Open Space/Land Management/Zoning:  
F.O. Kennedy reported he received and verified the ballot wording for the 1 mil Open Space Renewal Levy for the Licking County Board of Elections. The election will be held on March 6th. Kennedy also noted the Ohio General Assembly has decided there will not be a separate June 2012 election date and special elections will be held on their traditional date in August.

Superintendent Brinkley reported he is still awaiting an executed copy of the River Road property leases. Once signed copies will be given to F.O. Kennedy and the Land Management Committee.

The laboratory soil analysis report for the approximately 9 acres at SR 37 and James Road has been received. Availability of this property for farm lease will be advertised in the local paper with bids to be received in February for consideration by the Trustees.

Trustee Jenks expressed concern the Trustees did not have a formal, written down process or set of procedures in place to follow for buying land and development rights using Open Space money. Trustee VanNess said the Open Space Committee had spoken about this matter at their last meeting and agreed they want to revisit the draft of a proposed process as previously prepared by Trustee Jenks. The Trustees reviewed the draft of Trustee Jenks' proposed process. There was discussion about appraisers, their qualifications, when and how they should be hired, and the consistency with which appraisals are conducted and what the Trustees were expecting from the appraisal process. There was also discussion about the timing of disclosing prospective properties as well as the need for involvement with the Open Space Committee members and all members of the Trustee Board. It was generally decided the Trustees, in conjunction with the Open Space Committee members as well as with assistance from the Licking County Prosecutor, needed to formalize the entire process for expenditure of Open Space Levy monies. Trustees Mason and VanNess will continue to work on this process while Trustee Jenks is out of town for the next several weeks.

#### Financial Matters

F.O. Kennedy reported he and Trustee Chair Mason held a meeting of the Township's Records Commission on December 30, 2011.

Fiscal Officer Kennedy presented the December 31, 2011 bank reconciliation for review and approval by the Trustees.

F.O. Kennedy reported he has received the 2012 Certificate of Estimated Resources from the County Auditor Office. The figures in the Certificate will be used to assist in establishing the Township's 2012 permanent appropriations. Kennedy indicated he would like to have a financial planning session with the Trustees and Department Heads on Saturday February 4<sup>th</sup> at 8:00 am at the Township Service Complex. On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote it was agreed to hold a special meeting on February 4, 2012 at 8:00AM in the Township Service Complex, the purpose of which is to review the Township's five year financial plan and to adopt permanent appropriations for 2012.

Fourth quarter pooled securities reports were received from Park National bank concerning coverage for deposit amounts in excess of FDIC coverage.

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote the following warrants, debit memos, EFT's, payroll withholding vouchers and if applicable, then and now purchase order certificates were approved for payment and processing:

E4554	Bain	343.71	E4555	Barnhill	83.04
E4556	Binckley	1458.81	E4557	Borden	438.32
E4558	Bowman	1656.87	E4559	Bryan	1039.21
E4560	Butt	736.13	E4561	Clemens	1184.34

E4562	Connor	140.10	E4563	Coyle	135.53
E4564	Curtis	1556.29	E4565	DuBeck	453.15
E4566	Duncan	250.19	E4567	Essick	745.93
E4568	Gottfried	279.61	E4569	Hall	1325.01
E4570	Harrison	250.40	E4571	Henry	624.28
E4572	Hill	1161.74	E4573	Huhn	868.36
E4574	Hussey	2468.37	n/a	Jenks	.00
E4575	Jones, A.	375.03	E4576	Jones, B.	364.77
n/a	Kennedy	.00	n/a	Kindell	.00
E4577	Leckrone	5.89	E4578	Lynn	483.07
n/a	Mason	.00	E4579	May	632.11
E4580	Meisenhelder	572.11	E4581	Monroe	1286.79
E4582	Poe	280.12	E4583	Reece	1186.55
n/a	Riley	.00	n/a	Saunders	.00
E4584	Smith	308.62	E4585	Thompson	1396.08
n/a	VanNess	.00	E4586	Watling	279.48
WV65	PNB – IRS	4801.61	8368	Deferred Comp	1705.00
8369	CSE	1088.91	8370	CSE	96.30
WV66	PNB – OPERS	2109.01	WV67	PNB – OP&F	7920.68
8371	Delta Dental	1935.98	8372	Wichert Insurance	3717.00
8373	Elan Financial	1213.89	8374	Wichert Insurance	1077.00
8375	Pinkerton Real Est	195.00	8376	Alpha Link	449.00
8377	MT Business Tech	34.90	8378	GACC	110.00
8379	MORPC	1290.00	8380	Village of Granville	524.40
8381	Kokosing Materials	82.80	8382	Medical Benefits	1109.40
8383	Travis Binckley	300.00	8384	Wright Bros Power	357.37
8385	Kevin Henry	75.00	8386	Granville Lumber	557.07
8387	Tyler Bryan	75.00	8388	Joshua Butt	75.00
8389	Zach Huhn	75.00	8390	Granville Builders Supply	101.40
8391	Granville Milling Co	467.05	8392	Cintas Corp	398.00
8393	Certified Oil	2316.02	8394	KPS/NAPA	2185.10
8395	Ross' Granville Market	51.85	8396	Wince Welding	44.90
8397	Wichert Ins	19567.00	8398	CVS Pharmacy	17.98
8399	Licking Memorial Hospital	4.86	8400	B&C Communications	315.00
8401	Fire Safety Services Inc	195.00	8402	MT Business Technologies	24.44
8403	Emergency Serv Mkt	800.00	8404	L/C FF Assoc	100.00
8405	Time Warner	329.64			

I hereby certify that the funds were on hand or in process of collection and properly appropriated for payment of the aforementioned warrants.

\_\_\_\_\_  
Norman S. Kennedy, Fiscal Officer

Trustee VanNess requested F.O. Kennedy hold the check for MORPC, suggesting it is a lot of money from the General Fund and was not sure it was worth the cost. Trustee Mason said he would be willing to invite Bill Habig to attend the next meeting to discuss continuing membership in MORPC, however the consensus of the other Trustees was as nothing had changed since last year and because of the financial pressures on the General Fund it would not be a productive use of Bill Habig's or the Trustee's time.

On a motion by Trustee Mason and a second by Trustee VanNess, with Trustee Mason yes, Trustee VanNess yes, and Trustee Jenks yes, the meeting was moved into executive session under ORC Section 121.22(G)(2) for the purpose of discussing the possible acquisition of property.

On a motion by Trustee Mason and a second by Trustee Jenks, with Trustee VanNess yes, Trustee Mason yes, and Trustee Jenks yes, the meeting was returned to regular session

The meeting was adjourned at 8:40 PM.