

**Granville Township**  
Minutes of Regular Meeting July 27, 2011

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

Guests: Travis Binckley  
Jeff Hussey  
Brian Miller, Granville Sentinel  
Paul Feldman, former Acting Village Manager  
Steve Stilwell. Village Manager  
Ron Howard, Clover Ct  
Doug Plunkett, W. College St  
Janet Worth, Burg St.  
Dr. John Weigand, Newark Granville Rd

Trustee Mason called the meeting to order at 7:00 PM followed by the Pledge of Allegiance.

Minutes July 13, 2011:

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote the minutes of the July 13, 2011 meeting were approved as previously submitted and revised.

Trustee Mason indicated the Elected Officials wished to acknowledge the services of Paul Feldman to Granville Township and community during his short tenure as Acting Village Manager. Chief Hussey commented he was impressed with the complexity of projects Mr. Feldman addressed while in town and that there is now a higher level of cooperation between the Township and Village officials. He believes Mr. Feldman is a "friend of Granville and the entire community."

**Resolution of Recognition:**

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote the following Resolution was passed by the Trustees':

**RESOLUTION OF RECOGNITION**  
Paul Feldman

WHEREAS the Village of Granville, operating under a Council-Manager form of government utilized by 3,000+ entities throughout the United States, was conducting an extended search for a new Village Manager in 2010 and 2011, and

WHEREAS during this search period the Village was in need of an individual, on an interim basis, to fulfill this role and provide guidance and direction for both the day to day operations and long term planning, and

WHEREAS Paul Feldman, who served the City of Worthington for 27 years had retired as Assistant City Manager in 2008 and was, therefore, available to fill this Acting Manager position in March 2011, and

WHEREAS Mr. Feldman upon his employment by the Village worked diligently in this interim position, actively working to resolve a variety of Village projects which had been in various stages, as well as facilitate the day to day work routines of the Village, and

WHEREAS Mr. Feldman quickly became known for his ability to identify issues and foster meaningful and workable solutions to those issues, and

WHEREAS Mr. Feldman in this role brought a new direction of leadership to the Greater Granville Community and fostered an amicable working relationship with Granville Township, the Granville Recreation District, the Granville Chamber of Commerce, the Granville School District and Denison University, and

WHEREAS a number of those issues did involve working closely with the elected officials of the Township, during which time he became a friend and partner by sharing ideas, insights, experiences and resolutions, now

THEREFORE BE IT RESOLVED the Board of Granville Township Trustees and its Fiscal Officer wish to express their appreciation to Mr. Feldman for all he accomplished and the numerous contributions he made during his short tenure as Acting Manager in Granville and wish to congratulate him on a second retirement, and

BE IT FURTHER RESOLVED the Granville Township Elected Officials request the Township Fiscal Officer make this Resolution of Recognition a part of the minutes of their meeting on July 27, 2011.

---

William R. Mason, Jr. Chair

---

Paul R. Jenks, Vice Chair

---

Daniel VanNess, Trustee

---

Norman S. Kennedy, Fiscal Officer

Mr. Feldman thanked the Trustees' and staff for making him feel so welcome. He stated the Township accomplishments are impressive with having preserved green space, completed road maintenance, and providing a high quality fire service department. He added Granville is a great community and the Township Trustees and staff are all a big part of the "wow factor" of Granville. Mr. Feldman stated the new manager, Steve Stilwell, is an impressive individual and he hit the ground running in his new position. Mr. Feldman also thanked Doug Plunkett for recommending his name for the Acting Manager position.

Trustee Jenks introduced the new Village Manager, Steve Stilwell. Trustee Mason indicated the Trustees hope to have the same type of relationship with Mr. Stilwell. Mr. Stilwell stated he most recently worked as City Manager in Sidney, Ohio. He has also worked in Antioch, Yellow Springs, and with apologies, Michigan. Four of his previous places of employment were college communities and he looks forward to continuing the good working relationship between the Village and Township.

Correspondence:

Covered elsewhere during the meeting.

Public Comments:

Trustee Mason reported the Trustees had received and reviewed the emails from Ms. Worth expressing her concerns about certain aspects of the Granville Intermediate School across the street from her residence on Burg Street. He asked if she had any additional information to provide.

Ms. Worth indicated she has had concerns with the Granville Intermediate School Building on Burg Street since it was built in 2001. She has sent complaint letters to the Township Zoning Inspector, about the District not complying with conditions set forth April 19, 2001 by the Township's Board of Zoning Appeals (BZA) when the school district was granted a Conditional Use Permit to build the building. She expressed concerns with open space and agriculture, especially due to the recession ebbing. She stated the northwest quadrant where she lives is the last large track of open land and she wants to be a part of preserving it. She recently received a letter from the School District mailed to everyone in the area regarding installation of three practice fields near the school building. She was unable to attend the school's public meeting on May 11<sup>th</sup>, but found out they want to install these fields in September of this year, but not utilize them until next year. She has met with Superintendent Brown who indicated the school district owns the land and wants to use it rather than the Bryn Du front fields. Ms. Worth stated the April 19, 2001 meeting minutes from the BZA indicates future use of the land and requires it be only utilized by grades 4-6. Ms. Worth asked Superintendent Brown to delay work on this matter pending further review because she does not believe the district is complying with the BZA requirements. Superintendent Brown indicated it was not possible to delay the work because the bids were out. She also stated she wrote a letter to the editor about this matter at the same time the paper had an article in the paper about these new fields being a "wonderful thing for the community which would allow the community, schools, and GRD to use the fields." She is concerned the utilization of the fields for this purpose would cause an increase in traffic, noise, accidents, crime, numbers of kids being dropped off, and people driving too fast on Burg Street. Ms. Worth stated she believes the BZA was strict on what they would allow in this area and there were particular conditions put in place for a purpose. She stated, for instance, the agriculture character of the area was not supposed to be changed. She stated Mr. Brown would not cease moving forward on plans for the fields long enough to review this information set forth by the BZA. Ms. Worth indicated she is unsure why the schools would not delay this "unless there is a hidden agenda to make this area a bedroom community for Columbus."

Trustee Mason asked Ms. Worth what she is requesting from the Trustees.' She stated this land is in the Township and the schools are not following conditions set forth by the BZA. In 2001 and 2006 she sent letters to the Township about the school not adhering to the BZA conditions at which time she was advised to contact Mr. May, which she did, but nothing happened. Ms. Worth stated she has tried to remedy this problem with the school district and even talked to a lawyer, but she hasn't been able to get anywhere.

Trustee Jenks asked Ms. Worth to provide a copy of the letters she sent in 2001. Trustee Mason added this would be beneficial since none of the present Trustees were in office in 2001.

Trustee Mason said they would explore this matter and get back to her once they have had an opportunity to review all of the information. Ms. Worth asked if the Trustees' would request the school district stop work on the fields now as they are not going to use the fields until next year. Trustee VanNess indicated the district must construct the fields in time to grow grass yet this year for use next year. It takes approximately a year for the field to become established. Trustee VanNess added he has already been in communication with the Prosecutor's Office regarding this matter. He provided Ms. Worth with a copy of the Ohio Revised Code Sections 3313.76 and 3313.77 which was forwarded to the Trustees by Superintendent Brown regarding use of school buildings and grounds for education, recreation, public meetings and entertainment. Ms. Worth thanked the Trustees' for having submitted this information to the Prosecutor.

#### Elected Officials Reports:

Trustee VanNess reported he attended an Open Space meeting on July 14th. He stated the committee is trying to complete its proposed rating system for land/development rights acquisition and they want to create a mock committee to run numbers through as a test of the proposed rating system. Trustee VanNess indicated this project should be completed in the next 30 days.

Trustee VanNess reported he and the other Trustees, along with F.O. Kennedy attended the recent Kendal groundbreaking ceremony for its expansion project. He reported on July 26<sup>th</sup> there was a disturbance caused by kids camping and building a fire on the Pohm property which is being leased for farming. The police were called and this matter was remedied. He is monitoring the Beckman fence issue and Mr. Beckman still has until August 8<sup>th</sup> to remove the fence.

Trustee Mason reported he has visited the Beckman property and properties on River Road and Silver Street. He participated in a number of meetings and met with the new Village Manager. He further indicated he receives a number of telephone calls regarding deer situations, and recently received a call about an injured deer. F.O. Kennedy advised him on what the Trustees have done in the past about these situations.

Trustee Jenks reported he attended a Village Tree Trimming Committee meeting about AEP trimming and he met with the new Village Manager, Steve Stilwell. He was contacted by the Village about Columbia Gas replacing gas lines in the Township and Village and appreciated being made aware of this project. He distributed a map of the gas lines in question. Columbia Gas will be holding a meeting at the Village Offices to explain what's happening and Township residents are welcome to attend. Trustee VanNess indicated he it would like to encourage Columbia Gas remove abandoned equipment related to the lines. Trustee Jenks stated that he agrees and when he brought this matter up to Columbia Gas they indicated removal is not part of their responsibility and their utility easements do not require them to do so.

F.O. Kennedy reported he is investigating what should be done within the Township to notify the County Auditor and the State Fire Marshall about BZA approvals of new Bed and Breakfast's in the Township. Owners must register for the collection of State sales tax and if applicable the County Tourism Bed Tax as well as be inspected by the Fire Marshall for compliance with the fire code.

Roads Department:

Superintendent Binckley stated the Township was unsuccessful acquiring the former Licking County truck which was authorized at the last Township meeting. He and Trustee Jenks are working on a new proposal. The 2011-2012 ODOT salt contract was awarded to Cargill at \$60.59 per ton. The price to be paid by McKean Twp and the School District will therefore pay \$61.09 per ton and must purchase at least 80% of their respective quantities.

Ditch work is to begin on Beechwood Drive this coming Monday and he is looking into a water drainage matter on Miller Avenue.

The employees will be trimming trees along Granview and Old Columbus Road. Trustee Jenks asked if an email notification would be sent out to residents. Superintendent Binckley explained they would not be doing trimming on the entire road, only parts. Trustee Jenks requested email notifications be sent out for this type of work when the entire roadway is affected.

Trustee Jenks reported a question has arisen regarding responsibility for a roadway providing access to several houses near Spring Valley Park. He stated there is some confusion as to whether or not this is a private road, County road, or possibly a Township road. F.O. Kennedy indicated he talked to the County Engineer's Office regarding this matter and determined this roadway was cutoff back in the late 1950's as a result of the SR 16 by-pass being built. Apparently no action was taken by the State or the County to turn this cutoff segment of road over to anyone for public maintenance. The Engineer's Office is working on the matter and will notify the Township when action is taken to turn the road over to the Township in accordance with ORC procedures.

Cemetery:

The employees have just about completed cleanup work at Philipps Cemetery. Two graves have been sold and there were two funerals since the last meeting.

Parks Department:

Trustee Jenks stated Spring Valley Park is almost ready to turn over to the GRD pending installation of a lockable valve for the water meters. Superintendent Binckley reported no leaks were detected when the water lines were tested. Repairs to the bridge to the platform tennis platform area were completed and the employees mowed along the creek in anticipation of the SWIF grant project.

Trustee VanNess stated he continues to work on the request made by Phyllis Tachco regarding cutting and trimming of trees growing in the ditch along the driveway she shares with the Township to the east side of Spring Valley Park (the former Gordon property). Binckley believes as these trees are either on Township property or will damage the driveway shared by the Township the Township employees should perform the tree work. Superintendent Binckley indicated he had looked at this situation and will put the work on his to do list.

#### Fire Department:

Chief Hussey reported there was a spike in volume of fire activity since the last meeting. He also reported one of the full-time employees, who was out due to an injury and only working light duty has been able to return to his shift schedule. Chief Hussey stated he has been working with the 911 center and reviewing plans for Denison University projects.

Chief Hussey stated the Village will be splitting the prorated cost of the reverse 911 automated weather alert system for the remainder of 2011. The new service should be ready to go within the next week. The company providing this system is also looking at developing a way for residents to individually customize whether they receive an email notification, text notification, land line or cell phone call for different types of emergencies. This option might be another way for residents to receive the level of service they believe best suits their individual preference.

#### Old Business:

##### Rotary Bridge Project:

Trustee Jenks distributed a packet of information regarding the proposed engineering firm and contract for the Rotary Bridge to Raccoon Valley Park. The bridge committee proposes the engineering contract be awarded to Korda Engineering at a cost of \$99,975. This amount does not include any of the potential add-ons, which are listed on the cost proposal. He went on to say the one add-on listed for \$43,000 is highly unlikely (as previously determined by the State.) Trustee Jenks explained there could be \$9,000 of other add-ons, but these cannot be included in the \$99,975 without another approval vote by the Trustees.' Trustee Jenks stated the deficit left to complete the bridge project would be approximately \$62,000. He indicated he and Dr. Weigand feel this is a manageable amount of money to raise to get the bridge built. Trustee VanNess asked if Korda has been checked out for any previous work building these types of bridges. Trustee Jenks stated that Village Planner, Alison Terry verified some work that Korda did in Miami, Ohio and Korda got a good review. Trustee Jenks explained other engineering firms would have had to use multiple contractors on this project and Korda was only going to use one subcontractor. He added Korda was reluctant to negotiate their price down approximately \$20,000, but they ultimately wanted to partner with the community to bring the project to reality. Dr. Weigand stated he feels they negotiated a fair price, and the State has indicated to him this is a fair price. F.O. Kennedy suggested any check written from the Rotary to the Township occur after the legal review.

Trustee Jenks suggested the Trustees' sign the agreement with Korda if the following conditions are met:

1. The money from Rotary be deposited with the Township prior to the signing of the agreement; and
2. A legal review of the contract by the Prosecutor occurs prior to signing.

F.O. Kennedy questioned how long Rotary is expecting the legal review to take. He later indicated he would have a discussion with Trustee Jenks about this and get back to Dr. Weigand. Trustee Jenks stated they would request expedited service from the Prosecutor's Office.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote the Trustees' agreed to award the engineering for the Rotary Bridge project to Korda if the following conditions have been met:

1. The money from Rotary is deposited with the Township prior to the signing of the agreement; and
2. A legal review of the contract by the Prosecutor occurs prior to signing.

Comprehensive Plan:

Trustee VanNess stated the Steering Committee has tentatively set a public hearing for August 15<sup>th</sup>. If the plan is passed by the Steering Committee, there will have to be a Township public hearing within 30 days of receipt of the Plan from the Steering Committee and the recommendations of the County Planning Commission sub-committee.

Open Space and Land Management committee member terms of appointment:

Trustee VanNess presented the following list of Open Space Committee and Land Management Committee members with proposed terms of appointment:

Land Management Committee:		Open Space Committee	
Member:	Term Expires	Member	Term Expires
Roger Donifon	12-31-2011	Roger Donifon	12-31-2011
Mickey Smith	12-31-2011	Leonard Hubert	12-31-2011
Laura Mickelson	12-31-2012	Kim Miles	12-31-2012
Greg Dixon	12-31-2012	Bill Wernet	12-31-2012
Judy Preston	12-31-2013	Deb Tegtmeyer	12-31-2013
Grace Gordon	12-31-2013	Doug Wagner	12-31-2013
Dick Kinsley	12-31-2013		

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote the Trustees' agreed to accept the list of Land Management Committee Members and Open Space Committee members with their respective term expirations.

Trustee Mason asked for this list of committee members and terms to be added to the Township website which F.O. Kennedy indicated would be done.

Southwest Pathway: No Report.

Columbia Gas: Trustee VanNess stated he just received information from the Prosecutor today which he will review.

Beckman – Pohm Property: Previously discussed.

Family Medical Leave Act servicing:

F.O. Kennedy stated the outside FMLA service proposal he presented to the Trustees for acceptance at the last meeting was for fifty people representing all of the intermittent as well as full-time personnel employed by the Township. At the present time only three of the 20 intermittent employees appear they might work the 1,250 hours required to be covered under FMLA. When Kennedy asked the servicer to re-quote based upon fewer employees they refused to lower the price which he does not think is reasonable. For this reason he requested the Trustees rescind their action to enter into an agreement with CareWorks for servicing of the Township's FMLA needs.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote the Trustees' agreed to rescind their previous approval to enter into an agreement with CareWorks to service the Township's FMLA program monitoring/servicing.

F.O. Kennedy stated he is investigating other alternatives.

New Business:

Fiscal Officer Position:

Trustee Mason indicated he requested this matter be put in the agenda to discuss the future of a replacement for F.O. Kennedy. He added this position is going to be very difficult to fill because of the tremendous amount of expertise and history F.O. Kennedy has from his 28 years in office. He went on to say the Township finances have always been in good order and F.O. Kennedy has done an outstanding job.

He believes there are a number of "duties" F.O. Kennedy does which are not financially related. He thinks the Township has to make adjustments for the future including having outgrown space at the Fire Department. He explained the Trustees' had to plan for the future with the Township Garage and they went about this in the right way by creating a building allowing for future needs. He believes the role of Township Trustee has changed, Trustees need to be considering a different organizational model or function, and thinks a school district model is preferable where school board members are policy makers and Township Trustees should be policy makers. Recognizing the requirements of the Ohio Revised Code he wonders if the Trustees should look at the future position of the F.O. position differently than it is today. He questioned if the Trustees may need to look at having a part-time Township Administrator to manage the business of the Township and a Fiscal Officer to manage the Township finances. Trustee Mason stated the Ohio Revised Code description for the Fiscal Officer position does not entail all of the responsibilities F.O. Kennedy currently is performing. Trustee

Jenks agreed adding F.O. Kennedy actually wears three sets of hats – an accountant (which is not required under law), a part-time Township Administrator, and the Township Fiscal Officer. Trustee Jenks is concerned there may not be a person willing to run for this position with the same skill set offered by F.O. Kennedy and the law does not require this type of skill set to fill the F.O. position. Trustee Jenks stated a contingency plan needs to be put into place by March 31<sup>st</sup> (when F.O. Kennedy’s term of office ends). Trustee VanNess stated the position of a Township Administrator would have to be paid from the General Fund and this is where the Township is financially strapped. He agreed the Township has had a tremendous asset with F.O. Kennedy in this position. Trustee Mason agreed money for an Administrator would have to come from the General Fund, and indicated there could be ways to fund this including the Trustees lowering their respective compensation to fund a part-time Administrator. The Trustees’ encouraged qualified parties to consider running for the Fiscal Officer position.

On a motion by Trustee VanNess and a second by Trustee Jenks by a unanimous affirmative vote the following appropriations transfers were approved:

From: 2192-120-599-0003 Parks, C/O	1,001.00
To 2192-760-730-0000 Parks, Site Improvements	1,001.00
From 2191-220-599-0004 Fire, C/O	450.00
To 2191-220-321-0000 Fire, copier rental	450.00
From 2031-330-323-0000 R&B, repairs	500.00
To 2031-330-420-0000 R&B, supplies	500.00

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

E4125	Bain	304.40	E4126	Barnhill	440.89
E4127	Binckley	1475.46	E4128	Borden	1850.73
E4129	Boudinot	555.21	E4130	Bowman	1985.25
E4131	Bryan	984.03	E4132	Butt	735.48
E4133	Clemens	1235.12	E4134	Connor	132.84
E4135	Coyle	276.40	E4136	Curtis	1911.82
E4137	DuBeck	693.39	E4138	Duncan	354.73
E4139	Essick	667.97	E4140	Hall	1361.60
N/A	Harrison	.00	E4141	Henry	629.02
E4142	Hill, B	1235.71	E4143	Huhn	867.71
E4144	Hussey	2537.50	N/A	Jenks	.00
E4145	Jones, A	252.09	E4146	Jones, B	1231.27
N/A	Kennedy	.00	E4147	Kindell	378.35
E4148	Leckrone	384.89	E4149	Lynn	242.45
N/A	Mason	.00	E4150	May	838.24
E4151	Meisenhelder	570.88	E4152	Monroe	1426.44
N/A	Pack	.00	E4153	Poe	280.12
E4154	Reece	1313.40	E4155	Riley	142.62
N/A	Schott	.00	E4156	Smith	153.63
E4157	Thomas	132.84	E4158	Thompson	1424.10
N/A	VanNess	.00	E4159	Watling	279.16
WV29	PNB – IRS	5771.53	8000	Deferred Comp	1605.00
8001	Granville IT	1029.55	8002	Delta Dental	967.99
8003	Sprint	175.34	8004	Granville Sentinel	23.00

8005	Pinkerton RE	195.00	8006	Elm Recycling	416.11
8007	Wright Brothers	493.68	8008	Griffin Paving	11812.20
8009	TCI	226.02	8010	Lawson Products	49.50
8011	Dish Network	134.97	8012	Critical Care	3105.00
8013	Ohio Health	4009.00	8014	Bound Tree	1157.18
8015	LMH	33.06	8016	Treasurer, State of OH	150.00
8017	Fire House	332.50	8018	Jan Packard	109.00
8019	Ohio Health	114.75	8020	MT Business Tech	55.00
8021	Richardson Glass	13.20	8022	Verizon Wireless	86.14
8023	NFPA	270.00	8024	Finley Fire	6020.00
8025	Michael Romei	50.00	8026	Blackboard Connect Inc.	1150.68

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

**Executive Session:**

On a motion by Trustee Mason and a second by Trustee VanNess, with Trustee Jenks yes, Trustee Mason yes and Trustee VanNess yes, the meeting was moved into executive session for the purpose of discussing possible property acquisition and public employee compensation under ORC 122.22(G)(2) and ORC 122.22(G)(1).

After a period of discussion, on a motion by Trustee VanNess and a second by Trustee Jenks, with Mason yes, VanNess yes, and Jenks yes, the meeting was returned to regular session.

Trustee Mason indicated he had received information from recording secretary Schott indicating her compensation for performing the same function with the Village had been increased from \$75 to \$90 per meeting attended. Mason motioned and Trustee Jenks seconded that Ms. Schott should be compensated at the same \$90 per meeting rate as paid by the Village. Trustee VanNess suggested the rate should be \$85 per meeting. There was no further discussion and the motion was unanimously approved to be effective in August.

The meeting was adjourned at 9:30 PM.