

Granville Township
Minutes of Regular Meeting October 12, 2011

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

Guests: Travis Binckley
 Jeff Hussey
 Chuck Peterson, Granville Sentinel
 Jerry Miller, W. Broadway, G
 Judy Preston, Tow Path, G
 Roger Dunifon, Loudon ST, G

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

On a motion by Trustee VanNess and a second by Trustee Jenks, with Jenks, Mason, and VanNess yes, the minutes of the September 14, 2011 meeting were approved as previously submitted and as revised.

Correspondence:

F.O. Kennedy reported receipt of approval by the County Commissioners to vacate an abandoned segment of Welsh Hills Rd, a County road, near the Welsh Hills Cemetery.

Trustee VanNess indicated he received correspondence from Riccardo Rigoli, 2180 North Street, indicating Columbia Gas is not keeping up its maintenance in the gas line easement behind his house. Trustee VanNess stated as a courtesy he would refer Mr. Rigoli's concern to Jim Scott at Columbia Gas, but the Township could not officially intervene as this is a civil matter.

Elected Officials Reports:

Trustee Jenks stated Granville Recreation District (GRD) invited the Bryn Du Mansion Commission to discuss the Commission joining in the GRD's partnership with other entities in the community offering the use of recreational facilities. He is happy to see the GRD reach out to the Commission, although the Commission is not sure being a partner with the GRD is a good fit.

Trustee Mason reported he attended a Licking County MS4 partnership meeting with respect to storm water matters. He previously provided the other Trustees' with the MS4 mapping which has been completed. Trustee Mason indicated it appears Hebron is going to drop out of the partnership as it has its own staff to head up these efforts. This change will have an impact on the assessments on the remaining partners, however the Township doesn't have much of a choice but to remain in the partnership as Granville Township does not have the manpower or equipment to complete with the EPA mandates. Trustee VanNess asked if the Village of Granville has dropped out of the partnership. Trustee Mason stated no, but they were not charged for the mapping component because it has the staff and equipment to do the work in-house.

Trustee Mason stated he also attended a Licking County Building Code meeting. He believes the County Code Department is doing impressive work with limited funds and fewer personnel.

Cemetery:

Superintendent Binckley reported since the last meeting there have been four funerals and also six graves sold. Mr. May is getting close to wrapping up data input for Maple Grove Cemetery Section 1b. Superintendent Binckley stated he had been contacted by Mr. and Mrs. Merwin Eaton to purchase back two graves they no longer need. In accordance with the Township's policy he recommended the Trustees' purchase back the two graves (Section 7, Lot 22) for \$800.00 which is the amount paid by the Easton's. He has received all of the paperwork involved with the transaction.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote, the Trustees' agreed to purchase back the two graves from Mr. and Mrs. Merwin Eaton for the \$800.00 originally paid.

Roads Department:

Trustee Jenks reported ODOT will be closing the bridge over Route 16 from October 16-21 to make repairs. F.O. Kennedy indicated he has spoken with Julie Gwinn at ODOT and they plan to video tape Weaver Drive to document its condition prior to closure of the bridge. They will look at the road after completion of the work and make any repairs to damage they believe was caused by the detour. Superintendent Binckley is also to look at the present condition of the road.

Superintendent Binckley stated the Township's road crew has installed 200' of tile along Alberry Drive to help relieve a drainage problem. Shaw Mechanical was at the Township garage on September 26th and moved the return air ducts in the conference room and office to reduce the noise generated when the furnace motor is running. He has contacted Architect Gregg Gaber regarding corrosion and deterioration of the bottom edge of the inside metal walls in the new Township garage. Mr. Gaber will determine if this matter can be resolved under the manufacturer warranty and get back to Binckley. Employees Bryan and Butt completed the 80 hour welding class at Hobart Institute of Welding in Troy Ohio as approved by the Trustees at any earlier meeting. Binckley plans to have the employees patch bad spots on Pine Village Drive and Battee Road.

Parks Department:

Trustee Mason stated he has been monitoring the work done at Spring Valley Park. Trustee VanNess provided an update on the Salt Run Creek project in Spring Valley Park. Phase 1 has been completed. In conjunction with Phase 1, since the last meeting, he approved a change order in the amount of \$340 to spread out the stockpiled topsoil. The topsoil had been soaked during the recent rains making it unusable by the landscaper had it not been spread out to dry. He asked for the other Trustees to ratify this action. In conjunction with Phase 2 of the project the initial landscaping company withdrew its low quotation due to a paperwork problem. Because the Trustees had

previously approved acceptance of all three companies in order of the lowest quotations, VanNess indicated he turned to the second lowest company - John Klauder Associates Ltd. This company completed all of the required paperwork and VanNess approved a contract for the work to be performed. He asked the Trustees to specifically approve this vendor for Phase 2. In addition he presented two change orders for Phase 2. The first is a zero cost change to substitute 4' tall gray dogwood trees, in lieu of the 5-6' trees in the specifications. VanNess indicated the taller trees were not available at the present time. The second is for \$475.00 grass seeding of the area damaged by equipment used to remove the low head dam as submitted by Klauder and Associates. The need for this seeding was overlooked when the Phase 2 specifications were developed. F.O. Kennedy indicated even with the increase in cost by using the second Phase 2 vendor and the change orders recommended by Trustee VanNess, the project is still about 10% below the approved grant amount.

On a motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote the following was approved: 1) Acceptance of John Klauder Associates Ltd as the Phase 2 vendor, 2) The \$340 Phase 1 change order, 3) the zero cost Phase 2 change order for height of the gray dogwoods and 4) the \$475.00 Phase 2 change order for additional grass seeding required or as an alternative have the Township purchase the grass seed and broadcast it using Township employees if the amount is less.

The employees spread topsoil over the area previously occupied by the bathhouse which was then seeded and covered with straw. Trustee VanNess indicated gravel is needed for the parking areas near the lower shelter house.

F.O. Kennedy indicated he has an executed lease and deposit from a new tenant who will move into the Township's house at Spring Valley on the 15th. He expressed appreciation for the work done by Pinkerton Real Estate Company, for managing the rental house and obtaining this tenant. Binckley indicated the employees completed a punch list of items for the rental.

Fire Department:

Chief Hussey stated they have been busy with fall activities including annual fleet maintenance, annual hose pressure testing and preparing for an open house on October 15th from 1:00 – 3:00 during Fire Prevention Month.

Chief Hussey reported he met with Village Manager Stillwell regarding the Township's fire station building lease with the Village. While there appears to be conflicting language as to whether or not the lease must be specifically renewed or if it automatically renew, Hussey suggested the Trustees take formal action to approve renewal for an additional five year period beginning January 1, 2012.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote, the Trustees' agreed to renew the lease with the Village for the fire station at 133 N. Prospect St. for five years.

F.O. Kennedy indicated the next renewal date has been placed on the Township Office 2010 based calendar for the fall of 2016.

Chief Hussey asked the following individuals be appointed as Fire Department probationary volunteers: Alex Keefe, Natalia Medina, and Luis Miranda.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote, the Trustees' agreed to the appointment of Alex Keefe, Natalia Medina, and Luis Miranda as volunteers to the Granville Fire Department.

Chief Hussey reported the Fire Department has surplus fittings and connections as a result of transitioning from 4" to 5" supply lines. He estimated this equipment is of minimal value and recommended it be donated to the Newton Township Fire Department which is still using 4" hose. Trustee Jenks indicated he had a discussion with Village Manager Stilwell regarding disposition of surplus Village and Township equipment. In the future each entity will attempt to make the other aware of surplus equipment before disposal. This mutual agreement will take effect with future equipment declared to be surplus by the Township.

On a motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote, the Trustees' agreed to declare these four inch fittings and connections as surplus equipment as recommended by Chief Hussey and in turn to donate them to Newton Township for use by its Fire Department.

Old Business:

Comprehensive Plan:

Trustee Mason stated he attended the last Comprehensive Plan Committee meeting held at the Village Offices.

Trustee VanNess stated since the previous Trustee meeting the Committee decided to proceed with hiring an OSU graduate student to look at the Comprehensive Plan and help compress and revise it into to a smaller document. Two candidates were interviewed and the Committee ultimately decided to offer the 150 hour position (\$15/hour) to Zeff Brim. Mr. Brim estimates the project will take less than two months. As the Township's representative to the Committee, in order to move the Comp Plan along, Trustee VanNess commented the Township told split the cost with the Village for \$2,000. He therefore is asking the Trustees to ratify his action.

Trustee Jenks indicated he was involved with the decision to revise and compress the current version of the Comprehensive Plan at the Steering Committee meeting. He stated the plan has had four rewrites over the past five years and different people rewrote different sections, which created a convoluted document. Trustee Jenks emphasized that Mr. Brim's work is not a rewrite of the Plan. He explained Mr. Brim has done this type of work elsewhere and has been instructed to take the data and streamline it without changing anything, especially the intent of the document – he is just to edit and condense

the existing document. Trustee Jenks stated there is some concern some persons may try to influence the content of the final Plan and, therefore, he feels it is important no one person meets with Mr. Brim and tries to influence the final product. F.O. Kennedy asked if the agreement employing Mr. Brim is with the Village or both the Village and the Township. Trustee VanNess indicated the agreement would be with the Village and the Township would be reimbursing them ½ of the costs involved (up to \$2,000).

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote, the Trustees' agreed to the appropriate \$2,000 payable to the Village of Granville to employ Zeff Brim to condense the current Comp Plan into a more workable document.

Rotary Bridge Project:

Trustee Jenks reported this is moving forward slowly and there is a meeting with Korda Engineering scheduled for next week. He indicated a possible build date would be in 2014, and all of 2012 would be used gathering approvals and design work. However, Jenks indicated it is possible for the design and approvals to be ready by early 2013 and possibly build the bridge in late 2013. He explained the earlier in the year a project gets on a bidder's calendar the better the bids typically are.

Columbia Gas Utility Easement:

Trustee VanNess stated Columbia has completed the project and the Township is now awaiting payment for granting the easement. There was no crop damage because of where the cleanout was located on the property.

Beckman – Pohm Property:

Trustee VanNess stated an updated Memorandum of Understanding has been signed.

Zoning Occupancy Matter:

Trustee Mason reported Zoning Inspector May has issued a ruling and is ending a letter to both the Goodwin's and Christman's indicating there is nothing in the Township's zoning to preclude the Christman's from doing what they have done.

Conservation Easement Split Request:

Trustee VanNess reported a question has been raised about accessibility for easement inspections if a split is permitted for an existing easement. The parties interested in possibly acquiring a portion of land on which there is an existing easement are still making a decision on whether or not they want to move forward.

New Business:

Gov Deals (to sell surplus equipment):

Trustee Jenks stated Village Manager Stillwell said the City of Sidney uses this method of dispose of surplus equipment and believes it has benefitted financially. Chief Hussey indicated he and Superintendent Binckley have been looking into the use of GovDeals and found the Township Trustee's must decide how they want to handle various fees associated with a transaction. He explained there is a 7.5% sales fee levied by

GovDeals which the Trustees may have the buyers pay. There is a second 5% fee for GovDeals to handle the processing of payment by the buyer to the Township. Hussey suggested the Township have the buyer pay the 7.5% sales commission and the Township collect money themselves which would eliminate the 5% payment processing fee. Chief Hussey asked if the Township wanted to allow/disallow employees from bidding on items the Township would sell on GovDeals. Trustee VanNess stated Govdeals is a third party mechanism used to sell equipment. Trustee Jenks agreed and stated the sale would be done "at an arm's length." He stated Township employees wouldn't have any advantage with Govdeals.com handling the sale on behalf of the Township. FO Kennedy inquired about the collection of sales tax. Chief Hussey indicated the contact at GovDeals indicated none of the public entities selling goods on GovDeals collect sales tax leaving it to the buyer to file a Use Tax return if applicable. Naturally the sales tax on vehicles which have titles is collected at the time the buyer obtains the title where it is required.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote it was agreed to establish a GovDeals.com account for the Township to use in disposition of surplus equipment, with the buyer to pay the 7.5% sales commission and the Township to collect payment in order to eliminate a 5% processing fee. Township employees would also be permitted to acquire items on GovDeals.

Trustee VanNess indicated he would recommend setting a reserve bid amount for certain items sold by the Township using GovDeals.

Trustee Jenks stated they have talked about having setting a reserve bid of \$5,000 to \$6,000 for the surplus Road Department truck the Trustees wish to sell on GovDeals. Trustee VanNess asked if Manager Stilwell has been made aware of this particular truck equipment. Trustee Jenks indicated yes and the Village has no interest in this truck.

Chief Hussey stated he made a notation in the Govdeals agreement that allows the Township to assist in shipping/packaging/loading items up via this method.

Chief Hussey stated he made a special notation in the Govdeals agreement permitting the Township to assist in shipping/packaging/loading some sold items via this method. This is a change from the standard Govdeals agreement.

On a follow up motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote,, the Trustees' agreed to allow F.O. Kennedy execute an agreement for the sale of other surplus Township equipment with Govdeals and to also declare the 1996 L8000 dump truck as surplus equipment to be sold on Govdeals (with a reserve of \$5,000).

On a motion by Trustee Jenks and a second by Trustee VanNess, with Jenks, Mason, and VanNess yes, the Trustees' agreed to allow the Township to assist buyers who purchase items via Govdeals.com with shipping/packaging/loading of auctioned items.

Trustee VanNess indicated he was contacted by Gary Sitler who wanted to address the Trustees about a drilling issue adjacent to a Township owned property; however Mr. Sitler did not appear at the meeting.

Judy Preston, Land Management Committee – Eagle Scout Project:

Ms. Preston indicated the LMC has been approached by a prospective Eagle Scout candidate who would like to construct a facility in which to encompass the porta-john at Spring Valley Park to prevent it from being vandalized. The committee thinks this is a good project, but would like it redesigned to accommodate a handicap sized porta-john and wants to know if the Trustees would approve the project and where they would like to see it located.

Trustee Jenks stated this is a good idea and the current location is right off of the parking lot, while not ideal for aesthetics, is good for both accessibility and safety. Trustee VanNess stated the current location is also good for the tennis courts. Ms. Preston stated Licking Land Trust was made aware of this proposal and believes it is a matter for the Trustees to decide. F.O. Kennedy stated there have been several Eagle Scout projects completed at Spring Valley Park over the past few years. He asked if there should be a procedure in place to follow when someone has an idea for a project. Ms. Preston stated an Eagle Scout could come to the Land Management Committee with their idea or the LMC could also have a list of possible projects. She said the project would be reviewed by the LMC and the Licking Land Trust would be made aware to determine if there are any issues. Final approval would rest with the Trustees. Ms. Preston stated for this particular project she will provide additional information as it is received. This particular Eagle Scout has over a year to complete the project before he turns 18.

River Road Maintenance Issues:

Trustee Mason stated he received a letter from a business owner on River Road expressing concern that the look/upkeep of the Benson property next door to him is affecting his operation. Mason proposed the Trustees send a letter to the Benson's indicating they have received a complaint and there needs to be a solution for this ongoing problem. He suggested they ask the Benson's to provide a plan for future maintenance of not only this property, but the three other properties they own on River Rd and Weaver Dr which are in the same condition. In addition to providing a plan for ongoing maintenance, they would also have to mow the property by October 20th. He thinks the letter should indicate if the Benson's fail to provide this information, the Township would initiate mowing of the four properties and if unpaid, charge it to the Benson property tax duplicate. Trustee VanNess asked if all four properties have ORC defined noxious weeds growing on them. Trustee Mason provided pictures of the properties indicated there are noxious weeds on each property. Trustee Jenks stated the roof of the home located at the property across from the entrance to Raccoon Valley Park is collapsing.

On a motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote, the Trustees' agreed to send a letter to the Benson property owners requesting all four properties be mowed by October 20th and a maintenance/mowing plan

for the properties be submitted to the Trustees by the same date. The letter should also indicate if the plan is not received by the Township, the Township will initiate their own mowing program and charge the expenses to the Benson's tax duplicate.

Financial Matters

F.O. Kennedy reported he received pooled securities information for the third quarter, from Park National Bank, to collateralize the Township's deposits.

F.O. Kennedy presented the September 30, 2011 bank reconciliation for the Trustees' review and approval.

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

From 2031-330-599-0000	Roads, other	1,000.00
To 2031-330-318-0000	Roads, training	1,000.00
From 1000-610-319-0000	General, parks – SPV mowing	1,450.00
To 1000-610-321-0001	General, parks – refund rental escrow dep	1,450.00
From 1000-110-599-0004	General – C/O	750.00
To 1000-610-190-0000	General, parks – wages	750.00
From 2191-220-599-0004	Fire – C/O	1,500.00
To 2191-220-190-0004	Fire – Inspector wages	1,500.00
From 2192-120-599-0003	Parks – C/O	1,000.00
To 2192-110-111-0000	Parks – Trustee salary alloc	1,000.00
From 2192-120-599-0003	Parks – C/O	2,500.00
To 2192-120-190-0000	Parks – Wages	2,500.00
From 1000-110-599-0004	General –C/O	37,500.00
To 1000-760-730-0005	General, parks – improvement of sites	37,500.00

On a motion by Trustee Jenks and a second by Trustee VanNess, 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:

E4304	Bain	298.28	E4305	Barnhill	82.84
E4306	Binckley	1512.76	E4307	Borden	1451.37
E4308	Boudinot	331.48	E4309	Bowman	1922.89
E4310	Bryan	984.03	E4311	Butt	735.48
E4312	Clemens	128.83	E4313	Connor	377.00
E4314	Coyle	276.40	E4315	Curtis	1765.10
E4316	DuBeck	452.50	E4317	Duncan	534.42
E4318	Essick	622.08	E4319	Hall	1612.52
E4320	Harrison	255.32	E4321	Henry	629.02
E4322	Hill, B	1264.36	E4323	Huhn	867.71
E4324	Hussey	2537.50	N/A	Jenks	.00

E4325	Jones, A	410.52	E4326	Jones, B	131.69
N/A	Kennedy	.00	E4327	Kindell	565.37
E4328	Leckrone	210.47	E4329	Lynn	363.38
N/A	Mason	.0037	E4430	May	889.38
E4331	Meisenhelder	570.87	E4332	Monroe	1303.03
N/A	Pack	.00	E4333	Poe	140.42
E4334	Reece	1252.89	N/A	Riley	.00
N/A	Schott	.00	N/A	Smith	.00
E4335	Thompson	1452.88	N/A	VanNess	.00
E4336	Watling	361.34	8105	Deferred Comp	1605.00
8106	Granville Village IT	1416.27	8107	Columbus IT	60.27
8108	Newark IT	89.85	8109	Heath IT	5.04
8110	RITA	163.57	8111	MedBen	232.80
8112	Lawson Products	200.30	8113	Granville Milling	51.00
8114	Elm Recycling	65.06	8115	Super Duty Truck	299.00
8116	Wright Brothers	262.55	8817	Wince Welding	72.80
8118	Fire House	304.00	8119	MT Business	83.10
8120	KPS/NAPA	122.05	8121	Verizon	86.12
8122	DLS Tire	226.50	8123	Finley Fire	6050.00
8124	TSI	8575.00	8125	Sprint Communications	175.34
8126	Erie Insurance	7572.00	8127	Dish Network	101.98
8128	NFPA	84.55	8129	Columbia Gas	22.69
8130	Granville Lumber	374.01	8131	Granville Township	4499.39
8132	AFLAC	1144.26	DM96-11	Granville Township	1617.39
E4337	Bain	139.48	E4338	Barnhill	278.89
E4339	Binckley	1712.71	E4340	Borden	1125.67
E4341	Bowman	2146.63	E4342	Bryan	1043.07
E4343	Butt	795.27	E4344	Clemens	1194.54
E4345	Connor	112.04	E4346	Coyle	122.65
E4347	Curtis	2029.19	E4348	DuBeck	565.64
E4349	Duncan	568.48	E4350	Essick	533.99
E4351	Gottfried	467.03	E4352	Hall	1352.66
E4353	Harrison	369.98	E4354	Henry	688.12
E4355	Hill	1343.59	E4356	Huhn	926.76
E4357	Hussey	2537.50	E4358	Jenks	1075.24
E4359	Jones, A.	415.34	E4360	Jones, B.	528.28
E4361	Kennedy	9.29	E4362	Kindell	593.66
E4363	Leckrone	46.58	E4364	Lynn	123.23
E4365	Mason	939.37	E4366	May	860.15
E4367	Meisenhelder	570.88	E4368	Moore	1212.05
E4369	Pack	117.74	E4370	Poe	418.90
E4371	Reece	1661.38	E4372	Schott	156.69
E4373	Smith	256.86	E4374	Thompson	1775.64
E4375	VanNess	1158.77	E4376	Watling	401.94
DM47	PNB – IRS Fed W/H	7671.08	8134	Deferred Comp	1655.00
8135	OCSP	406.29	8136	Ohio Public Entity Cons	176.00
8137	Elan Financial	3227.69	8138	Madison Collins	6944.00
8139	MT Business Tech	34.90	8140	Mowtivated Mowers	160.00
8141	JAW Excavating LLC	19975.00	8142	Tyler Bryan	246.67
8143	KPS/NAPA	1712.84	8144	Phoenix Rose Fastners	13.02
8145	Shaw Mechanical	81.25	8146	Kleem Signs	1061.98
8147	TCI	235.52	8148	Ross' Granville Market	78.42
8149	Granville Lumber	95.94	8150	Cintas Corporation	466.08
8151	Certified Oil	3676.13	8152	Super Duty Truck Parts	299.00
8153	Merwin Eaton	800.00	8154	Ctec	4988.00
8155	Air Evac EMS Inc	220.00	8156	CVS Pharmacy	19.91
8157	Bound Tree Medical	818.80	8158	The Fire House	788.60
8159	The Fire House	660.50	8160	Janet Packard	40.00
8161	Finley Fire Equipment	81.00	8162	Ohio Health/Behavior Health	127.50
8163	Steve Mercer Door Sales	350.00	8164	Time Warner	164.82
8165	DMO Security	360.00	8166	DLS Tire Centers Inc	226.50
8167	Warren Fire Equipment	2886.00	DM103	Windstream	345.96
DM104	AEP	1204.12	DM105	Village Granville	116.95
DM106	Columbia Gas	187.30			

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

Norman S. Kennedy, Fiscal Officer

On a motion by Trustee Jenks and a second by Trustee VanNess, with Mason yes, Jenks yes and VanNess yes, the meeting was moved into executive session under section 121.22(G)(1) to discuss employment of a public employee.

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

The meeting was adjourned at 9:05 PM.