

Township Trustees Meeting  
Minutes December 28, 2011

Present: Trustees Paul Jenks, Bill Mason, and Dan VanNess, Fiscal Officer Kennedy,  
Recording Secretary Jerry Miller

Guests: Travis Binckley, Roads Supervisor  
Jeff Hussey, Fire Chief  
Chuck Peterson, Granville Sentinel  
Ron Howard, Clover Court

The meeting was called to order at 7:00 PM following the Pledge of Allegiance.

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote the minutes of the December 14, 2011 meeting were approved as previously submitted and revised.

Correspondence:

None

Public Comments:

Ron Howard complimented Superintendent Brinkley regarding brush clean up on SR16. Superintendent Brinkley thanked Mr. Howard for the comment, but noted ODOT work crews actually did the work after he placed a call.

Elected Officials Reports:

Trustee Jenks reported he attended a meeting of the Granville Township Sanitary District conducted by Licking County Common Pleas Court Judge Thomas Marcelain. Others in attendance were Mollie Prasher (Village of Granville) and Tony Stocco (Licking County Prosecutors Office). Trustee Jenks questioned the financial report which was presented as it was incomplete. F.O. Kennedy indicated they must have been looking at the wrong document as he had assisted current Sanitary District Director Wes Sargent in preparing the end of year report for 2011. At the meeting Trustee Jenks reported the Township Trustees were pleased with the mosquito control service provided by the Licking County Health Department, but objected to the large amount of overhead associated with providing the service. F.O. Kennedy reported the maximum .3 mil sanitary district assessment was typically collected only when money was needed. There is currently a \$30-\$40,000 balance. Trustee Jenks suggested this would be enough money to fund 10-15 year's worth of mosquito control. He believes it would take a referendum to remove the levy. F.O. Kennedy indicated some of the 2011 overhead costs were one time amounts such as the 20 year catch up audit performed by the Auditor of State after former Sanitary District Director Marsh left office (approximately \$4,500 vs approximately \$600 for future bi-annual audits) and duplicate payments to Directors (both Marsh for 2010 and part 2011 - \$3,400) and Sargent (2011 - \$1,200). In the future the cost for both of these items should be significantly less.

Road District (formerly Roads Department):

Superintendent Binckley reported employee performance appraisals have been completed. He also prepared the Township's annual culvert and equipment inventory reports which have been provided to F.O. Kennedy for filing with the County Engineer. In follow up of the right of way permit fee issue he reported receipt of a \$500 refundable amount from David Hill LLC for boring under Burg Street. The new truck has been ordered. Thus far the winter has been mild with the employees going out the first time on December 27<sup>th</sup> to cover hills and the few overpasses in the Township.

Trustee VanNess reported he received a call from Terry Hill about a pothole at Mill Race. The pothole was at the entrance to Mill Race, and was repaired by the Roads District employees the next day.

Cemetery Department:

Superintendent Binckley reported one grave sold and one funeral.

Trustee Jenks reported there was a meeting of the Tree Trimming Committee of the Village of Granville and Village Superintendent Terry Hopkins to discuss tree trimming responsibilities in Old Colony.

Parks Department:

Superintendent Binckley reported he met with Judy Preston about the possible creation of a parking area off Spring Valley Drive on the southern end of the Kiwanis sugar bush area in Salt Run Park. He believes previous Township Trustees agreed to put in a small parking. Trustee Jenks asked Superintendent Binckley obtain a cost estimate for putting in the parking lot. Superintendent Brinkley will also speak with Don Lewis, who coordinated the maple tree planting project for Kiwanis to further clarify the request for parking.

Fire Department:

Chief Hussey requested the Trustees ratify his action dismissing probationary volunteer employee Reese Stevenson as Mr. Stevenson had failed to successfully complete necessary required training.

On a motion by Trustee Jenks and a second by Trustee VanNess by a unanimous affirmative vote it was agreed to ratify the termination of Mr. Stevenson.

Zoning and Land Use

Superintendent Binckley reported he prepared a 3 year lease with Mr. Tataranowicz for the River Road properties he has been leasing from the Township. Mr. Tataranowicz has not returned the signed lease. He has also submitted soil samples from the two parcels at the intersection of James Road and SR 37, to a lab in Columbus. The soil analysis will be used in conjunction with the proposed bidding to lease these parcels.

#### Appointment of Zoning Inspector for 2012:

Trustee VanNess asking if the Trustees should consider the possibility of appointing a co-zoning inspector to both assist Mr. May and to perhaps provide some continuity in the future when Mr. May might step down from this position which he has held since 1967. Trustee Mason inquired if Mr. VanNess had completed a performance appraisal to discuss with Mr. May. Trustee VanNess indicated he was not sure an appointed official should receive a performance appraisal. F.O. Kennedy indicated earlier this year a job description had been prepared which detailed the Trustee's expectations for the Zoning Inspector position and prior to this time no appraisal had been prepared. Trustee Mason said he believes Mr. May expects to be reappointed and Trustee VanNess should prepare an appraisal and then meet with Mr. May to discuss 2011 and the future. Trustee Jenks expressed support for co-inspector position, but only for a short time and only after it is clear that Mr. May has expressed his intention to leave. Trustee Mason said when he spoke with Mr. May this summer during development of a job description Mr. May indicated he plans to continue in the Zoning Inspector until such time as he could not perform the function to the level expected by the Trustees. Trustee VanNess indicated he would be happy to prepare an appraisal and F.O. Kennedy indicated he would send him a blank form.

On a motion by Trustee VanNess and a second by Trustee Mason by a unanimous affirmative vote it was agreed to appoint Warren May to the position of part-time Township Zoning Inspector for 2012 under the same compensation arrangement in place for 2011.

#### Old Business:

##### Comprehensive Plan:

Trustee VanNess reported the Comprehensive Plan Committee is going to meet on January 3, 2012. At that meeting they will fine tune the document to prepare for a required public hearing to give the public another opportunity to comment on the Plan.

##### Rotary Bridge Project:

Trustee Jenks reported Korda Engineering had submitted three bills, for work to date, two totaling \$19,877 were approved and paid. One of the bills for \$3,604 was not paid as the project committee feels the work was outside the scope of the project. Korda has been contacted regarding this matter and they will follow up with the committee in 2012.

##### Open Space Levy:

Trustee Jenks indicated he provided the other Trustees a draft "Procedure for Purchasing Open document at the last meeting. As he received no comments since the meeting, he would like to move it be accepted by the Trustees. Trustee VanNess said he didn't think the Trustees needed an official formal policy as the process which has been used almost since inception of the program has worked well. There was further discussion regarding the matter and it was decided to consider this further at the next meeting.

Year-end matters:

On a motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote, it was agreed to pass the following consent agenda items:

- a) It was agreed to pay the 2012 state and county township association dues for the elected officials in the total amount of \$260. Note: no further payment will be required for Fiscal Officer Elect Miller when he assumes office in April 2012.
- b) It was agreed to renew the availability of health, dental, vision, life and disability insurance benefits for the full-time Township employees and of these insurances only dental and vision insurance are to be available, if chosen, for the elected officials. All insurances to be paid for by the Township, less approximately 16% of this cost which is to be paid by the employees and elected officials via payroll withholding.
- c) It was agreed to charge \$.10 per copy, with oversize documents being \$.25 per copy and to request a deposit prior to making copies where the amount would exceed \$10.00. Requests for transcripts of hearings would be charged at the rate assessed by the transcriber. Complex documents may be taken to a reproduction service for replication, the cost of which will be paid by the requestor. Costs for reproduction of documents on other medium would be as determined at the time.
- d) It was agreed the elected officials would be paid twelve times per year in equal installments for the salary allowed by R.C. 505.24, after reduction for certain 2012 budget amounts, as has been done in the past. The Trustees also agreed to allocate their time and time of the Fiscal Officer and fiscal office staff member, to various Funds, such as Roads, Cemetery, Fire and Green Space, based upon an analysis of work performed and submitted to the Fiscal Officer.

Zoning Commission/Land Management:

Trustee VanNess reported he wished to nominate the present members of the Zoning Commission and Appeals Board for reappointment to their current positions (ZC Vince Paumier, for term ending 12/31/2016 and ZBA Leonard Hubert, for term ending 12/31/2016, with the additional change of Steve Brown replacing Ms. Mulvey for the remaining Zoning Commission term ending December 31, 2012.

Trustee VanNess also nominated the present alternate members to each Board for a one year period, with the exception of Mr. Brown whose position would be filled by Judy Preston.

Township Zoning Board appointments were approved in 2011 to begin in 2012 for five years ending 2016 and one year each for the alternates. In addition Ms. Mulvey was replaced by Steve Brown for the partial Zoning Commission term ending December 31, 2012 and Mr. Brown was replaced by Ms. Preston as a ZC alternative:

5 yr. term ending	Zoning Commission	Appeals Board
December 31, 2012	Steve Brown	John Gordon
2013	Greg Davis	Jonathan Downes
2014	Brian "Chip" Blanchard	Stacy Engle
2015	Tom McCullough	Jim Larimer

2016

Vince Paumier

Leonard Hubert

Alternates

#1 2012

Judy Preston

Andy Crawford

#2 2012

Tara Parsley

Bill Brady

Present LMC and OSC members:

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 Tegtmeier

12-31-2013

Grace Gordon

12-31-2013

Doug Wagner

12-31-2013

Dick Kinsley

12-31-2013

Land Management (LMC) and Open Space (OSC) Committee slots were discussed. Leonard Hubert and Mickey Smith are interested in staying, but Roger Dunifon no longer wishes to serve on either committee. Bill Custer and Tony Skufka names were suggested as possible individuals for the Open Space committee, but it was suggested the chairs of the LMC and OSC should be consulted which will be done for the next meeting.

Financial

F.O. Kennedy indicated the annual Township Records Commission meeting which was to have been held at 6:00PM this evening had to be delayed and has been rescheduled for 2:00PM on Friday. On a motion by Trustee Mason and a second by Trustee Jenks it was agreed the Township Records Commission meeting should be rescheduled for 2:00PM on Friday.

F.O. Kennedy presented information to the Trustees regarding the requirements of ORC Section 1347 with respect to the protection of personal information of employees as maintained by his office. He discussed the various aspects and controls in place as outlined in the policy he submitted for the Trustees to review and answered questions about the policy.

After a period of discussion the following Resolution was passed:

RESOLUTION 2011 \_\_\_\_\_

IN THE MATTER OF ADOPTING THE GRANVILLE TOWNSHIP PERSONAL INFORMATION POLICY

The Board of Township Trustees of Granville Township, Licking County, Ohio, met in regular session on the 28 day of December, 2011 with the following members present:

Paul Jenks

William Mason, Jr

Dan VanNess

Mr. Mason moved the adoption of the following:

**WHEREAS**, the Board of Township Trustees of Granville Township find it necessary to adopt a Personal Information Policy in order to ensure the privacy and security of information about Township employees, residents, customers, and contractors that is stored within the Township's records; and

**WHEREAS**, finds that the Personal Information Policy, attached and incorporated herein by reference, establishes appropriate guidelines for protecting such personal information,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the attached Personal Information Policy in accordance with the terms herein and above described.

Mr. Jenks seconded the Motion, and the roll being called upon its adoption, the vote resulted as follows:

Yea Paul Jenks

William Mason, Jr.

Dan VanNess

Nay: None

#### CERTIFICATION

I hereby certify that the foregoing is a true and accurate copy of the Resolution of the Board of Township Trustees of Granville Township, Licking County, Ohio, adopted on the 28 day of December, 2011, at its regular meeting.

Dated this 29 day of December, 2011.

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Norman S. Kennedy  
Granville Township Fiscal Officer

On a motion by Trustee Jenks and a second by Trustee Mason, by a unanimous affirmative vote the Trustees agreed with the amended certificate received from the County Auditor and the revised revenue and appropriation amounts as recommended by Fiscal Officer Kennedy

Amended Certificate and Revised Revenue and Appropriation Amounts:

F.O. Kennedy presented the following information which is reflected on the final Amended Certificate of Estimated Resources issued by the County Auditor for the year:

As the Gasoline Tax revenues received to date are less the original estimate he proposed the following revisions to revenue and appropriation accounts:

REVENUES

2021-537-0000 Gasoline Tax (\$836.20)

APPROPRIATIONS

2021-330-230-0000 Gasoline – BWC premiums (\$836.20)

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote the Trustees agreed with the amended certificate received from the County Auditor and the revised revenue and appropriation amounts as recommended by Fiscal Officer Kennedy.

On a motion by Trustee Jenks and a second by Trustee VanNess, the following appropriation transfers were approved:

From 2191-110-230-0000 Fire – workers’ comp	3,000.00
To 2191-220-251-0000 Fire – uniforms	3000.00
From 2191-220-323-0000 Fire – maintenance & repairs	6,431.00
To 2191-220-323-0004 Fire – Ins reimb M&R	6,431.00
From 2031-330-190-0001 R&B – wages, overtime	50.00
To 2031-330-213-0000 R&B – Trustees Medicare	50.00
From 2191-110-230-0000 Fire – workers’ comp	150.00
To 2191-220-212-0005 Fire – intermittent social security	150.00
From 2191-110-230-0000 Fire – workers’ comp	50.00
To 2191-220-213-0000 Fire – intermittent Medicare	50.00
From 2031-330-190-0001 R&B – overtime	500.00
To 2031-330-211-0000 R&B – OPERS	500.00
From 2031-330-190-0001 R&B – overtime	25.00
To 2031-330-213-0000 R&B – Medicare	25.00
From 2195-110-111-0000 Open Space – Trustee Wages	50.00
To 2195-110-211-0000 Open Space – Trustees OPERS	50.00
From 1000-110-230-0000 General – workers’ comp	800.00
To 1000-130-190-0000 General, zoning – wages	800.00
From 2021-330-190-0001 Gas – Overtime	2,000.00
To 2021-330-190-0000 Gas – Wages	2,000.00
From 2031-330-190-0001 R&B – Overtime	2,500.00
To 2031-330-190-0000 R&B – Wages	2,500.00
From 2191-110-230-0000 Fire – workers’ comp	65.00
To 2191-220-510-0000 Fire – Dues & Subs	65.00
From 2031-330-190-0001 R&B – Wages, overtime	501.00
To 2031-330-599-0009 R&B – Liab to refund R of W permit	501.00

From 4902-760-740-0002 Cap Eq Res Fund – C/O balance	315,591.00
To 4902-760-740-0000 Cap Eq Res Fund – Equip	315,591.00
From 2191-110-314-0000 Fire – County Auditor Fees	750.00
To 2191-220-351-0000 Fire – Electricity	750.00

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

E4521	Bain	298.28	E4522	Barnhill	440.89
E4523	Binckley	1475.46	E4524	Borden	295.87
E4525	Bowman	1779.85	E4526	Bryan	984.03
E4527	Butt	735.48	E4528	Clemens	1218.24
E4529	Connor	128.43	n/a	Coyle	.00
E4531	Curtis	1765.10	E4532	DuBeck	222.27
E4533	Duncan	380.47	E4534	Essick	208.50
E4535	Gottfried	141.64	E4535	Hall	1516.52
E4536	Harrison	250.20	E4537	Henry	629.02
E4538	Hill	1647.98	E4539	Huhn	867.71
E4540	Hussey	2883.88	n/a	Jenks	.00
E4541	Jones, A.	492.24	E4542	Jones, B.	695.41
n/a	Kennedy	.00	E4543	Kindell	244.80
E4544	Leckrone	5.36	n/a	Lynn	.00
n/a	Mason	.00	E4545	May	900.34
E4546	Meisenholder	570.88	E4547	Monroe	1484.33
E4548	Pack	117.74	n/a	Poe	.00
E4549	Reece	1331.76	E4550	Riley	284.56
N/A	Schott	.00	E4551	Smith	256.86
E4552	Thompson	1452.88	n/a	VanNess	.00
E4553	Watling	279.16	8334	Deferred Comp	1655.00
8335	AFLAC	762.84	8336	OCS	1088.91
8337	OCS	96.30	8338	GIT	1352.52
8339	NIT	64.94	8340	HIT	3.78
8341	RITA	162.73	8342	CIT	57.91
8343	Granville Township	3922.35	WV60	PNB – IRS	5441.23
WV61	OIT	3173.38	WV62	SDIT	262.31
WV63	PNB – OPERS	6324.72	WV64	PNB – OP&F	21750.66
8334	Deferred Comp	1655.00	8335	AFLAC	762.84
8336	OSC Pay Center	1088.91	8337	OSC Pay Center	96.30
8338	GIT	1352.52	8339	NIT	64.94
8340	HIT	3.78	8341	RITA	162.73
8342	CIT	57.91	8343	Granville Township – transfer entry	3922.35
8344	VOID	.00	8345	Fackler Country Gardens	73.36
8346	Ace Truck Equip	7783.85	8347	Wright Bros	187.55
8348	Granville Builders Supply	67.60	8349	Tire Centers LLC	1119.08
8350	United Aggregates	307.95	8351	Lakes End	145.95
8352	CVS	9.98	8353	Boundtree Medical	2546.79
8354	Jan’s In Stitches	30.00	8355	KPS/NAPA	67.52
8356	Ohio State FF Assoc	75.00	8357	Morrow & Erhard	80.00
8358	Korda/Nemeth Engineering	19877.30	8359	Norman Kennedy	522.34
8360	Sprint	175.60	8361	Medical Mutual of Ohio	7250.78
8362	Granville Builders Supply	67.60	8363	Dish Network	48.99
8364	Cargill	2802.29	8365	KE-WA-PA Inc	89.22
8366	The Fire House	331.60	8367	Verizon Wireless	86.12
DM132	Columbia Gas	890.84	DM133	Village of Granville	81.50
DM134	AEP	1436.86	DM135	Windstream	358.79
Dm136	Granville Township – internal	256.41			

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

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Norman S. Kennedy, Fiscal Officer

Executive Session:

On a motion by Trustee Jenks and a second by Trustee VanNess, with Jenks yes, Mason yes, and VanNess yes the meeting was moved into executive session under ORC 121.22(G)(2) with respect to possible property acquisition and ORC 121.22(G)(1) with respect to compensation of public employees.

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

Fiscal Officer Kennedy indicated the Trustees had previously approved the proposal from Medical Mutual of Ohio for a composite 4.96% rate increase to the Township for 2012. He further indicated there was no premium change for the dental or vision insurances for 2012. However, the amounts to be withheld from the full-time employees and elected officials (for dental and vision only) for their contributions toward 16% of the premium cost had not been previously adopted. He also pointed out the 4.96% was a composite rate and with additional stratification by the insurance company some of the premiums increased by more than 5% and others declined slightly. The new withholding amounts per pay are to be as follows:

Medical

Single +\$1.30

Employee, no spouse, two or > children -\$6.21

Employee, spouse, one child +\$2.99

Employee, spouse, two children -\$1.56

Employee, spouse, three or > children +\$11.09

Vision – no change, same withholding

Bi-weekly pay

Single \$ 1.44

Family 3.24

Monthly pay

Family \$ 3.52

Dental – no change, same withholding

Bi-weekly pay

Single \$ 3.82

Family 10.22

Monthly pay

Family \$11.07

On a motion by Trustee Mason and a second by Trustee VanNess, by a unanimous affirmative vote, the aforementioned per pay withholding amounts representing the employee and elected official 16% share of the Township premium costs as submitted by F.O. Kennedy were approved for use in 2012.

Trustees Mason, Jenks and VanNess discussed various aspects of employee compensation. The Trustees believe the employees are working hard and doing a good job of delivering the services desired by the residents. There was discussion about various percentage increases which might be given to the employees going into 2012. Last year the majority of the employees received a 1.75% hourly base increase, with the Fire Chief receiving 1.5%. F.O. Kennedy presented a proforma of the Township's five year plan as it appears at the present time. The figures are not finalized as the final bills have not yet been paid or encumbered for expenditure in 2012 or perhaps additional receipt amounts could be received which means they are not completed in order to determine the amount of unencumbered cash balance carryover. The carryover shown in these figures is the estimate as projected throughout 2011 based upon activity. Kennedy indicated for discussion purposes the wage projections included in 2012 – 2016 figures range from 3 to 4%. Thus all of the projected figures related to these wages such as overtime, Township matching taxes and the Township's portion of pension contributions are also included at the 3 to 4% range. Note: Granville Township does not pick up any of the employee's portion of pension contributions. These figures were obtained based upon discussions with the two department heads and the Trustees.

After further discussion on a motion by Trustee VanNess and a second by Trustee Mason, by a unanimous affirmative vote, it was agreed to provide a uniform 2% base pay increase going into 2012.

F.O. Kennedy indicated the structure for elected township official's compensation, which is set by the State Legislature, has not changed since 2008 and will not change again in 2012.

Postscript: Following the meeting Fiscal Officer Kennedy prepared the following numbers to include in the minutes:

The hourly pay increases approved above were as follows:

Superintendent	\$.53
Firefighter/medic	.38 and .34
Firefighter/medic/officer	.42
Equipment operator	.34 and .31
Apprentice equip oper	.26
Inspector	.43
Laborer	.23 and .21
Fire Chief	.84
FF/Medic/Intermittent	.25

Norman S. Kennedy, Fiscal Officer

There being no further business the meeting was adjourned at 9:10 PM.