

Granville Township
Minutes of Regular Meeting October 10, 2012

Present: Trustees Bill Mason, Paul Jenks and Dan VanNess, Fiscal Officer Jerry Miller, and Betsey Hampton, Recording Secretary
Department Heads: Superintendent Travis Binckley, Chief Jeff Hussey
Guests: Brian Miller, Granville Sentinel,
Roger Dunifon, 3464 Loudon Street

The meeting was called to order by Trustee Mason at 7:02 p.m. followed by the Pledge of Allegiance.

Trustee Mason opened the public hearing concerning the proposed one house per five acres proposed zoning change. The Trustees received the recommended zoning change from the Granville Township Zoning Commission which has been working on the project along with its recommendation for the Trustees to adopt the change. A copy of the change was placed in the Granville Public Library along with a link on the Granville Township's website. An advertisement was placed in the newspaper for this evening's public hearing. Trustee Mason called the Public Hearing to order asking for public comment from those in attendance.

There was no comment for the public hearing.

Trustee Jenks made a motion to close the public hearing, Trustee VanNess seconded the motion and after a unanimous vote, the public hearing was closed by Trustee Mason at 7:03 p.m.

Trustee VanNess made a motion to approve the proposed zoning change recommended by the Granville Township Zoning Commission. Trustee Jenks seconded the motion, and with no further discussion it was approved by a unanimous vote.

Trustee Jenks questioned when the change would go into effect. Trustee VanNess responded there is a 30 day referendum period after which the change becomes effective on November 9, 2012.

Trustee Mason questioned who would notify Zoning Inspector Warren May. Fiscal Officer Miller responded he would notify Inspector May and he would follow the instructions concerning the zoning change notification, such as filing and sending amended copies to the Licking County Recorder, Licking County Planning Commission, Licking County Prosecutor, Township Zoning Inspector, Township Zoning Commission, Township Zoning Appeals Board, Township Trustees, Village Planning Office and the Public Library. Also the Township's website will be updated.

On a motion by Trustee VanNess and a second by Trustee Jenks, by a unanimous affirmative vote the minutes of the regular meeting on September 26, 2012, were approved as submitted.

Correspondence:

Fiscal Officer Miller reported he forwarded a note, from the Licking County Commissioners, to the Trustees concerning a public hearing concerning Article 3 Section 210 entitled Licking County Subdivision Regulations. The meeting will be held Tuesday, November 6, 2012. Trustee Jenks questioned whether Trustees should attend the meeting. Chief Hussey commented he was sent the information concerning the changes which will effect fire protection such as fire hydrants, etc. Chief Hussey reported he made comments concerning the fire protection changes and sent them back to the Commissioners. The Trustees discussed the issue and determined Trustee VanNess would research the change and attend the public hearing to ensure Granville Township understands the change and its effects.

Fiscal Officer Miller reported he received a letter from the Shelley Company indicating due to escalating material and labor costs they would be adjusting their prices on January 1, 2013. Fiscal Officer Miller gave a copy of the letter to Superintendent Binckley. The information will be taken into consideration for budget planning.

Fiscal Officer Miller reported he received a notice from Time Warner Cable concerning their restructuring. They will be going to seven regional entities. The local franchise serving Granville will be Time Warner Cable Midwest LLC. Trustee Jenks questioned why Granville Township received the notice and whether the Trustees had given Time Warner Cable a franchise for the Township as did Granville Village. Fiscal Officer Miller was unaware if the Township had given a franchise.

Fiscal Officer Miller reported there was no other correspondence received.

Elected Officials Reports:

Financial Matters:

Fiscal Officer Miller:

Employee Health Insurance:

Fiscal Officer Miller reported Trustee Jenks inquired about employee health insurance. Fiscal Officer Miller said he has spoken to Wichert Insurance who is beginning the process by validating employee contact information. Fiscal Officer Miller has given the information to Superintendent Binckley and Chief Hussey, who will have the employees validate their contact information. If the contact information is correct, Wichert will send the employees a link to FormFire software where they will enter information about themselves. This will begin around November 1, 2012. Chief Hussey provided Fiscal Officer Miller with the documents which were distributed last year.

Trustee Jenks reported during the past few years health insurance was put on a back burner and the Township had to hurry to complete the process, get quotes, etc. The Township does not want to be in a position where they are forced to make a quick

decision. Two years ago some employees went to the hospital without having insurance cards, etc. Trustee Jenks emphasized Fiscal Officer Miller should keep on top of the process. Fiscal Officer Miller commented his timeline is to have the process completed by the beginning of December enabling the insurance companies to print cards and distribute them to the employees by the end of the year. Trustee Jenks indicated the employees will need to update their information in Form Fire, and then Fiscal Officer Miller will be able to have any other companies he wishes to receive quotes from access the information on Form Fire. Trustee Jenks asked Chief Hussey and Superintendent Binckley to work with their employees to make sure the information is updated in a timely manner. Fiscal Officer Miller will not be able to get any underwriter information until all the employees complete the Form Fire questionnaire. Fiscal Officer Miller thanked Trustee Jenks for the information.

FEMA:

Fiscal Officer Miller reported he met with the FEMA representative in September. Fiscal Officer Miller will meet with Superintendent Binckley and with Chief Hussey concerning specifics on reimbursement forms. Fiscal Officer Miller will meet with them within the next two weeks as there is a 30-60 day window to return the information.

Kendal TIF:

Fiscal Officer Miller reported he went to Kendal and met with Jennifer Boback and gave her the 2nd half tax collection TIF check. Fiscal Officer Miller also went to the GVESD office and gave Mike Sobul, treasurer, the School District's Kendal TIF check.

Fiscal Officer Miller passed out a sheet which listed appropriation transfers. Most were due to the SAFER Grant employees' payments. There was another transfer due to an under-estimation of PERS from the Roads District. Fiscal Officer Miller requested approval of the appropriation transfers.

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

From 2191-220-599-0004	Carryover	25,000.00
To 2191-220-190-0300	SAFER-2 Wages	25,000.00
From 2191-220-599-0004	Carryover	1,500.00
To 2191-220-212-0300	SAFER-2 Soc. Security	1,500.00
From 2191-220-599-0004	Carryover	375.00
To 2191-220-213-0300	SAFER-2 Medicare	375.00
From 2191-220-599-0004	Carryover	1,500.00
To 2191-220-230-0300	SAFER-2 Workers' Comp	1,500.00
From 2141-330-599-0000	Other Expense	500.00
To 2141-110-211-0000	Admin OPERS	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, electronic deposits (EFT's) were approved for payment and processing:

E5268	Bain	159.29	E5269	Binckley	1474.07
E5270	Borden	397.81	E5271	Boudinot	869.47
E5272	Bowman	1903.19	E5273	Bryan	987.45
E5274	Butt	737.81	E5275	Clemens	1403.37
E5276	Coyle	122.65	E5277	Curtis	1859.53
E5278	DuBeck	461.82	E5279	Duncan	432.45
E5280	Essick	598.30	E5281	Gottfried	282.06
E5282	Hall	1351.09	E5283	Hampton	129.33
E5284	Harrison	482.93	E5285	Henry	636.31
E5286	Hill	1277.05	E5287	Hussey	2506.72
E5288	Jenks	1076.55	E5289	Jones, A	471.53
E5290	Jones, B	722.95	E5291	Kindell	107.99
E5292	Laatsch	513.18	E5293	Leckrone	538.87
E5294	Lynn	487.12	E5295	Martell	282.06
E5296	Maason	841.17	E5297	May	805.49
E5298	Meisenhelder	582.96	E5299	Melick	501.93
E5300	Miller	1617.26	E5301	Monroe	1351.99
E5302	Poe	291.45	E5303	Poole	389.04
E5304	Reece	1224.89	E5305	Riley	139.35
E5306	Saunders	314.46	E5307	Smith, D	500.37
E5308	Smith, S	404.01	E5309	Thompson	1385.99
N/A	Tracy	.00	E5310	VanNess	1158.77
E5311	Watling	284.79	E5312	IRS	5983.16
WV169	Deferred Comp	1435.00	WV170	OCS Pay Ctr – Knox	1088.91
DM133	HRA	3099.47	DM134	Windstream	365.57
DM135	AEP	834.55	DM136	Village of Granville	148.28
DM137	Columbia Gas	42.88	DM138	AFLAC	724.76
WV172	Granville IT	1018.30	WV173	OH IT	2215.68
WV174	School IT	172.83	WV175	Columbus IT	98.34
WV176	Heath IT	3.81	WV177	Newark IT	80.89
WV178	RITA	164.09	WV179	OPERS	5560.79
WV180	OP&F	17509.34	WV181	IRS	5690.97
WV182	Deferred Comp	1510.00	WV183	OCS-Knox Co.	1088.91
8820	PNB-FSA	1153.78	8821	Granville Twp	4798.56
8822	T Binckley	300.00	8823	M Boudinot	75.00
8824	T Bryan	75.00	8825	J Butt	75.00
8826	K Henry	75.00	8827	Boehm	106.94
8828	Certified	3829.62	8829	Cintas	446.78
8830	CVS	19.49	8831	Delta Dental	942.10
8832	Dish Network	49.19	8833	DMO Security	360.00

8834	Elan	1544.94	8835	Elm Recycling	392.00
8836	Erie Insurance	7572.00	8837	Fackler	23.75
8838	Finley Fire	1692.74	8839	Fire House	715.00
8840	Ed Specialty	819.94	8841	Granville Lumber	62.40
8842	Granville Milling	161.70	8843	Heritage	89.64
8844	Jae's Towing	1992.41	8845	J Packard	80.00
8846	KPS/NAPA	1596.38	8847	Mathews Ford	1199.79
8848	MISTRAS	1289.60	8849	Mt Vernon Tractor	121.75
8850	MT Bus Tech	82.04	8851	MT Bus Tech	112.12
8852	NFPA	122.35	8853	OH Health	135.15
8854	OH Public Entity	176.00	8855	P&W Paging	366.75
8856	Ross'	71.26	8857	Sprint	104.09
8858	Time Warner	54.94	8859	Triad	300.00
8660	United Aggregates	1098.50	8861	Verizon	328.18
8862	Wright Bros	133.18			

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

Jerry A. Miller, Fiscal Officer

Trustee Reports:

Trustee Jenks:

Trustee Jenks reported he responded concerning the Maplewood decorative wall to the Stublyn Drive resident after receiving feedback from the Licking County Prosecutor Office and the Licking County Engineer's Office. The resident responded back, and Trustee Jenks again responded. Trustee Jenks has copied the other Trustees on the correspondence. Trustee Jenks also sent the resident an e-mail offering to meet with the resident to discuss the issue further. The resident responded he was not happy with the Township's response and it was not necessary to meet.

Trustee Jenks reported he met with Bill Habig of MORPC. Mr. Habig requested the Township Trustees consider joining a Governmental Energy Aggregation. First Energy of Cleveland seeks a franchise with Townships. Townships are allowed under ORC 4928.20 to grant a franchise to sell energy to the entire Township. Trustee Jenks reported if the Township did grant a franchise it would need to be put to a vote for the entire Township. There would need to be a transmission fee paid and it would be wheeled through AEP lines. Trustee Jenks reported he mentioned the program to the Granville Village Mayor, and she did not think the Village would be interested. Trustee Jenks stated he did not think the Township should proceed if the Village is not interested. The Mayor did request Trustee Jenks meet with Steve Stilwell and with the First Energy Representative concerning the issue.

Trustee VanNess stated some of the Township residents have Licking Rural Electric as their provider. Trustee Jenks indicated with this program, the company would be given a franchise, but the law requires an opt out program. Trustee Jenks commented the issue would be how big are the savings? It should only be considered if the savings are huge. If the savings are only minimal, or not identifiable, then the program should not be considered.

Trustee VanNess questioned whether Mr. Habig gave an indication of typical savings. Trustee Jenks responded Mr. Habig did not know the savings, but does like the program. Fiscal Officer Miller questioned if there are other Townships in the program? Trustee Jenks reported Mr. Habig was unaware of any. Trustee Jenks reported on some aspects of the program and said if he meets with the First Energy representative he would ask for a model to review. Trustee Jenks stated he has bought and sold energy in his corporation and detailed the way energy sales work, such as carrier payments, wheeling the energy, etc. Trustee Jenks commented it would be worthwhile to hear what the representative has to say. Trustee Jenks requested the Trustees provide him with any questions they have and he will ask the representative.

Chief Hussey questioned whether First Energy would take over the infrastructure, and Trustee Jenks responded the infrastructure would remain AEP. This would take the place of the generation charges on electric bills. The charge would be pre-published and approved by the PUCO.

Trustee Jenks said he will review the plan as Mr. Habig felt it was worth reviewing.

Trustee Mason:

Stublyn Drive:

Trustee Mason reported he looked at the wall on Stublyn Drive and agreed it was not a retaining wall.

Spring Valley Park:

Trustee Mason reported he has checked twice at Spring Valley Park and has not seen anything unusual.

Burg Street:

Trustee Mason reported he checked on the Burg Street area which had previous tall grass concerns. Trustee Mason thanked Superintendent Binckley for the Roads Department work cutting back the Burg Street area. Trustee Mason stated the area looked good, and commented having the crew mow and cut back along the Township's right of way may be the answer to some of the tall grass complaints.

Trustee VanNess commented there is a section in the zoning resolution regulations which allows for a 50 ft right of way at an intersection. All the brush at the corners has to be below 2 feet for visibility reasons. Superintendent Binckley commented this

information is helpful to know and currently when the crews are mowing they are working more on visibility.

Joint Communications Meeting:

Trustee Mason reported he attended the joint communications meeting.

Trustee Mason reported everything else he has is covered elsewhere in the agenda.

Trustee VanNess:

Trustee VanNess reported everything he has to report is covered later in the agenda.

Roads Department:

Superintendent's Report:

Road District:

Township Logo:

Superintendent Binckley presented a sample of the Granville Township logo. There will be two different sizes for the logo. Some will be larger for the doors on the trucks, and some will need to be smaller depending on where the logo is placed on the equipment. They will be vinyl.

Trustee Mason commented he liked the idea of tying in the logo design to the open space sign design. Trustee Jenks commented the Township has never had letterhead, or business cards with letterhead. Trustee Jenks indicated he believed the Township should move to adopt the logo for use in all Township material, with the exception of the Fire Department which has its own logo. Fiscal Officer Miller agreed.

Trustee Jenks made a motion to adopt the sample logo presented by Superintendent Binckley as the official Granville Township logo. Trustee Mason seconded the motion and with no further discussion it was approved by a unanimous vote.

Fiscal Officer Miller questioned whether there was an electronic copy of the logo. Superintendent Binckley responded it would be easy to obtain an electronic copy from Tim Church. Fiscal Officer Miller will include a copy of the logo in the meeting minutes.

Trustee VanNess questioned how many logos will be purchased. Superintendent Binckley will look at the equipment and determine how many of each size will be needed.

Battee Rd.:

Superintendent Binckley reported the road crew spent time yesterday and today on Battee Rd. There are bad spots with water seeping up through the road, possibly due to an underground spring. The crew will put 300 to 400 feet of drainage tile on the east side of Battee Rd.

Beechwood and Thornewood:

Trustee Jenks reported he is still attempting to schedule a meeting with the resident at 60 Beechwood Dr. who is concerned about the recent road improvements. The resident believes the work was not done correctly. Their personal schedules have not matched but they will hopefully meet before the next Township meeting.

Garage Generator:

Superintendent Binckley reported he received a second estimate for a back-up generator for the Township garage. The first quote is from KMA Electric and is for a 20 Kilowatt generator with an automatic transfer switch with 200 amp. The estimate for a Generac generator is \$8,260. The second estimate is from Hittle Electric and is for a Kohler generator @ \$8,595 with a 400 amp transfer switch. Superintendent Binckley commented if the Trustees wish to purchase a back-up generator he recommends the purchase of the Kohler generator as it is a higher quality generator.

Trustee Jenks concurred with Superintendent Binckley's recommendation as the Generac generator uses oil and a former installer stated he has gotten away from Generac generators as there have been operational problems with them. If a person is away and the low pressure switch comes on the generator will stop working. Trustee Jenks agreed the Kohler generator is a high quality generator and should be purchased as the price difference is a small amount. Chief Hussey commented the current generator at the fire station is a Kohler generator. Trustee Jenks stated the Kohler Company makes high end small engines. Trustee Mason commented Kohler also makes engines for small tractors, etc.

Trustee Jenks made a motion to approve Superintendent Binckley's request to purchase a back-up generator for the Granville Township Garage from Hittle Electric for \$8,595. Trustee Mason seconded the motion and with no further discussion it was approved by a unanimous vote.

Fiscal Officer Miller questioned what fund would be used for the purchase.

Superintendent Binckley responded he will meet with Fiscal Officer Miller regarding which fund will be used and stated there is money in the vehicle and equipment fund.

Trustee VanNess questioned when the generator would be installed. Superintendent Binckley responded the estimate was completed at the end of July and he will need to contact Hittle Electric to determine when they will be able to install the generator.

Maplewood Subdivision:

Superintendent Binckley reported he received a call from the Licking County Highway Department. The Licking County Highway Department and the Engineer's office have been working on improving safety through items such as installing guard rails. They approached Superintendent Binckley concerning the entrance to the Maplewood subdivision. There have been accidents in the area. Superintendent Binckley spoke to the resident and the road crew moved four large boulders at the entrance per the request of the County Engineer's Office. They are also going to relocate some ornamental grass. It should be safer for people turning in and out of the subdivision.

Mill Race:

Superintendent Binckley reported the road crew repaired damaged drainage tile at 169 Mill Race Dr.

Burg Street:

Superintendent Binckley reported the road crew cut back brush along Burg St. due to a complaint the Township had received, and they repaired a ditch near Denbigh.

Pickup truck:

Superintendent Binckley reported he has begun looking for a replacement vehicle for the Township's 1979 pickup truck. The Township has budgeted to replace the vehicle. Superintendent Binckley will research and report on prices at the next meeting. He is looking at new and used vehicle prices, but reported he is having trouble finding good used trucks.

Trustee VanNess questioned what the current vehicle is used for? Superintendent Binckley responded due to the condition of the current truck it is only used to shuttle two employees to the cemetery. Superintendent Binckley reported he would like to use the replacement vehicle in a more multiuse way. He would like a flatbed, 3/4 ton or 1 ton that could be used for hauling cold mix, hauling the excavator, etc. The two wheel drive pickup the Township currently has could then be sent to the cemetery. It would be a safe truck for them to pull the mowers, etc. The new vehicle would stay with the Roads Department and the two wheel drive vehicle would be transferred to the cemetery. The new vehicle would be used for much more than driving to the cemetery.

Trustee Jenks advised Fiscal Officer Miller there would need to be a transfer of the vehicles between the cemetery district and the roads district.

Superintendent Binckley reported everything else he has to report is listed under old business.

Cemetery Department:

Superintendent's Report:

Superintendent Binckley reported there have been two funerals.

The Township has sold one grave and there is one deed to be signed.

Superintendent Binckley reported he is still working with Debbie McPeek concerning the appearance of the cemetery. Ms. McPeek has been on vacation. They are working together on the cemetery rules and policies. They are planning on having the suggestions completed by the end of the year to discuss along with cemetery fees and schedules.

Parks Department:**Superintendent's Report:**

Superintendent Binckley reported he copied the Trustees on an e-mail sent to Andy Wildman, and CEO of the Granville Recreation District (GRD) regarding the damaged shelter house at Spring Valley Park. Superintendent Binckley reported he met with Mr. Wildman today and walked through the shelter house and the surrounding area. They discussed ideas and concerns. Mr. Wildman will send a response back to Superintendent Binckley. Superintendent Binckley reported he advised Mr. Wildman the Township should be able to help with labor if the GRD purchases materials.

Trustee Mason reported the only way that type of shingle could come off is due to excessive force. Superintendent Binckley stated there has been excessive force hitting the corner of the shelter house. Superintendent Binckley reported it looks as though a tree has fallen on the corner, but there are no other signs of tree damage. Another board has been replaced and it too has given way. Superintendent Binckley indicated it appears there have been excessive weight issues before. Superintendent Binckley and Mr. Wildman talked about ways to better stabilize the corner of the shelter house.

Superintendent Binckley reported Mr. Wildman said they are now monitoring the area on a daily basis and although kids are there, they were not seen on the roof. Superintendent Binckley advised Mr. Wildman there has been a fire in the fire place when he was at the shelter house. It is a fireplace, but a small fire was lit and there was no one around to watch it. The GRD will explore ideas to address problems.

Trustee VanNess questioned when the chain was up at the park? Superintendent Binckley responded it was probably in the summer. It was discussed the GRD could put a chain up in the winter. Superintendent Binckley indicated a chain, cables, and locks can be put up, but when the Township locked them, they were often cut, and the Township went through many locks. People also simply drove or went around the chains. Superintendent Binckley reported it will take creative thinking to keep kids out of the area.

Trustee VanNess questioned how often the Shelter House is used. Trustee Jenks replied he could get a report, but did not know the usage. Superintendent Binckley responded there has been something at the lower Shelter House every week for the last month and a half. Professors have classes each week, and the Shelter House is used as a base for camps.

Trustee Jenks commented if the GRD asks about camera monitoring they should be referred to Chief Hussey as he is familiar with monitoring devices which send a signal over the internet. Superintendent Binckley commented camera monitoring may be part of the GRD's ideas. Chief Hussey is aware of the costs of buying and operating the cameras. Some of the cameras are solar powered, and the signal goes right to an IP address. The quality may not be good but it would be better than having to drive to monitor the area.

Trustee VanNess commented he discussed monitoring cameras with Dr. Jon Sata. He has cameras in his shop and he can monitor from his cell phone with great quality images. Chief Hussey commented the cameras can also record a loop to be reviewed, and has night vision. The cameras may not be good enough to see a face.

Superintendent Binckley indicated Mr. Wildman is knowledgeable concerning issues of damage and vandalism due to his previous employment.

Fire Department:

Chief's Report:

Inspections:

Chief Hussey reported the Fire Department has completed a number of inspections due to construction. There will be a new Urgent Care on Cherry Valley Rd. which was inspected, the new project at Kendal was inspected, and the Denison Livingston Gym was inspected.

Fire Prevention Week:

Chief Hussey reported this week is Fire Prevention Week. The Fire Department has been busy with fire prevention programs in the schools, and in many preschools. Chief Hussey commended Lt. Bowman for setting up and completing dozens of programs.

Equipment testing and inspection:

Chief Hussey reported fall is busy for the Department due to required vehicle and equipment testing and inspection. The Fire Department has completed everything required; such as aerial testing, ground ladder testing, hose testing, vehicles serviced and inspected, etc. All the required testing has been done within the last thirty days.

Peak time SAFER Grant:

Chief Hussey reported the Peak Time Safer Grant employees have been working for three weeks. They are doing a great job and have been very busy. The first few days the department was really busy and the employees hit the ground running.

Denison arson:

Chief Hussey reported there was an outdoor attempted arson fire at Denison. The Fire Department is continuing to follow up on leads to the arson. The State Fire Marshal is also working on the arson.

Denison runs:

Chief Hussey reported he has continued to meet with Denison officials to refine and better coordinate the Fire Department's responses to campus calls. They are working with the Granville Police Department. The discussions were time consuming, but Chief Hussey commented he believes there has been improvement to EMS responses.

Personnel:

Chief Hussey reported he received a resignation request from a volunteer, Steve Barnes. Mr. Barnes has been a volunteer with the Department since the Township took over. He has seven years of service, but due to current circumstances is no longer able to maintain certification.

Trustee VanNess made a motion to approve the resignation of Steve Barnes. Trustee Jenks seconded the motion and with no further discussion it was approved by a unanimous vote.

Purchase Requests:

Chief Hussey announced he sent out a purchase request for 10 winter coats for employees. These are the yellow coats worn which are required to be reflective. The coats are \$340 each. Chief Hussey requested the Trustees approval of the purchase request.

Trustee VanNess made a motion to approve the purchase of ten winter coats. Trustee Jenks seconded the motion and with no further discussion it passed by a unanimous vote.

Chief Hussey stated uniforms are typically purchased through the uniform budget, which is \$10,000 per year. Chief Hussey put up a sign up sheet for employees to request a job shirt. Forty-one employees requested a job shirt. Chief Hussey indicated in the past the shirts have been purchased incrementally throughout the year, but this will be a large order. Chief Hussey requested approval to purchase 41 job shirts from Bound Tree at a cost of \$2,725.

Trustee VanNess questioned how much was in the budget for the uniforms. Chief Hussey responded the Department is within its budget for uniforms. There is a \$10,000 uniform budget and the Department has spent approximately half, but there will not be many more uniform purchases this year.

Trustee VanNess questioned whether the employees return their coats when they leave the Department. Chief Hussey responded the coats are not assigned to individual employees, they are purposefully generic. Other clothes which may have been assigned are all returned to the Department to maintain the organization's integrity. This will prevent a person from wearing a garment labeled as Granville Township Fire Department. These other clothes are generally not reassigned as they are worn and have personal names on them. One way the Department attempts to reduce costs is by first assigning an employee a cotton uniform, and after one year of service the Department purchases the employee a better quality Nomex uniform.

Trustee VanNess made a motion to approve the \$2,725 purchase request for 41 Bound Tree shirts. Trustee Mason seconded the motion and with no further discussion it was approved by a unanimous vote.

Land Management/ Zoning/ Open Space:

Land Management:

Trustee VanNess reported there was nothing new to report concerning land management.

Zoning Committee:

Trustee VanNess reported the Committee completed zoning resolution changes which was the big task for the year. The change was the one house for five acres rule.

Comprehensive Plan:

Trustee VanNess reported he sent an e-mail to the Trustees indicating the County Commissioners had approved the Comprehensive Plan. After two days, they voted to rescind the vote as they realized they needed to first have a public hearing concerning the plan. They will schedule a public hearing, and after they approve the plan we will send it to the Granville Township Zoning Commission to determine what changes need to be incorporated into the Granville Township Zoning Resolutions.

Old Business:

Rotary Bridge Project- status

Trustee Jenks reported there are still administrative issues being worked on with the State. Trustee Jenks reported he met with Village Planner Alison Terry and they are waiting for Assistant Prosecuting Attorney Austin Lecklider to put together an agreement between the GRD and Granville Township. The agreement will state the GRD will do certain things enabling the Township to sign a statement with the State saying those items will be completed. There is nothing new in the Rotary Bridge status.

Barn Roof:

Trustee Jenks reported Superintendent Binckley has received two quotes for taking down the barn on the River Rd. Property. Superintendent Binckley reported the first quote is from River Bend Logistics, LLC. The company is owned by Junior Roberts. This quote of \$6,500 is for demolition of the barn and hauling it away.

Superintendent Binckley reported the second quote is from NuWay Services. The quote is structured differently. Their quote is for \$1,300 per day for the demolition with a \$250 demobilization charge. They are guessing 15 to 20 dumpsters. They estimated it would take three or four days to tear the barn down, if they have sufficient dumpster service. NuWay's problem is they cannot get a guarantee from Waste Management, etc. to keep the dumpsters coming. Superintendent Binckley reported the Township already looked into dumpster costs, and Mr. McInturff stated if the Township provided the dumpsters they would do the demolition for the \$1,300 per day rate. Superintendent Binckley therefore estimated with the dumpster costs, the \$1,300 per day rate, and with an estimate of three to four days to complete the job it would cost between \$10,000 and \$12,350 for NuWay to demolish the barn which is almost double the River Bend quote.

Trustee Mason questioned whether there are cattle on the property now. Superintendent Binckley responded he was unsure if the cattle are where the barn is. Superintendent Binckley stated he could call a few days ahead of the demolition and make sure the cattle are moved away from the barn.

Trustee VanNess questioned whether the quote included any re-grading. Superintendent Binckley responded the quote was only for demolition and the removal of materials. Superintendent Binckley said he believed any re-grading could be done in house. Superintendent Binckley commented the Township could haul dirt to cover any small debris such as nails left. Trustee VanNess reported the cows will be moved during the demolition, but when they are back in the barn area there should not be any hardware they could get into.

Superintendent Binckley recommended if the Township re-grades the barn area, they can put some snow fence around the area to keep the cattle out of the area through the winter until grass grows over.

Trustee Mason commented there is plenty of stone there which could cover up the area. Trustee VanNess suggested the Township may find a use for some of the stone at the area as it is valuable.

Trustee Jenks made a motion to award the barn demolition contract to River Bend Logistics, LLC. for \$6,500, to have Superintendent Binckley coordinate the project, and to have Fiscal Officer Miller notify the County for tax purposes and the insurance company when the barn is taken down. It was reported there will still be a small steel barn on the property and another small building on the property. Trustee VanNess suggested there will be \$185 per year saved in insurance, so it will take several years for the cost of demolition to be paid back. Trustee VanNess also advised if the barn is left it could be an insurance liability issue so he does not see an alternative to tearing down the barn. Trustee VanNess seconded the motion. Trustee Mason questioned whether the Trustees should advise any of the Township's committees of the decision. It was decided to inform the Land Management Committee as they looked at the barn and also came to

the decision it should be torn down. With no further discussion it was approved by a unanimous vote.

Trustee Jenks will send an e-mail to the Land Management Committee. Fiscal Officer Miller will contact Mike Smith to let him know the barn is coming down as it may affect the taxes for January and also contact the insurance company.

Township Garage- Rust Issue:

Trustee Jenks reported the Township is still waiting for a response concerning the concrete curb option and details. Trustee Jenks commented Christian Robertson of Robertson Construction has been remiss in getting with the Township and has not returned several e-mails and phone calls. He promised the information would be sent in an e-mail last night, but was not.

Weaver Drive Annexation- Road maintenance:

Trustee Jenks passed out two maps. One is the property in the Village which the Township helps mow and plow. The other is the property in the Township where the Village plows snow. Trustee Jenks stated the Village does not do any mowing for the Township, but the agreement is one which makes the most sense and is efficient. No action was necessary. The plan memorializes something already being done. Trustee VanNess questioned whether there was any thought about the Village doing some reciprocal mowing.

Superintendent Binckley responded the Village does help the Township in other ways, such as lending the hotbox to patch up potholes, removing trees too big for the Township to handle, etc. Superintendent Binckley commented the Village has been very cooperative anytime the Township has needed them. Trustee Jenks commented the mowing is done two or three times a year if necessary. Trustee Jenks reported during the meeting with Alison Terry and Steve Stilwell, possible compensation was discussed, and it was requested the Village be reasonable, and there is no problem with completing the mowing.

Union Cemetery:

Trustee Jenks reported Lynne Boone has been working to find a less expensive way to maintain the headstones. Trustee Jenks reported they talked to Mayor Hartfield concerning the fact the Village has not offered monetary support. The Mayor said after her recovery from surgery she would sit with the committee and talk. Councilwoman Barsky is also out due to surgery, so there has not been Village representation.

Trustee VanNess questioned whether the cemetery is an active cemetery as Assistant Prosecuting Attorney Lecklider said is required for it to be a Union Cemetery. Trustee Jenks responded there are open, active graves available for indigent burials. Trustee Jenks indicated the last burial was in the 1930's and it was a man who came from Europe to work on the Granville Inn and died indigent.

Trustee VanNess suggested the Township should take care of the mowing and the Village should take care of the headstones and tree trimming. Trustee Jenks commented that position is on the table. The Township would continue to maintain the cemetery so it does not fall into the disrepair experienced in the seventies and eighties. Trustee Jenks reported the Trustees have told the public the Union Cemetery is part of the cemetery levy and would be honoring the commitment to maintain, but not restore.

Trustee VanNess questioned whether the cemetery board has much control over the issue if the Township Trustees are in agreement. Trustee Jenks responded the Trustees are committed to maintaining the cemetery, and are willing to take over the cemetery if the cemetery board wants to abandon the cemetery. The Township would not repair the headstones but would maintain the cemetery the same as Maple Grove and Phillips.

Trustee VanNess commented the Trustees will have to wait until the annual meeting with Village Council in May 2013. Trustee Jenks commented issues will also be discussed when the Mayor recuperates from the surgery.

Kendal MOU and TIF:

Trustee Jenks passed out the MOU which was ready for Kendal at the last meeting. Trustee VanNess had reported a discrepancy in the acreage. Superintendent Binckley called the County Engineer's Office. 3.26 is an extrapolation of the acreage being cultivated. The change is around \$60, it is 2/10 of a percent. Superintendent Binckley said the 3.26 acres is tillable as surveyed. Superintendent Binckley also looked at the lease which said 70 acres, plus or minus. Trustee Jenks requested something reasonable be placed on property in question. When the Trustees agree Trustee Jenks will take the MOU to Kendal.

Trustee VanNess agreed to go with 70 acres, and 3.26 as part of the 70 acres. Fiscal Officer Miller commented he needs to cut a check to Kendal, and the amount was determined to be 4.66%, for a payment of \$1,547.47. Trustee Jenks will change the MOU and e-mail Doug Helman at Kendal. This agreement is through the end of CY 2012. The amount will not be as much next year.

Trustee Jenks questioned whether Fiscal Officer Miller and Chief Hussey have had an opportunity to obtain a better understanding of the Kendal TIF. Fiscal Officer Miller responded he had, but would be meeting with Retired Fiscal Officer Kennedy when he returns to town to learn more about the TIF.

Personnel Policies:

Trustee Mason reported on the status of the employee personnel handbook. Trustee Mason reported Retired Fiscal Officer Kennedy did a good job of combining the Roads Department and Fire Department policies. When a policy is specific to the Fire Department it is now underlined, and when a policy is specific to the Roads Department it is now italicized. The policies were given to APA Lecklider who has provided suggestions. Trustee Mason reported he has taken APA Lecklider's suggestions and added them verbatim.

Trustee Mason suggested the handbook is close to being completed. Three policies remain to be clarified. One was a policy the Township did not have. APA Lecklider is reviewing the personnel policies and once he returns them, Trustee Mason will provide copies to the department heads and to the other elected officials. Trustee Mason commented the goal is to approve the personnel policies at the next meeting and then modify them as new information necessitates. An effective personnel policy handbook will be the end result.

Trustee Mason believed the handbook should be adopted on October 24, 2012, and immediately afterward Fiscal Officer Miller should print ten copies. Trustee Mason suggested copies go to the insurance company, each Trustee, Fiscal Officer Miller, the business office, each department head, the Fire Department, and the Roads Department. Copies will remain in those locations to facilitate at each time a policy is modified each copy will be updated. The policies will be available in a notebook for the employees to review at their leisure.

Trustee Jenks questioned how the insurance company will be assured each employee received a copy of the personnel policies. Trustee Mason commented there is a statement in the front of the handbook and the employees will have a sheet to sign indicating they have access.

Chief Hussey indicated the Fire Department handles this issue electronically and suggested a PDF of the personnel policy handbook be attached to an e-mail and sent electronically to all the employees. The policy handbook can be sent electronically and a receipt received. Chief Hussey commented the Fire Department has 55 employees spread out. Chief Hussey agreed there should also be a printed copy at the station, but would like for all employees to have an electronic copy. If an employee wants a printed copy he or she can print one.

Trustee Jenks commented he thinks sending an electronic copy to the employees is a good idea as when the policies are updated it will be easier to track and know who received the updated version. The Township will need to keep receipts indicating the employees received the updated versions. Trustee Jenks reported there are some policies which may not make this version, such as FMLA. APA Lecklider believes the Township should have FMLA included, however there is still a discussion the Township has less than the required number of employees and so is exempt from the FMLA. Trustee Jenks also indicated the Township is working on a social media policy which may not be ready for the first version. Trustee Jenks has gone online and looked at drafts of social media policies. The Township should have a social media policy but it may not be in this version. Trustee Jenks advised when something is added or changed it will be important to get a receipt indicating the employees received the new policies or revisions.

It was decided when an addition or change would be made to reissue a new electronic copy of the entire personnel policy handbook. Chief Hussey commented he doubted the

personnel handbook would be updated more than once or twice a year. Trustee Jenks discussed there will be a few updates early on as they will not be ready for the first version, but then there should not be many changes.

Chief Hussey commented there are very good social media policy samples available for fire department and EMS employees. Chief Hussey emphasized the fire department and EMS personnel must be very careful with use of social media. Trustee Jenks and Trustee VanNess described there are many aspects to be reviewed with regards to social media such as e-mail, Facebook, computer use, etc. Chief Hussey stated e-mail and computer use are already in the current Fire Department practices and procedures. Trustee Mason requested Chief Hussey provide samples of social media policies which are appropriate for the Township's use. Chief Hussey also reported social media is currently used for the Fire Department's benefit as they have a Facebook page which provides information to the public such as CPR classes, and even advertised open positions using social media. Trustee Jenks commented the policies he reviewed would not restrict the Township's use of social media, but defined and restricted the employees' use, etc.

Trustee VanNess questioned whether the Trustees wanted to go through items not addressed in the policies. Trustee Mason commented the employee personnel policy handbook is being reviewed by APA Lecklider. Trustee VanNess will meet with Trustee Mason to go through the handbook.

Trustee Mason thanked the guest for attending.

Trustee Jenks advised he will be leaving town for a week on Saturday and will have only intermittent cell phone and computer access.

New Business:

There was no new business.

Calendar Reminder:

Trustee Mason reported the next regular meeting of the Granville Township Trustees will be on October 24, 2012.

Executive Session:

On a motion by Trustee Mason and a second by Trustee Jenks, with Mason-yes, Jenks-yes and VanNess-yes the meeting was moved into Executive Session under ORC section 122.21(G)(2) for the purpose of discussing possible property acquisition.

After a period of discussion on a motion by Trustee Jenks and a second by Trustee VanNess with Mason-yes, Jenks-yes and VanNess-yes the meeting was returned to regular session without further action being taken.

The meeting was adjourned at 8:30 PM.