

Granville Township  
Minutes of Regular Meeting December 26, 2012

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

Department Head: Chief Jeff Hussey

Guests: Brian Miller, Granville Sentinel

Darren White, 2551 Loudon St., Granville

Gary Sitler, 20 Old Farm Rd., Granville

Norman Kennedy Retired Volunteer Firefighter,

Susie Kennedy,

Retired Granville Township Trustee Wes Sergeant,

Retired Granville Township Trustee Lyle King,

Retired Granville Township Trustee Jim Havens

Many Granville Township Fire Department members

The meeting was called to order by Trustee Mason at 7:00 p.m. followed by the Pledge of Allegiance.

Recognition of Norm Kennedy- Fire Department Volunteer- 40 years:

Trustee Mason dispensed with the normal order of business to honor and thank former Granville Township Fiscal Officer and now retiring firefighter Norman (Norm) Kennedy for his forty years of service to the Granville Fire Department. Trustee Mason commented Kennedy was reluctant for the Township to have a ceremony honoring him, but he was promised something short and painless. Trustee Mason spoke on behalf of the Granville Township Trustees and stated the Township is indebted to Norm Kennedy for his many years of service. Norm Kennedy still helps the Township behind the scenes and has been of great assistance to the Granville Township Board. An example is Norm helped the Township by attending tonight's Records Committee meeting.

Chief Hussey stated he appreciated Norm Kennedy for allowing Granville Township the opportunity to thank him for his service, and thanked the guests for coming to the meeting in spite of the bad weather to honor Norm.

Chief Hussey reported he looked through the old archives for records pertaining to Retired Volunteer Firefighter Kennedy's service. There were many interesting items. Norm Kennedy applied to the Granville Fire Department on May 11, 1973. Chief Hussey stated forty years of service to a fire department is amazing and Granville is a better place due to Norm's years of service. Norm joined the Granville Fire Department in July 1973, after working for the Jackson Township Fire Department. He was one of the first paramedics, when being a paramedic was a new occupation. Paramedics did not really exist until the late 1970s. Norm was a leader in the position. Chief Hussey commented on the many certifications which were in his file. Norm's certification number was 166. The certification numbers being given out today are above 155,000. Although there are not exact records for all the runs Norm served the Township as a fire fighter, Chief Hussey estimated he went on over 3,200 calls in the last ten years of

service. It can be assumed in his volunteer career he responded to more than 10,000 calls. Chief Hussey reported in 2000, before the Township changed from an all volunteer fire department, Norm was responding to 350-400 calls per year and was carrying much of the workload.

Chief Hussey commented even in his last years of service Norm Kennedy was completing over 200 hours of training per year. In 2007, when the new Granville Township Fire Department began, Norm willingly gave up some of the activity level he previously enjoyed, and also took on a much larger work load. Chief Hussey stated he was able to witness Norm's great level of commitment to the community and all he did to make the transition successful. Norm played a key role in ensuring the transition went well. The employees never missed a paycheck, insurance form, etc., and thanks to Norm the organization came together quickly. Chief Hussey stated Norm was working 50-60 hours per week at the time. Chief Hussey stated he appreciated the huge commitment Norm made to the Fire Department and the Community at the time of the transition.

Chief Hussey stated the current Board of Trustees and several past Trustees purchased Norm Kennedy's helmet. The helmet and a plaque were presented to Retired Volunteer Firefighter Kennedy as a thank you for his more than 39 years of service. Granville is a better place thanks to Norm Kennedy, and the Fire Department will miss him.

Norm Kennedy commented he began working at Jackson Township, near Grove City, in the 1970s. His career began after he stopped at an automobile accident in Pennsylvania and did not know what to do for the person injured. When he was transferred to this area one of the first things he did was join the fire department. Kennedy thanked the people at Jackson Township who helped him start, and the many good people at Granville who helped him. Kennedy thanked the people who came out in the bad weather to honor him. He stated he enjoyed the fire service and helping people. The transition from a volunteer fire service to a paid professional staff went smoothly and stated the community is better served by what is being done now. Kennedy stated Chief Hussey has been a pleasure to work with, as have many other people he has worked with over the years.

Kennedy also thanked his wife, Suzie. Mrs. Kennedy put in a lot of hours helping out and endured many hours of Norm not being able to do things at home. He stated he thoroughly enjoyed working for the Township and appreciated Trustee Mason's coordination of this evening's ceremony.

Retired Trustee Wesley Sergeant commented there were two items he wanted to report on concerning Norm's service to the community. The first item was from a time when some thought that Kennedy's would move from the area. Retired Trustee Sergeant thought of all the many things Norm did for the Community. It would have been terrible for the Community to lose an individual such as Norm. It resulted that Norm ended up doing even more for the Community. Norm went to work as the Treasurer for the Granville Schools and did a great job there, continued to work as a volunteer fire fighter/paramedic, and did great things for the Township.

Retired Trustee Sergeant referenced the time Norm responded to a Clouse Lane resident's complaint concerning feral cats as an example of his dedication to the Community. Norm and I removed 32 feral cats. Kennedy stated how he realized a woman was getting up before him and letting the cats out of the traps; therefore he had to begin getting up before her to beat her to the traps.

Retired Trustee Sergeant reported right after he became a Trustee he needed surgery. Shortly after the surgery, the Township was trying to complete a grant request. Thirteen copies of the grant had to be completed by a 4:30 p.m. deadline. Retired Trustee Sergeant's wife took him out but cautioned him not to do too much or to strain himself. Retired Trustee Sergeant said Norm instead worked the tar out of him. Retired Trustee Sergeant stated he has many great memories of working with Norm, and thanked him for his years of service to the Community.

Retired Granville Township Trustee Jim Havens commented he has traveled all over the United States, has worked with hundreds of thousands of people, and can state without exaggeration Norm Kennedy is the most remarkable man with which he has worked. Kennedy's incredible IQ and his ability to figure out complex things are truly remarkable. Yet he always operated with a sense of humility. Retired Trustee Havens stated he believes at the core of everything Norm did was a desire to keep people safe. Retired Trustee Havens commented as he drives throughout the Township he sees all the things Norm has made safe for the Township residents.

Retired Trustee Havens noted how Norm jumped into an emergency situation for the Granville Schools and rescued it fiscally. Norm helped put the Granville Exempted Village School District on the path to becoming one of the best school systems in the state of Ohio. Retired Trustee Havens reported Norm was the first in Granville to suggest the open space plan. Norm read and researched open space and helped create the plan in Granville. Norm has helped protect the uniqueness and rural character of Granville Township.

Retired Trustee Havens also reported Norm is the most conservative fiscal person he has ever met. Retired Trustee Havens stated Norm would get as much work from any volunteer as possible. Retired Trustee Havens stated he knew it was with deep regret that Norm saw Granville outgrow its volunteer systems; the Fire Department, Recreation Commission, etc. Norm was able to put the good of the Community above his own fiscal conservatism. Retired Trustee Havens stated he was deeply grateful to Norm Kennedy.

Retired Trustee Lyle King also thanked Norm Kennedy for his many years of service. Retired Trustee King stated he agreed with everything previously stated, and that Kennedy helped make his 30 years as a Trustee wonderful. Retired Trustee King appreciated all of Norm's help.

Retired Volunteer Firefighter Kennedy thanked everyone for coming to the meeting tonight and stated he hoped to continue to serve the community.

Minutes:

On a motion by Trustee VanNess and a second by Trustee Jenks, and by a unanimous vote the minutes of the regular meeting on December 12, 2012, were approved as submitted.

Correspondence:

MORPC:

Fiscal Officer Miller reported he received a notice from the MORPC concerning the annual dues for Granville Township. Fiscal Officer Miller questioned whether the Trustees wanted to take action concerning the MORPC dues or whether they wished to table discussion until after the first of the year. Fiscal Officer Miller stated the MORPC dues were discussed in detail last year.

Trustee Mason stated the MORPC dues were discussed last year, Bill Habig was brought in, and he assumed the Trustees still felt they were receiving service through MORPC membership. Trustee Mason moved to approve payment of the 2013 MORPC dues. Trustee Jenks seconded the motion. Trustee VanNess commented the dues were paid last summer and questioned whether that affected payment date of the 2013 dues. Trustee Mason reported the dues were paid late as there were scheduling problems for Mr. Habig and his guest to appear before the Trustees. Fiscal Officer Miller reported the membership is annual and is based on population. The dues are \$.31 per capita. Granville Township's dues for 2013 are \$1,294. After no further discussion, the motion was passed by a unanimous vote.

Invoice from Village for Lighting Costs:

Fiscal Officer Miller reported the Township received an invoice from the Village of Granville for its share of lighting of the Cherry Street viaduct. Fiscal Officer Miller reported the bill concerned an existing agreement between the Village and the Township to split evenly the cost of lighting for the viaduct. Fiscal Officer Miller reported he questioned the bill as there was an annexation in process which might put more of the location back in the Village. Fiscal Officer Miller stated his understanding now is the annexation does not affect the bill as the bridge is still half in the Township.

Trustee Jenks reported he researched the issue and, although he could not find anything in writing, he did speak to people such as former Village Manager Doug Plunkett and Kurt Simross, Assistant Engineer with the Licking County Engineer's office. Trustee Jenks reported a number of years ago the Community thought there should be lighting on the bridge. The Village paid for the lighting and maintains the lighting.

Trustee Jenks reported Doug Plunkett, at the time the lighting was installed, went to the Licking County Commissioners and requested they pay for the lighting as the viaduct is actually owned by the County. Mr. Plunkett was told the County would not pay for the lighting or electricity. Trustee Jenks reported at the time the lighting was installed the

north 1/8 was in the Village. Due to the recent annexation the bottom quarter is now in the Village. Now 5/8 of the bridge is in the Village.

Trustee Jenks reported there is a new County Engineer, who is on holiday. Trustee Jenks doubted the County will want to take on the lighting costs. Trustee Jenks reported the Trustees at the time the lighting was installed did agree to pay half of the lighting costs. The Village still thinks it is fair the Township pays 1/2 of the electricity costs. The total bill for 2012 was \$1,070, therefore the Township's portion is \$534. Trustee Jenks commented he does not think it is a big enough deal to argue over. The maintenance costs are clearly a County function and the Village takes care of the light poles' maintenance. The Township can approach the County again to see if they will take on the costs.

Fiscal Officer Miller reported he will make the \$534 payment for the lighting to the Village. Trustee Jenks reported he spoke to Village Finance Director Carrie Kraner who keeps a spreadsheet of the monthly invoice for the electricity fees which she can present if needed. Fiscal Officer Miller reported he has a copy of the spreadsheet.

Trustee VanNess stated he counted six lights at the viaduct which averages to a cost of \$15 per month per light. Trustee VanNess questioned the cost for the light at the end of the Township garage drive. Trustee VanNess agreed the bill for the lighting costs for last year should be paid, but as time goes on it would be nice to limit the Township's exposure and put a cap on the amount paid. Trustee Jenks suggested the first thing to do is contact the County. Trustee VanNess commented the County is unlikely to want to take on the lighting costs as they are strapped for funds. Trustee Jenks commented the Village does not want to annex the area as they do not want to become responsible for maintenance.

There was discussion concerning road maintenance policies, and Trustee Jenks drew a partial map of the area being discussed and the area being annexed. Paving and maintenance of the road is between the Village and the County.

Trustee Mason stated because the Village installed the lights and Granville Township agreed to pay half of the electricity fees the Township should maintain the agreement. Trustee Mason made a motion for Granville Township to continue to pay its share of the electricity for the lighting. Trustee Jenks seconded the motion. Trustee VanNess questioned whether a timeframe for continued payment should be set. Trustee Mason responded there was no timeframe put in place in the original agreement, which is when a timeframe could have been set. Trustee Mason commented a timeframe should not be added after the agreement was made. Trustee VanNess questioned whether a more energy efficient light should be looked into. Trustee Jenks commented the issue was just brought to the attention of the Trustees this week, and there should be discussion with the Village and the County on procedure for the future, but the bill for last year should be paid now. Trustee VanNess agreed. Fiscal Officer Miller reported the question came up this year due to the proposed annexation in the area. Fiscal Officer Miller also

reported the Village Council has not yet approved the annexation. Village Council will likely approve the annexation, but has not yet done so.

Trustee VanNess stated Jack Lux has said there would be a request at some point to annex the other side of the road and questioned the effect of that annexation.

After no further discussion, the motion for Granville Township to pay 1/2 the 2012 electricity bill for the viaduct lighting was passed by a unanimous vote.

Public Comment:

There was no public comment.

Elected Officials Reports:

Financial Matters:

Fiscal Officer Miller:

Promissory Note:

Fiscal Officer Miller reported there was a promissory note which was outstanding to the Whites. Fiscal Officer Miller reported the payoff would benefit all parties it was decided to pay off the promissory note early to the Whites. The original amount of the promissory note was \$109,000; to be paid off over a number of years. The note was due to be paid off in 2014. Due to current economic conditions, it makes sense to pay off the note early and save the Township 4 1/2% interest; or \$1,400. Trustee Jenks commented it makes sense to pay off the promissory note early.

Trustee VanNess read the resolution:

RESOLUTION TO MODIFY TERMS OF PROMISSORY NOTES

The Board of Granville Township Trustees, Licking County, Ohio, met in regular session on the 26 December, 2012, with the following members present:

Bill Mason

Paul Jenks

Dan VanNess

Mr. Mason moved the adoption of the following:

RESOLUTION

WHEREAS, the Township made a Promissory Note (Registered # R-1) dated as of April 1, 2003 in the amount of one hundred nine thousand and No/100 Dollars

(\$109,000.00) payable to Joseph L. and Therese A. White as part of its purchase of open space property; and,

WHEREAS, the White's have approached the Township and requested the terms of the Promissory Note be modified to provide it will be presented for payment (redemption) on December 26, 2012 (including the payment of interest through that date), and the payment would not include a redemption premium; and,

WHEREAS, the Board of Granville Township Trustees has determined it will be advantageous to the Township to modify the terms of the Promissory Note to provide for an early payment (redemption) on December 26, 2012 (including the payment of interest through that date) and

WHEREAS the present principal balance of the Note is \$40,100.00 and the accrued interest due from April 1, 2012 to December 26, 2012 is \$1,333.33 for a redemption payoff total of \$41,433.33, the amount of which is available and properly appropriated in the Township's Open Space Fund,

NOW THEREFORE BE IT RESOLVED, the Board of Trustees hereby resolves to modify the terms of the dated as of April 1, 2003 Promissory Note (#. R-1) to Joseph L. and Therese A. White in the original amount of One Hundred Nine Thousand and No/100 Dollars (\$109,000.00), providing the White's will present the Promissory Note for early payment of the remaining principal and accrued interest of \$41,433.33, on December 26, 2012 without any penalty or premium payment.

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

Yea: Mr. Mason, Mr. Jenks and Mr. VanNess

Nay: None

Dated this 26 day of December, 2012.

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Jerry A. Miller  
Granville Township Fiscal Officer

APPROVED AS TO FORM:

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Kenneth W. Oswalt  
Licking County Prosecutor

Oil/Gas Well:

Trustee VanNess reported at the November Trustee meeting the Whites approached the Township Trustees and submitted some subsurface well plans. Trustee VanNess submitted the plans to the Licking County Prosecutor's office for review. Assistant Prosecuting Attorney (APA) Tony Stocco reviewed the documents and responded today. APA Stocco said the documents looked good and the Township should decide concerning the discretionary items. APA Stocco said the plans cover what needs done to comply with the conservation easement. APA Stocco did state that any changes from the plans submitted must be resubmitted to the Trustees who will need to give written permission for the changes. Trustee VanNess also reported APA Stocco stated the restoration plan will need to be submitted to ODNR for approval.

Mr. Sitler stated when an application for a permit is done to the ODNR, one of the things filed is form B which is an example of an exhibit. When the permit application documents are ready to be filed, Mr. Sitler suggested the company give the Trustees a copy of all the paperwork sent, restoration plan, etc.

Trustee VanNess stated the Prosecutor recommended to the Trustees that if the company submitted plan B, and if it is going to be different from what was approved, it needs to be brought back to the Trustees and approval for the modified plan needs to be given.

Mr. Sitler said he submitted a plan to the Trustees which was filled out. Trustee VanNess said a filled out example is in the White's and the Homestead's signed application.

Trustee VanNess stated he also requested APA Stocco review the conservation easement on the property across the street as one of the wells is a directional bore. APA Stocco advised Trustee VanNess the language in the conservation easement for the property across the street was concerning surface applications and was not concerned with a directional bore.

Trustee VanNess made a motion to accept the subsurface well plans for the Joseph and Therese White and Homestead Farms, Inc. as allowed by the Conservation Easements with the condition that any changes from the plan be approved in writing by Granville Township and that the Ohio Department of Natural Resources approve the Restoration Plans (exhibit B) as submitted to the Township. Any change to the Restoration Plan must also be approved in writing by Granville Township. Trustee Jenks seconded the motion and it was approved by a unanimous vote after no further discussion.

Year End:

Fiscal Officer Miller reported the fiscal office has been completing year end tasks. New software from the Ohio State Auditor's office has been received and been installed.

Insurance:

Fiscal Officer Miller reported he talked with Wichert concerning medical, dental, vision, etc. insurance. Everything is moving along and necessary documents have been signed. The final quotes have been received, and the family price is \$.50 cheaper than proposed. Fiscal Officer Miller hopes to have insurance cards by the end of this week or early next week.

Records Commission meeting:

Fiscal Officer Miller reported there was a Township Records Commission meeting tonight prior to the Township meeting. The chair was Trustee Mason. Also present were Fiscal Officer Miller and Retired Fiscal Officer Kennedy. Last year's minutes were approved. Retired Fiscal Officer Kennedy has been helping with record retention and with archiving records for the Township. In the meeting they reviewed RC-3 forms and approved them for destruction. These are sent to the Ohio Historical Society and the Ohio State Auditor's Office for approval prior to destruction.

Amended Certificate and Revised Revenue and Appropriation Amounts:

REVENUES

APPROPRIATIONS

Fiscal Officer Miller passed out a sheet which listed details for the appropriation transfers. Fiscal Officer Miller requested approval of the following appropriation transfers.

From	1000-110-599-0004	Carryover	9.95
To	1000-110-519-0000	Dues & Sub - MORPC/GACC/LLT	9.95
From	1000-110-599-0004	Carryover	749.48
To	1000-110-221-0000	Medical Prem	749.48
From	2021-330-221-0003	Pr Yr Med Ins Deduct	749.48
To	2021-330-221-0000	Medical Ins	749.48
From	2041-410-221-0003	Pr Yr Med Ins Deduct	780.39
To	2041-410-221-0000	Medical Ins	780.39
From	2041-410-221-0002	Pr Yr Med Ins Deduct	220.00
To	2041-410-221-0000	Medical Ins	220.00

From	2141-330-221-0003	Pr Yr Med Ins Deduct	1241.74	
To	2141-330-221-0000	Hospitalization	1241.74	
From	2191-220-221-0003	Pr Yr Med Ins Deduct	5068.36	
To	2191-220-221-0000	Medical Ins	5068.36	
From	2191-220-221-0204	Pr Yr Med Ins Deduct	1287.62	
To	2191-220-221-0200	SAFER Med Ins	1287.62	
From	2141-330-599-0005	Fuel	5.00	
To	2141-110-213-0000	Admin Medicare	5.00	
From	2041-410-599-0102	Carryover	5.00	
To	2041-110-190-0000	Allocated F.O. Office	5.00	
From	2141-330-599-0005	Fuel	550.00	
To	2141-330-190-0000	Wages	550.00	
From	2191-220-599-0000	Other	830.00	
To	2191-220-190-0005	Intermittent	830.00	
From	2141-330-599-0005	Fuel	500.00	
To	2141-110-211-0000	Admin OPERS	500.00	
From	2191-220-599-0004	Carryover	1700.00	
To	2191-220-215-0000	OP&FP	1700.00	
From	2191-220-599-0004	Carryover	3015.00	
To	2191-220-215-0200	SAFER OP&FPP	3015.00	
From	2191-220-599-0000	Other	4.64	
To	2191-220-510-0000	Dues & Subscriptions	4.64	
From	2191-220-323-0001	R&M - All Oth	400.00	
To	2191-220-323-0002	R&M - Fire Dept Bldgs	400.00	

Trustee VanNess made a motion to approve the appropriation transfers. Trustee Jenks seconded the motion and it was approved by a unanimous vote with no further discussion.

Fiscal Officer Miller also provided a list of the warrants and payroll checks previously issued. Fiscal Officer Miller requested approval for the warrants, withholding vouchers, debit memos, and EFT's which were issued.

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

E5471	Bain	304.20	E5472	Binckley	1497.79
E5473	Borden	638.07	E5474	Boudinot	869.47
E5475	Bowman	1574.00	E5476	Bryan	963.48
E5477	Butt	737.81	E5478	Clemens	1425.65
E5479	Coyle	276.40	E5480	Curtis	1799.68
E5481	DuBeck	350.38	E5482	Duncan	291.96
E5483	Essick	214.00	E5484	Gottfried	317.92
E5485	Hall	1512.42	NA	Hampton	0.00

E5486	Harrison	482.93	E5487	Henry	612.19
E5488	Hill	1733.68	E5489	Hussey	2506.72
N/A	Jenks	0.00	E5490	Jones, A	739.52
N/A	Jones, B	0.00	E5491	Kindell	107.99
E5492	Laatsch	503.50	E5493	Leckrone	564.70
E5494	Lynn	252.67	N/A	Martell	0.00
N/A	Mason	0.00	E5495	May	768.65
E5496	Meisenhelder	2786.55	E5497	Melick	262.67
N/A	Miller	0.00	E5498	Monroe	1536.25
E5499	Poe	143.15	E5500	Poole	389.04
E5501	Reece	1360.61	E5502	Riley	290.09
E5503	Saunders	509.99	E5504	Smith, D	384.34
E5505	Smith, S	525.90	E5506	Thompson	1415.91
E5507	Tracy	277.92	N/A	VanNess	0.00
E5508	Watling	142.83	WV208	IRS	6916.57
WV209	Deferred Comp	1510.00	WV210	OCS-Knox Co	1088.91
WV211	OH IT	3177.26	WV212	School IT	229.06
WV213	Granville IT	1539.41	WV214	Columbus IT	69.48
WV215	Heath IT	2.94	WV216	Lancaster IT	21.14
WV217	Newark IT	92.37	WV218	RITA	156.90
WV219	OPERS	6841.20	WV220	OP&F	22747.17
8988	Starmark	10046.41	8989	FSA	1153.78
8990	Granville Twp	1585.57	8991	M Boudinot	53.50
8992	Abe's Automotive	708.96	8993	Elm Recycling	486.11
8994	Fackler	75.82	8995	Granville Lumber	36.99
8996	Lake's End	461.93	8997	LC Twp Assoc	260.00
8998	Licking Land Trust	150.00	8999	MT Vernon Tractor	62.87
9000	OH Health	132.60	9001	OH Firefighter's Ass	100.00
9002	SE Equipment	831.03	9003	Timbuk Farms	330.00
9004	Washington Auto	551.20	9005	Wright Brothers	558.71
9006	B Blanchard	175.00	9007	S Brown	175.00
9008	G Davis	140.00	9009	T McCullough	140.00
9010	V Paumier	140.00	9011	Village of Granville	2860.02
9012	J&T White	41433.33	9013	J Miller	270.00
9014	Granville Twp	175000.00	9015	Abe's Automotive	139.66
9016	Fackler	23.75	9017	Finley Fire	310.50
9018	Fire House	72.00	9019	KE-WA-PA	287.42
9020	MT Business	55.00	9021	Verizon	160.20

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 Jenks:

Trustee Jenks had nothing to report at this time.

Trustee Mason:

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

Trustee VanNess:MS-4 Training:

Trustee VanNess reported on December 13, 2012, the Roads Department employees attended the required MS-4 training. This is a big step toward Granville Township's compliance for the next reporting period.

Well Sites:

Trustee VanNess reported he and Judy Preston visited the proposed well sites at the Homestead and White Farms. Trustee VanNess reported Ms. Preston seemed comfortable with the well plans.

Roads District:Superintendent's Report:

Trustee Jenks presented Superintendent Binckley's report. Superintendent Binckley was absent as he was operating a snow plow to finish up the snow removal.

New Truck:

Trustee Jenks reported the new International truck purchased by the Roads Department failed this morning. The new truck is computer operated, and failed due to a bad sensor. The sensor detected a fault which did not exist and shut down the truck. The truck had to be towed to the International dealer. The truck has been pushed to the head of the line at the dealership, but they do not have a replacement sensor. The sensor has been ordered from the warehouse. If the sensor arrives by tomorrow night, the truck will be fixed, but the warehouse closes for a week at year's end. If the sensor is not sent quickly it will be another week before it arrives at the dealership. The Roads Department is working with three full sized trucks and a pickup truck. The three full sized trucks can distribute salt, but not the pickup truck.

MS-4 Training:

Trustee Jenks reported the Roads Department employees attended the required MS-4 training on December 13th.

Snow Removal:

Trustee Jenks reported the Roads Department used 45 tons of salt during the first snowfall of the season.

High Winds:

The Roads Department removed one tree which fell on Battee Rd. due to high winds.

**Cemetery Department:**

Trustee Jenks reported they have sold three graves and there are two deeds to sign. Trustee Jenks reported the grave blankets have been put out. They are in the process of moving mulch and edging around trees.

Trustee Jenks shared a financial summary for the cemetery created by Superintendent Binckley.

**2012 Financial History for Maple Grove Cemetery:**

Description	2007	2008	2009	2010	2011	2012
Number of Lot Sales	33	10	20	12	19	80
Revenue of Lot Sales	\$18,600	\$6,850.00	\$13,050	\$9,200.00	\$17,300.00	\$62,675.00
Number Deed Transfers	1	3	0	4	0	2
Revenue from Deed Transfers	\$0.00	\$120.00	0	\$300.00	0	\$75.00
Number of Opening - Closings	46	47	30	40	39	45
Number of Burials that were Cremations	N/A	22	14	22	19	21
Revenue from Opening - Closings	\$20,450	\$21,350	\$14,325	\$21,065	\$19,650.00	\$22,750.00
Number of Foundation Orders	29	25	22	17	19	29
Revenue from Foundation Orders	\$10,543.60	\$10,041.24	\$8,149.00	\$5,494.40	\$5,209.20	\$10,534.32
Donations	\$600.00	0	0	0	0	0
Number of Graves Repurchased	6	0	0	0	2	0
Expense of Repurchasing Graves	(\$1,010.00)	0	0	0	(\$800.00)	0
<b>Totals Revenue for each Year:</b>	<b>\$49,183.60</b>	<b>\$38,361.24</b>	<b>\$35,524.00</b>	<b>\$36,059.40</b>	<b>\$41,359.20</b>	<b>\$96,034.32</b>

Foundation orders are up 50%. Trustee Jenks commented the foundation orders should be consistent with the number of burials, but it is not. Trustee Jenks reported he does not know what the numbers mean, but it is interesting and the sale of plots seems to be statistically out of order. Trustee Jenks presented the other Trustees copies of the report.

When a lot is sold the money is escrowed for future land acquisition. When a foundation is completed the money goes straight into the operating fund.

Fiscal Officer Miller questioned how to budget for this issue next year. Trustee VanNess commented Fiscal Officer Miller should go by the average. It was discussed the Township also had an increase in the inheritance taxes received. Burials did not increase, just the lot sales. Openings and closings, and cremations did not change much. It was opined people are possibly planning more for the future.

**Parks Department:**

Trustee Jenks reported Superintendent Binckley is working with the Licking County Engineer's office to have the Golfland property surveyed. The Granville Recreation District will then come to the Trustees with a property swap or purchase proposal with acreage listed.

**Fire Department:**

### Chief's Report:

Chief Hussey reported the Fire Department had two runs on December 21, 2012, the date some people stated the Mayan calendar predicted the world would end. The two runs were for behavior emergencies for people upset the world did not end.

Chief Hussey reported the Fire Department has been busy due to the weather storms in the last two weeks. There were 13 calls on the day of the first snowfall, and four runs during the snowstorm today.

Chief Hussey reported Granville Fire Department responded to an accident which ended a police chase on Rt. 37. The driver of the stolen vehicle was ejected and transported to a Columbus hospital.

### Rescue Truck Accident:

Chief Hussey reported the Fire Department's rescue truck was in a minor accident during the snow storm last week. The rescue truck was stopped and a driver hit the side of the vehicle. The paint was cracked. The driver's insurance adjuster is going to come and take a look at the damage.

### Volunteer Fire Fighter Board Meeting:

Chief Hussey reported he attended the annual Volunteer Fire Fighter Board meeting last week. Chief Hussey forwarded the minutes from the meeting to Fiscal Officer Miller. The information was also forwarded to the Ohio State Fire Marshal's Office. The board hears any disability or death claims for the Fire Department volunteers. This board parallels what the state would do for a full time employee disability or injury.

### Flood Plain:

Chief Hussey reported he attended a meeting last week in the Village with people from the National Weather Service (NWS) and United States Geological Survey (USGS.) The project is finally being wrapped up. The studies and maps have been completed and have gone through a quality assurance process. Chief Hussey reported there will be detailed maps of the action stage where the Township will need to pay attention to what the creeks are doing. The maps will provide two feet increments. For example, if there is a prediction the creek will rise 16 ft., the Township will be able to see its impact and will be able to take appropriate evacuation steps.

Chief Hussey reported through the planning and studying it was determined the rain gauge at Raccoon Creek never set off a warning and was set 3 ft. too high. This will be adjusted. Chief Hussey commented he thinks there will be more flood warnings from the gauge.

Trustee Mason stated the adjustment of the rain gauge makes sense. Chief Hussey stated the action level on the Raccoon Creek Gage will be lowered 3 ft.

Chief Hussey reported the maps will be available electronically on the NWS website and there will be hard copies at the Fire Department. The Fire Department will be better able to address flood issues.

Trustee Mason stated until a person has been in a flood he or she doesn't realize the importance. Trustee Mason commented he was in Granville at the time of the 1959 Flood Disaster and the whole valley including the lumber yard to the hill across the road was completely under water. A car attempting to drive across the road by the grocery store was swept off the road by the current and the driver was rescued by the Fire Department in a boat. Trustee Mason stated this is why flood studies and gauges are important. Trustee Mason commented a large flood may not happen today because there are several flood plain diversion ditches, etc. to try to keep flooding from happening. Experiencing a flood makes a believer of a person.

Chief Hussey reported they used the history of the 1959 flood while doing the current study. The action level was 10ft. The 1959 flood was a 500 year flood and reached 17 1/2 ft.

Trustee Mason thanked Chief Hussey for handling the ceremony for Retired Volunteer Firefighter Kennedy this evening.

#### Land Management/ Zoning/ Open Space:

Trustee VanNess indicated there was nothing new to report as the committees are idle until the first of the year.

Trustee Mason questioned whether Trustee VanNess had advised the Zoning Committee concerning ORC 505.87. Trustee VanNess responded he had not yet discussed ORC 505.87 with the Committee, but it is on his list for the new year.

#### Old Business:

##### Rotary Bridge Project-

Trustee Jenks reported Fiscal Officer Miller requested a timeline report concerning the Rotary bridge project for the Township board. Trustee Jenks reported he has begun the timeline but has not yet completed it. The report will provide the critical points for the Rotary bridge project. Trustee Jenks provided the Trustees with a summary of 3 housekeeping items currently standing in the way of the Rotary bridge project moving forward.

The first issue concerns the renegotiation and filing of the Land Trust Easement. Trustee Jenks reported the bridge could not be constructed due to the Land Trust Easement. The Township requested changes to the easement, and the easement was re-written for three properties, however it included language that took away rights from the Township with which Trustee Jenks disagreed. Trustee Jenks requested the rights be returned, and they changed the easement, but never filed it. Trustee Jenks reported at the last meeting the

new easement was signed by everyone. It was returned to the Land Trust and they are going to file it. When the new easement is filed, a copy needs to go to Randy Commisford and Amy Touhy of ODOT.

Trustee VanNess questioned filing of the document, and Trustee Jenks replied Pat Deering is filing the document.

Trustee Jenks reported the second Rotary bridge project issue concerns the 4-F and 6-F, which required Granville Township to have a commitment from the Granville Recreation District (GRD). After the Township receives the commitment from the GRD, the Township can sign the agreement with the State of Ohio. Trustee Jenks reported the plan was for Attorney Craig Predieri to work with APA Austin Lecklider to draw up a new agreement. The agreement was drawn up and the GRD was to vote on the agreement and give it to Granville Township for tonight's meeting. This would have allowed Granville Township to sign the 4-F and 6-F with the State of Ohio. The GRD postponed their meeting so they did not vote on the agreement. Trustee Jenks reported there is nothing standing in the way of their approval of the agreement, they just cancelled their meeting.

Trustee Jenks reported the third issue is the Township needs an easement from the Thomas J. Evans Foundation to access the path. Alison Terry representing the Village is taking the lead on obtaining the easement. It is slowly moving along. The Thomas J. Evans Foundation is willing to give the easement provided the Township bears the cost. The state has volunteered to do some of the work to help with the cost, but Trustee Jenks believes the fee for the easement will be around \$5,000.

Trustee Jenks reported KORDA continues to move along with the bridge design, and the project committee just received an update on the cost of the project. It is now at \$1,094,145. Trustee VanNess questioned what was the original estimate? They are down from the maximum amount of the original grant. As the design process defines itself, the costs change. Trustee Jenks summarized there is a local match to \$218,029. This leaves a deficiency between \$57,355 and \$66,364. The deficiency is down. It was discussed the engineering fee is not part of the local match. The contributions to date are \$301,450. \$139,975 has been paid or committed to KORDA for their design, the environmental work, or the Conditional Letter of Map Revision/Letter of Map Revision (CLOMR/LOMR). Trustee Jenks gave a copy to Brian Miller with Granville Sentinel. Trustee Jenks emphasized the good news concerning the project is the costs are down.

Trustee Jenks reported Alison Terry, Granville Village Planner, identified an ODNr trails grant which may be applied for. This grant can fund up to the construction costs only, which for this project is \$218,830. If the Township is successful in all or part of the application it would help eliminate up to \$218,830 of the donated costs. This would not eliminate costs for design, etc. The grant request will be for \$218,000.

Trustee VanNess thought some of the donated money could then be used for engineering costs. Trustee Jenks stated the money would not need to be used for engineering costs

because that cost is already paid. It could be used for something else or refunded. The \$218,000 could fund the deficit.

Trustee Jenks reported the grant application must be submitted in February. Ms. Terry has been approved by the Village to write the grant request and is writing it. She will give the application to someone on the Township Board to submit. If the Township is successful in obtaining the grant, it will help assure the project.

Trustee Jenks stated the next steps for the bridge projects are; when KORDA finalizes the costs analysis (sometime at the end of 2013) the State will also do an estimate. The State's estimate will be given to the Township. The estimate may be different or similar to KORDA's estimate and is the critical unit. The Township has to provide a signed document and send a check for 20% of the estimate. The Township can walk away from the project up to that point. If the Township does not have the money, or if the estimate is much higher, or for any other reason, the Township can decide to not send the estimate back and the project ends. There will be a short time period, given when the letter is sent, for the Township to sign the document and send a check for 20%. Then the project will be bid. If the project comes in within 7% of the estimate from the State, the Township would have to continue with the project. If the project bid is greater than 7%, the Township could walk away at that point. Trustee Jenks said he would put this information into a report with more detail.

Trustee VanNess requested a time table with both what to do and when things should be coming up. Trustee Jenks responded he has the report, but it has ranges as everything is predicated upon when other actions happen. Trustee Jenks reported if things stay on target the build date is late 2014, and bids are early 2014. The grant application is due February 2013.

Trustee Jenks reported KORDA will submit another report, and a CLOMR/LOMR will need to be approved by the Army Corp of Engineers. Whenever a structure is put in a flood plain that will increase even slightly the risk of a flood, a request for exemption must be filed. CLOMR is a request for what they think will happen, and LOMR is for when it is completed. Trustee Jenks reported the Army Corp of Engineers has approved other structures built in the Rt.161 corridor.

Trustee Jenks commented the bridge is moving along and the project will need care. Trustee Jenks requested Ms. Terry be thanked for her assistance with the project. Trustee Jenks noted without Ms. Terry the project would not be as far along as it is.

Union Cemetery:

Trustee Jenks reported there have been issues with how the Old Colony Burying Ground has been funded. Granville Township was providing \$20,700 per year to Old Colony. This was subsidized in part by the Village. The Village was sending Granville Township approximately \$7,800 per year until 2007. Granville Township was also mowing and maintaining the cemetery and was charging \$3,000 per year for the maintenance.

Trustee Jenks reported there were many talks about how the cemetery should be funded. Trustee Jenks suggested the funding be separated into maintenance and restoration. Trustee Jenks commented he believes the Township agreed to maintain the cemetery as part of the cemetery levy. There was an advertisement for the levy saying the Township would maintain Old Colony. Trustee Jenks suggested Granville Township commit to maintaining the cemetery as long as there is a levy to support the maintenance costs.

Trustee VanNess stated the current levy will expire in 5 years, 2018, and questioned whether the Township should put a date in the agreement. Trustee Jenks said the levy is collected in arrears and a six year cash flow model was done. Trustee Jenks reported he suggested to the committee they continue to do what they have done this year. Lyn Boone is reviewing the headstones which need to be repaired and is determining which actually should be on the list. Some have been repaired, some are beyond repair, some are just tilted and only need the foundations leveled. Trustee Jenks reported Superintendent Binckley had been leveling the foundations for the Fannins, but the Fannins were charging for doing the leveling. The Township was doing the work and being charged for the work.

Trustee Jenks reported there are two types of headstones left. The first only need minimal repair and the Committee is working with Mark Masterson who will provide a quote on repairing some of the headstones. Mr. Masterson is local and used to own Felumlee Monument and is now with Grant Monument. Mr. Masterson said the more complicated work is beyond his capacity. The Township will do leveling, Mr. Masterson will do simple repairs, and the Fannins will only perform the more complicated repairs.

Trustee Jenks spoke about the possible Daughters of the American Revolution (DAR) grant for up to \$10,000 in matching funds. At the last Granville Trustee meeting, \$5,000 was voted toward the grant. Lynne Boone is submitting the grant through the Granville Historical Society as the grant has to come from a 501(C) (3). Ms. Boone is reaching out to the community to find the rest of the matching money needed.

Trustee Jenks summarized his suggestion: Granville Township will maintain the cemetery so it will never go back to the way it looked in 1985, restoration will be examined on an annual basis, and alternative ways to fund restoration will be sought. Trustee Jenks reported some members of the committee agreed with this suggestion, but one member did not.

Trustee Jenks stated the Union Cemetery Board should find ways to fund restoration needs on an annual basis. The individual on the Cemetery Committee who was against Trustee Jenks' suggestion wants a fixed amount for restoration each year.

Trustee VanNess questioned whether the resolution would include a timeframe corresponding to levy funding. Trustee Jenks advised it would not and that is only spoke to the fact that there was a levy.

It was reported Retired Fiscal Officer Kennedy spent some time looking through prior year Township minutes looking for possible resolutions regarding cemetery funding, but could not find any. Trustee Jenks advised the clause concerning prior resolutions was inserted in case there had been any. Trustee VanNess questioned whether the end date for the current cemetery levy should be used so that a future administration would not be tied to maintenance if there is a future levy passed. Trustee Jenks responded this resolution does not tie the Trustees to maintenance when there is a future levy. The Trustees at the time of a future levy may make their own deal. Trustee Jenks indicated prior resolutions may always be reversed. Trustee Jenks wants to give the cemetery committee assurance Granville Township will do what it promised to do with the prior cemetery levy. Trustee Mason stated Granville Township is covered as long as the cemetery levy exists.

Trustee Jenks made a motion for the Trustees to adopt the following resolution:

**RESOLUTION REGARDING PROVISION OF SERVICES TO OLD COLONY  
BURYING GROUND**

The Board of Granville Township Trustees, Licking County, Ohio, met in regular session on the 26 December, 2012, with the following members present:

Bill Mason

Paul Jenks

Dan VanNess

Mr. Jenks moved the adoption of the following:

**RESOLUTION**

WHEREAS, the Township is a partner with the Village of Granville in the Union Cemetery Board; and,

WHEREAS, the Township has a Cemetery Levy to maintain the Township's cemeteries,

NOW THEREFORE BE IT RESOLVED, the Board of Trustees hereby resolves to maintain the Old Colony Burying Ground by guaranteeing it will provide the following services at no charge, so long as the Township Cemetery Levy exists:

Township Services: Mowing, grass trimming, leveling of headstones (when possible) and the application of weed killer as needed.

BE IT FURTHER RESOLVED, the Board of Trustees hereby resolves this resolution replaces any and all prior resolutions that speak to the matter of provision of services or monies at Old Colony.

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

Yea: Mr. Mason, Mr. Jenks and Mr. VanNess

Nay: None

Dated this 26 day of December, 2012.

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Jerry A. Miller  
Granville Township Fiscal Officer

#### Rotary Bridge:

Trustee Mason reported on his concerns with the Township's part in the Rotary Bridge project. Trustee Mason suggested it might be good for Granville Township to have someone else pick up the slack on the bridge project. Trustee Mason commented he has not been following the project very closely as Trustee Jenks had taken the lead. Trustee Mason stated Trustee Jenks will make it as easy as possible for someone else to pick up with the project. Trustee Mason questioned whether Trustee VanNess, who is a member of the Granville Rotary, should be on the bridge committee. Trustee Mason questioned whether Trustee Jenks should be appointed and would be willing to shepherd the project.

Trustee VanNess commented he understood Trustee Mason's concern, but discussed there are 10 million Rotary members, and Trustee Mason does not need to be concerned. Trustee VanNess stated he feels capable of jumping into the project once he receives more up-to-date timelines. Trustee VanNess also stated Trustee Jenks is only a phone call away.

Trustee Jenks reported what he has said to the Trustees, the Rotary Bridge Committee, and the Cemetery committee is so long as he is available, he will be happy to give advice. Trustee Jenks commented if he is no longer in the area, he will not be able to help. Trustee Jenks reported the Union Cemetery Committee said they have moved a long way this year with Trustee Jenks and questioned whether things would continue to

move. Trustee Jenks advised his response was he would be happy to come in and argue his proposals, however, he may not always be available.

Trustee VanNess commented they are closing in on the funding gap for the cemetery levy. There was discussion closing the gap depends on how the Township spends the money and any increases in costs. If the Union Cemetery Committee comes to Granville Township for \$15,000, there will be a gap. If the Cemetery Committee asks for \$5,000, the Township will be within projections on the cemetery levy. If Granville Township provides the services for free and watches what is spent for restoration, the Township should stay within the projection.

Trustee VanNess commented he felt there should be some restoration at Phillip's Cemetery as it has been neglected. Fiscal Officer Miller reported the cemetery funding coming in is for all three cemeteries. Trustee VanNess commented something could also happen and the Township would need to take care of the Welsh Hills Cemetery. Trustee VanNess discussed these unknown factors will have to be worked into the budget. Trustee Jenks commented by not guaranteeing a fixed payment for restoration the Township will be able to see what money is available. The Township will provide in kind services and honor the commitment to maintain the cemetery. The Township could take a year off from restorations, or if there is additional money could do more. Restorations in Phillip's Cemetery could also be done one year.

Trustee VanNess believed a key factor in restoration is how much work Mr. Masterson is able to do. Trustee Jenks commented there are a lot of issues. There still is not a quote from Mr. Masterson, but it is assumed it will be lower, etc. There was further discussion about the headstones which need repaired and the possibility some of the headstones are not able to be repaired. Headstone repair will need to be evaluated every year. Trustee Jenks reported there is a couple in St. Louis who want to rebuild their families' headstones at their own expense. There are also people who want to pay to scatter their cremated remains in Old Colony. This fee could be used for headstone repair. Trustee VanNess questioned whether any family would have the right to redo a headstone. Trustee Jenks responded this would have to go through Old Colony's offices. This was made clear to the people in St. Louis. They could pay for the repair, but it must be managed by Old Colony as they have to have control in the cemetery. Trustee VanNess questioned whether there is the same policy for Maple Grove Cemetery. Trustee Jenks responded he was unsure, but he believed if someone wanted to come into Maple Grove Cemetery and change a headstone they would have to work with Superintendent Binckley, but could put a different headstone as it is not a historic cemetery.

There was discussion the Fannins previously repaired headstones in Phillips Cemetery. Two years ago there were two weeks of restoration done at Old Colony and one week done at Phillips. Granville Township was funding Maple Grove and Phillips. Restoration at Phillips was cut as the Township did not have the funds for it. Phillips Cemetery was walked with the Fannins. A problem at Phillips was the headstones had been moved to a fence. There was not an inventory of who was buried where. If the

stones are repaired, they do not know where to place them. The headstones at Phillips are also in much worse condition. It was decided not to do restoration at Phillips, but have the Fannins work the third week at Old Colony to get as many stones done there as possible.

Fiscal Officer Miller reported Granville Township has made one payment to Old Colony this year. Trustee VanNess questioned what was the balance due to Old Colony? Fiscal Officer Miller stated the Township paid \$8,000. The balance due would be \$12,700. Trustee Jenks commented the Township committed \$5,000 if the DAR grant is awarded. It was anticipated in the 2012 budget \$20,700 would be spent. Trustee VanNess questioned whether the \$12,700 could be put back into the general cemetery fund. It was reported the money never actually left the cemetery fund and can be spent any way we wanted on the cemeteries. Fiscal Officer Miller reported when the budget is approved for the year an appropriation is made. Fiscal Officer Miller reported the budget process for the next year will begin again after the first of the year.

#### New Business:

##### Appointment of Zoning Inspector for 2013:

Trustee VanNess reported he spoke to Warren May. Inspector May sent back a statement that as long as he feels he is providing good service he will continue to offer to be the zoning inspector. Inspector May said judging from the people he worked with this year, they were satisfied. Trustee VanNess reported Inspector May sent Fiscal Officer Miller a log book with all 28 permits issued this year. There were 3 dwellings, 10 additions, 6 garages, 6 pools, etc.

Trustee VanNess reported Inspector May is very capable, smart, and understands how his job corresponds with the Ohio Revised Code. Trustee VanNess stated unless there is someone who can do a better job, the Trustees should reappoint Mr. May as the Granville Township Zoning Inspector. This will be the 47th year Mr. May has been the Zoning Inspector. Inspector May has said he wants to be the inspector for 50 years. Trustee VanNess commented Inspector May does a good job, knows the position, but sometimes could better communicate with the Trustees.

Trustee Mason questioned whether Trustee VanNess evaluated Inspector May. Trustee VanNess reported he went through the evaluation process with Inspector May last year, and after the evaluation and learning Inspector May's history decided not to file the evaluation. The evaluation would have been the first filed for Inspector May, and Trustee VanNess did not have anything bad to say. Trustee VanNess reported that in talking with the Licking County Prosecutor's office, he was informed Inspector May is appointed at the will of the Trustees. If the Trustees want to change the appointment, they do not have to justify it. Every administration has certain appointees. Trustee VanNess believed an evaluation is not necessary, and if the Trustees feel there is someone better, they have the option to make the change.

Trustee Mason commented he comes from an environment where all employees are evaluated before there is reappointment, salary changes, etc. Trustee Mason reported he checked with the Licking County Prosecutor's Office and Inspector May is an employee. Trustee Mason commented employees ought to be evaluated. Trustee VanNess said Inspector May is an appointed employee. Inspector May's check is derived from a percentage of the permit fees. Inspector May receives 2/3 of the permit fee. Trustee VanNess questioned whether this is the proper way to pay him. Other Townships just give a flat fee of \$200-\$300 per month. Trustee VanNess commented Granville Township has developed a system that encourages permits to be written. Inspector May does not get paid unless he sells a permit. Trustee VanNess questioned whether that was proper.

Trustee VanNess stated he spoke to Tom Frederick, Zoning Inspector for Harrison Township and he receives a flat fee. Trustee VanNess reported Granville Township is in the ballpark on the zoning fees. Harrison Township has not had an increase in zoning fees since 2006.

Trustee VanNess made a motion to reappoint Warren May as Granville Township Zoning Inspector. Trustee VanNess reported he has not had anyone come forward with interest in the position. Trustee Jenks commented he has had people express an interest, and mentioned Rob Shadd. Trustee VanNess stated a couple years ago Rob Shadd expressed interest in the position and at that point Trustee VanNess suggested a co-zoning inspector position.

Trustee Jenks indicated he did not want to comment on the zoning inspector pay as he has not done any research concerning the pay. Trustee Jenks seconded the motion to reappoint Warren May as Granville Township Zoning Inspector.

Trustee Jenks commented he thinks annual employee evaluations are essential. Trustee Jenks did ask the Prosecutor about evaluations, and the Prosecutor responded the Township does not have to do evaluations for at will employees, but if the at will employees sue it is nice to have an evaluation showing they were deficient. Trustee Jenks commented an evaluation should not be viewed as a reason to dismiss someone. Trustee Jenks referred to Trustee VanNess comment where Inspector May could do a better job of communicating as an example of something which could be put into writing in an evaluation. There was also comments concerning how long Inspector May has been working on the cemetery project. Trustee Jenks commented not having things in writing and not evaluating employees is a mistake. An evaluation can be good, bad, or in-between. Trustee Jenks believes employees want to know how they are doing and how they can do things right. Trustee Jenks commented everyone else is being given an evaluation.

Trustee VanNess commented everyone else is receiving a paycheck. There was discussion concerning whether Inspector May is a Granville Township employee. Fiscal Officer Miller stated Inspector May is an employee. Fiscal Officer Miller indicated

Inspector May is covered by worker's compensation, etc. Employees may be paid in several different ways, hourly, salary, commission, etc.

The motion to re-appoint Warren May as Granville Township Zoning Inspector was approved by a unanimous vote after no further discussion.

Fiscal Officer Miller indicated the issue of zoning fees is on the January agenda.

Year End consent agenda items:

Trustee Mason reported the Trustees have a copy of the year end consent items.

Trustee Jenks made a motion to approve the following year end consent items:

1. Approve 2013 State and County dues.
2. Renew existing photocopying fee schedule-\$.10 per copy, oversized documents additional, telephone fax charges as applicable, with deposit for requests in excess of \$10.
3. Elected Official salaries to be paid monthly in equal amounts, possibly up to the maximum salary allowed by R.C. 505.24, with allocation of costs.

Trustee VanNess seconded the motion and with no further discussion the motion was approved by a unanimous vote.

Filling Trustee Vacancy:

Trustee Mason reported he and Trustee VanNess, with Fiscal Officer Miller's help have prepared a schedule:

The Township will advertise for statements of interest and request for resume for registered voters of Granville Township (unincorporated and incorporated). This ad will be placed in the January 3, 2013 Granville Sentinel.

Trustee VanNess noted to get the ad in the January 3, 2013, Sentinel, it will have to be sent early. Trustee VanNess commented Granville Township cannot advertise for a position before it becomes available. Fiscal Officer Miller commented the Township has advertised for a vacant position before it was available in the past. There was discussion concerning whether it was correct to advertise before the position was available and what dates the ad would need to go to the paper. Trustee Mason commented he thought the new person just could not be appointed before the position is available.

It was discussed the advertisement may need to be put in the January 10, 2013 Sentinel.

Fiscal Officer Miller discussed there is a legal timeline, the first date is when the Trustee resigns, then notification to the Board of Elections within 10 days, the Trustees can appoint within 30 days of the vacancy. If it is not done within 30 days it goes to Judge Hoover. Trustee Jenks indicated someone does need to call Gloria Carson. Trustee VanNess indicated he has done that.

Fiscal Officer Miller said that if the ad cannot be in the January 3, 2013, Granville Sentinel, the Trustees could put it in the Newark Advocate. Trustee VanNess reported the Sentinel does not come out until January 2, 2013. The ad can go to the paper as it will not be printed until the 2nd. There was further discussion of how and when to place the ad in the Granville Sentinel. Fiscal Officer Miller will reach out to the person at the paper and discuss what the Trustees are trying to do. December 31, 2012, will be the deadline for the January 3, 2013, edition of the Granville Sentinel.

Fiscal Officer Miller reported the deadline for applications will be one week from the date the advertisement is in the paper. Trustee Mason requested Fiscal Officer Miller make sure the ad requests a statement of interest and resume from the applicants.

**Calendar Reminder:**

01-05-2013 - Annual Licking County Twp Assoc meeting at Highwater Church, Dutch Lane Rd (west), meeting at 9:30AM

01-09-2013 – 2013 Organization meeting, 7:00PM

01-23-2013 - Regular Township meeting, 7:00PM

**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 121.21(G)(2) and under 121(G)(1) to discuss possible land purchase.

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

The meeting was adjourned at 9:00 PM.