

Granville Township  
Minutes of Regular Meeting January 9, 2013

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

Department Heads: Chief Jeff Hussey, Superintendent Travis Binckley

Guests: Brian Miller, Granville Sentinel

Candi Moore, Bryn Du Commission Chair

Bruce Cramer, Bryn Du Commission Executive Director

Judy Preston, Granville Township Land Management Committee Chair

Roger Dunifon, 3464 Loudon St.

Doug Wagner, Granville Township Open Space Committee Chair

Fiscal Officer Miller, acting as temporary Chair, called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Fiscal Officer Miller made note Granville Township received a notice from Trustee Jenks rescinding his resignation from the Granville Township Board of Trustees on December 30, 2012.

Fiscal Officer Miller called for nominations for 2013 Chair. On a motion by Trustee VanNess and a second by Trustee Mason, by an affirmative vote with VanNess-YES, Mason-YES, and Jenks-NO, Trustee Jenks was elected Chair for 2013. Trustee Jenks accepted the position.

Trustee Jenks called for nominations for 2013 Vice Chair. On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote, Trustee Mason was elected Vice-Chair for 2013.

Minutes:

Trustee Jenks questioned if everyone had reviewed the meeting minutes from December 26, 2012. Trustee VanNess questioned some of the numeric information provided for the Rotary Bridge Project. Trustee Jenks verified there were errors in the draft of the minutes from December 26, 2012, however corrections have been made in the final draft and provided to the Trustees. Trustee Jenks advised Brian Miller, Granville Sentinel, he would be provided the corrected information.

On a motion by Trustee VanNess and a second by Trustee Mason, by an affirmative vote the corrected meeting minutes from December 26, 2012, were approved as submitted.

Correspondence:

Bryn Du Mansion Commission Annual Report:

Candi Moore of the Bryn Du Mansion Commission presented its annual report to the Granville Township Trustees. Ms. Moore provided the Trustees with a copy of the Commission's financial statements through the end of November 2012. Ms. Moore

indicated the Commission will provide the Trustees with the full financial report as soon as it is available.

Ms. Moore indicated much of the report concerns the buildings on the property and the capital improvements which have been completed. Ms. Moore reported the front lawn of the Mansion continues to be used by the Granville Recreation District for many sports and activities. Other groups also use the front lawn for running activities, polo, etc. Ms. Moore emphasized the Bryn Du Commission continues to maintain the green space atmosphere of the front lawn. Activities are rotated so the lawn continues to present a nice appearance. Ms. Moore reported this year there were new events held at the mansion including the Daffodil Show. The second Experience Granville Show, which highlighted Granville businesses and organizations, was also held at the Mansion. Ms. Moore stated approximately half of the property use was by non-profits.

Trustee Jenks requested Ms. Moore capsule the Commission's progress. Ms. Moore stated the Commission has tried to continue to make improvements to the facilities for use and rental, but does not want to do so at a burden to the community. Improvements have been done slowly and purposefully. Currently they are phasing in renovations to the carriage house. Windows were replaced in the carriage house, painting was done, and improvements to the outside were made. For 2013, the Commission has budgeted money raised by the Commission along with money from the Village to complete improvements inside the carriage house. In 2011, parking was also improved as part of the carriage house project.

Ms. Moore highlighted other previous improvements such as those done to the building used by the Granville Studio of Visual Arts. Ms. Moore commented the Commission began one project teamed with a church to put a floor in the field house. The church paid for the floor in exchange for time to use the field house. Ms. Moore reported each year a little more is done, and people in the area have come to know the Bryn Du Mansion. Each year there is more demand for use of the Mansion. There are also parking challenges, and the Commission does not want to overburden the surrounding neighborhood.

Trustee VanNess requested a review of the Commission's agreement with the Polo Club and questioned how many local people play with the club. Trustee VanNess questioned whether the community would be better off if the polo half of the field was instead used for soccer, lacrosse, etc. Trustee VanNess questioned whether the field should be used to serve the Granville Community versus people from outside the community.

Mr. Bruce Cramer responded there seem to be enough fields for everyone. Mr. Cramer stated the Polo Club pays rent and pays for the maintenance, mowing, etc. for their half of the field. Mr. Cramer stated they are a great group to have on the property for several different reasons. Their rent is \$2,000 per year. Mr. Cramer stated there is prestige to being able to say the Polo Club plays at the Mansion every Sunday. Mr. Cramer reported many Granville families come to watch the polo matches, although there is only

one Granville family involved in polo. Ms. Moore commented the Commission has not turned away any other requests for recreational uses.

Trustee VanNess questioned whether \$2,000 per year for the field is enough for Granville to subsidize the activity for out-of-town users. Mr. Cramer commented the \$2,000 per year, plus the cost of the field maintenance, plus the fact he can tell people the Polo Club plays at the field every Sunday makes the deal worthwhile.

Trustee Mason stated the Polo Club not only mows the field, but takes care of the upkeep, such as cleaning up the trash, etc. Mr. Mason told Ms. Moore and Mr. Cramer the Bryn Du Commission does a great job maintaining the lawn by rotating the rest of the fields. Mr. Mason commented lacrosse is one of the toughest sports on a field, but the Commission has been good at rotating and shifting the fields so the grass can grow.

Trustee VanNess commented there were new fields recently built near the Intermediate School, and questioned what the community needs and what assets are available without spending a lot of money.

Ms. Moore stated the Bryn Du Commission tries to balance uses with community needs. Mr. Cramer commented the Polo Club is a good fit because the other teams do not play on Sundays. If the polo half of the front lawn was used for other sports on Saturdays, it would create a parking challenge for any other activities scheduled on Saturdays.

Trustee Jenks stated Bryn Du is an icon for the community and thanked the Bryn Du Commission for their stewardship of Bryn Du.

Trustee Jenks also thanked Ms. Moore for her work concerning the Rotary Bridge Project. Through Ms. Moore's office, the necessary easements have been completed and are on their way to the State.

#### Insurance Coverage:

Fiscal Officer Miller reported the Township received the employee's health insurance information from Wichert. Insurance coverage is going okay. Fiscal Officer Miller reported there have been issues with individuals having difficulty getting coverage for their prescription drugs, but the issues are being resolved.

#### Department of Liquor Control:

Fiscal Officer Miller reported the Township received a notice from the Department of Liquor Control concerning a permit request from Palumbo's Italian Market. Trustee Jenks reported the options for the Township are to either request a public hearing, which may or may not be granted, or not request a public hearing.

The location of Palumbo's was noted along with the liquor permit rules and processes. Fiscal Officer Miller reported the permit is for a B-New permit. Trustee Jenks stated public hearings are requested for "nuisance bars." Trustee Jenks commented he did not think there was a need for a public hearing for this establishment.

On a motion by Trustee VanNess and a second by Trustee Mason, by a unanimous affirmative vote, the Trustees will not request a public hearing concerning the Palumbo's Italian Market Liquor permit request.

**Certificate of Mileage for Township Roads:**

Fiscal Officer Miller reported he received a certificate of mileage from the Licking County Engineers Office. The certificate must be signed by the Trustees declaring the Township's road mileage and sent back to the Licking County Engineer who will sign and forward to the Ohio Department of Transportation. The certificate states as of 1-2-2013, Granville Township has 36.97 miles of roadway or 73.94 lane miles.

Trustee VanNess questioned whether the roadways have been measured, and if the information was verified. Superintendent Binckley reported the figures are close. Superintendent Binckley stated figures are re-checked when paving projects are completed and there are variances, but the numbers are fairly accurate.

On a motion by Trustee Mason to certify the road mileage as required by the Ohio Department of Transportation and a second by Trustee VanNess, the motion was passed by an affirmative vote.

**2012 Crime Report:**

Fiscal Officer Miller reported he received a report of the crimes which took place in Granville Township during 2012, from the Licking County Sheriff's Office. Copies were provided to the Trustees and a copy will be provided to Brian Miller of the Granville Sentinel.

**Public Records Training:**

Trustee VanNess reported Phyllis Ellis left a message concerning public records training. There will be training on January 28, 2013, and registration may be done through the Auditor of State's website. Trustee Jenks commented the training will be in Licking County.

Trustee Jenks reported there is another public records training class at the Ohio Township Association conference. It was reported public records training must be done once during each elected official's term. Trustee Jenks commented he was told at the last training he attended only one person has to attend the training. The Trustees may designate a person, such as the Fiscal Officer, to complete the training. Fiscal Officer Miller commented that may be true, but the designated person must accept the responsibility. There was discussion concerning possible consequences if a Trustee does not attend the training and does not understand the law. Fiscal Officer Miller commented he will attend the training at the OTA Conference and then decide whether he wants the other Trustees to also attend the training once during their four year terms.

**Public Comment:**

Judy Preston thanked the Road Crew for service when plowing the snow.

There was no other public comment.

Elected Officials Reports:

Financial Matters:

Fiscal Officer Miller:

Fiscal Officer Miller reported he attended the Licking County Township Trustees' Association meeting on January 5, 2013. There were many county officials in attendance and it was a productive meeting.

Fiscal Officer Miller reported he will be attending the Ohio Township Association's (OTA) Winter Conference January 30 through February 1, 2013, at the Ohio Convention Center. Trustee Jenks, Trustee VanNess, Superintendent Binckley, and Chief Hussey will also be attending.

Trustee VanNess reported he sent an e-mail to Zoning Inspector Warren May and the Township Zoning Commission asking if they would like to attend the OTA conference. To date he has not had a response and he assumes no one is interested. Trustee VanNess questioned whether the Township would be interested in sending anyone from the Zoning Commission. It was decided the Township would pay the registration fee if there is someone who was invited by the Township to attend the conference. Fiscal Officer Miller will be sending in the registrations for the conference on January 10, 2013.

Trustee Jenks announced he and Superintendent Binckley have looked at the workshop schedule and determined which ones they will attend. There are informative workshops on cemeteries this year.

Fiscal Officer Miller presented the following report, from Zoning Inspector Warren May, listing the zoning permits which were issued during 2012.

Permit No.	Date	Issued to	Address	Purpose
12-01	3/14	D. Wilkins	2200 Hankinson Rd	Addition
12-02	3/21	C. Hawkins	3800 Raccoon Valley Rd	2 Barn Add
12-03	4/3	W. Custer	4072 Goose Lane	Addition
12-04	4/24	G. Young	1771 Silver St.	Addition
12-05	5/2	B./J. Rooke	3949 Loudon St.	Dwelling
12-06	5/3	B./J. Rooke	3949 Loudon St.	Garage
12-07	5/9	V./F. Collins		Pool & Gazebo
12-08	5/18	C. Bowen	3181 Hankinson	Dwelling
12-09	5/21	A./J. Guglielmi	120 Simeon Dr.	Pool/Surround
12-10	6/4	K./C. Williams	57 Wydelfor Ct	Access Building

12-11	6/7	J./N. Campbell	555 Stublyn Rd	Addition
12-12	6/11	T./M. Flynn	2282 North St.	Addition
12-13	7/9	J. Danby	25 Phillips Glen	Pool/Surround
12-14	7/18	S. Taylor	21 Crozier Ct.	Access Building
12-15	7/20	J. Blowers	2727 Raccoon Valley Rd.	Garage
12-16	8/1	H./G. Prenger	58 Highgate Rd.	Deck
12-17	8/9	J. Blowers	2727 Raccoon Valley Rd.	Dewlling
12-16A	9/22	Borough Co. (Palumbo)	937-939 River Rd.	Commercial Changes
12-18	9/26	T./M. Link	41 Hampden Rd.	Addition
12-19	9/28	J. Mattimae	1234 Newark-Granville Rd	Addition
12-20	10/4	T./M. Redewig	2592 Burg St.	Addition
12-21	10/8	J. Blowers	2727 Raccoon Valley Rd.	Garage/Addition
12-22	10/22	T./M. Link	41 Hampden Dr.	Addition
12-23	10/22	B./A. Vanderhoff	2636 Burg St.	Garage
12-24	10/23	Kendal @ Granville		Commercial
12-25	11/9	T./L. Smith	127 Miller Ave.	Garage
12-26	11/13	R./L. Parker	140 Glyn Carin Lane	Barn Addition
12-27	11/13	LMH Foundation	1264 Weaver Dr.	Generator Base
12-28	11/25	J. Downey	2087 Jones Rd.	Garage

Fiscal Officer Miller reported there were 28 permits issued. This included 2 new dwelling permits and other permits were for additions, pools, etc. It was noted the past few years the number of new dwellings has remained consistent and there is not an increase in new builds for Granville Township.

Fiscal Officer Miller reported 2012 was closed out in the old system. The W-2's have been completed. The 1099's will be completed next week. The new UAN is being used and checks and bills are being prepared from the new system.

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	2191-220-223-0200	SAFER Dental Insurance	184.76
To	2191-220-221-0203	SAFER Med Ins Deduct	184.76
From	2141-330-360-0003	Carryover	118.63
To	2141-330-341-0007	Telephone Alarm Line	118.63
From	2191-220-599-0004	Carryover	590.35
To	2191-220-351-0000	Electricity	590.35

Trustee VanNess made a motion to approve the appropriation transfers. Trustee Mason seconded the motion and it was approved by an affirmative 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 Jenks, by an 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:

E5509	Bain	210.86	E5510	Binckley	2484.94
E5511	Borden	411.13	E5512	Boudinot	969.69
E5513	Bowman	1552.74	E5514	Bryan	1438.02
E5515	Butt	737.81	E5516	Clemens	1396.87
N/A	Coyle	0.00	E5517	Curtis	1596.16
E5518	DuBeck	227.19	E5519	Duncan	185.85
E5520	Essick	976.71	N/A	Gottfried	0.00
E5521	Hall	1382.73	NA	Hampton	0.00
E5522	Harrison	482.93	E5523	Henry	602.59
E5524	Hill	1609.19	E5525	Hussey	2506.72
N/A	Jenks	0.00	E5526	Jones, A	476.33
E5527	Jones, B	495.67	E5528	Kindell	250.23
E5529	Laatsch	638.74	N/A	Leckrone	0.00
E5530	Lynn	141.83	E5531	Martell	138.39
N/A	Mason	0.00	E5532	May	465.57
E5533	Meisenhelder	582.96	E5534	Melick	262.67
N/A	Miller	0.00	E5535	Monroe	1351.99
E5536	Poe	309.19	E5537	Poole	265.02
E5538	Reece	1222.60	N/A	Riley	0.00
E5539	Saunders	384.34	E5540	Smith, D	261.89
E5541	Smith, S	280.87	E5542	Thompson	1460.59
N/A	Tracy	0.00	N/A	VanNess	0.00
E5543	Watling	273.09	WV221	AFLAC	724.76
9022	Dish Network	49.19	9023	Sprint	103.28
9024	Granville Twp	2869.77	9025	Washington Auto	270.40
9026	Wince Welding	37.10	9027	Alpha Link	449.00
9028	Certified Oil	4498.25	9029	Cintas	530.51
9030	Delta Dental	1158.36	9031	Granville Lumber	39.42
9032	Heritage Pharm	48.63	9033	KE-WA-PA	25.99
9034	KPS/NAPA	2450.27	9035	LC Commissioners	1130.81
9036	LC Firefighters	100.00	9037	CVS	35.18
9038	Finley Fire	552.94	9039	MORPC	1294.00
9040	MT Business	40.14	9041	Newspaper Network	114.34

9042	OH University	4000.00	9043	PPMG	1544.60
9044	Pinkerton	65.00	9045	Ross'	119.49
9046	Time Warner	97.49	9047	United Aggregates	496.78
9048	EMSAR	410.70	9049	Wichert	30759.54
9050	Wince Welding	108.00	9051	Elan	333.73
WV37	IRS	5817.41	WV38	Deferred Comp	1510.00
WV39	OCS-Knox CO	1088.91			

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 reported he attended the January 5, 2013, Licking County Trustees Association meeting.

Trustee Mason:

Trustee Mason reported he too attended the Licking County Trustees Association meeting and everything he has is covered elsewhere in the agenda.

Trustee VanNess:

Trustee VanNess reported he received a message from Terry Hill on December 30, 2012. Mr. Hill's vehicle was stuck at McPeek Lodge. Trustee VanNess commented Mr. Hill told him there was an agreement the Township would take care of snow removal at McPeek Lodge when the lodge was sold to the Township. Trustee VanNess reported Superintendent Binckley went to McPeek Lodge that night and cleared the snow so they could shoot. Trustee VanNess questioned whether the Township worked out snow removal details with the GRD (Granville Recreation District) when they took over the lodge.

Trustee Jenks responded the Township agreed to continue snow removal when the GRD took over the lodge as the GRD does not have snow plows. Trustee Jenks reported he and Superintendent Binckley follow a procedure to remove the snow at McPeek Lodge. It will be removed after Township roads are plowed and the Township will not utilize overtime to clear it. It will be plowed as time allows.

Trustee Jenks requested Trustee VanNess assure Mr. Hill the Township will clear the snow at the lodge, but it will be done last. If there is a fast snowfall, McPeek Lodge will not be a priority. Trustee VanNess commented the only road close to the lodge which the Township will be plowing is Battee Rd. It will only make sense to plow McPeek Lodge if the Roads Crew is going to Battee Rd.



Trustee VanNess reported he attended the January 5, 2013, Licking County Trustees Association meeting. During the meeting updated culvert inspection forms were provided and are due March 15, 2013. He also received a reminder about the sign reimbursement grant application form which would reimburse the Township for the costs of some new road signs. The application is due at the end of January, 2013.

Superintendent Binckley reported the sign reimbursement forms are for costs associated with updating road signs to comply with reflectivity mandates. Granville Township has already replaced signs except for street name signs which do not need to be replaced until 2018. Granville Township has already replaced the regulatory and warning signs and, therefore, does not qualify for the \$700 reimbursement. It was noted Granville Township replaced the signs before the \$700 was offered. The grant is specific to replacing signs which do not comply with the reflectivity requirements.

Trustee Jenks commented Granville Township only has street name signs left to replace by 2018. This will be discussed later in the agenda.

MS-4:

Trustee VanNess reported the MS-4 report is due to the County on March 1, 2013. Trustee VanNess reported the Township is well along and in good shape with the report. The reports from the County will be compiled and sent to the Ohio EPA on March 3, 2013. He is requesting more information from Superintendent Binckley. The required training has been completed and information is on the Township website.

2013 Schedule of Zoning Permits:

Trustee VanNess presented suggestions for 2013 zoning permit fees received from Granville Township Zoning Inspector Warren May. There was discussion and comparison of the current fees being charged by Granville Township, surrounding Townships, and the Village of Granville. Trustee VanNess reported Granville Township's zoning permit fees are in line with the surrounding Townships. Trustee VanNess did not see a need to raise the price considering the number of permits being granted. Trustee VanNess reported the suggested fee increase would give Zoning Inspector May a 3% raise. Trustee VanNess commented at the end of 2012 the Township employees were given a 2% raise and were given a lower raise in 2011. Trustee VanNess commented Zoning Inspector May has always received the 3% permit fee increase in the last few years.

Trustee Mason commented the Township also receives more money if the zoning permit fees are increased. Trustee VanNess stated 2/3 of the permit fee is given to Zoning Inspector May as compensation for his work. Trustee Mason commented the other Township employees were given a 2% raise. Trustee Mason reported he reviewed what zoning permit fees were for the Village of Granville. This is difficult as it is not an apples to apples comparison. Trustee Mason reported there is a different schedule for the Village, but Zoning Inspector May's recommendations seemed to be in line with the Village's fees. Trustee Mason described some of the Village's fees and compared them

with Mr. May's recommendations. Trustee VanNess stated there are many more restrictions in the Village and therefore much more paperwork. Trustee Mason commented he wanted to make sure the zoning permit fee amounts were determined for the right reason, not whether they will result in a 3% salary raise. Trustee VanNess reported the last zoning permit fee increase for Harrison Township was in 2006.

Trustee VanNess made a motion to increase the zoning permit fee for new dwellings to what Zoning Inspector May recommended (\$95 + \$11.50/100 sq ft), but keep the zoning permit fees for everything else the same. Trustee Mason seconded the motion and with no further discussion the following zoning fees were approved by an affirmative vote.

Zoning Fee		Amount
1	Dwellings	\$95 + \$11.50/100 sq ft
2	Garages, additions, satellite dishes, access buildings	\$92 + \$11.00/100 sq ft
3	Commercial structures	\$385 + \$4.83/100 sq ft
4	Commercial hard surfaces	\$268 + \$2.95/100 sq ft
5	Signs	\$102 + \$1.95/sq ft of sign, both sides
6	Certificate of Occupancy	\$124
7	Six month extension of permit	½ original fee

#### Zoning Resolution Fees and Penalties:

Trustee VanNess questioned whether the zoning resolution fees and penalties were raised last year and stated he believed they were not raised last year. Fiscal Officer Miller stated the fees were not raised last year and detailed what the current fees and penalties are. It was discussed there have not been any appeals or hearings. The Trustees discussed how the appeals hearing expenses and amendment hearing expenses work.

On a motion by Trustee VanNess and a second by Trustee Mason, by a unanimous affirmative vote the following zoning hearing deposits and penalty amounts, which are the same as last year, were adopted for 2013:

Zoning Amendment Hearing Expenses	\$750
Zoning Appeals Hearing Expenses	\$550
Per day penalty for violations	\$100

#### 2013 Cemetery Fee Schedule:

Trustee Jenks reported they are not yet prepared to make a recommendation concerning cemetery fees. This will be addressed at a later meeting.

#### Trustee Areas of Responsibility/ Board Positions:

Trustee Jenks indicated the next item on the agenda was to fill the Trustee's area of responsibility and certain board positions for 2013. Trustee Mason commented he is in favor of continuing with the same assignments as last year. Trustee VanNess reported Trustee Mason has been the coordinator of the Fire Department and Trustee Jenks has been the coordinator of the Roads Department. Trustee VanNess has an interest in those areas and would be happy to assist with them. Trustee Mason explained he has been

comfortable working with the Fire Department as it is an area of expertise for him and every year he has gained more knowledge in the area. Trustee Mason commented the Trustees do become involved in other areas, such as when he assisted the Roads Department with conducting a structured interview for a new position. It was discussed if the departments are assigned differently, there is cross training in the different departments, but if the assignments remain the same, the coordinators continue in the areas in which they are the most knowledgeable.

Fiscal Officer Miller recommended that although there may be committee assignments, there should be periodic meetings where the Trustees discuss how they can work more closely. An example concerning the budget meetings was given. It was discussed the departments do need a direct contact person. It was suggested to leave the committee chairs the way they are with some minor changes, but that a formal mechanism be developed during the year to make department decisions more transparent for all the Trustees and include more involvement from all Trustees. There was also discussion concerning goal setting for the departments and the Township. After a further period of discussion, the majority of the assignments were filled as mutually agreed.

Fiscal Officer Miller advised the departments would be meeting soon on budgets. Trustee Jenks requested Fiscal Officer Miller provide him with any advance information possible. Fiscal Officer Miller reported he has provided everyone present with the final numbers from 2012, and they are the foundation for what will be determined in 2013

Trustee Jenks made a motion to fill the Township Trustee areas of responsibilities as listed below with the caveat the Township will organize in a way no one feels left out and work toward a goal that everyone will have a working knowledge of all departments. Trustee VanNess seconded the motion and it was passed by a unanimous affirmative vote.

<b>Trustee Areas of Responsibility/Board Positions</b>	<b>2013 Trustee Coordinator</b>
Cemetery	Trust Jenks
Community Joint Committee (Twp, Vill, SD, Denison, Cham. of Comm. & GRD)	Trustee Jenks
County Health Advisory Council	Trustee VanNess
Economic development	Trustees Jenks, Mason, & VanNess
Fire Department	Trustee Mason
Granville Foundation	Trustee VanNess
Granville Recreation District	Trustee Jenks
Land Mgt Committee	Trustee VanNess
Parks	Trustee Jenks
Prop Acquisition/Open Space Committee	Trustees Jenks, Mason, & VanNess
Roads	Trustee Jenks
School district relations	Trustee VanNess

Township Records Commission	Trustee Jenks & Fiscal Officer Miller
Union Cemetery Board	Trustee Jenks
Zoning	Trustee VanNess
<b>Ex-Officio Trustee Appointments</b>	
Newark Granville Community Authority	Trustee VanNess
<b>Appointments / Term Expiration Date</b>	<b>Appointee</b>
Board of Zoning Appeals - various terms*	James Larimer**
Bryn Du Mansion Governance Co 3 year terms ending April 30, 2015	Laurence Bicking and Candi Moore
Granville Recreation District Board 3 year term ending February 28, 2014	Justin Lodge
Granville Schools Charitable Foundation 3 year term ending December 31, 2013	Leonard Hubert
Land Management Committee - various terms*	Judy Preston, Chair**
Open Space Committee - various terms*	Doug Wagner, Chair**
Tax Incentive Review Council 2 year term ending December 31, 2013	Leonard Hubert and Andy Hughes
Volunteer Dependency Board 1 year term ending December 31	Janet Curtis and Gary Hamilton
Zoning Commission/various terms*	Chip Blanchard**

\*See 12/12/2012 minutes for full list of appointees and term expiration dates.

\*\* Current Chair of committee elected by committee members

There was a question on whether Deb Tegtmeier was still on the Open Space Committee. Trustee VanNess reported Fiscal Officer Miller researched previous meeting minutes and Jackie O'Keefe took Ms. Tegtmeier's position when she moved out of the Township. Trustee Jenks recalled there had been discussion that Ms. Tegtmeier was a valuable member of the Open Space Committee and would remain in a non-voting position until the end of 2012. Trustee VanNess offered to send Ms. Tegtmeier a letter on behalf of the Trustees thanking her for her service to Granville Township. Trustee VanNess requested Fiscal Officer Miller first check the minutes and make sure she is not staying on until the end of her original term, which was 2013. Fiscal Officer Miller offered to e-mail Trustee VanNess with the information from the minutes. Trustee Jenks stated Doug Wagner, Chair of the Open Space Committee, will also know and requested the discussion be resumed when Mr. Wagner arrives later this evening.

2013 mileage reimbursement:

On a motion by Trustee VanNess and a second by Trustee Mason, by a unanimous affirmative vote it was agreed during 2013, to reimburse the mileage rate established by the Internal Revenue Service (currently 56.5¢ per mile), for use of personal vehicles on Township business.

2013 meeting schedule:

On a motion by Trustee Mason and a second by Trustee VanNess, by an affirmative vote it was agreed to hold regular Township meetings at 7:00 p.m. on the second and fourth Wednesdays. It was further agreed public announcement of special meetings or changes in the meeting schedule would be published in the Sentinel if its publication schedule permitted or in the Newark Advocate, or by posting a notice 24 hours in advance on the north door of the Service Complex as well as notifying the Editor of the Sentinel.

It was discussed whether the Fiscal Officer had to attend all Township meetings. Fiscal Officer Miller reported he only must attend quarterly, but plans to attend all meetings.

Tax Advances:

Fiscal Officer Miller explained under State law in order to obtain tax advances the following motion must be passed each year and sent to the County Auditor. On a motion by Trustee VanNess and a second by Trustee Mason, by an affirmative vote, it was agreed to authorize the Fiscal Officer to request advances against any and all taxes collected or in process of collection, including inheritance taxes and those for the Kendal TIF, for the benefit of Granville Township.

Holiday Schedule:

On a motion by Trustee Mason and a second by Trustee VanNess, by an affirmative vote the following 2013 holiday schedule for full-time employees was adopted:

New Year's Day	Tuesday	January 1
M. Luther King Day	Monday	January 21
President's Day	Monday	February 18
Memorial Day	Monday	May 27
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Veteran's Day	Monday	November 11
Thanksgiving Day	Thursday	November 28
Day after Thanksgiving Day (in lieu of Columbus Day)	Friday	November 29
Christmas Day	Wednesday	December 25

Temporary 2013 Appropriations:

Fiscal Officer Miller reported he filed the Township's 2012 Financial Report with the Auditor of State and the Township's 2013 Certificate of the Total Amount from all Sources Available for Expenditures, and Balances form with the Licking County Auditor. The Auditor has added the estimated property taxes for 2013 and provided a Certificate of Estimated Resources to be used to establish the amount of permanent appropriations in each Fund. Fiscal Officer Miller will review the Certificate of Estimated Resources and is not yet prepared for the permanent appropriations. In the

interim Fiscal Officer Miller presented the following proposed temporary appropriations to pay bills and payroll for the Township.

After a short period of discussion, on a motion by Trustee VanNess and a second by Trustee Mason, by an affirmative vote the following temporary appropriation measure was adopted for 2013:

Account No.	Title	2013
GENERAL FUND		
1000-110-111-0000	Salaries – Trustees	15000
1000-110-121-0000	Salaries – Fiscal Officer	10000
1000-110-190-0000	Other Salaries	5118.32
1000-110-211-0000	OPERS – Employer portion	3000
1000-110-213-0000	Medicare – Employer portion	500
1000-110-213-0001	Medicare	0
1000-110-213-0005	Medicare – Union Cemetery	0
1000-110-221-0000	Medical Insurance Premiums	5000
1000-110-221-0001	Medical Premium Deductible	2000
1000-110-221-0003	Pr Yr Med Prem Deductible	0
1000-110-221-0001	COBRA medical insurance premiums	0
1000-110-223-0000	Dental Insurance	3000
1000-110-224-0000	Vision Insurance	1750
1000-110-230-0000	Workers’ Compensation	2000
1000-110-230-0001	DFWP – Prof Services	0
1000-110-311-0000	Accounting and Legal Fees	5000
1000-110-312-0000	Auditing Services	4000
1000-110-313-0000	Uniform Accounting Network Fees	3000
1000-110-314-0000	Property Tax Collection Fees	500
1000-110-314-0001	Property Tax Collection Fees	100
1000-110-314-0002	Property Tax Collection Fees	0
1000-110-314-0003	Estate tax collection fees	4000
1000-110-315-0000	Election Expenses	2500
1000-110-319-0000	Professional & Technical Services	2000
1000-110-319-0001	Professional Services – Op Space	500
1000-110-319-0002	Professional Services – COBRA	750
1000-110-319-0003	Professional Services – Computer/IT	1000
1000-110-319-0004	Professional Service – NPDES	1200

1000-110-319-0005	Professional Service – Emer Comm	4200
1000-110-319-0006	Professional Services – FMLA	1000
1000-110-319-0008	Professional Services - FSA	300
1000-110-323-0000	Maintenance & Repairs	1000
1000-110-323-0001	M&R – Tornado Sirens	500
1000-110-330-0000	Travel and Meeting Expenses	2000
1000-110-341-0000	Telephone	1500
1000-110-342-0000	Postage	400
1000-110-351-0000	Electricity	200
1000-110-382-0000	Liability Insurance Premiums	16000
1000-110-383-0000	Fidelity Bond Premiums	1500
1000-110-410-0000	Office Supplies	2000
1000-110-410-0001	Copier	500
1000-110-430-0000	Small tools & equipment	1000
1000-110-519-0000	Dues – MORPC	1600
1000-110-591-0000	Contributions to Other Organizations	25
1000-110-599-0000	Other Expenses	4000
1000-110-599-0001	Other – demolition expenses	0
1000-110-599-0002	Other –	0
1000-110-599-0003	Other – Newsletter	0
1000-110-599-0004	Other	0
1000-110-599-0005	Other – River monitoring	0
1000-110-599-0007	Other – real estate taxes	2000
1000-130-190-0000	Zoning Salaries	5186.67
1000-130-211-0000	OPERS	1300
1000-130-213-0000	Medicare	150
1000-130-230-0000	Workers’ Comp	600
1000-130-311-0000	Accounting and Legal Fees	1500
1000-130-317-0000	Planning Consultants	2500
1000-130-341-0000	Telephone	125
1000-130-599-0000	Other Expense	1500
1000-310-360-0000	Contracted Services	600
1000-330-360-0000	Contracted Services	0
1000-420-370-0000	Payment to Another Political Subdiv	20000
1000-610-110-0000	Parks – Trustee salary	0
1000-610-190-0000	Park – Wages	2000
1000-610-211-0000	Parks –OPERS	400

1000-610-213-0000	Parks - Medicare	100
1000-610-230-0000	Workers' Comp	200
1000-610-319-0000	Park Mowing	0
1000-610-319-0001	Rental Housing Mgt fee	850
1000-610-321-0001	Refund Escrow Deposits	1450
1000-610-351-0000	Electricity	150
1000-610-352-0000	Water & Sewer	0
1000-610-353-0000	Natural Gas	0
1000-610-599-0001	Contribution to Rotary Bridge	0
1000-610-599-0007	Other – real estate taxes	20000
1000-760-730-0003	Site Improvements – parks -LMC	0
1000-760-730-0004	Engineering fee – Rotary Bridge	15672.33
1000-760-740-0000	Machinery, Equipment & Furniture	0
1000-760-740-0002	Machinery, Equip & Furn – Cemetery	0
1000-760-740-0003	Machinery, Equip & Furn – Parks	0
1000-760-740-0004	Machinery, Equip & Furn – Rd & Br	0
1000-910-910-0000	Transfers – Out	0
	Subtotal General Fund	185927.32
1000-110-599-0006	Beg year cash carryover	0
1000-110-599-0004	Carryover current year	0
	Total 2013 General Fund	185927.32
		185927.32
Motor Veh License		
2011-330-360-0000	Contracted Services	0
2011-330-420-0000	Operating Supplies	5000
	Subtotal Motor Veh Lic	5000
2011-330-420-0001	Carryover current year	0
	Total 2013 Motor Veh Lic	5000
Gasoline Tax		
2021-330-190-0000	Salaries – regular	25000
2021-330-190-0001	Salaries – overtime	6000
2021-330-211-0000	OPERS – Employer Portion	5000
2021-330-213-0000	Medicare – Employer Portion	500
2021-330-221-0000	Medical Insurance Premiums	5000
2021-330-221-0002	Medical Premium Deductible	2000
2021-330-221-0003	Pr Yr Med Prem Deductible	1000



2021-330-222-0000	Life Insurance Premiums	225
2021-330-223-0000	Dental Insurance Premiums	900
2021-330-224-0000	Vision Insurance	500
2021-330-230-0000	Workers' Comp Premiums	2000
2021-330-230-0001	DFWP	300
2021-330-319-0008	HRA & FSA Admin	100
2021-330-341-0006	Cell reimbursement	1200
	Subtotal Gasoline Tax	49725
2021-330-599-0001	Beg year cash carryover	0
2021-330-599-0002	Carryover current year	0
	Total 2013 Gas Tax Fund	49725
Cemetery		
2041-110-111-0000	Trustee wages	2700
2041-110-120-0000	Fiscal Office wages	1200
2041-110-190-0000	Fiscal Officer wages	1000
2041-110-211-0000	OPERS – Employer portion	400
2041-110-213-0000	Trustee Medicare – Employer portion	100
2041-410-190-0000	Salaries	30000
2041-410-190-0001	Overtime	2500
2041-410-190-0005	Old Colony wages	4000
2041-410-211-0000	OPERS – Employer portion	3000
2041-410-213-0000	Medicare – Employer portion	600
2041-410-221-0000	Medical/Hospitalization	5500
2041-410-221-0002	Medical deductible	2750
2041-410-221-0003	Pr Yr Med Prem Deductible	1200
2041-410-222-0000	Life Insurance Premiums	300
2041-410-223-0000	Dental	1200
2041-410-224-0000	Vision	500
2041-410-230-0000	Workers' Comp	1500
2041-410-230-0001	DFWP	500
2041-410-313-0000	UAN fees	275
2041-410-314-0000	Tax collection fees – county	2500
2041-410-314-0001	Tax collection fees – state	300
2041-410-316-0000	Engineering Services	0
2041-410-319-0000	Prof & Tech Services	500
2041-410-319-0008	HRA & FSA Admin	120

2041-410-323-0000	Repairs	4500
2041-410-323-0001	Repairs – waterline	250
2041-410-341-0000	Telephone	800
2041-410-341-0006	Cell Reimb	300
2041-410-351-0000	Electricity	500
2041-410-352-0000	Water & Sewer	1000
2041-410-353-0000	Natural Gas	1000
2041-410-410-0000	Office Supplies	125
2041-410-420-0000	Operating Supplies	500
2041-410-599-0000	Other	5000
2041-410-599-0001	Mulch	1000
2041-410-599-0002	Concrete	500
2041-410-599-0003	Topsoil	1000
2041-410-599-0004	Payment to Old Colony	10000
2041-410-599-0005	Fuel	5000
2041-410-599-0006	Flowers	3100
2041-410-599-0007	RE Taxes	100
2041-410-599-0008	Tree Maintenance	1000
2041-410-599-0009	New tree stock	1000
2041-760-710-0000	Land	1000
2041-760-740-0000	Machinery & Equipment	7500
	Subtotal Cemetery	107820
2041-410-599-0009	Beg year cash carryover	0
2041-410-599-0004	Carryover current year	0
2041-760-740-0000	Carryover for future land purchases	0
	Total 2013 Cemetery Fund	107820
Road District		
2141-110-111-0000	Trustee Wages	7000
2141-110-121-0000	Fiscal Officer wages	1500
2141-110-190-0000	Fiscal Officer wages	1500
2141-110-211-0000	Trustee OPERS – Employer portion	2000
2141-110-213-0000	Trustee Medicare Match	250
2141-330-190-0000	Salaries	40000
2141-330-190-0001	Overtime	7000
2141-330-211-0000	OPERS – Employer portion	5000
2141-330-213-0000	Medicare – Employer portion	500

2141-330-221-0000	Medical/Hospitalization	8200
2141-330-221-0002	Medical deductible	3100
2141-330-221-0003	Pr Yr Med Prem Deductible	1000
2141-330-222-0000	Life Insurance	528
2141-330-223-0000	Dental Insurance	1100
2141-330-224-0000	Vision Insurance	675
2141-330-230-0000	Workers' Compensation	2000
2141-330-230-0001	DFWP	600
2141-330-312-0000	Audit Fees	550
2141-330-313-0000	UAN fees	550
2141-330-314-0000	Property Tax Collection Fees	8000
2141-330-314-0001	Property Tax Collection Fees – State	1000
2141-330-315-0000	Election Expenses	0
2141-330-318-0000	Training Services	3000
2141-330-319-0000	Professional Services – garage/misc	0
2141-330-319-0001	Professional Services	0
2141-330-319-0002	Professional Services - IT	1000
2141-330-319-0008	HRA & FSA Admin	175
2141-330-323-0000	Repairs & Maintenance	30000
2141-330-330-0000	Travel & Meeting Expense	1000
2141-330-341-0000	Telephone	2000
2141-330-341-0006	Cell reimbursement	1000
2141-330-351-0000	Electricity	5000
2141-330-352-0000	Water & Sewer	500
2141-330-353-0000	Natural Gas	6500
2141-330-360-0000	Contracted Services – roadwork	0
2141-330-360-0001	Issue 1 match	0
2141-330-360-0002	Contracted Services	0
2141-330-360-0003	Contracted Services – c/o	0
2141-330-360-0004	Contracted Services – Snow fence	500
2141-330-360-0005	Contracted Services – Other	0
2141-330-360-0006	Contracted Services – culverts	6500
2141-330-360-0007	Contracted Services – tree services	5000
2141-330-360-0100	Special Projects	4000
2141-330-360-0101	Alarm Monitoring fee	250
2141-330-381-0000	Property Insurance	22000
2141-330-410-0000	Office Supplies	1000

2141-330-420-0000	Operating Supplies	1500
2141-330-420-0001	Operating Supplies – Road paint	16000
2141-330-430-0000	Small Tools & Equipment	5000
2141-330-430-0001	Street sign replacement	2000
2141-330-430-0002	Tires	3000
2141-330-430-0003	Snowplow equipment	2000
2141-330-599-0000	Other	11000
2141-330-599-0001	Towing expenses	1000
2141-330-599-0002	Uniforms	5200
2141-330-599-0003	No. 9 shot	4000
2141-330-599-0004	salt	30000
2141-330-599-0005	Other – fuel	30000
2141-330-599-0007	Other – real estate taxes	500
2141-330-599-0008	Safety equipment	2500
2141-330-599-0009	Refund Right of way permit fee	500
2141-760-720-0001	Building Improvements	30000
2141-760-720-0000	Building	0
2141-760-740-0000	Machinery & Equipment	100000
2141-810-810-0000	Debt Payments – Principal	0
2141-830-830-0000	Debt Payments – Interest	0
	Subtotal Road & Bridge	425678
2141-330-360-0005	Beg year cash carryover	0
2141-330-360-0003	Carryover current year	0
	Total 2013 Rd & Br Fund	425678
Fire		
2191-110-111-0000	Trustee wages	2500
2191-110-120-0000	Fiscal Office wages	2000
2191-110-121-0000	Fiscal Officer wages	4000
2191-110-190-0000	Volunteer Incentive	11500
2191-110-211-0000	Trustees OPERS – Employer portion	1200
2191-110-212-0000	Volunteer Social Security – Empl Port	600
2191-110-213-0000	Tr & Vol Medicare – Employer Port	400
2191-110-230-0000	Workers' Compensation	27000
2191-110-230-0001	DFWP	1000
2191-110-230-0200	SAFER Workers' Compensation	2000
2191-110-311-0000	Accounting and Legal	500

2191-110-313-0000	UAN fees	825
2191-110-314-0000	Property Tax Collection Fees	20000
2191-110-314-0001	Property Tax Collection Fees State	1200
2191-110-315-0000	Election Expenses	0
2191-110-318-0000	Fire Training	16000
2191-110-318-0001	Squad training	12000
2191-110-318-0002	Medic Training	10000
2191-110-319-0000	EMS Software licensing	550
2191-110-319-0003	MECC Map licensing	600
2191-110-319-0004	MARCS Radio Licensing	0
2191-110-319-0008	HRA & FSA Admin	745
2191-110-330-0000	Travel & meeting	250
2191-110-410-0000	Office Supplies	2000
2191-110-420-0000	Squad Supplies	18250
2191-110-420-0001	Firehouse Supplies	5000
2191-110-420-0002	Fire Operation Supplies	5000
2191-110-599-0000	Other	1500
2191-220-190-0000	Full-time hourly wages	200000
2191-220-190-0001	FT – FLSA OT	5000
2191-220-190-0002	FT – OT Worked	18000
2191-220-190-0003	FFIC	2000
2191-220-190-0004	Inspections	5000
2191-220-190-0005	Intermittent hourly wages	75000
2191-220-190-0007	Term Life Premium	500
2191-220-190-0200	SAFER FT hourly wages	80000
2191-220-190-0201	SAFER FT – FLSA OT	2500
2191-220-190-0202	SAFER FT – OT worked	7000
2191-220-190-0300	SAFER II hourly wages	25000
2191-220-212-0005	SS– Intermittent employ - Employer	4500
2191-220-212-0300	SAFER II - Soc Sec - Employer	2000
2191-220-213-0000	Full Time – Medicare - Employer	3000
2191-220-213-0005	Medicare – Intermittent employees	1000
2191-220-213-0200	SAFER FT – Medicare	1000
2191-220-213-0300	SAFER II - Medicare	400
2191-220-214-0000	Volunteer Firefighter’s Dependent Fd	500
2191-220-215-0000	OP&FPP – Employer Portion	60000
2191-220-215-0200	SAFER OP&FPP – Employer Portion	20000

2191-220-221-0000	Medical Ins Premiums	25000
2191-220-221-0001	Health & Wellness	3000
2191-220-221-0002	Medical Ins deductible	24000
2191-220-221-0003	Pr Yr Med Prem Deductible	4000
2191-220-221-0200	SAFER – Medical Ins Premiums	12500
2191-220-221-0203	SAFER Medical Ins Deductible	4250
2191-220-221-0204	Pr Yr Med Prem Deductible	2000
2191-220-222-0000	Life Ins	1000
2191-220-222-0200	SAFER Life Ins	500
2191-220-223-0000	Dental Ins	8500
2191-220-223-0200	SAFER Dental Ins	1550
2191-220-224-0000	Vision	2000
2191-220-224-0200	SAFER Vision	750
2191-220-229-0000	Other Insurance – disability	7000
2191-220-229-0001	Other Insurance	0
2191-220-240-0000	Unemployment Ins	1500
2191-220-251-0000	Uniforms	10000
2191-220-251-0001	Gear repair	3000
2191-220-251-0002	Reflective coats	3500
2191-220-310-0000	Prof & Tech	3100
2191-220-310-0001	Physicals and testing	5000
2191-220-310-0002	Ladder testing	2500
2191-220-310-0003	Background checks	2500
2191-220-310-0005	Pump testing	1000
2191-220-310-0006	SCBA/Compressor testing	2000
2191-220-310-0007	Annual monitor testing	3200
2191-220-310-0009	Hydraulic tool testing	1000
2191-220-310-0100	Station study	3000
2191-220-310-0101	EMS Billing Admin Fee	24000
2191-220-321-0000	Copier machine	1800
2191-220-322-0000	Trash	0
2191-220-323-0000	Vehicle repairs & maintenance	15000
2191-220-323-0001	All other repairs & maintenance	5000
2191-220-323-0002	Fire Station Repairs	3500
2191-220-323-0004	Ins Reimbursement M&R	0
2191-220-323-0005	Equipment certification	3500
2191-220-323-0006	Cot maintenance	600

2191-220-323-0007	Telephone system maintenance	1000
2191-220-323-0008	Generator maintenance	500
2191-220-323-0009	Fire hydrant parts	2750
2191-220-330-0000	Travel & Meeting Expense	3200
2191-220-341-0000	Telephone	4250
2191-220-341-0001	Aircards	1200
2191-220-342-0000	Postage	350
2191-220-351-0000	Electricity	6000
2191-220-352-0000	Water & Sewer	1000
2191-220-353-0000	Gas	9500
2191-220-359-0001	Other Utilities (see worksheet)	1500
2191-220-360-0000	Contract Services	0
2191-220-380-0000	Insurance	25000
2191-220-430-0000	Small tools & equipment	3500
2191-220-430-0001		0
2191-220-510-0000	Dues & Subscriptions	1200
2191-220-599-0000	Misc Exp	13720
2191-220-599-0001	Fire Prevention	3000
2191-220-559-0002	VIP	1500
2191-220-599-0003	Fuel	22000
2191-220-599-0007	Real Estate taxes	100
2191-220-599-0009	Responding Notification licensing	1100
2191-760-323-0000	Building Improvements	5000
2191-760-720-0000	Building	0
2191-760-740-0000	Capital Purch – Emergency Squads	0
2191-760-740-0001	Capital Purch – Machinery & Equip	0
2191-760-740-0002	Capital Purch – Fire Equipment	5150
2191-760-740-0003	Capital Purch – Radio Equipment	5150
2191-760-740-0004	Capital Purch – Personal Gear	6500
2191-760-740-0005	Capital Purch – Specific items	75000
2191-760-740-0006	Grant program	0
2191-760-740-0007	Grant program	0
2191-760-740-0100		0
2191-760-750-0000	Reserve for future equipment purch.	0
2191-910-910-0000	Transfer out	0
	Subtotal Fire	1048940
2191-220-599-0005	Beg year cash carryover	0

2191-220-599-0004	Carryover current year	0
	Total 2013 Fire Fund	1048940
Parks & Recreation		
2192-110-111-0000	Trustee wages	2000
2192-110-211-0000	OPERS – employer portion	280
2192-110-213-0000	Trustee Medicare – employer portion	50
2192-120-319-0000	Professional Services - mowing	500
2192-120-351-0000	Electricity	1000
2192-120-599-0000	Other	2500
2192-760-730-0000	Site Improvements	0
	Subtotal Parks	6330
2192-120-599-0002	Beg year cash carryover	0
2192-120-599-0003	Carryover current year	0
	Total 2013 Parks Fund	6330
Opera House		
2193-110-599-0000	Other	10000
2193-330-323-0000	Repairs & Maintenance	0
2193-610-351-0000	Electricity	0
2193-610-352-0000	Water & Sewer	0
2193-610-353-0000	Natural Gas	0
2193-610-380-0000	Insurance	0
2193-760-710-0000	Land	0
2193-760-720-0000		0
2193-760-720-0001		0
2193-760-730-0000	Improvement of Sites	0
2193-810-810-0000	Principal payment	45000
2193-830-830-0000	Principal payment	2700
	Subtotal Opera House	57700
2193-110-599-0001	Carryover current year	0
	Total 2013 Opera House Fund	57700
Green Space Preservation Levy		
2195-110-111-0000	Trustee wages	10000
2195-110-120-0000	Fiscal Office wages	3000



2195-110-121-0001	Fiscal Officer wages	0
2195-110-211-0000	OPERS – employer portion	1000
2195-110-213-0000	Trustee Medicare – employer portion	100
2195-110-230-0000	Workers' Comp	150
2195-110-311-0000	Legal	10000
2195-110-313-0000	UAN fees	1100
2195-110-314-0000	Property Tax Collection Fees	20000
2195-110-314-0001	Property Tax Collection Fees – State	1000
2195-110-319-0000	Appraisals	15000
2195-110-319-0001	Environmentals	10000
2195-110-319-0002	Mowing	4000
2195-110-321-0000	Rents and Leases (Kendal farming)	2000
2195-110-430-0000	Small Tools & Minor Exp	0
2195-110-430-0001	Small Tools & Minor Exp	0
2195-110-599-0000	Other Expenses	1000
2195-110-599-0007	Real Estate Taxes	12000
2195-760-710-0000	Land	1000000
2195-760-710-0001	Land – Notes for purchases	0
	Subtotal Preservation Levy	1090350
2195-110-599-0008	Carryover current year	0
	Total 2013 Green Space Pres Fund	1090350
Kendal TIF		
2901-760-311-0000	Accounting and Legal	0
2901-760-314-0000	Tax collection fees - County	0
2901-760-314-0001	Tax collection fees - State	0
2901-760-700-0000	Capital Outlay	0
	Subtotal for Kendal TIF	0
Cem Beq – UnRestr		
2902-410-599-0000	Other	2000
	Subtotal Unrestr Cem Beq	2000
2902-410-599-0001	Carryover current year	0
	Total 2013 Cem Beq (Unrestr) Fund	2000
Fire Dept Equip Res		
4902-760-740-0000	Current equipment purchase	10000
	Subtotal Fire Dept Equip Res	10000

4902-760-740-0002	Carryover current year	0
	Total 2012 Fire Dept Equip Res Fund	10000
Cem Beq – Restrict		
4951-760-740-0000	Non-expendible	0
	Subtotal Restrict Cem Beq	0

Review of Ohio Industry for the Handicapped (OIH) purchasing:

Fiscal Officer Miller reported the previous year's agenda included mention of whether Granville Township would make purchases from the OIH catalogue in 2012 and stated the use of OIH would be considered again in 2013. Fiscal Officer Miller questioned whether anyone had information concerning the OIH purchasing decision. Trustee Mason recalled there was something the Township needed to review and determine if it was going to participate in the program or not. Chief Hussey also remembered the purchasing program and thought it may have something to do with Ohio Penal Industries (OPI.) Trustee VanNess suggested the discussion be tabled until the next meeting as there was uncertainty concerning the program and the action required.

Authorization to pay necessary expenses for elected officials and other designated Township personnel:

On a motion by Trustee VanNess and a second by Trustee Mason, by a unanimous affirmative vote, it was agreed to pay all necessary expenses for the elected officials and other designated Township personnel to attend winter and summer OTA conferences and in addition for the Fiscal Officer or his designee to attend seminars offered by the Auditor of State, the State Treasurer, Bureau of Workers' Compensation, and Frank Gates Company throughout the year.

Roads District:

Superintendent's Report:

Snow removal/ Road Clearing:

Superintendent Binckley reported the Roads Department has been especially busy clearing snow. There has been approximately 200 tons of salt used to date for the current winter season. Superintendent Binckley reported there are still over 200 tons available for the rest of the winter. Superintendent Binckley reported the Township's State purchase commitment was estimated at 450 tons. There were questions concerning the amount which needed purchased from the State to fulfill the salt purchase contract. Trustee Jenks reported he was comfortable with the amount left to be purchased and available to be purchased for the season. Last winter approximately 240 tons of salt were used. Superintendent Binckley reported the average for the last four years has been 400 tons.

Superintendent Binckley reported McKean Township picked up several loads of salt. Superintendent Binckley explained McKean Township will go through the Granville

Milling Company and have the salt weighed. The weigh slips will go to Fiscal Officer Miller.

Trustee VanNess questioned whether the School District has used any salt. Superintendent Binckley reported they have used more salt than last year. The School contracted for 40 tons and McKean Township contracted for 80 tons. Trustee VanNess questioned whether Granville Township must make sure the School District and McKean Township do not go above their contract amounts. Superintendent Binckley reported he keeps an eye on the salt used to make sure it does not put Granville Township in jeopardy, but he does not foresee any problems.

Superintendent Binckley reported in the warmer weather the Roads Crew spent time using skid loaders to push snow away from mailboxes, and off the roads to prevent refreezing. They have also worked to make sure catch basins are clear to help prevent any flooding.

#### Sign Reflectivity:

Superintendent Binckley reported sign reflectivity was already discussed. Granville Township is in compliance with everything except street name signs, which must be displayed by 2018. Superintendent Binckley reported he and Trustee Jenks have initiated talks with the Village to see if the Village wants to work together. There could then be a common theme for the signs, and the ability to buy larger quantities of signs at a better price. There are restrictions for the signs and the mandate is very specific concerning letter height, etc. The background, sign size, etc. will be similar to the Village's. Superintendent Binckley reported he is waiting to hear from the Village if they want to work with the Township.

Trustee VanNess questioned what the savings amount would be if the Township works with the Village. Trustee Jenks advised savings is not the main issue, but the Township should decide what it wants the signs to look like in the future so as to begin using new signs if a current sign is damaged and needs replaced. Trustee Jenks suggested the Township wants signs which look similar to the Village signs. The purpose of the meeting with the Village is so the Township and Village may go to their respective boards and request approval of future signs.

Superintendent Binckley reported the biggest change will be the Township's current signs, which are 6x6 posts, will be replaced by reflective signs like the street signs.

#### Annual Culvert Report:

Superintendent Binckley reported the annual culvert inspection report and MS-4 report will be done by the first of the week. Superintendent Binckley will send the reports to the appropriate places and will give copies to Fiscal Officer Miller.

#### Building Drainage:

Superintendent Binckley presented proposals from two different companies regarding drains for the Township Building. Trustee VanNess has taken the lead regarding this

issue. Superintendent Binckley reported he believed the proposals are for apples to apples resolutions. Superintendent Binkley reported there are actually two different types of drain systems. There is the Echo system and the Holbert system. The Holbert system is \$2,000 cheaper than the quote from Robertson Construction. There is also a difference in the concrete distance going away from the drain.

Trustee VanNess reported both proposals are for a galvanized lip on the trough. Trustee VanNess suggested the discussion concerning the proposals be tabled until after Robertson Construction completes the work required on the walls. Trustee VanNess reported he called the machine shop today. They have the stainless steel in and will have it ready next week. Superintendent Binckley also recommended the Township wait until after winter to install the drains. Trustee VanNess reported he asked Robertson for more information about their drain system and they have not responded.

Cemetery Department:

Superintendent Binckley reported they sold two graves and there is one deed to sign. There has been one funeral.

Superintendent Binckley reported the project of digitizing the cemetery records and documents has been completed. The original data has been entered into the computer system.

Trustee Jenks reported Warren May has done a nice job with the project, and his expertise is no longer needed there. Superintendent Binckley will send Warren a letter thanking him for his work and effort. Trustee Jenks reported effective immediately, the responsibility for the records will transition to Superintendent Binckley.

Superintendent Binckley reported a cemetery worker is currently making sure everything in the database matches, and all future information may be entered by the cemetery employees. Superintendent Binckley advised Brian Miller he will prepare and provide him information about the scope and the result of the project. This has been a long term project which is saving the Township a lot of time in record retrieval. Trustee VanNess questioned whether the project was strictly for Maple Grove Cemetery. Superintendent Binckley responded it was now just for Maple Grove Cemetery and ties into the Auditor of State UAN (Uniform Accounting Network) system used by Fiscal Officer Miller.

Superintendent Binckley reported the project took all the paper documents and deed book information and provided a search engine for the Township to search the information. Superintendent Binckley advised a primary time saving function of the search engine will be to allow the Township to quickly find gravesites which were previously purchased. Superintendent Binckley reported the system is sponsored by the State Auditor's Office. The initial training was four years ago, and feedback was provided to the Auditor's Office which added and changed some aspects of the program.

Trustee VanNess questioned whether information from Phillip's Cemetery should be entered into the system. Superintendent Binckley responded the information could be entered into the system, but the difficult part is laying out the cemetery.

Trustee Jenks noted several of the headstones at Phillip's Cemetery were once moved and no one knows where they belong. Trustee Jenks commented they should find out if there are records to digitalize before there is a decision whether Phillip's Cemetery should be digitalized. Superintendent Binckley will check with Retired Fiscal Officer Kennedy to see if there are records concerning Phillip's Cemetery. Superintendent Binckley stated the cemetery program is more useful for a cemetery that is active. Information concerning Phillip's Cemetery could instead be loaded onto a CD.

Trustee Jenks suggested information about Phillip's Cemetery could be a Boy Scout project where the cemetery is looked at by grids and the information known and unknown is recorded. Trustee VanNess discussed he does not want the information known now to be lost.

Superintendent Binckley reported Michael Duncan's son, approached him concerning a possible Eagle Scout project. He would like to create a spot in Maple Grove Cemetery for scattering of ashes. He will approach the Trustees at a future date concerning his project proposal. The Trustees briefly discussed a possible location, size of the area, and some of what might be involved with the project. Superintendent Binckley will check with other cemeteries to see how they organize and record their sites for ashes. Trustee Jenks requested Fiscal Officer Miller check with Art Morrow to see if he would have an objection to one common memorial on the portion of the Cemetery near his property. Fiscal Officer Miller commented he would want to advise Mr. Morrow of the size being proposed, etc. It was noted the project would take up grave spaces, and the Township would charge for the scattering of ashes. Superintendent Binckley reported he has thought previously about the scattering of ashes in a portion of the Cemetery where there are not many graves being sold.

Trustee Jenks announced he is not adverse to a spot for the scattering of ashes, but did not think it should be created solely because someone wants to do an Eagle Scout project. It should only be done because the Township wants it as part of a long term cemetery plan. Trustee Jenks questioned if the project needs completed by this spring? It may have to move too fast for the Trustees to make correct and knowledgeable decisions, the Trustees should suggest other possible Eagle Scout Projects for him to complete.

**Parks Department:**

Superintendent Binckley reported there was nothing new for the Parks Department.

Fire Department:

**Chief's Report:**

Chief Hussey reported the Fire Department ended 2012 with 1685 runs and had 30 pages of logs entered.

Emergency Preparedness:

Chief Hussey reported the Fire Department will be conducting two exercises at Denison University tomorrow with their crisis response team.

Chief Hussey reported he has had meetings with the School District concerning emergency preparedness. He has met with a School Safety Committee.

Staffing:

Chief Hussey reported he received a resignation request from Mike Laatsch, a PEAK time employee, who has accepted a full time position in Oregon. His last day will be January 23, 2013.

Chief Hussey reported he would like to replace Mr. Laatsch with Drew DeSimone who has an associate degree as a firefighter/paramedic. Mr. DeSimone currently works at Johnstown Monroe Fire Department. Mr. DeSimone is ready to start January 24, 2013, so there will not be a gap in coverage. The Department will be able to continue to maximize the PEAK time grant.

On a motion by Trustee VanNess and a second by Trustee Mason, by a unanimous affirmative vote, it was agreed to accept the resignation of Mike Laatsch from the Granville Township Fire Department effective January 23, 2013; and to hire Drew DeSimone as a PEAK time employee effective January 24, 2013.

Chief Hussey reported he received two volunteer applications for the Fire Department. As one applicant is Trustee Mason's grandson, Mason Wilkins, Chief Hussey requested his approval be done separately.

On a motion by Trustee Jenks and a second by Trustee VanNess, by an affirmative vote with Trustee Mason abstaining, Mason Wilkins was approved as a Granville Township Volunteer Firefighter/EMT. Mr. Wilkins is beginning EMT classes tomorrow. Chief Hussey reported Trustee Mason had no involvement in Mr. Wilkins interview or selection.

Chief Hussey reported the second volunteer candidate is Dan Long, who worked for a year on an EMS unit at a Fire Department in Harlem, New York. Mr. Long is a writer who has relocated to the area with his wife.

On a motion by Trustee Mason and a second by Trustee VanNess, by an affirmative vote, Dan Long was approved as a Granville Township Volunteer Firefighter/EMT.

Blackboard Connect Contract:

Chief Hussey reported he sent out previous e-mails concerning renewal of the Blackboard Connect contract for the reverse 911 system. The contract is up this month.

The renewal document is not yet available as the count is still being determined. Molly Prasher worked with Chief Hussey on the Village and Township databases to make sure there is an accurate count. The pricing per contact remained the same. The number of contacts had risen to 1800, but has been reduced to 1550 by taking out duplicates, etc. There will be slight increase in cost as there are more contacts, but the unit cost remains the same. When the reverse 911 system began in the Township there were originally 1400 contacts.

It was noted some contacts who are not Township residents, such as residents of Park Trails were left on the contract. Trustee VanNess questioned whether there could be an effort in the future to have the cost of those contacts paid by their Townships. Chief Hussey responded he will contact the contract Townships to see if they would like to pay the cost for their residents. Trustee VanNess questioned if there are other areas in Licking County offering reverse 911. Chief Hussey responded he does not know of any other areas in Licking County offering reverse 911 except New Albany. There was an effort recently to obtain a grant for a county wide system. Chief Hussey commented the county wide system would not likely take the place of the Granville Township system as it is used for local things such as water main breaks, etc.

The cost for this year will likely be \$2,960.50. Last year the cost was \$2,600.

On a motion by Trustee Mason and a second by Trustee VanNess, by an affirmative vote, it was agreed to allow either Fiscal Officer Miller or Chief Hussey to renew the Blackboard Connect Reverse 911 System contract for three years for an amount up to \$3,000.

#### Cell Phone Contract:

Chief Hussey reported he has had a Township provided Blackberry cell phone for the past five years. This has been costing the Township \$100 per month. Chief Hussey researched the cost of obtaining a new phone. Adding a cell phone for Township use to his family contract will be half the cost of the Blackberry. Fiscal Officer Miller is also receiving a phone allowance. Chief Hussey requested permission to close the \$100/month Blackberry account and allow him a \$50/month phone allowance. Trustee Mason advised the other Trustees he previously discussed this issue with Chief Hussey.

On a motion by Trustee Mason and a second by Trustee VanNess, by an affirmative vote with Trustee Jenks abstaining, Chief Hussey was granted permission to close the \$100/month Blackberry account and was allotted a \$50/month phone allowance.

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

Judy Preston, Chair, Granville Township Land Management Committee questioned where the Township was concerning the gas/oil well proposal. Trustee VanNess advised the wells were approved at the last Township meeting after the proposals were reviewed by the Licking County Prosecutor's Office. Trustee VanNess advised Ms. Preston he made sure the Prosecutor reviewed the easement on the property across the street.

Trustee VanNess reported one of the Prosecutor's biggest concerns was if anything changed in the permit the Trustees must approve the change in writing. This especially included any changes in the restoration plan.

#### Old Business:

##### Rotary Bridge Project-

Trustee Jenks reported there were three housekeeping issues concerning the Rotary Bridge.

1. The Land Trust had to provide and file changes to the easement and this has been completed and is being sent to the State. Trustee Jenks sent Fiscal Officer Miller copies of the easements in an e-mail. These easements are the new easements with the Land Trust. They should be printed and filed. It is a single easement to replace three easements.

2. The Trustees have a signed MOU with the GRD dealing with 4-F and 6-F issues which was prepared by the GRD's attorney, Craig Predieri, and Assistant Prosecuting Attorney Austin Lecklider. Fiscal Officer Miller has a copy of the MOU. Trustee Jenks provided the Trustees with a copy of a statement they must sign and send to ODOT.

On a motion by Trustee Jenks and a second by Trustee VanNess, by a unanimous affirmative vote, it was agreed to allow Fiscal Officer Miller to sign the document and send it to Amy Toohey, ODOT. Fiscal Officer Miller will send a copy and keep the original.

3. Trustee Jenks reported the third issue is the Township needs an easement from the Thomas J. Evans Foundation to access the path. Village Planner, Alison Terry is taking the lead on obtaining the easement.

##### Union Cemetery:

Trustee Jenks reported nothing has happened recently regarding Union Cemetery. They are still working on obtaining quotes.

#### New Business:

##### 2013 Township Goals:

Trustee Jenks requested Trustee Mason and Fiscal Officer Miller take the lead in creating goal setting sessions. One goal will be to find a way to work together in a more communicative way.

Trustee Mason commented as former chair he outlined some goals to be considered. It was determined to review the goals at a separate meeting. It was discussed the Township will create strategic goals for 2013.

##### Budget Review Meeting:



Fiscal Officer Miller requested a budget review meeting be set for February 9, 2013. The Trustee will review their schedules and respond to Fiscal Officer Miller so the meeting may be added to the calendar.

**Calendar Reminder:**

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

Executive Session:

On a motion by Trustee Mason and a second by Trustee VanNess, with Mason-yes, Jenks-yes and VanNess-yes, the meeting was moved into Executive Session under ORC section 121.21(G)(2) for possible land acquisition and under 121(G)(1) concerning employee compensation. Doug Wagner, Chair of the Open Space Committee and Travis Binckley were asked to attend the executive session.

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

Fiscal Officer Miller suggested increasing the compensation of the Recording Secretary to \$90 per meeting. Fiscal Officer Miller noted the previous Recording Secretary was receiving \$90 per meeting when she left about a year ago. Ms. Hampton has been doing an outstanding job and spends many hours completing them. Trustee VanNess stated he has been pleased with the detail of the minutes and thanked Ms. Hampton for her efforts.

On a motion by Trustee VanNess and a second by Trustee Mason, by unanimous vote it was agreed to increase the compensation for the Recording Secretary (Betsey Hampton) to \$90 per meeting.

Trustee VanNess suggested the Trustees look at participating in a public auction for the 36 acre Willard Dill property located on north east of where New Burg joins Burg Street. Trustee VanNess stated this is the first piece of open space between the development on New Burg and the more rural Township and for the right price; it might be worth bidding on. Trustee Jenks was concerned the Trustees were not following their agreed upon procedures with the Open Space Committee, as the property had not been scored by the Open Space Committee. Doug Wagner expressed the same concern based on feedback from others on the Committee.

Trustee Jenks asked Trustee VanNess if he had any interest in bidding on the property. Trustee VanNess said he might for the right price.

Trustee Jenks made a motion to not bid on the Dill property at the public auction, Trustee Mason seconded the motion, with Trustee Jenks and Mason in favor and Trustee VanNess abstaining.

The meeting adjourned at 9:40 pm.