

Granville Township  
Minutes of Regular Meeting September 11, 2013

Present: Granville Township and Granville Roads District Trustees\* Paul Jenks, Bill Mason, and Dan VanNess, Fiscal Officer Jerry Miller and Betsey Hampton, Recording Secretary  
Department Heads: Superintendent Travis Binckley, Chief Jeff Hussey  
Guests: Judy Preston, Chair, Granville Township Land Management Committee  
Dr. Laurel Kennedy, Denison University  
Melanie Schott, Township Trustee Candidate, 664 W. Broadway

Trustee Jenks called the meeting to order at 7:00 PM followed by the Pledge of Allegiance. Trustee Jenks reported Chuck Peterson with the Granville Sentinel was not able to attend the meeting but one of the Trustees would notify him if there is anything decided which he might want to report.

Minutes of August 28, 2013:

Trustee Mason made a motion to approve the July 24, 2013, minutes as submitted and amended. Trustee VanNess requested approval of the minutes be tabled until the next meeting as he did not receive the minutes until Monday to review and was busy with meetings. It was agreed the approval of the 8/28/2013 minutes would be tabled until the next meeting.

Correspondence Received or Sent:

FO Miller reported he received a call from Village Manager Steve Stilwell. Mr. Stilwell reported the Board of Elections is seeking to change election sites and combine the Township and Village into one polling place, at the Bryn Du Mansion. Trustee Jenks reported he also read this at the Granville Sentinel's online site. The paper reported there is a lack of parking at the church and the schools have security issues. The schools do not want people going through the schools without a security gate. It was noted the Bryn Du Mansion is handicapped accessible.

Trustee Mason questioned whether all precincts would vote at the Bryn Du Mansion. Trustee Jenks advised the paper reported they would. Judy Preston also agreed the paper reported all precincts would vote at the Bryn Du Mansion.

Fiscal Officer Miller reported he called Licking County Board of Elections Director Sue Penick to get more information, but is waiting for a return call.

Trustee VanNess questioned whether there was room at the Bryn Du Mansion. It was reported there was not any further information than what was provided in the newspaper article. It was reported there were benefits to having all the voting done at one place as opposed to spread over two places.

Fiscal Officer Miller reported he sent a letter to Bill Wilken thanking him for his service to the Township as the Granville Foundation representative.

Public Comment:

Dr. Kennedy commented the school year at Denison University has started and is off to a good start.

Elected Official Reports:

FO Miller:

Financial Matters:

FO Miller reported the Township received the amended certificate from the County submitting the TIF money received. The TIF is not projected. The Township received the amended certificate with \$137,000 added. The money was used to pay Kendal and the school district.

Trustee Mason made a motion to accept the amended certificate from the budget commission. Trustee VanNess seconded the motion and it was approved by a unanimous vote.

Amended Certificate and Revised Revenue and Appropriation Amounts:

FO Miller presented appropriation transfers to the Trustees and provided explanations for the transfers.

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type
08/29/2013	08/29/2013	1000-110-599-0004	-\$25.00		Permanent
08/29/2013	08/29/2013	1000-130-213-0000	\$25.00		Permanent
09/10/2013	09/10/2013	2191-110-111-0000	\$2,000.00		Permanent
09/10/2013	09/10/2013	2191-220-599-0004	-\$2,000.00		Permanent
09/11/2013	09/11/2013	2141-330-360-0007	-\$1,078.51		Permanent
09/11/2013	09/11/2013	2141-760-740-0000	\$1,078.51		Permanent
09/11/2013	09/11/2013	2191-220-323-0002	\$500.00		Permanent
09/11/2013	09/11/2013	2191-220-599-0004	-\$500.00		Permanent

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

FO Miller provided a list of the warrants and payroll checks previously issued. FO 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:

			PV890	AEP	2116.24
PV891	Windstream	369.59	PV892	Village Water/Sewer	296.39
PV893	Columbia Gas	427.59	PV894	Twp – HRA	414.48
PV895	AEP	16.46	WV896	OH IT	3446.14

WV897	School IT	295.17	WV898	Granville IT	1710.32
9478	Delta Dental	1089.79	9479	Dish Network	54.20
9480	Generator Systems	327.00	9481	Granville Lumber	94.11
9482	Granville Milling	219.70	9483	Greg Holbrook	130.00
9484	Lake's End	470.93	9485	MT Business	55.00
9486	MT Business	46.16	9487	Muskingum Tractor	107.39
9488	Verizon	200.27	9489	Wright Brothers	40.46
9490	Zee Medical	18.40	9491	Finley Fire	444.28
9492	Fire House	173.00	9493	Newark Winnelson	190.70
9494	Treasurer OH	180.00	9495	Vidacare	529.68
9496	GEVSD	98266.46	9497	Kendal	36529.78
9498	PNB/FSA	860.73	WV899	OP&F	17871.12
WV900	AFLAC	1120.02	WV901	OPERS	5208.10
E902	Asselin	857.24	E903	Bain	271.26
N/A	Barnhill	0.00	E904	Bassetti	285.70
E905	Baughman	799.17	E906	Binckley	1526.29
E907	Borden	942.74	E908	Bowman	1578.90
E909	Bryan	969.95	E910	Butt	797.93
E911	Clemens	1496.40	E912	Coyle	119.37
E913	Curtis	1621.33	E914	DeSimone	594.24
E915	DuBeck	231.53	E916	Duncan	483.88
E917	Essick	1266.56	N/A	Gottfried	0.00
E918	Hall	1406.05	E919	Hampton	155.30
E920	Harrison	476.28	E921	Henry	596.60
E922	Hill	1449.48	E923	Hussey	2566.27
E924	Jenks	1078.75	E925	Jones, A	182.44
N/A	Jones,B	0.00	E926	Kreager	290.47
E927	Leckrone	365.59	E928	Lynn	369.36
E929	Martell	275.68	E930	Mason	943.38
E931	May	454.47	E932	Meisenhelder	597.32
E933	Melick	267.03	E934	Mercer	642.17
E935	Miller	1509.29	E936	Poe	285.01
E937	Reece	1207.82	E938	Riley	295.53
E939	Saunders	378.17	E940	Smith, D	260.99
E941	Smith, S	524.46	E942	Thompson	1486.17
E943	Tracy	128.17	E944	VanNess	1043.06
WV946	IRS	6249.35	WV947	Deferred Comp	1465.00
WV948	OCS-Knox Co	885.76	9499	Ashcraft	81.07
9500	Certified	3783.02	9501	Cintas	539.44
9502	Elan	187.35	9503	Elm Recycling	588.00
9504	Granville Lumber	81.34	9505	Howell Rescue	75.00
9506	Lakes End	194.95	9507	Muskingum Tractor	33.08
9508	NAI	1700.00	9509	KPS/NAPA	545.10
9510	Newspaper Network	33.80	9511	OH Health	175.00
9512	PMMG	1865.00	9513	Ross'	80.38

9514	Time Warner	97.49	9515	Treasurer OH	1125.00
9516	Wince Welding	20.60	9517	Wright Brothers	23.82
9518	Bound Tree	2117.98	9519	MIRK	47630.00
9520	Treasurer-OH	150.00			

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

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Jerry A. Miller, Fiscal Officer

Township Website:

FO Miller reported the Township Website has been slow and he has received phone calls concerning the website, including a call from Trustee Jenks. FO Miller and Trustee Jenks have been working with Alphalink to fix the problem. Trustee Jenks reported he received a call from Martin Malley with Alphalink. Trustee Jenks explained how sometimes he would go to the Township website and it would time out rather than open. This began happening after the website was redone. After some research Mr. Malley advised the problem was due to the way the data was being accessed and he had corrected the issue.

Mr. Malley would like the Township to report if there is any more trouble with accessing the website. Trustee Jenks requested anyone hearing of trouble with the website contact FO Miller. Trustee Jenks reported Mr. Malley thinks he has discovered the problem and corrected it.

FO Miller reported he has added links to the comprehensive plan, the zoning amendment, and a zoning map to the Township Website. Additionally, Mr. Malley recommended a technical reference book which he used as reference when updating the website. FO Miller reported he ordered and received a copy of the reference book.

Trustee Jenks:

Trustee Jenks reported he attended a communications meeting instead of Trustee Mason on September 6, 2013 as Trustee Mason had another appointment. There was nothing to note other than a general discussion whether it was time to talk about broadening the tax base. Trustee Jenks stated as new levies continue there is a burden on people. There was a discussion on how to begin the talk and who should be involved in the discussion. Trustee Jenks reported Denison University has thoughts on the subject, etc. A list of people who should be involved in a philosophical discussion to attract business conducive to not changing the character of the community was initiated. Trustee Jenks commented this has been tried before, but did not work very well. Trustee Jenks reported Seth Patton indicated Denison University wants to partner with the community, i.e. the Village, the School District, and Township on projects. They provided some examples of what other universities have done. Trustee Jenks referenced President's Weinberg's likely involvement and Dr. Kennedy agreed.

Trustee Jenks reported there will be further discussion concerning what partnerships the community can have with Denison.

Trustee Jenks reported he attended an Old Colony Cemetery meeting. The Old Colony Board is discussing where to find funding for next year's headstone repair. Lyn Boone has great ideas.

Trustee Mason:

Trustee Mason thanked FO Miller for finding the job description for the Granville Township Zoning Inspector. Trustee Mason reported he submitted his suggestions for the revised Zoning Inspector position description. This will be discussed later in the agenda.

Trustee VanNess:

Trustee VanNess reported he and FO Miller met with the Village concerning energy aggregation on September 4 and again today. This will be further discussed later in the agenda.

Trustee VanNess responded to Roger Dunifon concerning the lots on Loudon St. Trustee VanNess reported he received a map with the lots and the septic layout from Zoning Inspector May. The septic was approved by the Health Department. Trustee VanNess reported he sent the information to Mr. Dunifon and copied the Trustees.

Trustee VanNess reported the lots were plotted prior to 1976 when there was a smaller lot size. The lots are grandfathered.

Trustee Mason questioned where Trustee VanNess received the information and was advised the information came from Zoning Inspector May. Trustee VanNess reported anything which has already been plotted was plotted according to the standards of the time and is still a buildable lot. Trustee VanNess reported developers look for some of the smaller lots and try to buy them. The lots are non-conforming lots by today's standards, but they can legally put houses on the lots if they can get the Health Department to sign for the septic.

Sunset Drive:

Trustee VanNess reported he has continued to work on the noise complaints issues on Sunset Drive. Trustee VanNess reported over the weekend he received a call from a resident concerning loud music at 51 and 53 Sunset Dr. Trustee VanNess reported he went to the location, but the music had been turned down. Trustee VanNess reported he contacted the Licking County Sheriff's Department and met with them. The Sheriff's Department is aware of an ongoing issue and have made note in their system to write a report if they verify the loud music. Trustee VanNess advised once he has a report from the Sheriff's Department the owner of the property will be willing to evict the tenant. The owner needs proof in case the tenants contest the eviction.

Trustee VanNess advised he will continue to work on the situation until it is resolved.

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

Roads District:

Superintendent's Report:

**Drainage Work:**

Superintendent Binckley reported crews repaired the drainage tile in front of 562 Knoll Dr. This has wrapped up all the drainage repairs for the subdivision.

**Berming:**

Superintendent Binckley reported the crews finished up berming in the Burtridge addition.

**Shop Entrance:**

Superintendent Binckley reported the improvements to the shop entrance were completed. Top soil was added, fence returned, etc.

**Ditching:**

Superintendent Binckley reported the crews ditched a portion of Philipps Rd. near the cemetery as there were water issues. They also ditched a part of Welsh Lane.

**Potholes:**

Superintendent Binckley reported they filled the pot holes in the driveway leading into Raccoon Valley Park as well as the ones on Jones Rd.

**Bucket Truck:**

Superintendent Binckley reported he will be going to Murphy Equipment, Orville, Ohio on Monday to test and pick up the used bucket truck. FO Miller has provided Superintendent Binckley with the check for the truck.

**ROW Permit:**

Superintendent Binckley reported he received a ROW Permit application for Columbia Gas. They are installing an 8" gas main to serve Denison University. The line will be going across New Burg St. Superintendent Binckley reported traffic should not be affected. The gas main will be installed approximately Oct 13th to October 15th. Trustee Jenks noted the routing of the gas main and reported it will cross New Burg, cross the University, and end near the Fire Station.

**Tree Down:**

Superintendent Binckley reported a tree came down in the Evergreen Hills addition.

**Jones Rd.:**

Trustee Mason questioned if there were any plans for Jones Rd. as there is some deterioration. Superintendent Binckley advised he plans grindings and patching of the bad spots on Jones Rd. when the weather cools down. Superintendent Binckley advised Jones and Battee Rd. are areas which still need repair work done.

**Cemetery Department:**

Superintendent Binckley reported there has been one funeral.

**Headstone Repair:**

Superintendent Binckley reported they leveled headstones at the Old Colony Cemetery today. It was announced the crew was given a list by the Old Colony Cemetery Board of stones to be leveled as a trial.

Trustee Jenks discussed the Fannin's charged \$20,000 per year for headstone repair. One of the items they charged was leveling of headstones, but the Township employees were actually doing most of the leveling. The Township offered to level 10-12 headstones per year for the Old Colony Cemetery.

Superintendent Binckley reported there were eleven on the list, and ten were leveled today. The Union Cemetery Board requested one headstone not be leveled until after the ghost walk. Trustee Jenks reported the leveling went smoothly and he watched three completed.

Trustee VanNess commented this was discussed and agreed upon during the annual Joint Cemetery meeting. Trustee Jenks advised this is not something new, but something the Township agreed to do when it had time and has now been completed.

#### Parks Department/ Granville Recreation District:

Judy Preston, Chair, Granville Township Land Management Committee reported concerning the Spring Valley Grant. Ms. Preston reported all the details for the project have been received. Ms. Preston presented plans for the stairs and for a rope handrail behind the platform tennis court. The total, including the rope handrail, comes to \$5,421.50. Ms. Preston reported the Licking Land Trust has \$6,065.00 available to make improvements to Spring Valley Nature Preserve. They were hoping for more trees, however Doug Spieles convinced them it is a worthwhile project. Ms. Preston reported the slope is tricky and the stairs will open the area up for people. Ms. Preston thanked Trustee VanNess for the handrail idea. It was suggested there should be knots placed in the rope by posts so no one can pull the rope back.

Trustee VanNess stated the Licking Land Trust has the money. Trustee VanNess indicated Ms. Preston is asking for the Township's approval of the project, but the Township does not have the money from the grant. Trustee VanNess questioned if the Township can approve the project until it has the grant money. Trustee Jenks stated the Township has to approve the project as Spring Valley Nature Preserve is owned by the Township.

Trustee Jenks stated the first issue is Trustee VanNess objected to the first proposal as there were not enough details. Trustee VanNess advised he is now satisfied with the details of the project.

Trustee Jenks reported the second issue is the Township cannot enter into an agreement when it does not have money set aside. FO Miller reported the Township will need a purchase order against money it has. Trustee Jenks reported the Township could spend \$5,421.50 out of miscellaneous funds in anticipation the Licking Land Trust will pay the Township. Trustee Jenks suggested not delaying the project as the Licking Land Trust is known to the Trustees, and can be trusted to pay. Trustee Jenks commented in most cases the Township would wait until the money is received, but feels comfortable approving the project and setting aside money in the general fund.

Trustee Mason made a motion to approve the Spring Valley Nature Preserve stair and handrail building project and to set aside \$5,421.50 in the miscellaneous general fund to cover the cost of the project until the grant money from the Licking Land Trust is received. Trustee VanNess seconded the motion and after no further discussion it was approved by a unanimous vote.

Ms. Preston advised she will try to quickly obtain the money from the Licking Land Trust.

Trustee Mason reported on a mosquito problem at Spring Valley Nature Preserve. Trustee Jenks advised Ms. Preston to contact Wes Sargent, who is in charge of mosquito control. Mr. Sargent may be able to arrange for Spring Valley Nature Preserve to be periodically sprayed.

#### Fire Department:

Fire Chief's report:

Fire Department Runs:

Chief Hussey reported the Department has had many emergency runs in the previous two weeks. There have been shifts with 12-17 runs.

Volunteer Personnel:

Chief Hussey reported he has interviewed five Denison students who are possible volunteer candidates. He will likely present five to be approved as volunteer Fire Fighters at the next Township meeting.

Personnel:

Chief Hussey reported he received a request from a SAFER/ Peak Time Grant employee, Josh Harrison, to return to his intermittent position. His replacement will be Mike Tyson, a Fire Fighter 2/ Paramedic.

Trustee VanNess made a motion to approve reassignment of Josh Harrison to a regular intermittent position and to appoint Mike Tyson as a SAFER/ Peak Time Grant employee. Trustee Mason seconded the motion and it was approved by a unanimous vote.

Purchase Request:

Chief Hussey presented purchase requests for 8 - Sierra AirLink GX440 WiFi wireless modem at a total cost of \$8,152.72 and for 6 - APX7000XE P25 portable radios, 8 - APX 6500 P25 mobile radios, plus chargers, microphones and extra batteries which are necessary to operate the MARCS at a cost of \$62,037.50. Chief Hussey reported this purchase has been planned in the capital budget for two years. Chief Hussey explained this purchase will allow vehicle mounted computers to communicate with the new Licking County 911 Center. The new Licking County 911 center will be completed later this year.

Chief Hussey reported the Fire Department has already obtained 10 portable radios and with the purchase of the 8 new radios will be at a level where it can operate on the MARCS. Chief

Hussey reported several other Licking County Fire Departments will also be using the MARCS including, Newark, Monroe Township, West Licking, etc.

Chief Hussey noted the radios are expensive and the Township has tried to obtain grants for them but has not been successful. This is the minimum number of radios the Township needs to get on the MARCS. The vendor is Motorola. The total amount is \$62,037.50

Chief Hussey commented the Fire Department is excited about moving onto a 21st century communication system and off a single VHS system.

Trustee Jenks questioned whether this would be all the MARCS units we would need. Chief Hussey responded the purchase is the minimum needed to be on the MARCS. Chief Hussey commented this is probably not the final expenditure. Ideally the Fire Department would have six to eight additional portables. Chief Hussey reported he is keeping the current expense to what was planned for in the capital expenses budget. He is purchasing the minimum number of radios to be operational on the system. As discussed in the previous Trustee meeting, Chief Hussey will continue to look for grant opportunities and may try to pursue a regional grant with some of the neighboring communities.

Trustee Mason questioned when the radios would go into service. Chief Hussey responded they will be ordered and put in the trucks by November 1, 2013. They will begin being used daily once the new Licking County 911 Center opens. It is expected to open sometime in November.

Trustee VanNess questioned the lifespan of the radios. Chief Hussey responded Darryl Anderson, the MARCS administrator for the State of Ohio, said they are 20 year radios. Chief Hussey reported there is a project standard called Peak 25. It requires all radios to be built to a standard so they are interchangeable. Chief Hussey described the radios are really computers which generate audio voice transmissions. They are designed to be updatable and not become obsolete.

Trustee Mason questioned whether the radios will be able to be used with the old system. Chief Hussey responded the new radios will be able to be used for the new and the old systems. This is part of why the radios are expensive, but it is important operationally for the Fire Department to have the ability to use both systems.

Trustee VanNess asked how old are the radios which the Township Fire Department has already purchased? Chief Hussey reported the radios already purchased will not be 20 year radios as they were 6-7 years old and an older generation. They will be able to have some reprogramming, but will not last as long as the newer radios. Chief Hussey reported those radios may later be administratively used.

Trustee VanNess questioned whether the radios purchase will help the Department to achieve goals and maintain a good insurance rating. Chief Hussey replied the biggest thing to meeting standards is to meet the need in the County to reduce incidents and interface with other providers. Currently everyone is competing for space on a single channel. Chief Hussey reported it is often difficult to talk on the current radio system.

The new system will allow the Department to split incidents into their own channels and not compete with dispatching companies. Chief Hussey commented this is more critical as the County is becoming busier. It is more an industries best practice rather than ISO. Trustee VanNess suggested the wind storm in 2012 was a good example of how difficult it was to get through. Chief Hussey reported they used the four newer radios they had when they could not get through on the County system.

Trustee VanNess made a motion to approve purchase request number 09-11-01, equipment from Motorola Solutions, for a total of \$62,037.50. Trustee Mason seconded the motion and after no further discussion the motion was approved by a unanimous vote.

Chief Hussey advised the second purchase order will allow mobile data to be obtained in the trucks. There will be a detailed call history available such as other runs to the residence and what has happened at the residence. The information is at the 911 center, but there is not the ability to get the information to the trucks. The modem purchase will bring the information and make the unit more efficient and provide the residents with a better response.

Trustee VanNess made a motion to approve purchase request number 09-11-02, 8 - Sierra AirLink GX440WiFi wireless modem with antenna, cables, and mounting hardware from DH Wireless Solutions, for a total of \$8,152.72. Trustee Mason seconded the motion and after no further discussion the motion was approved by a unanimous vote.

Chief Hussey thanked the Trustees for their support on the project as he believes it will be one of the most important projects of his career.

#### Land Management/Open Space:

Open Space will be covered in executive session.

#### Zoning:

Zoning Inspector:

Revised Job Description:

Trustee Jenks reported the Trustees have been discussing rewriting the position description for the Granville Township Zoning Inspector. Trustee Jenks presented a graph of job duties he believes should be included in the position description. Trustee Jenks reported he took everything in the zoning code and incorporated it into the position description along with his ideas, and Trustee Mason's ideas. Trustee Jenks commented he tried to eliminate any duplication.

Trustee Jenks also recommended the title for the position be changed from Zoning Inspector to Zoning and Compliance Officer. This is a more general title and can incorporate nuisance complaints. Trustee Jenks asked for discussion concerning his recommendation. Trustee Mason commented the title change makes sense.

Trustee VanNess reported he has gone through the items and is good with everything listed, but questioned item eleven. Trustee VanNess read item eleven which required the Zoning and Compliance Officer to periodically travel, at least quarterly, the roads in Granville Township to observe zoning and nuisance violations, junk cars, grasses, weeds, etc., and initiate appropriate action. Trustee VanNess stated this item sounds good on surface, but questioned if it would overwhelm as the Township would not be able to pick and choose violations to act on. Trustee VanNess indicated all violations would be listed and would need action.

Trustee VanNess discussed noxious weeds such as Johnson grass. There will be Johnson grass along most roads and Trustee VanNess indicated he does not want to get in a situation where residents are held to a higher standard. Trustee VanNess reported he thinks item eleven goes above the level of authority and could overwhelm the system. Trustee VanNess commented he does not want to be in a situation where the Township picks and chooses who it turns in for violations, whether friends are excluded, etc. Trustee VanNess requested the Trustees consider all the ramifications of item eleven. Trustee VanNess also suggested the list be approved by the Prosecutor's Office. Trustee VanNess stated he wants to look at what the major complaints have been, such as cars, weeds, grasses, noise, etc. Trustee Mason commented those complaints are covered. Trustee VanNess responded he would like the Prosecutor's Office to look at the Township's list to see what the Township can actually do, and what options the Township has.

Trustee Mason indicated the Township has a junk car law, the Licking County Extension Office to rule on weeds, and the Licking County Health Department to rule on other debris.

Trustee VanNess believes if someone drives down all the County roads and Township roads he will see Johnson grass and even State highways have Johnson grass. Trustee VanNess questioned how some things will be enforced and others not even though they are both violations. Trustee VanNess commented the Township has problems with Johnson grass at Raccoon Valley Park. The Township tries to control it, but it is still a violation.

Trustee Jenks commented there are two issues: The first issue is whether item eleven could be used negatively. Trustee Jenks commented it is how item eleven is applied. The Township is asking Zoning Inspector May to look around the Township, which he currently does not do, but not encouraging him to cite people. Trustee Jenks reported if there is a Zoning and Enforcement Officer who is not driving the Township it is an oxymoron. Trustee Jenks commented the Enforcement Officer would not have to take action against everyone he sees, but he does need to be out and looking at things.

Trustee VanNess commented item eleven does required him to take action as it specifically states initiate the appropriate action. Trustee Jenks stated the word is appropriate and if he does not think it is appropriate he won't take action. Trustee Jenks also commented appropriate does not always mean the zoning officer handles the issue. Trustee Jenks reported when people call with complaints a Trustee has handled the issues as Zoning Inspector May opts out. Trustee Jenks stated this is why the language is included because previously Zoning Inspector May has said it is not his responsibility. Trustee Jenks commented he has had to call the Health Department, Prosecutor's Office, etc. Trustee Jenks indicated he does not think the Trustees should be doing this. If there are offenses they should be handled by the Township if they are the Township's

responsibility or given to the correct agency. Trustee Jenks stated appropriate action may mean a phone call. Trustee Jenks noted the complaint at SR 37 and Silver St. was not enforced by the Township, but by the Health Department. Zoning Inspector May refused to do this.

Trustee Mason commented the Benson Property had the same problem.

Trustee VanNess questioned whether item ten covers the issue enough. Trustee Jenks replied item ten only covers when the Trustees order Inspector May to do something. Item eleven asks Zoning Inspector May to be more proactive. Trustee VanNess commented item 12 says take a proactive position. Trustee Jenks replied it can't be done from his house. Zoning Inspector May told the Trustees he does not go out.

There was further discussion whether item eleven will result in excessive enforcement. Trustee Jenks commented item eleven brings another set of eyes and helps the Township be proactive instead of reactive.

Trustee VanNess reported concerning another conversation with Zoning Inspector May. A few years ago Zoning Inspector May talked about the possibility of creating a "co" or "deputy" Zoning Inspector position. Zoning Inspector May suggested the new position's responsibilities could be some of the nuisance issues and he could be trained about those duties Zoning Inspector May is well versed. Trustee VanNess provided this information for the Trustees to think about. Trustee VanNess indicated at the previous Trustee meeting there was some talk of additional compensation such as mileage reimbursement, etc.

Trustee Jenks commented this is possible, but before dollars are added to Zoning Inspector May's salary, or another person is added, there should be discussion of the hours involved, etc. Trustee Jenks commented nothing is off the table, but the discussion is premature at this point.

Trustee VanNess questioned whether travel the Township roads means all roads in the Township or just Township roads. Trustee Jenks responded he meant all the roads in the Township. Trustee Jenks clarified this does not mean he has to canvas every road every month. Trustee Jenks commented he was frustrated when he heard the Township Zoning Inspector issues permits, but never goes out. If there is a violation, a resident has to bring it to the Trustees' attention.

Trustee Jenks indicated item eleven was Trustee Mason's suggestion. Trustee Jenks reported the position description is an aggregation of five or six documents. Trustee Jenks stated he tried to eliminate duplications. Trustee Jenks stated the Zoning Inspector cannot issue a permit, but not go out into the Township. Everyone else is out in the Township, talking to people, checking on issues, etc. Superintendent Binckley investigated a barking dog complaint, and Trustee Jenks also had Superintendent Binckley check on a construction debris complaint on Clouse Lane as Zoning Inspector May will not. That is not in Superintendent Binckley's job description, but he helped as Zoning Inspector May will not go out to residences. Trustee Jenks reported Superintendent Binckley advised the complaint from Clouse Lane is not anything the Township can enforce and Trustee Jenks will advise the complainant.

Trustee Jenks stated the Trustees have to have people do what is within their job responsibilities. Trustee Jenks commented the Zoning Inspector must go out on a nuisance complaint.

Trustee Mason commented the Zoning Inspector is paid in two ways. The Zoning Inspector receives a percentage of the permit fee and is also paid a salary. Trustee Mason advised he felt the Township may not be getting its money's worth.

Trustee VanNess responded this is a consideration. Trustee VanNess wanted the pros and cons of the issue discussed.

Trustee Jenks commented the Township has the ability to tell the Zoning Inspector to increase his activity on nuisance complaints. Trustee Jenks commented if it becomes heavy handed the Township can issue further directives. Trustee Jenks wants the language included as he does not want the Zoning Inspector to say he never agreed to drive around.

Trustee VanNess commented the Township can have a revised position description, can hire and fire a zoning inspector, etc. Once the position description is published the Township Trustees will not be able to tell the Zoning Inspector he is being too aggressive or not aggressive enough. Trustee Jenks commented he thought Trustee VanNess is wrong. Trustee Jenks indicated if it is a zoning issue the Township cannot tell the Zoning Inspector what to do, but there is some discretion with the Compliance Officer.

Trustee VanNess commented the Township must distinguish between the two positions and Trustee Jenks advised the revised position description does. The Zoning Inspector duties such as permit issuance will not be interfered with. Trustee Jenks stated compliance issues are the Trustees' responsibilities and why the position title needs changed from a Zoning Inspector to Zoning and Compliance Officer.

Trustee Mason made a point the Township Trustees can change a job description at any time. If things are not working the position description can be changed.

Trustee VanNess questioned whether the other Trustees also wanted to change the Zoning Resolution, Section 505 (Duties of Zoning Inspector or Deputy Zoning Inspector). Trustee Jenks responded he at first did not think so, but now thinks it should be changed. What is in Section 505 is specific to zoning. Trustee Jenks lifted that part and put it in the position description. Trustee Jenks commented it was interesting the issuance of permits is not a requirement. Trustee VanNess questioned if that was a given and Trustee Jenks responded it is not. Trustee Jenks reported Section 505 is specific about what the Zoning Inspector's job duties are. Omitting duties such as issuing a permit is incorrect. Trustee Jenks reported he provided the other Trustees with a copy of Section 505. Trustee Jenks advised he thinks the Township Zoning Board needs to include language that issuing permits is part of the Zoning Inspector's responsibilities.

Trustee VanNess questioned whether it should be changed to include issuing permits and the other job duties being discussed. Trustee Jenks commented he did not think the other job duties being discussed needed added are compliance issues, etc. The Zoning Commission is the operative agency for zoning issues, and not for compliance issues.

Trustee VanNess commented in theory if something is a violation then it is a zoning violation. Trustee Jenks indicated it could be, but might be something handled by the Health Department, etc. Trustee Jenks commented he was told Section 505 does not need to be in the zoning code.

There was further discussion concerning the position description. Trustee Jenks reported Zoning Commission Chairperson Chip Blanchard said at the Township meeting he is frustrated Zoning Inspector May does not enforce anything. Trustee Mason also remembered Chip Blanchard's comment and that is part of the reason why the Trustees are revising the position description.

Trustee Jenks reported the position description will be important for job evaluation. Without a position description, job evaluations have been soft as there was not a standard. Trustee Jenks commented the Trustees need to have something to hold someone accountable to.

Trustee VanNess questioned whether the next step is to send the position description to the Prosecutor's Office for review. Trustee Jenks responded no and stated the Township does not send the Roads Superintendent's position description or the Fire Chief's position description to the Prosecutor.

Trustee VanNess questioned how the Trustees know where the line is between complaining about a nuisance and legally being able to do something. Trustee Jenks replied they do not need to know now, but when the calls are made, will find out.

There was further discussion concerning the issue. Trustee VanNess stated he does not want to be accused of harassment over subjective issues such as whether the grass is too tall, short, what's a junk car, etc. Trustee Jenks reported he called the Prosecutor's Office concerning the junk car issue and was directed to the Health Department. Trustee Jenks would like to see a Zoning and Compliance Officer doing it instead of a Trustee. Zoning Inspector May refused when the Trustees notified him. The Health Department took care of the problem and advised the owner was very cooperative. Trustee Jenks stated the job duties being discussed will make the Zoning and Compliance Officer responsible for the nuisance complaints. Now FO Miller receives a call and contacts one of the Trustees. He will instead contact the Zoning and Enforcement Officer.

Trustee VanNess clarified he wants to use every means to enforce the zoning document, but does not want to get into a situation where people's property rights are trampled.

Trustee Jenks advised Trustee VanNess his point is taken and is noted. Trustee VanNess questioned if the other Trustees would be willing to take out item eleven. Trustee Jenks responded he is not willing to take out item eleven.

FO Miller questioned what the effective date of the new position description would be and whether there would first be a conversation with the employee. Trustee Jenks suggested the effective date be at the end of the month. FO Miller questioned whether there was a standard format for Township position descriptions. FO Miller was given a format from the Fire Department for position descriptions and was advised it is a format similar to what is used by the

Roads Department. FO Miller suggested as a Township there should be a standard format for position descriptions.

Trustee Mason made a motion to approve the proposed Zoning and Compliance Officer Position Description duties to be effective the beginning of October 2013 and put in an appropriate format. Trustee Jenks seconded the motion and with no further discussion the motion passed with Jenks-Yes, Mason-Yes, and VanNess-No.

Trustee Jenks questioned if Trustee VanNess will let Zoning Inspector May know of the revised job duties. Trustee VanNess advised he will have a discussion with Zoning Inspector May.

Barking Dog-77 Fairview:

Trustee Jenks reported Chief Hussey received a complaint concerning barking dogs at 77 Fairview. The complainant reported the dogs bark all night and he cannot sleep. Trustee Jenks reported the complainant also called former Township Trustee Fred Abraham, who then called Trustee Jenks. Superintendent Binckley investigated the report. The resident at 77 Fairview rescues dogs. She currently has twelve dogs. Trustee Jenks reported he called several of her neighbors who agreed they were disturbed, but advised the lady is very nice. She is getting older and cannot care for twelve dogs. The neighbors reported the dogs are outside and bark all night. The person who contacted Chief Hussey has contacted the Sheriff, but had no success. Mr. Abraham advised Trustee Jenks the resident was sent a letter several years ago and the situation improved for a while.

Trustee Jenks reported he sent the resident a letter thanking her for her dog rescue efforts and requesting she deal with the barking issues. Trustee Jenks provided the other Trustees a copy of the letter and requested approval to send the letter to the resident. Trustees Mason and VanNess agreed to send the letter to the resident. FO Miller has an electronic version of the letter and will print and send a copy to the resident.

Zoning Commission:

Trustee VanNess reported the Zoning Commission has not met.

Zoning Appeals Board (ZBA)

Trustee VanNess reported Jim Larimer and Stacey Engle with the ZBA will attend the next Granville Township Trustees Meeting.

Trustee VanNess requested FO Miller advertise for a recording secretary for the ZBA and the Zoning Commission. Trustee Jenks reported he spoke to Betsey Hampton and questioned if she is willing to stand in on an emergency basis until someone is found. Ms. Hampton would like to speak to the ZBA and Zoning Commission concerning the time required, but is willing to consider helping until someone permanent is found.

FO Miller will put an advertisement in the paper. Trustee VanNess discussed it is nice to have a backup if someone is absent or on vacation especially if a hearing is requested as the clock begins and things have to be completed within a specific time period. FO Miller reported he has received copies of the minutes from their meetings and they are less than one page.

Trustee Jenks stated the Trustees have to receive the minutes faster from the Zoning Commission and ZBA. Trustee VanNess commented they are making headway as they are having a meeting tomorrow night and FO Miller has already received notice of the meeting and it was put into the paper. Trustee Jenks questioned if the Township would receive minutes from the meeting. It was anticipated the Township will receive minutes from the meeting. Trustee VanNess commented it is nice the Trustees know what is going on. Trustee Jenks indicated he wants to make sure the Trustees receive copies of the minutes as the January meeting minutes were not received until recently.

#### Old Business:

##### Rotary Bridge Project-status

Trustee Jenks reported there is nothing new to report.

##### Kendal TIF:

FO Miller reported the Township paid the School District and Kendal. FO Miller reported School Treasurer Mike Sobul questioned if this was the end of the Kendal TIF and FO Miller responded he thought the TIF would end in the spring. FO Miller copied Auditor Mike Smith with his response to Treasurer Sobul stating the Township needs the final disbursement information. Trustee Jenks reported he also sent something to Auditor Smith.

##### Energy Aggregation:

Trustee VanNess reported much has happened in the last weeks. Trustee VanNess and FO Miller attended two meetings. Trustee VanNess reported Attorney Mike King is on retainer with the Village for certain issues. At the first meeting, the Village said it would like the Township to pay a portion of Attorney King's costs. Trustee VanNess reported he requested the Village put together a budget of the expenses prior to the second meeting.

Trustee VanNess reported the Village presented the budget and FO Miller sent it to the Prosecutor's Office for review. Licking County Prosecutor Ken Oswald reviewed the budget and wants Assistant Prosecuting Attorney (APA) Lecklider to speak to Attorney King. Trustee VanNess suggested the Township wait until the next Trustee meeting to take any action. Trustee VanNess commented he is not sure what the issues are, but it may be having Attorney King represent the Village and the Township, etc.

Trustee VanNess reported Darrell Bragg of RD Energy attended today's meeting. Trustee VanNess questioned how RD Energy can help get energy aggregation news to the public before the November election. RD Energy is willing to do some mailings and hold public meetings. Trustee VanNess reported RD Energy was informative concerning what they can do.

Trustee VanNess reported at 11:00 a.m., AEP Energy (Rob Barclay) came and they would be willing to do public meetings, but would not pay for mailings. Trustee VanNess reported the Township could pay for mailings then put in the energy aggregation agreement that the energy aggregation company chosen would reimburse the Township for the mailings and expenses. Trustee VanNess noted it is contingent on passage of energy aggregation.

FO Miller commented the City of Upper Arlington put in its contract to receive a check for \$45,000 each year. Trustee VanNess commented the money can be used by Upper Arlington for whatever they want. FO Miller reported it was discussed this is a way the Village and Township could get money back for expenses. FO Miller reported the group thought this could be done one time to cover initial expenses and could include Attorney King's expenses, levy expenses, etc. The group was not solid on what it would like to do.

Trustee VanNess commented these are some issues being discussed. Trustee VanNess questioned whether the Trustees want to pay to get out information concerning energy aggregation, or have a potential aggregation provider get the information out.

Trustee Jenks commented he does not have enough information to make the decision yet. Trustee Jenks reported aggregation is likely for fourteen months. Trustee Jenks requested the Township and the Village put together a budget with what the information will cost, what the election will cost, etc. If the numbers are for a few thousand dollars, Trustee Jenks would then suggest paying for it as when the Township begins negotiating with the energy companies there won't be maximum savings for the residents. Trustee Jenks would prefer the maximum savings for the residents. If the budget is for \$10,000, then Trustee Jenks advised he may come to a different decision.

Trustee VanNess reported Attorney King submitted a budget for his costs. The Township's portion could range from \$1,425 to \$4,740. Trustee Jenks noted this could change and is only Attorney Kings' costs. Trustee Jenks suggested to not look at hypothetical information tonight, but wait until there is further information and a budget which includes Attorney King's costs, mailing costs, levy costs, etc. Trustee VanNess questioned if the Township can obtain costs for the levy. FO Miller reported he can obtain an estimate of the costs.

There was further discussion concerning the need to have a better estimate of the costs before a decision is made. Trustee VanNess summarized the Township has the option to have the potential companies pay for some of the costs, have the Township and the Village pay for the costs, or have the Township and Village pay for the costs and get some of the money back from the company chosen if the voters approve energy aggregation.

Trustee VanNess reported they received copies of sample provider agreements from RD Energy and from AEP Energy. Trustee VanNess reported they are the only two companies who are offering budget billing and do not require a fee to opt out of the program. Mollie Prasher is still making calls to other providers on the PUCO list. Those are the two requirements the Village and Township are requesting and those companies are the only two meeting those requirements. One company is based in Granville, and the other company is the current provider. FO Miller reported he has updated the Township website with information for the public and the Village has also updated their website. There are links to Public Utility Commission, etc.

Trustee Jenks reported some people do not understand or have misinformation about the energy aggregation program. Trustee VanNess commented there is good information now on the website.

#### Home on Raccoon Valley:

Trustee Jenks reported there is nothing new concerning this item.

#### Spring Valley Grant:

This was covered earlier in the agenda.

#### Township Insurance Policy Renewal/ Terrorism Waiver:

FO Miller reported the Township's Commercial Insurance Policy is due. FO Miller reported he met with Superintendent Binckley and went through the property descriptions for items such as back hoes, etc. FO Miller reported he also went through the list of Township owned properties. FO Miller met with Brian Newkirk of Madison Collins Insurance Agency and provided him with updated information including properties to be taken off the policy and properties added such as the land around the Township Building. Welsh Hills Cemetery was taken off, and a farm on Loudon St. which the Township does not own, but has a conservation easement for.

FO Miller reported he is waiting on a final cost but it should be lowered by \$500 as the numbers have gone down.

Trustee Jenks reported the Township's commercial insurance policy will expire on September 13, 2013. Trustee Jenks questioned whether the Trustees could vote to approve renewal of the policy without a final price. FO Miller commented he is requesting renewal of the existing policy and the cost will be approximately \$21,000. FO Miller advised the Trustees do not have to vote on the exact dollar amount. FO Miller advised the Trustees can vote to renew the existing policy with Madison Collins and Stephens Insurance.

Trustee Jenks talked about the terrorism coverage waiver and whether terrorism coverage should be included in the policy. FO Miller advised the insurance company has to have a signed document concerning the terrorism coverage. Terrorism coverage is \$623, unless it changes due to the property changes. FO Miller explained terrorism coverage is only if there is a disaster declared at the federal level. Trustee Jenks reported certain people at the federal level have to declare something an act of terrorism before it is covered. FO Miller listed the people who can declare an act a terrorist act such as the Secretary of State, etc.

Trustee Jenks suggested it is not likely the Township will have an event declared a terrorist act by the listed people. Trustee Jenks recommended the Trustees vote no to purchasing terrorism coverage. Trustee VanNess agreed.

Trustee Jenks made a motion to waive the terrorism coverage. Trustee VanNess seconded the motion and with no further discussion the motion was approved by a unanimous vote. Trustee Jenks commented he is concerned if the Trustees approve renewal of the insurance policy the final price may come in substantially higher and have been blindly approved. Trustee Jenks advised he does not have a problem approving the renewal, but if the price comes in higher it should be brought back before the Trustees. FO Miller reported the price on the original quote was \$21,474, which was \$60 higher than the previous year. With the changes made in the policy the amount should go down \$500 and will be less than was paid in 2012.

Trustee Jenks questioned if the motion could indicate the Trustees approve to extend the policy so long as the cost is at or below last year's rates. FO Miller advised this could be done. Trustee VanNess requested FO Miller provide the exact cost at the next Township meeting.

Trustee Mason made a motion to approve extending the Township's current commercial insurance policy providing the cost is at or below last year's rates. Trustee VanNess seconded the motion and it was approved by a unanimous vote.

FO Miller advised all the properties included on the insurance property were reviewed and the changes made necessitated a new quote. Trustee Jenks thanked FO Miller for the work done as the policy needed corrected.

#### New Business:

There was no new business.

#### Calendar:

FO Miller advised the Trustees there will be a meeting in the Village regarding reconfirming of Township borders on October 8, 2013, at 7:00 p.m. in the Granville Township Service Complex. The meeting was scheduled by the Village concerning properties which are in the Village and in Union Township. There was discussion whether the Trustee should be in attendance at the meeting.

Trustee Jenks commented he felt the Granville Township Trustees should not attend the meeting. Trustee Jenks reported the Granville Township Trustees do not have a vote in the issue. It is up to the Licking County Commissioners to annex the area into Granville Township. Trustee Jenks reported the Granville Township Trustees cannot impede or encourage. Trustee Jenks commented if one of the Trustees is at the meeting he thinks all the Trustees should attend and it should be announced as a meeting.

Trustee VanNess indicated Union Township and the Village of Granville are trying to work out a remedy to their situation and it seems the logical solution is to annex the properties into Granville Township. Trustee VanNess commented there are 13 property owners who may have questions concerning who will represent them and whether Granville Township wants them, etc. Trustee VanNess commented for positive support it would be good for the Trustees to attend and extend their hands.

Trustee Jenks disagreed but thought if Trustee VanNess attends all the Trustees should attend. Trustee VanNess reported he was in a similar scenario when he went through eminent domain with the State of Ohio and attended State meetings without Township Trustees in attendance to show support.

Trustee Jenks commented he thought FO Miller would sufficiently represent the Township. Trustee Jenks stated if the property owners look to the Trustees to vote no, the Trustees are not able to do so. FO Miller can answer technical questions such as what taxes will be, etc. Trustee

Jenks advised he thinks the Trustees will look as though they can answer questions or take a position, but can't. Trustee Jenks stated if Trustee VanNess wants to be at the meeting then all the Township Trustees should be at the meeting.

Trustee Mason reported he already expressed his thoughts to Trustee VanNess and did not think the Trustees should attend. Trustee VanNess commented he knows how he felt when he attended public meetings and did not see his representatives.

Trustee Jenks requested FO Miller note the meeting as a public meeting and the Trustees will all attend. Trustee Mason commented he did not think the meeting should be held in the Granville Township Building as the location seems to signal it is the Township's meeting when it is the Village's meeting. Trustee Mason discussed the property owners will likely not want their taxes increased, etc., and the Trustees should not be there if it is not their decision. Trustee Mason advised he will attend only if everyone else does.

#### Executive Session:

On a motion by Trustee Jenks, with, Jenks-Yes, Mason-Yes and VanNess-Yes the meeting was moved into Executive Session for a personnel decision and a property decision under ORC section 122.21(G)(2) at 8:20 PM.

After a period of discussion on a motion by Trustee Jenks and a second by Trustee Mason, with Jenks-Yes, Mason-Yes, and VanNess-Yes the meeting was reconvened into regular session.

Trustee Mason made a motion to accept the assignment of the Wolfe contract from Steve Layman. Trustee Jenks seconded the motion and without further discussion the motion unanimously passed.

Trustee VanNess made a motion to hire Jim Murr for up to \$3200 to prepare a revised FRPP appraisal of the Wolfe property. Trustee Mason seconded the motion and without further discussion it was approved by a unanimous vote.

Trustee Jenks made a motion to hire Jim Havens for up to \$5000 to assist the Trustees on legal matters. Trustee Mason seconded the motion and without further discussion it was approved by a unanimous vote.

Trustee Jenks moved adjournment, and the meeting was adjourned at 9:50 PM.

#### Calendar Reminder

- a) Regular Board\* meetings 09/25 and 10/09 starting at 7:00PM
- b) Village meeting on reconforming of Township Borders 10/8 starting at 7:0 p.m. at the Granville Township Service Complex

\*The Board of Township Trustees of Granville Township, Licking County, Ohio, meets in their dual capacity as the Board of Township Trustees of Granville Township and the Board of Granville Township Road District Trustees.