

Granville Township
Minutes of Regular Meeting, December 10, 2014

Present: Granville Township and Granville Roads District Trustees* Bill Mason, Melanie Schott, and Paul Jenks, Fiscal Officer Jerry Miller and Betsey Hampton, Recording Secretary.
Department Head: Captain Casey Curtis, Superintendent Travis Binckley
Guests: Chuck Peterson, Granville Sentinel

Trustee Jenks called the meeting to order at 7:00 PM followed by the Pledge of Allegiance.

Agenda:

There was a brief discussion concerning the published agenda for the meeting. Trustee Jenks advised approval of the meeting agendas at the beginning of the meetings was recommended. Trustee Jenks reported if a board member would like to add something to the agenda, a motion to approve the meeting agenda with an addition would be required. Items may be added or removed from the agenda by a motion, but after the agenda is approved the Trustees need to adhere to the agenda.

Trustee Jenks made a motion to approve the proposed agenda for the December 10, 2014, Trustee meeting. Trustee Schott proposed removing the fire station planning fund because Chief Hussey was not present and he should be included in a conversation about the fire station planning fund.

Trustee Schott made a motion to approve the December 10, 2014, agenda as amended by removing item E under New Business, and adding item F, a discussion concerning the MS-4 e-mail, under New Business. Trustee Mason seconded the motion and it was approved by a unanimous vote.

Minutes of Regular Trustee Meeting, November 12, 2014:

Trustee Jenks made a motion to approve the November 12, 2014, minutes with one correction on page 14-352, regarding a possible state grant program. Trustee Jenks provided the Board with a copy of his correction. Trustee Schott proposed corrections to the minutes and provided the Board with a copy of her proposed corrections. The corrections were read and there was a brief discussion regarding the proposed corrections.

Trustee Schott made a motion to approve the November 12, 2014, meeting minutes as amended by Trustees Jenks and Schott. Trustee Mason seconded the motion and it was approved by a unanimous vote after no further discussion.

Minutes of Regular Trustee Meeting, November 26, 2014:

Trustee Mason provided a copy of the November 26, 2014, meeting minutes with grammatical corrections.

Trustee Mason made a motion to approve the November 26, 2014, meeting minutes as amended. Trustee Jenks seconded the motion and it was approved by an affirmative vote with Trustee

Jenks-Yes, Trustee Mason-Yes, and Trustee Schott-No. Trustee Schott commented there was more that happened at the November 26, 2014, meeting which was not clarified in the minutes.

FO Miller will bring the corrected versions to the next Trustee's meeting for signatures.

Public Comment:

There was no public comment.

Correspondence Received or Sent:

Bond for Trustee Jenks:

FO Miller reported he received a bill for \$270 to renew Trustee Jenks' bond from Wichert Insurance. FO Miller reported he contacted Brad Bush with Wichert Insurance to question why there was a new bond for Trustee Jenks. FO Miller reported he was advised the bond approved January, 2012, will terminate on January 1, 2015. FO Miller commented it should have been a four year bond and terminated December 31, 2015.

It was indicated the bond should have been for all of Trustee Jenks' term. FO Miller reported the Trustees signed the bond with the incorrect date. FO Miller provided an amended bond with a termination date of December 31, 2015, and Trustees Schott and Mason signed the amended bond. A formal motion was not required.

Sign Maintenance:

FO Miller forwarded a notice to Superintendent Binckley from the Licking County Engineer's Office which stated Licking County will no longer maintain D-3, green and white signs, at intersections with state highways. It was noted this would include a sign at Silver St. and SR 16 which has already been replaced by the Township.

Mid-Ohio Regional Planning Commission (MORPC):

FO Miller reported he received a note from Bill Habig, Mid-Ohio Regional Planning Commission (MORPC), regarding the return Granville Township has received from its MORPC dues. FO Miller stated he will forward this information to the Trustees. FO Miller has not received a bill for next year's dues.

Elected Official Reports:

Denison Business Breakfast:

FO Miller reported he attended the annual Denison Business Breakfast on December 3, 2014, at 7:30 a.m.

Financial Matters:

UAN Training:

FO Miller reported he and Susan Bain will attend UAN year-end closing training in Columbus on December 11, 2014.

Licking County Engineer's Meeting:

FO Miller reported he forwarded an invitation to Trustees the Licking County Engineer's annual meeting which will take place on December 12, 2014, at the Licking County Office. FO Miller stated he will not be attending.

Kendal TIF:

FO Miller reported he is still working with Mike Smith, Licking County Auditor, concerning Kendal's cost for fire and EMS.

Big O Contract:

FO Miller reported he is waiting for a response from the Licking County Prosecutor's office concerning the automatic renewal of the Township's waste management contract. FO Miller is requesting review of the contract to determine if the Township needs to put the contract out to bid. The current contract ends March, 2015.

Amended Certificate and Revised Revenue and Appropriation Amounts:

FO Miller presented and explained the following appropriations transfers to the Trustees.

Post Date	Transaction Date	Account Code	Amount	Resolution Number	Type	Purpose
12/02/2014	12/02/2014	2191-220-190-0000	\$15,000.00		Permanent	FF Salaries Budget Increased
12/02/2014	12/02/2014	2191-220-310-0100	-\$15,000.00		Permanent	FF Salaries Budget Increased
12/03/2014	12/03/2014	2191-110-212-0000	\$200.00		Permanent	Social Security needed extra funds
12/03/2014	12/03/2014	2191-220-599-0004	-\$200.00		Permanent	Social Security needed extra funds
12/08/2014	12/08/2014	1000-130-317-0000	-\$900.00		Permanent	Zoning Commission/ZBA - meeting expense reimbursement
12/08/2014	12/08/2014	1000-130-599-0000	\$900.00		Permanent	Zoning Commission/ZBA - meeting expense reimbursement
12/08/2014	12/08/2014	2141-330-599-0002	\$150.00		Permanent	Employee Uniform - Cintas
12/08/2014	12/08/2014	2141-780-720-0001	-\$150.00		Permanent	Employee Uniform - Cintas

There was brief discussion concerning the appropriations transfers and the 2015 budgeting process. Trustee Schott made a motion to approve the appropriations 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 Schott 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:

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
1201-2014	11/26/2014	11/25/2014	CH	Medical Mutual of Ohio	\$13,607.73
1208-2014	11/26/2014	11/25/2014	EW	AFLAC	\$750.22
1209-2014	12/05/2014	12/02/2014	EP	Joseph C Asselin	\$1,110.80
1210-2014	12/05/2014	12/02/2014	EP	Susan A Bain	\$287.93
1211-2014	12/05/2014	12/02/2014	EP	Thomas M Barnhill	\$136.41
1212-2014	12/05/2014	12/02/2014	EP	Christopher M Bassetti	\$146.86
1213-2014	12/05/2014	12/02/2014	EP	Andrew R Baughman	\$1,915.26
1214-2014	12/05/2014	12/02/2014	EP	B. Travis Binckley	\$2,495.58
1214-2014	12/05/2014	12/02/2014	EP	B. Travis Binckley	-\$2,495.58
1215-2014	12/05/2014	12/02/2014	EP	Charles D. Borden	\$1,940.36
1216-2014	12/05/2014	12/02/2014	EP	Thomas A. Bowman	\$3,685.14
1217-2014	12/05/2014	12/02/2014	EP	Tyler J. Bryan	\$1,567.31
1217-2014	12/05/2014	12/02/2014	EP	Tyler J. Bryan	-\$1,567.31
1218-2014	12/05/2014	12/02/2014	EP	Joshua M Butt	\$1,663.76
1218-2014	12/05/2014	12/02/2014	EP	Joshua M Butt	-\$1,663.76
1219-2014	12/05/2014	12/02/2014	EP	Derwin R Clemens	\$1,811.78
1220-2014	12/05/2014	12/02/2014	EP	Gregory S. Coyle	\$416.44
1221-2014	12/05/2014	12/02/2014	EP	Casey R. Curtis	\$3,191.70
1222-2014	12/05/2014	12/02/2014	EP	Alexander J Daniels	\$459.90
1223-2014	12/05/2014	12/02/2014	EP	C. Michael Duncan	\$299.36
1224-2014	12/05/2014	12/02/2014	EP	Troy A Elmore	\$264.98
1225-2014	12/05/2014	12/02/2014	EP	Bradley D Essick	\$3,140.17
1226-2014	12/05/2014	12/02/2014	EP	Adam C Gottfried	\$428.24
1227-2014	12/05/2014	12/02/2014	EP	Benjamin S. Hagstad	\$520.42
1228-2014	12/05/2014	12/02/2014	EP	Joshua B. Harrison	\$265.80
1229-2014	12/05/2014	12/02/2014	EP	Kevin M Henry	\$1,006.68
1229-2014	12/05/2014	12/02/2014	EP	Kevin M Henry	-\$1,006.68
1230-2014	12/05/2014	12/02/2014	EP	Brianne M Hill	\$2,788.97
1231-2014	12/05/2014	12/02/2014	EP	Jeff A Hussey	\$3,130.13
1232-2014	12/05/2014	12/02/2014	EP	Jaime J Jones	\$139.68
1233-2014	12/05/2014	12/02/2014	EP	Bradley A. Leckrone	\$263.15
1234-2014	12/05/2014	12/02/2014	EP	Terry L. Lynn Jr	\$497.31
1235-2014	12/05/2014	12/02/2014	EP	Nicholas J Marcum	\$1,296.15
1236-2014	12/05/2014	12/02/2014	EP	Ralph R Meisenhelder	\$1,825.62
1236-2014	12/05/2014	12/02/2014	EP	Ralph R Meisenhelder	-\$1,825.62
1237-2014	12/05/2014	12/02/2014	EP	Troy A Melick	\$393.51
1238-2014	12/05/2014	12/02/2014	EP	Daniel J Mercer	\$135.59
1239-2014	12/05/2014	12/02/2014	EP	Tyler S Poe	\$409.72
1240-2014	12/05/2014	12/02/2014	EP	Brandon T. Reece	\$2,952.48
1241-2014	12/05/2014	12/02/2014	EP	Steve L. Riley Jr.	\$148.70
1242-2014	12/05/2014	12/02/2014	EP	Andrew T. Saunders	\$1,293.28
1243-2014	12/05/2014	12/02/2014	EP	Douglas W. Smith	\$510.60
1244-2014	12/05/2014	12/02/2014	EP	Scott M Smith	\$537.16
1245-2014	12/05/2014	12/02/2014	EP	Seth W Teagle	\$407.00
1246-2014	12/05/2014	12/02/2014	EP	Michael J Theisen	\$282.80
1249-2014	12/05/2014	12/03/2014	EP	B. Travis Binckley	\$2,778.30

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
1250-2014	12/05/2014	12/03/2014	EP	Tyler J. Bryan	\$1,551.22
1251-2014	12/05/2014	12/03/2014	EP	Joshua M Butt	\$1,581.46
1252-2014	12/05/2014	12/03/2014	EP	Kevin M Henry	\$1,056.78
1253-2014	12/05/2014	12/03/2014	EP	Ralph R Meisenhelder	\$1,662.58
1255-2014	12/05/2014	12/03/2014	EW	Park National Bank-IRS (Fed, Med & SS w/h)	\$12,493.57
1256-2014	12/05/2014	12/03/2014	EW	Ohio Public Employees Deferred Comp.	\$1,297.00
1257-2014	12/05/2014	12/03/2014	EW	OCSPay Center-Knox Cty 7085726383	\$682.62
1258-2014	11/30/2014	12/05/2014	CH	Granville Township - Dummy vendor	\$6,399.23
1259-2014	11/30/2014	12/05/2014	CH	Windstream	\$368.03
1260-2014	11/30/2014	12/05/2014	CH	American Electric Power	\$676.94
1261-2014	11/30/2014	12/05/2014	CH	Village of Granville	\$150.27
1262-2014	11/30/2014	12/05/2014	CH	Columbia Gas - Utility Payments	\$888.75
10360	11/26/2014	11/25/2014	WH	Park National Bank - G Twp FSA W/H	\$732.28
10364	12/05/2014	12/02/2014	PR	Emily N Appelt	\$26.61
10365	12/05/2014	12/02/2014	PR	Kathryn M Darrah	\$1,070.75
10366	12/05/2014	12/02/2014	PR	Ashley K Ebel	\$1,284.71
10367	12/05/2014	12/02/2014	PR	Cameron S Evans	\$223.49
10368	12/05/2014	12/02/2014	PR	Benjamin S. Hagstad	\$1,052.36
10369	12/05/2014	12/02/2014	PR	Ryan P. Hussey	\$1,480.97
10370	12/05/2014	12/02/2014	PR	Jaimeson A Kass	\$565.12
10371	12/05/2014	12/02/2014	PR	David J. Kishler	\$764.94
10372	12/05/2014	12/02/2014	PR	Andrew R Kuhnash	\$634.03
10373	12/05/2014	12/02/2014	PR	Charles D Maguire III	\$515.50
10374	12/05/2014	12/02/2014	PR	Stanley S. Nicodem	\$478.92
10375	12/05/2014	12/02/2014	PR	Robert M. Otter	\$1,007.72
10376	12/05/2014	12/02/2014	PR	Larry L. Scheiderer	\$113.08
10377	12/05/2014	12/02/2014	PR	Ryan C. Sidders	\$485.56
10378	12/05/2014	12/02/2014	PR	Mason D Wilkins	\$1,005.08
10379	12/05/2014	12/02/2014	PR	Logan S Williams	\$104.28
10380	12/09/2014	12/08/2014	AW	Granville Township	\$115,000.00
10381	12/09/2014	12/08/2014	AW	Ace Truck Equipment	\$224.70
10382	12/09/2014	12/08/2014	AW	Bound Tree Medical LLC	\$516.71
10383	12/09/2014	12/08/2014	AW	Cargill, Inc.	\$13,805.43
10384	12/09/2014	12/08/2014	AW	Certified Oil Company	\$891.24
10385	12/09/2014	12/08/2014	AW	Cintas Corporation	\$528.20
10386	12/09/2014	12/08/2014	AW	CVS Pharmacy	\$102.36
10387	12/09/2014	12/08/2014	AW	Elan Financial Services - f/k/a PNB VISA	\$5,942.44
10388	12/09/2014	12/08/2014	AW	Fire House	\$694.50
10389	12/09/2014	12/08/2014	AW	Granville Lumber	\$12.82
10390	12/09/2014	12/08/2014	AW	Jae's Towing & Recovery	\$390.00
10391	12/09/2014	12/08/2014	AW	Janet L. Packard	\$20.00
10392	12/09/2014	12/08/2014	AW	KE-WA-PA Inc.	\$503.08
10393	12/09/2014	12/08/2014	AW	Mathews Ford	\$1,246.60
10394	12/09/2014	12/08/2014	AW	Motorola Inc	\$51.00
10395	12/09/2014	12/08/2014	AW	Newark Fire Extinguisher Inc	\$235.50
10396	12/09/2014	12/08/2014	AW	Newark Winnelson	\$179.19

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
10397	12/08/2014	12/08/2014	AW	Newspaper Network of Central Ohio	\$89.00
10398	12/08/2014	12/08/2014	AW	Osburn Associates Inc	\$189.70
10399	12/08/2014	12/08/2014	AW	Paumier Medical Management Group Inc	\$1,640.28
10400	12/08/2014	12/08/2014	AW	Pinkerton Real Estate Services	\$71.50
10401	12/08/2014	12/08/2014	AW	Public Safety Health & Wellness	\$11,564.50
10402	12/08/2014	12/08/2014	AW	Ross' Granville Market	\$83.80
10403	12/08/2014	12/08/2014	AW	Springfield Auto Supply Inc	\$639.08
10404	12/08/2014	12/08/2014	AW	Super Duty Truck Parts	\$103.74
10405	12/08/2014	12/08/2014	AW	Timbuk Farms Inc	\$357.00
10406	12/08/2014	12/08/2014	AW	Time Warner	\$117.49
10407	12/08/2014	12/08/2014	AW	Treasurer State of Ohio	\$924.00
10408	12/08/2014	12/08/2014	AW	Brian Blanchard	\$455.00
10409	12/08/2014	12/08/2014	AW	Steven Brown	\$455.00
10410	12/08/2014	12/08/2014	AW	Tom McCullough	\$280.00
10411	12/08/2014	12/08/2014	AW	Vince Paumier	\$490.00
10412	12/08/2014	12/08/2014	AW	Rob Schaadt	\$490.00
10413	12/08/2014	12/08/2014	AW	Judy Preston	\$105.00
10414	12/08/2014	12/08/2014	AW	James Larimer	\$35.00
10415	12/08/2014	12/08/2014	AW	Stacy R. Engle	\$35.00
10416	12/08/2014	12/08/2014	AW	John Gordon	\$35.00
10417	12/08/2014	12/08/2014	AW	Leonard Hubert	\$35.00

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

Fire Department Insurance Renewal:

FO Miller reported the Fire Department is currently insured by Selective Insurance through Wichert Insurance. FO Miller stated he does not have the proposed rates, but will forward them to the Trustees when he receives them. FO Miller proposed remaining with Wichert Insurance until he becomes more comfortable with Dawson Insurance. FO Miller announced his goal for 2015 is to have all of Granville Township's insurance needs bid as a whole package. There was further discussion concerning this issue. FO Miller reported it is a \$20,000 policy and a small increase of \$2,000 was budgeted for in the 2014 budget.

Trustee Mason made a motion to extend the insurance policy with Selective Insurance for the Granville Township Fire Department through Wichert Insurance if the cost remains within the budgeted amount. Trustee Schott seconded the motion and it was approved by a unanimous vote.

Trustee Jenks:

Denison:

Trustee Jenks reported he attends occasional meetings with Dr. Weinberg to discuss the relationship between Granville Township and Denison University. Trustee Jenks reported Granville Village attended the previous meeting where the new Denison Safety Director was announced.

Denison Business Breakfast:

Trustee Jenks reported he attended the annual Denison Business Breakfast on December 3, 2014, at 7:30 a.m.

Trustee Jenks reported everything else he has to report will be covered later in the agenda.

Trustee Mason:

Trustee Mason reported he met Dan Heck, Denison University's new Safety Director. Trustee Mason reported Mr. Heck is excited to be in Granville.

Trustee Mason reported everything else he has to report will be covered later in the agenda.

Trustee Schott:

Trustee Schott reported she forwarded the Trustees an e-mail from Granville Village regarding energy aggregation. Trustee Schott reported the e-mail indicated prices have been going up this year and questioned if the Energy Aggregation Committee should revisit the issue. Trustee Schott reported there have been no responses from committee members. FO Miller contacted the DPL representative. The DPL representative advised there will be an AEP auction in December and recommended holding off on the issue until January. Trustee Schott reported this information to the Energy Aggregation Committee. Trustee Schott reported she is keeping on top of the issue, paying attention to rates, and looking for opportune times to determine whether energy aggregation would be a good fit for the community.

Trustee Schott reported everything she has to report is covered elsewhere in the agenda.

Roads District:

Superintendent's Report:

Snow and Ice Removal:

Superintendent Binckley reported the crews were out once for snow and ice removal on November 28, 2014.

Welding School:

Superintendent Binckley reported two employees are currently attending the Hobart Institute of Welding in Troy, Ohio. Superintendent Binckley reported employees indicated the training included 7.5 hours each day of hands on experience with .5 hours of class time.

MS-4 Training:

Superintendent Binckley reported annual MS-4 training will take place on December 11, 2014, at 2:00 p.m. at the Highway Department. Training is necessary for the Township to be in compliance with MS-4 requirements. All cemetery and roads personnel will attend the training.

Snow Fence:

Superintendent Binckley reported the crews began installing snow fences on Burg St. and James Rd.

Tree Removal:

Superintendent Binckley reported his crew removed a dead pine tree at Parkshire Court.

CDL Driver:

Superintendent Binckley reported Joe Asselin has completed preparation for and will take the CDL test. Superintendent Binckley reported if Mr. Asselin passes the test there will only be one Roads District employee without a CDL license. The Township will continue to work with the final employee and encourage him to obtain his CDL license enabling him to also drive the larger trucks.

Trustee Schott stated last year the Township employed someone on a part time basis due to the heavy snow. Trustee Schott questioned if Superintendent Binckley expected to need someone part time for snow removal this year. Superintendent Binckley reported he has a couple names and if the situation arises, he will be able to make phone calls, but there is not a need for someone at this time. Trustee Jenks reported the person who helped last year has stated he will help if needed and if it fits in with his work schedule. There was further discussion concerning this issue.

Cemetery Department:

Superintendent Binckley reported there have been two funerals.

Superintendent Binckley reported the crews put out the grave blankets.

Superintendent Binckley reported to date there have been 45 funerals for the year and \$22,425 collected for opening and closing fees. Superintendent Binckley reported this is slightly higher than average.

Superintendent Binckley reported the Township has sold 25 graves this year for a total of \$20,950. Superintendent Binckley reported he reviewed the previous years and the average is 20-22 graves per year with the exception of one year when 83 graves were sold. Superintendent Binckley stated this year is, therefore, slightly above average,

Parks Department/ Granville Recreation District (GRD):

Trustee Schott reported she spoke to Andy Wildman who advised he and Hugh Masterson had planned to attend tonight's meeting, but had to postpone. Trustee Schott advised Mr. Wildman and Mr. Masterson will attend the first Trustees' meeting in January and will update the Trustees concerning what is happening with the GRD. It was noted the first Trustee meeting in January has a full agenda due to the budget. Trustee Schott will advise Mr. Wildman and Mr. Masterson it would be better for them to attend the second Trustee meeting in January.

Trustee Schott reported she is waiting to hear from APA Lecklider concerning the GRD lease. Trustee Schott reported the GRD's attorney has already reviewed the lease. Trustee Schott reported the GRD has not proposed any changes to the lease.

Fire Department:

Chief's Report:

Runs:

Acting Chief Curtis presented Chief Hussey's report to the Trustees. He stated Chief Hussey attended the Licking County technical review committee concerning the Olde Park Subdivision. He reported the developers have removed the south bound deceleration lane and indicated a detailed memo was sent to the Zoning Commission and to the Trustees. Trustee Schott reported Chief Hussey still has safety concerns regarding this matter if the deceleration lines are in fact removed.

Acting Chief Curtis reported Chief Hussey attended the annual Denison Business Breakfast on December 3, 2014, at 7:30 a.m. He also indicated Chief Hussey attended the Denison Town and Gown quarterly meeting on December 5, 2014.

He reported the Granville Fire Department hosted an open house during the Christmas Candlelight Walking Tour on December 6, 2014. An open house is planned for Dave Kishler, who is retiring after 35 years of volunteer service, on December 12, 2014, at 7:00 p.m.

Runs:

Acting Chief Curtis reported the Department responded to a structure fire on Canyon Rd and there was a mutual aid response with Johnstown Monroe Fire Department which went well on December 4, 2014.

He also reported the Fire Department responded to a fire at Denison which was determined to be a Wingless Angels incident. Acting Chief Curtis stated the incident was investigated by the Granville Police Department, Denison University, and was reported to the State Fire Marshall's office.

Statistics:

Acting Chief Curtis reported there were 136 total runs for November. Year to date there have been 1,751 runs made by the Granville Township Fire Department which is a 16% increase. Trustee Jenks questioned what was driving the increase, and Acting Chief Curtis stated he is unable to pinpoint a reason. It is an increase across the board and includes the urgent care, Kendal, emergency runs, etc. There was further discussion concerning this issue.

Personnel:

Acting Chief Curtis reported a resignation request was received from Charles Hoffman, a Denison volunteer.

Trustee Mason made a motion to accept the resignation of Charles Hoffman. Trustee Schott seconded the motion and it was approved by a unanimous vote.

Blackboard Connect:

Acting Chief Curtis advised the Blackboard Connect contract is due for renewal. He reported the Township partners with the Village on the contract for the reverse 911 system. The invoice and the contract were presented to FO Miller. Acting Chief Curtis reported the rates are the same for 2015. Trustee Jenks questioned if the fees were a 50-50 split with the Village, but Acting Chief Curtis was unsure if the fees were split evenly.

Trustee Jenks made a motion to renew the Blackboard Connect contract for 2015. There was discussion concerning the new Licking County Code Red system. Acting Chief Curtis reported it will be a similar system with a different provider and Granville Township will have to work with Licking County to ensure there are not double notifications sent to Granville residents. Trustee Jenks questioned if the Township needs to pay for its own when it will have access to the county system. Trustee Jenks suggested the Township stay with its current system for at least a year while it determines if it still needs its own system. Acting Chief Curtis commented Granville Township is able to send its own messages and Molly Prasher is able to send messages regarding the Village through the Blackboard Connect system. He was unsure if Licking County would allow Granville Township and Village to send messages through the Licking County Code Red system. There was further open discussion.

Trustee Schott seconded Trustee Jenks' motion to renew the Blackboard Connect contract for 2015, and it was approved by a unanimous vote.

Land Management/ Open Space:

Clean Ohio Local Agricultural Easement Purchase Program (LAEPP):

Trustee Jenks reported he contacted Denise King, State of Ohio Department of Agriculture, and advised her Granville Township withdrew from the Clean Ohio Local Agricultural Easement Purchase Program (LAEPP). Ms. King thanked Trustee Jenks and advised the money will be redistributed. Trustee Jenks reported he advised Ms. King the Township may look again at the program in the future.

Trustee Jenks reported he e-mailed Matt Harbage to make sure Granville Township does not miss the window for grants in 2015. Mr. Harbage responded and Trustee Jenks forwarded a copy of the response to the Trustees.

Zoning:

Zoning Inspector and Compliance Officer:

Junk Vehicles:

Zoning Inspector and Compliance Officer Binckley reported at the previous Trustees' meeting he received permission to send a letter for a hearing by certified mail to the residents at 2082 Welsh Hills Rd. concerning two junk vehicles on the property. He indicated there was no longer a need for the hearing as the residents took care of one vehicle and put current plates on the second vehicle. It was reported the second vehicle is operable. Zoning Inspector and Compliance Officer Binckley commented the resident had the plates for the second vehicle, but had not put them on and was not driving it.

Permits:

Zoning Inspector and Compliance Officer Binckley reported he issued one permit for a new residence at 3701 Raccoon Valley Road. The home will be built by Ghiloni Builders.

1680 River Road:

Zoning Inspector and Compliance Officer Binckley reported he has been working with the owner of a lot in the Mill Race Subdivision, at 1680 River Road. The owner, Tyler Newsome, is buying a piece of the neighbor's property. The lot change will need to go before the Licking County Planning Commission to be re-platted. It was reported the re-platting will make the lot less non-conforming although it does not meet the five acre minimum.

Year-to-date Statistics:

Zoning Inspector and Compliance Officer Binckley reported the Township issued 32 permits to date for 2014, with an estimated value of \$3,741,187. This includes all permits issued. Zoning He will include a break-down of permit types in his end of year report.

Zoning Appeal Board (ZBA):

Trustee Schott reported the ZBA has not met.

Zoning Commission:

Olde Park Subdivision:

Trustee Schott reported the Zoning Commission met on December 1, 2014. Trustee Jenks reported the Olde Park Subdivision will be delayed through late spring to allow for a bat study to be completed.

Superintendent Binckley reported ODOT does not require a southbound deceleration lane. It was noted the Township Zoning Commission has the ability to negotiate with the PUD developers. There was further discussion concerning this issue.

Trustee Schott reported negotiations between the developers and the Township Zoning Commission were conducted through work sessions and an official application has not been filed to date.

New Business:

2015 Temporary Budget Approval:

FO Miller reported he previously discussed the 2015 temporary budget individually with each Trustee. FO Miller reported he took the full appropriations from 2014 and divided them by half to obtain a temporary appropriations amount. FO Miller ran a report of the Township's expenses for the first quarter of 2014. FO Miller reported he reviewed which expenses, such as Blackboard Connect, property taxes, etc. are entirely due during the first quarter and ensured there would be funds to cover first quarter expenses. FO Miller requested approval of the 2015 temporary appropriations.

Trustee Schott made a motion to approve the 2015 temporary appropriations. Trustee Jenks seconded the motion and it was approved by a unanimous vote.

2015 Employee Salary:

Trustee Jenks reported he requested FO Miller, Superintendent Binckley, and Chief Hussey to make recommendations concerning employee salary for 2015 based on comparisons with other communities. Trustee Jenks reported he would like Chief Hussey's salary be pulled from the

general vote, voted separately, and Trustee Jenks will recuse himself from the vote. Trustee Jenks reported he also requested Captain Curtis' salary be separated from the general vote.

FO Miller made a recommendation concerning all other employee salaries. FO Miller advised his recommendation is based upon information he received from Chief Hussey, Superintendent Binckley, and the current Cost of Living Adjustment (COLA). FO Miller recommended an increase of 2%. FO Miller reported Granville Village employees will receive a 1.5% increase in 2015. FO Miller reported the Township's health insurance cost will increase 14% in 2015, and the employee share will also be up 14%.

Trustee Jenks reported the COLA is 1.7%. FO Miller noted the COLA depends on which index is being used, what period, and what is included or excluded. Trustee Mason reported the average COLA was 1.74%.

Acting Chief Curtis reported Fire Fighters also will have increased pension contribution rates of .75 % in 2015. He and Chief Hussey recommended an increase of 2-2.5% for 2015.

Superintendent Binckley reported last year the Township approved a pay scale which brings his employees up to a fair system and which was long overdue. Superintendent Binckley reported while Township's salaries are on the low side, they are still within a competitive range. Superintendent Binckley reported the Township likes to stay similar to the Village, but added the Village employee's also received step raises. Superintendent Binckley recommended a 2-2.5% salary increase for 2015.

Trustee Schott reported she spoke to Superintendent Binckley, read the recommendations concerning salary increases, and also thought a 2% increase would be in order.

Trustee Mason stated he was comfortable with a 2% salary increase. Trustee Mason reported he appreciated the research done.

Trustee Jenks made a motion to approve for 2015, a 2% salary increase for all Township employees' salaries except for Captain Curtis and Chief Hussey. FO Miller questioned if this increase includes the Township Zoning Inspector and Compliance Officer. There was discussion concerning this matter. Trustee Jenks recommended the 2% increase be applied to the Superintendent's salary and to the Zoning Inspector and Compliance Officer's salary. Trustees Schott and Mason agreed. Trustee Schott seconded the motion and it was approved by a unanimous vote.

Fire Captain's and Fire Chief's Salaries:

Fire Captain:

Trustee Mason reported historically Granville Township paid lieutenants and captains the same rate. However, this is unusual. Chief Hussey conducted a pay study of comparable districts and all pay a differential for each rank. Trustee Mason reported the differential paid by comparable districts is approximately 10%. Trustee Mason reported Chief Hussey recommended a 10% differential be paid to the Township Fire Department Captain which will be approximately \$7,300 annually. There was further discussion concerning the Fire Department Captain's duties.

Trustee Jenks questioned if the 10% increase would be based upon the 2014 pay rate or the 2015 pay rate after the 2% increase. There was discussion and it was decided to base the 10% increase on the 2015 pay rate after the 2% increase to maintain the same 10% differential.

Trustee Mason made a motion to create a range for Captain which is 10% higher than the previous range. Trustee Schott seconded the motion and it was approved by a unanimous vote.

Fire Chief:

There was a brief discussion concerning the salary for Fire Chief.

Trustee Mason made a motion to increase the Fire Chief's salary by 2% for 2015. Trustee Schott seconded the motion and it was approved with Mason-Yes, Schott-Yes, and Trustee Jenks-Abstaining.

2015 Meeting Schedule:

There was a brief discussion concerning the meeting schedule for 2015.

Trustee Jenks made a motion to continue to hold the Trustees' Meetings on the second and fourth Wednesday's of each month at 7:00 p.m. Trustee Mason seconded the motion and it was approved by a unanimous vote. FO Miller reported he will place a notice concerning the meeting schedule in the newspaper. FO Miller will also contact the Zoning Commission to obtain their schedule for 2015, and announce it along with the Trustees' schedule.

There was a brief discussion concerning when the next Zoning Commission meeting will be held.

Year End Consent Agenda Items:

FO Miller provided a list of year end consent items:

- a. Approve 2015 State and County dues (Covers dues to Ohio Township Association and Licking County Township Association).
- b. Elected Official salaries to be paid monthly in equal amounts, in accordance with R.C.505.24. with allocation of costs distributed to proper accounts.
- c. For public records requests, set fees as follows: photocopying fee schedule - \$.10 per copy, oversized documents, and documents reproduced by a vendor (i.e. Staples, Kinkos), telephone fax charges, mailing costs, etc, the requestor will pay the actual cost to the Township. Deposit may be required for requests in excess of \$10.

Trustee Schott made a motion to approve the end of year consent items as recommended by FO Miller. Trustee Mason seconded the motion and it was approved by a unanimous vote.

Stream Gauge Monitoring:

FO Miller reported he received an e-mail concerning MS-4 billing. Trustee Schott reported the e-mail was forwarded to the Trustees. Trustee Jenks indicated the e-mail came from Granville Village and requests the Township pay a share of the MS-4 bill. It was decided to table this issue until the next meeting as Chief Hussey may have input concerning this issue.

Old Business:

Rotary Bridge Project-status:

Trustee Jenks reported the Rotary Bridge was set in place, but is not usable and there is a void at both ends. Concrete will be poured on top of the bridge walkway. Trustee Jenks reported this season, the north bank will be armored with stone, 1/3 of the way. In the spring sod will be placed above the stone area. Trustee Jenks reported he and Dr. Weigand spoke with Dave Wade of ODOT and an informal end of season meeting will be held concerning what will be completed this season and what will happen in the spring.

FO Miller reported he sent the Rotary Bridge grant report to ODNR. FO Miller reported the targeted completion date for the project is May 31, 2015. There was further discussion concerning the project completion date. FO Miller requested Trustee Jenks remind the contractor there is a deadline due for ODNR grant monies.

Employee Insurances- Medical, Dental, Vision:

FO Miller reported medical health insurance is in place for employees for 2015. FO Miller reported he hoped to obtain more quotes and options from Dawson for medical insurance, however, Dawson did not respond. FO Miller reported the Township will have a 14.23% increase for medical insurance in 2015.

Trustee Schott questioned whether Dawson provided a clear reason why the consortium denied Granville Township. FO Miller responded Dawson did not provide a clear reason. FO Miller indicated he is leery of Dawson Insurance and he has not had a satisfactory response from Dawson.

HRA:

FO Miller reported he received questions from some employees concerning how the calendar for the HRAs would operate. FO Miller advised the deductibles would run from January 1, 2015 to December 31, 2015. FO Miller reported he sent information from Jon Hastings with Dawson to all employees.

Trustee Jenks questioned whether the Township asked Dawson for a thirteen month deal so it will again correspond to the calendar year and to the HRAs. There was a brief discussion concerning this matter.

FO Miller reported the deductible for Medical Mutual restarts January 1, 2015, and the HRA begins January 1, 2015. FO Miller commented this may be because the Township remained with Medical Mutual. FO Miller advised no action is needed at this time as the Township may change providers later in the year.

Dental and Vision Insurance:

FO Miller reported Dawson did not provide any dental and vision rates. FO Miller reported he received information from Delta Dental recognizing the Township's new agent.

FO Miller reported he received a quote last year from the Ohio Insurance Group and he contacted the Ohio Public Entities Consortium. FO Miller discussed the quoted rates and their

plans for dental and vision. The rate for a plan which is similar to what the Township is offering is slightly lower. The current rate for single coverage is \$27.05 per month and the new rate would be \$25.07. FO Miller reported the Township's life insurance is with Ohio Public Entities Consortium. Other Delta Dental plans were discussed. He recommended continuing with a plan similar to what was previously offered.

FO Miller discussed three vision plans offered through the Ohio Public Entities Consortium. FO Miller reported the Township is currently paying \$10.50 for single vision coverage. The composite rate provided by the Ohio Public Entities Consortium is \$5.55 for single vision coverage. There was further discussion concerning dental and vision coverage. Trustee Jenks questioned whether the Trustees should give FO Miller permission to renew dental and vision coverage with one of the agencies for plans which are similar in coverage to what was offered in 2014, and have a similar rate range as was offered in 2014. FO Miller requested a motion allowing similar coverage with similar rates as was offered in 2014.

Trustee Schott made a motion to allow FO Miller to obtain dental and vision coverage for 2015 with plans having similar coverage and rates to plans offered in 2014. Trustee Mason seconded the motion and it was approved by a unanimous vote after no further discussion.

Farm Lease for SR 37 and James Rd.:

Trustee Jenks reported he was not prepared to discuss the farm lease. The lease is currently restricted to farmers in Granville Township. FO Miller reported the State of Ohio advised the Township may not lease the property and still have an exempt status. FO Miller reported the CAUV value on the property is estimated at \$660. FO Miller reported the revenue in 2014 was \$990. Superintendent Binckley will find out if there are any local farmers interested in leasing the property for the next meeting. There was further discussion concerning the property.

Meeting Minutes Discussion:

FO Miller reported he visited Granville Village and Mollie Prasher informed him of their process for recording minutes from their meetings. FO Miller indicated the Village records their meetings and their minutes are brief and include decision points, etc. FO Miller reported the Village has a six month retention schedule for the recordings. FO Miller commented if the Township begins a similar process it will need to purchase recording equipment.

FO Miller presented an example of a portable 4 microphone CD recorder package with a retail price of \$1,199. FO Miller reported the recording secretary will be able to take the CD with her after the meeting, play it, and record the necessary information from the meeting. There was brief discussion concerning this matter.

Trustee Schott made a motion to authorize FO Miller up to \$1,500 to purchase an adequate recording system. Trustee Mason seconded the motion and it was approved by a unanimous vote.

FO Miller commented in January the minutes will be more concise, but everyone will need to review the minutes and assist in designing the new process and making sure they contain necessary information. Retention schedule for the recordings was discussed. Trustee Schott

suggested the recordings should be retained for one year and discussed currently if the Township is referring to decisions made a year ago. Trustee Jenks commented after the minutes are approved they become the official record, but if the recordings are retained someone may request a copy of the recordings within the retention period. There was further discussion.

Trustee Schott made a motion to retain the meeting recordings for a period of six months. Trustee Mason seconded the motion and it was approved by a unanimous vote.

Policy to Appoint Committee Members:

Trustee Jenks reported the Township has not previously had a policy concerning committee appointments. It was noted there is a limited pool of people in the community who are willing to serve on committees and the Township occasionally has had to advertise.

Trustee Jenks commented he believes if a person wants to continue to serve on his or her committee and the Trustees and the committee liaison is satisfied with their service they should be reappointed. Trustee Jenks suggested if someone leaves or the Trustees are dissatisfied with their service the appointment should be advertised.

Trustee Mason commented FO Miller's position has always been the vacant appointments should be advertised. FO Miller and Trustee Schott agreed. Trustee Schott commented she does not see the need to put a policy in place which requires the committee to be contacted. Trustee Schott stated sometimes the Trustees are aware of something involving an appointment of which the committee is not aware.

Trustee Jenks commented he is not suggesting the policy contain a provision to contact the committee. FO Miller commented the Township needs a descriptions of duties for the committees' positions. There was further discussion concerning the proposed descriptions and FO Miller read an advertisement for a GRD appointment. It was discussed all appointees should represent the Township Trustees' interests. Trustee Jenks commented there previously was an issue with a former GRD appointee who felt, once appointed, he could vote his heart over the Township Trustees' interests. Trustee Jenks suggested this issue be included in the advertisement so applicants understand they represent the Township's interests. The Trustees agreed this should be done for committee appointments such as Bryn Du, GRD, Granville Foundation, etc.

Trustee Schott commented this is not possible with the Zoning Commission and BZA because they are separate judicial boards.

It was agreed Trustee Schott will write appointee position descriptions for the GRD, Land Management Committee, BZA, and the Zoning Commission. Trustee Mason will write one for the Open Space Committee, and Trustee Jenks will write one for the Bryn Du Commission, the Granville Foundation, and the Arts Council.

Trustee Jenks questioned, if the Trustees remove someone from an appointment because they are dissatisfied with the appointee's work, would the same process be followed. Trustee Schott commented she felt advertising this type of vacancy would also be the appropriate procedure.

Trustee Schott stated even if the Township knows an interested candidate, the process should still be the same. It was noted the advertisement may reveal someone more qualified.

FO Miller questioned how alternates would be handled. There was discussion concerning the alternate appointments. Trustee Schott reported Tara Parsley is willing to again serve as an alternate on the Zoning Commission and stated she thought this was decided at the last meeting, but was not reflected in the previous minutes.

Trustee Jenks reported he received a letter from Chip Blanchard stating he did not want to be reappointed to the Zoning Commission. His appointment is, therefore, vacant and there is a vacant alternate position created by Judy Preston's appointment as a regular commissioner. The advertisement will be for two positions on the Zoning Commission.

Trustee Jenks requested FO Miller write the policy for appointments which the Trustees agreed upon and it will be voted upon at the next Trustees' meeting. There was further discussion concerning the appointment policy. Trustee Schott questioned whether the application would be a statement as to why the applicant believes he or she would be a good appointee and the Trustees agreed that would be a good addition.

Trustee Jenks summarized if the appointee is doing a good job and would like to remain on the committee, and everyone is in agreement, they will be reappointed. If there is an objection, the position will be advertised. Trustee Schott questioned whether a majority vote by the Trustees would be needed if there is an objection to a reappointment or if one Trustee's objection would be enough to require advertisement of the position. It was decided one Trustee's objection would be enough. The original appointee may complete the application and be evaluated with any other applicants. A majority vote would then be needed to appoint a person to the vacancy.

FO Miller added appointments should be reviewed at least three months prior to their end to allow time for advertisement, etc. and to allow enough time for a replacement to be chosen. It was decided to begin implementing the policy while it is being formalized. There was further discussion concerning skill sets for the appointees and asking committees for input as to what skill sets they would like a new appointee to possess.

Trustee Mason recommended reviewing the resume of an applicant and possibly interviewing the applicant. Trustee Schott commented some of the appointments are for long time periods, and as the Trustees are the officials who were elected by the Township residents, it is the Trustees' job to make sure the appointees represent their interests. Trustee Schott commented the Trustees could discuss with each board and determine what skills sets would be useful, but not directly involve them in the interview process. There was further discussion concerning the applicant review process.

Trustee Jenks suggested the final interviews and appointments be done by Township Trustees. The Trustees, at their discretion, may obtain input concerning skills sets from each board, but are not required to do anything. There was further discussion.

FO Miller questioned if background checks would be required. Trustee Schott stated background checks would be up to the individual boards. It was noted the GRD would likely expect a background check. Trustee Jenks questioned if there was risk to the Township if someone is appointed to a position and it is later discovered the person had a felony background, etc. Trustee Jenks suggested a successful candidate would be required to pass a background check. Trustee Schott questioned whether the current appointments would also need to pass a background check and it was decided only new appointments and not reappointments would be required to pass a background check. Trustee Mason reported the cost for a national BCI check is \$46. There was further discussion concerning this issue and the time frame to complete a background check. Trustee Schott noted the alternate for the Zoning Commission, Tara Parsley, will need to attend some of the Zoning Commission meetings until the new appointee is chosen and a background check completed.

FO Miller will prepare the policy and it will be voted on at the next Trustees' meeting.

2015 Board Appointments:

Tax Incentive Council:

Trustee Jenks made a motion to reappoint Leonard Hubert to the Tax Incentive Council. Trustee Schott seconded the motion and it was approved by a unanimous vote.

Zoning Commission:

Trustee Schott made a motion to appoint Tara Parsley for one year as an alternate to the Zoning Commission. Trustee Jenks seconded the motion and it was approved by a unanimous vote.

It was noted two Zoning Commission appointments will be advertised. FO Miller commented the Bryn Du Commission appointments, Candi Moore and Lawrence Bickering, will be up for renewal in April. Trustee Jenks will check with Ms. Moore and Mr. Bickering to determine if they are interested in being reappointed.

New Business:

First Meeting in January, 2015:

Trustee Jenks reported he will be chairman until the end of 2014. FO Miller will act as chair until a chair is appointed at the first Trustees' meeting on January 14, 2015. Trustee Jenks reported he will be out of the country until January 13, 2015, but will be reachable.

Trustee Jenks moved for adjournment. Trustee Schott seconded the motion, and the meeting was adjourned at 9:04 PM.

Calendar Reminder:

- Regular Board Meeting, 01/14/15 at 7:00 PM

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