

Granville Township  
Minutes of Special Meeting, February 10, 2015

Present: Granville Township and Granville Roads District Trustees\* Bill Mason, Melanie Schott, and Paul Jenks, Fiscal Officer Jerry Miller  
Department Heads: Chief Jeff Hussey, Superintendent Travis Binckley  
Guests: Chuck Peterson, Granville Sentinel  
Eric DeHays, Local Waste Services  
Capt. Casey Curtis, Granville Fire Department

Trustee Jenks called the meeting to order at 9:00 AM followed by the Pledge of Allegiance.

Public Comment:

Eric DeHays from Local Waste Services stated he was grateful for the opportunity and offered to answer any questions. The Trustees had no questions.

Trash Hauling Contract

Trustee Mason reiterated reasons why the Trustees awarded the new three year Trash Hauling Contract to Big O during their 1/28/2015 meeting. Trustee Mason stated the Trustees were blind-sided by the sale of Big O to Waste Management. Trustee Mason went on to explain the Township would no longer be with the people or the company it had enjoyed a long working arrangement. Trustee Mason indicated another bidder (Local Waste Management) had been previously considered as their bid was lower than Big O's reduced price bid. This caused the Trustees to reconsider the award. Trustee Mason reported the Trustees conducted some fact finding by meeting with representative from both Waste Management and Local Waste Services. Then the Trustees individually reviewed the original bids.

Trustee Mason indicated guidance from the Prosecutors Office was that Trustees could resend their prior action of awarding the contract to Big-O because that agreement was with Big-O, not Waste Management.

Trustee Mason moved to rescind the action taken during their January 28, 2015 meeting. Trustee Schott seconded the motion. Trustee Schott noted background checks had been completed on all of the top bidders. After no further discussion, the motion passed by unanimous vote.

Trustee Mason moved to award the Township's Sole Trash Hauling Contract to Local Waste Services, LTD for the following reasons:

1. Local was lowest bidder
2. Local assured Township Officials they would provide service comparable to Big O
3. Local is environmentally friendly, providing large totes for garbage and recycling free of cost
4. Local has new trucks powered by environmentally friendly CNG fuel
5. Local representatives committed to work with Township Officials on a smooth transition

Trustee Schott seconded the motion. Trustee Schott asked Mr. DeHays if customers could receive a larger sized container for recycling. Mr. DeHays responded they could, but it would be

the same color as the trash tote, and would have to be labeled. After no further discussion, the motion passed by unanimous vote.

#### Approval of Agenda:

Trustee Schott moved to approve the agenda as presented. Trustee Mason seconded the motion and after no further discussion, the motion was unanimously passed.

#### Long Range Planning:

Trustee Jenks suggested looking at the budget and the five year forecast before addressing the General Fund and Fire House Funding. FO Miller reported he did not have a detailed budget prepared, but wanted to use today's meeting to agree on a process for preparing the budget.

FO Miller presented a PowerPoint which included materials he received at the Ohio Township Association (OTA) Conference.

FO Miller highlighted both the "Legal Level of Control" and "Reserved Funds". FO Miller noted "Reserve Funds" as established under ORC 5705.13 have a 10 year life expectancy. The FD Equipment Reserve Fund has been set up for a fleet of vehicles whereas "Reserve Funds" may have to be for a specific vehicle. There was also discussion about the amount of money within some funds. Trustee Jenks reported he had spoken with Auditor Mike Smith, who agreed his office would work with FO Miller and the Prosecutor's Office to ensure the Township was in compliance with ORC.

FO Miller also reviewed the State Auditor's Chart of Accounts for Ohio Townships.

FO Miller explained how the Appropriation Budget using the Chart of Accounts is entered into the State Auditor's Uniform Accounting Network (UAN) Software which the Township uses.

FO Miller explained how the current budget has several hundred line items and many of the line items break down to an even lower level of detail called a "cost center". Examples were provided.

It was agreed the detail was needed as it provides clarity for the Department Heads, the Elected Official and the public. How to capture this level of detail was discussed. The question is should it be captured within the UAN system or maintained in separate spreadsheets?

FO Miller presented a line item spreadsheet showing the last three year's actual expenses, a proposed 2015 budget amount with comments and a future projection.

FO Miller noted the Trustees establish the "level of control". Based upon information provided at the OTA Conference, the legal minimal level of control would be "Personnel" and "Other". FO Miller provided examples to the Trustees.

FO Miller suggested there needs to be more than two level of controls and suggested adding Contract, Large Equipment/Vehicles and Special Projects.

In conclusion, the following take away tasks were agreed upon:

1. FO will work with Department Heads to remove unnecessary line items.
2. FO will contact the State Auditor Office to clarify Levels of Control and how they work with the UAN software
3. FO to meet with the Department Heads to determine the correct level of control for each fund.
4. FO and Department Heads will finalize their budgets.
5. FO and Department Heads will meet with Trustees individually to review.
6. Permanent Budget to be approved by the Trustees during the March 11, 2015 meeting.

Trustee Jenks noted a concern with the Trustees timesheets. All of the Trustees agreed it was difficult to accurately report their time and impacted the budget. Trustee Jenks and FO Miller will determine the legal requirements and report back to the Trustees.

#### Fire House

Trustee Mason reported Chief Hussey and Bill Habig have met and are working on a process. It was noted Bill Habig is an urban planner and has expertise in predicting future demands.

Chief Hussey provided Bill Habig with the history of the project and the data he has collected. This included the MSA study, run projections, deployment mapping, space analysis and current facility deficiencies. Chief Hussey and Trustee Mason agreed Bill Habig was pleased with the amount of work which has been completed. The next steps included:

1. Chief to breakdown the data segments on the run volume. Providing a better understanding of the reasons the run volume has increase during the past few years.
2. A basic site analysis of the current fire house location.

It was suggested both activities could be accomplished concurrently

Trustee Schott asked if the Village would be interested in participating in a joint facility with the Police Department. Chief Hussey reported Village Council had formally denied participation in the past and since has spent money to upgrade the Police Departments facilities.

Trustee Jenks stated he spoke with Mayor Hartfield about four months ago and she indicated the Village was now thinking about selling the Service Department, so there may be interest.

Trustee Jenks suggested politicians need to talk to politicians and we need to ask one more time, as this will be a 35 year decision. It was agreed a decision deadline should be included. Trustee Mason will contact Mayor Hartfield.

Chief Hussey expressed concern about the additional cost to the Township for a joint facility which could not be located at the current fire house location. It could be a 2 to 2.5 million dollar difference even with part of the costs being shared with the Village. That could be the difference between levy vs. no levy or big levy vs little levy.

Chief Hussey indicated he spoke informally with each Village Council member who indicated they would support the Fire Department study of the current site. Trustee Jenks indicated he supported a formal approval from Council before the Township spends money studying the current site.

#### Investing

A brief conversation about investing was held. FO Miller suggested having a representative from Park National Bank attend a Trustee Meeting.

Trustee Mason moved to close the meeting and Trustee Jenks seconded. The meeting adjourned at 11:50 AM.

#### Calendar Reminder:

- Regular Board Meeting, 02/11/2015 and 02/25/2015 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.