

Granville Township
Minutes of Regular Meeting, December 9, 2015

Present: Granville Township and Granville Roads District Trustees* Melanie Schott, Fred Abraham, Kevin Bennett, Fiscal Officer Jerry Miller and Recording Secretary Maggie Barno
Department Heads: Superintendent Travis Binckley, Chief Jeff Hussey
Guests: Barrett Lawlis, Baltimore, Ohio
Rob Schaadt, Chairman of Granville Township Zoning Commission
Dan Van Ness, Granville Township Trustee Elect

Trustee Schott called the regular meeting of the Township Trustees to order at 7:00 PM followed by the Pledge of Allegiance.

Agenda Approval

Trustee Bennett made a motion to approve the agenda. Trustee Schott seconded the motion and the motion passed by unanimous vote.

Approval of Meeting Minutes

Trustee Abraham made a motion to approve the minutes of the November 18, 2015, meeting of the Granville Township trustees. Trustee Bennett seconded the motion and the motion passed by unanimous vote.

Public Comment

There was no public comment at this meeting.

Correspondence Received or Sent

FO Miller reported he:

- FO Miller reported he received a notice from the Public Utilities Commission of Ohio regarding the two-year renewal of the electrical aggregation program. FO Miller stated he would research and do what was necessary to renew by the February 9, 2016 deadline.

Elected Official Reports

FO Miller reported:

- Met with Alison Terry and Carol Boehm, of Korda regarding the Rotary Bridge project. FO Miller signed documents regarding the impact of the bridge to the flood plain. There is about \$18000 remaining (of Rotary dollars) with which FEMA will be paid.
- Held the Records Commission meeting today.
- On December 2, 2015, attended the UAN Auditors meeting in Columbus, with Susan Bain, regarding the year end close out process.

Audit Contract Extension

FO Miller reported the State Auditor's office requested an extension of the contract with Wilson, Shannon and Snow, to perform the next two bi-annuals audits. FO Miller stated he supports this request and asked for the Trustees approval.

Trustee Bennett made a motion to use the accounting firm of Wilson, Shannon and Snow to perform the next two bi-annual audits. Trustee Schott seconded the motion and without further discussion, the motion passed by unanimous vote.

Fire Department Insurance

FO Miller asked the Trustees to approval the renewal of the Fire Department Insurance Policy provided by Selective Insurance and brokered by the Wichert Insurance Company at a cost of \$23,300 which is a 3.6% increase over last year's rate. FO Miller also recommended the Trustees to wave of the Terrorism Coverage (\$815). Fire Chief Hussey noted in the past, the Trustees had elected to waive the terrorism coverage as it would require a federally declared terrorist act. The optional data compromise coverage for \$345 was also discussed.

Trustee Bennett made a motion to approve the renewal of the Fire Department's property and casualty insurance policy without the optional coverages (terrorism and data compromise) through Wichert Insurance for \$23,300 effective 1/1/2016. Trustee Abraham seconded the motion and without further discussion, the motion passed by unanimous vote.

Trustee Schott made a motion to reject the terrorism coverage for the policy year with begins 1/1/2016. Trustee Bennett seconded the motion and without further discussion the motion passed by unanimous vote.

HRA/FSA Administration

FO Miller reminded the Trustees all of the Township's medical insurances were approved at the November 18, 2015 meeting, except the renewal of the HRA and FSA administration currently being processed by MedBen. FO Miller reported Frank Harmon with Ohio Insurance Services Agency is now offering a lower rate than MedBen and asked Trustee Schott if she had anything further to add regarding the HRA and FSA programs from the last meeting.

After a lengthy discussion, Trustee Schott made a motion to move the HRA and FSA administration from MedBen to Ohio Insurance Services Agency beginning 1/1/2016. Trustee Abraham seconded the motion and the motion passed by unanimous vote.

Zoning Commissioners and BZA Commissioners Compensation

FO Miller noted previous Trustees approved a \$35 per meeting compensation for Zoning Commissioner and BZA Board Members. FO Miller had questioned if this was a reimbursement for expenses or compensation? After some extensive research, including input from the IRS and the Licking County Prosecutor Office, it was determined to be compensation as independent contractors and 1099's issued for those receiving in excess of \$600 annually. FO Miller also noted the Board members are covered by the Township's worker's compensation policy.

FO Miller requested a motion to move \$1000 from Carry Over into the "Other" category to pay the Commissioner's salaries. Trustee Schott made a motion to move \$1000 from Carry Over into the "Other" category to pay the Commissioner's salaries. Trustee Bennett seconded the motion and without further discussion the motion passed by unanimous vote.

- There were no appropriation transfers.
- FO Miller provided a list of the warrants and payroll checks issued. FO Miller requested approval for the warrants, withholding vouchers, debit memos, and EFT's which were issued.

On a motion by Trustee Abraham and a second by Trustee Bennett, 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
1203-2015	11/27/2015	11/25/2015	CH	Ohio Police & Fire Pension Plan	\$137.38
1204-2015	12/04/2015	12/01/2015	EP	Joseph C Asselin	\$1,011.91
1205-2015	12/04/2015	12/01/2015	EP	Susan A Bain	\$221.32
1206-2015	12/04/2015	12/01/2015	EP	Christopher M Bassetti	\$137.33
1207-2015	12/04/2015	12/01/2015	EP	Andrew R Baughman	\$2,341.66
1208-2015	12/04/2015	12/01/2015	EP	B. Travis Binckley	\$2,734.87
1209-2015	12/04/2015	12/01/2015	EP	Charles D. Borden	\$1,300.36
1210-2015	12/04/2015	12/01/2015	EP	Thomas A. Bowman	\$4,124.35
1211-2015	12/04/2015	12/01/2015	EP	Tyler J. Bryan	\$1,462.17
1212-2015	12/04/2015	12/01/2015	EP	Joshua M Butt	\$1,515.88
1213-2015	12/04/2015	12/01/2015	EP	Derwin R Clemens	\$1,896.25
1214-2015	12/04/2015	12/01/2015	EP	Gregory S. Coyle	\$144.63
1215-2015	12/04/2015	12/01/2015	EP	Casey R. Curtis	\$3,472.66
1216-2015	12/04/2015	12/01/2015	EP	Alexander J Daniels	\$446.16
1217-2015	12/04/2015	12/01/2015	EP	Paul J. DuBeck III	\$111.55
1218-2015	12/04/2015	12/01/2015	EP	C. Michael Duncan	\$236.88
1219-2015	12/04/2015	12/01/2015	EP	Troy A Elmore	\$386.23
1220-2015	12/04/2015	12/01/2015	EP	Bradley D Essick	\$2,646.78
1221-2015	12/04/2015	12/01/2015	EP	Adam C Gottfried	\$150.72
1222-2015	12/04/2015	12/01/2015	EP	John R Guegold	\$556.22
1223-2015	12/04/2015	12/01/2015	EP	Benjamin S. Hagstad	\$272.73
1224-2015	12/04/2015	12/01/2015	EP	Joshua B. Harrison	\$515.69
1225-2015	12/04/2015	12/01/2015	EP	Kevin M Henry	\$1,136.81
1226-2015	12/04/2015	12/01/2015	EP	Brianne M Hill	\$2,847.97
1227-2015	12/04/2015	12/01/2015	EP	Jeff A Hussey	\$3,040.83
1228-2015	12/04/2015	12/01/2015	EP	Jeremiah C Irwin	\$267.25
1229-2015	12/04/2015	12/01/2015	EP	Aaron C. Jones	\$624.53
1230-2015	12/04/2015	12/01/2015	EP	Brian P. Jones	\$139.91
1231-2015	12/04/2015	12/01/2015	EP	Bradley A. Leckrone	\$465.31
1232-2015	12/04/2015	12/01/2015	EP	Terry L. Lynn Jr	\$522.44
1233-2015	12/04/2015	12/01/2015	EP	Nicholas J Marcum	\$164.83
1234-2015	12/04/2015	12/01/2015	EP	Ralph R Meisenhelder	\$1,739.39
1235-2015	12/04/2015	12/01/2015	EP	Troy A Melick	\$385.98
1236-2015	12/04/2015	12/01/2015	EP	Daniel J Mercer	\$449.71
1237-2015	12/04/2015	12/01/2015	EP	Maxwell F Newton	\$531.50
1238-2015	12/04/2015	12/01/2015	EP	Brandon T. Reece	\$2,981.09
1239-2015	12/04/2015	12/01/2015	EP	Andrew T. Saunders	\$2,647.79
1240-2015	12/04/2015	12/01/2015	EP	Caleb A Scott	\$76.21
1241-2015	12/04/2015	12/01/2015	EP	Douglas W. Smith	\$495.64
1242-2015	12/04/2015	12/01/2015	EP	Scott M Smith	\$442.16
1243-2015	12/04/2015	12/01/2015	EP	Seth W Teagle	\$523.80
1245-2015	12/04/2015	12/01/2015	EW	Park National Bank-IRS (Fed, Med & SS w/h)	\$11,038.19
1246-2015	12/04/2015	12/01/2015	EW	Ohio Public Employees Deferred Comp.	\$1,517.00
1247-2015	12/04/2015	12/01/2015	EW	OCS Pay Center-Knox Cty 7085726383	\$682.62
1248-2015	12/04/2015	12/01/2015	EW	Park National Bank - for OPERS ACH Dr	\$6,394.51
1249-2015	11/30/2015	12/01/2015	CH	Granville Township - Dummy vendor	\$381.06

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
1250-2015	11/30/2015	12/01/2015	CH	Windstream	\$373.85
1251-2015	11/30/2015	12/01/2015	CH	American Electric Power	\$1,067.23
1252-2015	11/30/2015	12/01/2015	CH	Columbia Gas - Utility Payments	\$423.33
1253-2015	11/30/2015	12/01/2015	CH	Village of Granville	\$218.59
11018	12/08/2015	12/07/2015	AW	Jeff Hussey	\$600.00
11019	12/08/2015	12/07/2015	AW	Jerry A. Miller	\$487.55
11020	12/08/2015	12/07/2015	AW	Bound Tree Medical LLC	\$2,022.71
11021	12/08/2015	12/07/2015	AW	Cardmember Service	\$1,716.17
11022	12/08/2015	12/07/2015	AW	Cargill, Inc.	\$24,113.08
11023	12/08/2015	12/07/2015	AW	Cintas Corporation	\$565.94
11024	12/08/2015	12/07/2015	AW	CVS Pharmacy	\$24.74
11025	12/08/2015	12/07/2015	AW	Danny's Radiator LLC	\$300.00
11026	12/08/2015	12/07/2015	AW	Dish Network	\$35.21
11027	12/08/2015	12/07/2015	AW	Fire House	\$1,783.25
11028	12/08/2015	12/07/2015	AW	Grant Hospital Lifelink	\$1,575.00
11029	12/08/2015	12/07/2015	AW	Granville Lumber	\$99.85
11030	12/08/2015	12/07/2015	AW	Janet L. Packard	\$40.00
11031	12/08/2015	12/07/2015	AW	Mercer Door Sales	\$697.00
11032	12/08/2015	12/07/2015	AW	MT Business Technologies Inc	\$53.08
11033	12/08/2015	12/07/2015	AW	MT Business Technologies Inc	\$58.66
11034	12/08/2015	12/07/2015	AW	Newark Winnelson	\$1,044.24
11035	12/08/2015	12/07/2015	AW	Newspaper Network of Central Ohio	\$138.00
11036	12/08/2015	12/07/2015	AW	Ohio State Firefighters' Association	\$100.00
11037	12/08/2015	12/07/2015	AW	Paumier Medical Management Group Inc	\$2,223.26
11038	12/08/2015	12/07/2015	AW	Ross' Granville Market	\$71.03
11039	12/08/2015	12/07/2015	AW	Scioto Materials LLC	\$3,677.44
11040	12/08/2015	12/07/2015	AW	Timbuk Farms Inc	\$407.00
11041	12/08/2015	12/07/2015	AW	Time Warner	\$117.49
11042	12/08/2015	12/07/2015	AW	Verizon Wireless	\$321.20
11043	12/08/2015	12/07/2015	AW	Washington Auto Parts Inc	\$1,420.57
11044	12/08/2015	12/07/2015	AW	Wright Brothers Power, LLC	\$167.16

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

Jerry A. Miller, Fiscal Officer

Trustee Schott

- On November 24, 2015, Trustee Schott attended a reception for the retiring Granville Sentinel newspaper editor Chuck Peterson.
- On December 4, 2015, Trustee Schott attended the Business and Industry Breakfast at Denison University.
- On December 8, 2015, Trustee Schott attended the 161 Corridor meeting at OSU Newark.
- Upcoming on January 11, 2016, is Newark Granville Authority meeting at the Granville Schools, at which a Trustee needs to attend.
- Trustee Schott asked for a motion to purchase business cards for the newly elected trustees. Trustee Abraham made a motion to appropriate the money to purchase business card for the

newly elected trustees. Trustee Bennett seconded the motion and the motion passed by unanimous vote.

Trustee Abraham

- Trustee Abraham attended the reception for the retiring Granville Sentinel newspaper editor Chuck Peterson.

Trustee Bennett

- Trustee Bennett reported there would be a Wreaths Across America program on Saturday, December 12, 2015, at noon at Opera House Park.
- Trustee Bennett will meet with the Moody Nolan Company with Chief Hussey regarding the progress update on the Fire Station. Trustee Bennett invited newly elected trustee Van Ness to attend.

Granville Township Road District

Superintendent Binckley reported:

- Took delivery of 335 tons of salt from Cargill. McKean Township took delivery of 17 tons of salt.
- Ace Truck completed installation of a new truck bed.
- Asphalt patching for the year has been completed.
- No Trespassing signs were put up at McPeck Lodge near the bike path.

Cemetery Department

Superintendent Binckley reported:

- Put out grave blankets and winter decorations.
- There were five funerals.

Parks/Granville Recreation District(GRD)/Bryn Du Commission

- Superintendent Binckley reported the door had been kicked in at McPeck Lodge and GRD Director had put a padlock on the door.
- Trustee Abraham noted the railing on the steps at the walkway at the platform tennis area needs to be repaired.

Fire Department

Chief Hussey reported:

- Have had 1820 runs to date.
- Responded to two fires.
- The Department helped at the Turkey Trot and the Candlelight Walking Tour.
- Finished up truck repairs, which cost more than expected.
- Spent several hours with the State Fire Marshall at the new Middleton facility.
- Attended the 161 Corridor meeting.
- Attended a meeting on Water Source Protection to discuss strategies to protect the drinking water in the Village.

- Will attend a meeting with Trustee Bennett with the architect (Moody Nolan) tomorrow to get an update on their feasibility study.

There was discussion regarding a public meeting for Moody Nolan to report on its fire station findings. Trustee Bennett noted he would try to set a date for a public meeting.

Land Management/Open Space

- Trustee Schott had no report at this time.
- FO Miller reported the conservation easement transaction on the Breymaier property has been completed.

Zoning

Zoning Inspector and Compliance Officer

Zoning Inspector Binckley one building permit issued:

- 100 Glyn Carin Lane- dwelling

Zoning Commission

Zoning Commission Chair Rob Schaad updated the Trustees on the work of the Zoning Commission in 2015:

- Worked on two PUD's
- Sycamore Ridge PUD is starting
- Worked on zoning code language
 - On 12/7/2015 made application to the LCPC for some text amendments
 - Anticipate making application on solar soon

Board of Zoning Appeals (BZA)

Trustee Schott reported the a resolution recognizing Jim Larimer's for his time on the BZA has been prepared, signed by the Trustees and will be mailed to him.



Resolution of Recognition and Appreciation
James Larimer

WHEREAS, James Larimer has served as a member of the Granville Township Board of Zoning and Building Appeals board since 2001; and

WHEREAS, James Larimer has been instrumental in providing a service to Granville Township by attending zoning meetings for over fourteen years and hearing various issues affecting the Township and its residents; and

WHEREAS, James Larimer has served as Chairman of the Board of Zoning and Building Appeals Commission; and

WHEREAS, James Larimer has been and continues to be a good friend to the Granville Township Fire Department through a business relationship and owner of The Fire House located in Newark, Ohio for over thirty years;

NOW, THEREFORE, BE IT RESOLVED that:

On behalf of the citizens of the community of Granville, the Granville Township Officials and personnel wish to recognize James Larimer for his service and express our gratitude and extend well wishes to him on all future endeavors.

NOW THEREFORE BE IT FURTHER RESOLVED that a copy of this Resolution of Recognition be provided to Mr. Larimer, as well as being recorded in the December 9, 2015 minutes of the Board of Granville Township Trustees.

Melanie J. Schott, Trustee Chair

B. Kevin Bennett, Trustee Vice-chair

Fred Abraham, Trustee

Jerry A. Miller, Fiscal Officer

Trustee Schott reported Andrew King expressed interest in serving on the BZA.

After some discussion, Trustee Schott made a motion to appoint Andrew King to the Township Board of Zoning Appeals for a five-year term beginning 1/1/2016, Trustee Bennett seconded the motion and without further discussion, the motion passed by unanimous vote.

Trustee Schott noted the BZA needed to appoint a chair and do a blanket approval of several sets of past minutes which have not been approved.

Old Business

Spring Valley Rental House

Trustee Abraham reported the painting needed to be done at the rental house. The estimate for painting was \$495, with the paint cost of \$200. Trustee Abraham made a motion to have Steve Waddell paint the rental house at a cost not to exceed \$800. Trustee Bennett seconded the motion and the motion passed by unanimous vote.

Shooting Range

Trustee Bennett reported the No Trespassing signs have been posted at McPeck Lodge. Trustee Bennett noted he would meet with Dr. Law, from the Denison Environmental Center, along with Andy Wildman, Director of the GRD, to walk the property at McPeck Lodge. Trustee Bennett will use the chart provided by the CTL Environmental firm showing the hot spots where high levels of lead contamination were discovered in the wooded area. The three would then discuss an optimum use of the grassy areas. Dr. Law's class, as a community project, will use the testing results from the CTL Environmental firm during the course of the semester and will provide the Trustees with a report showing the short term, intermediate term and long term health effects of the lead contamination at each of the areas.

Documents and Records Request Policy

Trustee Bennett reviewed the existing policy and suggested adding two paragraphs to the policy. Lengthy discussion ensued. Trustee Bennett stated he would review the Documents and Records Request Policy again.

New Business

2016 Temporary Appropriations

FO Miller distributed to the Trustees, as well as Superintendent Binckley and Chief Hussey; copies of a line-by-line proposed 2016 temporary budget, which he reviewed with them.

FO Miller asked the Trustees to approve the temporary budget.

Trustee Bennett made a motion to approve the temporary budget, as submitted by FO Miller. Trustee Schott seconded the motion and without further discussion the motion passed by unanimous vote.

2016 Temporary Budget with Updated Acct Codes

GENERAL FUND – 1000	
Total 1000-110-100's - Salaries	49,940.00
Total 1000-110-200's - Employee Fringe Benefits	33,170.12
Total 1000-110-300's - Purchased Services	25,625.50
Total 1000-110-400's - Supplies and Materials	1,050.00
Total 1000-110-500's - Other	6,000.00
Total 1000-130-100's - Salaries	7,000.00
Total 1000-130-200's - Employee Fringe Benefits	1,581.50
Total 1000-130-500's - Other	2,000.00
Total 1000-Other-300's - Purchased Services	18,779.00
Total 1000-610-500's - Other	0.00
Total 1000-760-700's - Capital Outlay	150,000.00
Total 1000-900's - Other Financial	10,000.00
Carryover	150,000.00
GENERAL TOTAL	455,146.12
MOTOR VEHICLE LICENSE (MVL) - 2011	
Opera Supplies	5,000.00
Carryover	15,000.00
MVL TOTAL	20,000.00
GASOLINE TAX – 2021	
Contracts/Paving	50,000.00
Carryover	50,000.00
Gas Tax – TOTAL	100,000.00
ROAD DISTRICT - 2141	
Total 2141-110-100's - Salaries	5,000.00
Total 2141-110-200's - Employee Fringe Benefits	3,550.00
Total 2141-330-100's - Salaries	98,000.00
Total 2141-330-200's - Employee Fringe Benefits	40,250.00
Total 2141-330-300's - Purchased Services	136,960.00
Total 2141-330-400's - Supplies and Materials	56,100.00
Total 2141-330-500's - Other	1,000.00
Total 2141-760-700's - Capital Outlay	70,000.00
Carryover	100,000.00
Road District – TOTAL	510,860.00
CEMETERY FUND - 2041	
Total 2041-110-100's - Salaries	3,300.00
Total 2041-110-200's - Employee Fringe Benefits	2,450.00

Total 2041-410-100's - Salaries	33,167.50
Total 2041-410-200's - Employee Fringe Benefits	16,898.83
Total 2041-410-300's - Purchased Services	5,091.24
Total 2041-410-400's - Supplies and Materials	6,083.12
Total 2041-410-500's - Other	3,611.87
Total 2041-760-700's - Capital Outlay	19,250.00
C/O for Land for new cemetery	
Carryover	100,000.00
Cemetery – TOTAL	189,852.56
FIRE – Operations - 2191	
2191-110-100's - Salaries	11,075.00
2191-110-200's - Employee Fringe Benefits	5,700.00
2191-110-300's - Purchased Services	10,025.00
2191-220-100's - Salaries	544,700.00
2191-220-200's - Employee Fringe Benefits	226,925.00
2191-220-300's - Purchased Services	138,815.00
2191-220-400's - Supplies and Materials	39,550.00
2191-220-500's - Other	3,000.00
2191-220-300's - Purchased Services	0.00
2191-220-700's - Capital Outlay	52,250.00
Carryover	1,000,000.00
Fire Operations - TOTAL	2,032,040.00
OPERA HOUSE FUND 2193	
Carryover	50,000.00
Opera House – TOTAL	50,000.00
GREEN SPACE – PRESERV LEVY - 2195	
Total 2195-110-100's - Salaries	8,000.00
Total 2195-110-200's - Employee Fringe Benefits	6,450.00
Total 2195-110-300's - Purchased Services	29,387.50
Total 2195-110-400's - Supplies and Materials	0.00
Total 2195-110-500's - Other	2,500.00
Total 2195-760-700's - Capital Outlay	500,000.00
Total 800 Dept. Services	0.00
Carryover	500,000.00
Open Space - TOTAL	1,046,337.50

2016 Pay Schedules

Trustee Abraham stated he had looked at other Township's pay schedules and recommended a 2% pay increase, across the board, for all Road District employees. Trustee Bennett stated he also had looked at the Village of Granville and other Township's pay schedules and agreed that a 2% pay increase was fair. Trustee Schott stated she had looked at Licking County's pay schedule and it was 1½ to 2 % increase and agreed to keep the Granville Township at a 2% increase.

Trustee Schott made a motion to provide a 2% increase for all hourly and the two salaried employees of Granville Township, effective the payroll period which includes January 1, 2016. Trustee Bennett seconded the motion and the motion passed by unanimous vote.

End of the Year Items

Trustee Schott thanked Trustee Abraham for stepping up to fill the vacancy on the Trustee Board.

FO Miller stated he needed approval to pay state and county association dues.

Trustee Bennett made a motion to approve state and county association dues to be paid. Trustee Schott seconded the motion and the motion passed by unanimous vote.

FO Miller stated he needed meeting schedules for the year 2016, to be approved, (typically on the second and fourth Wednesdays of each month), as well as the organizational meeting which will need to be advertised.

Trustee Schott made a motion for regular trustee meetings to be held the second and fourth Wednesdays of each month during 2016. Trustee Bennett seconded the motion and the motion passed by unanimous vote.

FO Miller asked Zoning Commissioner Chair Rob Schaadt when the Zoning Commission would meet in 2016, to which he replied the meetings would remain on the first and third Mondays of each month at 7 PM.

FO Miller will place the proper notices in the local newspaper.

Adjournment

Having no further business, Trustee Bennett moved to adjourn the meeting at 8:50 PM. Trustee Schott seconded the motion and the motion passed by unanimous vote.

Calendar Reminder

Regular Board meeting 1/13/2016 at 7 PM.

*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.