

**Granville Township**  
Minutes of Regular Meeting, July 13, 2016

Present: Granville Township and Granville Roads District Trustees\* Melanie Schott, Dan VanNess, Kevin Bennett, Fiscal Officer Jerry Miller and Recording Secretary Maggie Barno  
Department Heads: Chief Jeff Hussey and Superintendent Travis Binckley  
Guests: Capt. Casey Curtis, Granville Township Fire Department

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

Agenda Approval

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

Approval of Meeting Minutes

Trustee Bennett made a motion to approve the June 22, 2016, minutes as presented. Trustee Schott seconded the motion and the motion passed by unanimous vote.

Public Comment

There was no one to speak under Public comment.

Correspondence Received or Sent

FO Miller reported:

- Received the Annual Report from the Bryn Du Commission and gave a copy to each Trustee
- Received newsletters from the Granville Historical Society and LC Soil and Water

Elected Official Reports

Fiscal Officer Miller

- On behalf of the Township, FO Miller presented the Township's Refuse/Recycling Program at the Licking County Recycling workshop held at the Newark Library on June 28<sup>th</sup>.
- All of the Township's elected officials rode in the July 4th Parade
- All of the Township's elected officials attended the Old Colony Cemetery ceremony recognizing the Fannin's for their efforts in restoring the head stones.
- FO Miller reported he was having issues with the monthly bank reconciliation concerning the Township's new Investment Account Bank Statement. FO Miller met with Andrea Hartman at the County Treasurer's office and also has reached the Township's Auditor Jason Carr for guidance.
- Met with Brian Newkirk, of Madison Collins Stevens Insurance, regarding the renewal application for the Township's Officers Liability Policy.

FO Miller presented a list of warrants, withholding vouchers, debit memos, and EFT's which were issued and asked for their approval.

On a motion by Trustee Schott 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
616-2016	06/29/2016	06/14/2016	CH	Medical Mutual of Ohio	\$16,531.54
617-2016	06/24/2016	06/20/2016	EW	Ohio Department of Taxation	\$2,338.32
618-2016	06/24/2016	06/20/2016	EW	School District Income Tax	\$304.93
619-2016	06/24/2016	06/20/2016	EW	Village of Granville - Income Tax Dept	\$1,230.96
620-2016	06/24/2016	06/20/2016	EW	City of Columbus	\$99.29
621-2016	06/24/2016	06/20/2016	EW	Heath Income Tax	\$2.56
622-2016	06/24/2016	06/20/2016	EW	Lancaster Income Tax	\$28.10
623-2016	06/24/2016	06/20/2016	EW	Newark Income Tax Department	\$330.41
624-2016	06/24/2016	06/20/2016	EW	City of Westerville	\$75.52
625-2016	06/24/2016	06/20/2016	EW	Regional Income Tax Agency	\$65.22
626-2016	07/01/2016	06/28/2016	EP	Joseph C Asselin	\$975.08
627-2016	07/01/2016	06/28/2016	EP	Susan A Bain	\$294.51
628-2016	07/01/2016	06/28/2016	EP	Christopher M Bassetti	\$291.97
629-2016	07/01/2016	06/28/2016	EP	Andrew R Baughman	\$2,412.41
630-2016	07/01/2016	06/28/2016	EP	B. Travis Binckley	\$2,219.90
631-2016	07/01/2016	06/28/2016	EP	Charles D. Borden	\$994.78
632-2016	07/01/2016	06/28/2016	EP	Thomas A. Bowman	\$2,125.96
633-2016	07/01/2016	06/28/2016	EP	Tyler J. Bryan	\$1,126.63
634-2016	07/01/2016	06/28/2016	EP	Joshua M Butt	\$929.06
635-2016	07/01/2016	06/28/2016	EP	Derwin R Clemens	\$1,529.85
636-2016	07/01/2016	06/28/2016	EP	Gregory S. Coyle	\$121.46
637-2016	07/01/2016	06/28/2016	EP	Casey R. Curtis	\$1,952.83
638-2016	07/01/2016	06/28/2016	EP	Alexander J Daniels	\$580.25
639-2016	07/01/2016	06/28/2016	EP	Paul J. DuBeck III	\$248.44
640-2016	07/01/2016	06/28/2016	EP	C. Michael Duncan	\$283.22
641-2016	07/01/2016	06/28/2016	EP	Troy A Elmore	\$408.48
642-2016	07/01/2016	06/28/2016	EP	Bradley D Essick	\$1,741.74
643-2016	07/01/2016	06/28/2016	EP	Adam C Gottfried	\$455.51
644-2016	07/01/2016	06/28/2016	EP	John R Guegold	\$827.46
645-2016	07/01/2016	06/28/2016	EP	Benjamin S. Hagstad	\$277.91
646-2016	07/01/2016	06/28/2016	EP	Joshua B. Harrison	\$126.84
647-2016	07/01/2016	06/28/2016	EP	Kevin M Henry	\$629.56
648-2016	07/01/2016	06/28/2016	EP	Brianne M Hill	\$1,623.24
649-2016	07/01/2016	06/28/2016	EP	Jeff A Hussey	\$2,653.00
650-2016	07/01/2016	06/28/2016	EP	Jeremiah C Irwin	\$140.90
651-2016	07/01/2016	06/28/2016	EP	Aaron C. Jones	\$398.27
652-2016	07/01/2016	06/28/2016	EP	Brian P. Jones	\$377.87
653-2016	07/01/2016	06/28/2016	EP	Bradley A. Leckrone	\$382.28
654-2016	07/01/2016	06/28/2016	EP	Terry L. Lynn Jr	\$506.59
655-2016	07/01/2016	06/28/2016	EP	Nicholas J Marcum	\$525.76
656-2016	07/01/2016	06/28/2016	EP	Ralph R Meisenhelder	\$634.33
657-2016	07/01/2016	06/28/2016	EP	Troy A Melick	\$493.05
658-2016	07/01/2016	06/28/2016	EP	Christopher I Mize	\$300.40
659-2016	07/01/2016	06/28/2016	EP	Maxwell F Newton	\$101.08
660-2016	07/01/2016	06/28/2016	EP	Joseph L Petticrew	\$92.44
661-2016	07/01/2016	06/28/2016	EP	Tyler S Poe	\$307.24

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
662-2016	07/01/2016	06/28/2016	EP	Brandon T. Reece	\$1,528.56
663-2016	07/01/2016	06/28/2016	EP	Andrew T. Saunders	\$2,046.34
664-2016	07/01/2016	06/28/2016	EP	Douglas W. Smith	\$520.06
665-2016	07/01/2016	06/28/2016	EP	Scott M Smith	\$428.42
667-2016	07/01/2016	06/28/2016	EW	Park National Bank-IRS (Fed, Med & SS w/h)	\$7,259.74
668-2016	07/01/2016	06/28/2016	EW	Ohio Public Employees Deferred Comp.	\$1,557.00
669-2016	07/01/2016	06/28/2016	EW	OCSPay Center-Knox Cty 7085726383	\$682.62
670-2016	07/01/2016	06/28/2016	EW	Park National Bank - for OPERS ACH Dr	\$6,698.70
671-2016	07/01/2016	06/28/2016	EW	Park National Bank - OP&FPP	\$20,747.66
672-2016	06/28/2016	06/28/2016	CH	Certified Oil Company	\$2,275.68
673-2016	06/30/2016	06/29/2016	EW	AFLAC	\$1,324.54
675-2016	06/30/2016	07/06/2016	CH	Windstream	\$381.35
676-2016	06/30/2016	07/06/2016	CH	American Electric Power	\$633.82
677-2016	06/30/2016	07/06/2016	CH	Columbia Gas - Utility Payments	\$318.18
678-2016	06/30/2016	07/06/2016	CH	Village of Granville	\$190.60
378	07/06/2016	07/05/2016	AW	Jerry A. Miller	\$50.00
379	07/06/2016	07/05/2016	AW	Joseph Asselin	\$75.00
380	07/06/2016	07/05/2016	AW	Travis Binckley	\$300.00
381	07/06/2016	07/05/2016	AW	Tyler Bryan	\$75.00
382	07/06/2016	07/05/2016	AW	Joshua Butt	\$75.00
383	07/06/2016	07/05/2016	AW	Kevin Henry	\$75.00
384	07/06/2016	07/05/2016	AW	All Aspects Painting LLC	\$1,789.25
385	07/06/2016	07/05/2016	AW	Dish Network	\$37.21
386	07/06/2016	07/05/2016	AW	ELM Recycling LLC	\$1,530.00
387	07/06/2016	07/05/2016	AW	Finley Fire Equipment Co., Inc.	\$10,836.98
388	07/06/2016	07/05/2016	AW	Fire House	\$226.60
389	07/06/2016	07/05/2016	AW	Galls LLC	\$139.99
390	07/06/2016	07/05/2016	AW	Granville Lumber	\$1,143.02
391	07/06/2016	07/05/2016	AW	Janet L. Packard	\$28.65
392	07/06/2016	07/05/2016	AW	MT Business Technologies Inc	\$53.08
393	07/06/2016	07/05/2016	AW	MT Business Technologies Inc	\$58.66
394	07/06/2016	07/05/2016	AW	Newspaper Network of Central Ohio	\$54.32
395	07/06/2016	07/05/2016	AW	Ohio Public Entity Consortium	\$86.50
396	07/06/2016	07/05/2016	AW	ResponseSoft LLC	\$175.00
397	07/06/2016	07/05/2016	AW	Ross' Granville Market	\$116.66
398	07/06/2016	07/05/2016	AW	Stypula Brothers Landscaping	\$703.92
399	07/06/2016	07/05/2016	AW	Time Warner	\$117.49
400	07/06/2016	07/05/2016	AW	Treasurer State of Ohio	\$50.00
401	07/06/2016	07/05/2016	AW	Verizon Wireless	\$123.51
402	07/06/2016	07/05/2016	AW	Vince Catalogna	\$537.00
403	07/06/2016	07/05/2016	AW	Washington Auto Parts Inc	\$525.29
404	07/06/2016	07/05/2016	AW	Wright Brothers Power, LLC	\$15.00
405	07/06/2016	07/05/2016	AW	Buckeye Backflow Testing LLC	\$150.00

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

Trustee Schott reported the following:

- Received an email (and forwarded it to the Trustees) from Sarah Proctor, an Outreach Coordinator, in Washington DC, regarding her desire to add a link on the Township website for Ohio students trying to reach affordable colleges. After some discussion, the Trustees agreed they were not in favor of doing this. Trustee Schott will respond to Ms. Proctor request.
- Will attend the Scenic By-Ways Committee meeting on July 18, 2016.
- Received an email from Licking Soil and Water asking if the Trustees would be interested in recommending Jim Redding for an environmental award. Trustee Schott stated she would forward the email to the Trustees and add this to the next meeting agenda.

Trustee Bennett

Trustee Bennett reported the following:

- The three Benson properties on River Rd have been bush hogged.
- The Esther Park property requires action regarding noxious weeds; so Trustee Bennett contacted her regarding bush hogging the property.
- Will attend the MORPC seminar on infrastructure funding on July 28, 2016.
- Talked to Karla and John Carson, of Alpha Link, which provides the Township email service, and set up a meeting for July 18, 2016, to discuss how Alpha Link can help the Township with preserving emails and to see their journaling tool.

Trustee Schott asked FO Miller, with our records retention (policy) could we ask them (AlphaLink) to delete emails after a period of time which we are not required to keep? FO Miller answered there are lots of emails which can be deleted once they have no useful value.

Trustee VanNess

Trustee VanNess reported the following:

- Discussed with out-going Village Manager, Steve Stilwell, the decision of the County to turn down the Village's annexation request of the lot located on the corner of Newark-Granville Road and Fairview. The County would require the Village to maintain Fairview if it was annexed. Village Manager Stilwell asked Trustee VanNess if the Township would agree to maintain Fairview.

Discussion followed, but Trustee VanNess suggested no action was needed at this time. Trustee VanNess has heard nothing from the property owner, but plans to speak to the new Village Manager.

- Spoke with Union Township Administrator, Paula Green, and gave her the Shelly Company's road-paving estimate for the James Rd. project.

Granville Township Road District

Superintendent Binckley reported the following:

- Mowed the field and cleaned up the corner at James Road and Rt. 37
- Cleaned up the Benson property on River Road
- Worked on a failed catch basin on Denison Drive

- Took down two ash trees on Hankinson Drive
- Added some gravel to the road at Spring Valley
- Replaced a culvert at James Road and Canyon
- Worked with the Shelly Company to add the James Rd paving project to Granville Township 2016 Paving Contract which was estimated to cost \$51,039.22, of which half will be reimbursed by Union Township. Superintendent Binckley asked for the Trustees approval.

Following discussion, Trustee VanNess made a motion to accept the Shelly Company's bid to pave James Road with the contingency that the Union Township Trustees agree to reimburse Granville Township half of the cost and that Union Township agrees to reimburse Granville Township for their unpaid share of the 2013 James Rd paving project. Trustee Schott seconded the motion and the motion passed by unanimous vote.

- Regarding replacing the culvert on Whipkey Drive, (with the County doing the work and providing a large excavator) the County requested the work be done on Wednesday, July 20, 2016, with an effort to have the road closed for only one day. Superintendent Binckley stated this would require renting a second excavator and hiring a contractor to run it, plus there could be complications due to the gas line, which could possibly make the project run more than one day.

Following discussion, Trustee VanNess made a motion to authorize Superintendent Binckley to spend up to \$1500 for a second excavator to help install the culvert on Whipkey Drive. Trustee Bennett seconded the motion and the motion passed by unanimous vote.

- Superintendent Binkley reported the culvert on Knoll Drive is scheduled to be replaced on July 21, 2016. To alert residents of the up-coming road closures, signs had been placed on Whipkey and Knoll Drive. Chief Hussey also used the Reverse 911 system to make phone calls and send emails to the residents of the two streets, and will do this again just before the work begins.

#### Cemetery Department

Superintendent Binckley reported the following:

- There were two burials
- One grave was sold
- One deed was signed by the Trustees

FO Miller stated he filed with the County Auditor office a request for tax-exemption form for the Walker property. Additionally, the County Auditor's office corrected the properties taxing classification from "commercial" to "residential platted vacant lot" and refunded the Township \$77.38 for the 2015 property taxes paid in 2016.

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

Superintendent Binckley had no report on the parks at this time.

Regarding an email complaint about kids gathering at Spring Valley, Trustee Schott stated she would attend a meeting on July 20, 2016 with GRD Director, Andy Wildman, and the person who wrote the email.

Regarding the Bryn Du Commission Annual Report, the Trustees discussed asking Bryn Du Executive Director, Bruce Cramer, and/or Candi Moore, Township appointee to the Bryn Du Commission, to attend a future Trustee meeting to give a report to the Trustees.

### Fire Department

Chief Hussey reported the following:

- 1011 runs to date
- The Department had steady activity over the 4th of July weekend
- Fire Department's response times, covering 72 square miles as follows:
  - Average overall response time: 6 minutes and 25 seconds (including mutual aid runs)
  - District breakdowns as follows:
    - Granville Village: 4 minutes and 5 seconds
    - Granville Township: 5 minutes and 30 seconds
    - McKean Township: 10 minutes and 30 seconds
    - Union Township: 7 minutes and 30 seconds

Trustee VanNess asked the Chief how many mutual aid runs have there been? Chief Hussey said he would make a report at a later date on the number of mutual aid runs.

- Chief Hussey stated there were two volunteer applications (Joshua Escalante and Derek Fry) and asked the Trustees to approve adding them to the volunteer roster.

Trustee Bennett made a motion to accept Joshua Escalante and Derek Fry as new volunteers. Trustee Schott seconded the motion and the motion passed by unanimous vote.

### Volunteer Compensation - Change in Points System:

Chief Hussey introduced the Points System during the June 22, 2016 Trustee meeting with the below highlights.

Chief Hussey presented and discussed a new proposal for volunteer compensation. For many decades our volunteers have received some compensation through a points system averaging between \$2 and \$10 per incident. Disparity existed in the points system as a 5 minute fire alarm run received the same number of points as a 5 hour hazmat event. Chief Hussey indicated the switch would help solve some inequities in the points system and would incorporate some industry best practices. The proposal also provides an option to use qualified volunteers to meet the Departments scheduled (and budgeted) manpower goals. The proposal included a salary structure based upon the volunteer's qualifications up to the current part time/intermittent pay rate.

Chief Hussey further explained the two programs:

“Call In” for volunteers would operate the same as in the past, but instead of awarding points volunteers would receive an hourly compensation using the money budgeted for the current points system.

“Fill In” is new and would provide licensed (FF II, EMT) volunteers an opportunity to be paid hourly for filling an unmanned (and budgeted) shift. Chief Hussey explained the Department uses a flow chart when we look to fill a vacant shift and the new proposal would add volunteers at the end of the flowchart. Captain Curtis will attend the next Trustees meeting and further explain the process of scheduling employees to meet the minimum manpower goals (6/day and 4/night).

Captain Casey Curtis explained to the Trustees how the Fire Department’s employees are scheduled. Capt. Curtis then answered questions concerning minimum staffing and how part time/intermittent employees and volunteers would work.

After lengthy discussion, Trustee Bennett made a motion to approve for the Fire Fighter 1/EMT a rate of the current Ohio approved minimum wage (\$8.10) and for the Fire Fighter 2/EMT to establish a rate of \$11.00 an hour. Trustee VanNess seconded the motion and the motion passed by unanimous vote.

Trustee Schott asked what the Trustees thoughts were regarding having the new pay schedule procedure on a trial basis. More discussion followed regarding Fire Fighter staffing/payment procedures.

Trustee Bennett made a motion to approve the proposal to change volunteer firefighters to paid on-call firefighters. Trustee Schott seconded the motion and the motion passed by unanimous vote.

Chief Hussey read a letter to the Board stating he will retire as Granville Township Fire Chief, on August 6, 2016 at the end of the work day. Chief Hussey also announced he has accepted a position as the Chief Deputy State Fire Marshall with the State of Ohio and will serve under current State Fire Marshall Larry Flowers.

Chief Hussey expressed this was a hard decision, but was grateful and honored to be the Fire Chief for the past 10 years. Chief Hussey offered to help with the transition.

The Trustees and FO Miller thanked Chief Hussey for his service to the community and congratulated him on his retirement and new position.

#### Land Management/Open Space

Trustee VanNess reported he notified Open Space Committee Chairperson Doug Wagner the Trustees voted to place a 1.0 mil renewal levy on the November 2016, ballot.

FO Miller announced the ballot language was filed with the Licking County Board of Elections on July 13, 2016. FO Miller reported there is currently a PAC named “Committee for the Preservation of Green Space” and Deborah Tegtmeyer is the treasurer.

FO Miller reached out to Acting Village Planner Deb Walker to help update the Open Space map, as the current map does not include the Breymaier property.

#### Economic Development

Trustee Schott stated there was no report on Economic Development at this time.

#### Zoning

Zoning Inspector and Compliance Officer Travis Binckley reported the following:

- Permit issued for a storage shed on Llanberis Drive
- Permit issued for solar panels on Linwood Drive

#### Zoning Commission

FO Miller reported he filed the new Zoning Resolution at the Licking County Records Office. Copies were provided to the Prosecutors Office and the Licking County Planning Commission.

#### Board of Zoning Appeals (BZA)

Trustee Schott commented the ZBA would have a hearing on August 16, 2016, regarding a variance request submitted by Mike Kern on his property located at 595 Welsh Hills Rd.

#### Old Business

##### Shooting Range –Environmental Study

Trustee Bennett reported he received a response from Glenn Funk stating the Funks are not interested in having any soil testing done on their property. Trustee Bennett will notify the EPA of this news.

Trustee Bennett has sent a letter to try to discourage the mowing of the grass in the high lead area at McPeck Lodge.

##### Granville Foundation/ Township Representative

As no response was made to the advertisement for the Granville Foundation Township Appointment, Trustee Bennett made a motion to appoint Jerry Miller to fill the position on the Granville Foundation until the end of the year. Trustee VanNess seconded the motion and the motion passed by unanimous vote.

#### New Business

Discussion was held regarding the Township garage area located on River Rd. The Trustees discussed the condition of the buildings and removing the semi-trailer. The discussion was tabled until the 7/27/2016 meeting.

#### Executive Session

Trustee Bennett made a motion to move into Executive Session pursuant to 121.22 (G) (1) to discuss a personnel issue and 121.22 (G) (2) to discuss a potential property purchase at 8:45 PM. Trustee Schott seconded the motion.

FO Miller called the roll:

Trustee Schott- yes, Trustee Bennett- yes, Trustee VanNess- yes



Trustee Schott made a motion to move out of Executive Session at 9:40 PM. Trustee Schott seconded the motion.

FO Miller called the roll:

Trustee Schott- yes, Trustee Bennett- yes, Trustee VanNess- yes

Trustee Bennett moved to appoint Casey Curtis as the Interim Granville Township Fire Chief effective August 7, 2016 until such time as a permanent Fire Chief was hired. Trustee Schott seconded the motion and without further discussion passed by unanimous vote.

Trustee Bennett moved to hire Steve Layman at a cost of \$200/hour and up to \$3000 to evaluation a proposed land transaction and the associated appraisals. Trustee Schott seconded the motion and without further discussion passed by unanimous vote.

The meeting adjourned at 9:43 PM.

#### Calendar Reminder

- The next regular Board meeting is scheduled for July 27, 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.