

**Granville Township**  
Minutes of Regular Meeting, August 10, 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 Head: Chief Casey Curtis  
Absent: Superintendent Travis Binckley  
Guests: Craig McDonald, Granville Sentinel

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 VanNess made a motion to approve the July 27, 2016, minutes as presented. Trustee Bennett 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 a “thank you” note from Joy Carlson commending the roads district for replacing a culvert and replanting grass at Knoll Drive.
- Received a notice inviting the Trustees to a dinner on August 30, 2016 at MORPC headquarters in Columbus.
- Received an email from Ron Howard asking the Trustees to place a “No Outlet” on Clover Court. The email was forwarded to Superintendent Binckley and Trustee VanNess.
- Received from Local Waste Services, a file which contained account information (name, address, type of trash service, etc.) on 1334 Township customers, as required per their contract with the Trustees. FO Miller also noted that Local Waste Services was contracted to provide a monthly report of complaints received. FO Miller noted Eric DeHays from Local Waste Services reported they have very few complaints and did not have a report.

After a period of discussion about the trash complaints and the reporting requirement, the Trustees agreed to write a letter to the Local Waste Services asking them to produce the required report.

- Received three records requests.
  - A construction company wanting a list of the 2016 road bids.
  - Jeff Klink asked for a copy of the Scenic By-ways report which was being submitted to the State. Trustee Schott will respond to this request.
  - A Florida company requested a listing of Township Purchase Orders.

- Reminded the Trustees about the Farmland Prevention Technical meeting scheduled for August 18, 2016.

### Elected Official Reports

#### Fiscal Officer Miller

FO Miller reported:

- Was invited by Marathon Pipeline to attend an event at the Ohio State Fair, where he learned about the Marathon Pipeline. FO Miller picked up a reference booklet which he will file for future reference.
- Spent time working on the details of Chief Hussey's retirement, as well as gathering details concerning the promotion of Casey Curtis to the Fire Chief position.
- Received a renewal questionnaire from the Fire Department's Accident and Sickness policy provided by VFIS. FO Miller asked insurance agent Brad Bush to come meet with our new Fire Chief Curtis, Trustee Bennett and himself to review the questionnaire and 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
719-2016	07/28/2016	07/18/2016	CH	Medical Mutual of Ohio	\$16,531.54
720-2016	07/29/2016	07/26/2016	EP	Joseph C Asselin	\$975.08
721-2016	07/29/2016	07/26/2016	EP	Susan A Bain	\$280.91
722-2016	07/29/2016	07/26/2016	EP	Margaret H Barno	\$180.50
723-2016	07/29/2016	07/26/2016	EP	Andrew R Baughman	\$1,587.36
724-2016	07/29/2016	07/26/2016	EP	Brynn Kevin Bennett	\$1,552.05
725-2016	07/29/2016	07/26/2016	EP	B. Travis Binckley	\$2,218.67
726-2016	07/29/2016	07/26/2016	EP	Charles D. Borden	\$800.70
727-2016	07/29/2016	07/26/2016	EP	Thomas A. Bowman	\$1,718.54
728-2016	07/29/2016	07/26/2016	EP	Tyler J. Bryan	\$1,065.25
729-2016	07/29/2016	07/26/2016	EP	Joshua M Butt	\$929.06
730-2016	07/29/2016	07/26/2016	EP	Derwin R Clemens	\$1,681.80
731-2016	07/29/2016	07/26/2016	EP	Casey R. Curtis	\$1,741.93
732-2016	07/29/2016	07/26/2016	EP	Alexander J Daniels	\$442.80
733-2016	07/29/2016	07/26/2016	EP	Paul J. DuBeck III	\$108.48
734-2016	07/29/2016	07/26/2016	EP	C. Michael Duncan	\$82.09
735-2016	07/29/2016	07/26/2016	EP	Troy A Elmore	\$270.37
736-2016	07/29/2016	07/26/2016	EP	Bradley D Essick	\$2,245.78
737-2016	07/29/2016	07/26/2016	EP	John R Guegold	\$467.85
738-2016	07/29/2016	07/26/2016	EP	Benjamin S. Hagstad	\$143.72
739-2016	07/29/2016	07/26/2016	EP	Joshua B. Harrison	\$266.75
740-2016	07/29/2016	07/26/2016	EP	Kevin M Henry	\$629.56
741-2016	07/29/2016	07/26/2016	EP	Brianne M Hill	\$1,475.44
742-2016	07/29/2016	07/26/2016	EP	Jeff A Hussey	\$2,653.00
743-2016	07/29/2016	07/26/2016	EP	Jeremiah C Irwin	\$647.48
744-2016	07/29/2016	07/26/2016	EP	Aaron C. Jones	\$515.06
745-2016	07/29/2016	07/26/2016	EP	Brian P. Jones	\$142.44
746-2016	07/29/2016	07/26/2016	EP	Bradley A. Leckrone	\$425.92
747-2016	07/29/2016	07/26/2016	EP	Terry L. Lynn Jr	\$516.87
748-2016	07/29/2016	07/26/2016	EP	Nicholas J Marcum	\$390.75
749-2016	07/29/2016	07/26/2016	EP	Ralph R Meisenhelder	\$634.33
750-2016	07/29/2016	07/26/2016	EP	Troy A Melick	\$236.70
751-2016	07/29/2016	07/26/2016	EP	Daniel J Mercer	\$243.29
752-2016	07/29/2016	07/26/2016	EP	Jerry A Miller	\$1,435.06
753-2016	07/29/2016	07/26/2016	EP	Christopher I Mize	\$353.93
754-2016	07/29/2016	07/26/2016	EP	Maxwell F Newton	\$165.08
755-2016	07/29/2016	07/26/2016	EP	Tyler S Poe	\$459.20
756-2016	07/29/2016	07/26/2016	EP	Brandon T. Reece	\$1,703.43
757-2016	07/29/2016	07/26/2016	EP	Andrew T. Saunders	\$1,965.08
758-2016	07/29/2016	07/26/2016	EP	Melanie J Schott	\$1,087.01
759-2016	07/29/2016	07/26/2016	EP	Douglas W. Smith	\$283.51
760-2016	07/29/2016	07/26/2016	EP	Scott M Smith	\$686.52
761-2016	07/29/2016	07/26/2016	EP	Daniel D VanNess	\$1,359.81
763-2016	07/29/2016	07/26/2016	EW	Park National Bank-IRS (Fed, Med & SS w/h)	\$7,091.59
764-2016	07/29/2016	07/26/2016	EW	Ohio Public Employees Deferred Comp.	\$1,557.00
765-2016	07/29/2016	07/26/2016	EW	OCS Pay Center-Knox Cty 7085726383	\$682.62

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
766-2016	07/29/2016	07/26/2016	EW	Ohio Department of Taxation	\$3,348.00
767-2016	07/29/2016	07/26/2016	EW	School District Income Tax	\$474.52
768-2016	07/29/2016	07/26/2016	EW	Village of Granville - Income Tax Dept	\$1,798.29
769-2016	07/29/2016	07/26/2016	EW	Park National Bank - for OPERS ACH Dr	\$6,662.83
770-2016	07/29/2016	07/26/2016	EW	Park National Bank - OP&FPP	\$19,992.09
771-2016	07/29/2016	07/27/2016	EW	AFLAC	\$1,986.81
772-2016	08/01/2016	08/01/2016	CH	Certified Oil Company	\$2,800.62
773-2016	07/31/2016	08/02/2016	CH	Windstream	\$397.69
774-2016	07/31/2016	08/02/2016	CH	American Electric Power	\$838.10
775-2016	07/31/2016	08/02/2016	CH	Columbia Gas - Utility Payments	\$319.30
776-2016	07/31/2016	08/02/2016	CH	Village of Granville	\$254.04
423	08/02/2016	08/01/2016	AW	Dish Network	\$37.24
424	08/02/2016	08/01/2016	AW	Ernest A Cordray	\$950.00
425	08/02/2016	08/01/2016	AW	Fackler Country Gardens Inc	\$2,180.81
426	08/02/2016	08/01/2016	AW	Granville Lumber	\$43.32
427	08/02/2016	08/01/2016	AW	MT Business Technologies Inc	\$58.66
428	08/02/2016	08/01/2016	AW	MT Business Technologies Inc	\$53.08
429	08/02/2016	08/01/2016	AW	Ohio Health/Behavior Health	\$175.00
430	08/02/2016	08/01/2016	AW	Ohio Public Entity Consortium	\$1,426.18
431	08/02/2016	08/01/2016	AW	Ohio Public Entity Consortium	\$86.50
432	08/02/2016	08/01/2016	AW	Scioto Materials LLC	\$438.75
433	08/02/2016	08/01/2016	AW	Time Warner	\$117.49
434	08/02/2016	08/01/2016	AW	Treasurer State of Ohio	\$100.00
435	08/02/2016	08/01/2016	AW	Verizon Wireless	\$321.20
436	08/10/2016	08/09/2016	AW	Jeff Hussey	\$359.68
437	08/10/2016	08/09/2016	AW	Cardmember Service	\$1,804.09
438	08/10/2016	08/09/2016	AW	Cintas Corporation	\$629.77
439	08/10/2016	08/09/2016	AW	Edwards Sheet Metal Works Inc	\$10,506.00
440	08/10/2016	08/09/2016	AW	Granville Lumber	\$34.96
441	08/10/2016	08/09/2016	AW	Granville Milling Company	\$212.74
442	08/10/2016	08/09/2016	AW	KE-WA-PA Inc.	\$380.12
443	08/10/2016	08/09/2016	AW	McDonald Auto and Truck Repair	\$254.25
444	08/10/2016	08/09/2016	AW	MT. Hope Harness & Shoe LLC	\$249.90
445	08/10/2016	08/09/2016	AW	Newspaper Network of Central Ohio	\$49.67
446	08/10/2016	08/09/2016	AW	Physio-Control Inc	\$102.40
447	08/10/2016	08/09/2016	AW	Ross' Granville Market	\$116.43
448	08/10/2016	08/09/2016	AW	Treasurer State of Ohio	\$100.00
449	08/10/2016	08/09/2016	AW	United Aggregates Inc	\$6,592.39
450	08/10/2016	08/09/2016	AW	Washington Auto Parts Inc	\$123.73
451	08/10/2016	08/10/2016	AW	Paumier Medical Management Group Inc	\$1,667.79

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

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Jerry A. Miller, Fiscal Officer

Trustee Schott

Trustee Schott reported the following:

- Attended the Joint Communication Committee meeting on Friday, July 29, 2016. The following was discussed at the meeting:
  - Newark- Granville Road closure
  - Historical artifacts (arrowheads and flint) discovered by Marathon Oil near Cherry Valley Road
- Plans to attend the Scenic By-way meeting on September 20, 2016 to present the Scenic By-way plan to ODOT. Trustee Schott learned yesterday the McKean Township (Trustees) met on June 13, 2016 and discussed, but did not approve a resolution supporting the Scenic By-way. Also their meeting minutes stated they would follow up with Granville Township. Trustee Schott stated she contacted McKean Township FO Phyllis Ellis three/four months ago about the program, but has heard nothing back and wished she had known about the June 13<sup>th</sup> meeting. Trustee Schott stated will reach out to McKean Township and plans to attend their September 12, 2016 meeting to explain the Scenic By-way program. Trustee Schott noted McKean Township is a critical link in the By-way and there will be no cost or signage requirements for McKean Township.

Trustee Bennett

Trustee Bennett reported the following:

- Continue to work with Fire Chief Curtis on his benefit package
- Working with Laura Philabaum (ODOT District 5), regarding 20+ acres at the western entrance of Granville which might be transferred into the Township's Open Space program.

Trustee VanNess

Trustee VanNess reported the following:

- Have not received response to the calls made to Mr. Blair regarding moving his trailer.
- Spoke to Deb Walker to catch up on the MS4 meeting.
- Spoke to State Representative Scott Ryan, at Chief Hussey's farewell party. Representative Ryan told Trustee VanNess that no one in the Granville area received one of the new local government grants.

Granville Township Road District

Trustee VanNess reported the road crew has been mowing and also refilling culverts which have settled.

Cemetery Department

Trustee VanNess stated there was no report at this time.

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

Trustee VanNess stated there was no report at this time.

Fire Department

Chief Curtis reported the following:

- 1144 runs to date

- Presented two Safety City Events at the school
- Worked at Denison to do construction inspections and pump testing
- Met with Company Care regarding annual physicals. The company that had done the annual physicals went out of business and now Chief Curtis is trying to locate a company to meet the requirements of annual physicals. FO Miller commented that he saw in the newspaper that Licking County fire stations are creating a consortium. Chief Casey replied the Granville fire station is in a consortium with eastern Franklin County and St. Albans, West Licking), but no department has yet made a decision to switch over to a new company. Chief Curtis stated the annual physicals do not start until November.
- Conducted CPR training for 15 new teachers and used the new mannequin.
- Supported the Pelatonia Event
- Held an Open House for Chief Hussey
- Annual maintenance is currently being done on all the trucks
- Employment Items:
  - Losing two peak-time employees (Alex Daniels and Nick Marcum) because they accepted full-time jobs, but will remain on as intermittent employees
  - Will lose a third peak-time employee (Jeremy Irwin) due to Air Force active-duty deployment which will be from the 1<sup>st</sup> of the year through fall 2017.
  - Currently working to fill the peak time vacancies starting with internal candidates.
  - Starting the process to fill the one full time vacancy created by Chief Hussey's retirement.
- Chief Hussey's helmet is not designated as "surplus" as it is ten years old (end of life). In the past firefighters have been allowed to purchase their helmet for \$200.

Trustee Bennett made a motion the Trustees authorize the disposal of Chief Hussey's fire helmet with the understanding the Township be reimbursed the amount of \$200 for the item. Trustee Schott seconded the motion and the motion passed by unanimous vote.

#### Land Management/Open Space

Trustee Schott had no report from the Land Management Committee.

Trustee VanNess reported he mentioned to Open Space Chair Doug Wagner about ordering new Open Space signs, plus he heard the Open Space Committee planned to meet in August about the upcoming levy, but was not sure if they met.

#### Economic Development

Trustee Schott had no report on Economic Development at this time.

#### Zoning

There was no report.

#### Zoning Commission

There was no report.

#### Board of Zoning Appeals (BZA)

There was no report.

Old BusinessShooting Range –Environmental Study

Trustee Bennett reported an unknown individual continues to mow the access pathway to the bike path and has taken down the “No Trespassing” sign. Trustee Bennett commented that Superintendent Binckley would put up orange snow fence as a barrier.

Trustee Bennett commented he has almost completed the application for the grant for the State of Ohio and will contact the Ohio EPA for guidance.

Trustee VanNess suggested the Shooting Range - Environmental Study be removed from future agendas. The other Trustees agreed.

New Business:

The Trustees discussed preparing a short newsletter to be mailed to Township residents, including what topics might be included. Trustee Schott shared some information about the prior newsletter which she created.

Trustee Bennett notified the Trustees that Real Estate Agent Steve Layman is almost ready to present his finding to the Trustees.

Executive Session

At 7:50 PM, Trustee Schott 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. Trustee Bennett seconded the motion.

FO Miller called the roll:

Trustee Schott- yes

Trustee Bennett- yes

Trustee Van Ness- yes

Interim Fire Chief Curtis was asked to attend part of the Executive Session.

At 9:10 PM, Trustee Bennett made a motion to move out of Executive Session and back into General Session. Trustee Schott seconded the motion.

FO Miller called the roll:

Trustee Schott- yes

Trustee Bennett- yes

Trustee Van Ness- yes

Trustee Bennett moved to approve modifications in the Township Personnel Manual to section 3B.8 Sick Leave, which would eliminate the caps on sick leave accrual retroactive to any and all cases and to revise section 7.2 Cashing of Sick Leave at Retirement to increase the “maximum lump sum payment” from \$10,000 to \$12,500. Trustee Schott seconded the motion and after no further discussion, it was passed by unanimous vote.

**3B.8 Sick Leave**

Sick leave is time for which full-time employees are compensated at their regular rate of pay when absent due to illness, off-duty injury or another medically related reason, such as a doctor's appointment. *Full-time, 40 hour, Road District and Cemetery employees earn sick leave at a rate of one and a quarter (1.25) days for each full month employed by Granville Township. Fulltime firefighter 40 hour employees earn sick leave at a rate of seventeen (17) hours per month. 56 hour employees earn sick leave at a rate of twenty (20) hours per month. Sick leave does not accumulate while an employee is on suspension or any unpaid leave of absence. ~~Sick leave can be accumulated up to a maximum of 100 working days (800 hours). Firefighter Sick leave can be accumulated up to a maximum of 1550 hours for 40 hour employees, and 2,000 hours for 56 hour employees.~~ The smallest increment of sick leave which may be used for any one absence is one hour.*

## **7.2 Cashing of Sick Leave at Retirement**

An employee who retires from active service with the Township meets the age and length of service requirements of the *OPERS* or *OP&FPF* pension plans, and who was also in the service of the Township for a period of ten (10) continuous years immediately prior to retirement may redeem accumulated sick leave at a rate of one quarter of their earned but unused sick hours (not including any sick time transferred from other public employers), at the current rate of compensation, up to a maximum lump sum payment of ~~\$10,000~~ \$12,500.

Trustee Bennett moved he be allowed to make an employment offer to fill the Fire Chief position to Interim Fire Chief Curtis, which would include the compensation and benefits package discussed in Executive Session. Trustee Schott seconded the motion and without further discussion, it was passed by unanimous vote.

Trustee Bennett agreed to write an MOU detailing the employment offer and once agreed upon, each Trustee and Chief Curtis would sign.

With no further action, the meeting adjourned at 9:15 PM.

### Calendar Reminder

- The next regular Board meeting is scheduled for August 24, 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.