Granville Township
Minutes of Regular Meeting, May 24, 2017

Present: Granville Township and Granville Roads District Trustees* Melanie Schott, Kevin Bennett, Dan VanNess, Fiscal Officer (FO) Jerry Miller and Recording Secretary Maggie Barno
Department Heads: Fire Chief Casey Curtis
Absent: Superintendent Binckley
Guests: Tom Strosko, Kokosing Construction
        Gil Porter, Black Cat Sealing
        Brad Boyer, Shelly Company
        Craig McDonald, Granville Sentinel
        Mike Duncan, 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 with an amendment to recognize Mike Duncan for his many years of service to the Granville Fire Department at the beginning of Public Comment. Trustee VanNess seconded the motion and the motion passed by unanimous vote.

Opening of the Road Paving Bids
FO Miller opened the bids for road paving which were due by 7 PM on May 24, 2017. The bids were as follows:
Shelly Company- $349,850.10
Kokosing Construction- $397,433.95

FO Miller stated he and Superintendent Binckley will review the winning bid for completeness prior to the Trustees accepting the bids. Trustee VanNess commented the bid would be awarded sometime in July contingent upon the Township receiving confirmation of the OPWC (Ohio Public Works Commission) grant funding.

Approval of Meeting Minutes
Trustee Bennett made a motion to approve the annual Joint Union Cemetery meeting minutes held on May 3, 2017 attended by the Township Trustees, Village Council and the Union Cemetery Board. Trustee Schott seconded the motion and the motion passed by unanimous vote.

Trustee Schott asked to amend the minutes of May 10, 2017 to including more details concerning her report on an article published in the Ohio Parks and Recreation magazine written by the GRD Director Andy Wildman. FO Miller read the expanded minutes. Trustee VanNess made a motion to approve the minutes as amended. Trustee Bennett seconded the motion and the motion passed by unanimous vote.
Public Comment
Trustee Bennett commented he had written a Resolution to thank Mike Duncan for his many years of service to the Granville Fire Department, which he would mail to Mr. Duncan. Trustee Bennett provided an overview of the career of Mike Duncan, from 1978 to 2017, ending with Duncan’s position of Fire Inspector. The Trustees thanked Mr. Duncan for his years of service.

Gil Porter, of Black Cat Sealing, spoke to the Trustees regarding the hot rubberized crack filler for roads that moves back and forth that his company provides, which can last up to ten years and could potentially save the Township $150,000 (as it does Mt. Vernon). His company serves the counties of Knox, Pickaway, Crawford, and Richland.

In the absence of Road Superintendent Binckley, Trustee VanNess stated he would forward the information to Superintendent Binckley.

Correspondence Received or Sent
FO Miller reported:
- Received a call from a resident who was concerned his neighbor’s (unkept) swimming pool was attracting mosquitos. FO Miller contacted Wes Sargent (Granville Township Sanitary District) who agreed to take care of the concern.
- Received several calls regarding electrical aggregation. The deadline for opting out (of electrical aggregation) was May 18, 2017.
- Trustee Bennett commented he received a call from a resident who was concerned about a pool with no fence around it. Trustee Bennett told the resident the Township has no regulations regarding the necessity of a fence around a pool.

Granville Township Road District
In the absence of Superintendent Binckley, Trustee VanNess reported the following:
- The road crews began to make the first pass of mowing along the roadways and the north half of the Township had been completed.
- The new pickup truck was delivered and decals and lighting package will be installed. This is the truck that Superintendent Binkley will drive.
- The details for Miller Ave. work continue to be gathered.

Cemetery Department
In the absence of Superintendent Binckley, Trustee VanNess reported the following:
- Foundations have been poured
- Mowing, mulching and flower planting has been done in preparation for Memorial Day.
- There have been four funerals
- There is one deed to be signed

Parks
Trustee Schott spoke to Village Attorney Mike King regarding the creation of an agreement between the Village and the Township to clarify the Township Trustees owned portion of the front lawn of Bryn Du Mansion. Attorney King advised Trustee Schott to bring the matter to the attention of Village Manager Pyles.
Fire Department
Chief Casey reported:

- Year-to-Date runs are 844 which is an 11% increase over 2016.
- Major Incident Report - Kirkersville shooting - many County resources, including Granville, were involved in responding to the incident.
- Meetings, Events and Projects were as follows:
  - Attended a Licking County Fire Chiefs’ meeting
  - Attended a BWC meeting with FO Miller and Superintendent Binckley
  - Attended a meeting at Denison on updates to their sprinkler system and summer construction
  - Met with Granville Police Sergeant Wilcox regarding the Granville 4th of July celebration
  - Meetings, (as well as attempts to meet with) Union Township Trustees
- Education:
  - The crews participated in multiple joint rescue trainings with West Licking and Monroe Fire Departments
  - Eleven members have completed and passed PALS update
- Still waiting for the vendor to install tires on Engine 201
- The Tornado siren at Granville Intermediate School required new batteries and has been fixed.

Chief Curtis reported FEMA is requiring a letter of support from the Trustees for the SAFER Grant Application and the letter of support is due by June 2, 2017. Trustee Bennett noted the Trustees previously stated their support, therefore, he offered to write and sign the letter on behalf of the Trustees. The other Trustees agreed.

Trustee VanNess commented he spoke to Chief Curtis regarding that if awarded the SAFER grant and three full time staff were added, would that decrease overtime and provide savings? Chief had responded it would allow more consistent staffing, but if a part time or intermittent employee were needed from time to time, overtime would be needed.

Trustee Bennett asked Chief Curtis about train derailment training provided by Norfolk Southern. Chief Curtis replied he would send it reach out to other County Fire Departments to determine interest.

Land Management /Open Space
Trustee Schott stated Land Management Committee member Mickey Smith told her the Committee’s open space inspections were being completed.

Trustee Bennett mentioned he and the other Trustees were aware of an Open Space application and that Open Space Chairperson Doug Wagner told him it would be June before the Open Space Committee could meet.
Zoning
In the absence of Zoning Inspector Binckley, Trustee VanNess reported the following:

- One permit was written for an outdoor storage shed at 51 Edgewood
- The BZA will hold a Hearing on May 30 for a Variance for 2572 Loudon Street
- Received a complaint about grass needing to be mowed at a repossessed vacant house on 41 Callie Court. Some of the grass, but not the entire lot, had been mowed.
- Zoning Inspector Binckley is expecting to receive a conditional use permit from Granville Christian Academy at 1812 Newark-Granville Road. Trustee Schott stated she thought the permit would be for modular buildings.

Zoning Commission
No report.

Zoning Appeal Board
Trustee Schott stated that in the case of an attorney representing a resident for a BZA Hearing, the attorney should be sent notification in addition to the resident.

Economic Development
Trustee Schott noted she received an email regarding setting an Economic Development meeting date, but no date has yet been set.

Elected Officials Reports

FO Miller reported:
- FO Miller checked at the Post Office on the cost of mailing BZA notifications as certified or registered mail and learned registered letters are $11.00 per letter and certified letters are $3.50 per letter. Discussion was held on mailings and Trustee Schott stated she would research the zoning code and email the findings to the Trustees and the BZA.
- Attended the Care Works Comp meeting with Chief Curtis and Superintendent Binckley. Two of the topics covered at the meeting were attending the Safety Workshops at the Licking County Chamber and a BWC $15,000 medical only program designed to avoid minor claims showing up on Townships claims experience. FO Miller recommended he contact the Ohio BWC to sign up the Township for the $15,000 program.

Trustee Bennett made a motion to authorize FO Miller to take the necessary steps to enroll the Granville Township in the BWC’s medical only program. Trustee VanNess seconded the motion and the motion passed by unanimous vote.

- FO Miller stated work is still being done on the closing for the James Road property. FO Miller asked for a motion to allow him to sign closing documents.

Trustee Bennett made a motion to authorize FO Miller to execute and sign any and all documents necessary to affect the closing of the James Road property. Trustee Schott seconded the motion and the motion passed by unanimous vote.
Additionally, Trustee VanNess commented he attempted to contact the surveyor to try to get a description of the highway easement. Trustee VanNess stated it was his understanding (from conversations with the Engineer’s office and the Prosecutor’s office) that step were needed to transfer the easement to the County Commissioners, but he had not heard from the surveyor. Trustee VanNess asked FO Miller to ensure this was also completed.

FO Miller stated the Township would receive a settlement check for a little over $141,000 (from the James Road property). FO Miller reported he asked APA Austin Lecklider for clarification on where the funds should be deposited.

- FO Miller reported on Township investments and provided the Trustees with a copy of the investments. FO Miller explained some of the investments were ending and asked if the Trustees agreed with reinvesting the funds. FO Miller recommended the June and July 2017 investments should be reinvested for 9 months to 18 months to provide a better rate of return than simply leaving the money in Star Ohio. FO Miller noted the importance of making sure the Township has cash available when major projects need to be funded (i.e. Fire Station, Open Space). FO Miller noted other investments will come due later this year and by then the Trustees should have a better understanding of the Fire Station Project.

Trustee Schott made a motion to adopt FO Miller’s investments recommendation. Trustee VanNess seconded the motion and without further discussion, the motion passed by unanimous vote.

FO Miller asked for a motion to move $5,000 to ALI 2191-220-599-0000 – Miscellaneous Operating Funds from the Fire Department Carryover ALI 2191-930-930-0000 in order to provide a check to Chief Curtis for his tuition reimbursement. FO Miller noted most of the original budget was used to pay for the support provided by the Ohio Fire Chief Association in filling the vacant Lieutenant position.

Trustee Bennet made a motion to move $5000 from Carryover to Miscellaneous Operating Funds. Trustee VanNess seconded the motion and without further discussion, the motion passed by unanimous vote.

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 Bennett and a second by Trustee Schott, 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:
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## Payment Listing

5/11/2017 to 5/24/2017

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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 reported:
- Worked with the Prosecutors Office for zoning clarification.
- The Township received a project update request from ODNR (Ohio Department of Natural Resources) concerning the Rotary Bridge. The request was given to GRD Director, Andy Wildman, to submit a photo of the park for the bridge.
- Spent a day refilling Township zoning documents by property address rather than by the individuals name as it was becoming difficult to locate.

Trustee Bennett reported:
- Trustee Bennett commented his report would be presented in New Business and property issues for Executive Session.

Trustee VanNess reported:
Received a call from Paul Treece who had issues regarding a culvert and a rut in his yard from work done on culverts last summer. Trustee VanNess told Mr. Treece his concerns would be addressed after Memorial Day.

Old Business
There was no Old Business to discuss.

New Business
MOU Township/Village
Trustee Bennett presented a MOU between the Village of Granville and the Township concerning a new Fire Station Project for the Township and a New Service Complex for the Village.

The Trustees discussed the setting of a date for a public hearing to present their plans and to allow for public input.

Trustee Bennett noted he and Chief Curtis have begun discussion on the next steps needed to build a Fire Station. This included contracting processes and working with a design architect. Trustee VanNess commented a good architect and a good plan could make a project of this size either a nightmare or go very smoothly. Trustee Schott noted if the station is built in the Village Gateway District, the architect needs to know those building restrictions and wondered about getting variances approved by the Village. Trustee Bennett responded he was highly confident the Village was geared to making the new Fire Station happen.

Trustee VanNess advised we need to do a tremendous job on the planning to help minimize costly change orders.

Trustee Schott stated while she has been a Trustee for 3½ years, there have been many scenarios for a Fire Station, and she believes this is the best one, adding there are challenges with any location. Trustee Schott noted we Trustees are working with other elected officials (Village Council), which is what we should do. The Township and the Village are sharing resources when and where appropriate, but will still maintain our individual areas that we manage.

Traffic was discussed.
Trustee Schott reported a property owner on South Main Street expressed concern about traffic congestion and suggested a need for a traffic study if the fire station is moved to South Main. Trustee Bennett commented a traffic study may not be warranted at this time, as it wouldn't take into consideration the ODOT plans/changes for this area.

Chief Curtis noted the Fire Department only interrupt traffic for a short period of time (30/60 seconds). Rarely have we had problems with gridlocked and on Broadway or South Main Street, there is still space for people to get out of the way. Chief Curtis noted ODOT has plans to improve the traffic in the area.

Following discussion, Trustee Bennett made a motion to approve the MOU with the amendment that neither leasing entity shall sublease to another party, and authorize Trustee Schott to sign the MOU on behalf of the Trustees. Trustee VanNess seconded the motion and without further discussion, the motion passed by unanimous vote. (Copy below includes Village Council signatures approved on 6/7/2017)
MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into this 7th day of June, 2017 by and between the Village of Granville, Ohio, a charter municipal corporation ("Village") and the Board of Trustees of Granville Township, Ohio, an unincorporated municipal township ("Township").

WHEREAS, the Village owns and occupies real property located at 1833 South Main Street in Granville, Ohio, which is presently occupied by the Village Service Center; and

WHEREAS, the Village Service Center has exceeded its useful life and is not ideally suited to meet the existing and future needs of the Village; and

WHEREAS, the Township owns and occupies real property located at 1536 Columbus Road in Granville Township, Ohio, which is presently occupied by the Township Service Garage Complex; and

WHEREAS, the real property at 1536 Columbus Road has additional capacity and is potentially a viable site on which to locate a Village Service Center; and

WHEREAS, the Village owns real property located at 133 North Prospect Street in Granville, Ohio, which is presently occupied by the Granville Township Fire Department; and

WHEREAS, the Granville Township Fire Department building has exceeded its useful life and is not ideally suited to meet the existing and future needs of the Granville community; and

WHEREAS, the real property at 1833 South Main Street is potentially a viable site on which to locate a Granville Township Fire Department building; and

WHEREAS, it appears that cooperation between the Village and the Township regarding the future locations of a Village Service Center and a Township Fire Department building may contribute to operational efficiencies and significant cost savings to the taxpayers of both the Village and the Township.

NOW, THEREFORE, IT IS UNDERSTOOD AND AGREED AS FOLLOWS:

1. The Township agrees to lease a sufficient part of the real property at 1536 Columbus Road to the Village, on substantially the same terms as the existing Fire Department Lease at 133 North Prospect Street, to allow a Village Service Center to be co-located with the Township Service Garage Complex.

2. Co-location of a Village Service Center with the Township Service Garage Complex at the 1536 Columbus Road property may include the construction of separate facilities, the use of shared facilities, or some combination of both, as determined to be in the best interests of the Village and the Township.
3. The Village will be responsible for all costs of construction associated with the co-location of a Village Service Center with the Township Service Garage Complex at the 1536 Columbus Road property, including but not limited to any required extensions or upgrades of water and sewer service.

4. The Village and the Township will be separately responsible for the payment of operating expenses and utilities at their respective facilities at the 1536 Columbus Road property.

5. The Village and the Township will share the cost of maintenance/operation of any shared facilities at the 1536 Columbus Road property, including but not limited to the access drive and parking areas.

6. In conjunction with the co-location of the Village Service Center with the Township Service Garage Complex, the Township agrees to lease a sufficient part of the real property located at 1181 River Road (“the Old Township Garage”) to the Village, on substantially the same terms as the existing Fire Department Lease at 133 North Prospect Street, to allow for construction of storage bins or other accessory structures which are necessary to operation of the Village Service Center but unable to be located at the 1536 Columbus Road property.

7. The Village and the Township will share the cost of demolition and removal of existing structures at the Old Township Garage, as needed.

8. The Village agrees to lease the real property at 1833 South Main Street to the Township, on substantially the same terms as the existing Fire Department Lease at 133 North Prospect Street, to allow a Granville Township Fire Department building to be located on that site.

9. The Village and the Township will share the cost of demolition and removal of the existing Village Service Center at the 1833 South Main Street Property.

10. The Township will be responsible for all costs of construction associated with the location of a Granville Township Fire Department building at the 1833 South Main Street property, including but not limited to any required extensions or upgrades of water and sewer service.

11. It is imperative that the existing Granville Township Fire Department building remain operational until such time as a new Fire Department building is completed at the 1833 South Main Street property. Accordingly, co-location of the Village Service Center with the Township Service Garage Complex at the 1536 Columbus Road property should be completed first; followed by demolition and removal of the existing Village Service Center at the 1833 South Main Street property; followed by construction of a Township Fire Department building at the 1833 South Main street property.

12. Upon completion and occupancy of a new Granville Township Fire Department building at the 1833 South Main Street property, the existing Fire Department Lease at 133 North Prospect Street will terminate and all rights to that property will revert to the Village.

13. The length of the leases contemplated for the properties listed within this document shall be as follows:

- 1833 South Main Street (Fire Station) - 30 year initial term with 5 year renewable options
- 1536 Columbus Rd. (Village Service) - 30 year initial term with 5 year renewable options
- 1181 River Road (Village Storage Bins) - 10 year initial term with 5 year option

It is also understood and agreed to that if the leasing entity desires to vacate after completion of a term, that the owning entity will have the right of first refusal to acquire
any existing buildings or structures. Both entities agree not to sub-lease any buildings which they might construct on the properties.

14. The Village and Township will take all necessary steps to implement the terms of this MOU in the most expeditious and cost-effective manner possible.

15. The terms of this MOU are interdependent and not severable. In the event of a substantial failure of performance of any one term, either party may terminate the remainder of the MOU.

AGREED BY:

The Village of Granville
By: [Signature]
Its: [Signature]

The Board of Trustees of Granville Township
By: [Signature]
Its: Chairperson, Board of Trustees

Executive Session

At 8:22 PM, Trustee Schott made a motion to move into Executive Session pursuant to 121.22 (G)(2) to discuss potential property purchase. Trustee VanNess seconded the motion.

FO Miller called the roll for the vote to move into Executive Session, which was as follows:
Trustee Schott- yes
Trustee Bennett- yes
Trustee VanNess- yes

With no further action the meeting adjourned at 8:50 PM.

Calendar Reminder
• The next regular Board meeting is scheduled for June 14, 2017, 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.