

Granville Township
Minutes of Regular Meeting, March 14, 2018

Present: Granville Township and Granville Roads District Trustees* Kevin Bennett, Dan VanNess, Bryn Bird, Fiscal Officer Jerry Miller, Recording Secretary Cathy Klingler,
Department Heads: Superintendent Travis Binckley and Fire Chief Casey Curtis
Guests: Carl Jennings, Architect, Mt. Parnassus Dr., Granville

Trustee Bennett called the meeting to order at 7:00p.m., and lead the Pledge of Allegiance.

Agenda Approval:

Trustee Bennett moved to approve the agenda. Trustee Bird seconded. Motion passed. Fiscal Officer Miller requested to go into Executive Session after the regular meeting for a personnel matter.

Minutes Approval:

Trustee Bennett moved that the minutes for the February 28, 2018 meeting be approved. Trustee VanNess seconded. Motion passed.

Public Comment:

None

Fire Department:

Fire Chief Casey Curtis's reported:

- 473 runs year-to-date, which is an increase over last year by 9%
- Reviewed meetings he had attended
 - Mull and Weithman Architects kick-off meeting
 - Denison Administrators along with Trustee VanNess and Fiscal Officer Miller
 - Fire Department Medical Director
 - South Main Street Task Force meeting
 - Granville Schools regarding
 - new baseball field building
 - emergency plan
 - Ohio Fire Code Update
- All staff have completed their annual physicals
- Asked to move forward with the purchase of a grass-unit [vehicle/pick-up truck], a 2018 Ford F350 which will be diesel, will have shorter wheel base, many upgrades and will be more reliable; is a seasonal truck to be used primarily in the spring because of potential grass fires. Price is \$63,000; \$55,000 was budgeted; difference in price is \$8,000. Plans for old truck were discussed.

Trustee VanNess moved to appropriate the \$63,000 from the Equipment Reserve Capital Fund to purchase the new grass truck, which included the \$55,000 budgeted amount, plus moving an additional \$8,000 from the Equipment Reserve carryover line item. Trustee Bennett seconded. Trustee Bennett seconded. Without further discussion, the motion passed by unanimous vote.

Fire Station Progress Report:

- Chief Curtis reported the Architect's Kick Off meeting with Mull and Weithman presented physical surveys for his staff to fill out. He will have them for Trustees to see soon.
- Trustee Bennett reported Request for Proposal (RFP) for the Construction Manager has been sent out to the two firms that responded to the original Request for Qualifications (RFQ). A site visit with the architects will be on March 22, 2018. After April 1, 2018, the Evaluation Committee will interview the two final competitors, and hopefully someone will be "on board" after April 18, 2018.

Granville Township Road District:

Superintendent Travis Binckley reported:

- Continues to patch potholes
- Replaced the culvert at James Road and Old James Road
- Removed and trimmed trees on Burg Street
- Requested permission to replace the 2007 ZMT 180 Offset Roadside Mower with a new one, being the exact same model, but 2-3 years newer, from Advantage Ag of Zanesville for \$7,500; plans to keep old mower for parts.

Trustee VanNess moved to authorize Superintendent Binckley to purchase a new mower, the same model as the old one, for \$7,500. Trustee Bennett seconded. Without further discussion, the motion passed by unanimous vote.

Cemetery Department:

Travis Binckley reported:

- Performed 2 burials, sold 4 graves and presented 2 deeds to sign
- Crews started cleaning out flower beds and mulching around trees
- Requested permission to replace the 2012 Ferris IS2000 zero turn mower with a 2018 IS2100 zero turn; total cost \$8,648.94 minus a \$250 rebate; also requested to declare 2012 as surplus and asked permission to place it on GovDeals.

Trustee Bennett moved to approve the purchase of a zero turn mower at an amount not to exceed \$8,500 and to declare the current mower as surplus. Trustee VanNess seconded. Without further discussion, the motion passed by unanimous vote.

Cemetery Improvement Project:

Architect Carl Jennings presented detailed drawings for the improvements and shared them with the Trustees.

Trustee Bennett reported the following:

- Had a meeting with Travis Binckley and Bill Hoekstra, who suggested building a columbarium wall in Maple Grove Cemetery.
- Columbarium wall would offer a service not currently available.
- He had a meeting with the Village Planner, Mr. Jennings and Mr. Moleca regarding where the Village is in regards to the plans

Upon review of the documents, Trustee VanNess commented he would like no duplication of facilities if possible. There was discussion about possible office space, chapel space, records space or event space. Superintendent Binckley defended the idea for the following reasons:

- Since records have been transferred to the Township Service Department, space is needed to store usable materials other than a garage.
- He would like to link computers between the Township Service Department and Maple Grove Cemetery for a digitized grave search system.

Trustee Bennett offered the following:

- Granville Historical Society would like to do an historic plaque and a digital kiosk in the office building
- A lot that was acquired last year needs to be excavated.
- Open space would be a small park with an American Legion veterans' monument, etc.

There was discussion about long-term care or replacement of a proposed building in Maple Grove Cemetery, fencing, safety of the ingress/egress especially at night, fee structures, and funding sources for the proposed building project and/or columbarium wall.

Consideration/Approval of Architect's Contract

Carl Jennings:

- Shared the site plan for a proposed Maple Grove Cemetery project with the following suggestions:
 - Take out brick pillars
 - Change entrance to 21' wide
 - Possible office building/chapel, and expanded cemetery service garage
 - Greek Revival look to fit in with Village
 - Stick-framed building, with 2x6 walls
 - Eliminating duplication of restrooms would save money; a restroom is not required in each building; he will check Code to make sure people can be referred to a different building
 - Mechanical rooms
 - A "parkland" with appeal
 - Move a columbarium wall to a different location along with a veterans' memorial
 - Described the columbarium wall and the possible numbers of units (possibly 265)

Carl Jennings said the Village needs to be in favor, as the area is zoned AROD and is also zoned R1. Trustee VanNess noted it can be rezoned "open space", then we can request a "conditional use" as a Cemetery.

Carl Jennings spoke with a firm in Canton, and learned there might be a funding source if veterans will be buried there. Trustee Bennett replied maybe a grant could be gotten from the Veterans' Administration for veteran burials.

Discussion continued about:

- Fencing
- A house being located very close and possible encroachment
- Gate security at night
- Having a public hearing
- The costs concerned the project.
- Some funding might come through the Veterans Administration or American Legion.

The timeline was reported that:

- Carl Jennings said the approval process would be at least 2 months after the plan is improved, then demolition would follow. Trustee Bennett suggested at least 5-6 months' total time.
- Trustee VanNess suggested that, if construction is late summer or fall, maybe demolition would be done in late summer
- \$36,700 was estimated cost of architectural work, with \$2,500 already appropriated.
- There was discussion about funding the project: carryovers, line item transfers, etc.
- Trustee Bennett hoped cost would be \$250,000; Trustee VanNess thought it might be \$300,000 altogether.
- There was discussion about revenue being generated with the proposed project
- Trustee Bennett pointed out the importance of the educational and family activities at a cemetery

Carl Jennings reviewed:

- The exterior would be either painted hardy-board or a different system, something prefinished and something with a low maintenance.

There was discussion about public exposure and involvement including: The Sentinel, a public hearing, possibly the Planning Commission, BZBA, 1 or 2 Village Council meetings, Tree and Landscape Commission, schools, Granville Historical Society.

Trustee Bennett moved to approve the already-appropriated \$2,500 and a \$34,200 additional appropriation for an architectural contract. (Carl Jennings stated he would have more exact cost estimate soon.) Trustee Bird seconded. Motion passed.

Fiscal Officer Miller noted that those costs don't include surveying, and reviewed the source of money for various costs; he added that, like with the firehouse, definite amounts of money have to be allocated for specific things prior to their build.

Zoning:

Zoning Inspector and Compliance Officer Binckley reported:

- No permits since the last meeting

Zoning Commission:

Superintendent Binckley talked to Zoning Commission Chairperson, Rob Schaadt who indicated their next meeting will be April 2, 2018.

Board of Zoning Appeals:

Zoning Inspector Binckley reported:

- There will be 3 hearings on March 27, 2018:
 - 1617 Loudon Street - front yard setback variance
 - 2759 Canyon Road - side yard setback variance
 - Lots 7-11 in The Estates at Olde Orchard Farm – front yard setback variance

Parks:

Superintendent Binckley reported he will drop the roller off to start rolling fields this spring. Trustee Bennett reported he noticed at McPeck Lodge, that with spring growth, people are not trying to gain access to property from the bike path anymore. Trustee VanNess asked if there are any more issues with the septic. Fiscal Officer Miller indicated he thought it was still on their to-do list.

Correspondence Received or Sent:

Fiscal Office Miller reported:

- Sent something back to Licking County Soil and Water regarding summary numbers for salaries, etc.
- Has been busy working on the audit
- Talked to Rob Schaadt and sent notices for the Zoning Commission
- Met with Zoning Commission and received their changes.

Trustee Bennett thought someone should visit the business office while Fiscal Officer Miller is out of town and Susan is not there, to check the phone for messages.

Fiscal Officer Miller reported:

- Provided McKean Township Fiscal Officer Phyllis Ellis with PDF copy of the signed (5 year) McKean/Granville Township Fire Department Service contract.
- Received several notices about Ohio Scenic Bi-Way and forwarded onto Trustee Bennett
- Received the 2017 OPWC project close out letter
- Per Mollie Prasher, 500+ deer were harvested this year
- Forwarded notices about the State Auditors Annual Conference to be held March 22-23.
- Received notice from the Village regarding the Southgate Project meeting being held on March 5, 2018
- Received the annual notice from Pat Deering, Licking County Soil and Water, to report on land conservation costs during CY 2017.

Land Management / Open Space:

Trustee Bennett reported a letter was sent out regarding the Township interest in purchasing land.

Judy Preston commented there will be a Land Management Committee meeting here on Friday.

Economic Development/River Road/Weaver Drive/South Main Street Task Force:

Trustee Bird reported the following:

- Reviewed the ideas shared at the Feb. 15, 2018 Task Force meeting which involved a charrette; the March 1, 2018 meeting will look at ideas shared with engineering realities; at March 8 meeting people will present regarding a pedestrian crossing.
- Village hired an engineer firm to assist in a traffic study
- Attended a meeting with the Village to talk about the fire station regarding the road and how it plays into the proposed layout; once the committee makes a decision, it will be presented to the Village. Chief Curtis stated the layout of the new fire station will be determined by where the fire trucks can exit.
- Grow Licking County has a breakfast coming up.

Elected Officials Reports:

Fiscal Officer Miller reported:

- He is working with Wilson, Shannon, and Snow; he will do a polar audit for EMS billing; \$2000 will show us how to do things more efficiently with them
- FO Miller provided a list of the warrants and payroll checks issued and 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 VanNess, 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:

GRANVILLE TOWNSHIP, LICKING COUNTY

3/14/2018 1:

Payment Listing

U/

3/1/2018 to 3/14/2018

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
228-2018	03/09/2018	03/06/2018	EP	Joseph C Asselin	\$1,107.11
229-2018	03/09/2018	03/06/2018	EP	Susan A Bain	\$248.48
230-2018	03/09/2018	03/06/2018	EP	Christopher M Bassetti	\$158.92
231-2018	03/09/2018	03/06/2018	EP	Andrew R Baughman	\$1,704.81
232-2018	03/09/2018	03/06/2018	EP	Prentice M Berry	\$558.24
233-2018	03/09/2018	03/06/2018	EP	B. Travis Binckley	\$2,305.57
234-2018	03/09/2018	03/06/2018	EP	Thomas A. Bowman	\$2,285.06
235-2018	03/09/2018	03/06/2018	EP	Tyler J. Bryan	\$1,110.58
236-2018	03/09/2018	03/06/2018	EP	Joshua M Butt	\$980.97
237-2018	03/09/2018	03/06/2018	EP	Derwin R Clemens	\$1,770.96
238-2018	03/09/2018	03/06/2018	EP	Casey R. Curtis	\$2,186.13
239-2018	03/09/2018	03/06/2018	EP	Kathryn M Darrah	\$171.83
240-2018	03/09/2018	03/06/2018	EP	Troy A Elmore	\$257.59
241-2018	03/09/2018	03/06/2018	EP	Bradley D Essick	\$1,997.83
242-2018	03/09/2018	03/06/2018	EP	Cameron S Evans	\$146.59
243-2018	03/09/2018	03/06/2018	EP	Teresa Ann Forson	\$135.42
244-2018	03/09/2018	03/06/2018	EP	Jason C George	\$730.72
245-2018	03/09/2018	03/06/2018	EP	John R Guegold	\$450.76
246-2018	03/09/2018	03/06/2018	EP	Benjamin S. Hagstad	\$294.20
247-2018	03/09/2018	03/06/2018	EP	Gary T Harman II	\$1,489.21
248-2018	03/09/2018	03/06/2018	EP	Joshua B. Harrison	\$409.74
249-2018	03/09/2018	03/06/2018	EP	Kevin M Henry	\$655.47
250-2018	03/09/2018	03/06/2018	EP	Brianne M Hill	\$1,658.89
251-2018	03/09/2018	03/06/2018	EP	Ryan P. Hussey	\$1,988.81
252-2018	03/09/2018	03/06/2018	EP	Aaron C. Jones	\$416.54
253-2018	03/09/2018	03/06/2018	EP	Bradley A. Leckrone	\$287.13
254-2018	03/09/2018	03/06/2018	EP	Terry L. Lynn Jr	\$954.16
255-2018	03/09/2018	03/06/2018	EP	William D McCullough	\$478.00
256-2018	03/09/2018	03/06/2018	EP	Troy A Melick	\$341.80
257-2018	03/09/2018	03/06/2018	EP	Maxwell F Newton	\$655.35
258-2018	03/09/2018	03/06/2018	EP	Robert M. Otter	\$43.32
259-2018	03/09/2018	03/06/2018	EP	Graham L Parsley	\$660.94
260-2018	03/09/2018	03/06/2018	EP	Tyler S Poe	\$319.52
261-2018	03/09/2018	03/06/2018	EP	Brandon T. Reece	\$1,827.67
262-2018	03/09/2018	03/06/2018	EP	Andrew T. Saunders	\$2,263.20
263-2018	03/09/2018	03/06/2018	EP	Tristan J Shoultz	\$1,409.03
264-2018	03/09/2018	03/06/2018	EP	Thomas S Smallsreed	\$1,335.10
265-2018	03/09/2018	03/06/2018	EP	David J Smith	\$1,262.58
266-2018	03/09/2018	03/06/2018	EP	Douglas W. Smith	\$265.14
267-2018	03/09/2018	03/06/2018	EP	Scott M Smith	\$455.58
268-2018	03/09/2018	03/06/2018	EP	Seth W Teagle	\$493.30
269-2018	03/09/2018	03/06/2018	EP	Mason D Wilkins	\$567.32
271-2018	03/09/2018	03/06/2018	EW	Park National Bank-IRS (Fed, Med & SS w/h)	\$7,263.59
272-2018	03/09/2018	03/06/2018	EW	Ohio Public Employees Deferred Comp.	\$1,985.00
277-2018	03/13/2018	03/13/2018	CH	Staples Contract & Commercial Inc	\$1,132.66
1442	03/13/2018	03/12/2018	AW	Angeletti Overhead Door Co	\$295.00

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
1443	03/13/2018	03/12/2018	AW	Bound Tree Medical LLC	\$1,067.85
1444	03/13/2018	03/12/2018	AW	Cintas Corporation	\$779.40
1445	03/13/2018	03/12/2018	AW	Finley Fire Equipment Co., Inc.	\$2,821.00
1446	03/13/2018	03/12/2018	AW	Fire House	\$165.00
1447	03/13/2018	03/12/2018	AW	Granville Lumber	\$110.41
1448	03/13/2018	03/12/2018	AW	Jae's Towing & Recovery	\$739.28
1449	03/13/2018	03/12/2018	AW	Licking Memorial Hospital	\$7,615.00
1450	03/13/2018	03/12/2018	AW	McDonald Auto and Truck Repair	\$374.62
1451	03/13/2018	03/12/2018	AW	Newark Winnelson	\$700.64
1452	03/13/2018	03/12/2018	AW	National Institute for Public Safety Tec	\$720.00
1453	03/13/2018	03/12/2018	AW	Ohio Public Entity Consortium	\$93.50
1454	03/13/2018	03/12/2018	AW	Ohio Public Entity Consortium	\$18,500.00
1455	03/13/2018	03/12/2018	AW	Old Republic	\$200.00
1456	03/13/2018	03/12/2018	AW	Paumier Medical Management Group Inc	\$1,501.91
1457	03/13/2018	03/12/2018	AW	Pieper Frame & Truck Repair Inc	\$986.00
1458	03/13/2018	03/12/2018	AW	Ross' Granville Market	\$69.92
1459	03/13/2018	03/12/2018	AW	Southeastern Emergency Equipment Co	\$379.01
1460	03/13/2018	03/12/2018	AW	Time Warner	\$120.00
1461	03/13/2018	03/12/2018	AW	Tracy Flanagan	\$232.00
1462	03/13/2018	03/12/2018	AW	United States Post Office	\$62.00
1463	03/13/2018	03/12/2018	AW	Verizon Wireless	\$321.38
1464	03/13/2018	03/12/2018	AW	Washington Auto Parts Inc	\$1,110.13
1465	03/13/2018	03/12/2018	AW	Cardmember Service	\$1,613.31
1466	03/13/2018	03/12/2018	AW	Jerry A. Miller	\$104.64

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 Bennett Report:

- Fiscal Officer Miller reminded Trustee Bennett he had forwarded an email about two positions needing to be renewed for the Bryn Du Committee.

Trustee Bennett moved to approve the renewal of the positions, pending Joe Hickman and Candy Moore being willing to serve. Trustee VanNess seconded. Motion passed.

Trustee VanNess reported:

- He met with Fiscal Officer Jerry Miller, Fire Chief Casey Curtis, Denison University President Adam Weinberg, and CFO David English to review current Fire Department run numbers and the historical relationship between the University and the Fire Department.

- Had a meeting with Union Township Trustee Charlie Prince, regarding our new Fire Station, our EMT/Fire contract with the Union Township Trustees. It was noted Union Township has 2 levies up for renewal in May, which might affect Granville Township's revenue source). Trustee VanNess expects more details within the next 6 weeks
- Received a report from Local Waste with complaints for last month, which were down from month before

Trustee Bird reported:

- She went to the Stormwater Consortium, and the South Licking Watershed Conservancy

Old Business: None

New Business: None

Trustee Bennett moved to go into Executive Session at 8:38 PM per Ohio Revised Code 121.22(G)(1) for a personnel issue, and 121.22(G)(2) for a potential property purchase. Roll call vote: Bennett (yes), VanNess (yes), and Bird (yes).

At 8:55 PM the Trustees moved out of Executive Session back into Regular Session.

Trustee Bennett moved to credit Firefighter/EMT Ryan Hussey with the full-time service he earned with the City of Delaware (Hire Date: 1/18/2012) where he worked immediately prior to accepting his Full-time position with the Granville Township Fire Department, for the purpose of earning Vacation Leave only. It was noted this exception was outlined in an email to Ryan Hussey from Chief Curtis prior to accepting his FT position with the Granville Township Fire Department, as a way to offset Mr. Hussey decrease in pay. Trustee VanNess seconded the motion and after no further discussion, the motion passed by unanimous vote.

With no further business, the meeting adjourned at 8:55 PM.

Calendar Reminder

- The next regular Board meeting is scheduled for March 28, 2018, 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.