

Granville Township
Minutes of Regular Meeting, September 26, 2018

Present: Granville Township and Granville Roads District Trustees* Kevin Bennett, Dan VanNess, Bryn Bird, Fiscal Officer Jerry Miller, Recording Secretary Cathy Klingler
Department Head: Superintendent Travis Binckley, Lieutenant Brandon Reece
Absent: Chief Casey Curtis
Guests: Mike Birkmeyer, MCS Insurance

Trustee Bennett called the regular meeting to order at 7:00pm with the Pledge of Allegiance.

Agenda Approval:

Trustee VanNess moved to approve the agenda. Trustee Bennett seconded. All approved. Motion passed.

Minute Approval:

September 12, 2018 – Trustee Bennett suggested tabling consideration of minutes for the September 12, 2018 meeting.

Public Comment:

None

Fire Department:

Lieutenant Reece reported the following:

- Lieutenant Reece reported the following:
- 1584 runs year-to-date, a .5 % increase from last year
- Had mechanical repairs done to the engine and the rescue
- Administration house air conditioning failed; estimate from Luikart Heating and Cooling to remove old unit and install a new unit was \$3090; there was discussion about replacement vs. repair of the unit with future sale of the building approximately 2-3 years away.

Trustee VanNess moved to allocate funds to replace the air conditioning unit not to exceed \$3100. Trustee Bird seconded. Without further discussion, the motion passed by unanimous vote.

- Hot water tank in the bunk house failed; moved hot water tank from administration house and installed small-demand tank
- Ladder Truck will go to Pennsylvania the week of October 6, 2018 to begin repairs October 8, 2018.
- Chief Curtis attended Union Township meetings; presented an updated map showing better coverage for Union Township
- Chief Curtis attended Town and Gown with Denison University
- Lieutenant Reece scheduled shoulder surgery for October 12, 2018, and would be out of commission for a few months; his last day on shift would be October 10, 2018; Bree Hill

would likely take over his shift; it was attempted to fill his shift with some part time employees.

Fire Station Progress Report

Trustee VanNess reported:

- Met with the Architects (Mull and Weithman (Architects) and Robertson Construction (CMAR). Mull and Weithman's estimate was \$245 per square foot for construction costs but should have more exact cost estimate from by October 5, 2018.
- Attended preliminary work session with Granville Planning Commission on September 24, 2018 which went well. A full set of plans will be submitted at the October 8, 2018 GPC meeting, then a full presentation will be made to the GPC on October 22, 2018.
- Mollie Prasher, Clerk of Council, advised that two different street addresses have been used to identify the Village Service Complex and ask which address the Trustees would like to use for the new Fire Station?

Trustee VanNess moved that 500 South Main Street be the official future address of the new Granville Township Fire Station. Trustee Bennett seconded. Without further discussion, the motion passed by unanimous vote.

- Received quotes from firms regarding geo-tech work (ground stabilization). Mull and Weithman recommended using Research International for cost of \$5990.

Trustee VanNess moved to appropriate \$5990 for geo-tech work to be done by Research International. Trustee Bird seconded. Without further discussion, motion passed by unanimous vote.

- Attended a Union Township special meeting on September 24, 2018; Union Township Trustees voted to request a quote and proposal for an updated study done in 2004 about a fire station, and where the line should be drawn between Hebron and Granville services; he expected Union Township to extend their contract with Granville Township Fire Department for another year.
- Chief Curtis generated a letter asking, if ODOT wanted to keep just northbound traffic open, would they fund traffic control devices for Township equipment to adjust lights to let emergency vehicles through. The letter was signed by Chief Curtis, Trustee Bennett and Mayor Hartfield.
- Funding options were briefly discussed. Trustee Bennett suggested tabling the discussion until the October 10, 2018 meeting which would allow time to speak with some more financial personnel. Trustee VanNess expects the projects maximum price (CMAR deliverable), will be known by our next meeting.
- Trustee Bennett stated, regarding the proposed design and for the record, he was personally OK with the design.
- The following thoughts were shared:
 - Trustee Bird was happy to see there was more training room

- Trustee VanNess was happy with five bays with more room between them, the big changes in the living quarters, and the flexibility built in for the future of the building
- Trustee Bennett liked the room for the Fiscal Officer, but was suggested a room for trustees to do township business. FO Miller noted there are three other offices in the plans: 1 for the lieutenants, 1 for the part-time fire inspector and 1 for a future captain, therefore, some accommodation might be made. FO Miller noted a Township Administrator position might also be needed in the future. Trustee Bird noted there is some office space at the Township Service Complex which could be utilized when needed.
- Trustee Bird thought the chief's office should be closer to the entry
- All were in agreement with Trustee VanNess presenting the plans to the Granville Planning Commission.
- Trustee VanNess reported he attended the September 19, 2018 Village Council meeting where the Township was granted a demolition permit for the current Village Service Station at 500 S. Main St.

Granville Township Road District:

Superintendent Binckley's report the following:

- Found a trailer at Farm Science Review for \$8,478.50.
- Miller Avenue estimate from Shelley Company for paving was \$16,018. Projected start date was October 4, 2018.

Trustee Bennett moved to authorize to enter into contract with the Shelley Company for the paving of Miller Avenue in the amount of \$16,018. Trustee VanNess seconded. Without further discussion, the motion passed by unanimous vote.

- Needed the Trustees to authorize him to submit an application to participate in the OPWC state capital improvement program and to execute contracts as required. Application would be due October 5, 2018.

Trustee Bennett moved to authorize Roads Superintendent Binckley to submit an OPWC application for the coming year, on behalf of the Granville Township Trustees, and appropriate up to \$250,000 from the various eligible funds and line items as needed by the Fiscal Officer. Trustee VanNess seconded. Without further discussion, the motion passed by unanimous vote.

- Requested permission to have Griffin Striping stripe the main roads on the north end of the Township as well as River Road, for which money was already budgeted.

Trustee VanNess moved to spend up to \$12,000 for striping township roads. Trustee Bennett seconded. Without further discussion, the motion passed by unanimous vote.

- Today a large tree come down on Jones Road and crews will have it clean up tomorrow.

Kendal Light Project: award of installation contract

Trustee Bennett reported the following:

- Kendal would contract necessary traffic control so it wouldn't be part of the Township's light installation and hardware purchase.
- Received a proposal at \$49,300 (under the \$50,000 threshold for requiring bids).

- Received contact from a firm near Medina who did the traffic signals in the crosswalks in the Village.
- Was confident Jess Howard would do the job. Superintendent Binckley stated Jess Howard would probably start pouring concrete in 2 weeks if approved at the September 26, 2018 meeting. Trustee Bennett explained the Township was responsible for one-half of the project, not to exceed the pre-arranged amount. Trustee VanNess wanted to make sure the language in the contract was agreeable.

Trustee Bennett moved to approve entering into contract with Jess Howard Electric for the installation of the Kendal/Route 16 traffic light, not to exceed \$49,500. Trustee Bird seconded. Without further discussion, the motion passed by unanimous vote.

- Trustee Bennett wanted to verify who ordered parts, and exactly what parts were needed.
- Trustee VanNess wanted to be sure exactly what the Township would be paying.
- FO Miller wanted to make sure the Township and Kendal knew exactly what they would pay, and how the payments/reimbursements would be made.

Cemetery Department:

Superintendent Binckley's reported

- Had 2 burials,
- Sold 5 graves

Cemetery Improvement Project

Trustee Bennett stated, regarding the project update:

- Received an additional bill for current architect firm (David B Meleca LLC)
- Spoke with Carl Jennings, architect, with dissatisfaction that the cemetery project cost was so high and the basic plan was not what had been requested
- Learned a citizen wanted to donate \$10,000 toward the veterans' park
- Mr. Lucks might contribute for veterans' park, also; anticipated other veterans' families would want to donate.

Zoning:

Zoning Inspector and Compliance Officer:

Zoning Inspector Binckley reported:

- Had written 3 permits:
 - 1665 Loudon Street for an addition/porch
 - 10 Denbigh Drive for a shed
 - 1125 Jones Road for an addition

Zoning Commission:

Zoning Inspector Binckley the next meeting Zoning Commission would be October 1, 2018 and they are expected to address a rezoning application for Sunset Drive and SR16 (from R1 to Commercial)

Board of Zoning Appeals:

Zoning Inspector Binckley reported, there is a BZA meeting scheduled for October 9, 2018 concerning a playhouse at 843 New Burg Street.

Parks

Trustee Bennett reported on the rental house:

- he sent a letter to tenants stating lease had been renewed for one year.
- Spoke to Blanchard Construction about finishing repairs
- received a call regarding trees that were considered dangerous in the parking lot which he referred to Granville Recreation District

Trustee VanNess asked if water meter was moved. Superintendent Binckley thought the meter was moved.

Land Management / Open Space

Trustee Bird reported the following:

- Had a quote from Jim Murr from MAI Appraisal Institute for assessment and evaluation of the property on the corner of Routes 37 and 16; was quoted at \$4700 for appraisal within a 60-day period of authorization.

Trustee Bennett moved to approve the appropriation amount of \$4700 out of Open Space funds to retain the services of Jim Murr for the appraisal. Trustee VanNess seconded. Without further discussion, the motion passed by unanimous vote.

- Scheduled meeting with Denison University to discuss the easement from the high school to the intermediate school for a pathway
- Open Space Committee was scheduled to discuss five applications together on October 11, 2018

Economic Development

Trustee Bird reported

- MOU meeting was scheduled for September 28, 2018, from 6-7:30pm, at the Senior Center; Park Shea Realty planned to attend.
- Went to Village meeting; extension of water/sewer was planned, but not for residential.
- Village would have no control of taxes of JEDD; would work with Village to get legal help with CEDA and JEDD.

Correspondence received or sent:

FO Miller reported:

- Received a note from Columbia Gas to replace two bends in their pipes starting October 25, 2018 on Silver Street east of Knoll Drive. Superintendent Binckley reported it was outside Township's road right-of-way.
- Marathon Pipeline would be doing a right-of-way assessment.
- Received an invitation from Licking County Township Association Secretary Phyllis Ellis that the fall seminar would be October 25, 2018 at Ellis Park in Fredonia.

Elected Officials Reports:

Fiscal Officer Miller reported:

- Administrative Assistant Susan Bain would be out for approximately a month. A get well card was signed and will be mailed.
- Reported the following about a renewal notice for health insurance from Medical Mutual of Ohio
 - Included a 10.2% increase of premium over last year
 - Explained procedure if the Trustees wanted to consider changing from Medical Mutual of Ohio, which included all employees going online (FormFire) to enter all their medical information for self and family
 - Reviewed past experiences where the Township went through process, found a cheaper insurance company, but their prescription plan was very costly to the Township.
 - Noted the Township's insurance rate increase was very small last year
 - Explained current premium and what the increase would be

Trustee Bennett moved to renew the contract, accepting the rate increase with Medical Mutual for the next year (coverage beginning January 1, 2019). Trustee Bird seconded. Without further discussion, the motion passed by unanimous vote.

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 VanNess to authorize the payment of checks for the period of September 13, 2018 to September 26, 2018 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:

GRANVILLE TOWNSHIP, LICKING COUNTY

9/26/2018

Payment Listing

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9/13/2018 to 9/26/2018

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
959-2018	09/21/2018	09/18/2018	EP	Joseph C Asselin	\$1,141.37
960-2018	09/21/2018	09/18/2018	EP	Susan A Bain	\$241.40
961-2018	09/21/2018	09/18/2018	EP	Christopher M Bassetti	\$158.92
962-2018	09/21/2018	09/18/2018	EP	Andrew R Baughman	\$1,745.78
963-2018	09/21/2018	09/18/2018	EP	Brynn Kevin Bennett	\$1,647.57
964-2018	09/21/2018	09/18/2018	EP	Prentice M Berry	\$416.29
965-2018	09/21/2018	09/18/2018	EP	B. Travis Binckley	\$2,305.05
966-2018	09/21/2018	09/18/2018	EP	Bryn A Bird	\$1,370.72
967-2018	09/21/2018	09/18/2018	EP	Thomas A. Bowman	\$1,974.36
968-2018	09/21/2018	09/18/2018	EP	Tyler J. Bryan	\$1,110.58
969-2018	09/21/2018	09/18/2018	EP	Joshua M Butt	\$980.97
970-2018	09/21/2018	09/18/2018	EP	Derwin R Clemens	\$1,638.95
971-2018	09/21/2018	09/18/2018	EP	Casey R. Curtis	\$2,186.13
972-2018	09/21/2018	09/18/2018	EP	Troy A Elmore	\$117.48
973-2018	09/21/2018	09/18/2018	EP	Bradley D Essick	\$85.34
974-2018	09/21/2018	09/18/2018	EP	Jason C George	\$756.54
975-2018	09/21/2018	09/18/2018	EP	Benjamin S. Hagstad	\$154.65
976-2018	09/21/2018	09/18/2018	EP	Faolan L Hallissey	\$1,346.96
977-2018	09/21/2018	09/18/2018	EP	Gary T Harman II	\$1,287.34
978-2018	09/21/2018	09/18/2018	EP	Joshua B. Harrison	\$279.18
979-2018	09/21/2018	09/18/2018	EP	Kevin M Henry	\$655.47
980-2018	09/21/2018	09/18/2018	EP	Brianne M Hill	\$1,821.25
981-2018	09/21/2018	09/18/2018	EP	Ryan P. Hussey	\$2,127.82
982-2018	09/21/2018	09/18/2018	EP	Aaron C. Jones	\$1,405.83
983-2018	09/21/2018	09/18/2018	EP	Brian P. Jones	\$1,409.10
984-2018	09/21/2018	09/18/2018	EP	Andrew R Kuhnash	\$240.55
985-2018	09/21/2018	09/18/2018	EP	Bradley A. Leckrone	\$889.44
986-2018	09/21/2018	09/18/2018	EP	Terry L. Lynn Jr	\$534.33
987-2018	09/21/2018	09/18/2018	EP	Troy A Melick	\$341.80
988-2018	09/21/2018	09/18/2018	EP	Jerry A Miller	\$1,461.85
989-2018	09/21/2018	09/18/2018	EP	Maxwell F Newton	\$674.85
990-2018	09/21/2018	09/18/2018	EP	Robert M. Otter	\$5.10
991-2018	09/21/2018	09/18/2018	EP	Graham L Parsley	\$459.54
992-2018	09/21/2018	09/18/2018	EP	Adam L Parsons	\$581.98
993-2018	09/21/2018	09/18/2018	EP	Brandon T. Reece	\$1,648.76
994-2018	09/21/2018	09/18/2018	EP	Philip A Reger	\$1,058.87
995-2018	09/21/2018	09/18/2018	EP	Andrew T. Saunders	\$178.88
996-2018	09/21/2018	09/18/2018	EP	David J Smith	\$1,568.50
997-2018	09/21/2018	09/18/2018	EP	Douglas W. Smith	\$530.36
998-2018	09/21/2018	09/18/2018	EP	Zachary T Smith	\$1,800.77
999-2018	09/21/2018	09/18/2018	EP	Seth W Teagle	\$384.40
000-2018	09/21/2018	09/18/2018	EP	Daniel D VanNess	\$1,423.47
001-2018	09/21/2018	09/18/2018	EP	Mason D Wilkins	\$231.38
003-2018	09/21/2018	09/20/2018	EW	Park National Bank-IRS (Fed, Med & SS w/h)	\$8,068.30
004-2018	09/21/2018	09/20/2018	EW	Ohio Public Employees Deferred Comp.	\$1,585.00
005-2018	09/21/2018	09/20/2018	EW	Ohio Department of Taxation	\$2,672.89

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount
1006-2018	09/21/2018	09/20/2018	EW	School District Income Tax	\$311.16
1007-2018	09/21/2018	09/20/2018	EW	Village of Granville - Income Tax Dept	\$1,396.83
1008-2018	09/21/2018	09/20/2018	EW	AFLAC	\$1,421.40
1009-2018	09/21/2018	09/20/2018	EW	City of Delaware	\$18.54
1010-2018	09/21/2018	09/20/2018	EW	Lancaster Income Tax	\$1.33
1011-2018	09/21/2018	09/20/2018	EW	City of Columbus	\$233.54
1012-2018	09/21/2018	09/20/2018	EW	City of Westerville	\$54.71
1013-2018	09/21/2018	09/20/2018	EW	Regional Income Tax Agency	\$107.51
1014-2018	09/21/2018	09/20/2018	EW	Newark Income Tax Department	\$443.52
1015-2018	09/21/2018	09/20/2018	EW	Granville Township	\$7,649.44
1016-2018	09/21/2018	09/20/2018	EW	Park National Bank - G Twp FSA W/H	\$3,841.66
1017-2018	09/20/2018	09/25/2018	CH	Staples Contract & Commercial Inc	\$83.00
1018-2018	09/20/2018	09/25/2018	CH	Staples Contract & Commercial Inc	\$331.55
1760	09/25/2018	09/25/2018	AW	US Bancorp Equipment Finance Inc	\$140.38
1761	09/25/2018	09/25/2018	AW	Pinkerton Real Estate Services	\$71.50
1762	09/25/2018	09/25/2018	AW	Media Network of Central Ohio	\$62.00
1763	09/25/2018	09/25/2018	AW	Granville Milling Company	\$16.99
1764	09/25/2018	09/25/2018	AW	Granville Lumber	\$249.60
1765	09/25/2018	09/25/2018	AW	City of Newark	\$207.00
1766	09/25/2018	09/25/2018	AW	Fire House	\$24.00
1767	09/25/2018	09/25/2018	AW	Jae's Towing & Recovery	\$1,495.08
1768	09/25/2018	09/25/2018	AW	Licking Memorial Hospital	\$455.00
1769	09/25/2018	09/25/2018	AW	Finley Fire Equipment Co., Inc.	\$1,529.10
1770	09/25/2018	09/25/2018	AW	Bound Tree Medical LLC	\$508.26
1771	09/25/2018	09/25/2018	AW	Janet L. Packard	\$10.00
1772	09/26/2018	09/26/2018	AW	Beveridge Trailers & Trucks	\$8,478.50

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

Jerry A. Miller, Fiscal Officer

Trustee Bennett reported:

- Sent proposed MOA to Village Law Director and Granville Police Chief regarding the police pistol qualification and canine areas.

Trustee VanNess reported:

- Nothing further to add.

Trustee Bird reported:

- Nothing further to add.

Old Business

Township Insurance Policies:

History:

On August 24, 2018, Insurance bid packets were provided to Madison, Collins and Stephens Insurance (MCS), OTARMA and Wichert Insurance. The bid packets included

minimum coverage levels, lists of properties and equipment, etc, for the following Granville Township insurance policies:

- Fire Department Property
- Accident & Sickness - Fire Dept. Only (Vols. & Career)
- Roads/Cemetery Commercial Fleet
- Commercial Property Policy
- Business Catastrophe (Umbrella)
- Public Officials (PO) / Employment Practices (EPLI)

Written proposals were received on September 21, 2018 with copies provided to each Trustee.

Trustee Bennett reported on September 24, 2018 he and FO Miller heard presentations from each of the companies.

Trustee Bennett noted all of the bids provided significant cost savings to the Township by putting all our insurance with one company. Trustee Bennett noted this was not just a low bid, but best value decision.

Trustee Bennett stated one proposals, Wichert was not as thoroughly prepared and was harder to understand. Trustee Bird agreed and stated Wichert suggested things they thought we should include, but they were already included in the other bids. Trustee Bennett expressed some concern about the coverage limits under Wichert proposal, including and concern about the umbrella policy exclude discrimination complaints

Trustee Bennett stated OTARMA provided grants to reduce their overall cost, but his biggest issue was they are a risk pool and if you left the pool, future claims covering time in the pool would not be covered. FO Miller noted insurance coverage could be purchased to handle this situation, but it would be costly. Trustee Bennett was also concerned OTARMA customer service office out of Kalamazoo. Trustee Bird stated the risk pool concept stressed me out and was concerned about being handcuffed to get out of the program in the future.

Trustee VanNess noted Wicherts' cost proposal was very low, but when you brought it up to the levels of the other proposal it was similar.

Trustee VanNess stated he liked doing business with a local company.

After some more discussion, Trustee Bennett moved the Township award the insurance contract to Glatfelter (VFIS) through their agent Madison, Collins and Stevens Insurance. Trustee VanNess seconded. Without further discussion, the motion passed by unanimous vote.

FO Miller stated the need to formally cancel the existing policies, noting the new effective date would be October 1, 2018. Additionally, the Township would need to allocate funds to pay the new premium, noting refunds from the cancelled companies would come later.

New Business - None

FO Miller reported the Village asked if the Township would like to participate in this year's Deer Hunting Program. FO Miller mentioned three properties where deer hunting would be allowed:

1. On Township Service Complex property in the back field near the gas line
2. At Sewer Treatment Plant, specifically the property contingent to other Village property which the Township owns
3. On Burg Street by the intermediate school

Trustee VanNess suggested the Pohm property be added to the list.

Trustee Bennett moved to authorize FO Miller to sign a letter to the Village indicating the extent and breadth of the Township's participation in the deer hunting program. Trustee VanNess seconded. Without further discussion, the motion passed by unanimous vote.

With no further business, the meeting adjourned at 8:38 PM.

Calendar Reminder

- The next regular Board meeting is scheduled for October 10, 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.