

RECORD OF PROCEEDINGS



BROWN TOWNSHIP REGULAR SESSION

Held: April 20, 2015

The Trustees and the Fiscal Officer of Brown Township convened in regular session on Monday, April 20, 2015 from 7:01 p.m. to 8:41 p.m. in the second floor meeting room at 2491 Walker Rd Hilliard, Ohio 43026. Chair Pamela Sayre called the meeting to order with the following members present:

Ms. Pamela Sayre	Present	Mr. Joseph Martin	Present
Mr. Gary Dever	Present	Mr. Gregory Ruwe	Present

Also in attendance:

Ms. Elizabeth Clark (Executive Assistant to the Trustees) and Ms. Barbara Hoover (Asst. to the Fiscal Officer).

Approval of Minutes

Trustee Dever made a motion to approve the Minutes of the March 16, 2015 Regular Session. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Fiscal Actions

Bills were presented for payment. Trustee Martin made a motion to approve the payment of bills. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

The Trustees previously reviewed the April 2015 payroll report. Trustee Dever made a motion to approve the payroll report. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

The Trustees previously reviewed the bank reconciliation and the supporting reports for the month of March 2015. Trustee Martin made a motion to approve the bank reconciliation. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Franklin County Sheriff Report

Franklin County Sheriff Deputy Alena Griffin was in attendance and made a presentation. Deputy Griffin is the FCSO Community Relations Officer for Brown Township. She stated that the only criminal reports received for the Township since our last meeting were two reports stemming from one incident on Morris Rd. Deputy Griffin described several training programs provided by the Franklin County Sheriff's office and provided pamphlets which are available at the Township offices. She described the S.A.L.T (Seniors and Law Enforcement Together), CRASE (Civilian Response to Active Shooter Events), and the R.A.D. (Rape Aggression Defense System) programs. Deputy Griffin asked that interested residents contact the Township or her office for more information.

Norwich Fire Department Report

Battalion Chief Ted Kienzle and Battalion Chief Greg Young were in attendance. Chief Young presented the 2015 Incidents by Jurisdiction report as of April 17, 2015. The incidents report indicates that in March there were fourteen EMS runs and eight Fire runs in Brown Township. Chief Kienzle reported that long-time Station 82 Lieutenant Vic Lantz just announced that he will be retiring as of May 06, 2015. The Trustees requested that Brown Township be notified of the anticipated retirement ceremony for Lt. Lantz. Chief Kienzle also gave a brief description of the findings of the Inspection conducted on Station 82 in early April.

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Beth Clark's Report (Submitted) Township Tour

Trustee Sayre and I provided a tour of the township to Jenny Snapp, Assistant Director, Franklin County Economic Development & Planning Department, on March 25, at her request. She expressed her appreciation for the tour and voiced particular interest in understanding the recent comprehensive planning effort and in finding a way for the County to provide leadership on conservation development regulations.

Town Center Implementation

John Tetzloff of the Darby Creek Association has written a letter to Big Darby Accord jurisdictions urging movement on implementation of the Town Center. The letter has been provided to Trustees.

Township Policies

After several months of work, drafting, and revisions, a set of township policies is on the agenda for action this evening.

Records Retention Schedule

A Brown Township Records Retention Schedule has been prepared and was scheduled for action by the Brown Township Records Commission at an early evening meeting today.

Hiring Resolutions

Hiring resolutions for all township policies have been drafted by the township's attorney, Pete Griggs. The resolutions are on the agenda for discussion this evening.

Coming Events:

- Big Darby Accord Working Group, April 21, 11 a.m., Lazarus Building

Scheduled Agenda Item:

Attorney Peter N. Griggs – Township Hiring Resolutions

Township attorney Peter Griggs attended the meeting and a discussion was held regarding the drafts of the Township Hiring Resolutions. The following changes were agreed upon: The Trustees will be notified if a Township employee reaches 40 hours in any work week. Also, the Township will recognize three Holidays for payment of overtime if an employee is needed to work: Thanksgiving, Christmas, and New Year. These changes primarily relate to snow plow drivers. Barbara Hoover's job title will be changed to reflect that her position is under the hiring authority and control of the Board of Trustees.

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Audience Participation:

Township resident Eric Manske, who is the Fire Marshall of the NTFD was in attendance and commented on several issues.

Old Business:

Local Records Commission Report

The Brown Township Local Records Retention Board met at 6:30 p.m. prior to today's meeting. The Records Retention Schedule previously prepared was adopted and will be submitted to the Ohio History Connection for approval.

Township Road Inspection/Maintenance Update

Trustee Martin reported that as a result of the Township road inspection that he and former trustee Ron Williams completed earlier this year, he has received a cost estimate from Franklin County to make needed repairs. Township roads included in the estimate are Carter, Cole, Golfview Place, Hardwood Drive, Langton, Spicewood Court and Woodsend Court. The resurfacing total for the listed repairs is \$52,360.55, although the actual cost to the Township could be lower. Trustee Martin made a motion to give the Franklin County Engineer permission to go ahead with the listed repairs. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Trustee Martin reported that he is going to obtain additional estimates for work on Morris Rd. Trustee Dever will obtain a recommendation regarding resurfacing/re-paving the Township parking lot.

Firehouse Drive on Walker Road

A job estimate to replace the remaining existing asphalt in the drive from the Firehouse bays to Walker Road with concrete under certain specifications was obtained from Don's Flatwork in November 2013. The estimate was not accepted in 2014 due to uncertainty over the Fire Levy passage. Trustee Dever reported that the upgrade needs to be made at this time. Trustee Martin made a motion to authorize the work by Don's Flatwork if the cost is within 5% of the original \$29,980 bid. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

New Business:

Darby Creek Association Letter

A discussion was held regarding the letter of John Tetzloff of the Darby Creek Association to the Darby Accord jurisdictions in support of the Town Center project. The Trustees will monitor the situation and are willing to lend additional support to the Town Center when the timing is appropriate.

Resolution 3-2015, Request for Advance of Taxes Collected

Fiscal Officer Ruwe reported that due to implementation of new real estate tax management software by the Franklin County Treasurer and Auditor offices, the normal distribution of the first-half tax revenue has been delayed. Fiscal Officer Ruwe recommended that since the County is unable to provide a date when the revenue will be distributed, the Township should request an advance of the funds collected to date. This option was suggested by the County offices. Trustee Martin made a motion to adopt Resolution 3-2015, Request for

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Advance of Taxes Collected. Trustee Dever seconded adopting the Resolution. Voting results: Sayre: aye, Dever: aye, Martin: aye. Resolution 3-2015 adopted. Fiscal Officer Ruwe will submit the needed paperwork.

Approval of Township Policies

The Trustees complimented Executive Assistant Clark for her work in preparing nine (9) Township Policies for adoption and the Records Retention Policy adopted earlier in the evening by the Local Board (10 Policies total). The policies recommended for adoption by the Trustees consist of the following: Anti-Harassment, Ethics, Township Property, Debit and Credit Card Purchasing, Public Records, Damaged Mailbox, Township Rental Hall, Meeting Room, and Good Housekeeping. The Trustees previously reviewed the draft policies. Trustee Dever made a motion to adopt the nine Township policies. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Health Insurance Premium Reimbursement Policy Update

Fiscal Officer Ruwe reported that recent rulings by the US Department of Labor and the IRS, the Township's policy of reimbursing health insurance premiums for officers in lieu of purchasing actual health insurance policies may need to be discontinued. These rulings were generated due to the full implementation of the Affordable Care Act. Guidance from the Auditor and Attorney General of Ohio will be provided before June 30, 2015.

Drainage Issue – Patterson Road

Trustee Dever reported that he and a Franklin County Drainage Engineer employee recently met with a new homeowner and his builder at their building site on Patterson Rd. Suggestions were made to improve the drainage issues for the property along the county road.

Newsletter

Executive Assistant Clark will begin drafting the next newsletter. A suggestion was made to include a feature profile of Township residents.

Adjournment

With no further business, Chair Sayre asked for a motion to adjourn. Trustee Dever made a motion to adjourn the meeting. Trustee Martin seconded the motion.

Voting results: Ms. Pamela Sayre, Aye, Mr. Gary Dever, Aye, Mr. Joseph Martin, Aye. The meeting was adjourned at 8:41 p.m.


Pamela Sayre, Chair


Gregory Ruwe, Fiscal Officer

All formal actions of the Trustees/ Fiscal Officer of Brown Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.