

RECORD OF PROCEEDINGS



BROWN TOWNSHIP REGULAR SESSION

Held: February 16, 2015

The Trustees and the Fiscal Officer of Brown Township convened in regular session on Monday, February 16, 2015 from 7:00 p.m. to 8:28 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 Martin made a motion to approve the Minutes of the January 19, 2015 Regular Session. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Fiscal Actions

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

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

Norwich Fire Department Report

Fire Chief Jeffrey Warren and Battalion Chief Ted Kienzle were in attendance and Chief Warren presented the 2014 Activity Report, Mutual Aid Reports, and the Total Incidents by Jurisdiction report for January 2015. The incidents report indicates that in January; there were nine EMS runs and zero Fire runs in Brown Township. Chief Warren noted that Brown Township runs were very slow in January but that activity has already picked up in February. He commented that firefighter Josh Warren (no relation) has been assigned to Station 82 replace retired firefighter Larry Cordial. Chiefs Warren and Kienzle reported that Station 82 is scheduled for a house inspection on April 8th at 10:00 a.m. Township officials are welcome to attend.

Franklin County Sheriff Report

The FCSO was not represented at the meeting.

Beth Clark's Report (Submitted)

Town Center Implementation

A session with BIA representatives on the documents released late last year has been scheduled for March 3. Conversations continue with property owners as well.

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OTA Conference

I participated in the annual Ohio Township Association Winter Conference in late January and attended sessions on public records, ethics, records retention and disposal, and planning township events. A disk containing PowerPoint presentations for all the sessions at the conference will be placed on the table in the work room. The 2014 Ohio Sunshine Laws document is available from the Ohio Attorney General's website. It was advised that all public employees and elected officials either download or request a hard copy and review it at least annually.

Policy Review

As part of what is intended to be an annual review of Township policies, I met with Don Brosius and Pete Griggs in late January to seek advice about the need for a Township employment manual. While they advised that such a manual is not necessary, some adjustments need to be made to existing employee documents and some additional policies adopted. In addition to the other policies that you will be considering for action in April, I have drafted and will forward to you soon for review an anti-harassment policy, an ethics policy, and a township property policy. Additionally, new or revised hiring resolutions will be needed for all township employees, incorporating language on part-time and overtime-exempt status.

- Big Darby Accord Working Group, 9 a.m., February 20, 2015, Lazarus Building

Scheduled Agenda Item:

Ohio Plan (Insurance) Review

Our insurance agent for the Ohio Plan was unable to attend the meeting due to inclement weather.

Audience Participation:

Two residents of Brown Township were in attendance. One of the residents was observing the monthly Township meeting as part of a graduate course requirement at the University of Toledo.

Old Business:

Amity Road Zoning Issue

A court date has been set to hear the zoning issue case for the property on Amity Rd. The court date is March 26th at 10:00 a.m. in room 15 C. After discussion, the Trustees decided that Executive Assistant Clark will send a letter to the Judge stating Brown Township's position that the zoning classification of the property should not be changed.

Amity Road Property Trash Dumping

Fiscal Officer Ruwe reported that as of the morning of the meeting, the trash pile near Amity Rd. on the subject property has been moved. The Trustees expressed an interest in finding out if the pile was relocated to another portion of the property. The situation will continue to be monitored.

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Records Retention Policy Update

Executive Assistant Clark reported that she is still working on the Records Retention Policy update. Attention will be given to the policy in the near future.

Executive Session:

At 7:35p.m., Trustee Martin moved that the Board go into Executive Session to consider the employment and/or compensation of a public employee or official. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved. At 7:49 p.m., the Board ended the Executive Session without making any decisions and returned to the Regular Session.

New Business:

Township Credit Card

Trustee Dever made a motion that the Township obtain a bank credit card to facilitate the payment of some of the Township's vendors. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Resolution 1-2015 (02-16) Accepting Amounts and Rates

Fiscal Officer Ruwe reported that due to the passage of the Fire Levy in November, the amounts and rates of Township taxation were revised by the Franklin County Budget Commission for 2015. The proposed amended Resolution and revised rates and amounts were read publicly. Trustee Dever made a motion to accept the amended amounts and rates as determined by the Budget Commission. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Resolution 1-2015 approved.

Township Mileage Certificate

Fiscal Officer Ruwe reported that the Franklin County Engineer's office sent the 2014 ODOT Road Mileage Certification for Brown Township to the Trustees for approval. The road mileage remains unchanged at 7.5 miles. The Trustees signed the Certificate in approval.

Teachers Protective Mutual Insurance Policies

Fiscal Officer Ruwe reported that due to changes in policies offered by Teachers Protective Mutual, new hires will not be able to obtain health or life insurance coverage through their company. Wichert Insurance has presented the option of sticking with existing policies for those currently covered, or switching to new policies with other carriers. The Trustees expressed their wish to maintain the current policies at this time.

Landscape Maintenance

Due to the passing of one of the partners of Creative Spaces, the Township will need to contract with a new vendor for 2015. Fiscal Officer Ruwe was instructed to solicit bids from three vendors so that the Trustees can evaluate the options at the March meeting.

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Special Meeting

Executive Assistant Beth Clark reported that a Special Meeting has been scheduled for March 3, 2015 at 7:00 p.m. for a presentation from a consultant working on the Town Center development plan.

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 8:28 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.