

RECORD OF PROCEEDINGS



BROWN TOWNSHIP REGULAR SESSION

Held: March 16, 2015

The Trustees and the Fiscal Officer of Brown Township convened in regular session on Monday, March 16, 2015 from 7:00 p.m. to 8:24 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 February 16, 2015 Regular Session and the Special Meeting held on March 03, 2015. 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 March 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 February 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

Battalion Chief Ted Kienzle was in attendance and presented the 2015 Incidents by Jurisdiction report as of March 15, 2015. The incidents report indicates that in February there were ten EMS runs and three Fire runs in Brown Township. Chief Kienzle provided an explanation regarding when a permit is required in order to have a rubbish fire. He stated that fires up to 2 feet by 2 feet by 3 feet are allowed without a permit. Burning leaves is prohibited.

Franklin County Sheriff Report

Franklin County Sheriff Deputy Alena Griffin was in attendance and provided her business card to all present. Deputy Griffin is the FCSO Community Relations officer for Brown Township. She stated that email is the best method to get in touch with her and provided her address: amgriff@franklincountyohio.gov. Deputy Griffin reported that the FCSO received three reports for Brown Township for the period 02/01 - 03/11/2015.

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Beth Clark's Report (Submitted) Town Center Implementation

A session with BIA representatives on the documents released late last year was held on March 3. There was particular interest in the preliminary engineering report.

Policy Review

I have sent to you drafts of the policy documents for review before the scheduled approval of the policy manual at the regular April meeting. In addition, a working group (Trustee Sayre, Fiscal Officer Ruwe, Barbara Hoover, and me) has prepared a draft records retention schedule, also for action at the April meeting. And, the hiring resolutions for township employees, being prepared by Pete Griggs, will be ready for action at that meeting.

Big Darby Accord Working Group

BDAWG met on March 13 to hear a briefing on Part I of the utilities study commissioned by the Franklin County Sanitary Engineer's Office. It was announced that Part II will be complete by early May. It is Part II that deals with the conservation development portion of the Big Darby Watershed in Franklin County. I requested that the Sanitary Engineering Department provide consultation with partner jurisdictions on this effort.

Scheduled Agenda Item: Resolution 2-2015 (03-16), Annual Permanent Appropriations

Fiscal Officer Ruwe made a public reading of the 2015 Permanent Appropriations Resolution which requests the appropriation of a total of \$1,805,650.16 across the six Township funds as detailed on the attached Article A. Trustee Dever made a motion to approve Resolution 2-2015. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Resolution 2-2015 (03-16) approved.

Audience Participation:

Two residents of Brown Township were in attendance. A resident from the Langton Road area was interested in drainage issues. A general discussion was held.

Old Business:

Establish a Local Records Commission

Executive Assistant Clark noted that the Township was required to establish a Local Records Commission made up of the Chairperson of the Board and the Fiscal Officer. The Commission will deal with matters of records retention. Trustee Martin made a motion to establish the Local Records Commission. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Landscape Maintenance Update

Fiscal Officer Ruwe reported that he had received two bids for our 2015 landscape maintenance contract. The bid from Landscape Design Solutions (the company that Creative Spaces merged with) was by far the lowest.

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Trustee Martin stated that he wanted to get back with the other vendor to see if the price difference could be made more competitive. He said that he anticipated being able to complete the contract by Friday. Trustee Dever noted that the landscape season was fast approaching. He made a motion that the proposal from Landscape Design Solutions be accepted conditioned upon a later finding that a more attractive bid would not be secured. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Insurance Update

Fiscal Officer Ruwe reported that he continues to study the differences between the Ohio Plan and OTARMA insurance plans. A general discussion was held relating to current and past information regarding the two plans.

Township Road Inspection

Trustee Martin reported that former trustee Ron Williams has agreed to help again with this year's township road inspection. He will meet Trustee Martin on Friday, March 27th to conduct the inspection.

New Business:

Revenue Update

Fiscal Officer Ruwe notified the Board that the Franklin County Treasurer's Office and Auditor's Office are jointly undergoing development of new real estate management software. Due to the nature of the project, the anticipated distribution date for the first-half tax distribution is later than usual. Franklin County offered to issue advances for entities in need due to the delayed distribution. Fiscal Officer Ruwe has been in touch with the Finance Supervisor of Franklin County and determined that Brown Township should not need an advance.

Township Hall Update

Fiscal Officer Ruwe and Barbara Hoover reported that repairs have been made for damage incurred when a pipe burst in the Garage/Hall HVAC room during the cold weather experienced in February. However, the aging furnace for the Hall needs to be replaced. Atlas Butler has submitted a proposal to replace the three piece unit for the Hall (furnace, cased coil, and condensing unit) plus replace the aging furnace for the garage. Due to savings incurred in the installation process when both are replaced, the total price for the project is at the discounted rate of \$8,486.00. The prices from Atlas Butler are already discounted per the terms of our Preventive Maintenance Agreement. Trustee Martin made a motion to accept the Atlas Butler Proposal for the two furnaces and related project items. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Township Lawn Tractor

Trustee Dever reported that the annual service for the Township lawn tractor was being completed by Hilliard Lawn and Garden. Delivery of the tractor and the billing invoice should arrive soon.

Ohio Public Works Integrating Committee

Trustee Martin reported that he was elected to serve a term on the Ohio Public Works Integrating Committee for the Board serving the MORPC region. Former Trustee Ronald Williams previously served on this Board. The term runs from 06/01/2015 – 06/01/2018. Congratulations to Trustee Martin for his appointment and continued public service.

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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 8:24 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.