

RECORD OF PROCEEDINGS

**Minutes of Franklin Township
Franklin County, Ohio**

Special Meeting

August 18, 2021

Call Meeting to Order:

Chairman Horn called the Special Meeting of the Franklin Township Board of Trustees to order at 2:00 p.m. in person on August 18, 2021.

Roll Call: Horn, yes; Fleshman, yes; Alex, excused.

The Pledge of Allegiance: Led by Trustee Fleshman

Administrator Potts stated that the front door of the Township hall was opened and unlocked for this Special Meeting, since the meeting is open to the public.

Those Present: Trustee Horn, Trustee Fleshman, Administrator Potts, Fiscal Officer Dunn and Jeff Wilcheck.

The Purpose of the Meeting:

The consideration of the renewal of the engagement letter between Franklin Township and Jeff Wilcheck and to take any other actions the Board deems necessary or desirable in connection therewith.

New Business:

Horn stated his argument and said if the Board agrees to pay Wilcheck the increased amount that is being asked Wilcheck will then be the highest paid person at the Township. Wilcheck reminded Horn that he is not an employee of the Township. Horn said he understands this but he is just stating the facts. Horn stated that he thinks the requested increase is absorbent.

Wilcheck replied that even fast food chains have gone to paying in excess of \$15.00 an hour which is substantial in today's market. Many employers are offering sign-on bonuses and have raised their hourly rate of pay substantially. Wilcheck asked the board to look at the economy over the last year and that gas prices alone have gone up over 35%. Horn said he has no knowledge of this. Wilcheck said this time last year gas prices were under \$2.00 a gallon and now gas is over \$3.00 a gallon. Wilcheck said most everyone has seen the impact on the increase in grocery prices.

Wilcheck pointed out that the Auditor of State released a bulletin stating their new rates. Local Government Services are at a three-tier system and the Township is at the low tier of \$55.00 an hour. Horn said the auditor is just putting everyone in the poor house. Wilcheck said inflation has gone up and impacted everything significantly.

Horn asked Potts if he had heard anything about the government and the rate increase? Potts said that the Auditor of State has increased their rates.

Fleshman said that a 30% raise is quite a bit. Horn agreed that 30% is a lot to ask for. Wilcheck said it is a 26% increase but is still under what is happening on the market. Horn stated that he has tried to get answers from the auditors on how long this audit will take. He said he asked auditor Mark Long and he is just grouchy, said Horn.

Fiscal Officer Dunn said that the auditors have been in the office every day this week. Dunn said he asked the auditors how much longer they will be working

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on the audit and they said once 2017, 2018, and 2019 are complete an additional audit will be required due to the Township receiving the CARES Act Funding in 2020. Dunn said the auditors are nowhere near done with the Township. Wilcheck commented that the auditors will be here through next year.

Dunn said the auditors may keep working through election time, but would not be releasing anything until after the election. Horn said this is about the third story he's heard about the audit timeline.

Horn confirmed with Wilcheck that there were over a thousand entries and adjustments made throughout his work on the 2017, 2018, and 2019 audit review. Wilcheck agreed and shared additional data with the board including missing payments within the pension funds. Wilcheck reminded the board that it will soon be time to prepare for the 2022 budget.

Horn said he wanted to remind Dunn that there are many other items in the general fund that are outside of what we have done. Dunn asked Horn for examples. Horn said items such as building repairs. Wilcheck said those funds are allocated out of the road district fund or the road & bridge fund. Horn said we have a building that is crumbling to the ground. The parking lot needs to be repaired here. Horn said the Township is not in the top financial shape that we want it to be.

Horn asked the board what they want Wilcheck to do, like do they want him to work on the books or be a training person, etc. Horn said he did not know if Dunn was aware of the state requirements on the hours that the fiscal officer should work but previous fiscal officer Lisa Morris worked at least 32 hours a week. Wilcheck said there are no standing hours defined by statute for the fiscal officer position. Horn said that the previous fiscal officer Mary Rhinehart was working forever.

We have been through two fiscal officers and neither one of them knew how to do payroll correctly, said Horn. If Robyn is not here, the board would expect Nick to do the payroll, Horn stated. If we are going to have two financial people in the house then both need to know how to do payroll, said Horn.

Horn asked Fleshman if he agreed. Fleshman said he can agree, but that the fiscal office has nothing to do with the Board of Trustees. Horn said we are responsible for handing out the paychecks and what if they are not done. Fleshman said he understands but it would be no different if the fiscal officer told the Board they do not know how to properly say the Pledge of Allegiance. Fleshman told Horn he cannot sit here and tell the fiscal officer that they have to do the payroll.

Dunn said he had looked into how to learn payroll but it is not an easy thing to do. With the system that the Township has in place everything is manual and it takes two full days to complete payroll. Fleshman asked if the Township had looked into finding a payroll company? Dunn said the Township had looked into various payroll companies but no one is able to complete our payroll in two business days due to how our pay periods are aligned and the impact on the collective bargaining agreements.

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Horn said if the Township begins farming out or giving third party work then somebody has got to get laid off. We cannot lay off an elected official so that would mean that Robyn would be laid off.

Fleshman said that even if the Township would decide the Board would have no dog in the fight if Nick wanted to go to an outside service. Wilcheck said the problem with an outside service is the Township will still need to have someone to gather the information and send it over to the payroll provider.

Fleshman said it will free up more time here. Wilcheck said in most places he has been it does not free up time. Dunn agreed that the fiscal office is still responsible for posting each employee's payroll into the UAN system regardless if the Township has an outside payroll company. Wilcheck explained that the manual side is checking the timesheets to make sure they are correct before even entering anything into UAN.

Fleshman said if he was the fiscal officer he would look for a timekeeping system where you strip down the manual side and just input the data. Dunn said he has been working on that this week.

Fleshman said he thinks it would save some time, Dunn said the data still has to be put into the UAN system. Dunn said he is not disputing this but at the end of the day the way our pay periods are aligned makes it a challenge.

Fleshman said he spoke with the unions about accepting paper checks for one week to get the Township on the right track so you would have the time needed to process payroll. Fleshman believes the union were fine with this idea and Horn stated the president of one of the unions said no.

Horn said the point he is trying to make is to ensure two people have the knowledge of the mechanics of inputting the payroll and using UAN. Wilcheck said that inputting the payroll does not take nearly the time that it takes to review the timesheets and catch up with staff to clarify.

Dunn stated that there are two things to consider: one is a timekeeping system and then secondly, there is a payroll system. Dunn said he has spoken to three different payroll system providers and they have all said that they cannot process payroll in two business days. Fleshman said we would not need to change the payroll side of things but only the timekeeping system.

Horn said I do not think the Township has reached out to other townships on what they are using for payroll. When Lisa left here Robyn did not know how to do payroll and I lived through that, said Horn. Lisa said that Robyn knew how to do payroll but in reality, Robyn did not know how to do payroll. Dunn asked Horn where he was going with this.

Horn said all he wants is to see that two people are able to get payroll done. Horn told Dunn he was not here when there were people knocking on doors with their paychecks not done. Dunn said he believes that has been a long time since that has happened.

Horn said there were threats that grievances were going to be filed. Horn said he wants it on record that he has a problem with the union guys not getting their paychecks. Fleshman said that as far as he is aware there has not been a

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time during his term, we've never had that happen. Horn disagreed with Fleshman and said there was a time when no one received a paycheck and trustees had to come in and sign paper checks later that morning.

Fleshman recalls that everyone has always been paid. Horn said there were grievances filed due to non-payment. Fleshman said they have always been paid. Horn said he is not going to argue with Fleshman but he wants there to be two people who know how to process payroll. Fleshman said there have been times where errors had to be corrected but everyone got paid. Horn said that he remembers one morning when members of the union were going to skin the assistant fiscal officer alive for not getting paid.

Potts said there have been threats of grievances but no grievances were filed. Horn said there were times when pay checks were not done on time per the collective bargaining agreements. Fleshman said everyone had been paid on time but there have been times when payroll was not paid online and everyone received a paper check.

Dunn said if there is ever a time that there is an issue with payroll I will send out an email to everyone notifying them immediately. Horn said I am not arguing about that. Fleshman stated to Horn that the employees have always been paid. Horn said from his standpoint it is important that time is kept and payroll is done.

Wilcheck said it is up to the department heads to ensure their payroll submission is accurate, and there is a lot more that goes on in that office than just payroll. Horn said he understands but he stated there would be no fiscal office if we did not have to pay people. Fleshman disagreed with Horn and said there is a definition by state statute. Horn said he did not want to spend the next few years not having at least two people that know how to pay paychecks. Horn said, is that too much to ask?

Dunn encouraged the trustees to come to the fiscal department on a payroll week and watch and see what happens. Payroll is not something that can be picked up on in just one day, said Dunn. Horn asked Dunn if he was gradually getting to the point of learning payroll and Dunn agreed. Horn asked what the timeframe would be for Dunn to be knowledgeable in payroll. Dunn said he has begun working on the road department payroll as well as reading the police and fire department's collective bargaining agreements to gain a better understanding. Dunn said he does not have a timeline as to when he will have 100% comprehension of payroll but said he is working with the assistant fiscal officer each payroll week.

Potts explained that the Township is very fortunate to have Robyn Watkins taking the lead on payroll. Horn said he is happy about that as well. Horn said he is concerned that everything would fall by the way-side if Robyn got really sick, as we have no back-up in place. Potts said that is part of the role of the assistant fiscal officer and what they do. Pott also said that any discussion about laying that position off is not a good thing to talk about, as this position is special and there is a lot more in that position than payroll. Even if an outside payroll company was established it would not significantly change the

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duties of the assistant fiscal officer position and those duties will still be needed going forward, said Potts.

Fleshman reminded Horn that the board has spent over 20 minutes on this topic and this is a special meeting to discuss Jeff Wilcheck and not payroll. Horn said the agenda clearly states that “any other action the board deems necessary”. Fleshman said we have just gotten way off topic based on the main reason for the meeting. Horn said at least you got an understanding of what is going on here. Horn bet that Fleshman did not know what was going on prior to the meeting. Fleshman said he did know. Horn said he was glad for Fleshman and that he must be a brilliant man. Horn said he was not going to argue anymore and go along and move on Wilcheck’s pay.

Horn made a motion to accept Jeff Wilcheck’s letter of engagement up to the election and then review at that time.

Wilcheck said the engagement letter being presented states 200 hours and that would take him into November roughly since he is working approximately 25 hours per week. Wilcheck said he is pushing to have things wrapped up by then but there is the 2022 budget that will need to be done.

This motion upon approval would be in effect until November 2, 2021, and then it will be reviewed. Potts confirmed that this date means if the 200 hours have been or have not been met, the agreement ends on November 2, 2021, Horn agreed.

Horn asked for a second on the motion.

Fleshman said he is not sure what Horn was making a motion for. Horn said it’s pure and simple the motion is to approve the \$47.50 an hour for Wilcheck until November 2, 2021. Dunn said this is to approve the engagement letter. Fleshman asked to confirm the motion is for the \$47.50 an hour rate. Horn confirmed.

Fleshman said he is going to vote no. Fleshman then stated that in all fairness to the board if Horn would allow for this topic to be on the agenda for the next regular meeting when Trustee Alex can engage. Fleshman said he has a hard time with the 26% raise and having to explain this to the public.

The motion died at the table due to the lack of a second.

Horn agreed that the topic could be added to the agenda for the regular meeting on August 26, 2021.

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Adjournment:

With no further discussion, Horn adjourned the meeting at 2:48 p.m.

Signature of file with original _____
Aryeh Alex, Trustee

Signature of file with original _____
John Fleshman, Vice-Chairman/Trustee

Signature of file with original _____
Ralph Horn, Chairman/Trustee

Attested on the 18th day of August, 2021.

Signature on file with original
Nick Dunn, Fiscal Officer