

RECORD OF PROCEEDINGS

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

Regular Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

March 25, 2021

Call Meeting to Order:

Chairman Horn called the Regular Meeting of the Franklin Township Board of Trustees to order at 6:30 p.m. on March 25, 2021, via teleconference (ZOOM).

Opening Prayer: Led by Trustee Fleshman

The Pledge of Allegiance: Led by Trustee Alex

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

Approval of Prior Meeting Minutes:

Horn made a motion to approve the following meeting minutes: A special meeting held on October 26, 2020, the regular meeting held on February 25, 2021.

Fleshman stated that he did not have time to review the minutes.

Alex seconded the motion. With no further discussion a vote was taken as follows: Alex, yes; Fleshman, abstained; Horn, yes.

Motion Passed.

Alex reviewed the closing of the Special Executive Session held at 6:00 p.m. on March 25, 2021, to say for the record that the board made a motion to come out of executive session and it was moved by Horn & seconded by Fleshman and the roll call was accepted by all board members. This action was taken before the audio recorder was turned back on, said Alex.

With no further discussion Horn moved to Old Business.

Old Business

The Fiscal Officer recommended the following resolution:

Resolution 2021-051

Accounts Payable ending on 03/24/21 & Payroll Paid on 03/19/2021

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves accounts payable through 03/24/2021 in the amount of \$76,837.90 and payroll paid on 03/19/21 in the amount of \$140,002.73 for a total of \$216,840.63. From check number 65921 to 66031 and electronic vouchers from 185-2021 to 202-2021.

Horn made a motion for the above resolution. Fleshman seconded the motion; with no discussion, the roll was called for its adoption and the vote was as follows:

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Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Resolution passed.

Fleshman confirmed with Fiscal Office Rhinehart that she has changed her initial resignation date from March 31, 2021 to April 30, 2021. Rhinehart confirmed that she submitted her resignation in writing to the Franklin County Board of Election with an effective date of April 30, 2021.

Fleshman made a motion to accept the resignation of Fiscal Officer, Mary Rhinehart, effective April 30, 2021. Alex seconded the motion. With no discussion, the roll was called and the vote was as follows:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Motion Passed.

The Fiscal Officer recommended the following resolution:

Resolution 2021-053

A RESOLUTION TO AUTHORIZE PARTICIPATION IN THE OHIO TOWNSHIP ASSOCIATION GROUP RETROSPECTIVE RATING PROGRAM FOR BWC

WHEREAS, Franklin Township has received an offer to participate in the Ohio Township Association Group Retrospective Rating Program effective July 1, 2021, for the enrollment period 1/1/2022 – 12/31/22; and,

WHEREAS, Participation in the program, while not guaranteed, is subject to the group's performance, and may save Franklin Township upwards of \$49,437 after service fees.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF FRANKLIN TOWNSHIP, FRANKLIN COUNTY:

SECTION 1, the fiscal officer is authorized to sign the Ohio Township Association Group Retrospective Rating Program agreement via CareWorks of Ohio Managed Care and CareWorks Comp Management, aka Sedgwick, as a Third-Party Administrator (TPA), for the Ohio Bureau of Workers' Compensation (BWC) insurance program.

Section 2, the fiscal officer is authorized to pay the service fee of \$11,550 from appropriations in the General Fund.

For discussion Fleshman asked Rhinehart if this was a new administrator for BWC. Rhinehart replied that Sedgwick is an employer representative. Fleshman asked if this was the best cost for the township. Rhinehart said it is rare for a government such as the township to do this management work of BWC themselves. Horn said that the OTA (Ohio Township Association)

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members are familiar with Sedgwick. Horn asked Rhinehart when will the new rates begin. Rhinehart said the new rate will begin in 2022.

Horn made a motion for the adoption of the above resolution.

Fleshman seconded the motion; with no further discussion, the roll was called for its adoption and the vote was as follows:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Resolution passed.

Rhinehart shared the BWC stats for 2020:

8 Injury Cases 30 days of no work
86 Restriction Days

Rhinehart said overall 2020 was a good year for BWC claims.

The Fiscal Officer recommended the following resolution:

Resolution 2021-054

ENGAGEMENT LETTER #8 FOR FISCAL OFFICE CONSULTANT

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves an Engagement Letter for Jeffrey G. Wilcheck, CPA, an independent contractor, for services to include:

1. Assist in reconciling the 2020 and 2021 financial records with the bank.
2. Consult on budgetary compliance issues effecting 2021.
3. Assist in reviewing the transactions identified in the reconciliation work completed by the Auditor of State Local Government Services divisions for the years 2017 through 2019.
4. Meet weekly with Mark Potts, Township Administrator, to review the engagement progress.

The fees are not to exceed \$7,500, for 200 hours of service billed periodically to the Township at a rate of \$37.50 per hour. The work completed is subject to review and acceptance by the Township Fiscal Officer.

For discussion, Fleshman said asked to add language “at the discretion of the Board of Trustees” to the engagement letter.

Horn made a motion to accept the above resolution. Fleshman seconded the motion; with no further discussion, the roll was called for its adoption and the vote was as follows:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

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Resolution passed.

Rhinehart informed the board the auditors and Wilcheck are working on reconciling the credit card statements/expenditures from 2017, 2018 and 2019. The more items reconciled the less chance for findings for recovery, said Rhinehart. Fleshman asked what was the estimated findings for recovery. Rhinehart said initially the township was facing \$1.74 million and to date over \$575,000.00 has been found. We are still looking for the remaining balance, said Rhinehart.

Fleshman said he was aware that Jim Stevens and James Welch spent hours looking through boxes locating necessary documentation. Rhinehart confirmed but also shared there are a few more items they are still looking for.

The Fiscal Officer recommending the following resolution:

RESOLUTION 2021-055

ENGAGEMENT LETTER FOR FMLA TPA 07/01/21

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves Chard-Snyder Benefit Solutions as its third-party administrator (TPA) for Family Medical Leave Act (FMLA) leave administration per the proposal submitted 3/18/2021:

1. The estimated monthly fee is \$132.50 based on current staffing which will fluctuate (with a minimum charge of \$100); and
2. The price is guaranteed for three years from the effective date of 7/1/21; and
3. The fee includes onboarding of staff, an assigned case manager, employer portal for access, employee communication and coordination throughout the process, management of documentation, FMLA workflow and return to work, real-time updates with the employer, and various means of customer service.

The township administrator, or trustees-appointed qualified management staff, shall be the contact person.

Horn made a motion for the adoption of the following resolution. Fleshman seconded the motion, the roll was called for its adoption, and the vote was as follows:

✓ YES/□ NO: **Horn** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Alex**

Resolution Passed.

With no further discussion Horn moved to New Business.

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New Business

Police Department Report

Horn introduced Deputy Carter from the Franklin County Sheriff's Office to provide a report. Deputy Carter reported the following from March 10, 2021 - March 25, 2021:

428	Calls for Service	7	Drug Related Calls
6	Arrests	1	Recover Vehicle
0	Burglaries	3	Stolen Vehicles
6	Weapon Related Runs	2	Robberies

Deputy Carter said that he just received notice from Franklin County Sheriff's Office Special Investigative Unit that S.W.A.T. hit a home off of W. Broad Street in Franklin Township this evening.

Chief Smith and Lieutenant Ratliff had nothing to report.

Horn thanked Deputy Carter for his report.

With no further discussion, Horn moved to the Fire Department:

Fire Department Report:

Chief Welch asked the Board to accept the resignation of firefighter Alexander Marcum effective April 1, 2021.

Welch said he was going to present the Marathon Oil Agreement but it is under legal review at this time.

Welch let the Board know that Engine 192 is being sent back to South Dakota to get the paint work done (under warranty) and while it is there he is going to have the lettering changed to reflect Engine 193.

Welch also shared with the board that the steps to enter the current engine are very high and there is a risk of work place injury due to the height.

Welch recommended the following resolution:

Resolution 2021-056

RESOLUTION TO PAY ALL-AMERICAN FIRE EQUIPMENT TO REPAIR ENGINE 192

BE IT RESOLVED, that the Board approves an expenditure of \$5,256.20 based on the quote of \$5,256.20 from All-American Fire Equipment for installation of new steps, lettering and decals on Engine 192 not to exceed \$5,256.50.

Horn made a motion to adopt the above resolution. Fleshman seconded the motion. With no discussion, the roll was called for its adoption, and the vote was as follows:

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✓ YES/□ NO: **Horn** ✓ YES/□ NO: **Fleshman** ✓ YES/□ NO: **Alex**

Resolution passed.

Fleshman asked Welch how many of the original firefighters hired under the SAFER grant are still employed at the township. Welch replied that currently there are four employees left from the SAFER grant.

Fleshman asked Welch if the Village of Valleyview has paid their fire contract obligation. Welch said that Village of Valleyview has not paid their obligation to the township.

Administrator Potts replied that he has scheduled a meeting with the township's attorney as well as the attorney who represents the Village of Valleyview next week. Welch said he is unsure when the Village of Valleyview will pay their obligation to the township.

Welch informed the board that he needs to move Captain Broecker up to Station 192 and asked the board what their decision is on staffing the commercial building department at the township.

Horn said we need a staff member with knowledge to run the building department. The existing staff member can train the new person. Horn said he does not have an answer for Welch at this time. Fleshman said he supports keeping the building department but that the township has some work to do. Alex said if the board would agree to hire a full-time administrative assistant for the front office, that this position could support the needs of the building department. Fleshman said he agrees with Alex.

Horn said that Welch needs Broecker so the Board of Trustees needs to decide soon. The Auditors of the State do not like the fire department mixing with the building department.

With no further discussion, Horn moved to the Road Department:

Road Department Report:

Horn asked Stevens if there was an issue with the installation of the heating unit in the road department building as he heard there was a check being held up for the vendor.

Stevens said that this issue has nothing to do with his department. Horn said he knows he signed the check and is unclear as to why the check is being held.

Assistant Fiscal Officer, Robyn Watkins explained that there is no check being held that Horn signed the purchase order for work to be completed under the police department. The only item the township is requesting from the vendor is a copy of their W-9. The township is asking all vendors to submit a copy of their W-9 to ensure compliance with the auditors. This is not just a special request to this vendor. The invoice from the vendor states the township has thirty days to pay and it has only been less than one week, said Watkins.

Lt. Ratliff asked if the township had obtained a W-9 from this vendor for previous work. Watkins said the fiscal department does not have a copy of this

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vendor's W-9 on file currently. Unfortunately, this step of obtaining w-9's was not followed in past practice, said Watkins. Stevens said he will reach out to the vendor to request the W-9 and things should be ironed out at that point.

Stevens recommended the following resolution:

RESOLUTION 2021-052

Contract with ODOT for Road Salt for 2021-2022

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio that the Board approves to enter into contract (#018-22) with ODOT for their 2021/2022 Winter Salt Program to receive a total of 300 tons of road salt at a cost not to exceed \$20,000.00.

Horn made a motion to adopt the following resolution. Fleshman seconded the motion. The roll was called for its adoption and the vote was as follows:

Horn: YES/ NO **Fleshman:** YES/ NO **Alex:** YES/ NO

Resolution Passed.

Stevens stated that the township will not know the exact cost of the road salt until they are notified by ODOT (Ohio Department of Transportation) at the time they make the purchase.

With no further discussion, Horn moved to the Trustee's Report:

Trustees Report:

Trustee Alex had nothing to report

Trustee Horn said he would be in the office tomorrow to sign documents.

Trustee Fleshman asked Stevens where the new salt would be stored upon receipt. Stevens said the new salt barn can hold up to 500 tons of salt.

Fleshman said it is great that the new salt barn is paying for itself in the savings the township is able to get due to buying a higher quantity of salt.

With no further discussion, Horn moved to the Fiscal Department:

Fiscal Report:

Fiscal Officer, Mary Rhinehart stated that the vendor selected to install the new heating unit in the road building (Trio Construction) will need to provide the township will liability insurance per OTARMA (Ohio Township Risk Management Association). This includes insurance for all workers as well as BWC. The township cannot make a down payment on commercial work. Government entities cannot prepay. The township can't give out money for something they do not have.

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Rhinehart said per her research that Trio Construction is licensed for home remodeling only and this raises concerns from a liability stand-point. Many items need to be in place before this work starts, said Rhinehart.

Fleshman said that Trio Construction has a commercial license and that Rhinehart's *Google* search is untrue. Fleshman put the owner of Trio Construction on the telephone but his comments were unauditable.

Fleshman said that Trio Construction is willing to bring in all the necessary documents.

With no further discussion, Horn moved to Questions from Audience

Questions:

Horn ask Administrator Potts if there were any comments from the audience.

Potts checked his email, social media, the chat room and opened the telephone lines to the callers joining the meeting. Potts reports that there were no comments from the audience.

Adjournment:

With no comments from the audience, Horn adjourned the meeting at 7:50 p.m.

Signature on file with original _____
Aryeh Alex, Trustee

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

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

Signature on file with original _____
Assistant Fiscal Officer/Fiscal Officer