

RECORD OF PROCEEDINGS

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

Special Meeting

Held at 2193 Frank Road

February 15, 2018

Chairman Horn called the special meeting of the Franklin Township Board of Trustees to order at 5:35 P.M. on February 15, 2018 at 2193 Frank Road.

Chairman Horn gave the welcome.

Chairman Horn made a motion to suspend the Pledge of Allegiance and not to approve any past minutes. Trustee Fleshman seconded. A vote was taken: Fleshman, yes; Horn, yes; Alex, yes.

ROLL CALL: Fleshman, yes; Horn, yes; Alex, yes

Chairman Horn began by asking for an update from the Road Superintendent, Jim Stevens, pertaining to the renovations of the old duty room. Stevens indicated that he is waiting on approval from the County on the permit to build a wall in the old duty room. Stevens indicated once the permit is granted then renovations can resume and if the permit is not granted another option for a temporary/movable wall will need to be discussed.

Chairman Horn inquired with Police Chief Smith on how soon all of the police officers and sergeants would be moving back to 2193 Frank Road. Chairman Horn expressed his discontent on how the police officers and sergeants are destroying the interior of 1963 Harrisburg Pike (from this point forward being referred to as the "white house").

The police chief shared that he does prefer to have the officers at 2193 Frank Road since the police budget allocated for the police department to be at full force totaling 17 officers. The police chief indicated, having the police department under one roof should eliminate the disconnect he feels between him and his officers.

The board agreed the renovations of the old duty room would continue as previously documented which will include room for both police sergeants and a small conference area. Additional renovations will be needed due to re-locating the duty room to available space in the Road Department building.

The following resolution was motioned by Trustee Fleshman. Chairman Horn seconded. A vote was taken: Fleshman, yes; Horn, yes; Alex, yes.

RESOLUTION 18-032

BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves the Road Superintendent to spend up to \$3800.00 to start the renovations for the relocation of the duty room to an available space in the Road Department building, and move the confiscation room into the upstairs of 2193 Frank Road.

The Board agreed that once the renovations are to a place which is conducive for working, the police officers/sergeants will move back to 2193 Frank Road from the white house. The fiscal officer and assistant fiscal officer will remain at the white house. The assistant fiscal officer will review the O.R.C. on what materials can be stored off-site, such a blue-prints, etc. Once the O.R.C. is review those items are to be placed at Fire Proof in Grove City for secure storage to make room for the police department.

Well-being of Police Department

Vice-Chairman Alex asked the police chief how the officers and himself were doing related to the recent loss of two Westerville police officers this past week. The chief indicated all of his staff seemed to be doing well. The Board reminded the chief to encourage his team to utilize the Employee Assistance Program (EAP), the Chaplin, or the Board for support as needed.

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Ride-a-longs with Police Department:

Chairman Horn expressed his uneasiness related to Township employees riding with the police department. Chairman Horn additionally shared his worry for the liability the Township is under when employees ride with the police department. The assistant fiscal officer shared from the perspective of the Ohio Bureau of Workmen's Compensation (OBWC), that any employee who conducts rides along with police are a liability for the Township unless otherwise specified in their job description.

The Board agreed all employee who want to ride along with the police department must submit a request to the police chief. At that point the chief may submit a recommendation to the Board to approve/not-approve. The Trustees may still conduct their quarterly ride-a-longs with police as scheduled.

The following motion was made by Trustee Fleshman. All staff who wishes to ride along with the police department must submit their request to the police chief. The police chief will submit their recommendation to the Board for majority approval/non-approval. Chairman Horn seconded. A vote was taken: Fleshman, yes; Horn, yes; Alex, yes.

Fraternal Order of Police (FOP):

The Fraternal Order of Police (FOP) established a Voluntary Death Benefit Contribution Program and would like Franklin Township to adopt this program. The Board agreed they would review the hand-out provided by the police chief from the FOP and would vote on an adoption of the program at the next regular Board meeting on 2/22/18.

Administration Overtime:

Chairman Horn shared his discontent on overtime being abused. Vice-Chairman Alex asked if there is an overtime policy in place. The assistant fiscal officer distributed a draft of the County overtime policy for the Board to review.

The following motion was made by Vice-Chairman Alex to ensure all hourly non-bargaining unit staff must have majority Board authorization before overtime is granted. Fleshman seconded. A vote was taken: Fleshman, yes; Horn, yes; Alex, yes.

Board asks the assistant fiscal officer to send an email out to appropriate staff about the overtime motion.

Trustee Fleshman made a motion to change Jessica Rise from hourly to a salaried employee. After further discussion of the Board, Trustee Fleshman withdrew the motion.

Lunch time/Hourly Staff:

The Board agreed that 30 minutes will be automatically deducted daily for all hourly non-bargaining unit staff when they have worked an 8 hour day. The assistant fiscal officer indicated the need due to payroll purposes that all administrative staff (Secretary, Administrative Coordinator, & Assistant Fiscal Officer) needs to use a time card by clocking-in and clocking out for time worked.

At 6:30 p.m. Trustee Fleshman left the special meeting due to a personal obligation. Chairman Horn and Vice Chairman Alex remained and the meeting continued.

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The assistant fiscal officer explained how overtime is calculated by hourly staff per the O.R.C. An hourly staff must work 40 hours before overtime will begin. The police chief suggested an overtime policy needs to be in place. The Board asked the fiscal office to send an email to hourly non-bargaining unit employee concerning the overtime calculation per O.R.C. Email will be copied to the police chief as well.

The assistant fiscal officer distributed the Franklin County Inclement Weather Policy as the Board had requested at the last regular Board Meeting on 2/8/18.

The following motion was made by Vice-Chairman Alex to adopt the Franklin County Inclement Weather Policy for the non-essential employees of Franklin Township. Chairman Horn seconded. A vote was taken: Fleshman, absent, Horn, yes; Alex, yes.

The assistant fiscal officer reported the discovery of previously approved Board minutes that have duplicate resolution numbers documented in the minutes. The Board asked that these resolutions be brought to the next regular board meeting to be re-assigned open resolution numbers.

Per Chairman Horn and Vice-Chairman Alex's request, policies from the Franklin County Employee Policy Manual were distributed to the Board. Vice-Chairman Alex thanked the assistant fiscal officer for pulling policies to begin reviewing.

The following motion was made by Vice-Chairman Alex to establish a committee which will include one member of each bargaining unit as well as the assistant fiscal officer. The committee's goal will be to review the Franklin County Employee Policy Manual. Upon review the committee will make recommendations to all of the department heads and Board on which policies should be adopted. The committee will be headed-up by the assistant fiscal officer who will contact the road, police and fire, department heads for staff selection. Horn seconded. A vote was taken: Fleshman, absent; Horn, yes; Alex, yes.

Chairman Horn made a motion with no further business to discuss, to adjourn the meeting. Vice-Chairman Alex seconded the motion. A vote was taken: Fleshman, absent; Horn, yes; Alex, yes. The meeting adjourned at 6:45pm.

Ralph Horn, Chairman

Aryeh Alex, Vice-Chairman

John Fleshman, Trustee

Lisa Morris, Fiscal Officer

Minutes Taken and Typed By: Robyn Watkins