

# RECORD OF PROCEEDINGS

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

**Quarterly Meeting**

**Held at 2193 Frank Road**

**April 26, 2018**

Chairman Horn called the Quarterly Meeting of the Franklin Township Board of Trustees to order at 8:10 a.m. on April 26, 2018, at 2193 Frank Road.

**ROLL CALL:** Fleshman, absent; Horn, yes; Alex, yes.

*Chairman Horn made a motion to suspend the approval of previous meeting minutes and the Pledge of Allegiance. Vice-Chairman Alex seconded. A vote was taken Horn, Yes; Alex, yes; Fleshman, absent.*

## **Road Department Report:**

Road Superintendent, Jim Stevens reported that one of the members of the Road Department had an incident while on duty causing a light pole on Clime Road to fall onto the roadway. No one was hurt and a police report was taken. The damaged light pole was reported to the City of Columbus for review, repair and/or replacement since the location of the pole was in the City of Columbus. This specific member of the Road Crew was disciplined as outlined in their union contract.

Jim Stevens was pleased to report that with the cooperation of Mother Nature, the Township has road salt remaining in inventory from this winter season. He also stated he will be working with ODOT for a new annual contract for the next winter season. Jim Stevens provided an update on the new dump truck which is currently on order. He indicated that the existing berm box on the old dump truck will not fit onto the new dump truck. The existing berm box may have to be re-fabricated to fit the new truck or a new berm box will need to be purchased. Both Trustee Horn and Trustee Alex asked Jim Stevens about the status of selling the old dump truck and once sold those funds are to go towards the possible purchase of a new berm box if necessary.

Jim Stevens distributed to the board a written salary comparison of other Township Road Departments for their review. Jim Stevens shared that Franklin Township is the fourth largest Township based on the demographic area covered.

***Special Notation:*** 8:30 a.m. Assistant Fiscal Officer, Robyn Watkins took over the minute taking from the Secretary, Erin Crome.

## **Fire Department Report:**

Assistant Fire Chief, Chas Adams began with summarizing the fire department budget. He stated that the fire department has utilized about 25%-28% of their budget which results in being at or below their forecasted budget for 2018.

Chas Adams thanked the Assistant Fiscal Officer, Robyn Watkins for working with him in the meeting with the Auditors of the State Office (AOS) related to the federal SAFER grant. He commended Robyn Watkins on her knowledge of federal audits and that he is pleased to know his documentation for the SAFER grant is in order and ready if an audit is required by the AOS.

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Chief Adams explained to the board the need for four additional radios for the Fire Department. He shared that he is waiting to find a deal and/or a grant to purchase the radios.

The Chief shared the need for a new oven hood for Station 192. The Assistant Fiscal Officer, Robyn Watkins offered to look into connections she has to give the Chief some additional companies to research pricing for a new oven hood.

He continued by saying the driveway/parking lot at Station 192 is in desperate need of replacement. He described that there are large pot holes which have been repaired/patched and maintained by the Road Department for several years. The condition of the driveway/parking lot is in such desperate need of replacement that patching the pavement is no longer a solid solution. The Road Superintendent stated he had shared previously with the Board (over two years ago) that the estimate to pave the entire driveway/parking lot at that time over \$32,000.00. The Road Superintendent stated he would obtain new estimates and bring those back to the Board for a more up-to-date cost. This cost would be taken out of the general fund as a building and/or property maintenance expense.

He continued to inform the board of another need at Station 192 and that is outdoor fencing around the perimeter of the property. The fencing is needed due to ongoing foot-traffic and vandalism.

Chief Adams explained the need for bullet-proof jackets for the fire fighters. The jackets are needed due to ongoing incidents within the community involving gun violence. The chief shared that he has obtained \$3,500.00 towards the costs of the jackets. He also thoroughly explained to the board the importance of the jackets to protect the personal safety of the fire fighters.

He also stated that the medic that was damaged in an accident in August of 2017 is due to be returned soon.

Trustee Alex asked Chief Adams if he could prioritize the needs of the Fire Department. Chief Adams explained the driveway, fencing, and bullet-proof jackets are his top three picks.

## **Police Department Report:**

Police Chief, Byron Smith began by asking the board if he could establish a non-mandated training program for all officers which would include a \$500.00 stipend for each officer to attend training(s). The training program with the stipend would be offered for 12 month periods. Any amount of the \$500.00 not used will not roll over from year-to-year.

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

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## RESOLUTION 18-070

**BE IT RESOLVED** by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board agrees to allow the Police Chief to establish a non-mandated training program with a maximum of a \$500.00 stipend for each officer to attend training(s). The stipend will not carry over from year-to-year. The funding will come from the police budget for the calendar year 2018.

The Police Chief reminded the Board that the Township is located in a high crime area and currently they are only a minimum of two-officers per shift status. The most recent levy which was passed does not cover overtime costs. Overtime is needed to monitor drug houses and various issues indicated by the Township block watches. The Chief asked the board if the general fund could reimburse the Police Department for overtime. The board indicated they are not comfortable making a decision today before reviewing the overall 2018 budget. The board agreed to table the topic until the next Regular Meeting of the Board of Trustees on May 17<sup>th</sup>, 2018.

Chief Smith continued with a current staffing update for the police department as fifteen (15) officers' total. The break down equates to eleven (11) full time and four (4) part-time officers with an additional two (2) part-time positions open. The Chief concluded with that one full time officer is scheduled to retire in September 2018. This officer has inquired about returning as a part-time officer in January 2019.

### **Secretary Report:**

Erin Crome indicated that she would like to close the window at 4:45 p.m. to ensure she is paid and to lessen over time. Trustee Alex indicated the decision is up to her immediate supervisor as how to handle hours worked and overtime. Erin Crome shared her concerns about her past time worked and asked for Board guidance. Trustee Alex reiterated to Erin Crome that her supervisor is to handle such issues.

Assistant Fiscal Officer shared with the Board that an overtime form is necessary to ensure audit compliance. Chief Adams agreed to share the Fire Department's overtime form with Chief Smith for the Secretary to use in the future as overtime is approved.

The Fiscal Officer shared concerns as to when specific insubordinate behavior is shown how the Board and/or supervisor should handle such behavior. Trustee Alex shared that this topic is to be handled in an executive session as such issues are brought to the Board otherwise it is up to the supervisor to manage/discipline their staff.

### **Fiscal Department Report:**

Fiscal Officer, Lisa Morris indicated when that many invoices are coming to the Fiscal Department reflective of new vendors without proper vendor

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information. Proper vendor information is necessary to ensure payment reaches vendors correctly and timely. She continued to remind the Board and department heads that all personnel files need to be maintained at the Fiscal Office per the Auditor of State.

She also shared that the meeting with the Auditor of the State (AOS) indicated that the Township needs to have all bills/invoices sent directly to the Fiscal Office. When a purchase is made each department head is to complete a purchase requisition (PR) and send the PR to the Fiscal Office where the PR will be compared to the bill/invoice upon arrival. If there is a discrepancy the Fiscal Office will notify the specific department head. The Fiscal Office has submitted a change of address on bills/invoices per recommendation of the AOS. When a bill/invoice is received by the Fiscal Office a scanned version of the bill/invoice will be sent to the appropriate department head for their files.

The Police Chief concurred that he has submitted all of his personnel files to the Fiscal Department. Trustee Horn asked all department heads to get with the Fiscal Officer with any personnel file updates.

Trustee Horn transitioned into talking about the 2018 budget. The Board asked each department head to sit down with the Fiscal Officer to match up their projected budget and the budget which will be submitted to the Auditor's Office. Any discrepancies can be adjusted and any re-allocations/revisions can be submitted to the Auditor's Office as needed.

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

## **RESOLUTION 18-057**

**BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves the 2018 Budget totaling \$10,650,682.13.**

The Assistant Fiscal Officer, Robyn Watkins shared with the Board that the Auditors of the State have offered to assist the Township throughout 2018 for audit-readiness preparation.

***Special Notation:*** At 10:18 a.m. Trustee Fleshman arrived at the meeting.

The Fiscal Officer resumed by sharing OPERS is offering a life insurance program. The program will be implemented in the near future and she will share additional information when available.

She also shared that the OTARMA insurance evaluation was completed and would be submitted.

She stated with the deposits from the administrative office has checks which are dated several weeks prior to the date on the deposit slip. The Fiscal Officer

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showed the Board copies of checks and the dates on checks, comparing the delayed date on the deposit slip. She stated that the AOS will review all checks and deposit dates and questions why there is such a gap between the dates on the checks to the date of the deposit. The Administrative Coordinator explained that she will begin date stamping all checks upon receipt.

The Fiscal Officer reminded the Board that the township is still in need of a line item (appropriation) for donations and/or charities.

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

## **RESOLUTION 18-071**

**BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to allow the Fiscal Officer to create an appropriation line item within the general fund for donations and charities not to exceed \$3,000.00.**

The Fiscal Officer asked the board for a \$2.00 raise for the Assistant Fiscal Officer since she has met her 90 days probation period. She shared that the other non-bargaining employees received a \$2.00 raise upon completion of their 90 days probation period. The Board tabled this discussion until a future date.

In conclusion, Assistant Fiscal Officer, Robyn Watkins updated the Board on the status of the Employee Handbook including policies and procedures. Vice-Chairman Alex shared his support of the non-bargaining staff to join a union.

Trustee Fleshman informed the Road Superintendent of a road sign which needs to be erected at the point where Brown Road and Route 62/3 Harrisburg Pike come together. The Road Superintendent indicated that those specific intersections are combined with the Township, City of Columbus, and the County. It is uncertain which party is responsible for erecting a sign.

The Board reminded everyone that the first meeting in May on May 3<sup>rd</sup> is cancelled and the next Regular Meeting of the Board of Trustees will be May 17<sup>th</sup>, 2018.

The Assistant Fire Chief added that the Fire Department recently flushed fire hydrants and received a series of phone call from residents complaining of the loss of water pressure during the flushing.

### **Building Department Report:**

Administrative Coordinator, Jessica Rice distributed information about the 2018 National Night Out. She explained, additional help is needed and many activities and vendors have been secured. Donations are still needed help is needed to solicit for donations. Trustee Horn encouraged all Township staff to drop off brochures about the need of donations at establishments they

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patronize. Trustee Alex inquired about doing a donation campaign on social media. Jessica Rice also updated the Board as to the status of the newsletter. The newsletter is to reach the residents beginning on April 27<sup>th</sup> by U.S. mail.

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

## RESOLUTION 18-072

**BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to allow the Administrative Coordinator to have up to 500 copies of the National Night Out donation brochure copied for distribution.**

Jessica Rice shared that COCIC/Prairie Township invited the Township to join in a discussion about the redevelopment of property. There is an undeveloped piece of property which Franklin Township owns a small parcel of land that is involved in the re-development. The Board agreed that the Township needs to be kept informed of the development of the property.

The residence in Havenwood would like to create a community garden in the park within the community. The park is owned by Franklin Township. The Board agreed that the Friends of the Hilltop should manage any future community gardens within the Township as the best use of Township resources.

Jessica Rice asked the Board if she can register to be a Notary Public for the Township to assist the Township Secretary, Erin Crome as the only Notary Public on site for the Township.

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

## RESOLUTION 18-073

**BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to allow Jessica Rice and Robyn Watkins to become a Notary Public. The Township will pay for the class and items needed, not to exceed \$100.00 each. The Township is to be reimbursed for the cost of the class, if employment ends within two years of becoming a Notary.**

Jessica Rice provided an update on the new phone system. The new phone system is still being implemented. Updates will be provided as needed. Jessica Rice is working with Chief Welch to implement the phone system.

Trustee Fleshman asked if there are other options that the Township has for outside IT service. He stated that the current IT service the Township uses has

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a delayed response to all inquiries. Currently Township staff wait an extensive amount of days to receive a response from the current IT service provider. Trustee Fleshman is concerned about the loss of staff productivity due to the delay of the current IT provider. Trustee Fleshman recommends staff use Team Viewer to assist with Chief Welch to fix IT issues remotely.

The Fiscal Officer asked the Board since Trustee Alex and Trustee Fleshman will be out of town during the week of April 30<sup>th</sup>, how they want to handle the invoices/checks which will need to be signed. Trustee Fleshman and Trustee Horn committed to signing checks no later than the afternoon of Wednesday, May 2<sup>nd</sup>, 2018.

The Assistant Fiscal Officer informed the Board that there was a camera installed at the top of the stairs in the upstairs of 1963 Harrisburg Pike. The current IT service provider installed the camera but there is no direction as to who is monitoring the video recordings from the camera. The Police Chief confirmed that he does not have access to monitor that specific camera. The Board indicated that they were not aware of the installation of the camera and do not know who precisely is monitoring the video recording from the camera.

The Fiscal Officer shared with the Board again about how 1963 Harrisburg Pike needs a camera at the front door so the Fiscal Officer and the Assistant Fiscal Officer can know who is at the front door when the doorbell rings. The Board made no decision on this matter.

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

## **RESOLUTION 18-074**

**BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to allow Jessica Rice to send over the Community Garden Waiver to the Franklin County Prosecutor's Office for review.**

Jessica Rice inquired with the Board if she could have a special meeting to discuss township owned properties. The Board agreed they would establish a date after the week of May 7<sup>th</sup>, 2018. Trustee Fleshman provided an example of how a property auction could be established for the Township to sell the properties they currently own.

Jessica Rice stated that 1749 N. Hague property is not secured and people are squatting inside of the vacant house on the property. The Board indicated that the Franklin County Probate Court is responsible for removing the people living in the house since the owner on record is deceased.

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She also shared with the Board that Fireproof off-site storage has a cost of \$3.25 per plan box. The Township has over one-hundred plans to store. Jessica Rice asked the Board what they would like to do with properly storing the plans. The board made no decision on the storage of plans.

***Special Notation:*** *Trustee Aryeh Alex left the meeting.*

The Assistant Fiscal Officer provided information on how the Township can apply for grants for record retention/storage.

*Trustee Fleshman made a motion to that with no further business to discuss that the meeting be adjourned. Trustee Horn seconded. A vote was taken Horn, Yes; Alex, absent; Fleshman, yes. The meeting adjourned at 11:45 a.m.*

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Ralph Horn, Chairman

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Aryeh Alex, Vice-Chairman

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John Fleshman, Trustee

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Lisa Morris, Fiscal Officer  
Robyn Watkins, Assistant Fiscal Officer

Minutes were Taken & Typed By: Robyn Watkins  
Approved by the Board of Trustees on May 17, 2018