

## Violet Township Board of Trustees

February 7, 2018

Regular Meeting

Mr. Monhollen called the meeting to order at 7:30 p.m.

**Mr. Sauer called the role: Mr. Darrin Monhollen, Mr. Terry Dunlap and Mrs. Melissa Wilde and were present. Other Township Personnel present were: John Eisel, Director of Operations; Greg Butcher, Township Engineer; Mike Little, Fire Chief; Assistant Fire Chief Jim Paxton; Development Director, Holly Mattei and Zoning Officer, Kelly Sarko.**

Mr. Monhollen asked student Kenze Via from Toll Gate Middle School to lead the Trustees in the Pledge of Allegiance followed by a moment of silence honoring those who have given us all our freedom. Mr. Monhollen then presented Kenze with a certificate of appreciation and a special pin.

**Mr. Dunlap moved to accept, without public reading as submitted by the Fiscal Officer, the minutes of the regular Trustee Meeting of January 17, 2018. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Motion carries 3-0.**

### **Public Comments:**

None

### **County Authorities:**

None

### **Departmental Reports:**

#### **Fire Chief: Mike Little**

Chief Little gave the following updates:

Station 591 – works continues to move forward at Station 591. Final coat of paint is going up on the 300 level today. Cabinetry in front of the countertops have been going in and almost done. Most of flooring is done except for the carpeting. Work on the elevator continues. Plumbing is getting finished up.

Chief Little reported he will be out of office from February 12 through February 23<sup>rd</sup>.

Chief Little had (6) resolutions for consideration.

The first was to accept the Resignation of part-time level 2 Firefighter Andrew Stevens who has been with us for a few years. **Mr. Dunlap made a motion to accept, Resolution 2018-0207-05 and asked to pass on our thanks for his service, the resignation Part-Time Firefighter – Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Resolution carries 3-0.**

The second was Resolution was to transfer funds to MECC Regional Council of-- Governments. The amount is \$192,034.74. Oversight for these funds formally became the fiscal responsibility of the MECC RCOG as of January 1, 2018. . **Mr. Dunlap made a motion to adopt Resolution 2018-0207-06 – Transfer Funds to MECC Regional Council of Governments. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Resolution carries 3-0.**

The next one was to purchase a water softener system for the new Fire Station 591 at a total cost of \$7,749.00 from Kinetico Water Systems. **Mrs. Wilde made a motion to adopt Resolution 2018-0207-07 – Purchase Water Softener System for New Fire Station 591. Seconded by Mr. Monhollen. Roll call vote: Mrs. Wilde, yes; Mr. Monhollen, yes; Mr. Dunlap, yes. Resolution carries 3-0.**

The next one was to replace sensors for all fire department meters. Total cost is \$2,705.84, and will be purchased from Sensit Technologies. **Mr. Dunlap made a motion to adopt Resolution 2018-0207-10- to Replace Sensors for Meters. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Resolution carries 3-0.**

The next one was for Bowling Green Fire School Continuing Education Sessions. The sessions for this year are Collapse Shoring Refresher, Rope Rescue Refresher, Confined Space Refresher, Trench Rescue Refresher and Vehicle Machinery Rescue Refresher. Total cost is \$10,800.00. **Mrs. Wilde made a motion to adopt Resolution 2018-0207-12 – Bowling Green Fire School Continuing Education Sessions. Seconded by Mr. Monhollen. Roll call vote: Mrs. Wilde, yes; Mr. Monhollen, yes; Mr. Dunlap, yes. Resolution carries 3-0.**

The next was to purchase ice machines for the new Fire Station 591 for a total cost of \$5,706.90 from Hoshizaki America. **Mr. Dunlap made a motion to adopt Resolution 2018-0207-11 – Purchase Ice Machines for New Fire Station 591. Seconded by: Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Resolution carries 3-0.**

The last resolution was to resolve an issue with Part-Time firefighter Ryan Heavner. The department realized that in October, as a part-time level 1 firefighter, he had tested to move to part-time level 2. The resolution needed to move him to part-time level 2 was overlooked. This resolution will move him to part-time level 2 and will pay his back pay for the difference since October. **Mrs. Wilde made a motion to adopt Resolution 2018-0207-13 – Reclassify Part-Time Level 1 Firefighters to Part-Time Level 2. Seconded by Mr. Dunlap. Roll call vote: Mrs. Wilde, yes; Mr. Dunlap, yes. Mr. Monhollen, yes. Resolution carries 3-0.**

**Township Engineer: Greg Butcher**

Mr. Butcher reported the 2018 Violet Township-City of Pickerington–PLSD combined paving project is out for bid. Bids will be opened on Thursday, February 22 at 10am at Pickerington City Hall.

Based on information received from OPWC District 17, it appears our two Issue One projects, miscellaneous curb repair and Mamie Drive culvert replacement, have been funded. This is significant as we will receive \$124,000 in grant funding for the Mamie Drive culvert and \$335,000 in OPWC assistance (\$200,000 grant and \$135,000 no interest loan) for the miscellaneous curb replacement project.

Staff attended the OTA Winter Conference. Mr. Butcher participated in a forum with engineers from ODOT and Franklin County.

Salt use has been heavy this year. Mr. Butcher estimated we have used approximately 1,500 tons this year. We have about 400 tons left to take delivery on our contract with ODOT and this can go pretty quickly.

Mr. Butcher reported that every year we receive notice from the Ohio Department of Transportation that certifies the mileage that we maintain and the mileage for 2017 is the same as 2016 (105.871) and it requires execution from the Board of Trustees and the County Engineer and then we receive revenue from that mileage.

Mr. Dunlap stated he understands we get money from the CEDA to do all those roads in the CEDA area. Should we not be talking to ODOT or whoever about the fact that that mileage needs to be added to our road mileage? Mr. Butcher said he would compare it to the incorporated mileage within the City of Pickerington that we don't receive compensation for out of 105.871 miles. Mr. Dunlap said he understood that, but we do not maintain those roads in the City of Pickerington. Mr. Butcher said we do receive compensation through Canal Winchester for the maintenance but he doesn't know that it matters if it is within an incorporated area. Mr. Dunlap asked him to talk to them about it because even though we get funds from the CEDA from the income tax we have to maintain those roads and Canal Winchester does not so shouldn't we be getting the mileage credit and them not. Mr. Butcher will check into it.

Mr. Dunlap asked if we use that 400 tons of salt from ODOT can we still get additional salt or will we be paying a premium. Mr. Butcher said based on the salt usage and some of the information he has from ODOT and other counties and he said we should be mindful. Mr. Butcher will enquire but the last time we had this happen we could not buy it at the state contract amount. Mr. Dunlap wants to be prepared ahead of time if we do in fact have to use the 400 tons. Mr. Butcher added that we always need to be diligent and disciplined especially in the early snows that we get.

Mr. Monhollen was curious about a timeframe on the Mamie Drive culvert and he also asked for a quick summary of today's snow removal.

Mr. Butcher reported OPWC (Ohio Public Works Commission Grant) funding and assistance is generated from the State of Ohio selling bonds and every 10 years or so it goes to the voters for but the programs are annual and you cannot execute any work until July 1. However, you can bid and advertise on contracts and get everything set up to execute for the award but you just cannot execute.

Mr. Butcher reported on today's snow event: - For the second morning in a row staff was in at 4:30 am and 5 trucks were on the road. Yesterday was a non-starter as what was forecast didn't come and today the forecast didn't really come but a lot more snow did. Staff ran continuously from 4:30 am till about 5:00 pm today. The crews were running rock salt; salt brine mixed with beet juice that heats up the salt a bit and keeps it from mounding which results in savings and sometimes it is a backup on lighter streets. If you take that 106 certified miles times 2 and then add some more for four lanes and turn lanes, that is 250 miles. We have 5 trucks and that is a 50 mile day for each truck to clear.

**Director of Operations: John Eisel**

Mr. Eisel reported new phones have been installed at the Administrative and Road buildings and all the fire stations. Phones will be active once our phone numbers are ported.

Mr. Eisel reported the Shared Services Agreement Draft for the road department radios was approved by the Prosecutor and sent via email to all parties on 1-24-2018. There is a follow-up meeting with Pickerington PD on February 15.

Computer tablets were ordered 1-18-2018.

Mr. Eisel reported the new chairs for the meeting rooms were delivered 1-30-2018. Resolution 2018-0207-09 authorizes the purchase of meeting room furniture to reconfigure the seating areas and increase capacity needed for Trustee meetings and Zoning.

All required documents for our OTARMA renewal were sent back to OTARMA on 1-23-2018 for our 2018 renewal which is due by April 7, 2018.

We recommend staying with CareWorksComp as our MCO for 2018-2019. A resolution authorizing the Director to sign the documents is presented this evening for your consideration.

We continue to work with the insurance representatives to try and recover damage costs for the Allen Road crash. Mr. Eisel met with OTARMA on 1-18-2018 and we now have \$25,000 coverage for this type of incident should this occur again.

All required documents for the Senior Services Levy were filed with the County Board of Elections and Auditors Office on 1-19-2018. The Senior Center is working on the levy renewal campaign and once filed with the BOE will set up their bank account. Mr. Eisel and Trustee Wilde will attend their February 8 Board Meeting

The Senior Center lease is due to expire on July 3, 2018. Mr. Eisel has sent the current version to the Prosecutor for review.

Downspouts were clogged at the Administrative building. WaterWorks came out and cleared them. They also ran a camera through the system. The slope and depth of the drain tile in front of the building is not installed correctly. This may need to be resolved.

MECC RCOG held its annual meeting here on January 25 at 1:00.

Health Insurance follow up items from the employee education meetings have been addressed by Burnham & Flower.

**OTA 2018 Winter Conference** – Many staff attended the OTA 2018 Winter conference and trade show, 4 of us attended the legislative reception as well. All presentations from the conference have been uploaded to the server.

Mr. Dunlap has agreed to serve as the Chair for Fairfield County Ohio Township Association, and is working to recruit a secretary. This group must exist in accordance with the OTA bylaws and membership is a requirement to maintain our OTARMA coverage.

The Pickerington Area Chamber of Commerce Annual Awards Dinner will be held February 9, 2018 at the Zion Pickerington Church beginning at 5:30pm. The 2018 Chamber “State of the Community” will be held March 15<sup>th</sup> at the monthly luncheon.

Mr. Eisel had three resolutions for consideration. **Mr. Dunlap made a motion to adopt Resolution 2018-0207-04 – To Execute an Agreement for Storm Water Management/BMP Facilities Maintenance Between South Shore Cable COL RE LLCX (Landowner) and the Violet Township Board of Trustees**

(Township). **Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Resolution carries 3-0.**

**Mrs. Wilde made a motion to adopt Resolution 2018-0207-08 - Authorize CareWorksComp as our BWC Group Rating Program. Seconded by Mr. Monhollen. Roll call vote: Mrs. Wilde, yes; Mr. Monhollen, yes; Mr. Dunlap, yes. Resolution carries 3-0.**

**Mrs. Wilde made a motion to adopt Resolution 2018-0207-09 – Purchase Meeting Room Furniture from Kellogg Cabinets. Seconded by Mr. Monhollen. Roll call vote: Mrs. Wilde, yes; Mr. Monhollen, yes; Mr. Dunlap, yes. Resolution carries 3-0.**

**Motions to be considered:**

None

**Brian Sauer: Fiscal Officer**

Mr. Sauer reported he had some 'housekeeping' items that we do on an annual basis.

The first resolution is a transfer of funds to the General Bond Retirement (the bond we use for our Maintenance Facility) and to transfer funds to our Fixed Assets General for future projects. **Mr. Dunlap made a motion to adopt Resolution 2018-0207-01 – Transfer of Funds. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Resolution carries 3-0.**

The next resolution appoints Melissa Tremblay as the designee to attend Ohio Public Records training on behalf of all Violet Township elected officials for 2018. **Mr. Dunlap made a motion to adopt Resolution 2018-0207-02 – Appoint Melissa Tremblay as the Designee to Attend Ohio Public Records Training on behalf of the Violet Township Elected Officials for 2018. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Resolution carries 3-0.**

The last resolution is so we can collect our advanced tax collections for 2017 for fiscal year 2018. **Mr. Dunlap made a motion to adopt Resolution 2018-0207-03 – Advance Payment out of Current Tax Collection. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes, Mr. Monhollen, yes. Resolution carries 3-0.**

**Mr. Dunlap made a motion to recess the regular Trustee meeting at 8:01 p.m. and proceed to the scheduled public hearing for Case Number 08-ZC-2017 (cont'd) and Case Number 07-ZC-2017. Seconded by Mr. Monhollen. Roll call vote: Mr. Dunlap, yes; Mr. Monhollen, yes; Mrs. Wilde, yes. Motion carries 3-0.**

**Mr. Dunlap made a motion to return to the regular scheduled portion of the Trustees meeting at 8:26 p.m. Seconded by Mr. Monhollen. Roll call vote: Mr. Dunlap, yes; Mr. Monhollen, yes; Mrs. Wilde, yes. Motion carries 3-0.**

**Trustee Reports:** Mrs. Wilde reported she attended the OTA Conference with other staff and felt there was good information that will be very helpful.

Mr. Dunlap added he was also at the OTA Conference and picked up a lot of good information and new contacts. Mr. Kemmerer from Liberty Township has agreed to serve as Vice Chair on the County Township Clerks Association and

he is contacting another lady to see if she would be willing to serve as Secretary/Treasurer. The other Secretary took everything on OTA and dumped it so we will have to get all the information back. We will have to call a special meeting to make the election official and then we can go after the specific information needed. Mr. Eisel added he had a conversation with an OTA staff member that offered to attend that special meeting and help navigate and guide them through. Mr. Dunlap agreed so they can explain the importance and how everyone has to belong to this before they can belong to a state association. Then that makes them eligible to get the Ohio Township Management Association insurance that we need for our liability as well as workers compensation.

Mr. Monhollen reported we have been working diligently with the City of Pickerington staff in partnership on a Community Authority. We received a 5-0 vote yesterday. Development Director, Holly Mattei attended. Mrs. Mattei said they were there to answer questions but other than that Council was very supportive in moving forward with the Township. We now need to prepare an actual agreement to move forward and that is why negotiations between the two entities will occur.

**Meetings (where there may be more than one Trustee present):** Pickerington Area Chamber of Commerce Annual Dinner at Zion Church at 5:30 pm at Zion Church.

**Old Business:** None

**Tabled Business:** None

**New Business:** The next regularly scheduled meeting of the Violet Township Board of Trustees will be on Wednesday, February 21, 2018 at 7:30 p.m. at the Violet Township Administrative offices.

**Pay Bills:**

**Mr. Dunlap made a motion to pay the bills. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Monhollen, yes. Motion carries 3-0.**

**Mr. Dunlap made a motion to adjourn the meeting at 8:32 p.m. Seconded by Mrs. Wilde. Roll call vote: Mr. Dunlap, yes; Mrs. Wilde, yes; Mr. Dunlap, yes. Motion carries 3-0.**

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Brian C. Sauer, Fiscal Officer

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Joniann Goldberg, Administrative Assistant

Approved by:

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Terry J. Dunlap, Sr., Trustee

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Darrin Monhollen, Trustee

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Melissa S. Wilde, Trustee

Date: \_\_\_\_\_