RECORD OF PROCEEDINGS

Minutes of Meeting
Plain Township Board of Trustee Meeting

Held
Fire Station
7:00 p.m.

The Plain Township Board of Trustees met in regular session at the Plain Township Fire Station, 9500 Johnstown Road, New Albany, Ohio.

Mr. Ferguson called the meeting to order with the Pledge of Allegiance to the flag.

Roll Call: Members Present Mr. Ferguson, Mr. Olmstead and Mr. Rybski. Mr. Zappitelli, Fiscal Officer, was present. Other people present were Chief Hoovler, Ben Collins, Mary Fee, Bonnie Reife, Travis Dudley, and Chris Pabst.

ELECTIONS OF OFFICERS

Mr. Olmstead nominated Mr. Rybski as Chair, Mr. Rybski declined. Mr. Rybski nominated Mr. Ferguson as Chair, Mr. Olmstead seconded the motion. Vote: All Aye (Resolution 18011001)

Mr. Rybski nominated Mr. Olmstead as Vice-Chair, Mr. Ferguson seconded the motion. Vote: All Aye (Resolution 18011002)

ADDITIONS OR CORRECTIONS TO THE AGENDA

Mr. Olmstead asked for an Executive Session to be added after pending warrants.

Chief Hoovler added Resolution 180110F5 and Lt. Chris Pabst asked to give a special presentation after the fire department report. Mr. Collins added Resolution 180110A10.

Mr. Ferguson asked if Mrs. Fee was representing the zoning department. Mrs. Fee indicated that she was representing the fiscal office.

APPROVAL OF MINUTES

Mr. Ferguson made a motion to approve the December 20, 2017 Board of Trustees Meeting minutes as submitted. Mr. Olmstead seconded the motion. Vote: All Aye (Resolution 18011003)

Mr. Rybski made a motion to approve the January 3, 2018 Board of Trustees Special Meeting minutes as submitted. Mr. Olmstead seconded the motion. Mr. Ferguson abstained. Vote: All Aye (Resolution 18011004)
PAYMENT OF THE BILLS

Mr. Olmstead questioned a couple fire department charges, the charges were for computers for the medics.

Mr. Ferguson made a motion to pay the bills in the amount of $37,986.07. Mr. Olmstead seconded the motion. Vote: All Aye (Resolution 18011005)

EXECUTIVE SESSION

Mr. Ferguson made a motion to adjourn into executive session at 7:10 p.m. pursuant to Ohio Revised Code 121.22 (G)(1) for appointment, employment, promotion or compensation, demotion or dismissal. Mr. Olmstead seconded the motion. Roll Call Vote: All Aye

Mr. Zappitelli, Mr. Collins and Chief Hoovler also attended the Executive Session.

Mr. Olmstead made a motion to close out of executive session at 7:28 p.m. Mr. Ferguson seconded the motion. Roll Call Vote: All Aye

Mr. Rybski made a motion to pass Resolution No. 180110A10. Be it resolved to pay Bonnie Reife her current rate of $17.17 per hour as Pool Coordinator at 30 hours per week as a permanent full-time employee eligible for benefits, with vacation accrual to be based on total time serve with Plain Township. Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson thanked Mrs. Reife for her service to the township.

ADMINISTRATOR

Mr. Collins presented Bonnie Reife with a 10 year service reward. Bonnie thanked Mr. Collins and the trustees. Mrs. Reife discussed pool equipment, specifically the new colors for the straps on the lawn and lounge chairs. Mr. Ferguson asked for a report on anticipated expenses for the aquatic center. Mr. Olmstead asked about resolution M3 which is the graphics in the interactive pool and resolution A9 – the pool mailing. Mrs. Reife and Mr. Collins indicated that our daily rate is competitive. Mr. Collins pointed out that different pools have different theories on membership, Worthington has an exorbitant daily rate almost forcing one to be a member and Orange Township requires township residency to attend the pool.

Mr. Ferguson talked about the Amphitheater Contribution. His recommendation was 5 years at $50,000 for a total of $250,000. Mr. Rybski indicated that he did not disagree with the amount, he questioned the 5 year commitment. Mr. Olmstead indicated his approval since the commitment to the metro parks was complete. Mr. Zappitelli indicated that the Fiscal Office’s opinion on the donation is that the General Fund has been negative for several years in a row, and that the trustees should vote no on a contribution to the amphitheater. A draft resolution was
included with the trustee packet. Existing tax abatements and TIFS were discussed. Mr. Ferguson asked for a Financial Forecast from the Fiscal Office for the next trustee meeting.

Mr. Olmstead made a motion to pass Resolution No. 180110A1. Be it resolved, that the Plain Township Board of Trustees meetings will be conducted under Roberts Rules of Order. Mr. Ferguson seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 180110A2. Be it resolved to rehire the existing Plain Township employees for 2018. Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 180110A3. Be it resolved, that expenses incurred by the trustees, administrator and fiscal officer when attending state conferences and membership dues of state associations will be paid from the General Fund. Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Rybski made a motion to pass Resolution No. 180110A4. Be it resolved: To set the mileage reimbursement rate at $0.545 in accordance with IRS allowances and any subsequent changes thereto. Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 180110A5. Whereas, Ohio’s Cooperative Purchasing Act. (AM. Sub. H.B. No. 100) was signed into law on December 4, 1985; and
Whereas, effective March 6, 1986, Ohio’s Cooperative Purchasing Act provides the opportunity for counties, townships, municipal corporations, regional transit authorities, regional airport authorities or port authorities and school districts, conservancy districts, township park districts and park districts and other authorities, to participate in contracts distributed by the state of Ohio, Department of Administrative Services, Office of Cooperative Purchasing for the purchase of supplies, services, equipment and certain materials;
Now therefore be it resolved, that the Plain Township Board of Trustees hereby agrees as follows:

Section 1. That the Plain Township Board of Trustees hereby requests authority in the name of Plain Township, to participate in state contracts which the Department of Administrative Services, Office of State Purchasing has entered into and the Office of Cooperative Purchasing has distributed for the purchase of supplies, services, equipment and certain other materials pursuant to Revised Code Section 125.04.
Section 2. That the township administrator is hereby authorized to agree in the name of Plain Township to be bound by all contract terms and conditions as the Department of Administrative Services, Office of Cooperative Purchasing prescribes. Such terms and conditions may include a reasonable annual membership fee to cover the administrative
costs which the Department of Administrative Services incurs as a result of Plain Township’s participation in the contract. Further, that the Plain Township Board of Trustees hereby agrees to be bound by all such terms and conditions and to not cause or assist in any way the misuse of such contracts or make contract disclosures to non-members of the Coop for the purpose of avoiding the requirements established by ORC 125.04.

Section 3. That the township administrator is hereby authorized to agree in the name of Plain Township to directly pay the vendor, under each such state contract in which it participates for items it receives pursuant to the contract, and the Plain Township Board of Trustees does hereby agree to directly pay the vendor.

Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Olmstead made a motion to pass Resolution No. 180110A6. Be it Resolved, by the Plain Township Board of Trustees to contribute one-fifth of the general operating expenses of the Metropolitan Emergency Communications Consortium Regional Council of Governments, in an amount not to exceed $9,600.00 for 2018 with $4,800 to be paid from fund 01-B-08 (General – Other Expenses) and $4,800 to be paid from fund 10-A-15O (Fire – Other Expenses). Mr. Ferguson seconded the motion. Vote: All Aye

Mr. Olmstead discussed potential upcoming changes in the operations of the Metropolitan Emergency Communications Consortium Regional Council of Governments.

Mr. Rybski made a motion to pass Resolution No. 180110A7. Be it resolved, that the Plain Township Board of Trustees hereby designates the township administrator as the board’s designee for public records training in compliance with Ohio Revised Code § 109.43.

Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Olmstead made a motion to pass Resolution No. 180110A8. Be it resolved that the Plain Township Board of Trustees hereby re-appoints Tim Sokol, a resident of Plain Township, to serve as a trustee of the New Albany Plain Local Joint Parks District Board of Trustees, for a three-year term ending December 31, 2020. Mr. Rybski seconded the motion. Vote: All Aye

Mr. Rybski made a motion to pass Resolution No. 180110A9. Be it resolved: Be it resolved, to pay Dayton Mailing Service, Inc., 888 Dayton Street, Yellow Springs, Ohio 45387, up to $4,500 for the printing, folding, bundling, post office delivery and bulk mailing of the township pool rate sheet mailing, to be paid from account 14-A-08 (Pool-Other).

Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Olmstead asked how this compared to the cost for last year. Mr. Collins indicated that this will be the same cost or less than last year.
ZONING

Mr. Collins provided a report. Mr. Collins indicated that we are down to 2 members on our Zoning Commission. All members must be from the unincorporated area of the township. Mr. Collins indicated that there had been some interest and he had reached out to them. Mr. Ferguson asked about the stipulation about residing in the unincorporated area. Mr. Collins explained that it was statute. Mr. Rybski indicated that other municipalities are also struggling with membership.

MAINTENANCE

Mr. Rybski asked about cemetery sales to the Phil Heit group that wished to purchase plots together. Mrs. Fee indicated that sales went well and that there were 7 deeds for the trustees to sign from the group.

Mr. Ferguson made a motion to pass Resolution No. 180110M1. Be it resolved, that the Plain Township Board of Trustees hereby approves the cost of $1,500 to be paid to JD Equipment, Inc. of 5740 Zarley Street, New Albany, Ohio, for the trade-in and replacement two 60 inch Z915B and one 48 inch Z915B commercial mowers for new models, paid out of the following accounts:
01-B-06 General – Twp-Equipment Purchases and Replacements: $97
05-A-08 Cemetery – Tools and Equipment: $840
Mr. Rybski seconded the motion. Vote: All Aye

Mr. Olmstead made a motion to pass Resolution No. 180110M2. Be it resolved to pay Integrity Painting Ltd., P.O. Box 53 Pickerington, Ohio 43147 an amount up to $9,300 to paint the exterior of the five pool buildings including all wood surfaces, exterior of wood doors, window trim and sashes, and up to $6,400 to paint the slide tower including the support structure, steps, hand rails, stringers and exposed decking. All to be paid from 14-A-06 (Pool Repairs). Mr. Rybski seconded the motion. Vote: All Aye

Mr. Rybski made a motion to pass Resolution No. 180110M3. Be it resolved, to pay Great Impressions Signs & Designs, Inc. up to $3,670.52 to design, print and install 12 graphic decals on panes in the interactive pool, to be paid from account 14-A-06 (Pool-Repairs). Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 180110M4. Be it Resolved, to set aside and authorize payment to the City of New Albany up to $10,000 for Road Salt out of fund 11-B-02 (Road District – Material). Mr. Olmstead seconded the motion. Vote: All Aye
FIRE DEPARTMENT

Chief Hoovler said there have been 151 Fire and EMS runs since the last Trustee meeting. A synopsis of 2017 was included in the board packet. Chief Hoovler said that there were over 2600 runs last year.

Chief Hoovler gave a quick overview of the 2018-2019 Fire Budget.

Mr. Ferguson made a motion to pass Resolution No. 180110F1. Be it resolved to pay Phoenix Safety Services $9,890.00 for cleaning, repair and inspection contract for turn out gear for one year. This contract includes 46 sets at a cost of $215.00 per set, out of fund 10-A-10A (Fire-Repair-Maintenance Agreements). Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 180110F2. Be it resolved to reimburse Chris Pabst up to $1,200.00 for classes taken at Columbus State Community College in 2018 that are required for his fire science degree, out of fund 01-C-09 (Fire-Other expenses). Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Rybski made a motion to pass Resolution No. 180110F3. Be it resolved to reimburse Paul DuBeck up to $2,200.00 for classes taken at Columbus State Community College in 2018 that are required for his fire science degree, out of fund 01-C-09 (Fire-Other expenses). Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Olmstead made a motion to pass Resolution No. 180110F4. Be it resolved to pay United Refrigeration Service Heating and Cooling up to $22,000.00 for 3 new complete heating and cooling systems for Station 121, out of fund 10-A-12 (Fire – Building and Additions). These systems will be installed in the administrative side of the fire station. Mr. Rybski seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 180110F5. Be it resolved to pay Mifflin Township $147,798 for 2018 Fire & EMS Dispatching services out fund 10-A-11 (Fire – Dispatching). Mr. Rybski seconded the motion. Vote: All Aye

Lieutenant Chris Pabst present awards to the kitchen committee to thank them for their hard work: Colby Reynolds, Jason Moore and Derek Caplinger.

FISCAL OFFICE

Mr. Ferguson and Mr. Zappitelli thanked Mary Fee for stepping in and helping with the Fiscal Office.

The December 2017 Bank Reconciliation and End of Month Reports were presented.
OLD BUSINESS

Mr. Ferguson asked about an IT update including the township server and the possibility of going paperless. Mr. Collins stated that a brief township IT update was provided to the trustees.

NEW BUSINESS

Mr. Olmstead reported that Truro Township is on track to replace their fire station.

ADJOURNMENT

Mr. Ferguson made a motion to adjourn the meeting at 8:33 p.m. Mr. Rybski seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:

David Ferguson, Trustee

Dave Olmstead, Trustee

Thomas Rybski, Trustee

Bud Zappitelli, Fiscal Officer