

**RECORD OF PROCEEDINGS***Minutes of Meeting*

Plain Township Board of Trustee Meeting

*Held*

Administrative Office

7:15 a.m.

The Plain Township Board of Trustees met in regular session at the Plain Township Administrative Office, 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 Ben Collins, Chief Hoovler, Assistant Chief Rupp, Bob Pharris and Cindy Powell.

**ADDITIONS OR CORRECTIONS TO THE AGENDA**

None

**APPROVAL OF MINUTES**

**Mr. Olmstead made a motion to approve the September 5, 2018 Board of Trustees Meeting minutes as submitted. Mr. Rybski seconded the motion. Vote: All Aye. (Resolution 18091901)**

**PAYMENT OF THE BILLS**

**Mr. Ferguson made a motion to pay the bills in the amount of \$308,039.39. Mr. Olmstead seconded the motion. Vote: All Aye (Resolution 18091902).**

**ADMINISTRATOR**

There was discussion concerning the HRA reimbursement costs and the comparison of the HRA reimbursement cost last year.

Mr. Ferguson asked about the cost estimates for the Maintenance Building roof and siding replacement. He wanted to know if the \$36,000 represented both the roof and siding replacement. Mr. Pharris said yes. They are going to tear the roof off and replace it. Mr. Rybski asked what we know about the contractor. Mr. Pharris said they have been in business for 25 years. Mr. Ferguson asked where they were from. Mr. Pharris said Westerville. Mr. Ferguson asked the name of the company. Mr. Pharris said The Metal Roof Company. There was discussion concerning the cost and how it compared to other companies. Mr. Pharris said that he couldn't get anyone else to tear the roof off and with the reviews he read they are a top notch company.

Mr. Ferguson asked if Mr. Collins had any comments regarding this process. Mr. Collins said that he knew Mr. Pharris was having a problem getting people to bid on the work. He said that Mr. Pharris met with the representative and felt comfortable with them. Mr. Collins said that he didn't know anything about the company. He said that he knows that we will have some incidental costs associated with this so it won't be the total. Mr. Ferguson asked what the incidental cost might be. Mr. Collins said he believes that the building is filled with insulation so when they tear off the sheeting some of it may need replaced.

Mr. Olmstead asked if they could get some references from them and check those out. He said that he likes the price. Mr. Rybski said he wants to understand what gauge the siding is. Mr. Pharris said it is on the quote, it was 28 gauge and they are putting OSB under it. Mr. Rybski said he talked with the architectural group at the office and they recommended highly that the old roof be torn off and if you just put something over top it would not be as solid moving forward.

There was discussion concerning the cost break down by fund and that Mr. Collins, Mr. Pharris and the Fiscal Office agreed on the proportionate cost breakdown. Mr. Rybski asked about the color. Mr. Pharris said it would probably be either white or gray but they are still looking at it. Mr. Olmstead asked that we review it with the City. There was a brief discussion concerning that process.

There was discussion concerning Allied Roofing and the quote for the partial roof replacement for the Administrative Office building.

There was discussion concerning solid waste removal and the contract options.

## ZONING

Mr. Ferguson asked about the property on Harlem Road and where it was located. Mr. Collins said that it was south of the church near the roundabout. Mr. Olmstead said it was almost to Countyline by the substation. There was discussion concerning the commercial use for a landscaping business that was not allowed on a residential property.

## MAINTENANCE DEPARTMENT

**Mr. Olmstead made a motion to pass Resolution No. 180919M1. Be it resolved, to pay Floor Systems & Design up to \$10,000.00 for carpeting and installation at the township offices. This price includes installation and 2 additional boxes of carpet, out of fund 01-B-03 (General – Buildings and Additions)**

**Floor Systems & Design**

**2727 Harrison Road**

**Columbus, OH 43204**

**Mr. Rybski seconded the motion. Vote: All Aye**

**Mr. Rybski made a motion to pass Resolution No. 180919M2. Be it resolved, to authorize and pay Allied Roofing, Inc, 1960 Integrity Drive South, Columbus, Ohio 43209, an**

amount up to \$6,780.00 to replace the shingled portion of the roof at 45 Second Street out of fund 01-C-07 (General – Fire-Repairs).

Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 180919M3 given that Mr. Collins checks out the references and the references are ok. Be it resolved, to authorize and pay The Metal Roofing Company, 5541 Westerville Road, Westerville, Ohio 43081, an amount up to \$36,140.00 to replace the metal roof and siding of the primary maintenance building at 4585 Reynoldsburg-New Albany Road, to be paid from the following funds:

General 01-B-03	20%	\$ 7,228.00
Gas 03-A-08	50%	\$ 18,070.00
Roads 11-A-08	5%	\$ 1,807.00
Permissive License Tax 23-A-08	25%	\$ 9,035.00
		\$ 36,140.00

Mr. Olmstead seconded the motion. Vote: All Aye

### FIRE DEPARTMENT

Mr. Olmstead asked Chief Hoovler if the roof was leaking over the main bays at the fire station. Chief Hoovler said yes it is still leaking and it has been leaking for 21 years. Mr. Olmstead said while we are doing roofs maybe we can get some of the same people out there to get some quotes. Mr. Ferguson asked what the issue was. Chief Hoovler said we have never been able to figure it out. He said it only leaks with prolonged rains. There was discussion on what might be causing it to leak and what has been done so far to try and fix it. Chief Hoovler said that he has been talking with Mrs. Powell about replacing the entire roof of the fire station and we have been looking at different options. He said that we haven't gone out to seek quotes yet because we are still discussing the material.

Mr. Pharris said the parking needs repaired also. Chief Hoovler said yes, the parking lot is falling apart. There was discussion about what needed repaired and that the parking lot should be concrete and blacktop due to the turning fire trucks sinking into the blacktop when it is hot.

Chief Hoovler said there have been 105 Fire and EMS runs since the last Board of Trustees meeting.

There was discussion concerning the new job descriptions. Mr. Ferguson asked who put them together. Chief Hoovler said several officers and Assistant Chief Rupp was the lead. Assistant Chief Rupp said they used the template that Mr. Collins gave them. Mr. Collins said our HR Consultant helped us update the job descriptions. Mr. Olmstead said since it was a major change he would like some more time to review them. Mr. Ferguson asked why the Battalion Chief job description only required an Associate Degree and not a Bachelor Degree. He asked what the requirements were at other departments around Franklin County. Assistant Chief Rupp said that they range between an Associate Degree and Bachelor Degree. He said they added Associate Degree in the job description because it currently isn't in there.

**Mr. Olmstead made a motion to table Resolution No. 180919F1 until the next meeting. Mr. Rybski seconded the motion. Vote: All Aye**

Chief Hoovler said he is working on the job description for the EMS Specialist position.

Mr. Olmstead thanked Chief Hoovler for getting the run total summary on the end of the run report. Chief Hoovler said it should be on all of the reports going forward.

Chief Hoovler said the MECC center has been having issues. He said the CAD system shut down last night and was out about an hour. Assistant Chief Rupp said that they recently went through a CAD upgrade and then there were some bugs that were identified. There was a bug fix last week and everything seemed to be working fine until last night. Mr. Olmstead asked what they did if the system was down. Chief Hoovler said that they use radios. There was discussion concerning what happens if the MECC center goes down.

Mr. Ferguson asked about the SOG's and promotional testing. There was discussion concerning promotional testing and why it isn't opened up to outside candidates. Chief Hoovler said that he thought it would be a big mistake to hire outside. You promote within. It just wasn't done in the fire service. He doesn't know of anyone who hires Lieutenants and Captains from different departments. Mr. Ferguson asked what about Battalion Chiefs. Chief Hoovler said that is a different story. Mr. Olmstead said he wants to look at it, think about it and have some conversations. Assistant Chief Rupp said that they have had great candidates and I think that we have an excellent pool to look at in terms of people progressing. When we open that up to the outside it tends to cause a morale issue amongst the troops. If we had an extremely small pool there would be some advantage to opening it up. If you look at the people that we have hired and sustainment in the future we are in a really good place. There was discussion concerning the promotion process and reasons why we may want to change some of the requirements.

Mr. Olmstead said the open house is on October 7<sup>th</sup>. Chief Hoovler said yes.

### **CITY LIAISON**

Mr. Ferguson said our City Liaison Glyde Marsh has passed away. Does anyone have any updates on the time to appoint a replacement. Mr. Olmstead said the City had an executive session last night to consider among other things an appointment. There was discussion on the appointment process and election.

### **FISCAL OFFICE**

The August 2018 End of Month Reports and Bank Reconciliation were presented to the board.

**Mr. Ferguson made a motion to pass Resolution No. 180919B1, Be It Resolved to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor for the next succeeding fiscal year commencing January 1, 2019. See attached. Mr. Rybski seconded the motion. Roll Call Vote: All Aye**

Mr. Olmstead said that he saw the note on the TIF collections and it was nice to see.

**OLD BUSINESS**

Mr. Rybski said that he went to the meeting on the Morse Road water line extension. It is going to start around 605 and go to Beech Road. It will be in the road and will run the southbound lane. Mr. Collins said it will be entirely in Jefferson Township. Mr. Rybski said that there will be portions of Morse Road closed starting in October through the end of the year. There are 53 days of closure scheduled. There was discussion concerning the water line and closure.

Mr. Rybski said a resident on Bevelhymer Road had concerns about how we are progressing with the ditch repair. He said they are looking at a short term solutions to get us through the winter. The long term solution is being worked on by the county. There was discussion concerning the repair and the agreement that was signed by a resident to allow work to be done on his property for part of the repair.

Mr. Rybski said there are significant parcels posted for rezoning by the City of New Albany on Babbitt Road on the south end. He said it will probably be annexation and rezoning. They back up to the Beech Road property. He said adjacent to and just south of the Doran property is the corridor for the sewer main truck extension.

**NEW BUSINESS**

None

**ADJOURNMENT**

**Mr. Ferguson made a motion to adjourn the meeting at 7:56 a.m. Mr. Rybski seconded the motion. Vote: All Aye**

**BOARD OF TRUSTEES:**

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David Ferguson, Trustee



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Dave Olmstead, Trustee

  
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Thomas Rybski, Trustee

  
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Bud Zappitelli, Fiscal Officer