

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 Dave Ferguson, Dave Olmstead and Tom Rybski. Bud Zappitelli, Fiscal Officer, was present. Other people present were Ben Collins, Chief Hoovler, Assistant Chief Rupp, Cindy Powell, Battalion Chief Sponaugle, Captain Dudley, Lieutenant Pabst and Captain Carney.

Visitors Present: Mike Durik – City of New Albany Liaison, Brian Smith and Scott Dodson – New Albany Parks and Recreation

ELECTIONS OF OFFICERS

Mr. Olmstead nominated Mr. Rybski. Mr. Rybski asked Mr. Ferguson if he would be inclined and consider carrying on as Chair, Mr. Ferguson replied I would. Mr. Rybski then nominated Mr. Ferguson as Chair 2019 and asked Mr. Olmstead if he would consider to serve as Vice Chair. Seconded by Mr. Olmstead Vote: All Aye (Resolution 19010901)

ADDITIONS OR CORRECTIONS TO THE AGENDA

Mr. Rybski requested an executive session under the Ohio Revised Code for compensation. Mr. Hoovler had three additional resolutions to add to the agenda.

Mr. Collins said there was a revised agenda including an additional resolution A9 and F2. Mr. Zapatelli added B1 to the agenda.

APPROVAL OF MINUTES

The meeting minutes were not available.

PAYMENT OF THE BILLS

Mr. Ferguson made a motion to pay the pending warrants in the amount of \$494,063.92. Mr. Ferguson questioned a bill from Home Depot which Mr. Collins clarified they were for different projects. Mr. Olmstead requested a copy of items in question.

Mr. Olmstead seconded the motion. Vote: All Aye (Resolution 19010902)

NEW ALBANY PARKS AND RECREATION UPDATE

Mr. Ferguson introduced Mr. Smith and Mr. Dodson and turned the floor over to them. Mr. Dodson praised the staff at New Albany Parks and Recreation and the work they do. This year is their 20th year Anniversary and they are looking to do some things within the community (movie nights around New Albany and a summer celebration). They've completed construction of a 56 space parking lot off of Bevelhymer Road, in support of some of the playing fields. Nine major tournaments are scheduled for this year, including the Little League World Series. The park will host Lacrosse America in June. He also discussed the capital budget for fields and parking lots.

The Columbus Crew turned over their developmental league to Sporting Columbus. There was a discussion about the lease agreement for the Thompson Road soccer fields. Still working closely with Dr. Klingele on the Miracle League Field and right now we have \$500,000 of a \$750,000 goal. Mr. Olmstead asked if they were working with the schools on the parking and noted that it is located right next to the pool. If the pool season is going to overlap they will need to make sure there is enough parking. Mr. Smith explained the parking is part of phase 1 and they will be sure to coordinate with PTAC for events.

Mr. Ferguson asked what the annual operating budget was for last year and Mr. Dodson said a little over 1 million. Mr. Ferguson asked about field conditions, and there was as brief discussion.

ADMINISTRATOR

Mr. Ferguson asked about the Amphitheater contribution to which Mr. Collins responded he received a request at the end of 2018, and a contribution was authorized and scheduled for 2019. The amount is appropriated on the books and can be presented at any time.

Mr. Collins discussed the HRA and Chard Snyder debit cards, which are being mailed out.

Mr. Olmstead questioned the pool closing for pool Championships on July 15th and July 16th and wanted additional information and the effect on closing the pool. Mr. Olmstead asked if it was the weekend and Mr. Collins replied it would be on a Monday & Tuesday with Tuesday being our member free day, which would have an impact to the members. Mr. Olmstead asked that we try to get the information on closings out to the members prior to the forms going out. Mr. Collins explained the information was in the mailer and that sandwich boards are placed out at the pool weeks in advance of the closing dates.

Mr. Ferguson asked about Staff attending the OTA conference and wanted to know if anyone from fiscal would be attending.

Mr. Collins discussed Greater Columbus Swim School providing lessons at the pool and negotiating the contract. Mr. Olmstead suggested Bonnie reach out to other pools to see if there is also a decline in lessons at their pools.

Mr. Ferguson made a motion to pass Resolution No. 190109A1. Be it resolved, that the Plain Township Board of Trustees meetings will be conducted under Roberts Rules of Order. Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Olmstead made a motion to pass Resolution No. 190109A2. 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. Rybski seconded the motion. Vote: All Aye

Mr. Rybski made a motion to pass Resolution No. 190109A3. Be it resolved: To set the 2019 mileage reimbursement rate at \$0.58 in accordance with IRS allowances and any subsequent changes thereto. Mr. Ferguson seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 190109A4. Be it resolved, to pay CareWorksComp 5500 Glendon Court, Dublin, Ohio 43016, \$6,008.00 as a service fee for third party administration for the 2020 group rating year, and to enroll in the Ohio Township Association Worker's Compensation Group Rating program for the 2020 rating year, according to the attached agreement, to be paid out of the General Fund, line 01-A-26 (Other). Mr. Rybski seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to table Resolution No. 190109A5 until the next meeting. Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Collins recommended to table until the next meeting so Mr. Pharris was able to get information from Orange Township.

Mr. Olmstead made a motion to pass Resolution No. 190109A6. 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. Rybski seconded the motion. Vote: All Aye

Mr. Rybski made a motion to pass Resolution No. 190109A7. Be it resolved, that the Plain Township Board of Trustees hereby approves the 2019 Plain Township Aquatic Center membership and admission rates, hours and schedule as indicated in the attached mailing. Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson asked about the rates being in the upper end to which Mr. Collins replied only Worthington charges significantly more. Mr. Ferguson also asked about a survey to the members and what the feedback was. Mr. Collins stated the responses were the same as the past with the negative comments being towards the bathroom facilities. Mr. Olmstead asked if that was improved. Mr. Collins said we saw improvements and there were fewer complaints. Most complaints were about the physical space being small and cramped. Staff has been looking at economical ways to add some changing space. Mr. Collins added there were no dedicated changing spaces in either bathroom. Maintenance made some significant improvements last year by changing the walls to poly-laminate and changing the lighting to LED.

Mr. Collins recommended changing the contract to require them to keep restroom logs. Mr. Ferguson said it sounded like a lot of good activity.

Mr. Olmstead stated that the rates compared to other pools depended largely on funding from levies, etc. Mr. Collins said the membership rates have not been increased in more than 5 years and the increase would be \$10 for families and \$5 for the youth, single and senior. Mr. Ferguson said we are very close to the daily rate average.

Mr. Olmstead made a motion to pass Resolution No. 190109A8. 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) with postage due prior to mailing. Mr. Ferguson seconded the motion. Vote: All Aye

Before continuing, Mr. Ferguson asked if the pool manager would be returning this year. Mr. Collins explained the structure of CPM's management staffing and said the RFP for pool management has not been submitted yet. Mr. Ferguson suggested a post season review to discuss issues and expectations.

Mr. Ferguson made a motion to pass Resolution No. 190109A9. Be it resolved, to authorize and pay the amount of \$3,900.00 to RecDesk Software, Inc., 300 Plaza Middlesex, Middletown, CT 06547, for 2019 annual software subscription and technical support for multi-user software licenses, technical support and program updates for the RecDesk Software, to be paid out of 2019 appropriations, Pool Fund Line 14-A-08 (Pool - Other).

Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Ferguson asked if we have seen measurable upgrades to their software. Mr. Collins explained that it is certainly a different system. Bonnie Reife looks at the limitations, and she works with RecDesk to provide additional reports because their stock reports are not as good as what we used to have. So we are working to improve that.

ZONING

Mr. Collins stated the Board of Zoning appeals met and had a variance request; it is a property that has been zoned for commercial use but, it is a residential home and they need a variance that states they can rebuild the house. The home is located on Central College Road.

Mr. Olmstead asked if the home on the northeast corner of Harlem and Central College is in the Township or in the City of New Albany as he noticed 2-3 big dump trucks parked near a house with piles of gravel in the driveway. We are seeing an increase of incidents of these kinds of things. Mr. Collins stated he would check as there have been some annexations. Mr. Olmstead stated we have a challenge as we aggressively try to enforce zoning and we've had comments from the prosecutor's office.

Mr. Rybski asked about the construction at Oakland Nursery where Mr. Collins stated it was completed last year. Mr. Rybski also stated that Oakland Nursery needs to understand the processes because this isn't the only instances we've had. Mr. Collins stated they have in the past followed the process to obtain a modification to develop a plan and is not sure why they miss stepped this time.

MAINTENANCE

Mr. Ferguson made a motion to pass Resolution No. 190109M1. 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

Mr. Olmstead commented that the roof and siding on the maintenance building looks nice. Mr. Collins previewed maintenance resolutions for the next meeting.

FIRE DEPARTMENT

Chief Hoovler said there have been 107 runs since the last meeting. 2018 runs were down slightly from 2017. Chief Hoovler contributes that to no major weather events versus 2017. Chief Hoovler said EMS revenue is up considerably.

Chief Hoovler requested to briefly go over the budget. Mr. Ferguson asked if there were any changes from 2018 to which Chief Hoovler replied slightly. There was a discussion as to which areas saw a change. Revenue in 2018 was up \$387,000 over 2017. The Fire Department showed the electric bill was down \$2,000 which was a result of the bay lights. The gas bill was up, which could be the result of the new stove that has 9 standing pilots which remain lit at all times.

There was also a brief discussion regarding the equipment, purchasing of trucks, etc.

There was another discussion regarding runs from medical locations to a new location due to additional issues that can't be handled by the facility. Chief Rupp said it had happened about 8-10 times last year.

Chief Hoovler anticipates the TIF going up for 2019 due development in the New Albany area, as new homes continue to go up in those areas. There was an additional discussion regarding areas dropping off TIF areas and new areas being built.

Trustees discussed leaks and roofing with Chief Hoovler to get pricing and plans to fix and what kind of sealer needs to be applied to resolve the problem. The temperature may be an issue.

Mr. Ferguson made a motion to pass Resolution No. 190109F1. Be it resolved to amend the employee handbook, section 7.2 holidays to the following:

Full-time firefighters working twenty-four (24) hour shifts will receive holiday leave pay (144 hours or the prorated portion of the holidays depending upon the date the employee was hired full- time) as designated by the Fire Chief, to be paid in the last pay period of November prior to Thanksgiving to eligible firefighters.

Full-time firefighters working peak-time staffing, twenty-four (24) hour shifts, will receive holiday leave pay (144 hours or the prorated portion of the holidays depending upon the date the employee was hired full-time) as designated by the Fire Chief, to be paid in the last pay period of November prior to Thanksgiving to eligible firefighters.

Full-time firefighters working the peak-time staffing, twenty-four (24) hour shift on Monday, Thursday will receive holiday leave pay (144 hours or the prorated portion of the holidays depending upon the date the employee was hired full-time) as designated by the Fire Chief, to be paid in the last pay period of November prior to Thanksgiving to

eligible firefighters, and four (4) observed township holidays off to be assigned by lottery or otherwise assigned by the Fire Chief.

Full-time firefighters working peak-time twelve (12) hour shifts will receive holiday leave pay (144 hours or the prorated portion of the holidays depending upon the date the employee was hired full-time) as designated by the Fire Chief, to be paid in the last pay period of November prior to Thanksgiving to eligible firefighters, and four (4) observed township holidays off to be assigned by lottery or otherwise assigned by the Fire Chief.

All other full- time employees will be paid for their holiday during the pay period in which it occurs.

Mr. Rybski seconded the motion. Vote: Mr. Ferguson and Mr. Rybski All Aye, Mr. Olmstead No.

Mr. Olmstead does not support right now, but maybe sometime in the future.

Mr. Ferguson asked Mr. Olmstead if there were something other than the cost that he doesn't agree with. But, his concern is the number of runs and he's just not there. Chief Hoovler explained the payroll will be less in April and there will be promotions. Mr. Ferguson asked what the process would be to those people getting the promotions. Chief Hoovler explained the process.

Mr. Ferguson made a motion to pass Resolution No. 190109F2. Be it resolved to pay Mifflin Township \$38,058 for the first quarter 2019 Fire & EMS Dispatching services out of fund 10-A-11 (Fire – Dispatching). Mr. Olmstead seconded the motion. Vote: All Aye

Mr. Olmstead pointed out we do not have a contract with them to which Chief Hoovler said it was in a previous email that the contract automatically renews. Mr. Olmstead requested a review of the documents and that we don't need a contract to pay by resolution. Mr. Collins recommended continuing to move on.

Mr. Rybski made a motion to pass Resolution No. 190109F3. Be it resolved to approve out of state travel for seven (7) firefighters to attend FDIC. The amount not to exceed \$6,500.00 for the conference. The conference will be held in Indianapolis, Indiana on April 8-13, 2019. Station vehicles will be used for transportation. The firefighters attending the conference will be named later. Out of fund 10-A-15D. (Fire District-Other Expenses- Training) Mr. Olmstead seconded the motion. Vote: All Aye

There was a brief discussion on HOT (Hands On Training) classes, tuition and what the conference was. Chief Hoovler said it is the premier conference for Fire Fighters.

Mr. Olmstead made a motion to pass Resolution No. 190109F4. Be it resolved to approve out of state travel for Battalion Chief Brown to attend the Gathering of the Eagles Conference in Dallas, Texas, February 28, 2019 through March 3, 2019. Cost not to exceed \$1,500.00 out of fund 28-A-05C. (EMS-Other-Training)

Mr. Rybski seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 190109F5. Be it resolved pay Phoenix Safety Outfitters, up to \$ 30,000.00 for turnout gear out of fund 21-A-02, (Capital Equipment-Fire- Fire Equipment).

Mr. Rybski seconded the motion. Vote: All Aye

Chief Hoovler explained that they usually request \$20,000.00, some time they use it sometimes they don't. In 2018, there was no resolution for a purchase order, so when the bill came for the gear, there was not purchase order for it and we were short. So, I increased it to compensate for last year.

There was a brief discussion regarding branding for trucks and why the paint scheme changed, where Mr. Ferguson stated a recommendation should have been made to change the color scheme and it was done unilaterally. Mr. Ferguson also feels we should have continuity and a consistent theme on all of our trucks. In the future he would like the administrator and chief to have a process for changes. Chief Hoovler replied in their defense that from now on and in the future they will make sure to relay all the pertinent information to the Trustees. Chief Hoovler also noted he understood Mr. Ferguson's concerns. Mr. Rybski stated as a group we need to come to terms of what we want. Mr. Olmstead voiced that he just does not like surprises and would like to think about it some more. Mr. Ferguson's recommendation is to see some consistency, what our options are, what we are specifically changing, besides the black. He'd like to have some uniformity to what we are going to do in terms of coloring, lettering and what stickers are going to go on what just to have consistency with our equipment.

CITY LIAISON – MIKE DURIK

Mr. Durik spoke of the City's first meeting for 2019 and coordinating with Franklin County to have central control of all traffic lights which is a 1.2-1.4 million dollar project. A traffic light adjacent to the fire station was discussed. New Albany received funding for the Johnstown Road corridor project.

FISCAL OFFICE

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

Mr. Olmstead made a motion to pass Resolution No. 190109B1. Be it Resolved, To reduce Fund 21 – Capital Equipment - Fire - Appropriations by \$18,555.94.

Mr. Rybski seconded the motion. Vote: All Aye

OLD BUSINESS

Mr. Olmstead said there was a previous request from the McCoy Board for an operating expense supplement or assistance. We appropriated \$20,000.00. Mr. Ferguson asked Mr. Durik what the city was doing. Mr. Durik said he thought \$40,000.00 was approved. It was discussed briefly and Mr. Ferguson asked Mr. Olmstead if they are able to walk on their own and hold off until we receive a formal proposal. Mr. Olmstead asked fiscal to look how we faired last year and what discretionary funds the township has available. There was a discussion about how the planned Amphitheater would relate to the McCoy Center.

EXECUTIVE SESSION

Mr. Ferguson made a motion to adjourn into executive session at 9:01 p.m. pursuant to Ohio Revised Code 121.22 (G)(1) for compensation. Mr. Rybski seconded the motion. Roll Call Vote: All Aye

Mr. Zappitelli also attended the Executive Session.

Mr. Ferguson made a motion to close out of executive session at 9:37 p.m. Mr. Olmstead seconded the motion. Roll Call Vote: All Aye

ADJOURNMENT

Mr. Ferguson made a motion to adjourn the meeting at 9:37 p.m. Mr. Olmstead seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:

David Ferguson, Trustee



Dave Olmstead, Trustee



Thomas Rybski, Trustee



Bud Zappitelli, Fiscal Officer