

RECORD OF PROCEEDINGS

Minutes of Meeting

Plain Township Board of Trustee Meeting

The Plain Township Board of Trustees met in regular session at 6:30 p.m. at the Fire Station, 9500 Johnstown Road, New Albany, OH 43054.

Mr. Ferguson called the meeting to order. Mr. Ferguson led the Trustees in the Pledge of Allegiance to the flag.

Roll Call: Members Present: Dave Ferguson, Kerri Mollard and Jill Beckett-Hill. Others present: Fiscal Officer Bud Zappitelli, Administrator Ben Collins, Chief Connor, Battalion Chief Dudley, Captain Pabst, Firefighter Cantrell, Firefighter Zierk, Maintenance Supervisor Bobby Pharris, Finance Officer Courtney Rogers. Dan Williamson arrived at 7:30 p.m.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Mr. Ferguson noted that Resolutions A4, F3, and F4 were added to the agenda. Ms. Mollard would like an update on the Strategic Plan and would like to discuss the mail that she received from Columbia Gas during new business.

PAYMENT OF THE BILLS

Mr. Ferguson made a motion to pay the pending warrants in the amount of \$415,971.81.

Ms. Beckett-Hill seconded the motion. Vote: All Aye. (Resolution 23021501)

APPROVAL OF MINUTES

Mr. Ferguson made a motion to approve the February 1, 2023 Board of Trustees Meeting minutes. Ms. Mollard seconded the motion. Vote: All Aye. (Resolution 23021502)

ADMINISTRATOR

Mr. Collins noted that New Albany City Council Member Mike Durik is expected to return March 1st. Mr. Collins also noted that the Franklin Soil and Water Conversation District Intergovernmental Agreement is the same as last year. They provide consulting services and serve as an inspection agency for stormwater issues. Resolution A2 is to authorize the Franklin Soil and Water Conservation District to apply for a grant to fund an easement for a property on Walnut Street. The easement would be with the consent of the property owner.

Mr. Collins also updated the Board on the Cemetery Master Plan. He asked the monument company to add another level to the columbarium design. By adding a 4th row, it will increase the price from \$60,000 to \$70,000. Mr. Collins also spoke to an architecture firm when he attended the Ohio Township Association Conference and he has sent them the concepts for the proposed Pole Barn at the cemetery. The firm could provide all the engineering, administrative

and bidding services. Mr. Collins will be meeting with them in the future. When the township first acquired estimates for this project in 2019, the price was \$185,000. He expects it will be much higher now.

Ms. Mollard added that she talked with Josh Poland, the new Chief Marketing Office for the City of New Albany, regarding video content for township communications. He inquired as to when the hands-only CPR training was happening at the Dominion Homes community. He would like to get some video content from that event. Mr. Collins also met with Mr. Poland and they discussed an every other month communication that the city could develop in conjunction with the township. Mr. Poland suggested the township provide 10-12 concepts that the township can work on throughout the year.

Mr. Ferguson made a Motion to pass Resolution No. 230215A1. Be it resolved, that the Board of Trustees hereby approves an intergovernmental agreement with the Franklin Soil and Water Conservation District for the provision of technical and educational services for the calendar year 2023 as detailed in the attached agreement, in order to comply with the National Pollutant Discharge Elimination System permit then in effect, and authorizes the township administrator to execute this agreement for and on behalf of the Board of Trustees of Plain Township and to authorize payment to the Franklin Soil and Water Conservation District for the 2023 calendar year in the amount of \$2,060 to be paid out of fund 1000-110-53060 (General – Contractual Services). Ms. Mollard seconded the Motion. Vote: All Aye

Ms. Beckett-Hill made a Motion to pass Resolution No. 230215A2. Whereas, the Franklin Soil and Water Conservation District is an important partner with Plain Township working to preserve and conserve natural resources within Plain Township; and

Whereas, the Ohio Public Works Commission has grants available from the Clean Ohio Conservation Program Fund for the preservation of open spaces, sensitive ecological areas, and stream corridors; and

Whereas, it is in the best interest of Franklin Soil and Water Conservation District to take advantage of the opportunities provided by this program by applying for funding of the Ayres Conservation Easement in Plain Township.

Therefore, be it resolved, that the Board of Trustees, Plain Township, Franklin County, Ohio hereby authorizes Franklin Soil and Water Conservation District to apply for grant funding through the Clean Ohio Conservation Program Fund for a project located in Plain Township.

Mr. Ferguson seconded the Motion. Vote: All Aye

Ms. Mollard made a Motion to pass Resolution No. 230215A3. Be it resolved, to authorize and pay an amount up to \$20,000 for deck furniture at the Plain Township Aquatic Center

to ET&T Distributors, Inc. of South Daytona, Florida out of fund 2171-610-54030 (Pool – Tools & Equipment).

ET&T Distributors
947 Beville Rd., Suite 15
South Daytona, FL 32119

Mr. Ferguson seconded the Motion. Vote: All Aye

Ms. Beckett-Hill made a Motion to pass Resolution No. 230215A4. Be it resolved, that the Plain Township Board of Trustees hereby appoints Mark Stetson as a Plain Township appointee to the McCoy Center for the Arts Board of Directors, to fill a vacancy in a three-year term that began January 1, 2022. Mr. Ferguson seconded the Motion. Vote: All Aye

ZONING

Mr. Collins reported that the Board of Zoning Appeals has been busy. Mary Fee, Zoning Coordinator, staffed the meeting last night. The Board approved an additional accessory structure for an inground pool. The Board also had a new application for a conditional-use home occupation on New Albany Condit Road that requires a variance to conduct the activity inside a trailer. The Board will consider this at the March meeting.

Mr. Collins also reported that there are several annexations taking place within Plain Township. Two are noted in the Rocky Fork Blacklick Accord update, on Harlem Road and Central College Road. This is continuing the process of heavy apartment development along the Harlem Road corridor, between Central College and Walnut Roads. It is up to the Rocky Fork Blacklick Accord to provide input.

Ms. Beckett-Hill made a Motion to pass Resolution No. 230215Z1. Be it resolved, that the Plain Township Board of Trustees hereby re-appoints Greg Kovacs, a resident of the unincorporated territory of Plain Township, to serve as a regular member of the Zoning Commission for a term ending on December 31, 2023. Mr. Ferguson seconded the Motion. Vote: All Aye

Mr. Ferguson made a Motion to pass Resolution No. 230215Z2. Be it resolved, that the Plain Township Board of Trustees hereby appoints Amy Kallner, a resident of the unincorporated territory of Plain Township, to serve as a regular member of the Zoning Commission for a five-year term ending on December 31, 2027. Ms. Mollard seconded the Motion. Vote: All Aye

ROAD/MAINTENANCE

Mr. Pharris reported that the truck that was out for repairs was picked up on Tuesday. It needed a new exhaust manifold and studs. The mechanic was not able to determine what is causing the intermittent starting.

Mr. Pharris has performed all the annual reviews for his employees. Ms. Beckett-Hill was very complimentary of the work that the maintenance staff has completed at the Fire Station.

FIRE DEPARTMENT

Chief Connor reported that there were 29 Fire and 67 EMS runs since the last Board meeting.

Chief Connor reported that the Fire Department hosted Leadership New Albany today. Both Mr. Collins and Chief Connor presented to the group.

Chief Connor reported that the Ladder truck is out for repairs. Battalion Chief Dudley has done a great job managing the maintenance schedule for all the vehicles. The Engine Rescue needs a new radiator and will be sent out for service soon. The delivery on the new Medic has been delayed.

Chief Connor noted that the interviews for Assistant Chief are taking place on February 21st and 22nd. Mr. Collins currently has 5 interviews scheduled with a potential 6th interview to be done virtually. The location of the interviews is to be determined because the Fire Station is not available since it is currently under renovations. Each candidate interview is expected to last between 45-50 minutes. There will be standard questions for all candidates and then there will be time for additional discussion. Mr. Collins, Chief Connor, and Mr. Zappitelli would like to be a part of the interview panel.

Lieutenant candidates have completed the written test and assessment. All candidates scored very well. The last part of the promotional process is the interviews. There is currently one opening at the lieutenant position. Chief Connor confirmed that these interviews would be conducted by the Chief and Township Administrator. Mr. Ferguson would like the Trustees to be briefed on the candidates and how the panel came to their decision. Seven internal candidates are being considered for Lieutenant. The Ohio Fire Chiefs Association assessment team reported that all Plain Township candidates scored very well.

There was substantial discussion surrounding the current RCOG ELP and MECC dispatching agreement. Chief Connor has brought to the RCOG's attention the disparity in dispatching fees between participating departments. RCOG has hired a consulting firm, Mission Critical Partners, to investigate and analyze the fees. Chief Connor has been told that this could take up to a year. Licking County Regional Communication Center has offered a flat fee of \$15 per run and they would pay for all CAD licenses. For comparison, Plain Township's average rate per

run through MECC is \$70. The Trustees agree that having these conversations is appropriate and would like Chief Connor to gather more information and report back to the Board.

Ms. Mollard asked for an update on the Strategic Plan. Chief Connor has not received any communication from Fitch and Associates. Mr. Collins would like a scheduled weekly phone call to keep things moving forward. Mr. Ferguson would like to know if Fitch and Associates are meeting the contractual terms. Ms. Mollard feels that the Township owes the Community Stakeholders a next step. The draft Strategic Plan report was supposed to be delivered 3-4 weeks after the Stakeholders meeting.

Ms. Beckett-Hill asked for clarification on what the Township's plan is on engaging Focus 3 for Leadership training. Mr. Ferguson would like to see how the R Factor training goes before committing to the whole process. Ms. Mollard feels that the resolution should be tabled at the moment. She feels that there are so many changes happening at the Fire Department and that this is not the right time to implement this training. Mr. Ferguson feels that there is an opportunity right now to address the culture and leadership of the fire department. He feels that the Township needs to provide the staff with the tools to successfully move forward. Ms. Beckett-Hill would like additional information, such as, how much lead-time is required in order to get scheduled for training and what is the process for getting the most out of this education. Ms. Beckett-Hill's would like to know how the training is going to roll-out and enhance the township. Chief Connor said that his priority will be on the actionable items and recommendations of Pete Grigg's report. Chief Connor expects that there will be supervisory-related trainings as a result of his findings. Chief Connor also feels that there has been a positive shift in culture already and would like to have the leadership team in place before starting the R-Factor/Focus 3 training.

Ms. Beckett-Hill made a Motion to pass Resolution No. 230215F1. Be it resolved, to pay Ohio Public Risk Insurance Agency DBA VFIS of Ohio \$7,215.00 for VFIS accident and sickness coverage for career firefighters and \$1,289.00 for part-time firefighters out of fund 2111-220-53084 (Fire – Insurance - VFIS).

**Ohio Public Risk Ins. Agency dba VFIS of Ohio
P.O. Box 69
Westerville, Ohio 43086**

Mr. Ferguson seconded the Motion. Vote: All Aye

Mr. Ferguson made a Motion to pass Resolution No. 230215F2. Be it resolved to pay Phoenix Safety Outfitters up to \$81,000.00 for turnout gear out of fund 4910-220-55000 (Capital Equipment-Fire – Fire Equipment). Ms. Beckett-Hill seconded the Motion. Vote: All Aye

Ms. Mollard made a Motion to table Resolution No. 230215F3 until the first meeting in April 2023. Ms. Beckett-Hill seconded the Motion. Vote: All Aye

Mr. Ferguson made a Motion to pass Resolution No. 230215F4.

WHEREAS, the Board of Trustees of Plain Township, Franklin County, Ohio finds that it is in the best interest of the Township and its residents to designate and authorize the Fire Chief of the Plain Township Fire Department, Patrick Connor, to investigate the conduct of an employee of the Fire Department in violation of township policies and procedures.

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF TRUSTEES OF PLAIN TOWNSHIP, FRANKLIN COUNTY, OHIO, THAT:

Section 1. Patrick Connor, the Fire Chief of the Plain Township Fire Department, is hereby designated to investigate the conduct of an employee of the Fire Department in violation of township policies and procedures. Fire Chief Connor is also designated and authorized to prepare and file with the Board of Trustees any necessary charges in accordance with applicable law.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall be in full force and effect immediately upon its adoption.

Ms. Beckett-Hill seconded the Motion. Vote: All Aye

FISCAL OFFICE

The January 2023 Bank Reconciliation and Month End reports were presented.

Mr. Ferguson inquired as to what our appropriations were for 2022. Ms. Rogers reported that she would get back to the Board with that number.

Mr. Ferguson made a Motion to pass Resolution No. 230215B1.

PLAIN TOWNSHIP BOARD OF TRUSTEES
FRANKLIN COUNTY, OHIO
RESOLUTION NO. 230215B1

A RESOLUTION TO APPROVE PERMANENT APPROPRIATIONS FOR 2023

The Board of Trustees of Plain Township, Franklin County, Ohio, met in a regular session on the 15th day of February 2023, at the Plain Township Fire Station with the following members present:

David Ferguson
Kerri Mollard
Jill Beckett-Hill

David Ferguson moved the adoption of the following Resolution: BE IT RESOLVED by the Board of Trustees of Plain Township, Franklin County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31st, 2023, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz: That there be appropriated from the VARIOUS FUNDS:

RECAPITULATION OF FUNDS	
1 GENERAL FUND	\$1,996,443.09
SPECIAL REVENUE FUNDS	
10 FIRE DISTRICT FUND	\$9,729,604.69
11 ROAD DISTRICT FUND	\$385,805.05
2 MOTOR VEHICLE LICENSE TAX FUND	\$15,500.00
3 GASOLINE TAX FUND	\$543,000.00
6 CEMETERY FUND	\$203,251.40
23 PERMISSIVE MOTOR VEHICLE TAX	\$140,000.00
14 POOL FUND	\$499,669.60
28 EMS FUND	\$473,200.00
FUND TOTAL	\$11,990,030.74
DEBT SERVICE FUND	
18C POOL BOND RETIREMENT FUND	\$128,426.50
CAPITAL PROJECTS FUND	
21 CAPITAL IMPROVEMENT FIRE	\$685,000.00
21C CAPITAL IMPROVEMENT POOL	\$10,000.00
FUND TOTAL	\$705,000.00
FIDUCIARY FUND	
17A TRUST FUND-ULRY	\$0.00
17B TRUST FUND-MAUSOLEUM	\$0.00
FUND TOTAL	\$0.00
GRAND TOTAL OF ALL FUNDS	\$14,819,900.33

Mrs. Mollard seconded the Resolution and the roll being called upon its adoption the vote resulted as follows:

David Ferguson
Kerri Mollard
Jill Beckett-Hill

Adopted February 15, 2023

[Signature]
Local Officer, Board of Township Trustees

THE STATE OF OHIO, FRANKLIN COUNTY, ss:

I, Bud Zappella, Fiscal Officer of the Board of Trustees of Plain Township, Franklin County, Ohio, and in whose custody the Files, Journals and Records of said Board are required by the Laws of the State of Ohio to be kept, do hereby certify that the foregoing Annual Temporary Appropriation Resolution is taken and copied from the original Resolution now on file with said Board, that the foregoing Resolution has been compared by me with the said original and that the same is a true and correct copy thereof.

WITNESS my signature, this 15th day of February, 2023.

[Signature]
Bud Zappella, Plain Township Fiscal Officer

Ms. Mollard seconded the Motion. Roll Call Vote: All Aye

Ms. Mollard made a Motion to pass Resolution No. 230215B2. Be it resolved, to amend Exhibit A of the Plain Township Credit Card Account Policy first adopted on January 23, 2019 in order to update the users and account limits.

EXHIBIT A

AUTHORIZED USER LIST

Authorized User	Date Approved by Board	Authorized Credit Card Account	Purchase Limit	Date Authorization Terminated
Bob Pharris Maintenance Superintendent	1/23/2019	Home Depot	\$5,600/ \$2,500 per transaction	
Michael Bullard Maintenance Specialist	8/31/2022	Home Depot	\$5,600/ \$1,000 per transaction	
Kevin Sponaugle Battalion Chief	<u>2/15/2023</u>	Home Depot	\$5,600/ \$2,500 per transaction	
Pat Connor Fire Chief	<u>2/15/2023</u>	Home Depot	\$5,600/ \$2,500 per transaction	
Doug Hollis Maintenance Worker	<u>2/15/2023</u>	Home Depot	\$5,600/ \$2,500 per transaction	
Corey Fleig Maintenance Worker	<u>2/15/2023</u>	Home Depot	\$5,600/ \$2,500 per transaction	
Ben Collins Township Administrator	8/7/2019	Huntington National Bank	\$5,000/ \$2,500 per transaction	
Pat Connor Fire Chief	8/31/2022	Huntington National Bank	\$5,000/ \$2,500 per transaction	
Bob Pharris Maintenance Superintendent	8/7/2019	Huntington National Bank	\$3,000/ \$2,500 per transaction	
Kevin Sponaugle Battalion Chief	8/7/2019	Huntington National Bank	\$3,000/ \$2,500 per transaction	
Greg Ecleberry Battalion Chief	12/21/2022	Huntington National Bank	\$3,000/ \$2,500 per	

			transaction	
Mary Fee Administrative Coordinator	8/7/2019	Huntington National Bank	\$750/ \$750 per transaction	
Courtney Rogers Accounting Assistant	11/18/2020	Huntington National Bank	\$750/ \$750 per transaction	
Chris Pabst Captain	8/7/2019	Huntington National Bank	\$750/ \$750 per transaction	
Debbie Barnett Administrative Assistant	8/7/2019	Huntington National Bank	\$750/ \$750 per transaction	

Ms. Beckett-Hill seconded the Motion. Vote: All Aye

Ms. Beckett-Hill made a Motion to pass Resolution No. 230215B3. Be it resolved, that the Plain Township Board of Trustees hereby authorizes Plain Township employees and officers to make post-tax contributions to the Ohio Deferred Compensation Roth 457(b) fund. The fiscal office is directed to ensure that Roth contributions are after-tax contributions. This means the amount of the Roth contributions is included in the employee's gross income at the time the employee would have otherwise received the amount in cash if the employee had not made the election. Roth contributions are subject to all applicable wage-withholding requirements. Ms. Mollard seconded the Motion. Vote: All Aye

NEW BUSINESS

Ms. Mollard asked about the letter she received from Columbia Gas and if there was any action that needed to be taken on the Board's behalf. It is providing information for a proposed pipeline. Mr. Collins reported that it is a statutory requirement to notify the local jurisdictions. It will not involve the Township.

EXECUTIVE SESSION

Mr. Ferguson made a motion to adjourn into executive session at 7:54 p.m. pursuant to Ohio Revised Code 121.22 (G)(1) for discipline and employment. Ms. Mollard seconded the motion. Vote: All Aye

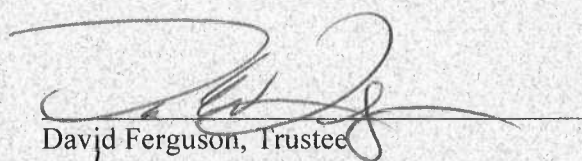
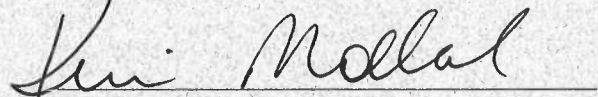

Mr. Zappitelli, Chief Connor, Mr. Collins, and Dan Williamson attended the Executive Session.

Mr. Ferguson made a motion to close out of executive session at 8:58 p.m. Ms. Mollard seconded the motion. Vote: All Aye

ADJOURNMENT

Mr. Ferguson made a motion to adjourn the meeting at 8:58 a.m. Ms. Mollard seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:


David Ferguson, Trustee
Kerri Mollard, Trustee
Jill Beckett-Hill, Trustee
Bud Zappitelli, Fiscal Officer