

**RECORD OF PROCEEDINGS**  
**Franklin Township Trustees**

Minutes of

Meeting

DAYTON LEGAL BLANK, INC. FORM NO. 10148

Held

**November 12**

20 **14**

The Franklin Township Board of Trustees met on Wednesday, November 12, 2014 at 6 PM. Trustee Ruppert, Trustee Sample, Trustee Callahan and Fiscal Officer Fromeyer were all in attendance. Additionally, staff members Traci Stivers and Steve Bishop were present.

Trustee Ruppert welcomed special guest Bert Lakes and his family as well as Jim Mears from the American Legion.

Mr. Ruppert delivered a speech commending Mr. Lakes and all Veterans for their service to our country. A proclamation declaring November 12, 2014 "Bert Lakes Day" was presented to Mr. Lakes.

Mr. Sample made a motion to adopt the proclamation declaring November 12, 2014 as "Bert Lakes Day."

Mrs. Callahan seconded the motion.

Roll call:        Mr. Sample - Yes  
                     Mrs. Callahan - Yes  
                     Mr. Ruppert - Yes        Motion carried.

Mr. Lakes accepted the proclamation and thanked the trustees for acknowledging him. Mr. Lakes showed all the visitors and staff his medals and had pictures taken with the Trustees, his medals and the Purple Heart flag.

Mr. Lakes and his family left.

Mr. Ruppert also presented a proclamation of appreciation to all area veterans.

Mr. Sample made a motion to adopt the proclamation declaring November 12, 2014 "Veterans Appreciation Day."

Mrs. Callahan seconded the motion.

Roll call:        Mr. Sample - Yes  
                     Mrs. Callahan - Yes  
                     Mr. Ruppert - Yes        Motion carried.

Mr. Sample made a motion to approve the minutes of the October 22, 2014 meeting.

Mrs. Callahan seconded the motion.

Roll call:        Mr. Sample - Yes  
                     Mrs. Callahan - Yes  
                     Mr. Ruppert - Yes        Motion carried.

Visitors: None

Old Business: None

New Business:

Mr. Sample made a motion to allow Mrs. Stivers to enter into an agreement with the Warren County Commissioners to enroll Franklin Township in the Warren County Youth Work Experience Program.

Mrs. Callahan seconded the motion.

Roll call:        Mr. Sample - Yes  
                     Mrs. Callahan - Yes  
                     Mr. Ruppert - Yes        Motion carried.

Assistant Chief Daley submitted a quote for computers he'd like to purchase for the fire department. Mr. Sample asked why three quotes were not submitted. Chief Bishop said that they had discussed the computers several months ago and three quotes were submitted at that time. Mr. Sample said that he could not remember well and would like to see the three quotes again. Mr. Bishop agreed.

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Mr. Daley would like to have 28 Air packs tested. Mrs. Stivers asked because this is routine maintenance she understands that some employees don't think it's necessary to have it approved but due to the cost she insisted that it be approved. However, she doesn't want to make things more difficult for the employees than they need to be. Mrs. Stivers said she wasn't sure if she was correct or not and asked the trustees opinion. Mr. Ruppert said yes, the items needed to be approved in a meeting.

Mr. Sample made a motion to approve the testing of 28 Air packs and five face pieces.

Mrs. Callahan seconded the motion.

Roll call: Mr. Sample - Yes  
Mrs. Callahan - Yes  
Mr. Ruppert - Yes Motion carried.

Assistant Chief Daley submitted a quote for six sets of fire gear. Chief Bishop stated that six sets of fire year would be expiring this year and they needed to be replaced.

Mrs. Callahan made a motion to approve the purchase of six sets of fire gear at a price not to exceed \$14,466.00.

Mr. Sample seconded the motion.

Roll call: Mrs. Callahan - Yes  
Mr. Sample - Yes  
Mr. Ruppert - Yes Motion carried.

An agreement for snow and ice removal in subdivisions that have undedicated streets was presented. Road Superintendent Rose had submitted this agreement to area developers and gotten their approval. Mr. Sample asked what the cost would be. Mrs. Stivers said that she believed Mr. Rose worked out a cost of \$175 per trip. Mr. Sample stated that with current salt prices he didn't believe that would cover our cost. He doesn't want to see the township lose money. Mr. Ruppert stated that we are not out to make money either. Mrs. Stivers agreed and said that she would talk to Mr. Rose about it. Mr. Sample suggested that Mr. Rose should contact other snow removal agencies and ask them for estimates on the work. The Township will not charge that amount, but it will give us an idea of how much it would cost the developers to have it done if we were not doing it for them.

Mr. Sample made a motion to approve Resolution No. 01-11122014 approving the transfer of \$18,800 from Contracted Services to the accounts listed below:

Insurance and Bonding 1000-110-389-0000	\$12,000.00
Office supplies 1000-110-410-0000	\$500.00
Other expenses 1000-120-599-0000	\$1000.00
Salaries 1000-120-190-0000	\$3000.00
Electricity 1000-120-351-0000	\$2000.00
Water and Sewer 1000-120-352-0000	\$300.00

Mrs. Callahan seconded the motion.

Roll call: Mr. Sample - Yes  
Mrs. Callahan - Yes  
Mr. Ruppert - Yes Motion carried.

Mrs. Callahan made a motion to approve Resolution No. 02-11122014 approving the transfer of \$2000.00 from Machinery, Equipment and Furniture 2021-760-740-0000 to Repairs and Maintenance 2021-330-323-0000.

Mr. Sample seconded the motion.

Roll call: Mrs. Callahan - Yes  
Mr. Sample - Yes  
Mr. Ruppert - Yes Motion carried.

Mrs. Callahan made a motion to approve Resolution No. 03-11122014 approving the transfer of \$2000.00 from Operating Supplies 2191-510-420-0000 to Salaries 2191-510-100-0000.

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Mr. Sample seconded the motion.

Roll Call: Mrs. Callahan - Yes  
Mr. Sample - Yes  
Mr. Ruppert - Yes      Motion carried.

Mr. Sample made a motion to approve Resolution No. 04-11122014 approving the transfer of \$1000 from Contracted Services to 2313-303-600-0002 Other Expenses 2231-330-599-0000.

Mrs. Callahan seconded the motion.

Roll call: Mr. Sample - Yes  
Mrs. Callahan - Yes  
Mr. Ruppert - Yes      Motion carried.

Road report: Mr. Rose was not present.

Cemetery report: Mr. Bishop reported that there have been an unusually high amount of funerals recently. The staff is also busy mulching leaves. Additionally, the three flagpoles had been installed by the Boy Scouts.

Fire report: Chief Bishop reported that air pack testing would take the next couple of days.

Office report: Mrs. Stivers said that she had been in contact with Mike Back, the HYRA president and that he had told her that on July 31 and August 1 HYRA would like to have a festival with rides at the Hunter Park. Mrs. Stivers instructed Mr. Back to have the ride company get in touch with her so that she could get a copy of the contract and insurance certificates. Those things need to be in place and verified with our insurance agent and legal counsel before the trustees can even consider giving permission. She's still waiting.

Mrs. Stivers also reported that she went to the Statehouse with the Chamber Alliance group last week. She said that the focus of all of her meetings was on jobs and bringing jobs to the region. She said that she learned some valuable information while attending.

Lastly, Mrs. Stivers said that she and the department heads had completed the employee compensation reviews and had spoken to each employee. She said she was particularly pleased with Mr. Bishop during this process.

Fiscal report: Mr. Sample made a motion to approve the payment listing as presented by the Fiscal Officer.

Mrs. Callahan seconded the motion.

Roll call: Mr. Sample - Yes  
Mrs. Callahan - Yes  
Mr. Ruppert - Yes      Motion carried.

Mrs. Callahan made a motion to approve the Bank Reconciliation Statement, Appropriation Summary, Appropriation Status, Revenue Summary, Revenue Status, Fund Status and Fund Summary reports.

Mr. Sample seconded the motion.

Roll call: Mrs. Callahan - Yes  
Mr. Sample - Yes  
Mr. Ruppert - Yes      Motion carried.

Mrs. Callahan asked if Mr. Fromeyer and Mrs. Stivers had made any progress with the street lighting issue. Mr. Fromeyer said no, that Mrs. Stivers had been working on it, but had only found documentation for about \$4,000.00 of the approximate \$40,000.00 that's in the street lighting fund. Mrs. Stivers said that Assistant Prosecutor Adam Nice has told her that documentation was needed to prove that the \$40,000.00 had actually been transferred out of the general fund and into the street lighting fund. Mr. Nice said that the Tax Commission would have to approve the movement of the money before he could take it before a judge. Mr. Nice said that without proof, he doesn't think the tax commission will approve any movement. Mrs. Stivers told the trustees that Mr. Nice said he'd be happy to talk with the

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Board about it. Mrs. Callahan suggested we invite Mr. Nice to a meeting in a few months, when the end of year stuff is over with.

Mrs. Callahan made a motion to go into Executive Session at 7 p.m. to discuss the hiring, termination, compensation, demotion, promotion or disciplinary action of an employee.

Mr. Sample seconded the motion.

Roll Call: Mrs. Callahan - Yes  
Mr. Sample - Yes  
Mr. Ruppert - Yes Motion carried.

Mrs. Callahan made a motion to return to regular session at 7:50 p.m.

Mr. Sample seconded the motion.

Roll call: Mrs. Callahan - Yes  
Mr. Sample - Yes  
Mr. Ruppert - Yes Motion carried.

Mr. Sample made a motion to set aside \$10,500.00 to be distributed to specific employees as performance bonuses for 2013. The specific amounts were discussed with Fiscal Officer Fromeyer in executive session.

Mrs. Callahan seconded the motion.

Roll call: Mr. Sample - Yes  
Mrs. Callahan - Yes  
Mr. Ruppert - Yes Motion carried.

Mr. Sample made a motion to raise the rate of pay for cemetery laborers to a starting rate of \$14.50 effective January 1, 2015.

Mrs. Callahan seconded the motion.

Roll call: Mr. Sample - Yes  
Mrs. Callahan - Yes  
Mr. Ruppert - Yes Motion carried.

Mr. Sample suggested that Mrs. Stivers communicate to anyone affected by this action that the rate adjustment was in relation to setting appropriate pay ranges for positions and was not related to performance within a specific position. Individual employee performance will continue to be evaluated and acted upon separately.

Mr. Ruppert asked Mrs. Stivers to draft a new sick leave policy for the Trustees to review at the next meeting to prevent the use of sick days from being abused.

Mr. Sample made a motion to require that employees submit vacation request to the Department Heads 2 weeks in advance to be approved or rejected. Department Heads submit their own vacation requests to Mrs. Stivers or the current Office Manager/Administrator 2 weeks in advance for approval and the Office Manager/Administrator should submit their vacation request to the President of the Board of Trustees 2 weeks in advance for approval.

Mrs. Callahan seconded the motion.

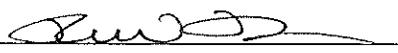
Roll call: Mr. Sample - Yes  
Mrs. Callahan - Yes  
Mr. Ruppert - Yes Motion carried.

Mrs. Callahan made a motion to adjourn the meeting at 8:06 p.m.

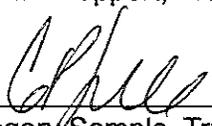
Mr. Sample seconded the motion.

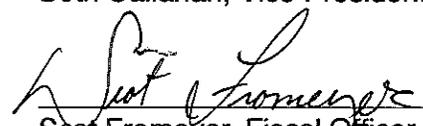
Roll call: Mrs. Callahan - Yes  
Mr. Sample - Yes  
Mr. Ruppert - Yes Motion carried.

The next meeting is scheduled for December 1st, 2014 at 6 p.m.

  
Ronald Ruppert, President

  
Beth Callahan, Vice President

  
Gregory Sample, Trustee

  
Scot Fromeyer, Fiscal Officer