

# RECORD OF PROCEEDINGS

Minutes of

Franklin Township Trustees

Meeting

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held June 11, 2014

The Franklin Township Board of Trustees met on Wednesday, June 11, 2014 at 6 p.m. Trustee Ronald Ruppert, Trustee Beth Callahan, Trustee Gregory Sample and Fiscal Officer Scot Fromeyer were all present. Additionally, Office Manager Traci Stivers, Assistant Fire Chief John Daly and Firefighter Brian Hurley were present.

The meeting was called to order and began with the Pledge of Allegiance.

Mr. Sample made a motion to approve the minutes of the special meeting on May 27, 2014.

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 from the regular trustee meeting on May 28, 2014.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Abstain  
Mr. Ruppert – Yes Motion carried.

VISITORS: None

OLD BUSINESS: None

#### NEW BUSINESS:

Assistant Chief Daly discussed the Community Shares Program. Director of Emergency Services, Mike Bunner, is proposing a cost increase. Assistant Chief Daly is not in favor of the increase. The trustees discussed it and they are not necessarily in favor of it either. They would like Assistant Chief Daly to keep them advised on the subject and let them know when this is set to go before the commissioners.

Assistant Chief Daly discussed the MARCS system. He said that every district in the county is participating. Mr. Sample made a motion to authorize Chief Bishop to sign the Memorandum of Understanding regarding the MARCS system.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

Mr. Sample stated that he had ran into Chief Westendorf earlier in the day and Chief Westendorf had mentioned that he would be attending the meeting tonight to discuss something that Assistant Chief Daly had asked him to come for. Mr. Sample said that because Chief Westendorf was not on the schedule, he had called Mrs. Stivers to ask her about it. Mrs. Stivers stated that she did not put Chief Westendorf on the agenda because she did not know he was planning to attend. Mr. Sample told Chief Westendorf that we would reschedule his visit. Mr. Sample asked Chief Daly why he invited someone to speak at our meeting without informing Mrs. Stivers. Chief Daly said that he did that because he had given Mrs. Stivers four items for the agenda and she had only put two of those items on the agenda. Mrs. Stivers spoke up and said that she did receive the email from Mr. Daly. Of those four items, two were listed on the agenda and had already been discussed, a third was slated to be discussed in executive session and the fourth item was not put on the agenda because Mr. Daly did not give her any information on the item. His email had simply said "more to come." Mr. Sample said that this is not a hard process. That without the proper preparation, the trustees cannot make a decision on items anyhow, so it would have been a waste of Chief Westendorf's time. All of the trustees agreed that for an item to be placed on the agenda by a staff member, that staff member needs to be prepared and get the appropriate supporting documents to Mrs. Stivers by the Friday before the meeting.

Mrs. Stivers informed the board that one of the summer park program assistants had taken more hours at her regular job and could no longer work for the township. Mrs. Stivers presented a new applicant and told the board that this young lady had been kind enough to volunteer her time the first day so that the teacher would not be alone trying to handle so many children.

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Mr. Sample made a motion to approve the hiring of Desiree Cooper at a rate of \$8.50 an hour and to pay her for her time on Wednesday June 10, 2014.

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. 01-06112014 declaring 7789 Pebblestone Ct. a nuisance.

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. 02-06112014 declaring parcel # 08274010050 a nuisance.

Mr. Sample seconded the motion.

ROLL CALL: Mrs. Callahan – Yes
Mr. Sample – Yes
Mrs. Ruppert- Yes Motion carried.

JEMS REPORT: None

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.

Mr. Sample made a motion to approve the Fund Summary, Fund Status, Revenue Summary, Revenue Status, Appropriations Summary, and Appropriations Status reports.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes
Mrs. Callahan – Yes
Mr. Ruppert – Yes Motion carried.

Mrs. Stivers reported that she began the process of switching our website over to a professional website design. She stated that Jeff Palmer had done a good job and had done it for free for a long time. She suggested that the township do something for Mr. Palmer to compensate him. Mrs. Stivers has emailed Mr. Palmer approximately twice a week for over a year now with updates to our website. Mr. Ruppert asked her what she had in mind. Mrs. Stivers suggested \$150.00. Mr. Ruppert said he thought that was kind of cheap. Mr. Sample told Mrs. Stivers to go ahead and do something for Mr. Palmer, it was up to her what and how much.

Mrs. Stivers stated that she had created a Facebook page for the township. The account had opened eight days previously and had 43 likes, 189 people reached, 35 people had engaged and 161 people had clicked on the township’s posts. Mrs. Stivers stated that she thinks this will be a very effective way to get information out to the public because of the popularity of Facebook.

The summer park programs had all begun. Mrs. Stivers said that the teachers had all completed and passed the CPR & First Aid class. Also, we had 329 registrants for the classes.

Mrs. Stivers stated that she had received a complaint from a resident who lives on Sharts road. The resident had called because he was concerned that the speed limit was too high. Once Mrs. Stivers began looking into it, she found that the speed limit was 55 mph. The trustees were in disbelief. Mrs. Stivers suggested we contact the county to have a speed study done in an attempt to get the speed limit lowered. Mr. Sample made a motion that we petition the county to conduct a speed study on Sharts Rd.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes
Mrs. Callahan – Yes

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Mr. Ruppert – Yes Motion carried.

Mrs. Stivers informed the board that the Deardoff Senior Center director, Mildred Brown, had been diagnosed with breast cancer. She stated that she did not know any more details yet, but thought that the board would like to know. The trustees thanked her for letting them know.

Mrs. Stivers had attended the annual Chamber of Commerce Award luncheon and provided the trustees with the list of award recipients.

Mrs. Stivers told the board that the cemetery software was still not in working order. Mrs. Stivers emailed Ryan Campbell and received no response. Mrs. Stivers emailed Helen Campbell and received no response. Mrs. Stivers also called and left a message on Mrs. Campbell's home answering machine but still had gotten no response. Mr. Sample volunteered Mr. Ruppert to call Mrs. Campbell.

Mrs. Stivers updated the board on the drainage issue on Lynn Drive in Hunter. Mrs. Stivers had sent the homeowner a final notice and the letter had come back from the post office "unclaimed." Mrs. Stivers called Roger Sorey with the prosecutor's office to find out what legal rights that the township had. Mr. Sorey spoke with Chuck Petty from the Engineer's office and determined that we have a water easement. Mr. Sorey said we could take the homeowners to small claims court to get the cost of repairs back, but it probably wasn't worth it. Mr. Sample asked why we did not know about the water easement before. Mrs. Stivers said she did not know. Mr. Sample said that he'd like to discuss it with the road superintendent at the next meeting.

Lastly, Mrs. Stivers asked the trustees if they were interested in setting a policy to give the First Aid and CPR instructors a stipend when they teach other township employees. Mrs. Callahan made a motion to give instructors \$100 when they teach a class that last ½ a day and \$200 when the teach a class lasting all day.

Mr. Sample seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

Mr. Sample stated that a policy needs to be adopted regarding purchase orders and receipts. Currently, the staff is not getting these things to the fiscal officer in a timely manner. Mr. Sample made a motion to adopt a policy stating that receipts need to be given to the fiscal office by the end of the following business day after the purchase.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

Mr. Sample made a motion to adopt a policy stating that purchase orders need to be obtained from the fiscal officer or office manager prior to making purchases. If they are not, the fiscal officer will not pay the invoice until the employee attends a meeting to explain why a purchase order was not obtained.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

Mr. Sample also stated that invoices need to be submitted earlier. Mr. Fromeyer writes checks on Mondays, therefore Mr. Sample would like everyone to turn their invoices in on the Wednesday prior to the Monday that they want the invoice paid. The only exception would be if Mr. Fromeyer deems something to be an emergency situation.

Mr. Sample thanked Mr. Daly for the fire reports. He also said he'd like to see a report that has the calls pinned on a map. Mr. Daly said that he can get those in the future.

Mrs. Callahan reminded everyone that the I 75 Corridor study meeting is coming up.

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Mr. Sample made a motion to enter into executive session at 7:40 p.m. to discuss the hiring, termination, demotion, promotion, or disciplinary action of an employee.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

Mr. Sample made a motion to return to regular session at 7: 52 p.m.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

Mr. Sample made a motion that anyone who does not report directly to a supervisor should have vacation time approved, two weeks in advance, by the office manager.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

Mr. Sample also stated that the Road & Cemetery superintendents should attend the trustee meetings as part of their supervisor duties. The trustees discussed whether the superintendents would be compensated for attending the meetings. No decision was made. This will be discussed with the supervisors at the next meeting.


Mr. Sample made a motion to adjourn at 7:58 p.m.

Mrs. Callahan seconded the motion.

ROLL CALL: Mr. Sample – Yes  
Mrs. Callahan – Yes  
Mr. Ruppert – Yes Motion carried.

The next regular meeting is June 25, 2014 at 6 p.m.

  
Ronald Ruppert, President

  
Beth Callahan, Vice President

  
Gregory Sample, Trustee

  
Scot Fromeyer, Fiscal Officer