

RECORD OF PROCEEDINGS

Held April 11, 2018

The Franklin Township Trustees held a regularly scheduled meeting on April 11, 2018 at 6 p.m. Trustee Brian Morris, Trustee Matthew Jennings, Fiscal Officer Scot Fromeyer, Administrator Traci Stivers, Fire Chief Kevin Jennings, and Road Supervisor Rob Rose were all in attendance. Trustee Shane Centers was absent.

The meeting began with the Pledge of Allegiance.

Approval of Minutes:

Trustee Jennings made a motion to approve the meeting minutes from March 28, 2018. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Scheduled Visitors:

Joe Jerromos, 4915 Robinson Vail Rd., Franklin, Oh 45005, came to address the board with safety concerns and complaints he and other citizens of Franklin Township have with Warren County Zoning and a possible wedding venue to be placed on Robinson Vail Rd. Warren County Zoning will be holding a public meeting on April 17, 2018 at 6:30 to consider a condition, a use permit for a wedding venue.

Old Business:

None

New Business:

Trustee Jennings made a motion to approve Resolution No. 01-04112018 authorizing a contract with Warren County Engineer's Office for the Warren County 2018 paving season. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Trustee Jennings made a motion to approve the Employee Assistance Program not to exceed \$150.00 per year. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Trustee Jennings made a motion for the adoption of the General Driving rules and regulations. A copy will be attached to these minutes and shall forever remain a part of the permanent record. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Road Report:

Supervisor Rob Rose reported to the board that the road crew have been busy with ditch work repairs on Beal Rd. The job has taken around 4 tons of blacktop.

Cemetery Report:

Mrs. Stivers reported to the board that the cemetery crew has been busy cleaning around the cemetery getting everything ready for spring.

Trustee Jennings informed the board that he and Cemetery Supervisor Steve Bishop have been working together on receiving quotes for the Mausoleum repairs. Trustee Jennings reported that quotes are in

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and it will be very costly for repairs to the Mausoleum. They are looking into having the leak repaired but Mr. Bishop would like to look into quotes for county on drainage by fence line.

Administrative Report:

Mrs. Stivers informed the board that we have stayed with both Rumpke and Republic Services for our trash providers. Mrs. Stivers was able to negotiate with both providers and lower costs.

Trustee Jennings made a motion to allow Mrs. Stivers to sign all contracts related to trash and waste. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Mrs. Stivers shared with the board that she is working with OTARMA on our property insurance. They are working on adjusting property value to make sure our buildings are covered under accurate coverages rates if an accident was to occur.

Fiscal Report:

Trustee Jennings made a motion to approve the payment listing totaling \$41,309.97. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Trustee Jennings made a motion to approve all other reports. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Executive Session:

Trustee Jennings made a motion to enter into an executive session at 6:34 p.m. in accordance with ORC 121.22(G) (1), to discuss the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. In accordance with ORC 121.22 (G) (6), to discuss details relative to the security arrangements and emergency protocols for a public body or public office.

Trustee Morris seconded the motion.
ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Trustee Jennings made a motion to enter back into regular session at 7:24 p.m. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes
Trustee Morris – Yes
Trustee Centers – Absent Motion Carried.

Comments By The Board Members:

Trustee Centers – Absent

Trustee Jennings congratulated the Centers family on the birth of their first baby girl Eva and stated he was excited to work alongside everyone Saturday on the Hunter Red Lion Plan.

Trustee Morris also congratulated the Centers family on the birth of their baby girl and was happy all went well.

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Minutes of Franklin Township Board of Trustees

Meeting

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BEAR GRAPHICS 800-325-8094 FORM NO. 10148

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Trustee Jennings made a motion to adjourn at 7:26 p.m. Trustee Morris seconded the motion.

ROLL CALL: Trustee Jennings – Yes

Trustee Morris – Yes

Trustee Centers – Absent

Motion Carried.

The next scheduled meeting will be held April 25, 2018 at 6:00 p.m.



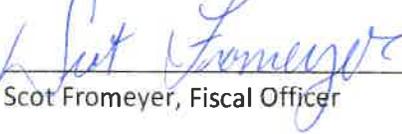
Brian Morris, President



Matthew Jennings, Vice President

Absent

C. Shane Centers, Trustee



Scot Fromeyer, Fiscal Officer

GENERAL DRIVING RULES AND REGULATIONS

POLICIES

Overview

As a Franklin Township employee, you are constantly in the public eye. Every time you drive a vehicle or piece of equipment in the performance of your duties, you are representing Franklin Township. You are not only responsible for your security but the safety and security of citizens and visitors to Franklin Township. As a result, all Township drivers are required to exercise the utmost care and caution while operating a motor vehicle. Employees who regularly or occasionally operate Franklin Township owned vehicles or equipment or personally owned vehicles while in the employment of Franklin Township are required to abide by all applicable State laws in addition to these rules and regulations.

Definitions

Vehicle – Unless otherwise specified, a vehicle is any automobile, truck or piece of equipment allowed to operate on the streets and highways of the State, whether licensed or not.

Assigned Vehicle – A vehicle that is provided to a particular employee. The employee is considered the principal driver of the vehicle and may or may not use the vehicle to commute to and from work or otherwise operate the vehicle after normal business hours.

Driving Record Acceptability

Any employee who drives a township vehicle or personal vehicle while in the employment of Franklin Township whose driving record shows any one of the following conditions will be considered to have an unacceptable driving record and will not be permitted to drive until his/her record no longer exhibits one of the criteria listed below.

- 6 or more points for non-emergency drivers or 4 or more points for emergency drivers at any one time on a driving license

Unless otherwise noted above, points on a driver's license include those that involve personal vehicles that are and/or are not being used during employment as well as those that involve Franklin township owned vehicles.

Violations that could be considered for immediate revocation of driving privileges of township-owned vehicles may include, but are not limited to driving while intoxicated; Driving while under the influence of drugs; Negligent homicide arising out of the use of a motor vehicle (gross negligence); Operating a vehicle without a license; Using a motor vehicle during the commission of a felony; Aggravated assault with a vehicle; Operating

a vehicle without the owner's authority (grand theft); Permitting an unlicensed person to drive; Reckless driving; Speed contest; and Hit and run driving.

General Rules and Regulations

1. Only employees who are included on the Franklin Township's roster of drivers that shall be considered an attachment to this policy and procedures are allowed to drive Franklin Township owned or personal vehicles during the course of their employment.
2. Vehicles are to be driven in a manner such as to create a favorable impression to the public. Drivers shall exercise special precautions when:
 - a. Children are playing on a roadway, alley, or near the curb
 - b. Passing schools or playgrounds
 - c. Approaching persons on bicycles
 - d. Driving during inclement weather
3. No employee under the age of 18 is allowed to drive a Franklin Township owned vehicles during the course of their employment.
4. Authorization for temporary/seasonal employees to operate vehicles shall be limited where practical. However, if authorized, these employees must sign the License/Insurance/Maintenance Requirements Form and be approved by the Township Administrator.
5. Vehicle Operators must possess a current Ohio Operators license appropriate to the vehicle being driven. The status of this license and the review of points will be completed on an annual basis as long as the employee is working at the Township.
6. Any employee who operates a vehicle on a regular or occasional basis is required to report any license suspension or revocation, including those that result from the operation of personal vehicles, to his immediate superior, and within 72 hours.
7. All accidents or moving violations obtained while driving a Franklin Township owned vehicle must be reported to the Township Administrator immediately. All reportable accidents and/or moving violations shall be forwarded to the Township Administrator.
8. Drivers will not operate vehicles when under the influence of alcohol or illicit and/or driving impairing drugs.
9. Drivers will use the proper signals when stopping, turning, or slowing down.
10. All drivers will give a pedestrian the right of way.
11. Flasher lights on trucks, cars and equipment should be used as emergency or work conditions require. Flasher lights are not to be used as an excuse to gain the right of way or to break traffic rules.
12. All traffic laws of the State, including signs and speed limits will be obeyed.
13. Employees driving vehicles during their employment are responsible for insuring that the vehicle is properly maintained and in a generally safe operating condition.

14. Employees shall not transport passengers except for those who are employees of Franklin Township or are conducting business with or on behalf of the Township except as noted under **Personal Use and Take Home Policy** below.
15. No one is permitted to ride outside the passenger compartment when a vehicle is in motion (except in the case of certain fire engines).
16. Employees driving personal vehicles while in the employment of the Township will maintain primary automobile liability insurance coverage on the vehicle being driven. State required minimum bodily injury/physical damage limits must be maintained.
17. Personal vehicles will not be used to pull trailers or haul equipment while being used in Franklin Township related business.
18. Franklin Township owned vehicles shall be kept free of having placed on or within any stickers or signs which: indicate any political candidate, party, organization, or theme; are in poor taste; or relate to specific social concerns that may be found objectionable by citizens.

Seat Belts

All employees shall use their seat belts (including shoulder straps) while driving vehicles other than equipment. Employees shall wear seat belts, if provided, when operating equipment. All passengers are required, unless unable to do so, to occupy only those seating positions equipped with seat belts and use them.

Backing

Backing of vehicles should be discouraged given the rate of accidents that take place during this operation. No vehicles should be backed up unless the driver cannot avoid it and he has a clear view of the entire area to be backed into. If such a view is not present, the driver, if alone, will get out of the vehicle and inspect the area to be backed into or, if a second person is in the vehicle, the second person will get out and guide the driver using appropriate hand and/or voice signals.

Vehicle Inspections

All vehicles except personal passenger cars and pick-ups will be inspected at least once each day or, if the vehicle is not used daily, each time before the vehicle is placed into service, but no more than once during a 24-hour period, except with respect to police cruisers that will be inspected before each shift. Personal passenger cars and pick-ups will be inspected on at least a quarterly basis. Inspections will focus on identifying any obvious physical damage, inoperable running lights and horns, loose steering, and inappropriate tire condition. Records of these inspections will be maintained. Any deficiency encountered will be reported to the employee's Department Head or designee immediately. It will be the Department Head's responsibility to insure that appropriate action is taken to correct the problem.

Maintenance

All Franklin Township owned vehicles are to be maintained according to the manufacturer's specifications. Records of this maintenance activity are to be retained by the Department head and uploaded to a file sharing system viewable by the Township Administrator. All personal vehicles driven during the course of employment shall be maintained in a manner that promotes safe travel.

Parking

Franklin Township vehicles or personal vehicles driven by Franklin Township employees during the course of their employment are not to park in "NO PARKING" zones or handicapped parking zones. No vehicle or piece of equipment is to be left unattended with the ignition key left in the ignition. All vehicles will be locked when parked and unoccupied.

Personal Use and Take Home Policy

Franklin Township vehicles are not to be used for personal business except for incidental purposes while used for Franklin Township business. For example, an employee may, when commuting between work and home, stop and pick-up or drop off a spouse or child at work or at school, as long as the stop to be made is not significantly out-of-the-way. However, if an employee's personal vehicle is near his work-site, a Township vehicle may not be used for personal errands such as running to the bank or taking people to lunch unless there is a work-related purpose immediately prior to or following the personal errand and it is more time efficient to use the Township vehicle.

Franklin Township vehicles that are taken home are not to be used for personal business while housed at the employee's residence unless the employee is on-call and must have ready access to his vehicle. In addition, the Administrator may grant personal use of marked and unmarked police vehicles and marked fire vehicles within their appropriate jurisdictions.

If an employee is on extended absence from working including injury leave or is on restricted or modified duty and unable to perform on-call duty or work evenings and/or weekends, he will not use the assigned Township owned vehicle until he returns to active on-call or an evening/weekend work schedule.

Special Equipment

Special Equipment such as tractors, fire engines, or any vehicle which has special devices added for specific types of work will require that the driver receive formal instruction prior to usage. This special training will comply with all appropriate OSHA, NFPA and DOT Standards and rules and regulations.

1. Explanation and demonstration of all control devices.
2. Explanation and demonstration of all safety equipment.
3. A walk through of all inspection criteria.

4. Demonstration of operation.
5. Supervised new driver operation.

Written documentation of all special training will be retained by the departments heads and uploaded to a file sharing system viewable by the Township Administrator.

Proof of Insurance

Each Franklin Township owned vehicle should have an insurance card kept in the glove compartment or attached to the driver's sun visor. Missing insurance cards should be reported to the Township Administrator. Any employee using their personal vehicle during the course of employment should carry a proof of insurance card. It is the Department Head's responsibility to ensure all employees using personal vehicles for Township business purposes, complete the Appendix B "Insurance Maintenance Requirement for Personal Vehicle" form once each year, and return to the Administrative Office.

PROCEDURES

Driving Record Acceptability

Franklin Township will obtain Motor Vehicle Records on all employees on the roster of Drivers once a year. These, along with any Uniform Police Traffic Accident and Ohio Uniform Accident Reports, will be reviewed by the Administrative office to determine if any employees on the roster of drivers has an unacceptable driving record. Those who do will be notified in writing by March 1st using the Notice of an Unacceptable Driving Record form in Appendix A. A copy of the complete form will be sent to the employee's Department Head.

Roster of Drivers

An official roster of drivers that is supplied by the various Department Heads will be maintained by the Administrative Office. This document will highlight the number of at-work at-fault accidents, citations and major violations that drivers have had in the last three years. **Only employees whose names appear on this roster are allowed to drive during the course of their employment.**

General Driving Rules and Regulations

All employees who drive personal vehicles during the course of their employment are required to complete the Insurance/Maintenance Requirements for Personal Vehicles form (See Appendix B) each year and return the form to the Administrative Office.

Personal Use and Take Home

The Township Administrative Office will maintain a list of employees that the Township Administrator has indicated can take Franklin Township owned vehicles home and/or can be used for personal business. The Department Heads are responsible for notifying the Township Administrative Offices so appropriate changes in the list can be made.

Training

Employees who are assigned to a particular Township owned vehicle will be instructed by the Service Department on the operation and general driving conditions of the vehicle before being allowed to initially drive the vehicle. Employees who drive other than private passenger automobiles and pick-up trucks not equipped with special equipment will be trained in the operation of the vehicles in question before being allowed to drive such vehicles. The Department Heads are responsible for insuring such training takes place, and that it is documented.

Driver Training courses will be offered as deemed necessary, and all employees having one "at-fault" accident or one moving violation (received while driving a Franklin Township vehicle) within a prior one year period will be required to attend.

Record Keeping

1. Any Notice of an Unacceptable Driving Record will become part of an employee's personnel file.
2. Motor Vehicle Records and Uniform Police Traffic Accident/ Uniform Traffic Accident Reports will be maintained by the Administrative office and will be uploaded to the file sharing system and viewable by the Department heads, as well as placed in the employee's personnel file.
3. The Roster of Drivers shall be considered a part of these policies and procedures and will be included with them.
4. Signed and dated "Insurance Maintenance Requirement for Personal Vehicle" forms will be maintained by the Administrative office and will be uploaded to the file sharing system and viewable by the Department heads, as well as placed in the employee's personnel file.
5. The Administrative Office will maintain a list of employees authorized to take vehicles home.

NOTICE OF AN UNACCEPTABLE DRIVING RECORD

TO:

DATE:

After reviewing your Motor Vehicle Record as supplied by the State and analyzing any accidents within the last three years that you were involved in while driving during the course of your employment, it was determined that your driving record does not meet the standards of acceptability as set by the Board of Township Trustees General Driving Rules and Regulations. As a result, your driving privileges have been suspended until your record once again is acceptable.

A copy of this form is being forwarded to the head of your department. A copy will be placed in your personnel file.

If you have any questions concerning the suspension of driving privileges, please do not hesitate to contact me.

APPENDIX B

INSURANCE/MAINTENANCE REQUIREMENTS

FOR PERSONAL VEHICLES

I, the undersigned, agree, as a requirement for using my personal vehicle during the course of my employment with Franklin Township, that I will retain automobile liability insurance for bodily injury and property damage on the vehicle that I am driving for at least the minimums required by the State.

I further agree to maintain my vehicle in a safe operating condition.

NAME:

SIGNATURE:

DATE: