

# RECORD OF PROCEEDINGS

**Minutes of Franklin Township  
Franklin County, Ohio**

**Special Meeting**

**Held at 2193 Frank Road**

**December 13, 2018**

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Chairman Horn called the Special Meeting of the Franklin Township Board of Trustees to order at 5:30 p.m. on December 13, 2018, at 2193 Frank Road.

**Roll Call:** Fleshman, absent; Horn, yes; Alex, yes.

Horn made a motion to suspend the Pledge of Allegiance and to not approve any prior meeting minutes. Alex seconded the motion. A vote was taken: Fleshman, absent; Horn, yes; Alex, yes.

**The Purpose of the Meeting:** To listen to a presentation from David Mawhirter of Paycor a payroll company based out of Cincinnati, Ohio.

Horn welcomed Mr. Mawhirter to the meeting and asked him to begin his presentation.

Mawhirter distributed the 2019 Compliance Guide for Finance Leaders compiled by Paycor. He also explained the (9) nine principles of Paycor and their focus on customer service. Mawhirter continued by sharing that Paycor currently works with an estimated (6) six local Townships within the Central Ohio area and a higher volume of Townships surrounding the Cincinnati area.

Mawhirter showed a PowerPoint presentation introducing Paycor and their background in payroll processing and taxes.

The Assistant Fiscal Officer asked Mawhirter what success other Township have had in purging the Paycor software with the Auditor of the State's Unified Accounting Network (UAN). Mawhirter said he is not sure how or even if others Townships purge the Paycor software with the UAN system.

The Fiscal Officer explained that the Fiscal Department has a very small window of time currently to process payroll (less than 12 hours) which leaves much room for errors.

Mawhirter explained that once Paycor understands the needs of Franklin Township their payroll team can work with the Township's financial institution to process payroll in the timeframe provided. During the presentation Mawhirter showed how employee's names are listed, how payroll is entered and approved and finally how funds are deposited directly in each employee's bank account.

The Fiscal Officer asked if Paycor considers processing second checks as a second payroll as it relates to charges. Mawhirter said, as long as each employee's checks are entered in the initial payroll no additional charges would be incurred.

Mawhirter said that included in the cost is their HR Support Center where the Township can contact Paycor for all HR support related to payroll.

Mawhirter distributed the cost breakdown bundle explaining each area and the cost incurred.

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- Payroll Base Fee: \$61.63
- Payroll Employee: \$2.00/per employee
- Wage Garnishments – Child Support: \$3.75 per employee
- Wage Garnishments – Other: \$3.75 per employee
- W2 Base Fee: \$70.00 annual
- W2 Processing Fee: \$6.00 per employee
- Implementation Fee: \$300.00 (one-time fee)

**Approximate Total Cost Annually: \$5,932.70**

Mawhirter said he will need a timeline from the Township if they are interested in utilizing the services of Paycor. Paycor needs an estimate of (6) six to (8) eight weeks to launch the program to go live with payroll, said Mawhirter.

The Assistant Fiscal Officer asked how the contract would work between Paycor and Franklin Township. Mawhirter said, Paycor does not hold their customers to a contract.

Horn said we need to wrap this meeting up due to another meeting following at 6:30 p.m. Horn also stated the Township's next steps will be to contact the Ohio Auditor of State's Office to schedule an appointment. Mawhirter said, if the Township would like to send Paycor the needed information for payroll and they can begin analyzing the data and establishing a timeline when or if needed.

*With no further items to discuss, Alex motioned from adjournment at 6:15 p.m. Horn seconded the motion. A vote was taken: Fleshman, absent; Horn, yes; Alex, yes.*

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Ralph Horn, Chairman

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Aryeh Alex, Vice-Chairman

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*absent*  
John Fleshman, Trustee

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Lisa Morris, Fiscal Officer  
Robyn Watkins, Assistant Fiscal Officer

Minutes were taken and typed by: Robyn Watkins  
Minutes approved by Board of Trustees on 1/10/19