

# RECORD OF PROCEEDINGS

Minutes of Franklin Township

Special Meeting

Held at 2193 Frank Road

July 26, 2018

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Chairman Horn called the special meeting of the Franklin Township Board of Trustees to order at 5:00 p.m. July 26, 2018 at 2193 Frank Road.

Chairman Horn opened the meeting.

ROLL CALL: Fleshman, yes; Horn, yes; Alex, yes.

*Horn made a motion to suspend the Pledge of Allegiance, and the acceptance of any past meeting minutes. Alex seconded the motion. A vote was taken: Fleshman, yes; Horn, yes; Alex, yes.*

Purpose of the meeting is to discuss the 2018 mid-year budget.

Chairman Horn asked the Road Superintendent, Jim Stevens to discuss the email the Board received from the Assistant Fiscal Officer, Robyn Watkins, related to low funds. Stevens shared that he spoke with Fleshman and Alex concerning the email. Fleshman stated that he spoke to Stevens to gain a better understanding of the email. Watkins explained that the email was sent to the Board for informational purposes only. Horn asked Watkins if the department heads were being copied on email correspondences. Watkins confirmed she does include the department heads on emails when necessary. Watkins also stated that since all of the entire department heads report directly to the Board, she encourages the Board to share any emails based on their discretion. Watkins explained that this specific email was to inform the Board that unplanned expenditures in 2018 had impacted the budget, and that the email was not written as a bash to the department heads.

**The Road Department:** Superintendent, Jim Stevens explained the reasons behind why the Road Department budget is tight. He described how difficult it is to forecast his payroll budget when the majority of overtime is based on the weather conditions. For example, when the Township has a light winter with less snow and ice the overtime is limited, but when the Township has a tough winter with numerous episodes of snow and/or ice the overtime is higher. The 2017-2018 winter was tough with high numerous episodes of snow during the months of January, February and March increasing the payroll expenditure for the Road Department.

Mr. Stevens also explained that the additional expenditure of the premium spend-down from the Township's previous health insurance provider has made a huge impact of the Road Department budget.

**Fiscal Department:** Fiscal Officer, Lisa Morris shared that the Assistant Fiscal Officer, Robyn Watkins spoke with Doug Ferguson, the Senior Auditing Manager with the Auditor of the State Office concerning the ongoing issues with cash collection, deposits and payroll. The reason for the call resonated from the ongoing requests from the Fiscal Department to the Board to return the cash collection records and bank deposit duties back to the Fiscal Officer. These duties seem to be a contention between the Fiscal Officer and Trustee Fleshman as he continues to reference a prior conversation with Mr. Ferguson which at a time the Fiscal Officer was under investigation. The Fiscal Officer stated that since the investigation is close and there were no findings, all standard procedures within the Fiscal Department should have been returned

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and daily operations resume as normal. Fleshman stated that if Mr. Ferguson will email the Board the process can be changed.

The Fiscal Officer stated that during this most recent call with Mr. Ferguson that he recommended that the Assistant Fiscal Officer create policies on over-the-counter transactions/collections, as well as a payroll policy with both policies exhibiting internal control steps. Once a draft of the policies are complete Mr. Ferguson offered to review each policy and provide guidance before sending the policies to the Township attorney for final review. Upon completion of the review by the Township attorney the policies will then be presented to the Board with a Resolution for approval and implementation.

**The Fire Department**, Chief Welch shared that 2018 roll back tax has not arrived which the Fire and Police Department included in their budgets. Chief Welch stated that his budget is not accurate and would like to work with the Fiscal Department to establish a purchase order process. The process will provide a more streamlined and efficient process for tracking accounts payables on a daily, weekly and monthly basis.

**The Police Department**, Chief Smith concurred that the police budget has taken a hit from the Township's previous health insurance provider premium which has been taken from the Police Department budget.

The following resolution was motioned by Fleshman. Horn seconded the motion. A vote was taken: Fleshman, yes; Horn, yes; Alex, yes.

## RESOLUTION 18-120

**BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio, that the Board approves to pay the cost of the monthly premium from the Township's 2017 health/dental insurance provider from the general fund until the balance is paid in full. (Jefferson/OPEC).**

*Alex made a motion with no further business to discuss, to adjourn the meeting. Fleshman seconded the motion. Vote taken: Fleshman, yes, Horn, yes, Alex, yes. The meeting adjourned at 6:05 p.m.*

SIGNATURE ON FILE  
**Ralph Horn, Chairman**

SIGNATURE ON FILE  
**Aryeh Alex, Vice-Chairman**

SIGNATURE ON FILE  
**John Fleshman, Trustee**

SIGNATURE ON FILE  
**Lisa Morris, Fiscal Officer**  
**Robyn Watkins, Assistant Fiscal Officer**

Minutes Taken and Typed By: Robyn Watkins  
Minutes Approved by Board of Trustees on 8/9/18