RECORD OF PROCEEDINGS

Pleasant Township Board of Trustees

October 23, 2018

The Pleasant Township Board of Trustees held a Regular meeting on October 23, 2018

at 5373 Norton Road, Grove City, Ohio.

Trustee Hunter called the meeting to order with Trustee Sheets, Trustee Hunter and

Trustee Good present.

**Minutes**

Trustee Hunter asked if there were any corrections, deletions or additions to the minutes of

August 14th and 28th, 2018. Trustee Sheets and Trustee Good stated they had none. Trustee

Hunter stated as there are no corrections, deletions or additions the minutes stand as

approved.

**Financial Reports**

Trustee Hunter made a motion to approve expenditures. Trustee Good seconded. Vote:

Trustee Sheets – yes, Trustee Hunter – yes and Trustee Good – yes. **R-0077**

**Deputy Report**

Deputy Forsythe reported there were 181 runs, approximately 57 were traffic related, 1 of

which was a fatal motorcycle accident. 19 were false burglary alarms, 23 were unclassified,

18 were assists to other agencies or jurisdictions, 11 reports were taken, (inaudible).

It was noted there was a theft of chainsaws from the Township Road Department building on Monday. Trustee Hunter stated the Board should have been advised.

Trustee Hunter informed Deputy Forsythe of a complaint she had received from a resident on

Georgesville-Wrightsville Road of excessive noise coming from the Hickory Hills Golf Course. Hunter stated the resident said she had not had a problem until July 1st. The resident has talked to management of the golf course and the noise is coming from a new system that was

installed involving the charging of golf carts.

It was stated the resident was directed by Trustee Hunter to contact the Sheriff’s Department because the Township has a noise ordinance. Trustee Hunter was later informed by the resident that a Deputy had came out and talked with her and had stated she was going to request that Deputy Brown stop back and talk with the resident.

Brief discussion continued on the subject. Deputy Forsythe was provided with the resident’s contact information and will follow-up on the issue.

**Road Department**

Road Superintendent Karn reported on Road Department activities and expenses.

It was reported the cleanup was a success with collection of five dumpsters of trash,

two of tires and one of steel.

Superintendent Karn report there was a theft of a chainsaw and a pole saw from the

Road Department building yesterday. Karn stated when they arrived at work, the alarm

system to the building was off. Superintendent Karn remained in the building doing

paperwork while Mr. Bausch took the small chainsaw and drove his snow route checking

for wind damage. When Superintendent Karn left to check for damage along his snow

route between 8:00 and 8:30 a.m., the large chainsaw was in the storage cabinet.

Mr. Bausch and Superintendent Karn both returned to the Road Department building and

left in one vehicle to work on cleaning up several areas with wind damage. After lunch the

chipper was hooked to the truck and plans were to get the big chainsaw so a tree in the cemetery could be cut. That is when it was discovered the big chainsaw was gone.

It was stated the only door that had been unlocked while they were gone was the walkin

door. When checking the building, it was later discovered a pole saw was also missing and

the walkin door located at the south end of the building was open. That door is never used

and is kept locked.

Superintendent Karn explained he delayed calling the insurance company because the Sheriff’s office had stated the items may turn up in a pawn shop and he needed to get a copy of the

sheriff’s report. Karn stated they have began locking the doors when they leave the premises.

It was noted a burial took place today and there was a disinterment last week.

Discussion took place regarding renewal of the mosquito spraying contract. Superintendent

Karn stated there would be a $126.59 increase over past costs if the Township selects the

the contract with the offered option for additional services.

Superintendent Karn explained in the past, spraying was not done unless a mosquito was

detected with west nile. With the proposed contract, spraying would be done based on

the number of mosquitoes in traps that will be located throughout the Township. It is

believed actual spraying will, as in the past, be done in the most heavy populated areas of

the Township.

It was Superintendent Karn’s recommendation to go with the full package at a cost of

$8,996.68. It was noted the County is contracting through a different company than has

been contracted with in the past.

Trustee Hunter stated her understanding the Board of Health survey on mosquito service

needs to be done to generate the contract.

Trustee Hunter made a resolution to enter into a three year contract with Franklin County

Public Health for mosquito control at a cost of $8,996.68. Trustee Sheets seconded. Vote:

Trustee Sheets – yes, Trustee Hunter – yes and Trustee Good – yes. **R-0071**

Superintendent Karn questioned if the Board had reviewed the information he previously

provided on the proposed purchase of a new pickup and plow for the Road Department.

Karn explained the truck would be used as a backup plow truck if needed, used to pull the cemetery trailer instead of using one of the larger trucks as well as allow sufficient room

the three employees of the Department to travel in one vehicle to a work site instead of

having to use two vehicles as is currently necessary.

Discussion took place. The truck would be purchased under State bid at Byers Chevrolet

for $28,749.00. The purchase of the plow and installation of same would be at Kaffenbargers

at a cost of $4,950.00. Lights will be mounted in the grill and on top of the cab at a cost of $1,310.00. The complete estimated cost will be $35,059.00. Superintendent Karn stated the truck as being proposed, would meet the needs of the Department.

Various comments were made regarding the need for a backup for plowing if the trucks

normally used for plowing need repairs, that the value of the old truck would probably be

minimal, etc. The Board will review the information on the proposed truck.

**Fire Department**

Chief Taylor reported on Fire Department activities and expenses.

There have been 72 runs this month and 922 for the year.

Recent repairs include the coolant leak on Engine 232. All of the trucks had pump testing

completed today and all passed but it was noted Engine 232 passed but just barely. The

blocks on the building have been repaired and painted by Unit 1.

The Evinrude boat motor for 231 has been returned from being serviced and the back door

to bay one has been serviced and repaired due to a cable issue.

It was reported the fall pumping and checking of hydrants have been taking place.

Chief Taylor discussed a proposal to purchase a pressure washer. Taylor reviewed the

information on the washer; it is electric, is has a heater, can be used to wash the under

carriage of the vehicles, used to wash the floors, etc. The cost would be $4,000.00

Brief discussion took place regarding the advantages/disadvantages etc. Superintendent

Karn noted the Road Department has a pressure washer they use that works for their needs

so would utilize the washer that is being proposed. Trustee Sheets suggested Chief Taylor

get a second quote.

Chief Taylor reported there are problems with the front door. Taylor said he had a meeting

with Silco, a door company that has done work for the City of Grove and the Townships of Jackson and Prairie. The quote of $9,341.86 was for the three doors in the station building

only. Chief Taylor stated he thought the cost was excessive.

The preferred choice of Chief Taylor would be key fobs. Trustee Good stated noted Prairie Township has encountered numerous problems when using older doors. Chief Taylor stated something needs to be done because the front door needs worked on every couple of days.

Per a request by Chief Taylor, Trustee Hunter made resolution to award the vehicle exhaust

removal system to MagnaGrip in the amount of $69,723.00. Ninety-five percent of the cost

will be paid by 2017 Assistance to Firefighters grant and the cost to the Township will be five percent at $3,487.00. Trustee Sheets seconded. Vote: Trustee Sheets - yes, Trustee Hunter - yes and Trustee Good - yes. **R-0072**

Chief Taylor will sign the contract tomorrow and a completion date will be no more than one hundred twenty days from the signing of the contract. Taylor noted MagnaGrip was the only bidder and came in under the estimate by $277.00.

Per a request by Chief Taylor, Trustee Hunter made a resolution to purchase Bauer Breathing Air Compressor with two position SCBA fill stations and four new cylinders to include two years of maintenance and air testing from Breathing Air Systems of Reynoldsburg, Ohio for the amount of $48,515.00. This includes electrical work and installation of the compressor/fill station and to include the installation of a 220 plug. Ninety-five percent of the cost will be paid by the 2017 Assistance to Firefighters grant award. Cost to the Township will be five percent at $2,426.00. Trustee Good seconded. Vote: Trustee Sheets - yes, Trustee Hunter - yes and Trustee Good - yes**. R-0073**

Prior to the vote, Trustee Sheets had suggested the installation of a 220 plug be included in the work and the Board was in agreement it should be. Chief Taylor will inform the company of the Boards desire to have the 220 plug installation included in the work per their resolution.

Per a request by Chief Taylor, Trustee Hunter made a resolution to remove the 1995 Ford F-350 vehicle formally known as Grassfighter 231 be removed from service and be placed on Gov.Deals for public auction. Trustee Good. Vote: Trustee Sheets - no, Trustee Hunter - yes

and Trustee Good - yes. **R-0074**

**Old Business**

Trustee Good reported Mr. Pete Griggs, legal council for the Township has stated he is keeping

informed with the insurance issues with Jefferson Health. It is Mr. Griggs recommendation the

Township stay with the current group litigation and if it appears to be headed in a direction the

Board is not in agreement with, he would be able to represent the Township in the Township’s

separate litigation.

Trustee Sheets stated the need for the Township to have a designated date and time for Trick-

or-Treat. Trustee Sheets made a resolution to hold Trick-or-Treat in Pleasant Township on

Wednesday, October 31st from 6:00 p.m. until 8:00 p.m. Trustee Hunter seconded. Vote: Trustee Sheets - yes, Trustee Hunter - yes and Trustee Good - yes. **R-0075**

Trustee Sheets reported he received a complaint from a resident at 6200 Harrisburg Pike that

trash was picked up but not their recyclables. Sheets called in the complaint and the issue was

taken care of.

**Fiscal Officer Updates**

Clerk Wilkins reported receiving the following correspondence;

Registration information for an Ohio Community Wildlife Cooperative conference**,** anemail from Franklin County Board of Commissioners, information that the County Auditor’s office

has an area on their website where residents can estimate how tax levies will affect their

taxes, a notice that Franklin County Board of Zoning Appeals hearing was held on October 15th,

information on the Franklin County Emergency Management drill on October 18th, a newsletter

from Ohio Deferred Compensation, OTARMA information, notice of Franklin County Soil and

Water’s 2018 Watershed workshop to be held October 30th, an email regarding an update to the Local Waste contract on recyclable waste and an email that a County representative would

like to attend a Board meeting to review storm water management, information on positions

available on the OTARMA Board for anyone interested in applying, copies of three different

violation letters sent to property owners by the Franklin County Board of Health and two

copies of information on an injured worker.

Trustee Sheets requested the tax estimating information available on the County Auditor’s

website be made available on the Township’s website. Trustee Hunter will provide a link to

the information.

Trustee Sheets questioned the status of the Local Waste bill. Fiscal Officer Wilkins stated she

had calculated an amount that she believed was owed Local Waste and it was paid. Local Waste however disagreed with those calculations. Wilkins stated that Local Waste has charged the Township for a disposal fee.

It was explained the wording in the contract, as understood by Wilkins, states Local Waste will provide at no cost to the Township, five dumpsters and five disposal fees during each cleanup. The Township utilizes the use of dumpsters six times that result in five disposal fees at the landfill with the sixth trip being when metal collected is taken to a recycle company that does not charge a disposal fee.

Based on the contract wording, as understood by Wilkins, the Township should only be charged

by Local Waste for the use of one dumpster and none of the five disposal fees. Local Waste

believes they are entitled to charge the Township for use of one dumpster and one disposal

fee. Fiscal Officer Wilkins stated she had suggested to Local Waste that representatives of

Local Waste get together with Trustees and work out the intent of the wording in the contract

as it is confusing.

It was noted that when Superintendent Karn was making arrangements for the cleanup, Local

Waste stated they were not going to furnish any dumpsters until the balance of the bill, as

calculated by Local Waste was paid. To avoid issues for the cleanup, Superintendent Karn

paid the disputed amount via his Township charge card.

Trustee Sheets suggested Fiscal Officer Wilkins contact the attorney at Eastman and Smith

who was involved with the writing of the contract. Wilkins stated she has not received any new bills from Local Waste at this point and was waiting to see what they charge from the recent cleanup.

Chief Taylor informed the Board that representatives with OTARMA will be on site the morning

of November 2nd for their annual review of Township properties, etc.

Per a request of Fiscal Officer Wilkins, Trustee Hunter made a resolution to authorize Fiscal

Officer Wilkins to reinvestment a certificate of deposit with Fifth Third Bank that is maturing.

Trustee Sheets seconded. Vote: Trustee Sheets - yes, Trustee Hunter - yes and Trustee Good -

yes. **R-0076**

The Board and Fiscal Officer reviewed numerous issues submitted by the Auditor’s office

relative to the Audit period of 2016 and 2017.

Fiscal Officer Wilkins reviewed the information received as well as her responses to date. Several of the issues had already been addressed as they were simply clerical misstatements, etc.

It was agreed the Road Department will issue written receipts to persons and/or agencies when funds are received by that Department and will provide a copy of the receipt to the Fiscal Officer along copies of any checks, death certificates, etc. that is already being provided to her.

Brief discussion was held regarding the need for policy and procedures. The Board members

stated that policy and procedures are being developed and worked on and they would be for

all Departments and employees. Fiscal Officer Wilkins stated that it had been her belief that the work being done was for the Fire Department as the Board had been working with Chief

Taylor and neither Superintendent Karn or herself had ever been involved nor requested for

input. It was noted the Auditor’s office had been made aware of the work being done by the

Board and Fire Chief.

The issue of the need for stricter control on payment of wages to employees was discussed.

It was noted the past issue of over payment was the result of several firefighters being paid

for overtime that was not actually worked and was an attempt to settle an overtime issue

within the Fire Department and not due to a mistake when payroll was processed. After

various comments and/or possible options were stated, it was noted that Road Department employees sign off on their timesheets and it was agreed that firefighters would start doing

the same as had been done in the past. Wilkins stated that it is her belief the Auditor’s Office

is stating the Township needs to make sure they are not approving payment to employees

that they are not entitled to be paid.

Fiscal Officer Wilkins noted that a number of the issues raised by the Auditor’s office was

clarified by the Auditor’s office as recommendations for better management practices. The

The Board and Fiscal Officer did not have issue with the recommendations such as having the monthly bank reconciliation reports reviewed by a Board member, more timely posting of

transactions, copies of employees records will be kept in a master file, etc.

It was noted the issue of the 2017 Annual Financial Report not being filed by the due date, reflected a filing date that additions, in the form of written “financial notes” were filed and

not representative of the original filing date of numerical fiscal information. Written

“financial notes” were not previously required to be filed and was brought to Fiscal Officer Wilkins attention during the audit process.

Corrective action was agreed to by the Board and Fiscal Officer where needed relative to

any non-compliance issues.

Fiscal Officer Wilkins will provide updated responses to the Auditor’s office.

Trustee Hunter made a motion to adjourn. Trustee Sheets seconded. Vote: Trustee Sheets -

yes, Trustee Hunter - yes and Trustee Good - yes. M-0078

Respectfully submitted,

Paula J. Wilkins

Fiscal Officer

NOTATIONS: Please be advised that meeting minutes are a summary of issues, statements,

etc. which take place at meetings. Meeting minutes which contain approval, additions and/or

corrections to these meetings should be reviewed. Tape recordings are available to provide

Board action, information, statements, etc. in their entirety.