

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

Call Meeting to Order:

Chairman Alex called the Special Meeting of the Franklin Township Board of Trustees to order at 10:00 a.m. on Thursday, December 17, 2020, via teleconference (ZOOM).

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

Pledge of Allegiance: led by Horn

Alex made a motion to suspend the approval of any past meeting minutes. Fleshman seconded the motion. With no discussion a vote was taken as follows: Alex, yes; Fleshman, yes; Horn, yes. The motion was passed.

Purpose of the Meeting: To discuss the 2021 budget

Alex opened the floor to the Fiscal Officer, Mary Rhinehart.

Rhinehart thanked all of the department heads, Robyn Watkins, and Jeff Wilcheck for assisting her through this budget process. Rhinehart said that everyone has learned a lot about their budget. Rhinehart said that Jeff Wilcheck, the fiscal consultant, will walk through the various accounts within the thirty-nine (39) page budget with everyone.

Rhinehart explained that Wilcheck has taken the lead on the 2021 budget and has made a lot of the changes in the background and can provide an explanation of how the budget is formatted. Rhinehart said that Wilcheck can explain why some accounts have zeros (0) and some have funds listed.

Rhinehart welcomed Wilcheck and opened the floor to him.

General Fund (pages 6 – 12)

Wilcheck asked everyone to open up to page #6 of the 2021 budget (Exhibit A) and reference the first two-line items which are the fund balance and fund balance adjustments. Wilcheck explained that these are corrections that are being worked on related to the reconciliation being completed by the Local Government Services (LGS) which is a division of the Auditor of State's Office. Wilcheck said there were over one-thousand (1000) fund adjustments from 2017, 2018, and 2019 and most of the adjustments will impact the general fund, road department, police levy, fire levy and emergency medical services.

Wilcheck said there are still a number of transactions to be resolved before year end so the fund balance may change and he asked everyone to pay attention to this account. In 2020, there were \$833,000.00 in transfers subsidies to the road, police and fire fund. Those funds were used to repay back advances back from 2013 through 2019. The budget for 2021 does not anticipate any transfers out of the general fund to subsidize the road, police, or fire funds, stated Wilcheck.

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

Wilcheck moved to *property and other local tax revenue* on page 6. Wilcheck explained that this account has been a concern for most of 2020, mainly due to COVID-19 and the shutdown of the economy and if COVID-19 would have an impact on property tax payments. So far, the township has not felt an impact in the lack of property tax payments but this does not mean it won't happen in 2021. However, the County Budget Commission has reflected an increase in the Certificate of Estimated Resources for 2021. This increase would impact the general fund, said Wilcheck.

Wilcheck said that with the new fire levy there will be an increase in funds in the fire department. Unfortunately, the road & bridge fund continues to see approximately a \$3,000.00 decrease annually for the last several years. We will know more about the property tax revenue once we receive our first settlement in 2021, which we estimate will arrive in February or March of 2021, said Wilcheck.

Wilcheck asked everyone to move to *salaries* on page 7. Wilcheck said the next topic is maintaining staff levels, which has been a concern in 2020 and into 2021. Previously, the fire department was supported by a FEMA Safer Grant which allowed for eight (8) firefighters to be hired and maintained for three (3) years. This grant ended at some point in 2018, and those eight (8) firefighters' wages/benefits were absorbed into the fire levy fund at that time. Unfortunately, the fire levy was not sufficient to maintain those firefighters' long term and it has created a problem for part of 2020 and going into 2021. The staff for the fire department went from forty (40) to thirty-two (32) for the budget in 2021. Fire Chief Welch may be able to explain this a little more but with the passing of the new fire levy it is budgeted at twenty-nine (29) fire fighters, but we've been able to manage to bring the number to thirty-two (32), Wilcheck explained.

The CARES Grant for 2020 has allowed the township to maintain the police department at the same staffing level in 2021 as in 2020. The police department benefited with \$250,000.00 from the CARES Grant. The biggest issue in 2020 has been the loss of the revenue from the traffic cameras. In 2018, \$600,000.00 was generated in revenue from the cameras, with a drop to somewhere between \$300,000.00 and \$400,000.00 in 2020, said Wilcheck.

The road department has additional funding due to creating a road district and related property taxes picked up by creating the road district. \$379,000.00 is estimated for 2021, in addition there is a new \$5.00 permissive motor vehicle license tax to kick in beginning January 1, 2021 with an estimated revenue of \$40,000.00 to \$60,000.00. Also, part of the road department's 2021 budget is the replacement of one (1) full time employee due to the retirement of a staff member in early 2020. There are also funds budgeted for seasonal workers for the road department. The seasonal workers are designed to work twelve (12) weeks and be done. This is a big help for the road department during the summer months, said Wilcheck.

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

Wilcheck moved to *employee benefits* on the bottom of page 7 and page 8. Benefits are now being charged to the same fund as the employee wages. In the past benefits were charged to any related fund that had cash and did not follow wages. The cost of employee benefits includes the cost of employee and employer pension pick up, major medical, dental, vision, life insurance, and worker's compensation and this ranges from 28% to 37% of payroll. That rate exceeds Truro Township at 32% which was the highest Township in MORPC's 2020 salary and fringe benefit report. Most local governments surveyed range in the high teens to mid-twenties for the cost of benefits. Franklin Township is a little high on employee benefits and this is probably something that should be looked at throughout 2021. Excluded from these amounts are the reimbursements for the employee's health care for items that are not covered under the health care policy, and copays which total about \$150,000.00 annually, said Wilcheck.

Rhinehart said she did some research on the HRA plan which is what Wilcheck is referring to and in the last three years the township has spent over \$380,000.00. So, on an annual basis it has been running approximately \$172,000.00, which is not factored into our benefits, and is a fairly large amount. This just puts Franklin Township into a higher bracket than most Townships in Ohio, said Rhinehart.

Wilcheck resumed and asked everyone to take a final look at the general fund and was open to address any questions that anyone had related to the general fund.

This presentation is similar to the tax budget that was adopted by the board back in July of 2020. This tax budget was the starting point of the 2021 budget. As we move forward we will amend the amounts that are in the tax budget leading up to the appropriation measures for 2021. That is why there is a revised budget 2021 listed and the budget actual information is currently up to date as of November 30, 2020, said Wilcheck.

The amounts listed under 2018 and 2019 are actual amounts as listed in UAN and we have to take these amounts lightly because they are not always accurate, as things have been charged to the wrong places due to an appropriation error, or the ability to charge it there. One of the biggest challenges with 2020 and 2021 is that we have to make sure we get as much of this cleaned up as possible. Significant strides have been made but there is still more to go, and may complicate our ability to answer some questions but we will try, said Wilcheck.

Wilcheck asked the board if they had any questions specific to the general fund.

Alex said he is curious to know why the salary line item for the administrative assistant on page 7 was pulled and then the salary for a new position in the fiscal office was added (page 7).

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

Rhinehart said that the administrative assistant salary was not pulled it was placed under contracted services (page #8) since that is currently what is happening with the position. Wilcheck said, since there is no one currently in the full-time position that is why there are no funds in the account (page 7). Rhinehart said the reason the new fiscal officer position is listed in the budget is due to the resolution that was presented last week, but no action was taken by the board. This data is helpful so the board can see how the wage impacts the budget. Alex said if the board plans to bring on a full-time administrative assistant shouldn't that line item be in the budget versus with the same logic to say that there shouldn't be a line item for a new position in the fiscal office because that is not a current position and the board has not voted to put the position in there. Wilcheck said he was going upon directions that he was given and the fact is a position listed in the budget is only budgeted. It doesn't mean one cannot be hired until the trustees approve the compensation, and in this case the fiscal office or the hiring and compensation of any other position that the board has the appointing authority for. Rhinehart said the funds for the administrative assistant position are there under a different heading due to it being a contractual service under a temp agency currently. Alex said he understands the reasoning for the administrative assistant position but that this same logic should be used and that there should not be a line item for a new position in the fiscal office because it is not a current position and it is not something the board has budgeted for or approved.

Fleshman said as far as budgeting for an additional position and if the board does not approve this position the money would go back to the general fund. However, it's been tapped-danced around and he believes that the township needs to work it in their budget as an assistant for the Administrator's office and when the time comes and the township can do it, then they can do it. Those two positions are eventually going to need to be taken care of, however, it is planning. This needs to be handled the same in both departments, not just one, said Fleshman.

Rhinehart said that is why the funds are included, they can be used or moved to another area in the general fund. When approving the budget, it is not approving a position, it is approving funds in a bucket which can be moved.

Fleshman said what we need to see is an administrative assistant for the Administrator as well. Once the position is hired to full time, the funds would be moved from contracted services, said Rhinehart. The tax budget 2021 and the revised budget 2021 are important columns in the budget. We are working off of the revised budget 2021 column, said Rhinehart.

Wilcheck asked everyone to turn to page #12 and look at the anticipated carry over balance in the general fund of \$13,648.00 from 2020 to 2021. There is no great deal of wiggle room right now in the budget unless significant changes are made. Certainly, that can happen as we go through this, but wanted to draw this to the board's attention. Because if we try to work something in

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

without making changes, the general fund will be in a deficit and the township is not allowed to adopt a budget with a deficit, said Wilcheck.

Alex said in looking at 2021, the Township does have new sources of revenue such as the fire levy, new millage assessments, the motor vehicle license tax, and the new road district. We've had a significant amount of money come in from the CARES Act in 2020 that went to cover a lot of existing expenses. So, why is that new revenue not showing a larger increase in revenue in the budget and why wouldn't that carry-over be higher, because we spent less and brought in more in 2020, said Alex.

Wilcheck said that when we get to the fire levy fund (pages 25 – 28) the board will see an increase in revenue in that fund, when we get to the road department (pages 23 – 24) the board will see an increase in revenue in the road district fund. The general fund has its own source of revenues and each of the other funds have their own source of revenue which is restricted for that particular purpose. So, the dollars from the new revenue Alex is talking about is in the budget but it is not a part of the general fund. The CARES Grant money that was received (\$1.2 million) went into a special fund and was then dispersed from there. The board will see when we get to the police, fire and road departments how those funds helped out those departments. The CARES Grant reimbursed those funds for salaries and the cost of leave-time for those who were off due to the impacts of COVID-19, said Wilcheck.

Alex asked about the sale of township owned properties and where those funds went. Wilcheck said the sale of the land bank properties went into the general fund to help with transfers of subsidies to other funds and eliminated advances from prior years that needed to be cleaned up which equaled \$834,000.00. There was only about \$100,000.00 in the land bank account, it still helped in cleaning up problems from prior years. The sale of land bank properties has been the board's desire to use for general fund operations, but going forward as long as there are no restrictions on the use of those dollars for rehabilitation with the Central Ohio Community Improvement Corporation (COCIC), the trustees could approve those dollars for permanent improvements. This can be done by setting the dollars aside in a separate fund and removing them from the general fund, explained Wilcheck.

Fleshman said that at one time that was what those dollars were to be set aside for. Wilcheck said he is unsure of what conversations took place back then but the funds were not set aside or put in a different pot for other purposes, it all went into the general fund and has been used for general fund operations. Fleshman said he disagreed with Wilcheck that it sounds as if those funds were used without the board's approval. Whether the funds were in the right line item or not this is the first time the board is hearing that the money from the land bank is gone and that they were looking to spend those funds on projects in the township such as the new salt barn, the new police modular, etc. which was paid with money that was not taxpayer dollars. The

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

board agreed when this land bank project started that this money would be used to better the township, Fleshman explained.

Horn said capital improvements is what the money was to be used for per prior resolutions that the board approved. Wilcheck asked the board to look at page 11 of the 2021 budget to review the *Capital Outlay* line item. Wilcheck reviewed 2018, 2019 and 2020 and how it was spent. He then explained that there were more expenditures in capital improvements then there was in revenue from the land bank during this timeframe. Rhinehart said the board spent the money regardless of where the funds were located in the budget. Fleshman said the reason he was asking is because it was just stated that the money from the land bank fund was used to pay back past advances. Rhinehart said, that is correct due to things not being recorded correctly in the past.

Rhinehart asked the board to reference page 12 of the 2021 budget and reviewed the advances and transfer tracking from 2018, 2019, and 2020.

Fleshman asked if future land bank money will go into a separate line item that the board can decide what the funds can be used for. Wilcheck said a resolution can be written up where the land bank funds will be in an isolated account (trust) and the purpose of those funds will be outlined based on the COCIC guidelines on improvement expenditures only. Fleshman asked Wilcheck when the property sells at 1963 Harrisburg Pike would those funds be placed into a different account. Wilcheck said based on the Ohio Budgetary Law, the sale of this specific property (since it is considered a permanent improvement) would require the revenue to be placed in a separate fund and to be used for permanent improvements such as the purchase of land or the construction of a new building or for road projects. Wilcheck said he would also have the fiscal officer reach out to the township's legal counsel to provide the legal definition of permanent improvements. Rhinehart said the reason there is no line item for permanent improvements in the 2021 budget is that this is something the township currently does not have available.

Wilcheck said there is an old permanent improvement account listed with about \$8,000.00 in it from the Geneva Avenue water project which is in conjunction with the Ohio Public Works Project agreement. The township will need to make sure there are no strings attached to the remaining \$8,000.00 and if there is not, then those dollars can be used for permanent improvements. The last payment on this water project will be in January 2021, said Wilcheck.

Wilcheck asked the board to return to page 6. During 2020 there was a triennial update from the Franklin County Auditor's Office related to property taxes which allowed for an increase of about \$2,000.00. House Bill 50 is a special assessment and has been placed in the proper account code for 2021. Mobility franchise fees with AT&T were broken out separately before and that is not needed since this is all a part of the cable franchise fee. This has

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

been reclassified and placed under the right account code. The local government receives money from the state that is passed through the county and then down to the township; we are looking at approximately \$379,000.00 for 2020 and an estimate of \$350,000.00 for 2021. Since the state is having financial issues it is unclear if this will have an impact on local government money, said Wilcheck.

Under intergovernmental Wilcheck explained that there is a CAT Tax (Commercial Activity Tax), this was used to replace the Tangible Personal Property Taxes and it is being phased out so the township is not expected to receive much revenue from the CAT Tax in 2021.

Other intergovernmental revenue is the Columbus and Georgesville Road Agreement in which the township did not receive any revenue from this in 2020, so we are not anticipating any revenue in 2021. There is also the agreement with the City of Columbus related to the casino which is budgeted at approximately \$90,000.00 for 2021, said Wilcheck.

Under special assessments there is an account code for burnt homes for when the township receives money from an insurance company for compliance purposes. Once the property is restored or cleaned up those dollars are refunded back. These funds are now accounted for in an agency fund which holds those dollars, because these dollars are not for the township to spend. Currently, there is about \$13,000.00 in that fund being held as a deposit.

The Assistant Fiscal Officer asked Wilcheck what happens when the property owner does not comply with rebuilding or cleaning up the property and is there a statute of limitation on the timeline the property owner has to comply. Wilcheck said there is a timeline but he is unfamiliar with it, but if the property owner does not comply the township can use those dollars from the insurance company to go and clean up the property or hire someone to clean it up. If that would occur those funds would need to be moved into the general fund where they can be appropriated to clean up the property, said Wilcheck. Rhinehart said there are notices and a timeline for these funds.

Wilcheck asked everyone to move to page 9, under Public Safety. The maintenance of fire hydrants has been taken care of out of the fire levy fund as well as dollars out of the general fund. This is something that needs research to make sure it is an allowable expenditure under the fire levy fund and if that is the case the general fund will no longer support this expense, said Wilcheck.

Under public works (page 10), this includes the maintenance agreements with ODOT 18257, and Columbus related to Georgesville Road and W. Broad Street maintenance of the medians and right-of-way on those roads such as snow plowing and grass cutting. Continuing under public works, the township provides brush removal for the township residents and this is not an allowable expense under the road department. When there are fees associated with this

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

service such as dumping fees, etc. these are to be taken out of the general fund. There is also a line item for House Bill 50 which is an interfund billing between the road department and the general fund with the cost associated with this fund. Once a year this is considered, and billed to the general fund from the road department.

Under the *health* category (page 10), there are funds which are to be used for the maintenance of the cemetery under the township, which is an obligation. Also, by statute, the portion of the Franklin County Public Health District is billed to the township and in 2020 we paid approximately \$48,000.00.

We are budgeting \$50,000.00 for 2021, said Wilcheck. The reason the township is required to pay this is because they do not have their own health department and depend on Franklin County Public Health Department for their services, said Rhinehart.

Wilcheck moved to *other health* (page 11) and explained there is reference to professional and technical services for mosquito abatement. This is an annual agreement for this service and must be paid out of the general fund, said Wilcheck.

Wilcheck moved to capital outlay (page 11) and explained that there has been nothing requested in 2021 and with the pending reconciliations it is uncertain as to where the general fund is going to fall. This may take until the first quarter of 2021 before we know for sure where the general fund stands. Currently as budgeted the general fund will end 2021 with \$13,000.00. This is a very low balance and a balance that is very uncomfortable, said Wilcheck.

Rhinehart explained that due to the revenues in 2021 not reaching the \$10 million threshold, the elected officials' salaries will go down beginning January 2021. However, if the township receives additional funds then a retro payment can occur within the same month. The township is waiting for a refund from the Ohio Bureau of Workman's Compensation, so if this comes in 2021, this could push the township over the \$10 million threshold, time will tell, said Rhinehart.

Horn asked Wilcheck to explain the township's pay scale compared to other townships. Wilcheck explained that the salaries and benefits are in the budget based on a worksheet and were calculated very closely. Salaries and benefits are about 70% of the entire 2021 budget, said Wilcheck. The township has to be very careful when renegotiating collective bargaining contracts and work closely with the fiscal department to ensure there is an understanding of the budget. Moving forward the township will need to be fiscally responsible when it comes to wages and benefits, said Rhinehart. Horn said he is very nervous about how much the township is paying out in December of each year based on collective bargaining agreements. Horn said he is concerned about payroll and

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

that the township is spending more than they have, and is unsure where the township is going from here. Some changes have been made and as we move farther along with the budget discussion today, hopefully the board will be pleased with the changes, said Wilcheck.

Motor Vehicle Licensing Tax (MVLТ) (pages 13 – 14)

Wilcheck asked everyone to move to page 13 to discuss the *Motor Vehicle Licensing Tax (MVLТ)* fund. Wilcheck explained that there are five (5) funds which account for the operations of the road department and each fund has limitations related to how the fund can be used. The MVLТ for 2109 and 2020 had a revenue of only \$14,000.00 from the State which limits how much can be spent from that fund. There will be one account under the MVLТ for 2021 and that will be for buying road salt. Rhinehart said they are streamlining this process so there won't be salt purchases in multiple accounts. There is a carryover balance of about \$1,100.00 in this account, said Wilcheck.

Gas Tax (pages 15 – 16)

Wilcheck asked everyone to move to page 15 to discuss the *Gas Tax* fund. Wilcheck explained that this is an allocation of gas taxes levied by the State. This revenue is holding reasonably well at \$161,000.00 for 2021. There is one individual from the road department in this fund with wages and benefits. This is one of the changes that was made in 2020 and the benefits followed the employee wages. Also, there is about \$30,000.00 budgeted in this account for road materials as outlined on page 16. There is a carryover balance of about \$16,000.00 in this account, said Wilcheck.

Discussion:

Another thing that the fiscal department has been looking at is the carryover balances for each account for the new year, not just 2021, but for each new year, said Wilcheck. The Government Finance Office Association (GFOA), pushes for the general fund to have at least three (3) to six (6) months of carry over balance as a cushion. In reviewing the flow of dollars coming in throughout the year, since the township receives funds on a monthly basis, it is not necessary to have three (3) to six (6) months' worth of a carryover balance. We are striving for a one (1) month of average expenditures in terms of a carryover balance. We are working towards that goal y, said Wilcheck.

Road & Bridget (pages 17 – 19)

Wilcheck asked everyone to turn to page 17 to discuss the *Road & Bridge* fund.

Horn asked what the schedule is for the township to receive revenue from the property taxes. Property tax settlements come in January and August

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

annually, said Wilcheck. Rhinehart said she has asked for advances ahead of time so revenue from property taxes come in monthly, versus twice a year.

Wilcheck said the township had the advantage of being a recipient of the 2020 - Ohio Public Works completion of several road projects, which impacted many of the township's intersections.

Returning back to page 17 & 18 to discuss the *Road & Bridge* fund, Wilcheck explained that there is one employee being covered with wages & benefits under this account as well as the payments for the new jetter vac (under debt service). It is projected that this fund will end in 2021 with approximately \$16,000.00 in it, said Wilcheck.

Permissive Motor Vehicle License Tax (PMVLT) (pages 20 – 22)

Wilcheck asked everyone to move to page 20 to discuss the *Permissive Motor Vehicle License Tax (PMVLT)* fund. Wilcheck explained that this fund is picking up additional revenue due to the new licensing tax fee of \$5.00 beginning January 2021 with an estimated new revenue of between \$40,000.00 and \$60,000.00. This fund has one employee being covered with wages & benefits. Other expenditures in this account are outlined on page 21, and these accounts will handle a lot of the road maintenance and vehicles, said Wilcheck.

This account also receives subsidies from the general fund of about \$63,000.00 as outlined on page 22. The account will end in 2021 with \$593.00 to carry over. This budget does not anticipate any subsidies from the general fund to any road department fund or to any fund. The general fund cannot afford to make any subsidies at this time, said Wilcheck.

Road District (pages 23 – 24)

Wilcheck asked everyone to move to pages 23 & 24 to discuss the new *Road District* fund. Wilcheck explained that the road district is a new fund that is additional inside millage which was not collected but available previously. This will be revenue for the road department in the amount of \$376,000.00 annually. The planned expenditures for this fund currently is for two employees' to be charged with wages & benefits, including seasonal workers to help in the summer months with mowing, etc., said Wilcheck.

Rhinehart said she ran across a letter dated back in 2019 explaining this benefit eligibility, unfortunately we missed out receiving one year of this revenue but we are good now and have budgeted this revenue in 2021.

Discussion:

Fleshman said that the board asked upon hiring an administrator that this person would need to find revenue to pay for their position and Mark Potts has

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

done just that. Potts has brought over \$1 million into the township that the taxpayers do not have to pick up. Rhinehart said she is not sure about \$1 million but it is at least a couple hundred thousand dollars. Fleshman said, when you take into consideration the CARES Act funding that Potts worked on as well as the road district money, the totality of everything, it is over \$1 million. Potts thanked Fleshman and acknowledged that the fiscal department worked very hard on the CARES Act funding as well.

Wilcheck said with the new road district and the additional \$5.00 vehicle licensing tax this will bring in an additional \$400,000.00 to the road department beginning in 2021.

Fire Levy Fund (pages 25 – 28)

Wilcheck asked everyone to move to page 25 to discuss the *Fire Levy* fund. Wilcheck explained the concerns about how they have now broken down the salaries into different categories as well as over-time, longevity, and working out of class. Another big thing that occurs is leave time cash outs and we will be accounting for those separately going into 2021. Chief Welch said he is pleased on how the salaries are broken down and it is much easier to forecast. Welch said he is still planning to budget for twenty-nine (29) fire fighters in 2021 and reminded everyone that he will be retiring in January of 2022 and will be looking for his replacement in the later part of 2021. Welch is asking for his replacement to be hired and come in and work with him for his last four (4) to six (6) months prior to retirement. Welch said it looks like the budget has thirty-two (32) firefighters accounted for but is asking for those funds to be split out and to hire a replacement fire chief to work with him during the duration of 2021 before he retires. Welch said he is pleased with the 2021 budget and it is exactly where he thought it would be.

Wilcheck said on page 25, under miscellaneous revenues there are CARES funds and these funds are not appropriated and will be carried over into 2021 as reimbursement wages. Welch said, in 2021, engine 193 will be shipped out to Wisconsin to fix the frame work/repairs and the township anticipates \$40,000.00 but appropriated \$60,000.00 for those repairs. This fund will also cover turn-out gear for the firefighters as well.

Wilcheck said it is important that everyone knows how much the CARES Act funding has helped the township's vital services. Rhinehart said the CARES Act funding has allowed to budget for thirty-two (32) firefighters for now. Welch said he is still maintaining his budget at twenty-nine (29) firefighters.

Wilcheck said the fire department received a FEMA grant a few years ago which allowed them to hire eight (8) new firefighters but this grant expired in 2018 and the township absorbed those firefighters in the fire levy fund which could not be sustained. The same FEMA SAFER grant is coming available again. Welch said Franklin Township Fire is going to apply for this FEMA

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

SAFER grant again but will not know the results until the latter part of 2021. The reason the township has not applied for the SAFER grant after it expired was the township needed to show they could maintain those employees hired under the initial grant. The township is going to try their hardest to win that grant again, said Welch.

Rhinehart asked Welch what kind of financial value would that be if the township would be awarded the SAFER grant again. Welch said if the grant is awarded the township would be able to hire ten (10) new firefighters so the value can be based on hiring ten (10) new people, said Welch.

Welch asked Wilcheck about the 2021 carryover balance for the fire levy fund. Wilcheck said currently the budget reflects a \$400,000.00 carryover but that there are some outstanding things in 2017, 2018, 2019 which may result in some fund balance adjustments and we are hopeful those adjustments do not impact the fire levy fund, said Wilcheck.

Ambulance and Emergency Medical Services Fund (pages 29 -31)

Wilcheck asked everyone to move to page 29 to discuss the *Ambulance and Emergency Medical Services* fund. Wilcheck explained that this fund receives billing for the ambulance runs that are made. The township is anticipating a decrease in this fund in 2020 even though they received a CARES grant for EMS services earlier this year. The grant allowed to replace the loss in the billable services. There will be additional CARES Act funding that will carry over into 2021. There is a chance based on how things go in this fund throughout the first half of 2021, that the township may be able to order a new medic in the last half of 2021. It has been discovered that some revenue from the 2017 EMS billing was not recorded and if this all works out, this found revenue could be enough to purchase a new medic, said Wilcheck. Rhinehart said, that is why it is so important to perform and complete the 2017, 2018 and 2019 reconciliation to hopefully find funds that were not recorded.

Wilcheck said that he hopes that at some point in 2021, if the township's computer system can handle it, everyone can have view access only to UAN and then they would be able to see their accounts and budget in real time.

Horn asked Welch about the expense that the township incurs when the fire fighters cash out their leave time. Horn said he was staggered by the amount of money that was paid out in 2019. Horn confirmed that Welch is planning to go to twenty-nine (29) fire fighters in 2021. Welch confirmed that four (4) fire fighters plan to leave in January 2021. Horn said he has not had time to speak with Welch personally but would hope there would be a way to maintain the thirty-two (32) fire fighters. Horn said some of the fire fighters have grumbled and have not acted very manly during these tough times. The township has done everything they can do to keep them working. If we run short then it may be a time to consider some concessions, said Horn. Welch said he believes this conversation is for another time. Alex agreed that this conversation is not for

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

now. Alex said, for the record, he will not be asking any of the township employees for a concession.

Police Levy Fund (pages 32 – 35)

Wilcheck asked everyone to turn to page 32 to discuss the *Police Levy* fund. Wilcheck pointed out the loss of revenue in the police levy fund is due to the decrease in the traffic camera funding. In 2019, revenue from the traffic cameras was \$600,000.00 and in 2020 it was \$300,000.00. There is not enough revenue coming in to sustain the police department past 2021, said Wilcheck.

Discussion:

Lt. Ratliff asked Wilcheck about the line item *Other – Misc. Operating – CARES*, which was the fund where the police department asked for new cruisers and laptops for the cruisers. It was uncertain at that time if payroll could be included in the first round of CARES Act funding. Lt. Ratliff asked Wilcheck where those dollars were recorded on the budget. Wilcheck said those initial purchases were taken from a specific CARES Act funding account which is not related to the police levy fund. The CARES Act funds listed in the police levy are the funds used to reimburse the police department for wages lost due to COVID-19. The police department received \$180,000.00 for new cars, \$60,000.00 for new laptops (in a different fund) and \$250,000.00 to reimburse lost wages, said Wilcheck.

The CARES Act grant will not be encumbered in 2021 because everything has been accounted for in 2020, said Wilcheck. Lt. Ratliff said the police department is working with GATSO who is working with Franklin County to get the traffic cameras back up and running. Rhinehart said, if that happens this will make all of the difference with the police budget.

Fleshman asked where we stand on utilizing the traffic cameras in other areas outside of the school zones. Potts said if the township would operate the cameras outside of the school zone we would then lose our local government funding per the State law. Fleshman said, the purpose is not to make a profit off the cameras but to make our township safer. Lt. Ratliff said he would like to use the cameras a lot, with our new body cameras and using the traffic cameras in lieu of personal traffic stops to help eliminate possible issues such as what continue to surface with today's policing. Fleshman said, he agreed that with the talks of defunding the police how the township could use the cameras to see if it equals out to the loss of the local government funding. Potts said there is an anti-camera movement and they are making sure the cameras are not being used to make a profit. It is currently in the lower courts, said Potts. Fleshman asked Potts if the township can look into how the township could utilize the cameras and a percentage could offset the township and maybe an even wash and a good way to protect the township.

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

Wilcheck said that if the township starts collecting money funds outside of the school zones the township would lose \$300,000.00 in the general fund. The police fund would benefit from the revenue from the cameras outside the school zone but the general fund would suffer, said Wilcheck. Rhinehart said the township can continue to watch the legal status on the bill and ultimately if laws change it could be beneficial to the township at some point.

Law Enforcement Trust (page 36)

Wilcheck explained that the Law Enforcement Trust fund is a very restricted fund and that is why there are limited funds in these accounts.

Enforcement and Education (page 37)

Wilcheck explained that the Enforcement and Education fund is a restricted fund as well and that is why there are limited funds in these accounts.

Wilcheck said the police levy is up for renewal in 2022. The trustees may want to consider placing this levy on the ballot in 2021. Lt. Ratliff said that Chief Smith has spoken on this matter and plans to place the levy on the ballot in 2021.

Lt. Ratliff said the police department has been offering comp time versus overtime to the officers and did not replace a full-time employee in 2020. It has been extremely busy out there on the street and the officers have been working very hard, said Ratliff.

Building Department (pages 38 - 39)

Wilcheck asked everyone to turn to page 38 to discuss the Building Department fund. Wilcheck explained that there are some issues that surround this fund. Right now, the fund is being requested as if it will continue to exist in 2021. The AOS (Auditor of State) has questioned some of the charges that have been made to this fund. Going forward we have backed away from any of those charges being budgeted. The second thing the auditor's question are the fees that are being collected. These fees are unrestricted and go to the general fund. The legal authority for the fund to exist is in question and more than likely the fund will be rolled into the general fund at some time in 2021. The only item that will be budgeted in this account is the cost for technical and professional services for the review of building plans, said Wilcheck. Rhinehart said the other services and the staff wages will need to be picked up in some other manner. The AOS is having problems with fire being involved.

Discussion:

Rhinehart said if the township does receive the \$560,000.00 refund from Ohio BWC, we do not want to think about spending that. We have an IRS potential

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

of over \$350,000.00, we also have the HRA and the IRS and how they will review that if so, it could be \$378,000.00. The AOS has asked for all of the information back to the inception of the HRA from the previous provider. We would need exact figures on the HRA and how much each employee was paid and then the question is who is liable, the plan administrator, the employees or the township so we are turning this over to legal to address it. The AOS is aware so we need to hold funds for a potential liability, said Rhinehart.

Wilcheck opened the floor for questions about the entire budget.

Fleshman asked Rhinehart about the payment to another political subdivision line item on page 27 and what does this mean. Wilcheck said this is the dispatched services for the fire department and was under the wrong account code previously. The account is now listed under contractual services, said Wilcheck.

Fleshman asked Rhinehart about property insurance on page 9 and if a cost of \$65,000.00 is normal. Wilcheck said this is for property and liability insurance under OTARMA and that this price would be difficult to beat. Rhinehart said this is a good rate based on her experience that the township would be paying at least \$72,000.00 to \$80,000.00 with a budget of this size.

Fleshman asked Rhinehart about dues and fees bank charges on page 8 at a cost of \$15,000.00. Rhinehart agreed that this is ridiculous and that she would like to move accounts but we have to go back so far for the audit, we are unable to close this account. Fleshman asked if these rates could be negotiated. Wilcheck said the board can put out a Request for Proposal to various banks, where the fiscal officer comes up with the criteria to award a depository agreement/contract. The township can then look at the cost of the services that come into play. The township may then award a new depository contract based on the request for proposals the township receives. One thing that may be included in the current cost is the fees for the lockbox and the fees associated with the collection of the EMS bills, said Wilcheck.

Rhinehart said she had a conversation with our financial institution and was able to get some of the lockbox and EMS billing reduced from over \$1,000.00 to \$700.00 annually. Rhinehart said her goal is that once the township is done with the reconciliations and the audit that the township gets out of PNC.

Horn said that he explored a few years ago what it would take to move banks and discovered it was very tedious and time consuming. It would be difficult to change banks until things are cleaned up. Rhinehart said she has changed banks before in her career so she said she knows how to do it. Horn agreed that it is no easy chore.

Wilcheck researched and discovered that the liability and insurance fund expenditure can be split up and allocated into other funds outside of the

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

general fund. Wilcheck said he will look into this to see how the funds can be split. Horn said the township is not living within their means. Each department needs to cover their own expenses and in good conscience we are not doing it, said Horn. Rhinehart said AOS has asked how the township is splitting up utilities, etc. and how it is substantiated. Wilcheck said the records have not been very good in the past so once things are reconciled it will be clearer to see the records. Horn said in the past whoever whines the most gets what they want. The Board has to get a back bone to say no and what is allocated is what you get to spend.

Rhinehart said in the next year accounts will continue to be broken down, such as utilities, phone systems, etc. but right now we are working on the main items.

Rhinehart asked the board if they would be willing to vote on the 2021 budget resolution today so she can set up the 2021 accounts in the computer. Alex said he needs a little more time to review. Rhinehart asked if a special meeting date could be confirmed. Alex asked Potts to set up a special meeting for early next week.

Fleshman thanked Rhinehart and her staff for reviewing the budget and going through things line by line. Fleshman agrees with Alex that that board needs a little more time to review and ultimately come back to the table to vote on it.

Rhinehart asked the board if they would be willing to amend Resolution 2020-224 due to typographical error. The board agreed and asked Rhinehart to proceed with the amendment.

Rhinehart recommended the following resolution replacing the words Permission Motor Vehicle Tax with EMS Services:

**Resolution 2020-224
Amended 2020-229**

WHEREAS, revenues for the operations of the road department are not sufficient to fund existing operations; and,

WHEREAS, transfers from the General Fund are necessary to subsidize the operations and keep the road department operating for 2020.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Franklin Township, Franklin County, Ohio:

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

<u>Fund/Program/Department</u>	<u>Current Appropriations</u>	<u>Increase (Decrease)</u>	<u>Revised Appropriations</u>
<u>GENERAL</u>			
<u>Debt Service</u>			
Debt Service	\$174,900	\$2,600	\$177,500
<u>MOTOR VEHICLE LICENSE TAX (2011)</u>			
<u>Highways</u>			
Other	21,900	(5,500)	16,400
<u>GAS TAX</u>			
<u>Highways</u>			
Salaries	114,700	1,300	116,000
Other	61,600	3,700	65,300
Total	176,300	5,000	181,300
<u>ROAD AND BRIDGE</u>			
<u>Highways</u>			
Salaries	127,200	2,200	129,400
Other	12,175	1,100	13,275
Capital Outlay	16,750	(16,750)	0
Debt service	22,675	16,750	39,425
Total	178,800	3,300	182,100
<u>FIRE LEVY</u>			
<u>Fire Protection</u>			
Salaries	2,480,000	0	2,480,000
Other	1,330,100	200,000	1,530,100
Total	3,810,100	200,000	4,010,100
<u>CARES Provider Relief</u>			
<u>Emergency Medical Services</u>			
Other	20,502	2	20,504
<u>PERMISSIVE MOTOR VEHICLE LICENSE TAX</u>			
<u>Highways</u>			
Salaries	48,000	0	48,000
Other	1,248,200	20,600	1,268,800
Debt Service	11,200	0	11,200
Other Financing Uses	20,600	(20,600)	0
Total	1,328,000	0	1,328,000

Alex moved. Fleshman seconded the resolution; with no discussion, the roll was called for its adoption and the vote was as follows:

Alex: YES/ NO

Fleshman: YES/ NO

Horn: YES/ NO

Resolution passed.

Rhinehart shared with the board that Wilcheck will be available on Monday, December 21, 2020, to answer any questions that board may have about the 2021 budget.

RECORD OF PROCEEDINGS

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

Special Meeting

**Held via Teleconference
COVID-19 Emergency Declaration
Ohio's Open Meeting Act**

December 17, 2020

Adjournment:

With no further comments/discussion Alex adjourned the meeting at 12:33 p.m.

Signature on file with original
Aryeh Alex, Chairman/Trustee

Signature on file with original
John Fleshman, Vice-Chairman/Trustee

Signature on file with original
Ralph Horn, Trustee

Signature on file with original
Mary Rhinehart, Fiscal Officer