

RECORD OF PROCEEDINGS



BROWN TOWNSHIP REGULAR SESSION

Held: January 15, 2018

The Trustees convened in regular session on Monday, January 15, 2018 from 7:00 p.m. to 8:05 p.m. in the second floor meeting room at 2491 Walker Rd Hilliard, Ohio 43026. Fiscal Officer Greg Ruwe called the meeting to order with the following members present:

Ms. Pamela Sayre	Present	Mr. Joseph Martin	Present
Mr. Gary Dever	Present	Mr. Gregory Ruwe	Present

Also in attendance:

Ms. Elizabeth Clark (Executive Asst. to the Trustees) (via phone) and Ms. Barbara Hoover (Clerical Asst. to the Trustees.)

Nominations for 2018 Trustee Chairs

Fiscal Officer Greg Ruwe thanked Trustee Martin for his service as Chair during 2017. He asked for nominations for the 2018 Chair and Vice-Chair of the Brown Township Board of Trustees. Trustee Dever nominated Trustee Pamela Sayre for the Chair position and made a motion for her appointment. Trustee Martin seconded the motion. Voting results: Martin: aye, Dever: aye. Motion approved.

Trustee Sayre nominated Trustee Dever for the Vice-Chair position and made a motion for his appointment. Trustee Martin seconded the motion. Voting results: Sayre: aye, Martin: aye. Motion approved.

The meeting was then turned over to Chair Pamela Sayre to conduct.

Approval of Minutes

Trustee Dever made a motion to approve the Minutes of the December 18, 2017 Regular Session. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Fiscal Actions

Bills were presented for payment. Trustee Martin made a motion to approve the payment of bills. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

The Trustees previously reviewed the January 2018 payroll report. Trustee Dever made a motion to approve the payroll report. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

The Trustees previously reviewed the bank reconciliation and the supporting financial reports for the month of December 2017. Trustee Martin made a motion to approve the bank reconciliation. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Franklin County Sheriff Report

No representative in attendance.

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Norwich Fire Department Report

Captain Jeff Evans attended the meeting and presented Chief Warren's Total Incidents by Jurisdiction Report for December 2017 (including yearly totals) and the 2017 "Call for Services" graphic report. During December 2017, there were (10) EMS runs and (2) Fire runs in Brown Township. The report reflects runs made only in the unincorporated areas of Brown Township. Captain Evans reported that during 2017, the NTFD made 5,648 total runs. This represents an additional 411 runs over the 2016 total.

Beth Clark's Report (Submitted)

HILL FARM REZONING PROPOSAL

The Hill Farm rezoning proposal was scheduled for the January 11 Hilliard Planning & Zoning Commission meeting. I do not yet have the result.

NPDES

The annual NPDES report was submitted to the Franklin Soil and Water Conservation District before the January 15 deadline.

WINTER NEWSLETTER

The Winter 2018 newsletter is at the printer and includes the following articles:

- Public Safety summary
- Snowplow operations
- Dr. David Stansbery
- Single hauler article and survey
- Disposition of dead animals in and outside rights-of-way
- Ohio Checkbook

Several items require discussion and resolution.

Ms. Clark reported that at the January 11 Hilliard Planning & Zoning Commission meeting, the Hill Farm case was postponed until the February 8 meeting. A discussion was held relating to the draft of the upcoming Newsletter. All the Township roads were enumerated. The inclusion of a postcard survey in the Newsletter was discussed and approved. It was agreed that the Trustees going forward will approve both the Word document draft and the Proof from the printer for each newsletter. The request for approval will contain a date and time deadline for approval. A non-response by the deadline date will be considered an approval.

Scheduled Agenda Items:

None scheduled.

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Audience Participation:

None in attendance (due to weather conditions).

Old Business

Purchase of New Snow Plow

Trustee Dever reported that a township in NW Ohio is interested in purchasing our current snowplow truck. This same township purchased our prior truck in 2011. Jerry Audrey, who retired after a career with a local truck vendor, has volunteered to help determine the value of our present truck and help "spec out" a new one and get a purchase price for the Township. It was determined that this topic should be placed on the March meeting agenda.

Intergovernmental Meeting Presentation

The Board previously determined that Executive Assistant Clark should make a presentation at one of the Intergovernmental Meetings regarding Brown Township. This presentation will not be made at the January meeting. Preparation will begin for possible presentation at the April meeting. The Board decided that Attorney Don Brosius should be invited to attend our February meeting to discuss the presentation.

New Business:

2018 Salary & Wage Review

Per ORC Sections 505.24 and 507.09, township trustee and fiscal officer salaries are based on the annual budget of the township. For 2018, the Township's Budget is greater than \$3.5 million. Therefore, the Brown Townships Trustees will be paid an annual salary of \$13,612 and the Fiscal Officer will be paid an annual salary of \$23,396.

The Trustees then reviewed and set the hourly rates for the remaining Township employee positions as follows:

Executive Assistant: Trustee Dever made a motion for the Executive Assistant to be paid \$38 per hour. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Clerical Assistant to the Trustees: Trustee Dever made a motion for the Clerical Assistant to the Trustees to be paid \$15 per hour. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Road Crew: Trustee Martin made a motion for the Road Crew employees to be paid at a rate of \$25 per hour. Trustee Dever seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. Motion approved.

Fee to Mow Township Building acreage

Trustee Martin made a motion for the flat rate for mowing the entire Township Headquarters acreage be set at a rate of \$200 per complete mowing. Trustee Sayre seconded the motion. Voting results: Sayre: aye, Martin: aye. Motion approved. Trustee Dever abstained from this motion issue.

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2018 Benefit Review

The Board reviewed the current benefit policies for the Board members. These consist of the Health Insurance Premium Reimbursement Plan, Dental Insurance, Group Life Policy, and the Disability Insurance Policy. It was determined that no changes be made to the present benefits and that the policies should be kept in force.

Business Cards

The Board decided that new business cards should be ordered reflecting the current email addresses. Trustee Martin will put together an order for 50 cards for all employees needing cards. The employees were encouraged to update any information that they wished to be included on their cards.

Email Domains

Trustee Martin led a discussion regarding the infrequent use of personal email accounts of public officials to send correspondence to the Township email server and the records retention issues involved. It was decided that this type of correspondence should be kept to a minimum. Some participants requested that no such emails be sent to their Township account.

Adjournment

With no further business, Vice Chair Sayre asked for a motion to adjourn. Trustee Dever made a motion to adjourn the meeting. Trustee Martin seconded the motion. Voting results: Sayre: aye, Dever: aye, Martin: aye. The meeting was adjourned at 8:05 p.m.


Pamela Sayre, Chair


Gregory Ruwe, Fiscal Officer

All formal actions of the Trustees/ Fiscal Officer of Brown Township concerning and relating to the adoption of resolutions and/or motions passed at this meeting were adopted in a meeting open to the public, in compliance with the law, including Section 121.22 of the Ohio Revised Code.