

Minutes of November 22, 2016

Record of Proceedings

Regular meeting of the Washington Township Board of Trustees was held at the Washington Township Administration, 6200 Eiterman Road, Dublin, Ohio, on November 22, 2016, at 6:30 p.m. Meeting was called to order by Mr. Charles Kranstuber, Chair, and the meeting was opened with the Pledge of Allegiances.

Roll called: Mr. Charles Kranstuber, Chair, - Present
 Mr. Gene Bostic, Vice Chair – Present
 Ms. Denise Franz King, Trustee – Present

Special Guest:

Ms. Andrea Weaver, Union County Auditor, was present to give an update to the Board of Trustees on what is going on in Union County and with Property Values. Ms. Weaver stated the tri-annual (3 years) property tax valuation update will be certified in approximately 2 weeks. The average estimated property tax increase is approximately 27%. Property values have increased in three years to match the current market, people are paying more for their properties and the area continues to grow. A discussion was held and the Board thanked Ms. Weaver for all she does for Washington Township and Union County.

Resolution Terminating Employment:

Mr. Kranstuber introduced and moved the adoption of the following Resolution:

A RESOLUTION TERMINATING NICHOLAS J. MARCUM'S EMPLOYMENT AS A PART-TIME FIREFIGHTER

WHEREAS, the Board of Township Trustees of Washington Township hired Nicholas J. Marcum on October 1, 2015 to work as a Part-Time Firefighter; and

WHEREAS, the Board of Trustees for Washington Township recognizes that Nicholas J. Marcum has communicated his intention of resigning to accept other employment.

NOW, **THEREFORE, BE IT RESOLVED** by the Board of Trustees of Washington Township, Franklin, Delaware, and Union Counties, State of Ohio:

SECTION 1: The Board of Trustees hereby approves the termination:

Name: Nicholas J. Marcum
 Position / Department: Firefighter/Fire
 Classification: Part-time
 Effective date: November 21, 2016

SECTION 2: Nicolas J. Marcum is eligible for rehire;

SECTION 3: It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board and that all deliberations of the Board and any of the decision making bodies of the Board of Trustees which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 4: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Mr. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2016.11.22.001

Append #001

2016 Compensation:

The Township's 2016 Compensation Resolutions for both Uniformed and Non-Uniformed Personnel expire on December 31, 2016 at 11:59 p.m. EST, however time worked December 16, 2016. In 2016, the Township's compensation study was completed by Clemans Nelson LLC. Continuing with the outcomes of the compensation study, the Employee Communications Committee researched the Township's identified Tier 1 comparables' compensation and collective bargaining agreements, considered the Township's budget and current levy, examined the Consumer Price Index as well as the current Cost of Living and offer the following recommendations to the Township's Compensation Resolutions:

Uniformed Personnel Resolution

- Two (2) year resolution beginning January 1, 2017 at 12:00 a.m. through December 31, 2018 at 11:59 p.m.;
- Removal of Leap Year paragraph in the 2017-2018 resolution for Uniformed Personnel as leap year will not occur between those years;
- Update all wages tables in the Uniformed Personnel 2017-2018 resolution to reflect a 2.5% increase in 2017 and a 2.0% increase in 2018 to maintain our alignment with our Tier 1 comparables;
- Update all mentions of Wellness Bonus to Attendance Bonus so not to confuse between the Township's Wellness Initiative Rewards, and;
- Update the Performance Bonus paragraph in the Uniformed Personnel to identify only the positions in which this resolution addresses.
- Addition of 24 hours of earned leave for employees at grandfathered salaries in lieu of salary adjustment in 2017.

Non-Uniformed Personnel Resolution

- Two (2) year resolution beginning January 1, 2017 at 12:00 a.m. through December 31, 2018 at 11:59 p.m.;
- Update all Non-Uniformed Personnel's base wages to reflect a 2.5% increase in 2017 and a 2.0% increase in 2018, and;

Earned Time and Holiday Leave Policy

Update the total amount of earned time hours from 96 hours to 128 hours allotted to administrative exempt positions to be consistent among all administrative exempt employees.

Cost Impact

The 2017 temporary budget proposed a 2.0% increase in 2017. The adjusted recommendation to 2.5% in 2017 will cost approximately \$70,000 additional dollars. The temporary budget also assumed higher medical plan costs. Due to the price increase reduction by removing the embedded deductible, there was approximately \$57,000 reduction under the estimate.

Resolution Adopting the 2017-2018 Compensation Plans:

Mr. Kranstuber introduced and moved the adoption of the following Resolution:

RESOLUTION TO ADOPT THE 2017-2018 COMPENSATION PLAN FOR WASHINGTON TOWNSHIP UNIFORMED PERSONNEL

WHEREAS, Washington Township provides fire suppression and prevention and emergency medical services to its constituents, and

WHEREAS, the Board of Trustees selects to offer a competitive compensation package and views it as necessary and appropriate for attracting and retaining skilled employees in the Township's workforce, and WHEREAS, the Board of Trustees wishes to memorialize employee compensation opportunities in a comprehensive compensation resolution,

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

Section 1. The Board approves the 2017-2018 Compensation Plan for uniformed personnel effective the first pay period of 2017 (for time worked December 17, 2016 through December 15, 2017, and paid on January 13, 2017) herein attached.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall take effect and be in force at the earliest time permitted by law.

Ms. King seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2016.11.22.002

Append #002

Ms. King introduced and moved the adoption of the following Resolution:

RESOLUTION TO ADOPT THE 2017-2018 COMPENSATION PLANS FOR WASHINGTON TOWNSHIP NON-UNIFORMED PERSONNEL

WHEREAS, Washington Township provides general government and administrative services, fire suppression and prevention and emergency medical services to its constituents, and

WHEREAS, the Board of Trustees selects to offer a competitive compensation package and views it as necessary and appropriate for attracting and retaining skilled employees in the Township's workforce, and

WHEREAS, the Board of Trustees wishes to memorialize employee compensation opportunities in a comprehensive compensation resolution,

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF TOWNSHIP TRUSTEES OF WASHINGTON TOWNSHIP, FRANKLIN, DELAWARE, AND UNION COUNTIES, OHIO THAT:

Section 1. The Board approves the 2017-2018 Compensation Plan for non-uniformed personnel effective the first pay period of 2017 (for time worked December 17, 2016 through December 15, 2017, and paid on January 13, 2017) herein attached.

Section 2. It is found and determined that all formal actions of this Board concerning and relating to the adoption of this resolution were adopted in an open meeting of this Board, and that all deliberations of the Board and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall take effect and be in force at the earliest time permitted by law.

Mr. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2016.11.22.003

Append #003

Emergency Medical Billing Services:

Mr. Kranstuber introduced and moved the adoption of the following Resolution:

A RESOLUTION AUTHORIZING AND DIRECTING THE TOWNSHIP ADMINISTRATOR TO EXECUTE A MASTER SERVICE AGREEMENT WITH PST SERVICES, INC. TO PROVIDE AMBULANCE AND EMERGENCY MEDICAL BILLING SERVICES ON BEHALF OF WASHINGTON TOWNSHIP

WHEREAS, earlier this year, the Board of Trustees of Washington Township, pursuant to R.C. 505.84, authorized and established a use charge for ambulance and emergency medical services provided by the Washington Township Fire Department; and

WHEREAS, the Board of Trustees of Washington Township believes the revenue generated from these use charges will help offset the actual cost of providing, maintaining and improving ambulance and emergency medical services; and

WHEREAS, now that these charges have been established, they must be invoiced and the payments must be collected. However, the Township does not have the staffing necessary to properly and adequately perform this services in-house; and

WHEREAS, the Board of Trustees of Washington Township now wants to authorize an agreement with PST Services, Inc. to perform these much needed emergency medical services transport billing services.

NOW, **THEREFORE, BE IT RESOLVED** by the Board of Trustees of Washington Township, Franklin, Delaware, and Union Counties, State of Ohio:

SECTION 1: The Township Administrator is hereby authorized and directed to enter into a Master Service Agreement with PST Services, Inc. for ambulance and emergency medical services billing on behalf of Washington Township.

SECTION 2: It is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of the Board and that all deliberations of the Board and any of the decision making bodies of the Board of Trustees which resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of the State of Ohio.

SECTION 3: All prior legislation, or any parts thereof, which is/are inconsistent with this Resolution is/are hereby repealed as to the inconsistent parts thereof.

Mr. Bostic seconded the motion, and the roll was called on with all members of the Washington Township Board of Trustees voting aye. Resolution adopted.

#2016.11.22.004

Append #004

EMS Billing Policy:

Motion by Ms. King, seconded by Mr. Bostic, to approve and adopt the revised EMS Transport Billing Policy as presented. Motion passed.

#2016.11.22.005

Append #005

Noting: The Fiscal Officer is working with Fifth Third Bank to set up a lock box for the EMS Billing

Payments from the third party administrator, McKesson. The bank is charging approximately \$170 per 200 transactions.

Drug Screen Services Agreement:

Motion by Mr. Kranstuber, seconded by Ms. King, to authorize the Township Administrator to enter into an agreement with Ohio Health for Employment Related Drug screening. Motion passed.

#2016.11.22.006

Append #006

Compucorp Agreement:

Motion by Ms. King, seconded by Mr. Bostic, to authorize the Township Administrator to enter into an agreement with Compucorp for I.T. Consulting Services for an amount not to exceed \$20,000 for services as requested. Motion passed.

#2016.11.22.007

Append #007

Metro Data Center Agreement:

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to authorize the Township Administrator to enter into an agreement with Metro Date Center for I.T. Consulting Services for an amount not to exceed \$18,300 for services as requested. Motion passed.

#2016.11.22.008

Append #008

Earned Time & Holiday Leave Policy:

Motion by Mr. Kranstuber, seconded by Mr. Bostic, to approve the revised Earned Time and Holiday Leave Policy as presented and recommended. Motion passed.

#2016.11.22.009

Append #009

Senate Bill #27:

Motion by Ms. King, seconded by Mr. Bostic, to instruct the Township Administrator to send a letter to the Representative of the General Assembly in support of House version of Senate Bill #27, and to urge the passage by The Committee, The House and the General Assembly of this bill in 2016. Motion passed.

#2016.11.22.010

Approval of the Minutes

Minutes of November 5, 2016 and November 8, 2016 deferred until next meeting.

Approval of Bills, Payroll and Transfers:

Motion by Mr. Kranstuber, seconded by Ms. King, to ratify the bills for the Township, and to include all now and then certificates, dated November 15, 2016, in the amount of \$56,348.73. Motion passed.

#2016.11.22.011

Append #010

Motion by Mr. Bostic, seconded by Mr. Kranstuber, to ratify the ACH Bill Payments for the Township, and to include all the now and then certificates, dated October 2016, in the amount of \$979,784.08. Motion passed.

#2016.11.22.012

Append #011

Motion by Ms. King, seconded by Mr. Bostic, to ratify the payroll for November 18, 2016, in the amount of \$445,751.96. Motion passed.

#2016.11.22.013

Append #012

Motion by Mr. Bostic, seconded by Mr. Kranstuber, to ratify the Transfers for September 2016, as presented in the amount of \$52,000. Motion passed.

#2016.11.22.014

Append #013

Round Table Discussion was held.

A video presentation was presented to the Board of Trustees on Diversity of the Washington Township Fire Department. The Board was very pleased with the presentation and expressed their appreciation of the Fire Department moving forward with the diversity program.

Adjourn Meeting:

Meeting of November 22, 2016, adjourned at approximately 8:45 p.m.

Mr. Charles Kranstuber, Chair

Ms. Joyce E. Robinson, Fiscal Officer