

RECORD OF PROCEEDINGS

Minutes of Meeting

Plain Township Board of Trustee Meeting

The Plain Township Board of Trustees met in regular session by video/teleconference at 7:15 a.m.

Mr. Olmstead called the meeting to order with the Pledge of Allegiance to the flag.

Roll Call: Members Present: Dave Olmstead and Tom Rybski. Bud Zappitelli, Fiscal Officer was present. Other people present were Ben Collins, Chief Rupp, Cindy Powell, Bob Pharris, Battalion Chief Sponaugle and Courtney Rogers. Visitors present: Mike Durik

Trustee Dave Ferguson joined at 7:20 am.

ADDITIONS OR CORRECTIONS TO THE AGENDA

Mr. Olmstead tentatively asked for an executive session at the end of the meeting.

APPROVAL OF MINUTES

Mr. Rybski made a motion to approve the October 7, 2020 Board of Trustees Meeting minutes as submitted. Mr. Olmstead seconded the motion. Vote: All Aye. (Resolution 20102101)

PAYMENT OF THE BILLS

Mr. Rybski made a motion to pay the pending warrants in the amount of \$266,081.09.

Mr. Olmstead seconded the motion. Vote: All Aye (Resolution 20102102)

CITY LIASON-MIKE DURIK

Mr. Durik reported that the New Albany City Council recognized the three women who created the New Albany Farmer's Market. Mr. Durik reported that there is a Duke and Duchess station going in next to the Fire Station and there is another Duke and Duchess going in on Beech Road north of State Route 161. The City Manager now has the authority to hire police officer candidates regardless of the revised code age qualifications. The TIF zoning for Zarley Street was approved. Mr. Olmstead reported that the Township received noticed that it is going to be a commercial TIF.

ADMINISTRATOR

Mr. Collins updated the Board of Trustees on deadlines for the CARES Act funds. All State of Ohio CARES Act funds have been released to local governments. Mr. Collins reported that the NAPLS school district has incurred approximately \$1 Million in expenses due to Covid-19 and

the City of New Albany is considering donating their remaining CARES Act funds to the school district. Plain Township could do the same.

Mr. Collins reported that he received the initial renewal figures from United Healthcare for 2021. Assured Partners negotiated a 3% renewal under the same plan. He is still waiting on competing offers and expects to have them for the November 4, 2020 meeting. Mr. Collins reported that the cost of our HRA expenses has increased significantly. Mr. Olmstead mentioned raising the employee contribution to help with the increased cost.

The Ohio Township Association Risk Management Authority is up for renewal and the township is seeing a 4.4% increase.

Mr. Collins reported that the employee vacation policy has been reviewed and revised.

The Fire Station driveway is scheduled to be repaired November 9, 2020.

The Township has not found anyone that would like to purchase Engine 123. The Fire Department would like to list it on Govdeals.com

Mr. Olmstead discussed the Township's continued loss of rent from GNG Music. Mr. Collins will follow up with the tenant to discuss their ability to continue to pay rent.

Mr. Rybski made a motion to pass Resolution No. 201021A1. Be it resolved, to repurchase two (2) grave lots at Maplewood Cemetery from Jeffrey & Betsy Lytle, for Two Thousand Dollars (\$2,000.00), from line 2041-410-58099 (Cemetery – Other), which reflects the original purchase price of \$1,000 each. Mr. Ferguson seconded the motion. Vote: All Aye

Mr. Olmstead made a motion to pass Resolution No. 201021A2. Be it resolved, to renew coverage and to pay the Ohio Township Association Risk Management Authority (OTARMA) \$46,118.00 for Property and Liability Insurance coverage for the period of November 8, 2020 to November 8, 2021 from the following funds:

1000-110-53081 (General-Insurance-Building/ Equipment)	\$8,803.04
2111-220-53081 (Fire-Insurance-Building/ Equipment)	\$29,485.97
2141-330-53081 (Roads-Insurance-Building/ Equipment)	\$4,292.40
2171-610-53081 (Pool-Insurance-Building/ Equipment)	\$3,297.58
2041-410-53081 (Cemetery- Insurance-Building/ Equipment)	<u>\$239.01</u>
	\$46,118.00

Mr. Rybski seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 201021A3. Be it Resolved that the Plain Township Personnel Policy is hereby amended as follows:

7.3 Vacation Leave

Vacation is earned by all full-time employees. Full-time employees earn vacation at the rate of 3.08 hours for each 80 hours scheduled beginning in the first year of employment. At the beginning of the fourth year of employment, full-time employees will earn 4.62 hours for each 80 hours scheduled, at the beginning of the seventh year of employment, 6.16 hours for each 80 hours scheduled, at the beginning of the fifteenth year of service, 6.93 for each 80 hours scheduled and at the start of the 21st year of service, 8.47 hours for 80 hours scheduled.

Vacation leave is accrued as follows:

Years of Service	Accrual Rate Per Pay Period	40 Hr. Employee Hrs./8 Hr Days	Hours Per Year Firefighters
Hire to end of 3 Years	3.08 Hours	80.08/10 days	96.20 (4 24-hr. days)
Start of Year 4	4.62 Hours	120.12/15 days	144.04 (6 24-hr. days)
Start of Year 7	6.16 Hours	160.16/20 days	192.14 (8 24-hr. days)
Start of Year 15	6.93 Hours	180.18/22.5 days	216.32 (9 24-hr. days)
Start of Year 21	8.47 Hours	220.22/27.5 days	264.16 (11 24-hr days)

Regardless of hours worked in excess of a regular workweek, no further accumulation of vacation hours will be accrued. (e.g. earned vacation hours are limited to a “regular workweek” and vacation time is not accumulated for “overtime hours” paid.)

Beginning on January 1, 2021, and each January 1st thereafter, all fulltime employees will receive their total annual vacation accrual hours for that year in one lump-sum credit. New hire employees will receive a prorated lump-sum credit of vacation time based on their hire date. During years in which an employee transitions to the next accrual rate, their January 1 lump-sum credit will be the combined total annual hours of the two accrual rates prorated to the pay period in which their anniversary date occurs.

Accrued vacation time may be carried over annually to the maximum of that earned in three (3) years, based on the employee’s accrual rate on December 31 of each year, beginning on December 31, 2021. Any vacation time accrued but unused in excess of this maximum will be eliminated by the Township on December 31 of each year, beginning on December 31, 2021. Any employee in danger of losing vacation time due to maximum accrual will be notified by the Fiscal Officer by November 1.

Upon retirement, resignation, termination with cause, or upon being placed on a permanent disability leave by the appropriate authority, Plain Township employees will be paid in a lump sum for any accrued but unused vacation time up to a maximum of three years of accrued vacation, based on the employee’s accrual rate on the date of retirement, resignation, termination with cause, or start date of permanent disability leave. However, the lump sum payout will be reduced by an amount equal to the employee’s accrual rate on such separation date times the number of whole pay periods remaining until December 31 of that year.

This payment will be at the employee's current rate of compensation. If death occurs during employment, the balance of vacation leave will be paid to the employee's estate. Vacation leave is earned during the time the employee is on active pay status. It is not earned while on unpaid leave of absence or unpaid military leave. Vacation leave will be granted upon the approval of the employee's supervisor and/or Administrator or Board of Trustees. Vacation requests will be approved according to seniority. Requests will be granted unless the time requested would cause an undue hardship or burden of the employee's department or fellow employees.

Vacation requests are to be made a minimum of one week in advance with advance notice equaling at minimum twice the number of days requested. For example, a two week vacation leave request should be made at least four weeks in advance. Vacation will be charged in minimum units of one hour. Vacation time is not meant to compensate for oversleeping or automotive repairs or disciplinary actions. Emergency vacation may be granted for illnesses in the family not covered by sick leave or for other mandatory personal business. Such request must be approved by the supervisor/department head. Plain Township reserves the right to revoke previously approved vacation requests in the event of an emergency. If an employee has previously worked for an Ohio Township (other governmental service not included unless provided for in the Ohio Revised Code), the years of service will be added on to the length of employee service with Plain Township at the end of the first year. This will enable the employee to earn vacation on the total length of Township service. It is the employee's responsibility to notify, in writing, the Township Fiscal Officer when this occurs.

Vacation payment will not exceed the normal workday or workweek earnings.

Mr. Rybski seconded the motion. Vote: All Aye

ZONING

Mr. Collins is still working with the owners at 7953 Harlem Road. The owner has not met his commitments to the Township.

ROAD/ MAINTENANCE

Mr. Pharris reported that the maintenance department is getting ready for winter. He also reported that they are trying to get a light and a camera at the pool by the slide

Mr. Rybski made a motion to pass Resolution No. 201021M1. Be it Resolved, to pay the Franklin County Engineer's Office an amount not exceed \$15,774.04 for storm water repairs for Wilbur Road, according to the attached estimates, to be paid out of 2141-330-53060 (Roads – Contracts). Mr. Olmstead seconded the motion. Vote: All Aye

FIRE DEPARTMENT

Chief Rupp said there were 87 fire and EMS runs since the last Board of Trustees meeting. Chief Rupp reported that Ram and the manufacturer are trying to find out where the vibration is coming from on the new Medic. The Firefighters are almost finished with the fall hydrant checks. Capital Electric completed a performance check on the Station's emergency generator. They reported that the generator was in good condition. The Maintenance department is going to install "Video Surveillance" signs at the various entrances to the Fire Station. Chief Rupp also reported that Firefighters for Kids will not be happening this year. He reached out to New Albany Bridges to discuss sending donated toys to them.

Mr. Rybski made a motion to pass Resolution No. 201021F1. Be it resolved to pay Stryker Medical \$14,881.40 for the purchase of a Lucas 3.1 hands free CPR Chest Compression System out of funds provided by the CARES Act, fund 4902-220-55000 (COVID-19 Expenses). Mr. Ferguson seconded the motion. Vote: All Aye

Mr. Olmstead made a motion to pass Resolution No. 201021F2. Be it Resolved, that the following township vehicle is declared unneeded, obsolete or unfit for township use and is to be disposed of by internet auction:

Item Description:**Lot 1: 1995 Peirce Saber****Minimum Price****\$ 1,000****Reserve Price****\$ 2,500**

Mr. Rybski seconded the motion. Vote: All Aye

Mr. Ferguson made a motion to pass Resolution No. 201021F3. Be it resolved, that the Board of Trustees of Plain Township hereby approves the Plain Township Fire Department Lateral Transfer Firefighter Policy to allow the hiring of a veteran firefighter without sitting for the National Testing Network exam or other written tests.

Mr. Olmstead seconded the motion. Vote: All Aye

FISCAL OFFICE

The September 2020 Bank Reconciliation and End of Month Reports were presented. Mr. Zappitelli reported that the Township has \$48,900 remaining for Salary items and approximately \$45,000 remaining in non-salary expenses in Coronavirus Relief funds. The Township has received an additional \$69,000 in funds. Mr. Collins reported that funds have to be encumbered by November 20, 2020, invoiced by December 30, 2020 and paid out by February 1, 2021 under the current guidance.

Mr. Ferguson made a motion to pass Resolution No. 201021B1.

Whereas, Plain Township passed Resolution 200617A2 to establish the Local Coronavirus Relief Fund and to accept funds from H.B. 481 for expenditures due to the Covid-19 public health emergency; and

Whereas, Plain Township's share of the third distribution which is part of the H.B. 614 funds distributed through Franklin County is \$69,368.81.

Be it Resolved to certify an increase in receipts and appropriations in the Local Coronavirus Relief Fund (4902-000-00000) - Receipts by \$69,368.81 and Appropriations – Personal Expenses by \$50,000 and Other Expenses by \$19,368.81.

Mr. Rybski seconded the motion. Vote: All Aye

NEW BUSINESS

Mr. Olmstead reported that the annual joint meeting for the McCoy Center Board and the Stakeholders will be tomorrow, October 22, 2020.

ADJOURNMENT

Mr. Ferguson made a motion to adjourn the meeting at 8:05 a.m. Mr. Rybski seconded the motion. Vote: All Aye

BOARD OF TRUSTEES:

DocuSigned by:

David Ferguson

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David Ferguson, Trustee

DocuSigned by:

Dave Olmstead

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Dave Olmstead, Trustee

DocuSigned by:

Tom Rybski

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Thomas Rybski, Trustee

DocuSigned by:

Bud Zappitelli

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Bud Zappitelli, Fiscal Officer