

## **MINUTES OF BOARD OF TRUSTEES, JACKSON TOWNSHIP, FRANKLIN COUNTY**

**March 3, 2009**

### **OPENING**

The Board of Trustees of Jackson Township, Franklin County, Ohio, met in regular session on Tuesday, March 3, 2009, at the Jackson Township Administration Building, 3756 Hoover Road, Grove City, Ohio. Mr. Burris, Chairman, called the meeting to order at 1:35 p.m. and invited those present to recite the Pledge of Allegiance. Mr. Burris gave the opening prayer.

### **ROLL CALL**

David Burris	Present
William Lotz	Absent
Stephen Bowshier	Present
William Forrester	Present

### **Solid Waste Authority of Central Ohio (SWACO)**

John Remy Director of Communications for SWACO addressed the Board and reported that a Solid Waste Management Plan is due for an update shortly. An updated Solid Waste Plan must be submitted every five years to the Ohio EPA. SWACO is in the process of moving on the update and will be collecting information from the Township from the Retrack system (computer on-line system), which inputs recycling, trash and yard waste information. SWACO will be offering a new system called E-track which will be available free to businesses, schools, and non-profits in Franklin County.

Central Ohio Emerald awards will be presented on May 12. It will be held at the Aladdin Shrine this year. First year 250 persons attended, and last year there close to 800 persons. Community meeting will be at 9:30 a.m. that morning, followed by Emeralds at 12:00 noon. Grove City and Jackson Township are both involved in the Smart Communities programs--Nail-A-Dumper and Litter Marshal where citizens can report illegal dumping. Have Educational Outreach and Facility Tours such as the landfill tours which brought in close to 10,000 students last year. Helped get GC and JT together to get a better rate and recycling services from our waste hauler. General Grant programs will be opening again on March 16 with a deadline for application of April 16. JT and GC in the past have been very successful in winning grants from that program. The Jackson Township Ford F150 Truck is in which will be powered by CNG. The Township purchased the truck but the difference between the CNG conversion is being picked up by Firm Green Energy as SWACO's partner in green energy. Mr. Burris expressed his displeasure at the trash coming from the haulers along I-270.

### **RESOLUTION 2009-23**

Mr. Burris moved to delete the reading and to approve the minutes for the February 3, 2009 regular

meeting. Mr. Bowshier seconded the motion. VOTE: all yes.

#### **RESOLUTION 2009-24**

Mr. Burris moved to accept the following reports which were prepared and presented to the Board by Mr. Forrester: Fund Status, Expenditure Account Status, Warrant Register, Memos of Expenditure and Bank Reconciliation for January 30, 2009 and February 28, 2009. Mr. Bowshier seconded the motion. VOTE: all yes.

#### **RESOLUTION 2009-25**

Mr. Burris moved to pay payroll, pay all bills and approve purchase orders for March 3, 2009. Mr. Bowshier seconded the motion. VOTE: all yes.

#### **OLD BUSINESS -**

**RESOLUTION 2009-21 remained tabled.**

#### **PRESENTATIONS**

##### **Southwest Historical Society**

Joan Eyeran, representing the Southwest Historical Society addressed the Board with respect to moving a well-preserved log house from a property on Borror Road to the Century Village site on Orders Road. The Historical Society is seeking funding for the move and plan to move the house in the fall since they are presently working on moving the barn from Bob Evans. The Park is well attended and is educational to families. Judging from an estimate on a similar building, she would estimate the cost of moving the log home at around \$45,000. She thanked the Board for its consideration.

##### **Insurance Auto Auction**

Mike Wachowski, Real Estate Project Manager for Insurance Auto Auction, spoke and explained how they are moving earth mounds on the east boundary adjacent to Mr. Trout's property and replacing that with a fence to allow them to expand their business internally. Board stipulated that fence is not to be shorter in height than the mounds which are thought to be eight feet. Board wants guarantee, by covenant, that if Insurance Auto Auction vacates property the fence would be maintained and authority to remove if use changes. Owner is OK with that. The Board will table the resolution while the Insurance Auction and owner work out covenant to be reviewed by the Board. Board can act at next meeting in two weeks if satisfactory. There have been no complaints about appearance from neighbors in the area.

Mr. Trout, a neighbor, expressed concern as to how far into the east side of the property line the fence will be. He requested that the fence be inside the property line. Board instructed him to work with Mike and the property owner to arrive at an agreement about the placement of the fence.

**NEW BUSINESS**

**RESOLUTION 2009-26**

Mr. Burris read Resolution 2009-26 and moved to approve supplemental transfer of funds. Mr. Bowshier seconded the motion. Mr. Bowshier stated he is not in favor of this although he realizes we do not have an alternative. The necessity to transfer these funds is caused by the failure of the County to provide a draw on tax revenues due the Township. VOTE: all yes.

**RESOLUTION 2009-27**

Mr. Burris read Resolution 2009-27 and moved to approve contract for Director of Emergency Medical Services. Mr. Burris stressed that the contract should not be signed until it is reviewed. Mr. Bowshier seconded the motion. VOTE: all yes.

**RESOLUTION 2009-28**

Mr. Burris read Resolution 2009-28 and moved to approve the HVAC service contract with Speer Mechanical for Fire Station #202. Mr. Bowshier seconded the motion. VOTE: all yes.

**RESOLUTION 2009-29**

Mr. Burris read Resolution 2009-29 and moved to authorize surplus equipment through internet auctions with GOVDEALS.COM. Mr. Bowshier seconded the motion. VOTE: all yes.

**RESOLUTION 2009-30**

Mr. Burris introduced Resolution 2009-30 and Mr. Bowshier moved to table this resolution. Mr. Burris seconded the motion. VOTE: all yes. MOTION tabled.

**RESOLUTION 2009-31**

Mr. Burris read Resolution 2009-31 and moved to adopt and update the Township Personnel Handbook and to execute service agreement with Care Works MCO to administer the Family Medical Leave policy. Mr. Bowshier seconded the motion. VOTE: all yes.

**DEPARTMENT REPORTS****FIRE DEPARTMENT**

Chief Sheets presented a report in Caucus and presented the Board with a written report.

**ZONING & ADMINISTRATION**

Mr. Lilly presented the Board with a written report and highlighted the following items:

- Reported that the Township has received a proposal from Thomas Door Company to install an automatic door opener for the front door at the Township Hall for the cost of \$3,000 for one door or \$3,100 for both outside doors and the inside meeting room door to provide handicapped accessibility. The Trustees asked for another quote.
- Reported that the County Engineers continue to work to design the drainage easement for the connection between Hyde Road and Nedra Street. Both property owners are on board with the easement.
- Final plans for the White Road/McDowell Road intersection are in circulation for review. We do not have a mylar yet for signature. He expects that to happen sometime this month, and then it will go out to bid. That would put the construction start for this summer. Phase II for which we did not receive money was submitted to the State of Ohio through the Governor's recovery website to get stimulus money for what amounts to about 4.2 million dollars. It is in the system but there are 13,000 projects in the State of Ohio. Mr. Burris asked whether we have any projects on the "back burner" for which we should request funding.
- Mr. Lilly speculated that he expects there will be excitement from the community if the Metro Parks levy passes since the Parks system is committed to buying the land on the Scioto River for the bike corridor that would extend bike trails to our community. Mr. Lilly is unsure if this would qualify for stimulus money.
- We have received a little bit of information from Olen Quarry, and Mr. Lilly will follow up with them.
- Cash is in the bank from our land sale on Friday. Mr. Burris thanked Mr. Bowshier for the time he spent on this transaction.

Mr. Burris asked about the new Ford F150 powered by CNG which we have purchased in conjunction with Firm Green. We will only be able to have it fueled at Firm Green, but it is equipped with a gasoline tank also.

Mr. Burris congratulated Chief Sheets on his graduation from Columbus State.

**ANNOUNCEMENTS**

Mr. Burris announced the next regular meeting of the Jackson Township Board of Trustees will be on Tuesday, March 17, 2009, at 7:00 p.m. The meeting will be held in the Jackson Township Administration Building at 3756 Hoover Road. Caucus will begin at 6:15 p.m.

**PRESENTATION BY:****Jones Fuel**

Mr. Burris stated that the last information we have received is that the auto auction is not in favor of this project. He inquired if Jones Fuel has the same information.

Mr. Jones and Mr. Rishel spoke for Jones Fuel.

They stated that the last communication they had from the auto auction in regard to the agreement that Jones Fuel had proposed was that Mr. Chester (Auto Auction attorney) had to check with his client's parent company in Atlanta and that it could be a matter of months before he would even know if an agreement would be possible or not. His (Jones) understanding is that they (auto auction) are open to an agreement.

Since meeting last month Jones has:

1. Submitted an expert's letter regarding dust pollution to Jim Chester, Mr. Lilly, Mr. Steve Smith of Grove City and the City of Columbus.
2. Made an agreement that Jones Fuel would move its access point north of (they threw out a proposal) being north of the property line across Jackson Pike, north of that point if ODOT would allow. Jones is more than willing to put in the permit request before the gravel quarry were to go in. His understanding is that Mr. Lilly and Mr. Jones both are speaking to Mr. Carlin at the Ohio Department of Transportation to try to get a preliminary ruling from them. When they were down there last time, their quick assessment was the current access point is acceptable. Question is would we be able to move it? Jones invited Mr. Chester to come out to that meeting to identify the point that they prefer. Jones has offered private enforcement rights to the auto auction to allow them to seek a temporary restraining order should Jones Fuel breach any parts of the covenant (such as wheel wash system, clean the roadway, don't operate during certain hours) to make it easier for the auto auction not to have to wait for the EPA or to wait for Jackson Township response. That offer is on the table to run with the land which handcuffs Jones Fuel in selling the land, but any future land owner would have to abide by the same covenants as long as there is surface mining activity there. Their (Jones') indication from the auto auction is that they are willing to listen.

Mr. Burris stated that his number one concern is the auto auction, and he is still adamant about the right turn out of there.

Mr. Bowshier took exception to a couple statements in the letter sent by Mr Rishel, attorney for Mr. Jones. One statement was that a "right turn only" would increase risk because of greater travel time. The second statement was that whether the proposal is accepted or denied has no affect on the number of gravel trucks that would be on Stringtown Road.

Mr. Jones stated that the only reason their trucks would be on Stringtown Road would be if there were a delivery in that direction; otherwise, because of the traffic lights, Jones would use an alternate route.

Mr. Bowshier stated that the Township does certainly want to participate in the meeting with ODOT regarding the possible change of access. He stated many citizens have contacted him asking the Trustees to voice their concerns. If we had a public meeting for all the concerned citizens in Grove City, there would probably be the numbers that Jones was surprised not to have seen at the last meeting. The low attendance is not indicative of lack of interest on the part of the citizens.

Mr. Lilly said that the Township also has the concern of annexation by the City of Columbus.

Mr. Burris stated that the Township does have the annexation concern; but his point is the two concerns to the Township as far as the gravel quarry locating here are the auto auction and the "right turn only".

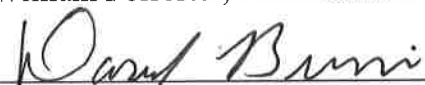
#### **RESOLUTION 2009-32**

Mr. Burris moved to adjourn the meeting. Mr. Bowshier seconded the motion. VOTE: all yes.

Meeting was adjourned at 2:38 p.m.

#### **ATTEST:**

  
\_\_\_\_\_  
William Forrester, Fiscal Officer

  
\_\_\_\_\_  
David Burris, Chairman

# JACKSON TOWNSHIP

March 3, 2009

## RESOLUTION 2009-26

### RESOLUTION FOR LINE ITEM TRANSFER SUPPLEMENTAL APPROPRIATION OF FUNDS

(Transfer Resolution #1 in 2009)

**WHEREAS**, in accordance with State Auditor guidelines to provide for current and on-going expenses the following Supplemental Appropriations are required:

Available Unencumbered Funds From	Transfer To Line Item for	Amount	Purpose
2281-230-599-0002 Unappropriated Reserves	2281-230-221 (*New) Medical Insurance	\$150,000	Group Medical Premiums for March / April for Fire Personnel
2111-220-221 Medical Insurance	2111-220-599-0002 Unappropriated Reserves	<del>\$15,000</del> 150,	Anticipated insurance costs Nov- Jan

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees hereby authorizes and directs the Township Fiscal Officer to adjust the Township Appropriations as listed above.

I So Move

David Burris

Seconded

Stephen Bowshier

VOTE

YES

NO

David Burris

David Burris

William Lotz

\_\_\_\_\_

Stephen Bowshier

Stephen Bowshier

**JACKSON TOWNSHIP ADMINISTRATIVE OFFICES  
INTER-OFFICE MEMORANDUM**

**TO:** William Forrester, Fiscal Officer of Jackson Township  
**FROM:** Michael Lilly, Township Administrator  
**SUBJECT:** Budget Line Item Transfers  
**DATE:** February 26, 2009

*Handwritten signature and date: 2/26/09*

\*\*\*\*\*

**cc: Board of Trustees, File**

To be presented at the next Board meeting will be a resolution for the following transfers of funds:

TO/FROM the below listed Line Items.

TO Line #	Amount	FROM Line #	Amount
2281-230-221 Medical Insurance <i>*New Line Item</i>	\$150,000	2281-230-599-0002 Unapprop. Reserves	\$150,000
2111-220-599-0002 Unapprop. Reserves	\$150,000	2111-220-221 Medical Insurance	\$150,000
Purpose: to pay the current Group Medical Insurance premiums for March/April since there are insufficient funds in the Fire Fund Appropriation Budget to pay the premium. Distribution of Fire Funds delayed by the County Auditor. Originally anticipated first-half tax settlements to be deposited on Feb. 25, 2009.....however, this has been delayed 1-week by the County Auditor. The subsequent second transfer "REDUCES" the appropriation authority in the Fire Fund and moves that to "INCREASE" the Fire Fund Reserves.			

**ACKNOWLEDGEMENT: REVIEWED & APPROVED BY BOARD OF**

**TRUSTEES** *Dave Burris* Dave Burris, Chair

\*\*\*\*\*

Inter-Office Action by Clerk

Date Transfer/s Executed: *Mar. 3, 2009*

Signature: *William R. Forrester*



# JACKSON TOWNSHIP

March 3, 2009

## RESOLUTION 2009-27

### RESOLUTION TO AUTHORIZE PROFESSIONAL SERVICES CONTRACT FOR DIRECTOR OF EMERGENCY MEDICAL SERVICES

**WHEREAS**, it is the desire to the Board of Trustees to authorize a professional services agreement with Emergency Medicine Physicians of Franklin County, Ltd. (EMP) for the position of Township Medical Director; and

**WHEREAS**, the Medical Director is responsible for approval and updates of the medical policies regarding EMS services, EMS training, and Rx licensing; and

**WHEREAS**, the services of EMP, Ltd. are \$6,000/year billed quarterly; now

**THEREFORE LET IT BE RESOLVED**, that the Board of Trustees hereby approves the Services Agreement with EMP, Ltd. providing the following:

1. Expenditures shall be paid from Appropriation Line Items #2281-230-360, and by this Resolution the Board of Trustees hereby approves the Supplemental Transfer of Funds in the amount of \$6,000 from #2281-230-599 to #2281-230-360; and
2. The Board directs and authorizes the Fire Chief or Township Administrator to execute signature lines upon the contract forms, binding the Township to the terms and conditions as set forth therein.

I So Move

David Burris

Seconded

Stephen Bowshier

VOTE

YES

NO

David Burris

David Burris

William Lotz

\_\_\_\_\_

Stephen Bowshier

Stephen Bowshier

\_\_\_\_\_

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### AGREEMENT

This Agreement (the "Agreement") is made and entered into by and between JTFD Township Fire Department ("JTFD") and Emergency Medicine Physicians of Franklin County, Ltd. ("EMP").

Comment [D1]: Jackson

### RECITALS

- A. JTFD provides emergency medical services in and around JTFD Township, Ohio ("JTFD").
- B. EMP is an Ohio limited liability company which employs physicians who specialize in emergency medicine and the direction of emergency medical services.
- C. JTFD and EMP believe that the desired standard of out-of-hospital patient care provided by JTFD can best be achieved if a physician Medical Director specializing in emergency medicine and the direction of emergency medical services assumes responsibility for the provision of Medical Direction services for JTFD. Such responsibility will contribute to the standard of patient care by:
  - 1. Facilitating the administration of JTFD;
  - 2. Coordinating the relationship between JTFD and the community as a whole, and between JTFD and the medical community;
  - 3. Assuring the ready availability of physician medical direction for employees of JTFD;
  - 4. Providing advice and medical direction with regard to the equipment, facilities, programs and personnel which are necessary to provide high quality out-of-hospital emergency medical services.
- D. JTFD and EMP are desirous of entering into this Agreement in order to provide a full statement of their respective arrangements for the provision of services.

Comment [D2]: Jackson

NOW, THEREFORE, in consideration of the mutual promises set forth herein, and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the parties agree as follows:

#### I. Medical Director.

- A. Selection. EMP agrees to select a qualified emergency physician, employed by EMP, who, subject to JTFD's approval, will be appointed by JTFD as the Medical Director of JTFD. The term of appointment of such physician shall be for the duration of this Agreement. Either party may, for any reason, request that a different qualified emergency physician be substituted for the physician currently

serving in this capacity. Such substitution will be subject to the approval of EMP and JTFD. If the physician serving as Medical Director and providing services under the terms of this Agreement should, for any reason, cease to be employed by EMP, JTFD agrees to terminate the appointment of such physician as the Medical Director of JTFD, and EMP agrees to provide another qualified physician who, subject to JTFD's approval, will be appointed by JTFD as Medical Director of JTFD to provide the services specified by the terms of this Agreement.

- B. Initial Selection of Medical Director. EMP agrees to select, and JTFD agrees to appoint, Robert A. Lowe, MD, as the physician who shall serve as the Medical Director at the commencement of this Agreement. A physician other than Dr. Lowe may be selected and appointed according to Section I.A. of this Agreement.
- C. Duties of the Medical Director:
1. The Medical Director shall be responsible for the origination, development, approval and modification of medical policy, protocols, and standing orders regarding EMS practice.
  2. The Medical Director will be responsible for monitoring all phases of EMS concerning medical matters and adherence to policies and protocol. This includes, but is not limited to:
    - i. Run review;
    - ii. Monitoring of radio and telemetry communication; and
    - iii. On-site monitoring of field activities.
  3. The Medical Director will be responsible for establishing and monitoring standards of EMT education and continuing education.
  4. The Medical Director will take legal responsibility for the patient care activities of JTFD personnel. The Medical Director will take legal authority for drug or other licenses requiring physician authorization.
  5. The Medical Director will be responsible for the correction or disposition of problems detected in the service. This includes:
    - i. Correction of problem by direct contact with EMT's. Such direct contact may include:
      - a. One-on-one communication between the Medical Director and an EMT to clarify or correct a problem detected in a run already completed.
      - b. Immediate intervention in a run in progress.

- ii. Other actions include, but are not limited to:
  - a. Modification of protocols, standing orders, and medical policy.
  - b. Modification of training and/or continuing education.
  - c. Notification/referral to the administrator of JTFD for further investigation and/or corrective action.
  - d. Revocation or circumscription of an EMT's privileges where appropriate, especially when the problem addressed involves potential harm to patients.
- 6. The Medical Director will act as the liaison between JTFD personnel and the medical community, the latter including the medical personnel who provide on-line medical control. All matters and problems involving interaction between the JTFD and the medical community will be referred to the Medical Director.

D. Duties of Jackson and JTFD:

- 1. Jackson shall designate an agent, whether the Chief of JTFD, the administrator of Jackson or otherwise, to act as a liaison between JTFD and the Medical Director.
- 2. JTFD shall assure that the operating policies, regulations and/or bylaws of JTFD will enable the Medical Director to accomplish those duties specified above in Section I.C.
- 3. JTFD shall assure the Medical Director is made aware of any disputes, complaints, or disagreement involving EMS operational procedures.
- 4. JTFD shall assure that JTFD personnel possess the training and skills required to meet the standards promulgated by the Medical Director.
- 5. JTFD shall provide the Medical Director with such office space, office equipment, and field equipment, including radio communication devices and/or pagers, protective clothing, etc., as may be necessary for the Medical Director to fulfill those obligations specified above in Section I.C.

- II. Independent Contractor. In the performance of all obligations hereunder, EMP and JTFD shall be deemed to be independent contractors, and the Medical Director shall not be considered an employee of Jackson or JTFD. JTFD shall not withhold or in any way be responsible for the payment of any federal, state, or local income or occupational taxes, F.I.C.A. taxes, unemployment compensation or workers' compensation contributions, vacation pay, sick leave, retirement benefits or any other payments for or on behalf of EMP or the Medical Director. All such payments, withholdings and benefits are the

responsibility of EMP. Nothing in this Agreement shall be construed to create a partnership or other joint venture between the parties for mutual economic gain or any purpose whatsoever. Neither EMP nor the Medical Director shall hold himself or herself out or act as an agent of Jackson and/or JTFD, or have the power to obligate Jackson and/or JTFD to third parties in any way, and neither EMP nor the Medical Director can make any claim against Jackson and/or JTFD under this Agreement for Social Security benefits, worker's compensation benefits, disability benefits, unemployment insurance benefits, health benefits, vacation pay, sick leave or any other employee benefits of any kind. Neither Jackson nor JTFD shall exercise any direct control over the methods used by EMP or the Medical Director. The Medical Director shall perform his or her work and function at all times in accordance with currently approved methods and practices in Emergency Medicine, the sole role of Jackson and/or JTFD being to insure that the services rendered shall be performed in a competent, efficient and satisfactory manner.

- III. Compensation. JTFD shall pay EMP five hundred dollars (\$500.00) per month for the services described herein, each payment to be made on or before the tenth (10<sup>th</sup>) day of the month following the month in which Medical Director services have been provided.
- IV. Malpractice Insurance. EMP shall maintain, at its sole expense, at all times during the term of this Agreement, professional liability insurance covering the services provided pursuant to this Agreement, covering any and all Medical Directors appointed to such position pursuant to this Agreement.
- V. Records. All customary and required medical and administrative records and written reports which may be provided to Jackson or JTFD by the Medical Director shall be the exclusive property of Jackson or JTFD respectively. EMP and the Medical Director shall have access to those records to the extent required to perform services pursuant to this Agreement.
- VI. Term/Termination.
- A. Term. This Agreement shall be for an initial term of one (1) year commencing January 1, 2009, even if executed at a later date, and ending January 1, 2010, (the "Initial Term"). Thereafter, the term of this Agreement shall automatically renew for successive one (1) year periods (each, a "Renewal Term") unless terminated by the parties as provided herein.
- B. Termination. This Agreement may be terminated:
1. at any time by mutual agreement of the parties; or
  2. by either party at any time by the delivery of written notice to the other party not less than thirty (30) days prior to the desired termination date.
- C. Default. In the event that either party defaults in the performance of any of its obligations under this Agreement other than with respect to the provision of patient care, and such default continues uncured for a period of thirty (30) days following the delivery of written notice of such default from the non-defaulting

Comment [D3]: To be billed quarterly ???

party (or, if the default is not curable within such thirty (30) day period, the defaulting party has not commenced to cure the default within such time period), the party giving such notice shall have the right to immediately terminate this Agreement.

VII. Compliance with Federal Regulations.

- A. General. In the event, and only in the event, that Public Law 96-499, Section 952 (42 U.S.C. Section 1395x(v)(1)(I)) is applicable to this Agreement, EMP agrees as follows:
1. Until the expiration of four (4) years after the furnishing of services pursuant to this Agreement, EMP will make available, upon written request of the Secretary of the United States Department of Health and Human Services, or upon request of the Comptroller General of the United States, or any of their duly authorized representatives, this Agreement, and books, documents and records of EMP that are necessary to certify the nature and extent of the cost of services provided pursuant to this Agreement; and
  2. If EMP carries out any of the duties of this Agreement through a subcontract, with a value or cost of Ten Thousand Dollars (\$10,000.00) or more over a twelve (12) month period, with a related organization, such subcontract shall contain a clause to the effect that until the expiration of four (4) years after the furnishing of such services pursuant to such subcontract, the related organization shall make available, upon written request of the Secretary of the United States Department of Health and Human Services, or upon request of the Comptroller General of the United States, or any of their duly authorized representatives, the subcontract, and books, documents and records of such organization that are necessary to certify the nature and extent of the cost of services provided pursuant to said subcontract. This section shall be of no force and effect when and if it is not required by law.

VIII. Miscellaneous.

- A. Entire Agreement. This Agreement contains the entire agreement of the parties with respect to the subject matter hereof, and supersedes any and all prior agreements and understandings, whether oral or written, with respect to the subject matter hereof. This Agreement may not be changed, modified, or amended except by a writing executed by each of the parties hereto.
- B. Assignment. This Agreement may not be assigned by either of the parties, whether by operation of law or otherwise, without the prior written consent of the other party.

- C. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Ohio and applicable federal laws, rules and regulations.
- D. Notices. Any notice or other communication with respect to this Agreement to any party shall be in writing and shall be deemed to be delivered when physically delivered (by hand delivery, overnight courier, or by facsimile with follow-up delivery of the original by overnight courier), or when deposited in the United States mail, certified and postage prepaid, addressed to the appropriate party as follows:
- To JTFD:                      Jackson Township Fire Department  
   P.O. Box 517  
   Grove City, Ohio 43123  
   Attention: Chief Lloyd Sheets
- To EMP:                      Emergency Medicine Physicians of Franklin  
   County, Ltd.  
   4535 Dressler Road, N.W.  
   Canton, Ohio 44718-4500  
   Attention: Michael Frank, MD JD, General Counsel
- E. Severability. The provisions of this Agreement are distinct and severable and if any provision is held to be invalid or unenforceable, such invalidity or unenforceability will not affect the validity or enforceability of any other provision of this Agreement.
- F. No Waiver. No waiver of the provisions or conditions of this Agreement or of any of the rights of a party hereto shall be effective or binding unless such waiver shall be in writing and signed by the party claimed to have given or consented to such waiver. No waiver of any provision of this Agreement shall constitute a waiver of any other provision, whether or not similar, and no waiver shall constitute a continuing waiver unless expressly provided in writing.
- G. Headings/Recitals. The section headings contained in this Agreement are inserted for convenience only and shall not be deemed to constitute a part hereof. The recitals set forth at the beginning of this Agreement are an integral part of this Agreement and are incorporated herein by reference.
- H. Jurisdiction/Venue. Jurisdiction and venue for any action or claim arising hereunder shall lie exclusively with any Ohio court of competent jurisdiction in Franklin County, Ohio or the United States District Court for the Eastern District of Ohio, Eastern Division, and each party irrevocably consents to the personal and subject matter jurisdiction of said courts.

- I. Further Assurances. Each party covenants and agrees to execute and deliver such consents, certificates, affidavits, agreements, instruments and other documents as the other party reasonably requests to effectuate the provisions of this Agreement. By their signatures below, the signing individuals warrant that they have the authority to represent and bind the parties to all terms, duties and obligations pursuant to this Agreement.
- J. Counterparts. This Agreement may be executed in one or more counterparts (including facsimile and/or electronic mail counterparts), each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date set forth in the opening paragraph of this Agreement.

JACKSON TOWNSHIP FIRE  
DEPARTMENT

EMERGENCY MEDICINE PHYSICIANS OF  
FRANKLIN COUNTY, LTD

By: EMP Management Group, Ltd., Manager

By: \_\_\_\_\_  
Lloyd Sheets, Chief, Jackson  
Township Fire Department

By: \_\_\_\_\_  
Dominic J. Bagnoli, Jr., MD, CEO



# JACKSON TOWNSHIP

March 3, 2009

## RESOLUTION 2009-28

### RESOLUTION TO AUTHORIZE MAINTENANCE & SERVICE CONTRACT FOR HVAC & MECHANICAL SERVICES AT FIRE STATION #202

**WHEREAS**, it is the desire of the Board of Trustees to authorize the renewal of a maintenance services agreement for HVAC & mechanical services at Fire Station #202; and

**WHEREAS**, Speer Mechanical Services prepared a renewal agreement (as attached hereto) for maintenance services in the sum of \$6,920/year which includes quarterly inspections, service and filters in addition to discounted costs for parts and labor in the event repairs are necessary; now

**THEREFORE LET IT BE RESOLVED**, that the Board of Trustees hereby approves the renewal of a maintenance services agreement with Speer Mechanical Services providing the following:

1. Expenditures shall be paid from Appropriation Line Items #2111-220-360, and
2. The Board directs and authorizes the Fire Chief or Township Administrator to execute signature lines upon the contract forms, binding the Township to the terms and conditions as set forth therein.

I So Move

David Burris

Seconded

Stephen Bowshier

#### VOTE

YES

NO

David Burris

David Burris

William Lotz

\_\_\_\_\_

Stephen Bowshier

Stephen Bowshier

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PROPOSAL	TPL121808
CONTRACT	476
RENEWAL	5

## **PREVENTATIVE MAINTENANCE AGREEMENT**

**FOR**

**JACKSON TOWNSHIP FIRE DEPARTMENT**

(hereafter referred to as Customer)

**SPEER MECHANICAL** agrees to perform preventative maintenance services per the specification attached, hereto, on the listed equipment at:

**JACKSON TOWNSHIP FIRE DEPARTMENT  
3650 HOOVER ROAD  
GROVE CITY, OHIO 43123**

SPEER MECHANICAL assumes that the systems being quoted upon are in a maintainable condition. If the inspection or initial seasonal start up indicates that repairs are required, a firm quotation will be submitted for the Customer's approval. Should the Customer not authorize the repairs or service, SPEER MECHANICAL may either remove the unacceptable systems, components, or parts from its scope of responsibility and adjust monthly rates accordingly or cancel this agreement.

All services to be performed pursuant to this agreement shall be done during the regular working hours of SPEER MECHANICAL, unless otherwise specified. SPEER MECHANICAL will provide the Customer with a written report of all services performed, findings, and recommendations upon completion of service. Any work, repairs or materials supplied which is not in accordance with the terms of this maintenance agreement will be performed at the current service rates, transportation and material charges in effect at that time. All services to be performed in compliance with the attached MECHANICAL SYSTEMS AND EQUIPMENT SPECIFICATIONS issue dated: **12/18/2008** and attached site specific ADDENDUM issue date: **12/18/2008**

The Customer agrees to permit properly accredited representatives of SPEER MECHANICAL to enter the Customer's property and have access to the equipment in order to fulfill the service duties assumed herein. SPEER MECHANICAL will provide trained service technicians directly employed and supervised by SPEER MECHANICAL, who will be qualified to service the equipment properly.

SPEER MECHANICAL shall not be liable for loss, damage or injury caused by failure or delay in performing services, hereunder, when such failure or delay arises from labor stoppages, commercial delays, destruction by fire, acts of God, or other causes beyond its control. SPEER MECHANICAL shall not be liable for any loss, damage, or injury arising from performance of service, hereunder, unless caused by its sole or joint negligence, or the sole or joint negligence of its employees or subcontractors. In the event of any liability arising out of the joint negligence of Customer and SPEER MECHANICAL, each shall be liable to the other and any damage third party in proportion to its relative degree of fault.



PROPOSAL	TPL121808
CONTRACT	476
RENEWAL	5

## PREVENTATIVE MAINTENANCE AGREEMENT

Under no circumstances, whether arising in contract, tort, equity or otherwise, will SPEER MECHANICAL be responsible for loss of use, loss of profit, or any special, indirect or consequential damages, except for the negligence of SPEER MECHANICAL.

In consideration for the preventative maintenance services performed, hereunder, the Customer agrees to pay SPEER MECHANICAL as indicated below:

The sum of **\$6,920.00** per year will be due annually. SPEER MECHANICAL shall bill the Customer on a **QUARTERLY** basis at a rate of **\$1,730.00** per billing. This amount will be due upon completion of services and payable within **10** days from date of invoice. This service program shall be for a one year period, beginning on **1/1/2009** for the initial period ending **12/31/2009** and shall renew automatically on a year to year basis, thereafter, beginning on the anniversary date.

The annual price may be adjusted by an amount based on the percentage increase or decrease in the cost of labor and materials from the last adjusted contract anniversary date, and shall be added to or deducted from the annual cost, but only at a time coincident with the renewal dates.

SPEER MECHANICAL may terminate this agreement upon the failure of the Customer to comply with the terms of this agreement by giving thirty (30) days written notice to the Customer. The Customer may terminate this agreement at any time for any reason with a thirty (30) day written notice to SPEER MECHANICAL. In the event of such termination, neither party shall be liable to the other party for any reason because of termination under the terms of this agreement.

This Agreement is not assignable without the written consent of SPEER MECHANICAL. This material is a proprietary trade secret of SPEER MECHANICAL, and use or disclosure other than by SPEER MECHANICAL is prohibited by Ohio Revised Code Chapter 1333 and federal law.

Signed and dated in Columbus, Ohio

**JACKSON TOWNSHIP FIRE DEPARTMENT**

SIGN: Michael Cully  
PRINT: Michael Cully  
TITLE: Administrator  
DATE: 3/9/2009

**SPEER MECHANICAL**

SIGN: [Signature]  
TIMOTHY P. LEACH  
TITLE SERVICE CONTRACT ADMINISTRATOR  
DATE 5/18/2008





PROPOSAL	TPL121808
CONTRACT	476
RENEWAL	5

## **PREVENTATIVE MAINTENANCE AGREEMENT**

### **SITE SPECIFIC ADDENDUM**

**ISSUE DATE 12/18/2008**

WATER TREATMENT SERVICES INCLUDED.

ANNUAL BOILER INSPECTION INCLUDES MANUFACTURER'S  
RECOMMENDATIONS FOR PARTS REPLACEMENT.

COMBUSTION ANALYSIS INCLUDED.



## MAINTENANCE INSPECTION SCHEDULE

CONTRACT # : 476  
 CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT  
 SITE : 3650 HOOVER ROAD  
 DATE : 12/18/2008

EQUIPMENT TYPE	TOTAL QTY.	DESCRIPTION	FREQUENCY		
VAV	16	VARIABLE AIR VOLUME BOX	2	X	PER YEAR
ACU	1	AIR COOLED CONDENSING UNIT	2	X	PER YEAR
AHU	1	AIR HANDLING UNIT	4	X	PER YEAR
FUR	1	GAS FURNACE	2	X	PER YEAR
MUA	1	MAKE-UP AIR UNIT	4	X	PER YEAR
CAB	5	CABINET UNIT HEATER	1	X	PER YEAR
BOI	2	BOILER	3	X	PER YEAR
EFU	11	EXHAUST FAN UNIT	2	X	PER YEAR
TUB	2	INFRARED TUBE HEATER	1	X	PER YEAR
SUM	2	SUMP PUMP	2	X	PER YEAR
BFP	2	BACKFLOW PREVENTOR	1	X	PER YEAR
PNE	1	PNEMATIC CONTROLS	1	X	PER YEAR
AIR	1	AIR COMPRESSOR	4	X	PER YEAR
DRY	1	AIR DRYER	4	X	PER YEAR
PUM	2	DOMESTIC HOT WATER PUMP	2	X	PER YEAR
PUM	4	HEATING LOOP PUMP	2	X	PER YEAR
CIR	1	AHU CIRCULATOR	2	X	PER YEAR

**TOTAL** 54

### Optional Maintenance Services:

YES	NO	
X		AIR FILTERS FURNISHED AND REPLACED
X		FAN BELTS FURNISHED AND REPLACED
X		CONDENSER COILS CLEANED WITH HIGH PRESSURE WATER
	X	EVAPORATOR COILS CLEANED WITH HIGH PRESSURE WATER
X		WATER TREATMENT SERVICES
	X	LABORATORY MASS SPECTROMETER OIL ANALYSIS
	X	LABORATORY MASS SPECTROMETER REFRIGERANT ANALYSIS
	X	SHOCK PULSE METHOD BEARING FAILURE ANALYSIS
	X	LABORATORY FLUID ANALYSIS
X		DIGITAL COMBUSTION EFFICIENCY ANALYSIS
	X	MANLIFT SUPPLIED



## EQUIPMENT SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

EQUIP. #	0001	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD2415
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0002	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD2415
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0003	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD1175
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0004	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD1175
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0005	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD1111
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0006	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD1111
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0007	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD1111
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0008	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD0607
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0009	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD0604
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0010	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD0604
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0011	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VARIABLE AIR VOLUME BOX	MODEL #	VFWD0604
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0012	LOCATION	EAST BLDG OUTSIDE
EQUIP. TYPE	ACU	ROOM FLOOR	
DESCRIPTION	AIR COOLED CONDENSING UNIT	MODEL #	RAUC30GEH032
MANUFACTURER	TRANE	SERIAL #	J93H82342



## EQUIPMENT SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

EQUIP. #	0013	LOCATION	BOILER RM
EQUIP. TYPE	AHU	ROOM FLOOR	
DESCRIPTION	AIR HANDLING UNIT	MODEL #	30 TON
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0014	LOCATION	
EQUIP. TYPE	FUR	ROOM FLOOR	
DESCRIPTION	GAS FURNACE	MODEL #	TDD0060C933661
MANUFACTURER	TRANE	SERIAL #	
EQUIP. #	0015	LOCATION	GARAGE
EQUIP. TYPE	MUA	ROOM FLOOR	
DESCRIPTION	MAKE-UP AIR UNIT	MODEL #	OVDE-120HRS
MANUFACTURER	TRANE	SERIAL #	93-57443
EQUIP. #	0016	LOCATION	
EQUIP. TYPE	CUH	ROOM FLOOR	
DESCRIPTION	CABINET UNIT HEATER	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0017	LOCATION	
EQUIP. TYPE	CUH	ROOM FLOOR	
DESCRIPTION	CABINET UNIT HEATER	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0018	LOCATION	
EQUIP. TYPE	CUH	ROOM FLOOR	
DESCRIPTION	CABINET UNIT HEATER	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0019	LOCATION	
EQUIP. TYPE	CUH	ROOM FLOOR	
DESCRIPTION	CABINET UNIT HEATER	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0020	LOCATION	
EQUIP. TYPE	CUH	ROOM FLOOR	
DESCRIPTION	CABINET UNIT HEATER	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0021	LOCATION	BOILER RM
EQUIP. TYPE	BOI	ROOM FLOOR	
DESCRIPTION	BOILER	MODEL #	PHW-500
MANUFACTURER	FULTON	SERIAL #	
EQUIP. #	0022	LOCATION	BOILER RM
EQUIP. TYPE	BOI	ROOM FLOOR	
DESCRIPTION	BOILER	MODEL #	PHW-500
MANUFACTURER	FULTON	SERIAL #	
EQUIP. #	0023	LOCATION	KITCHEN
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0024	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	





## EQUIPMENT SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

EQUIP. #	0025	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0026	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0027	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0028	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0029	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0030	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0031	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0032	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0033	LOCATION	THROUGHOUT BLDG
EQUIP. TYPE	EFU	ROOM FLOOR	
DESCRIPTION	EXHAUST FAN UNIT	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0034	LOCATION	GARAGE
EQUIP. TYPE	TUB	ROOM FLOOR	
DESCRIPTION	INFRARED TUBE HEATER	MODEL #	
MANUFACTURER	RAY VAC	SERIAL #	
EQUIP. #	0035	LOCATION	GARAGE
EQUIP. TYPE	TUB	ROOM FLOOR	
DESCRIPTION	INFRARED TUBE HEATER	MODEL #	
MANUFACTURER	RAY VAC	SERIAL #	
EQUIP. #	0036	LOCATION	BOILER RM
EQUIP. TYPE	SUM	ROOM FLOOR	
DESCRIPTION	SUMP PUMP	MODEL #	
MANUFACTURER		SERIAL #	





## EQUIPMENT SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

EQUIP. #	0037	LOCATION	BOILER RM
EQUIP. TYPE	BFP	ROOM FLOOR	
DESCRIPTION	BACKFLOW PREVENTOR	MODEL #	3/4"
MANUFACTURER	WATTS	SERIAL #	
EQUIP. #	0038	LOCATION	BOILER RM
EQUIP. TYPE	BFP	ROOM FLOOR	
DESCRIPTION	BACKFLOW PREVENTOR	MODEL #	3"
MANUFACTURER	WATTS	SERIAL #	
EQUIP. #	039	LOCATION	BOILER RM
EQUIP. TYPE	SUM	ROOM FLOOR	
DESCRIPTION	SUMP PUMP	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0040	LOCATION	BOILER RM
EQUIP. TYPE	SUM	ROOM FLOOR	
DESCRIPTION	SUMP PUMP	MODEL #	
MANUFACTURER		SERIAL #	
EQUIP. #	0041	LOCATION	BOILER RM
EQUIP. TYPE	AIR	ROOM FLOOR	
DESCRIPTION	AIR COMPRESSOR	MODEL #	CD106
MANUFACTURER		SERIAL #	C9L00282D
EQUIP. #	0042	LOCATION	BOILER RM
EQUIP. TYPE	DRY	ROOM FLOOR	
DESCRIPTION	AIR DRYER	MODEL #	
MANUFACTURER	HANKINSON	SERIAL #	
EQUIP. #	0043	LOCATION	BOILER RM
EQUIP. TYPE	PUM	ROOM FLOOR	
DESCRIPTION	DOPMESTIC HOT WATER PUMP	MODEL #	
MANUFACTURER	BELL & GOSSETT	SERIAL #	
EQUIP. #	0044	LOCATION	BOILER RM
EQUIP. TYPE	PUM	ROOM FLOOR	
DESCRIPTION	DOPMESTIC HOT WATER PUMP	MODEL #	
MANUFACTURER	BELL & GOSSETT	SERIAL #	
EQUIP. #	0045	LOCATION	BOILER RM
EQUIP. TYPE	PUM	ROOM FLOOR	
DESCRIPTION	HEATING LOOP PUMP	MODEL #	
MANUFACTURER	BELL & GOSSETT	SERIAL #	
EQUIP. #	0046	LOCATION	BOILER RM
EQUIP. TYPE	PUM	ROOM FLOOR	
DESCRIPTION	HEATING LOOP PUMP	MODEL #	
MANUFACTURER	BELL & GOSSETT	SERIAL #	
EQUIP. #	0047	LOCATION	BOILER RM
EQUIP. TYPE	PUM	ROOM FLOOR	
DESCRIPTION	AHU CIRCULATOR PUMP	MODEL #	
MANUFACTURER	BELL & GOSSETT	SERIAL #	
EQUIP. #	0048	LOCATION	
EQUIP. TYPE	VAV	ROOM FLOOR	
DESCRIPTION	VAVBOX	MODEL #	
MANUFACTURER		SERIAL #	



## EQUIPMENT SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

EQUIP. #	0049	LOCATION
EQUIP. TYPE	VAV	ROOM FLOOR
DESCRIPTION	VAVBOX	MODEL #
MANUFACTURER		SERIAL #
EQUIP. #	0050	LOCATION
EQUIP. TYPE	VAV	ROOM FLOOR
DESCRIPTION	VAVBOX	MODEL #
MANUFACTURER		SERIAL #
EQUIP. #	0051	LOCATION
EQUIP. TYPE	VAV	ROOM FLOOR
DESCRIPTION	VAVBOX	MODEL #
MANUFACTURER		SERIAL #
EQUIP. #	0052	LOCATION
EQUIP. TYPE	VAV	ROOM FLOOR
DESCRIPTION	VAVBOX	MODEL #
MANUFACTURER		SERIAL #
EQUIP. #		LOCATION
EQUIP. TYPE		ROOM FLOOR
DESCRIPTION		MODEL #
MANUFACTURER		SERIAL #
EQUIP. #		LOCATION
EQUIP. TYPE		ROOM FLOOR
DESCRIPTION		MODEL #
MANUFACTURER		SERIAL #
EQUIP. #		LOCATION
EQUIP. TYPE		ROOM FLOOR
DESCRIPTION		MODEL #
MANUFACTURER		SERIAL #
EQUIP. #		LOCATION
EQUIP. TYPE		ROOM FLOOR
DESCRIPTION		MODEL #
MANUFACTURER		SERIAL #
EQUIP. #		LOCATION
EQUIP. TYPE		ROOM FLOOR
DESCRIPTION		MODEL #
MANUFACTURER		SERIAL #
EQUIP. #		LOCATION
EQUIP. TYPE		ROOM FLOOR
DESCRIPTION		MODEL #
MANUFACTURER		SERIAL #
EQUIP. #		LOCATION
EQUIP. TYPE		ROOM FLOOR
DESCRIPTION		MODEL #
MANUFACTURER		SERIAL #



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### AHU - AIR HANDLING UNIT DX CLG. / HOT WATER HTG.

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	AHU
Inspection Code	DXHWANNUAL
Maint. Description	AHU DX CLG /HOT WTR HTG ANNUAL
Frequency per Year	4

Repair Code	Description
014	R.A. DAMPERS-LUBRICATE BEARINGS
015	R.A. DAMPERS-INSPECT TRACKING
016	BLOWER DRIVE-CHK BELTS/SHEAVES
018	CHECK/REPLACE FILTERS\
021	CONDENSATE PAN - INSPECT/CLEAN
029	MOTOR-LUBRICATE BEARINGS
034	AMPERAGES-CHECK & RECORD
035	M.A. CONTROL - CHECK OPERATION
037	O.A. DAMPERS-LUBRICATE BEARINGS
038	O.A. DAMPERS- INSPECT TRACKING
049	INDOOR COIL INSPECT
052	INDOOR COIL -(EAT-LAT) TEMP
072	FAN - CHECK BLADES FOR CRACKS
200	CLG. COIL-INSPECT FOR BLOCKAGE
202	CLG. COIL - STRAIGHTEN BENT FINS
203	CLG. COIL - CHECK FOR LEAKS
204	HTG. COIL - CHECK FOR BLOCKAGE
205	HTG. COIL - CHECK FOR LEAKS
210	FAN - CHECK ROTATION
211	CHECK FOR UNUSUAL VIBRATION
212	FAN - INSPECT BELTS
213	FAN - INSPECT SHEAVES
214	FAN - INSPECT DRIVE ALIGNMENT
219	MOTOR-INSPECT MOUNTS & BOLTS
220	MOTOR-CHECK AMPERAGE
273	RECORD ENTERING AIR TEMP
274	RECORD LEAVING AIR TEMP
275	RECORD ENTERING FLUID TEMP
276	RECORD LEAVING FLUID TEMP



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476  
 CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT  
 SITE : 3650 HOOVER ROAD  
 DATE : 12/18/2008

### ACU - AIR COOLED CONDENSING UNIT ANNUAL

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	ACU
Inspection Code	ACUANNUAL
Maint. Description	AIR COOLED CONDENSING UNIT ANNUAL
Frequency per Year	1

Repair Code	Description
001	COND. COIL - INSPECT
004	CRANKCASE HTR. CHECK OPERATION
005	HPCO CONTROL - CHECK OPERATION
006	LPCO CONTROL - CHECK OPERATION
009	REFRIG. LEAK CHECK - VISUAL
010	COMPRESSOR CYL. UNLOAD -CHECK
023	CONDENSER FANS - INSPECT
041	COMPRESSOR OIL LEVEL - CHECK
042	FAN MOTOR - BRGS. CHECK
050	REFRIG. CHARGE - CHK & RECORD
065	ELECTRICAL CONN.-TIGHTNESS CHK.
073	COND.VISUAL LEAK CHK
076	CHECK OIL PRESS. & RECORD
077	COND.COIL-STRAIGHTEN BENT FINS
211	CHECK FOR UNUSUAL VIBRATION
223	CONTROLS-SEQUENCE OPERATION
224	CONTROLS - CHECK ALL SAFETIES
225	CONTROLS-CHECK SETPOINTS
236	COMPRESSOR AMPS-CHK & RECORD



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### ACU - AIR COOLED CONDENSING UNIT MID SEASON

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD GROVE CITY, OHIO 43123

Equipment Type	ACU
Inspection Code	ACUMID
Maint. Description	AIR COOLED CONDENSING UNIT MID
Frequency per Year	1

Repair Code	Description
001	COND. COIL - INSPECT
004	CRANKCASE HTR. CHECK OPERATION
009	REFRIG. LEAK CHECK - VISUAL
010	COMPRESSOR CYL. UNLOAD -CHECK
023	CONDENSER FANS - INSPECT
025	WASH CONDENSER COILS
041	COMPRESSOR OIL LEVEL - CHECK
042	FAN MOTOR - BRGS. CHECK
050	REFRIG. CHARGE - CHK & RECORD
073	COND.VISUAL LEAK CHK
076	CHECK OIL PRESS. & RECORD
077	COND.COIL-STRAIGHTEN BENT FINS
211	CHECK FOR UNUSUAL VIBRATION
223	CONTROLS-SEQUENCE OPERATION
224	CONTROLS - CHECK ALL SAFETIES
225	CONTROLS-CHECK SETPOINTS
236	COMPRESSOR AMPS-CHK & RECORD



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### EFU - EXHAUST FAN UNIT

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	EFU
Inspection Code	EFU MINOR
Maint. Description	EXHAUST FAN UNIT MINOR
Frequency per Year	2

Repair Code	Description
029	MOTOR-LUBRICATE BEARINGS
030	BACKDRAFT DAMPERS-INSPECT
031	MOTOR CONTROLS - INSPECT
032	REPLACE BELTS AS REQUIRED
034	AMPERAGES - CHECK & RECORD
210	FAN - CHECK ROTATION
211	CHECK FOR UNUSUAL VIBRATION
212	FAN - INSPECT BELTS
213	FAN - INSPECT SHEAVES
214	FAN - INSPECT DRIVE ALIGNMENT



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476  
CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT  
SITE : 3650 HOOVER ROAD  
DATE : 12/18/2008

### CAB - CABINET UNIT HEATER MAJOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	CAB
Inspection Code	EUHMAJOR
Maint. Description	ELECTRIC UNIT HEATER MAJOR
Frequency per Year	1

Repair Code	Description
012	ELECTRIC CONTROLS-INSPECT
029	MOTOR-LUBRICATE BEARINGS
033	THERMOSTAT-CALIBRATE
034	AMPERAGES - CHECK & RECORD
038	HI LIMIT CONTROL-CHECK OP.



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### FUR - GAS FURNACE SEASONAL STARTUP

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	FUR
Inspection Code	FURSTART
Maint. Description	GAS FURNACE STRATUP
Frequency per Year	1

Repair Code	Description
002	TEMP CONTROLS - CHECK OPERATIONS
012	ELECTRICAL CONTROLS - INSPECT
017	BLOWER MOTOR(S) - LUBRICATE
018	AIR FILTERS - REPLACE
034	AMPERAGES - CHECK AND RECORD
078	GAS PRESSURE - CHECK AND ADJUST
079	BURNERS - INSPECT AND CLEAN
080	HEAT EXCHANGER - CHECK FOR DAMAGE
081	FLAME - VISUAL CHECK FOR PATTERN
082	FLUE PIPING - INSPECT FOR DAMAGE
114	CHECK/CLEAN VENTOR MOTOR
218	CHECK/CLEAN PILOT
219	CHECK/CLEAN ELECTRODE
220	ADJUST ELECTRODES
224	CONTROLS - CHECK SAFETIES
225	CONTROLS - CHECK SETPOINTS





## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### FUR - GAS FURNACE MID SEASON

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	FUR
Inspection Code	GASFUR02
Maint. Description	GAS FURNACE MID SEASON
Frequency per Year	1

Repair Code	Description
002	TEMP CONTROLS - CHECK OPERATION
012	ELECTRICAL CONTROL - CHECK
017	BLOWER MOTOR(S) - LUBRICATE
018	AIR FILTERS - REPLACE
081	FLAME - VISUAL PATTERN CHECK
082	FLUE PIPING - CHECK FOR DAMAGE
114	CHECK VENTOR MOTOR
218	CHECK/CLEAN PILOT



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### TUB - INFRARED TUBE HEATER MAJOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD GROVE CITY, OHIO 43123

Equipment Type	TUB
Inspection Code	IRHMAJOR
Maint. Description	INFRARED TUBE HEAT MAJOR
Frequency per Year	1

Repair Code	Description
034	AMPERAGES - CHECK & RECORD
038	HI LIMIT CONTROL - CHECK OPERATION
044	THERMOSTAT - CALIBRATION
057	VERIFY OPERATION
065	ELECTRICAL CONN. - TIGHTNESS CHK.
078	GAS PRESSURE - CHECK & SET
080	HEAT EXCHANGER - CHECK CONDITION



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### VAV- TERMINAL VAV BOX FAN POWERED

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	VAV
Inspection Code	VAVMAJOR
Maint. Description	VAV MAJOR MAINTENANCE
Frequency per Year	2

Repair Code	Description
032	REPLACE FILTERS
033	THERMOSTAT CALIBRATE
034	AMPERAGES - CHK & RECORD
042	FAN MOTOR- BRGS CHECK
043	VOLUME CONTROL - CHECK
045	FAN BRACKET - CHECK BOLTS
237	HTG/CLG COIL - CHK OPERATION
413	CHECK CONTACTORS



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### BFP - BACKFLOW PREVENTOR DEVICE CERTIFICATION

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	BFP
Inspection Code	BFPANN
Maint. Description	BFP ANNUAL CERTIFICATION
Frequency per Year	1

Repair Code	Description
278	TEST & CERTIFY DEVICE
279	SUBMIT CERTIFICATION PAPERWORK



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### BOI - GAS PULSE BOILER ANNUAL

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD GROVE CITY, OHIO 43123

Equipment Type	BOI
Inspection Code	PULSEANN
Maint. Description	PULSE BOILER ANNUAL
Frequency per Year	1

Repair Code	Description
	CHK AIR INTAKES & EXHAUST VENT
	CHECK FOR LEAKS IN EXHAUST PIPING
	CHK FOR LEAKS IN HEATING SYSTEM
	CHK FOR LEAKS IN BOILER PIPING
	CHANGE SPARK PLUG
	REPLACE FLAPPER VALVES
	COMBUSTION ANALYSIS
	LUBE MODULATION MOTOR ARMS
	LUBE GAS & BUTTERFLY VALVES
	CLEAN LOW WATER CUT OFF PROBE
	REPLACE FLAME ROD
	PURGE BOILER
	CHK AIR INTAKE PIPING FOR BROKEN SEALS
	CHK EXHAUST VENT PIPING FOR BROKEN SEALS



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### BOI - GAS PULSE BOILER MID SEASON

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD GROVE CITY, OHIO 43123

Equipment Type	BOI
Inspection Code	PULSEMID
Maint. Description	PULSE BOILER MID
Frequency per Year	2

Repair Code	Description
	CHK AIR INTAKE PIPING FOR BROKEN SEALS
	CHK EXHAUST VENT PIPING FOR BROKEN SEALS
	CHL/CLN SCREENS ON AIR INTAKE
	CHK/CLN SCREENS ON EXHAUST VENT
	CHK AIR INTAKE & EXHAUST VENT FOR BLOCKAGE
	CHEK FOR LEAKS IN EXHAUST PIPING
	CHECK LOW WATER CUTOFF OPERATION
261	BLOW DOWN PRESSURE VESSEL



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### PUM - END SUCTION PUMP MAJOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	PUM
Inspection Code	PUMANN01
Maint. Description	END SUCTION ANNUAL MAINTENANCE
Frequency per Year	2

Repair Code	Description
065	ELECTRICAL CONNECTIONS - TIGHTEN
218	MOTOR-LUBE BEARINGS AS REQ.
219	MOTOR-INSPECT MOUNTS & BOLTS
220	MOTOR-CHECK AMPERAGE&RECORD
265	CHK DRIVE COUPLING CONDITION
266	CHK MOTOR AIR INTAKE
267	LUBE PUMP BEARING ASSY.
268	VISUAL INSPECT PUMP ALIGNMENT
269	FLUSH STRAINERS
270	INSPECT SEALS & GASKETS
271	RECORD GAGES RDGS. SUCT. & DISCH.



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### MUA - MAKE UP AIR UNIT HEATING MAJOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	MUA
Inspection Code	MUAHTG01
Maint. Description	MAKE UP AIR GAS HEATING ANNUAL
Frequency per Year	1

Repair Code	Description
012	ELECTRIC CONTROLS-INSPECT
033	THERMOSTAT-CALIBRATE
034	AMPERAGES - CHECK & RECORD
038	HI LIMIT CONTROL-CHECK OP.
078	GAS PRESSURE - CHECK & SET
080	HEAT EXCHANGER - CHECK CONDITION
065	ELECTRICAL CONNECTIONS - TIGHTEN
206	DAMPERS- LUBRICATE JOINTS
207	DAMPERS- CHECK OPERATION
212	FAN- INSPECT BELTS
213	FAN-INSPECT SHEAVES
214	FAN-CHECK DRIVE ALIGNMENT
215	FAN-ADJUST DRIVE ALIGN IF REQ'D
216	FAN-INSPECT BEARINGS
217	FAN-LUBRICATE BEARINGS AS REQ.
218	MOTOR-LUBE BEARINGS AS REQ.
219	MOTOR-INSPECT MOUNTS & BOLTS
220	MOTOR-CHECK AMPERAGE&RECORD
020	AIR FILTER(S)-INSPECT
079	BURNERS-INSPECT & CLEAN
081	FLAME-VISUAL CHECK FOR PATTERN
082	FLUE PIPING-INSPECT FOR DAMAGE
235	MSR.HEAT TEMP RISE & RECORD





## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### MUA - MAKE UP AIR UNIT HEATING MINOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	MUA
Inspection Code	MUAHTG02
Maint. Description	MAKE UP AIR GAS HEATING MINOR
Frequency per Year	1

Repair Code	Description
012	ELECTRIC CONTROLS-INSPECT
033	THERMOSTAT-CALIBRATE
034	AMPERAGES - CHECK & RECORD
038	HI LIMIT CONTROL-CHECK OP.
080	HEAT EXCHANGER - CHECK CONDITION
206	DAMPERS- LUBRICATE JOINTS
207	DAMPERS- CHECK OPERATION
212	FAN- INSPECT BELTS
213	FAN-INSPECT SHEAVES
214	FAN-CHECK DRIVE ALIGNMENT
215	FAN-ADJUST DRIVE ALIGN IF REQ'D
216	FAN-INSPECT BEARINGS
217	FAN-LUBRICATE BEARINGS AS REQ.
218	MOTOR-LUBE BEARINGS AS REQ.
219	MOTOR-INSPECT MOUNTS & BOLTS
220	MOTOR-CHECK AMPERAGE&RECORD
020	AIR FILTER(S)-INSPECT
081	FLAME-VISUAL CHECK FOR PATTERN
082	FLUE PIPING-INSPECT FOR DAMAGE
235	MSR.HEAT TEMP RISE & RECORD



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### MUA - MAKE UP AIR UNIT COOLING MAJOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	MUA
Inspection Code	MUACLG01
Maint. Description	MAKE UP AIR COOLING MAJOR
Frequency per Year	2

Repair Code	Description
012	ELECTRIC CONTROLS-INSPECT
033	THERMOSTAT-CALIBRATE
034	AMPERAGES - CHECK & RECORD
206	DAMPERS- LUBRICATE JOINTS
207	DAMPERS- CHECK OPERATION
212	FAN- INSPECT BELTS
213	FAN-INSPECT SHEAVES
214	FAN-CHECK DRIVE ALIGNMENT
215	FAN-ADJUST DRIVE ALIGN IF REQ'D
216	FAN-INSPECT BEARINGS
217	FAN-LUBRICATE BEARINGS AS REQ.
218	MOTOR-LUBE BEARINGS AS REQ.
219	MOTOR-INSPECT MOUNTS & BOLTS
220	MOTOR-CHECK AMPERAGE&RECORD
020	AIR FILTER(S)-INSPECT



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### AIR - AIR COMPRESSOR MAJOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	AIR
Inspection Code	AIR00001
Maint. Description	AIR COMPRESSOR
Frequency per Year	1

Repair Code	Description
012	ELECTRIC CONTROLS - INSPECT
018	AIR FILTER(S) - REPLACE
028	COMPRESSOR OIL LEVEL - CHECK
029	MOTOR - LUBRICATE BEARINGS
032	BELT(S) - ADJ./REPLACE AS NEEDED
039	STARTERS / O.L./ WIRES - VISUAL
053	CHANGE OIL
054	AUTO DRAIN - CHECK OPERATION
055	PARTICULATE FILTER - INSPECT



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### AIR - AIR COMPRESSOR MINOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	AIR
Inspection Code	AIR00002
Maint. Description	AIR COMPRESSOR MINOR
Frequency per Year	3

Repair Code	Description
028	COMPRESSOR OIL LEVEL - CHECK
032	BELT(S) - ADJ./REPLACE AS NEEDED
039	STARTERS / O.L. / WIRES - VISUAL
054	AUTO DRAIN - CHECK OPERATION
055	PARTICULATE FILTER - INSPECT



## MAINTENANCE TASK SCHEDULE

CONTRACT # : 476

CUSTOMER : JACKSON TOWNSHIP FIRE DEPARTMENT

SITE : 3650 HOOVER ROAD

DATE : 12/18/2008

### DRY - AIR DRYER MINOR

CONTRACT #	476
CUSTOMER	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE NAME	JACKSON TOWNSHIP FIRE DEPARTMENT
SITE ADDRESS	3650 HOOVER ROAD
	GROVE CITY, OHIO 43123

Equipment Type	DRY
Inspection Code	DRY00001
Maint. Description	AIR DRYER MINOR
Frequency per Year	4

Repair Code	Description
001	CONDENSER COIL - INSPECT
009	REFRIGERANT LEAK CHECK - VISUAL
034	AMPERAGES - CHECK & RECORD
054	AUTO DRAIN - CHECK OPERATION
055	PARTICULATE FILTER - INSPECT

## #476 SUMMARY

12/19/2008

[illegible]



## **SERVICE RATES**

**ISSUE DATE:** 12/18/2008

### **COMMERCIAL / INDUSTRIAL**

**CUSTOMER:** JACKSON TOWNSHIP FIRE DEPARTMENT

We are pleased to offer you the discounted labor rates listed below as part of your service contract agreement:

<b><u>REGULAR HOURS:</u></b>	*	From 8:00 a.m. to 4:30 p.m. Weekdays Minimum one-hour.....	\$80.10 per hour
<b><u>OVERTIME HOURS:</u></b>	*	Saturdays, Sundays and Weekdays after 4:30 p.m. Minimum one-hour.....	\$120.15 per hour
	*	Sundays for scheduled work only and Holidays Minimum one-hour.....	\$160.20 per hour
<b><u>MILEAGE:</u></b>	*	Fifty (50) mile radius outside of base location.....	\$0.40 per mile
<b><u>EMERGENCY RESPONSE TIME:</u></b>	*	Our service department will respond to emergency service calls within <u>four (4) hours</u> on average	

An environmental/consumable fee of \$20.00 will be applied on time and material invoices only. This fee constitutes the cost of handling and disposal of refrigerants, glycol, used oils and other hazardous materials, along with costs of miscellaneous consumables.

***Thank you for your past and future business! Every effort is made to give you, our valued customer prompt, efficient and professional service. If you have any questions, please call.***

# JACKSON TOWNSHIP

March 3, 2009

## RESOLUTION 2009-29

### RESOLUTION TO AUTHORIZE SURPLUS EQUIPMENT SALES THROUGH INTERNET AUCTIONS

**WHEREAS**, in accordance with Ohio Revised Code section 505.10(D), the Jackson Township Board of Trustees has authority to dispose of surplus equipment through internet auctions; and

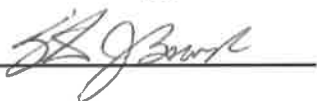
**WHEREAS**, the most popular government service for internet auctions is GovDeals.com that charges a nominal commission fee to list items for sale and coordinates all financial transactions with the successful auction buyer; now

**THEREFORE BE IT RESOLVED**, that the Board of Trustees hereby determines to sell surplus equipment items of Jackson Township using the internet service of GovDeals.com and directs and authorizes the Township Fiscal Officer and/or Township Administrator to execute the Sellers Service Agreements for the same and to coordinate surplus equipment sales in accordance with ORC 505.10.

I So Move



Seconded



VOTE

YES

NO

David Burris



William Lotz

Stephen Bowshier





# GovDeals

## Sellers Agreement

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This Agreement is between GovDeals, Inc. ("GovDeals"), a Delaware corporation having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama, 36117 and Jackson Township, Franklin County ("Client"), having its principal place of business at 3756 Hoover Road – P.O. Box 517 – Grove City, Ohio 43123.

- 1.0 **Description of Services:** GovDeals provides a means for sellers to list items for sale and for potential buyers to bid upon these items via an Internet-based auction system. Although GovDeals may provide software and applications to the Client to make the listing of items easier, GovDeals is not a party to the actual sale and has no control over the listed information or the ability of the buyer and seller to complete the transaction.
- 2.0 **GovDeals Responsibilities:** In addition to the operation of an Internet auction server, GovDeals will provide the Client with the following services during the term of the Agreement:
  - 2.1 Access to a web-based application ("GovDeals Auction Server") that will help the Client maintain information about assets and submit them to auction. The GovDeals Auction Server will:
    - 2.1.1 Accept descriptive information concerning an asset;
    - 2.1.2 Allow different auction phases based upon dates and times to be specified;
    - 2.1.3 Permit the assignment of certain buyer restrictions during each auction phase; and
    - 2.1.4 Facilitate requests for credits regarding transactions that were not completed.
  - 2.2 Training and support services to implement the GovDeals service, which will include:
    - 2.2.1 Familiarization with the nature and operation of the GovDeals Auction Server;
    - 2.2.2 Guidance in the initial entry of assets;
    - 2.2.3 Procedures for taking and posting pictures of assets; and
    - 2.2.4 Assistance in the development of an implementation plan and schedule.At GovDeals option, training and support services will be provided either on-site or via telephone and the Internet.
  - 2.3 A customer support desk available via telephone or e-mail between the hours of 8:00 a.m. and 6:00 p.m., Eastern Time, Monday through Friday, except announced holidays.
  - 2.4 Marketing of the on-line auction service to promote use of the site by potential buyers.
- 3.0 **Client Responsibilities:** To promote a successful operation and increase the benefits from using GovDeals auction capabilities, the Client agrees to:

- 3.1 Provide on-site support and resources required to access the GovDeals Auction Server via the Internet;
  - 3.2 Make sufficient personnel related to surplus property disposal available for training, implementation, and initial data entry;
  - 3.3 Cooperate with marketing campaigns, including providing a mailing list of prior auction customers, if available; and
  - 3.4 Utilize GovDeals Auction Server and on-line auction capabilities during the term of this Agreement by:
    - 3.4.1 Listing assets for sale on the GovDeals auction service;
    - 3.4.2 Completing sales transactions for assets sold via this service;
    - 3.4.3 Not selling through some other means any item for which it has received a winning bid via GovDeals for the specific purpose of avoiding the GovDeals fee; and
    - 3.4.4 Not engaging, directly or indirectly, in any activities intended to manipulate or interfere with the bidding process.
- 4.0 **Fees:** For any item that is sold as a result of posting it to the GovDeals web site, the following fees apply:
- 4.1 Where a single auction item does not yield greater than \$100,000 in a winning bid, Client agrees to pay GovDeals a fee of seven and one-half percent (7.5%) of the winning bid, but not less than \$5.00.
  - 4.2 Where a single auction item yields greater than \$100,000, but does not yield greater than \$500,000 in a winning bid, Client agrees to pay GovDeals a fee of seven and one-half percent (7.5%) of the winning bid up to \$100,000 plus five and one-half percent (5.5%) of the winning bid that is in excess of \$100,000 up to \$500,000.
  - 4.3 Where a single auction item yields greater than \$500,000 in a winning bid, Client agrees to pay GovDeals a fee of seven and one-half percent (7.5%) of \$100,000 of the winning bid, plus a fee of five and one-half percent (5.5%) of \$400,000 of the winning bid, plus a fee of three and one-half percent (3.5%) of the amount in excess of \$500,000 of the winning bid.
  - 4.4 On occasion, and apart from initial training, the Client may request GovDeals to supply on-site assistance to quickly move large amounts of items that have accumulated over a period of time. For this service GovDeals will charge an additional 7.5% fee or a total fee of 15%. For this additional fee GovDeals will go to the Client's site and record asset descriptions, take pictures, load assets to the auction site, and set auction dates. Assets must be arranged in such a manner as to allow GovDeals personnel access to the assets for recording descriptions and taking pictures. If assets are not arranged in the proper manner, the Client will provide personnel to assist the GovDeals representatives in arranging the assets for proper presentation. The additional 7.5% fee does not apply to assets used in the initial training and will not apply when the Client processes its own assets.

- 5.0 **Financial Settlement Service (Auction Proceeds Collected by GovDeals)**: Client can elect to have GovDeals collect Auction Proceeds from the winning Bidder. If Client elects this optional service, please read and approve the attached Addendum Number One (1) which follows the approval page of this Sellers Agreement. If Client prefers to collect the Auction Proceeds, simply remove Addendum Number One (1) and approve the Sellers Agreement. Based on the option selected, the Terms and Conditions will be modified to conform to the collection method chosen.
- 6.0 **Payment:**
- 6.1 GovDeals will invoice Client for fees on a periodic basis. Client agrees to remit payment to GovDeals within thirty (30) calendar days, unless an applicable prompt payment act or similar legislation specifies a different time period.
- 6.2 Client shall promptly, but not more than sixty (60) calendar days after the sale date, notify GovDeals of any transaction that was not consummated. The fees for said transaction shall be credited to the Client during the next invoice period.
- 7.0 **Term of Agreement:** This Agreement shall commence on the date it is signed by the second party to do so and will continue for a period of twelve months unless otherwise terminated upon sixty days written notice by either party. This Agreement shall be automatically extended for additional one-year periods, unless either party notifies the other in writing of its intent not to renew at least sixty days prior to the anniversary date. Either party may request a re-negotiation of the terms hereof during a period sixty days prior to the anniversary date of this Agreement. Any charges owed either party prior to terminating the agreement will remain payable.
- 8.0 **Right to Sell and Content:** Client will only post items to the GovDeals auction site that the Client has the legal right to sell or dispose of to qualified buyers. Any information posted will be accurate to the best of Client's ability and not contain anything of a pornographic or objectionable nature. Client agrees to only use links to digital pictures of associated assets as provided for in the GovDeals software, and will not create links to any other site, text or other information without the written consent of GovDeals.
- 9.0 **Online Sales - Terms and Conditions:** Attached hereto are model Online Sales – Terms and Conditions for use by client. At any time during the term of this Agreement, Client may modify the Terms and Conditions. Said substitution modification must be submitted to GovDeals in writing for posting to the GovDeals auction site. The Terms and Conditions posted to the GovDeals auction site shall not modify, amend or affect the provisions of this Agreement.
- 10.0 **Information and Security:**
- 10.1 Client agrees that GovDeals is not responsible for the accuracy of information provided to it by seller(s) and/or buyer(s). GovDeals will use reasonable efforts to protect information that is on its web site from inappropriate use and loss.
- 10.2 Client grants GovDeals a non-exclusive, non-transferable, irrevocable, and royalty-free right to exercise any copyright or publicity rights Client may have in the

information it posts to the GovDeals server(s). GovDeals agrees to use this information only for its intended purpose in support of this Agreement.

**11.0 Interference:** Client will not use any programs, routines, or applications in connection with GovDeals that will interfere with the operation of the software or site. Specifically, the Client will only communicate with the GovDeals Auction Server by using software and applications that GovDeals provides or specifically approves in writing.

**12.0 Proprietary Intellectual Property Exclusivity and Confidentiality:** The proprietary Internet-based auction system, environment, and components (collectively, the "System") provided by GovDeals under this Agreement are, and will remain, the exclusive property of GovDeals. GovDeals retains and reserves all rights to the proprietary intellectual property, including, but not limited to, all copyrights and trademarks of and to the System. GovDeals is providing the Client hereunder with a license for said System solely for its own use.

Client may not subcontract, sell, lease, transfer, assign or otherwise share said System with any third party. Client acknowledges that the System constitutes the proprietary and confidential property of GovDeals and agrees not to directly or indirectly use, employ, divulge, disclose, transfer, or communicate to any person, firm, corporation or other entity, in any manner whatsoever, any of the System or documentation/information provided by GovDeals. In the event of termination of this Agreement, Client shall promptly return to GovDeals or at the option of GovDeals destroy, all documentation/information regarding the System.

**13.0 Warranty Disclaimer:** GovDeals does not warrant error-free or uninterrupted use of the GovDeals service. The GovDeals web sites, services, software and applications are provided without warranty, express or implied, including, but not limited to, any implied warranties for merchantability or fitness for a particular purpose. GovDeals, its directors, officers, employees, agents and/or affiliates shall not be liable for any loss of profit and/or any direct, indirect, special, incidental or consequential damages resulting from the services offered herein.

**14.0 Governance:** This Agreement will be governed, interpreted, construed and enforced in accordance with the laws of the State of Ohio.

**15.0 Counterparts:** This Agreement may be executed in two or more counterparts, each of which after execution and delivery shall be deemed an original, but all of which shall constitute one and the same instrument.

**16.0 Non-Exclusive Engagement:** This Agreement is not exclusive. The Client may utilize other disposal approaches, including traditional auctioneer services and sealed bids in addition to GovDeals services. However, it is understood and agreed that the Client will not simultaneously utilize other disposal approaches and GovDeals while an asset is listed on a GovDeals auction.

**17.0 Entire Agreement:** This Agreement represents the entire understanding between the parties with respect to its subject matter.

THE ABOVE AGREEMENT IS ACCEPTED AND AGREED TO.

**GovDeals:**

By: Robert L. DeBardelaben

Name: Robert L. DeBardelaben

Title: President

Date: 2/3/2009

**Jackson Township, Franklin County:**

By: Michael Lilly

Name: Michael Lilly

Title: Township Administrator

Date: 3/9/09

**Sellers Agreement Mailing**

**Address and Contact :**

Attention: Sales Support  
5907 Carmichael Place  
Montgomery, AL 36117  
Fax Number: (334) 387-0519

**Primary Contact Person:**

Name: Michael Lilly  
Title: Township Administrator  
Telephone Number: (614) 875-0100  
Fax Number: (614) 871-6456  
e-mail: [LillyM@jacksontwp.org](mailto:LillyM@jacksontwp.org)

**Primary Contact Person:**

(Contract development)

Name: Carson McCord  
Title: Senior Sales Rep.  
Telephone Number: (615) 846-1150  
Fax Number: (615) 846-1154  
e-mail: [cmccord@govdeals.com](mailto:cmccord@govdeals.com)

**GovDeals**  
**Sellers Agreement**  
**Online Sales – Terms and Conditions**

---



**Jackson Township, Franklin County**  
**Grove City, Ohio**

**Online Sales – Terms and Conditions**

**All bidders and other participants of this auction agree that they have read and fully understand these terms and agree to be bound thereby.**

**Guaranty Waiver.** All property is offered for sale **"AS IS, WHERE IS."** Jackson Township, Franklin County (Seller) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect, or consequential.

**Description Warranty.** Seller warrants to the Buyer that the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If Seller confirms that the property does not conform to the description, Seller will keep the property and refund any money paid. The liability of Jackson Township, Franklin County shall not exceed the actual purchase price of the property. Please note that upon removal of the property, **all sales are final.**

**Personal and property risk.** Persons attending during exhibition, sale or removal of goods assume all risks of damage of or loss to person and property and specifically release the seller and GovDeals from liability therefore.

**Inspection.** Most items offered for sale are used and may contain defects not immediately detectable. Bidders may inspect the property prior to bidding. Bidders must adhere to the inspection dates and times indicated in the item description. See special instructions on each auction page for inspection details.

**Consideration of Bid.** Jackson Township, Franklin County reserves the right to reject any and all bids and to withdraw from sale any of the items listed.



**Buyer's Certificate.** Successful bidders will receive a Buyer's Certificate by email from **GovDeals**.

**Buyers Premium.** A 5% Buyers Premium will be added to the final selling price of all items in addition to any taxes imposed.

**Payment.** Payment in full is due not later than **5 business days** from the time and date of the Buyers Certificate. Payment must be made electronically through the GovDeals Website.

Acceptable forms of payment are:

- PayPal
- Wire Transfer
- Visa
- MasterCard
- American Express
- Discover

**PayPal and Credit Card purchases are limited to below \$5,000.00. If the winning bid plus applicable taxes, if any indicated, and the buyer's premium, equals more than \$4,999.99, PayPal and Credit Cards may not be used. If Wire Transfer is chosen, a Wire Transfer Transaction Summary page will provide payment and account information. The Wire Transfer must be completed within 5 days.**

**Escrow Payment.** When the purchase price (of a single item or the aggregate purchase price of multiple items) totals \$5,000 or greater, the Seller may require a down payment from the winning Buyer. This non-refundable fee will be 20% of the total purchase price. When the Seller exercises this option, the Buyer will have 48-hours from the time of issuance of the Buyers Certificate, to comply with this requirement. If Buyer fails to comply with this requirement within the stated time frame, the Seller can declare Buyer in default, bar them from further bidding and have them removed from the GovDeals system. If Buyer is in default, Seller may negotiate with next closest bidder, re-list at another auction and/or pursue all legal proceedings. All monies collected in escrow, will be deducted from total monies due at time of final payment.

**Removal.** All items must be removed within **10 business days** from the time and date of issuance of the Buyer's Certificate. Purchases will be released only upon receipt of payment as specified. Successful bidders are responsible for loading and removal and any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will **Jackson Township, Franklin County** assume responsibility for packing, loading or shipping. See special instructions on each auction page for removal details. A daily storage fee of \$10.00



may be charged for any item not removed within the 10 business days allowed and stated on the Buyer's Certificate.

**Vehicle Titles.** Seller will issue a title or certificate upon receipt of payment. Titles may be subject to any restrictions as indicated in the item description on the website. Open titles cannot be issued. **Jackson Township, Franklin County** will not issue replacement titles.

**Default.** Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all items within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, **Seller** may exercise such rights and may pursue such remedies as are provided by law. **Seller reserves the right to reclaim and resell all items not removed by Buyer thirty (30) days from the expiration of specified removal date and Seller is under no obligation to refund any monies received from the bidder.**

**Acceptance of Terms and Conditions.** By submitting a bid, the bidder agrees that they have read, fully understand and accept these Terms and Conditions of Online Sales, and agree to pay for and remove the property, if the bid is accepted, by the dates and times specified. These Terms and Conditions are displayed at the top of each page of each item listed on [GovDeals](#).

**State/Local Sales and/or Use Tax.** Buyers may be subject to payment of State and/or local sales and/or use tax. Buyers are responsible for contacting the appropriate tax office, completing any forms, and paying any taxes that may be imposed.

**Sales to Employees.** Employees of **Jackson Township, Franklin County** may bid on the property listed for auction, so long as they do NOT bid while on duty.

**Addendum Number One (1)**  
**Financial Settlement Memo of Understanding**

This Memo of Understanding is between GovDeals, Inc. (GovDeals) having its principal place of business at 5907 Carmichael Place, Montgomery, Alabama 36117 and Jackson Township, Franklin County ("Client"), having its principal place of business at 3756 Hoover Road – P.O. Box 517 – Grove City, Ohio 43123.

It is understood the Client wants GovDeals to collect all monies due the Client from the winning Bidder and remit the auction proceeds to the Client.

It is understood GovDeals will charge the winning Bidder a 5% Buyer's Premium based on the final sale price of all items sold. The Buyer's Premium will help offset the costs of electronic funds collection, funds reconciliation, charge backs and remittance of funds to the Client.

It is understood the Client is not allowed to charge the winning Bidder an additional "Buyer's Premium."

It is understood GovDeals will collect all auction proceeds from the winning Bidder, including the 5% "Buyer's Premium" through PayPal, Credit Card and Wire Transfer.

It is understood the Client will not release a piece of equipment to the winning Bidder until the Client has received verification from GovDeals that payment has been received from the winning Bidder.

It is understood GovDeals will remit all funds collected, less the 5% Buyer's Premium to the Client on a weekly basis for all items marked in the Client's online account (CAS) as "Paid For/Picked Up."

It is understood prior to an item being released to the winning Bidder the Client will ensure the winning Bidder or his/her agent has signed a "Bill of Sale" with a notation that the item is sold "As Is, Where Is and without Warranty." The Bill of Sale must be printed from the Client's assigned account with GovDeals.

It is understood no monies will be remitted to the Client for any equipment released without verification from GovDeals of approved payment from the winning Bidder through PayPal, Credit Card or Wire Transfer.

It is understood the Client will not collect any funds directly from the winning Bidder and if requested to do so, the Client should refer the winning Bidder directly to GovDeals for payment instructions.

It is understood GovDeals will absorb all cost of Charge Backs by PayPal or a Credit Card Company if an item is released after proper payment notification is received by the Client from GovDeals and a signed Bill of Sale is received from the winning Bidder by the Client.

It is understood GovDeals will not absorb a Charge Back won by a bidder in those rare occasions where a bidder pays for an item but never picks up the item and subsequently convinces PayPal or the Credit Card Company to charge the amount paid back to GovDeals. Since the Client did not lose the item and has the opportunity to resell it, the client agrees to refund the Charge Back amount to GovDeals or agrees to allow GovDeals to withhold the Charge Back amount from future payments owed the Client.

It is understood that a GovDeals Client Services Representative or a GovDeals Help Desk Representative will train the Client on how to effectively use the Financial Settlement feature and provide ongoing support as needed by GovDeals. There are no additional costs to the Client for this training and support.

It is also understood that GovDeals is covered by a Crime Insurance Policy with a limit of \$5,000,000.00 that will protect the Client against any loss of funds.

Approved for GovDeals:



President

Title

2/3/2009

Date

Approved for Client:

\_\_\_\_\_

Title

Date

**Please complete payment instructions below:**

Accounting Contact:

\_\_\_\_\_  
Name and Title

E-Mail Address:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Make check Payable to:

\_\_\_\_\_  
Client's Legal Name

Mail Check to:

\_\_\_\_\_  
Street Address or P.O. Box Number

\_\_\_\_\_  
City, State and Zip Code

# JACKSON TOWNSHIP

March 3, 2009

## RESOLUTION 2009-31

### RESOLUTION TO UPDATE FAMILY MEDICAL LEAVE POLICY

**WHEREAS**, the Jackson Township Board of Trustees previously adopted its Personnel Handbook on June 12, 2007 and determines that it must now update certain policies of the Handbook; and

**WHEREAS**, upon the advice and recommendation of the Township Administrator and Fire Chief, Appendix 6 "Family Medical Leave Policy" (FML) needs to be updated (as shown on the attached) to accommodate recent changes in Federal law; and

**WHEREAS**, the Medical Care Organization for the Township (CareWorks MCO) offers to outsource the implementation of the FML policy including all employee training for a modest fee; now

**THEREFORE BE IT RESOLVED**, the Board of Trustees hereby adopts the updates to the Township Personnel Handbook and further authorizes and directs the Township Fiscal Officer and/or Township Administrator to execute service agreements with CareWorks MCO for their services.

I So Move

David Burris

Seconded

David Burris

#### VOTE

YES

NO

David Burris

David Burris

William Lotz

\_\_\_\_\_

Stephen Bowshier

David Burris

# JACKSON TOWNSHIP PERSONNEL HANDBOOK

## APPENDIX 6

### FAMILY AND MEDICAL LEAVE POLICY

*\*Revised March 2009*

PAGE 1 OF 5

1. **Introduction:** Family and Medical Leave is a leave of absence, taken for specified reasons, during which the Township shall maintain the employee's health insurance in the same manner as if the employee remained in active pay status. During FML leave, however, employees must continue to pay their share of the premium.
2. **Eligible Employees:** Employees who have been employed by the Township for a total of at least 12 months and who have physically completed at least 1,250 hours of actual work with the Township during the previous 12 month period will be eligible for Family and Medical Leave.
3. **Entitlement to Leave:** Each eligible employee will be entitled to a total of 12 workweeks of Family and Medical Leave during a rolling 12 month period measured forward from the date the employee's first Family and Medical Leave begins. Employees may take the leave for any of the following reasons:
  - a. birth of a child of the employee and to care for the newborn child;
  - b. placement of a child with the employee by way of adoption or foster care;
  - c. to care for the spouse, child, parent, or one who stood in place of a parent of the employee, if that person has a serious health condition; or
  - d. because of a serious health condition involving more than three (3) consecutive calendar days absence due to incapacity plus two (2) visits to a healthcare provider within seven (7) days of the first day of incapacity.
4. **Family and Medical Leave Definitions:**
  - a. **Spouse:** husband or wife as defined by state law for purposes of marriage, including individuals married under common law marriages where/when recognized.
  - b. **Parent:** the biological parent or person who stands or stood in place of a parent to the employee when the employee was a child. "In-laws" are not included.
  - c. **Child:** a biological, adopted, foster, or stepchild; a legal ward; or a child of an employee who is standing in the place of a parent for that child.
  - d. **Serious Health Condition:** an illness, injury, impairment, or physical or mental condition which involves inpatient care or "continuing treatment" by a healthcare provider.
  - e. **Continuing Treatment:** continuing treatment by a healthcare provider which includes at least one (1) of the following:
    - (1) a period of incapacity for more than three (3) consecutive calendar days which requires subsequent treatment relating to that condition on two (2) or more occasions or on one (1) occasion which results in a regimen of continuing treatment;
    - (2) incapacity due to pregnancy;
    - (3) a period of incapacity or treatment due to a chronic serious health condition, which may be episodic but includes periodic visits to a healthcare provider and continues over an extended period of time;
    - (4) any period of incapacity which is permanent or long-term, due to a condition for which treatment may not be effective;
    - (5) absence due to a series of treatments, e.g., after surgery, accident, or for a condition which would result in an absence for at least three (3) consecutive days if left untreated.

# JACKSON TOWNSHIP PERSONNEL HANDBOOK

## APPENDIX 6

### FAMILY AND MEDICAL LEAVE POLICY

\*Revised March 2009

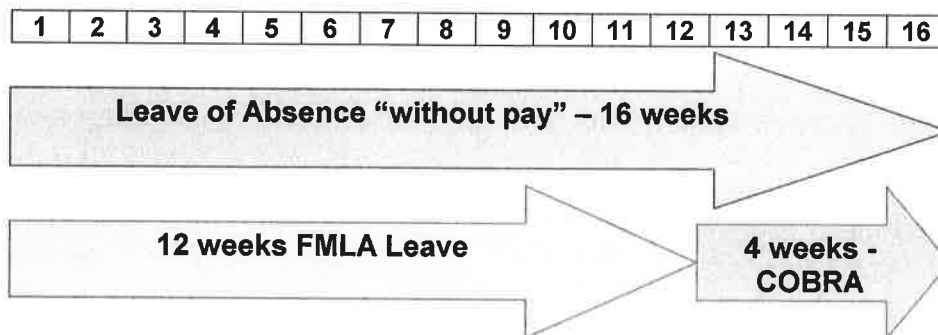
PAGE 2 OF 5

#### Family and Medical Leave Definitions (continued):

- f. **Healthcare Provider:** either: (1) a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or (2) any other person determined by the Secretary of Labor to be capable of providing healthcare services as further defined in the law.
- g. **Intermittent Leave:** leave taken in separate blocks of time due to a single qualifying reason.
- h. **Reduced Leave Schedule:** leave that reduces an employee's usual number of working hours per workweek or workday.
- i. **CareWorks USA:** an outside source hired by the Township to administer and manage all FMLA related leaves of absence.

5. **Utilization of Accumulated Paid Leave:** Employees are required to utilize accumulated paid leave for all or part of the FML 12 week period. Accrued sick leave shall be utilized for conditions that are eligible under both sick leave and the Family and Medical Leave Act. Unpaid FML shall be authorized for the balance of the 12 week period when all eligible accrued paid leaves have been exhausted (e.g., sick leave, vacation, etc). In other words, FML leave and paid leave for conditions that qualify under FML run concurrently. Compensatory time can also be used for an FML reason, however, it does not run concurrently with FML. The entire 12 week FML is not tacked onto the end of the paid leave, just the remaining portion after the paid leave time is subtracted. Three (3) examples of the concurrent use of Family and Medical Leave and applicable paid leave and leave of absence without pay are as follows:

**Example A:** An eligible employee suffers a serious health condition that lasts 16 weeks. The employee has no accrued paid leave (no sick leave, no vacation leave, etc.).



**In example A,** the Township will continue to pay the Township's share of the employee's health insurance premium for the first 12 weeks of the 16 weeks leave of absence without pay, so long as the employee pays the employee's share. Thereafter, the employee may purchase COBRA insurance to continue medical insurance benefits.

# JACKSON TOWNSHIP PERSONNEL HANDBOOK

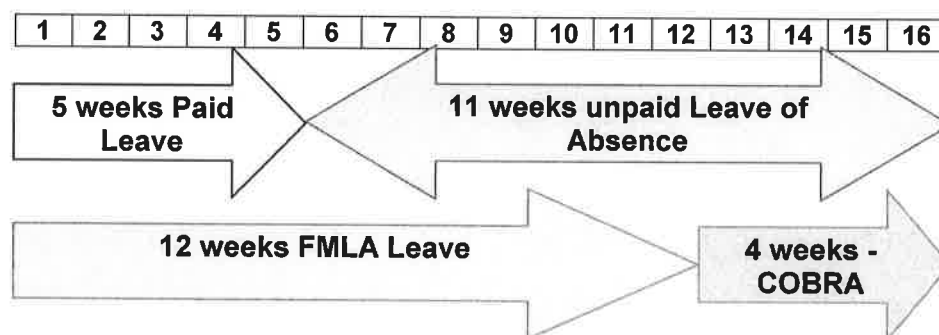
## APPENDIX 6

### FAMILY AND MEDICAL LEAVE POLICY

\*Revised March 2009

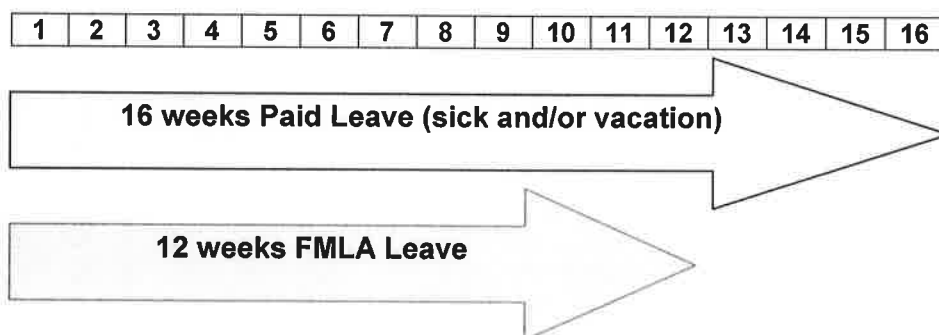
PAGE 3 OF 5

**Example B:** An eligible employee suffers a serious health condition that lasts 16 weeks. The employee has three (3) weeks of accrued sick leave and two (2) weeks of accrued vacation.



**In example B,** the Township will continue to pay the Township's share of the employee's health insurance premium for the first 12 weeks of the combination paid & unpaid leave. During the paid portion (first 5 weeks) the employee's share will be deducted from the paycheck. During the unpaid portion (the next 7 weeks) the employee must directly pay their share to the Township. After 12 total weeks, the employee may purchase COBRA insurance to continue medical insurance benefits.

**Example C:** An eligible employee suffers a serious health condition that lasts 16 weeks. The employee has 16 or more weeks of accrued paid leave balances (sick and/or vacation).



**In example C,** the Township will continue to pay the Township's share of the employee's health insurance premium for the entire duration of the 16 weeks, and shall deduct the employee's share from their paycheck. Note: COBRA is not applicable in this example.

- Husband and Wife:** When both spouses are employed by the Township, they are entitled to an aggregate total of 12 weeks of FML for childbirth, adoption placement, or foster care. This limitation does not apply to FML taken by either spouse to care for the other spouse, a child, or parent with a serious health condition.

# JACKSON TOWNSHIP PERSONNEL HANDBOOK

## APPENDIX 6

### FAMILY AND MEDICAL LEAVE POLICY

*\*Revised March 2009*

PAGE 4 OF 5

7. **Benefit Accrual During Leave:** An employee granted FML shall continue to accrue seniority (if applicable) during any period of such leave provided the employee follows the proper procedure for requesting such leave and returns to work at the expiration of the leave. Vacation, sick leave, and other paid leave will not accrue during any unpaid portion of the FML leave period.
8. **Reinstatement:** When an employee returns from Family and Medical Leave, the employee will be restored to the position held by the employee when the leave began or a similar position of equivalent pay and benefits. If the employee is returning from FML due to a serious health condition of the employee, the employee's physician must certify that the employee is able to resume work and perform the essential functions of the employee's position as a condition of return to employment. The Township may require a "fitness for duty" certification before an employee returns to work from intermittent leave.
9. **Failure to Return:**
  - a. If the employee fails to return from the leave, the employee shall reimburse the Township for the total insurance premium paid by the Township for the period of Family and Medical Leave during which the employee was on unpaid leave, unless the failure to return is due to:
    - 1 continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member which would otherwise entitle the employee to leave under FMLA; or
    - 2 other circumstances beyond the employee's control.In such a case, the Township may require medical certification and a fitness for duty certification. If an employee fails to provide certification or an adequate excuse, the employee shall be liable for the total insurance premium paid during the unpaid portion of the leave by the Township.
  - b. If an employee: (1) is not already on approved paid or unpaid leave in conjunction with Family and Medical Leave, (2) does not report to work or, (3) does not request and receive further approved leave after the applicable Family and Medical Leave expires, the employee will be absent without leave and may be subject to disciplinary action.
10. **General Notice:** The Township shall post written notice of employees' rights and ability to file a complaint of violations of the FMLA with the Wage and Hour Division. CareWorks pamphlets and information cards are available from the Township.



# JACKSON TOWNSHIP PERSONNEL HANDBOOK

## APPENDIX 6

### FAMILY AND MEDICAL LEAVE POLICY

*\*Revised March 2009*

PAGE 5 OF 5

#### B. PROCEDURE

1. **Paid Leave:** If an employee requests paid leave that also qualifies as Family and Medical Leave, the Township shall notify the employee that the paid leave will count toward and run concurrently with their Family and Medical Leave. Such notice should be provided to the employee as soon as practicable after the Township acquires knowledge that the paid leave qualifies as Family and Medical Leave.
2. **Employee Notification Requirements:**
  - a. Employees must provide 30-day advance notification if the need for medical leave is foreseeable and such notice is practical.
  - b. For intermittent leave (see item #4. below) employees must attempt to schedule leave so as not to disrupt the operations of the Township.
3. **CareWorks USA (1-888-436-9530):**
  - a. Employees desiring to use FML leave must call CareWorks.
  - b. CareWorks is available 7-days/week, 24-hours/day by calling toll-free at 1-888-436-9530. Follow the automated prompts to speak with an intake specialist who will ask questions such as: What is your illness or injury?, How long do you expect to be off work?, What is the name of your doctor?
  - c. CareWorks will send a packet of information to the employee that will need to be completed and returned within 15-days. Included in this packet is an authorization form to release medical information and a certification form for your doctor or healthcare provider.
  - d. CareWorks will also send information to the Township describing your FML leave.
  - e. During FML leave, a CareWorks claim representative will maintain regular contact with the employee and the Township.
  - f. A Nurse Manager may also be assigned to help manage your case.
4. **Intermittent Leave:**
  - a. Employees may use FML intermittently over the course of the work schedule, and under certain circumstances to reduce the work week or work day, resulting in a reduced work schedule. In any event, the FML may not exceed a total of twelve (12) workweeks.
  - b. Employees taking intermittent FML will still be required to contact both CareWorks toll-free for each time period and/or day they will be absent from work for FML reasons and the Township to report the absence. Failure to do so may result in an unapproved leave of absence subject to the Township's disciplinary policies.
5. **Employee's Failure to Pay Insurance Premium:** Upon commencement of FML leave, the Township shall continue the employee's health insurance as if the employee was not on leave. During any unpaid portion of the leave, the Township's obligation shall cease if the employee is more than 30 days late in tendering the employee's share of the premium. In such a case, the Township shall provide the employee written notice of the discontinuance of coverage by mailing such notice at least 15 days before the date coverage will cease.



"Preserving the past for the future"

**Southwest Franklin County Historical Society**  
3950 Front Street  
Grove City, Ohio 43123

To: Jackson Township Trustees

February 20, 2009

Greetings:

The Southwest Franklin County Historical Society is interested in continuing the historic development in Century Village in Fryer Park in Grove City.

We have received an offer of a gift of a two story log house currently sitting on the Black farm on the West side of Borror road. It appears to be in pretty good shape due to the fact that it has been covered with wood siding for an extensive period of time. We are proposing to dismantle it and move it into the historic area as one of the oldest log buildings remaining in Jackson Township. Representatives of Grove City and the Historical Society, have signed a letter of intent to remove it from it's present site before 1/1/2010 per the request of the Black brothers. A guesstimate of the cost of dismantling, moving and reconstructing it on a foundation in the park falls in the range of \$45,000., using the help of society members and City employees.

We are requesting that you would seriously consider supporting this project financially, thus helping with continued improvement of the park as a historic learning area, both for local people and visitors.

Awaiting your reply:

Steve Jackson, Co-President, Southwest Franklin County Historical Society

Linda Lewis, Co-President, Southwest Franklin County Historical Society

Joan Eyerman, Historic Park Committee Chairperson

# JACKSON TOWNSHIP FIRE DEPARTMENT

P.O. Box 517 ♦ 3650 Hoover Road ♦ Grove City, OH 43123 ♦ Phone: 614-875-5588 ♦ Fax: 614-875-2691  
Website: [www.jacksontwp.org/fire](http://www.jacksontwp.org/fire) ♦ E-Mail: [fire.admin@jacksontwp.org](mailto:fire.admin@jacksontwp.org)

To: Jackson Township Board of Trustees  
From: Chief Gilbert Sheets and Chief Dawson  
Date: March 3, 2009  
Re: Report of Fire Department Activities

- We had 102 fire responses and 458 EMS responses in the last 4 weeks.
- Lt. Ashcraft and Lt. Bowyer completed State Fire Instructor School.
- The new Medic 202 is will be delivered the week of March 9, 2009.
- Dan Levesque attending Columbus State Community College.
- Care Works and FMLA.
- Web Filter Replacement.
- Hydrant report from other Franklin County Fire Departments.
- Having InfoLink come in five days a week.
- Radio dispatching contract with Grove City.

Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 49-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee HEARTLAND BANK  
850 NORTH HAMILTON ROAD  
GAHANNA OH 46230

Purpose

Charge Amount	\$4,551.43			
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 City Income Tax	\$4,551.430	\$4,551.43

\$4,551.43

Charge Distribution				
1000-110-131-0000	\$55.88	DIRECT	2111-220-190-0000	\$4,349.30 DIRECT
1000-110-190-0000	\$36.88	DIRECT	2031-330-190-0000	\$109.37 DIRECT

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES.



Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 50-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee HEARTLAND BANK  
850 NORTH HAMILTON ROAD  
GAHANNA OH 46230

Purpose

Charge Amount				
	\$25,136.18			
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 Federal Income Tax	\$25,136.180	\$25,136.18

\$25,136.18

Charge Distribution					
1000-110-131-0000	\$240.87	DIRECT	2111-220-190-0000	\$24,230.73	DIRECT
1000-110-190-0000	\$99.75	DIRECT	2031-330-190-0000	\$564.83	DIRECT

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES.



Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number      51-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee      HEARTLAND BANK  
850 NORTH HAMILTON ROAD  
GAHANNA OH 46230

Purpose

Charge Amount	\$172,030.28			
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 Net Salaries	\$172,030.280	\$172,030.28

\$172,030.28

Charge Distribution					
1000-110-131-0000	\$1,843.90	DIRECT	2111-220-190-0000	\$163,757.35	DIRECT
1000-110-190-0000	\$1,429.46	DIRECT	2031-330-190-0000	\$4,999.57	DIRECT

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES.

*William DeFitter*

Ver. 13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number      52-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee      HEARTLAND BANK  
850 NORTH HAMILTON ROAD  
GAHANNA OH 46230

Purpose

Charge Amount	\$257.25			
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 School District Tax	\$257.250	\$257.25

\$257.25

Charge Distribution				
2111-220-190-0000	\$240.38	DIRECT	1000-110-190-0000	\$3.35 DIRECT
2031-330-190-0000	\$13.52	DIRECT		

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES.



Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 53-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee HEARTLAND BANK  
850 NORTH HAMILTON ROAD  
GAHANNA OH 46230

Purpose

Charge Amount				
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 State Income Tax	\$7,123.350	\$7,123.35

\$7,123.35

Charge Distribution				
1000-110-131-0000	\$75.20	DIRECT	2111-220-190-0000	\$6,845.64 DIRECT
1000-110-190-0000	\$35.00	DIRECT	2031-330-190-0000	\$167.51 DIRECT

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES.

*William R. Foster*



Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 54-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee HEARTLAND BANK  
850 NORTH HAMILTON ROAD  
GAHANNA OH 46230

Purpose

Charge Amount	\$5,868.88			
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 SS and Medicare	\$5,868.880	\$5,868.88

\$5,868.88

Charge Distribution					
1000-110-131-0000	\$40.51	DIRECT	1000-110-213-0000	\$136.98	DIRECT
2111-220-190-0000	\$2,797.46	DIRECT	2111-220-213-0000	\$2,797.46	DIRECT
1000-110-190-0000	\$26.74	DIRECT	2031-330-190-0000	\$69.73	DIRECT

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES.

*William R. Fether*

Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 55-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee OHIO CHILD SUPPORT PAYMENT CENTER  
P O BOX 182394  
COLUMBUS OH 43218

Purpose

Charge Amount				
	\$2,260.51			
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 Child Support	\$2,260.510	\$2,260.51

\$2,260.51

Charge Distribution  
2111-220-190-0000 \$2,260.51 DIRECT

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
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UNAPPROPRIATED TO OTHER PURPOSES.



Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 56-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee PUBLIC EMPLOYEES RETIREMENT SYSTEM  
277 E TOWN ST  
COLUMBUS OH 43215

Purpose

Charge Amount	\$9,080.64			
Quantity	Units	Description	Unit Price	Item Total
1.00		Mar 17,2009 Employer code # 7411-08	\$9,080.640	\$9,080.64

\$9,080.64

Charge Distribution

1000-110-111-0000	\$514.20	DIRECT	1000-110-121-0000	\$234.81	DIRECT
1000-110-131-0000	\$571.04	DIRECT	1000-110-211-0000	\$2,358.00	DIRECT
2111-220-190-0000	\$553.92	DIRECT	2111-220-211-0000	\$775.48	DIRECT
1000-110-190-0000	\$364.24	DIRECT	2031-330-190-0000	\$1,545.40	DIRECT
2031-330-211-0000	\$2,163.55	DIRECT			

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES.



Ver.13.1

C H A R G E  
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 57-2009  
03/13/2009

OFFICE OF  
JACKSON TOWNSHIP, FRANKLIN COUNTY, GROVE CITY, OH

Payee PAYCOR  
SUITE 200  
644 LINN STREET  
CINCINNATI OH 45203

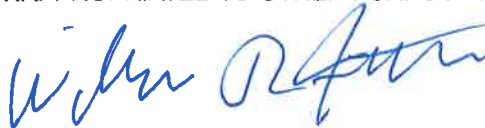
Purpose

Charge Amount				
	\$620.05			
Quantity	Units	Description	Unit Price	Item Total
1.00		Advice of Debit # 1063980	\$620.050	\$620.05

\$620.05

		Charge Distribution
1000-120-360-0000	\$620.05	PR 23-2009

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
LEVIED AND IN PROCESS OF COLLECTION AND  
UNAPPROPRIATED TO OTHER PURPOSES



644 Linn Street, Suite 200  
Cincinnati, OH 45203  
1-800-381-0053



Advice of Debit 1063980	Advice Date 03/09/09
Total Amount 620.05	Debited On 03/16/09
Client Number 14767-1	

Jackson Township  
Martha Liming  
3756 Hoover Rd  
Grove City, OH 43123

Date of Service	Check Date	Description of Services	Qty	Current Charges	Adjustments	Balance
02/23/09		Previous Balance				254.49
03/02/09		Auto Debit Process			-254.49	
03/09/09	03/17/09	Payroll and Tax Service	127	147.00		
03/09/09	03/17/09	Check Stuffing	0	0.00		
03/09/09	03/17/09	Pay Options	182	96.50		
03/09/09	03/17/09	Online Reporting Service	1	0.00		
03/09/09	03/17/09	Online Check Stub Fee	112	18.05		
		<b>Payroll Service Fees</b>		261.55		
03/09/09	03/17/09	General Ledger-PR Processing	127	0.00		
03/09/09	03/17/09	Electronic Child Support Payments	6	16.50		
03/09/09	03/17/09	Additional Taxing Authorities	1	3.00		
03/09/09	03/17/09	PC Paycor Maintenance		0.00		
03/09/09	03/17/09	Year to Date Report	1	0.00		
03/09/09	03/17/09	Deduction Report	1	0.00		
03/09/09	03/17/09	Tree Saver Discount		-1.00		
02/28/09		Paycor HR Plus	112	170.00		
02/28/09		Reporting Options**	112	170.00		
		<b>Total Current Charges</b>		620.05		

\* Payoptions Includes Paycor Official Checks & Centralized Direct Deposit

\*\* Reporting options Includes Report Flex & Export Wizard

Late payments are subject to a fee

Client Number 14767-1	The total due debited from your account on 03/16/2009.	Advice Number: 1063980
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PAYMENT REGISTER  
JACKSON TOWNSHIP, FRANKLIN COUNTY  
Accounting/Payroll  
From 03/10/2009 to 03/13/2009

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Date: 03/16/2009

Warrant Number	Type	Date	Vendor/Payee	Amount	Status
6486	VW	03/11/2009	PREMIER	\$803.44	O
6487	VW	03/11/2009	SPEER MECHANICAL	845.20	O
6488	VW	03/11/2009	MOBILE TEK	480.00	V
6489	VW	03/11/2009	ROY TAILOR UNIFORM	3,012.30	O
6490	VW	03/11/2009	SAM'S CLUB	623.34	O
6491	VW	03/11/2009	EARHART PETROLEUM, INC.	3,831.71	O
6492	VW	03/11/2009	TRISH'S STITCHES	2,680.50	O
6493	VW	03/11/2009	CLASSIC SOLUTIONS	256.26	O
6494	VW	03/11/2009	WORK HEALTH	120.00	O
6495	VW	03/11/2009	JONATHAN ANDERSON	50.00	O
6496	VW	03/11/2009	BOEHM STAMP & PRINTING	137.96	O
6497	VW	03/11/2009	JACQUE WHITTENBERGER	45.36	O
6498	VW	03/11/2009	JASON C. WELLS	50.00	O
6499	VW	03/11/2009	FINLEY FIRE EQUIPMENT	294.35	O
6500	VW	03/11/2009	DANIEL J. LEVESQUE	50.00	O
6501	VW	03/11/2009	GALLS	127.98	O
6502	VW	03/11/2009	FRANKLIN CO. FIRE CHIEFS ASSOCIATION	25.00	O
6503	VW	03/11/2009	INTERNATIONAL ASSO. ARSON INVESTIGATION	150.00	O
6504	VW	03/11/2009	C H BRADSHAW	43.23	O
6505	VW	03/11/2009	JD EQUIPMENT	11.58	O
6506	VW	03/11/2009	STAPLES CREDIT PLAN	18.56	O
6507	VW	03/11/2009	BOB SUMEREL TIRE CO.	237.95	O
6508	VW	03/11/2009	HORTON EMERGENCY VEHICLES	788.20	O
6509	VW	03/11/2009	CENTER CITY INTERNATIONAL TRUCKS, INC.	24.98	O
6510	VW	03/11/2009	HI-LINE	422.31	O
6511	VW	03/11/2009	FYDA FREIGHTLINER COLUMBUS, INC.	116.88	O
6512	VW	03/11/2009	BUCKEYE FORD	378.42	O
6513	VW	03/11/2009	TALIAFERRO ENTERPRISES INC.	64.24	O
6514	VW	03/11/2009	NAPA - COLUMBUS, OH	1,066.57	O
6515	VW	03/11/2009	D & M DISTRIBUTORS, INC.	217.32	O
6516	VW	03/11/2009	DELAWARE CITY FIREFIGHTERS	200.00	O
6517	VW	03/11/2009	IAFF LOCAL 3558 SEMINAR	200.00	O
6518	VW	03/11/2009	HOME DEPOT CREDIT SERVICES	269.01	O
6519	VW	03/11/2009	IMPERIAL SUPPLIES LLC	400.36	O
6520	VW	03/11/2009	MEDFLIGHT OF OHIO	500.00	O
6521	VW	03/11/2009	HENRY SCHEIN MATRX MEDICAL	4,635.00	O
6522	VW	03/11/2009	TRI-STATE CENTURION	206.17	O
6523	VW	03/11/2009	LAERDAL MEDICAL CORPORATION	472.48	O
6524	VW	03/11/2009	BOUND TREE MEDICAL, LLC	3,433.36	O
6525	VW	03/11/2009	GEER GAS CORP	182.10	O
6526	VW	03/11/2009	DOCTORS WEST PHARMACY	210.88	O
6527	VW	03/11/2009	NATIONAL FIRE SPRINKLER ASSOCIATION	170.00	O

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Warrant Number	Type	Date	Vendor/Payee	Amount	Status
6528	VW	03/11/2009	EDM PUBLISHERS	158.48	0
6529	VW	03/11/2009	INTERNATIONAL CODE COUNCIL	100.00	0
6530	VW	03/11/2009	NATIONAL FIRE PROTECTION ASSOCIATION	270.00	0
6531	VW	03/12/2009	FIRM GREEN	24,999.00	0
6532	VW	03/12/2009	HOME DEPOT CREDIT SERVICES	824.92	0
6533	VW	03/12/2009	CENTRAL OHIO FIRE MUSEUM	46.00	0
6534	VW	03/12/2009	CHAPTER 13 TRUSTEE	1,212.65	0
6535	VW	03/12/2009	OHIO PUBLIC EMPLOYEES DEFERRED COMP	9,216.46	0
6536	VW	03/12/2009	FRANKLIN COUNTY MUNICIPAL COURT	465.23	0
6537	VW	03/12/2009	MEDICAL BENEFITS ADMINISTRATORS, INC.	2,313.88	0
6538	VW	03/12/2009	OHIO POLICE & FIRE PENSION FUND	38,626.10	0
6539	VW	03/12/2009	BUREAU OF WORKERS' COMPENSATION	158,161.48	0
6540	VW	03/12/2009	OHIO POLICE & FIRE PENSION FUND	322,087.99	0
6541	VW	03/12/2009	AT&T MOBILITY	111.98	0
6542	VW	03/12/2009	AT&T	330.51	0
6543	VW	03/12/2009	ACE TRUCK BODY INC	21.34	0
6544	VW	03/12/2009	AMERICAN ELECTRIC POWER	1,133.60	0
6545	VW	03/12/2009	CINTAS	123.06	0
6546	VW	03/12/2009	COLUMBIA GAS	11,135.25	0
6547	VW	03/12/2009	COLUMBUS - CITY TREASURER	671.31	0
6548	VW	03/12/2009	DELILLE OXYGEN	40.00	0
6549	VW	03/12/2009	DELTA DENTAL	1,980.50	0
6550	VW	03/12/2009	MOONEY & MOSES	800.00	0
6551	VW	03/12/2009	FERGUSON WATERWORKS #527	174.00	0
6552	VW	03/12/2009	FAYETTE FLAG & BANNER SUPPLY	173.80	0
6553	VW	03/12/2009	GORDON FLESCH COMPANY	35.46	0
6554	VW	03/12/2009	GROVE CITY OFFICE SUPPLY	429.86	0
6555	VW	03/12/2009	GROVE CITY GARAGE DOOR, INC.	158.00	0
6556	VW	03/12/2009	KOKOSING MATERIALS	280.00	0
6557	VW	03/12/2009	LOWES BUSINESS ACCOUNT	71.82	0
6558	VW	03/12/2009	NAPA - COLUMBUS, OH	96.38	0
6559	VW	03/12/2009	COMMAND HEATING INC	286.10	0
6560	VW	03/12/2009	PITNEY BOWES	198.86	0
6561	VW	03/12/2009	SOUTHWESTERN POWER EQUIPMENT, INC.	283.48	0
6562	VW	03/12/2009	SHERWIN WILLIAMS	158.98	0
6563	VW	03/12/2009	VERIZON	506.41	0
6564	VW	03/12/2009	WRIGHT GRAPHIC DESIGN	141.16	0
6565	VW	03/13/2009	GROVE CITY AREA CHAMBER OF COMMERCE	40.00	0
6566	VW	03/13/2009	BEST BUY	664.99	0

Report reflects selected information.  
Adjustments that occurred on future dates  
are not included in the total.

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JACKSON TOWNSHIP, FRANKLIN COUNTY  
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Warrant Number	Type	Date	Vendor/Payee	Amount	Status
Subtotal:				605,902.04	
Adjustments:				0.00	
Total Amount Pending for Accounting:				0.00	
Total Amount Pending for Payroll:				0.00	
Total:				\$605,902.04	

I HEREBY CERTIFY THAT MONEY TO PAY  
THE ABOVE BILLS IS IN THE TREASURY OR IS  
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