

MINUTES OF BOARD OF TRUSTEES, JACKSON TOWNSHIP, FRANKLIN COUNTY

December 22, 2009

OPENING

The Board of Trustees of Jackson Township, Franklin County, Ohio, met in regular session on Tuesday, December 22, 2009, at the Jackson Township Administration Building, 3756 Hoover Road, Grove City, Ohio. Mr. Burris, Chairman, opened the meeting at 7:02 p.m. He introduced Mr. Jack Reber of the American Legion to lead the Pledge of Allegiance. Mr. Burris gave the opening prayer.

ROLL CALL

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

RESOLUTION 2009-145

Mr. Burris moved to delete the reading and to approve the minutes for the December 8, 2009 regular meeting. Mr. Lotz seconded the motion. VOTE: all yes.

RESOLUTION 2009-146

Mr. Burris moved to accept the following reports as prepared and presented to the Board by Fiscal Officer William Forrester: Fund Status, Expenditure Account Status, Warrant Register, and Memos of Expenditure. Mr. Bowshier seconded the motion. VOTE: all yes.

RESOLUTION 2009-147

Mr. Burris moved to pay payroll, pay all bills and approve purchase orders. Mr. Lotz seconded the motion. VOTE: all yes.

NEW BUSINESS

RESOLUTION 2009-148

Mr. Burris read Resolution 2009-148 and moved to provide for line item transfer of funds. Mr. Bowshier seconded the motion. VOTE: all yes.

RESOLUTION 2009-149

Mr. Burris read Resolution 2009-149 and moved to accept the budget for Jackson Township for Fiscal Year ending December 31, 2010. Mr. Lotz seconded the motion. VOTE: all yes.

RESOLUTION 2009-150

Mr. Burris read Resolution 2009-150 and moved to update the Township Personnel Handbook to amend Appendix 1, Section 19 Fire Department wages eliminating the pension pickup program for all newly hired firefighters. Mr. Bowshier seconded the motion noting this is for the newly hired. VOTE: all yes.

RESOLUTION 2009-151

Mr. Burris read Resolution 2009-151 moved to update the Township Personnel Handbook to amend Appendix 1, Section 19 Fire Department Wages for an amended step schedule for newly hired firefighters as per resolution. Mr. Lotz seconded the motion. VOTE: all yes.

DEPARTMENT REPORTS

ZONING & ADMINISTRATION

Mr. Lilly presented the Board with a report in caucus.

FIRE DEPARTMENT

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

SWEARING IN

Mr. Lotz issued the oath of office to David Burris as newly re-elected trustee, new term to begin January 1, 2009.

PROCLAMATION

Mr. Burris read a Proclamation, naming Fire Station 203, the "William F. Lotz, Sr. Fire Station."

PRESENTATIONS AND REMARKS

- Mr. Burris thanked the wives of the trustees and fiscal officer and presented them with bouquets of flowers.
- Mr. Burris read a letter of appreciation for Mr. Lotz from Judge Harlan Hale.
- State Representative Cheryl Grossman read a commendation under the sponsorship of herself and Representative Dan Stewart on behalf of members of the Ohio House of Representatives 128th General Assembly.
- Mayor Ike Stage congratulated Bill and read a proclamation from the City of Grove City.
- City Council member Maria Klemack expressed her appreciation to Bill Lotz for his cooperative spirit and dedication to the citizens of Grove City and Jackson Township.
- City Administrator Phil Honsey acknowledged the contribution Mr. Lotz has made to the community.

- Mr. Burris praised Mr. Lotz for his dedication and remarked that he Mr. Bowshier will miss him and will be calling on him for his knowledge and expertise. He stated they were not only colleagues, but had become good personal friends. He stated Bill has deep roots in this community and will drop what he is doing to help someone. He then presented Mr. Lotz with a greeting card and a money gift given by fellow trustees, staff, and other friends.
- There were also kind remarks by Mr. Bowshier, Mr. Forrester, Mr. Lilly, Chief Sheets, Deputy Chief Dawson and Mr. Jack Reber, Board of Zoning Appeals member.

Mr. Lotz thanked everyone and spoke about some of the accomplishments of the Board during his tenure. The Board inherited a lean bank account and built up the finances in order to operate. The Board was able to hold the line on taxes while improving services, maintaining buildings and property, acquiring excellent new equipment for road and fire departments. He noted that Township roads are in excellent shape. He also referenced that the Township worked together with the City to accomplish the road projects at Big Run Road, Holt Road and the White Road/McDowell intersection. The Board always strived to serve the whole of the Township. He thanked all who were in attendance, and there was a capacity crowd.

ANNOUNCEMENTS

Mr. Burris invited those in attendance to remain for a reception for Mr. Lotz to be held immediately following the meeting,

Mr. Burris also announced the next regular meeting of the Jackson Township Board of Trustees will be on Tuesday, January 5, 2010, at 1:30 p.m. The meeting will be held in the Jackson Township Administration Building at 3756 Hoover Road. Caucus will begin at 12:45 p.m.

RESOLUTION 2009-152

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

Meeting was adjourned at 7:30 p.m.

ATTEST:



William Forrester, Fiscal Officer



David Burris, Chairman

JACKSON TOWNSHIP

December 22, 2009

RESOLUTION 2009-150

RESOLUTION TO UPDATE TOWNSHIP PERSONNEL HANDBOOK

WHEREAS, the Jackson Township Board of Trustees adopted the Jackson Township Personnel Handbook in June 2007 providing for the terms and conditions of employment as well as the salaries and benefits for its employees; and

WHEREAS, the Board of Trustees hereby determines that changes to (Appendix 1, Section 19 Fire Department Wages) should be amended effective immediately eliminating the pension pickup program for all newly hired firefighters; now

THEREFORE BE IT RESOLVED, that the Jackson Township Board of Trustees hereby updates and amends (Appendix 1, Section 19 Fire Department Wages) as follows:

PENSION FUND PICK-UP

The portion of the employee's contribution to the Police and Fireman's Disability and Pension Fund which amount shall be fixed at ten-percent (10%) of the employee's qualified earnings shall be "picked-up" (assumed to be paid) on behalf of the employee, and in lieu of payment by the employee, by the Township. Should the OPFDPF increase the employee's rate above 10%, such increases would be paid directly by the employee. *Amendment Added: "All fulltime firefighter / paramedic personnel hired after December 1, 2009 shall pay 100% of their employee contributions to the Police & Fireman's Pension Fund. -- Effective Dec. 22, 2009."*

I So Move

David Burris

Seconded

Stephen Bowshier

VOTE

YES

NO

David Burris

David Burris

William Lotz

William Lotz

Stephen Bowshier

Stephen Bowshier

JACKSON TOWNSHIP

December 22, 2009

RESOLUTION 2009-151

RESOLUTION TO UPDATE TOWNSHIP PERSONNEL HANDBOOK

WHEREAS, the Jackson Township Board of Trustees adopted the Jackson Township Personnel Handbook in June 2007 providing for the terms and conditions of employment as well as the salaries and benefits for its employees; and

WHEREAS, the Board of Trustees hereby determines that changes to (Appendix 1, Section 19 Fire Department Wages) should be amended effective immediately for an amended 4 year Step Schedule for all newly hired firefighters; now

THEREFORE BE IT RESOLVED, that the Jackson Township Board of Trustees hereby updates and amends (Appendix 1, Section 19 Fire Department Wages) as follows:

WAGES

See attached....updated wage table illustrating additional Annual Step Increases.

Amendment Added: "All fulltime firefighter / paramedic personnel hired after December 1, 2009 shall be paid according the pay schedule as shown. – Effective Dec. 22, 2009."

I So Move

David Burris

Seconded

William Lotz

VOTE

YES

NO

David Burris

David Burris

William Lotz

William Lotz

Stephen Bowshier

Stephen Bowshier

Current Pay Scale for JTFD

Total Change from
Start to Top Pay

	Starting Pay	Step A	Step B	Step C	
Firefighter	\$35,541.27	\$43,574.45	\$47,322.70	\$55,466.27	\$19,925.00
Base Rate	\$12.90	\$15.81	\$17.17	\$20.13	56.06%
FLSA OT	\$3,017.66	\$3,699.72	\$4,017.96	\$4,709.40	
Annual Pay	\$38,558.93	\$47,274.16	\$51,340.66	\$60,175.67	
Medic Bonus					\$2,707.90
Increase Amt		\$8,033.18	\$3,748.25	\$8,143.57	4.50%
Increase Per%		22.60%	8.60%	17.21%	

Alternative 1 = 5 equal pay increases representing the \$19,925 increase spread over 5 years

Total Change from
Start to Top Pay

	Starting Pay	Step A	Step B	Step C	Step D	Step E	
Firefighter	\$35,541.27	\$39,526.27	\$43,511.27	\$47,496.27	\$51,481.27	\$55,466.27	\$19,925.00
Base Rate	\$12.90	\$15.81	\$17.17	\$20.13	\$20.13	\$20.13	56.06%
FLSA OT	\$3,017.66	\$3,699.72	\$4,017.96	\$4,709.40	\$4,709.40	\$4,709.40	
Annual Pay	\$38,558.93	\$47,274.16	\$51,340.66	\$60,175.67	\$60,175.67	\$60,175.67	
Medic Bonus							\$2,707.90
Increase Amt		\$3,985.00	\$3,985.00	\$3,985.00	\$3,985.00	\$3,985.00	4.50%
Increase Per%		11.21%	10.08%	9.16%	8.39%	7.74%	

Alternative 2 = 4 year Step to match the same as other Township Employees (\$19,925 spread over 4 years).

Total Change from
Start to Top Pay

	Starting Pay	Step A	Step B	Step C	Step D
Firefighter	\$35,541.27	\$40,522.52	\$45,503.77	\$50,485.02	\$55,466.27
Base Rate	\$12.90	\$15.81	\$17.17	\$20.13	\$20.13
FLSA OT	\$3,017.66	\$3,699.72	\$4,017.96	\$4,709.40	\$4,709.40
Annual Pay	\$38,558.93	\$47,274.16	\$51,340.66	\$60,175.67	\$60,175.67
Medic Bonus					\$2,707.90
Increase Amt		\$4,981.25	\$4,981.25	\$4,981.25	\$4,981.25
Increase Per%		14.02%	12.29%	10.95%	9.87%

\$19,925.00
56.06%

4.50%

Approved
4-yr Step - All new hires

JACKSON TOWNSHIP

DECEMBER 22, 2009

RESOLUTION 2009-148

RESOLUTION FOR LINE ITEM TRANSFER SUPPLEMENTAL APPROPRIATION OF FUNDS

(Transfer Resolution #8 in 2009)

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

Transfer Funds TO:	Transfer Funds FROM:	Amount	Purpose
1000-110-190 Salary & Fringe	1000-110-230 Workers Comp. Insurance	\$900	Year ending salaries

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

William Lotz

VOTE

YES

NO

David Burris

David Burris

William Lotz

William Lotz

Stephen Bowshier

Stephen Bowshier

JACKSON TOWNSHIP

December 22, 2009

RESOLUTION 2009-149

RESOLUTION TO ACCEPT APPROPRIATION BUDGET FOR JACKSON TOWNSHIP FOR FISCAL YEAR ENDING DECEMBER 31, 2010

WHEREAS, the Jackson Township Board of Trustees has reviewed the Annual Appropriation Budget which provides expenditure authority for the Board of Trustees, during the fiscal year ending December 31, 2010, and

WHEREAS, the sums are hereby set aside and appropriated for the purposes for which expenditures are to be made during the fiscal year, and

WHEREAS, as per Jackson Township policy, the appropriated amounts require prior approval for expenditure authority for all amounts in excess of \$750.00 or as otherwise directed and approved by the Township Board of Trustees; now

THEREFORE BE IT RESOLVED, that the Jackson Township Board of Trustees hereby accepts the Annual 2010 Appropriation Budget as it is prepared and attached hereto; and hereby establishes as policy from the State Auditor's Office that there shall be no supplemental appropriation, or line-item transfers, without resolution approval by the Board of Trustees.

I So Move

David Burris

Seconded

William Lotz

VOTE

YES

NO

David Burris

David Burris

William Lotz

William Lotz

Stephen Bowshier

Stephen Bowshier

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 ♦ E-Mail: fire.admin@jacksontwp.org

To: Jackson Township Board of Trustees
From: Chief Gilbert Sheets and Chief Dawson
Date: December 22, 2009
Re: Report of Fire Department Activities

- We had fire 57 responses and 220 EMS responses in the last 2 weeks.
- SWACO and the option of them charging for the FITRS program.
- Tammy Sheaks request to attend Columbus State Community College.

P Proclamation

Whereas: *it is the sincere desire of the Jackson Township Board of Trustees to honor William F. Lotz, Sr., Jackson Township Trustee, for his many years of faithful and dedicated service to the citizens of our community and professional services to Jackson Township; and*

WHEREAS, *Mr. Lotz was first elected as a Township Trustee in November 1997 and assumed his public office on January 1, 1998; and*

WHEREAS, *Mr. Lotz was subsequently re-elected to two more terms, serving a total of 12 consecutive years as a Jackson Township Trustee; and*

WHEREAS, *during his term, he provided oversight of the major renovations of Fire Station #203 in 2003-2004, a project eventually costing in excess of one million dollars; and*

WHEREAS, *Station #203 provides vital fire and emergency medical services to a substantial population of the community in an area that was once part of the Lotz Family Farm; now*

THEREFORE BE IT RESOLVED *that the Jackson Township Board of Trustees, having authority over the buildings and facilities within its jurisdiction, does hereby officially name Fire Station #203 the William F. Lotz, Sr. Fire Station noting to all in the community the outstanding accomplishments of our dear friend Mr. Lotz. His faithful and dedicated commitment to Jackson Township and Grove City shall be an inspiration to all. We extend heartfelt best wishes for a happy retirement to Mr. Lotz and thank him for a job well done.*

William Forrester, Fiscal Officer

David E. Burris, Trustee

Stephen J. Bowshier, Trustee

Ver. 14.0

C H A R G E
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 264-2009
12/31/2009

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

Payee PARK NATIONAL BANK
 P O BOX 3500
 NEWARK OH 43058-3500

Purpose

Charge Amount	\$68,674.14			
Quantity	Units	Description	Unit Price	Item Total
1.00		December 2009 Debits	\$68,674.140	\$68,674.14

\$68,674.14

		Charge Distribution
6001-110-221-0000	\$68,674.14	PR 91-2009

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.

William R. Fitter

Ver.14.0

C H A R G E
JACKSON TOWNSHIP, FRANKLIN COUNTY

Charge Number 265-2009
12/31/2009

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

Payee PARK NATIONAL BANK
 P O BOX 3500
 NEWARK OH 43058-3500

Purpose

Charge Amount		\$3,656.36		
Quantity	Units	Description	Unit Price	Item Total
1.00		December 2009 Debits	\$3,656.360	\$3,656.36

\$3,656.36

		Charge Distribution
9001-990-990-0001	\$3,656.36	PR 225-2009

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.

William R. Guter

Ver.14.0
3:46:49 pm

PRIMARY BANK RECONCILIATION - POST
JACKSON TOWNSHIP, FRANKLIN COUNTY
As of 12/31/2009

Page: 1 of 1
Date: 12/31/2009

	System Balance:	\$6,654,392.99
	Less Investment Balance: -	0.00
	Less Secondary Balance: -	1,282,099.71
Current System Balance for Primary Account as of:	12/31/2009	<u>5,372,293.28</u>
Primary Checking Balance as of:	12/31/2009	<u>5,388,664.57</u>
(From bank statement)	(+) Deposits in Transit:	0.00
	(-) Outstanding Checks:	-16,371.29
	(+/-) Other Adjusting Factors:	<u>0.00</u>
Calculated Primary Account Balance as of:	12/31/2009	<u><u>\$5,372,293.28</u></u>

Balances Reconciled

Reconciliation Notes

David Dunn
229Burd

Governing Board Signatures:

Saphra Hawk