

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

**January 3, 2012**

### **OPENING**

The Board of Trustees of Jackson Township, Franklin County, Ohio, met in regular session on Tuesday, January 3, 2012, at the Jackson Township Administration Building, 3756 Hoover Road, Grove City, Ohio. Mr. Burris opened the meeting at 1:30 p.m. and invited those present to recite the Pledge of Allegiance. Mr. Burris gave the opening prayer.

### **ROLL CALL**

David Burris	Present
Stephen Bowshier	Present
Jim Rauck	Present
Alma Bennett	Present

### **ELECTION OF BOARD OFFICERS FOR FISCAL YEAR 2012**

Mr. Bowshier moved to continue with the same officers as those in Fiscal Year 2012; that is, Mr. Burris as Chairman and Mr. Bowshier as Vice-Chair. Mr. Bowshier remains liaison for the Fire Department, Mr. Burris, Administration; and Mr. Rauck will have responsibility for the Road Department. Mr. Rauck seconded the motion. VOTE: all yes.

### **RESOLUTION 2012-01**

Mr. Burris moved to delete the reading and to approve the minutes for the December 20, 2011, regular meeting. Mr. Bowshier seconded the motion. VOTE: all yes.

### **RESOLUTION 2012-02**

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

### **RESOLUTION 2012-03**

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

### **OLD BUSINESS**

### **RESOLUTION 2011-156**

Mr. Burris moved to remove Resolution 2011-156 from the table. Mr. Bowshier seconded the motion. VOTE: all yes.

Mr. Burris read Resolution 2011-156 and moved to approve the cooperative agreement with Grove City for the development of a fourth fire station. Mr. Bowshier seconded motion. Based on Mr. Bowshier's conversation with City officials, he is satisfied that, while the resolution limits the City's contribution out of the TIF funds, that at least this current administration would not be opposed to going back before Council to ask for supplemental funds should there be a necessity to do that under circumstances where the additional funds would come at the request of something by the City or some circumstances out of our current knowledge or control. Based on that, we would not be boxed in necessarily under those emergency or changed circumstances; so Mr. Bowshier would be in favor of entering into this agreement. VOTE: all yes.

**NEW BUSINESS** - NONE

**DEPARTMENT REPORTS**

**ZONING & ADMINISTRATION**

Mr. Burris asked Mr. Lilly to check with Mr. Weithman to schedule a public meeting in January or February when everyone is available.

**FIRE DEPARTMENT**

Deputy Chief Dawson presented the Board with a written report and reported the following:

- Department had 97 fire runs and 252 EMS runs in the last two weeks.
- Chief Dawson is conducting a study of all past requests for service events, looking for trends in requests for services in order to identify time frames where our staffing model can be modified. This data may indicate other areas of operations where efficiency may be gained. This is in preparation for finalizing a staffing model for the department.
- Chief Sheets is working on his annual report.
- Department received a retirement notice from Firefighter Dave Duerler. His last day will be January 8 at 8:00 a.m. The written report furnishes some biographical data about Dave. We wish him well in his new adventures and thank him for his years of service to Jackson Township.
- We also received a letter of resignation from the department from Firefighter/EMT Josh Randall that was effective December 28, 2011.
- The Chiefs are requesting to move forward to replace Firefighter Duerler with a qualified firefighter from our part time list and replace two part time firefighters from our current list of waiting candidates.
- The GC Council approved the appropriation of funds from the TIF for the development and construction of fire station 204. Chief Dawson has been communicating back and forth with FEMA and needs to submit another report to them on January 10. They wanted an update on where we are on the process.
- We are eligible to start the design process.

In answer to question from Trustee Rauck, Josh Randall had been a part-time firefighter for almost two years; hired in February, 2010.

There were no other persons to come before the Board.

**ANNOUNCEMENTS**

Mr. Burris congratulated Steve Bowshier, Jim Rauck and Ron Grossman on their elections and announced the next regular meeting of the Jackson Township Board of Trustees will be Tuesday, January 17, 2012, at 7:00 p.m. with caucus to begin at 6:15 p.m.

**RESOLUTION 2012-04**

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

Meeting was adjourned at 1:45 p.m.

**ATTEST:**

  
Alma Bennett, Fiscal Officer

  
David Burris, Chairman

# JACKSON TOWNSHIP

December 20, 2011

## RESOLUTION 2011-156

### RESOLUTION TO AUTHORIZE AGREEMENT WITH GROVE CITY FOR NEW FIRE STATION

**WHEREAS**, in order to provide for the efficient and effective delivery of fire protection and emergency medical services, the Township is developing a fourth Fire Station to serve the growing population of the community; and

**WHEREAS**, in 2007, the Township purchased parcel #160-901 in Jackson Township along Buckeye Parkway for the Fire Station; and

**WHEREAS**, in 2010, the Township received a federally funded ARRA Grant in excess of \$1.4 million dollars to construct the Fire Station on parcel #160-901; and

**WHEREAS**, on December 19, 2011 the City of Grove City approved Ordinance #C-66-11 appropriating funds to Jackson Township for the Fire Station which includes a Cooperative Agreement requiring the Township's approval; now

**THEREFORE BE IT RESOLVED**, that the Jackson Township Board of Trustees hereby authorizes and directs the Township Administrator to execute the Cooperative Agreement with Grove City.

I So Move David Burris

Seconded Stephen Bowshier

#### VOTE

YES

NO

David Burris David Burris

Stephen Bowshier Stephen Bowshier

Jim Rauck Jim Rauck

#### FISCAL OFFICER'S CERTIFICATION

Adopted during Public Meeting and Dated this 30<sup>th</sup> day of Jan, <sup>2012</sup>~~2011~~

Alma Bennett  
Alma Bennett, Jackson Township Fiscal Officer

# 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.jacksonstp.org/fire](http://www.jacksonstp.org/fire) ♦ E-Mail: [fire.admin@jacksonstp.org](mailto:fire.admin@jacksonstp.org)

## January 03, 2012

Report of Fire Department Activities for the weeks of:

December 20, 2011 thru January 01-2012,

- 97 fire runs and 252 EMS runs
- Chief Dawson is conducting a study of all past request for service events from 2006 thru 2011 looking for trends in request for services. The goal is to identify time frames where our staffing model can be modified to allow for the most cost effective and efficient delivery of both non-emergency and emergency services. This data may allow indicate other areas of operations where efficiency maybe gained, i.e. training, maintenance or other scheduled events. This in preparation for finalizing a staffing model for the department.
- The 2011 Fire Chief's report is being finalized.
- Chiefs Sheets and Dawson received a retirement notice from firefighter/paramedic Dave Duerler. He will retire on January 8, 2012 @ 08:00 hrs. Dave started as a volunteer firefighter in 1978. He was hired as a fire dispatcher on June 11, 1979. On January 1, 1983, Dave became a fulltime firefighter/EMT. He has been a paramedic since December, 31 2002. We wish him well in whatever new adventures he may undertake in this retirement and thank him for his many years of service to the citizens of Jackson Township.
- Part-time firefighter/EMT Josh Randal submitted a letter of resignation from the department effective December 28, 2011
- The Chiefs are requesting to move forward with the immediate replacement of these individuals by, hiring 1 fulltime firefighter from our current part time employees and 2 new part time firefighters from our current waiting list of candidates.
- The Grove City Council approved the ordinance to appropriate funds from the TIF agreement for the development and construction of fire station 204.

- Communication and cooperation between Jackson Township and the Federal Emergency Management Agency (FEMA) continues. Our first mandatory financial report for the development stage must be submitted on Friday, January 10, 2012.
- Jackson Township is now eligible to request to start the design process of station 204.

**Warrant Listing**

UAN v2012.1

12/19/2011 to 12/31/2011

Warrant #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
11774	12/15/2011	12/15/2011	AW	OHIO HEART GROUP, INC.	\$1,640.76 *	V
11774	12/27/2011	12/27/2011	AW	OHIO HEART GROUP, INC.	-\$1,640.76	V
11775	12/15/2011	12/15/2011	AW	COLUMBUS RADIOLOGY GROUP	\$364.12 *	V
11775	12/20/2011	12/20/2011	AW	COLUMBUS RADIOLOGY GROUP	-\$364.12	V
11777	12/15/2011	12/15/2011	AW	JASON C. WELLS	\$248.63 *	V
11777	12/21/2011	12/21/2011	AW	JASON C. WELLS	-\$248.63	V
11815	12/20/2011	12/20/2011	AW	COLUMBUS RADIOLOGY GROUP	\$364.12	O
11816	12/28/2011	12/28/2011	AW	ACE TRUCK BODY INC	\$372.29	O
11817	12/28/2011	12/28/2011	AW	EITEL'S TOWING INC	\$185.00	O
11818	12/28/2011	12/28/2011	AW	TRUCKPRO, INC	\$292.76	O
11819	12/28/2011	12/28/2011	AW	ABCO PRINTING PLUS LLC	\$111.66	O
11820	12/28/2011	12/28/2011	AW	WEST GROUP	\$262.00	O
11821	12/28/2011	12/28/2011	AW	PERRY & ASSOCIATES	\$4,560.00	O
11822	12/28/2011	12/28/2011	AW	AT&T	\$169.56	O
11823	12/28/2011	12/28/2011	AW	STAPLES CREDIT PLAN	\$286.10	O
11824	12/28/2011	12/28/2011	AW	CINTAS CORPORATION	\$90.42	O
11825	12/31/2011	12/31/2011	AW	CENTRAL OHIO FIRE MUSEUM	\$38.00	O
11826	12/31/2011	12/31/2011	AW	CHAPTER 13 TRUSTEE	\$1,951.11	O
11827	12/31/2011	12/31/2011	AW	OHIO PUBLIC EMPLOYEES DEFERRED CO	\$8,868.84	O
11828	12/31/2011	12/31/2011	AW	OHIO TUITION AUTHORITY	\$40.00	O
11829	12/31/2011	12/31/2011	AW	OHIO TOWNSHIP ASSOCIATION	\$220.00	O
11830	12/31/2011	12/31/2011	AW	EMILY DAWSON	\$225.00	O
Total:					<u>\$15,783.35</u>	

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.

*Alma Bennett*

**Bank Reconciliation**

UAN v2012.1

Reconciled Date 12/31/2011

Prior UAN Balance:		\$5,614,519.47
Receipts:	+	\$3,804,331.24
Payments:	-	\$3,741,469.19
Miscellaneous:	+	-\$19,697.60
Current UAN Balance as of 12/31/2011:		\$5,657,683.92
Other Adjusting Factors:	+	\$0.00
Adjusted UAN Balance as of 12/31/2011:		<u>\$5,657,683.92</u>
Current Bank Balance as of 12/31/2011:		\$5,554,402.69
Deposits in Transit:	+	\$34,508.57
Outstanding Payments:	-	\$28,079.34
Outstanding Miscellaneous:	+	\$0.00
Other Adjusting Factors:	+	\$96,852.00
Adjusted Bank Balance as of 12/31/2011:		<u>\$5,657,683.92</u>

Balances Reconciled

Reconciliation Notes

Deflating Bank Errors:

\$96,852.00

audit auditment from 2009/2010 audit

Governing Board Signatures



There are no outstanding miscellaneous items as of 12/31/2011.



**Outstanding Payments**

UAN v2012.1

Reconciled Date 12/31/2011

Account	Type	Payment #	Post Date	Vendor / Payee	Amount
PRIMARY	Warrant	11480	10/20/2011	MARK D. FLOWERS	\$45.00
PRIMARY	Warrant	11510	10/21/2011	STAPLES CREDIT PLAN	\$494.27
PRIMARY	Warrant	11584	11/16/2011	CINTAS CORPORATION	\$430.33
PRIMARY	Warrant	11632	11/17/2011	PRO-AM SAFETY INC	\$765.00
PRIMARY	Warrant	11688	12/01/2011	JACK JAHN	\$75.00
PRIMARY	Warrant	11742	12/14/2011	AFLAC/FLEX-ONE	\$2,138.25
PRIMARY	Warrant	11755	12/14/2011	T & T SERVICE CENTER INC	\$45.50
PRIMARY	Warrant	11757	12/14/2011	OHIO INSURANCE SERVICES	\$1,219.50
PRIMARY	Warrant	11762	12/14/2011	ROYALTY ENTERPRISES	\$49.84
PRIMARY	Warrant	11763	12/14/2011	CAPITAL CITY MECHANICAL	\$200.00
PRIMARY	Warrant	11765	12/14/2011	GROVE CITY AREA CHAMBER OF COMMERCE	\$120.00
PRIMARY	Warrant	11766	12/14/2011	DELILLE OXYGEN	\$40.00
PRIMARY	Warrant	11768	12/14/2011	FLYERS PIZZA	\$61.91
PRIMARY	Warrant	11778	12/15/2011	AETNA	\$813.62
PRIMARY	Warrant	11779	12/15/2011	CIGMA HEALTHCARE	\$804.46
PRIMARY	Warrant	11780	12/15/2011	ANTHEM	\$120.10
PRIMARY	Warrant	11781	12/15/2011	STATE FARM INSURANCE	\$502.02
PRIMARY	Warrant	11793	12/15/2011	STRADER'S GREENHOUSE	\$275.00
PRIMARY	Warrant	11796	12/15/2011	W. W. WILLIAMS	\$47.68
PRIMARY	Warrant	11798	12/15/2011	GROVE CITY URGENT CARE	\$100.00
PRIMARY	Warrant	11800	12/15/2011	APPLIANCE PARTS CENTER	\$32.40
PRIMARY	Warrant	11806	12/15/2011	D & M DISTRIBUTORS, INC.	\$264.98
PRIMARY	Warrant	11809	12/15/2011	DOCTORS WEST PHARMACY	\$1,716.79
PRIMARY	Warrant	11811	12/16/2011	AMERICAN AWARDS	\$44.95
PRIMARY	Warrant	11816	12/28/2011	ACE TRUCK BODY INC	\$372.29
PRIMARY	Warrant	11817	12/28/2011	EITEL'S TOWING INC	\$185.00
PRIMARY	Warrant	11818	12/28/2011	TRUCKPRO, INC	\$292.76
PRIMARY	Warrant	11819	12/28/2011	ABCO PRINTING PLUS LLC	\$111.66
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PRIMARY	Warrant	11824	12/28/2011	CINTAS CORPORATION	\$90.42
PRIMARY	Warrant	11825	12/31/2011	CENTRAL OHIO FIRE MUSEUM	\$38.00
PRIMARY	Warrant	11826	12/31/2011	CHAPTER 13 TRUSTEE	\$1,951.11

**Outstanding Payments**

UAN v2012.1

Reconciled Date 12/31/2011

<u>Account</u>	<u>Type</u>	<u>Payment #</u>	<u>Post Date</u>	<u>Vendor / Payee</u>	<u>Amount</u>
PRIMARY	Warrant	11827	12/31/2011	OHIO PUBLIC EMPLOYEES DEFERRED COMP	\$8,868.84
PRIMARY	Warrant	11828	12/31/2011	OHIO TUITION AUTHORITY	\$40.00
PRIMARY	Warrant	11829	12/31/2011	OHIO TOWNSHIP ASSOCIATION	\$220.00
PRIMARY	Warrant	11830	12/31/2011	EMILY DAWSON	\$225.00
					<u>\$28,079.34</u>

**Outstanding Receipts**

UAN v2012.1

Reconciled Date 12/31/2011

Account	Type	Ticket #	Receipt #	Post Date	Source	Amount
PRIMARY	Standard		501-2011	12/31/2011	Resident	\$295.00
PRIMARY	Standard		502-2011	12/31/2011	SOLID WASTE AUTHORITY OF CENTRAL OHIO	\$22,084.64
PRIMARY	Standard		503-2011	12/31/2011	Public Entity Risk Services	\$11,036.20
PRIMARY	Standard		504-2011	12/31/2011	Mobilitie	\$1,092.73
						<u>\$34,508.57</u>