

MINUTES

May 1, 2018

The minutes of the Fairfield County Regional Planning Commission meeting held at the Fairfield County Courthouse, 210 E. Main Street, Third Floor, Lancaster, Ohio.

Presiding: Phil Stringer, President

Present: Betsy Alt, Clement Chukwu, Todd Edwards, Phyllicia Faieta, Craig Getz, Charles Hockman, Kent Huston, Doug Ingram, Carol Moore, Jennifer Morgan, Larry Neeley, John Snook, Ira Weiss, Jeff White, Bill Yapple, Dave Levacy (County Commissioner), Loudan Klein (Executive Director), James Mako (Assistant Director), and Gail Beck (Adm. Asst.).

ITEM 1. MINUTES

The Minutes of the April 3, 2018, Fairfield County Regional Planning Commission meeting were presented for approval. Bill Yapple made a motion for approval of the minutes. Jeff White seconded the motion. Motion passed with Ira Weiss abstaining.

ITEM 2. PRESIDENT'S REPORT

Phil Stringer welcomed everyone to the meeting.

ITEM 3. SUBDIVISION ACTIVITIES

James Mako presented the following report:

ITEM 3a). SUBDIVISION: Cary Purcell – Violet Township – Variance to Section 2.3 (Minimum Road Frontage)

OWNER/DEVELOPER: Cary Purcell/Aubrey Campbell

LOCATION AND DESCRIPTION: An application has been submitted requesting variance to Section 2.3 of the Fairfield County Subdivision Regulations. The property (Parcel# 0370222000) is located in Violet Township with frontage on Lithopolis-Winchester Road. The existing parcel is 2.5 acres in size with an existing single family home. The applicant wishes to split the existing parcel into new .742 acre parcel with 110' of road frontage with a remainder 1.758 acre parcel with 75' of road frontage.

SUBDIVISION: Cary Purcell – Violet Township – Variance to Section 2.3 (Minimum Road Frontage) – Continued

SUBDIVISION REGULATIONS COMMITTEE:

1. The Subdivision Regulations Committee recommends approval of the variance request with a shared drive along the existing gravel driveway along with an access easement and maintenance agreement.
2. Given the nature of this proposed lot split with an unusually small lot size for on-site well and septic, the Subdivision Regulations Committee recommends that there may need to be discussion by the Regional Planning Commission on increasing the minimum lot size of 30,000 square feet.

A motion was made by Ira Weiss to approve the Subdivision Regulations Committee recommendation. Kent Huston seconded the motion. Discussion followed regarding the septic system and its location. It was also brought into question the proximity of water and sewer. Minimum frontage standard was also discussed. After discussion, a vote was taken and the motion passed with one opposed.

ITEM 3b). SUBDIVISION: Vera Flegle – Variance to Section 1.4.2 (Exempt Lot Ties) – Walnut Township

This variance request was withdrawn by the applicant prior to the RPC meeting.

ITEM 4. ZONING MAP AMENDMENT

James Mako presented the following report:

ITEM 4a). APPLICANT: James Reed

LOCATION & DESCRIPTION: The property proposed for rezoning is comprised of one parcel (PID # 0360033500) totaling 2.43 acres located at 6875 Pickerington Road NW in Violet Township, Section 34, Township 15, Range 20.

EXISTING ZONING: R-2 (Single Family Residential–Low Density District): Land use shall be used for the following purposes: Single family dwellings, provided such structures comply with the following requirements: (a) shall be permanently attached to solid foundations; and (b) shall be constructed of conventional building materials equal to or better than materials used in existing buildings in the adjacent area; and (c) shall be subject to real estate tax.. The property is currently within the Planned 33 Corridor Overlay District (PCOD).

EXISTING LAND USE: Single Family Home with Accessory Structures

APPLICANT: James Reed – Continued

PROPOSED REZONING Limited Manufacturing District (M-2)- This district permits privately owned facilities for all types of manufacturing without exception. Manufacturing is defined as an activity whereby materials are formed, mixed, assembled or otherwise altered in shape, composition or appearance to produce products of greater value in the market place than the original material. The M-2 District also allows uses permitted in R-5, S-1, S-2, C-1, C-2 and M-1 Districts.

PROPOSED USE: Sign company and warehousing of service and installation materials and machinery.

	ADJACENT ZONING	ADJACENT USE
NORTH	C-3 Unlimited Commercial	Business/ (American Boring)
EAST	R-1 Single Family Residential–Moderate Density R-1 Single Family Residential–Moderate Density C-2 Limited Commercial	Single Family Home Agricultural Business/ (Shoff Doors)
WEST	PBID Planned Business & Industrial	Single Family Home
SOUTH	R-2 Single Family Residential–Moderate Density	Agricultural

RPC STAFF RECOMMENDATION

RPC Staff recommends disapproval of the proposed rezoning with the following comments:

1. Although the proposed land use seems to be compatible with existing and future land uses, Staff has safety concerns with the access issues noted in the County Engineer’s review. For this reason, Staff cannot recommend approval of the rezoning.

A motion was made by Kent Huston to approve the RPC staff recommendation. Bill Yaple seconded the motion. Discussion followed regarding the 55 mph speed limit on the road. RPC members questioned if the 55 mph speed limit is correct on this road at this location. They felt that it would probably be 45 mph with the railroad crossing. Bill Yaple stated that this area is due for an interchange which will cause an incline in front of the property. If so, access will be off of a dead-end road. The applicant, James Reed, stated that there already is a driveway across the street. Mr. Reed said that he thought that it was 45 mph on this road. Mr. Reed also said that he will put his driveway wherever it is recommended. After discussion, a vote was taken and the motion failed with 3 voting for the recommendation and 10 voting against it.

A motion was made by Doug Ingram to approve the proposed rezoning. Bill Yaple seconded the motion. A vote was taken and the motion passed with 10 voting for the proposed rezoning and 3 voting against it.

Loudan Klein presented the following report:

ITEM 5. AMENDMENTS TO THE RPC PERSONNEL MANUAL

The following are several proposed amendments to the Regional Planning Commission Personnel Manual. The first proposed amendment is regarding Section V (Paid Absences) under Sub-Section G (Wellness Incentive Program). Beginning in early October and into 2018 under the guidance of the Executive Committee, the Executive Director made the switch to a 40-hour week as opposed to the 35-hour work week of previous years. The switch was made in large part to flexibility within the budget and staff in favor of the additional five hours to complete necessary workload. This amendment would remove the adjusted wellness incentive calculations that are based on a 35-hour week therefore staff would follow the County's program within their manual which is based on a 40-hour week.

The next proposed amendment is to Section XIV (Cell Phone Plan Policy) Sub-Section B (Executive Director Allowance). The amendment is to allow the Assistant Director to receive the same cell phone allowance as the Executive Director.

Both proposed amendments have been reviewed and approved by the Executive Committee on Friday, April 20th.

AMENDMENTS TO THE RPC PERSONNEL MANUAL – Continued

F. COMPENSATORY TIME.

The Director may authorize compensatory time for professional positions when he determines that the individual involved has worked in excess of ten (10) hours more than would have normally been required during any particular pay period.

G. WELLNESS INCENTIVE PROGRAM

The Fairfield County Personnel Manual includes a Wellness Incentive Program (currently Section 4.14). The RPC employees are eligible to follow the ~~then~~ current Wellness Incentive Program in the Fairfield County Personnel Manual, ~~with the following additional provisions:~~

1. ~~The County's conversion schedule is based upon a 40 hour work week. Per Section III of the RPC Personnel Manual, the RPC work week is 35 hours. Therefore, the conversion schedule is being modified to reflect the RPC's 35 hour work week and will be as follows:~~
 - a. ~~If a full time employee uses 7 hours or less of sick or unpaid leave during a wellness period, the employee may convert up to 35 hours of sick leave to personal leave hours.~~
 - b. ~~If a full time employee uses between 7.25 and 14 hours of sick or unpaid leave during a wellness period, the employee may convert up to 28 hours of sick leave to personal leave hours.~~
 - c. ~~If a full time employee uses between 14.25 and 21 hours of sick or unpaid leave during a wellness period, the employee may convert up to 21 hours of sick leave to personal leave hours.~~
 - d. ~~If a full time employee uses between 21.25 and 28 hours of sick or unpaid leave during a wellness period, the employee may convert up to 14 hours of sick leave to personal leave hours.~~
 - e. ~~If a full time employee uses between 28.25 and 35 hours of sick or unpaid leave during a wellness period, the employee may convert up to 7 hours of sick leave to personal leave hours.~~
2. ~~In order to be eligible to utilize personal hours received under the Wellness Incentive Program, the employee's vacation balance must be below the one year accrual level as permitted by Section V (A).~~
3. ~~As stated in the Fairfield County Personnel Manual, the employee must utilize the personal days within the wellness period that immediately follows the wellness~~

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AMENDMENTS TO THE RPC PERSONNEL MANUAL – Continued

~~period in which the personal hours were earned. Furthermore, for RPC employees, any unused personal hours earned within the wellness period shall not be payable upon resignation or upon dismissal as outlined in Section XIII B and E of the RPC Personnel Manual.~~

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SECTION VI - ABSENCES WITHOUT PAY

Requests for leaves of absence shall be submitted in writing, to the Director stating the time an employee needs to be away and the reason for the leave of absence.

A. **PERSONAL LEAVE OF ABSENCE.**

Leaves of absence may be granted at the discretion of the Director. Leaves of absence not to exceed thirty (30) days and without pay, may be granted on the basis of an employee's contributions to the Commission and years of service.

B. **MEDICAL LEAVE.**

A regular employee who is afflicted by an extended period of illness may request a medical leave of absence not to exceed six (6) months. Before a medical leave of absence will be approved, the employee must have used all accumulated sick leave and vacation credits.

C. **FAMILY AND MEDICAL LEAVE.**

“Family and Medical Leave” required to be granted by the RPC employees by federal and/or state law shall be authorized and shall follow the policies and procedures within the then current Fairfield County Personnel Manual for Family and Medical Leave.

SECTION VII – MILITARY LEAVE

The RPC shall follow the policies and procedures within the then current Fairfield County Personnel Manual for Military Leave.

SECTION VIII - EXPENSE ACCOUNTS

Expenses incurred by employees in conducting RPC business are reimbursable. Each employee must record all information required on an applicable expense account form. The expense account form is to be kept on a monthly basis.

All employees must have prior approval from the Director before incurring any costs.

AMENDMENTS TO THE RPC PERSONNEL MANUAL – Continued

accumulation, up to a total of thirty (30) work days at the employee's current rate of pay.

G. REPRESENTATION AFTER SEPARATION.

No former employee shall represent private interests in any action or proceeding before the RPC for a period of one (1) year after separation of employment with the RPC.

ARTICLE XIV – CELL PHONE PLAN POLICY

The use of cellular telephones, in some instances, is the most effective manner in which to conduct RPC business. Use of cellular telephones for RPC business and appropriate reimbursement from RPC resources are allowable within the parameters outlined below coupled with normal RPC reimbursement procedures.

A. POLICY

The RPC will not purchase, own or provide cellular telephone contracts for the use by individual employees. Due to the nature of the Executive Director's and Assistant Director's positions -and the need to have telephone and e-mail access in multiple locations, the Executive Director and Assistant Director shall be permitted to be reimbursed for his or her use of a personally owned cellular telephone through a cell phone allowance in accordance with Section B of this Article. All other RPC employees are eligible to be reimbursed from the RPC for eligible cellular telephone expenses in accordance with Section C of this Article. In all cases, payment of an employee's personally owned cellular telephone bill and cellular telephone fees is the responsibility of the employee.

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B. EXECUTIVE DIRECTOR ALLOWANCE

1. Cellular ~~Telephone Allowance~~ Telephone Allowance

The RPC Executive Director and Assistant Director shall be permitted a cellular telephone plan allowance. This allowance does not constitute an increase to base pay, and will not be included in the calculation of percentage increases to base pay due to annual raises or job upgrades.

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2. Determination of the Dollar Amount of Allowance

The RPC, upon the recommendation of the Executive Committee, is responsible for establishing the amount of the cellular telephone plan allowance. This allowance will be reviewed annually by the Executive Committee. Any proposed changes to the allowance amount must be confirmed by the RPC.

AMENDMENTS TO THE RPC PERSONNEL MANUAL – Continued

The dollar amount of the cellular telephone plan allowance should cover the Executive Director's and Assistant Director's projected business-related expenses only. Cost of basic equipment and the Executive Director's and Assistant Director's cell phone use related to business should be considered.

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3. Use of Phone

The Executive Director and Assistant Director must retain an active cellular telephone plan contract as long as this allowance is in place. Because the cellular telephone is owned personally by the employees, the Executive Director and Assistant Director may use the phone for both business and personal purposes as needed. The Executive Director and Assistant Director may, at his or her own expense, add extra services or equipment features, as desired.

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Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse and will result in immediate termination of the cellular telephone plan allowance.

4. Documentation and Review Requirements

The Executive Director and Assistant Director must submit annually a copy of his/her contract/invoice to the Executive Committee for review. The Executive Director and Assistant Director must provide the RPC with his or her cell phone number and update the RPC of any changes while receiving this benefit.

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C. EMPLOYEE REIMBURSEMENT

If a RPC employee, other than the Executive Director and Assistant Director, uses his or her personally owned cellular telephone for RPC business related calls or text messages, then that employee may request reimbursement for the actual extra expenses of using his or her own cellular telephone. Actual business use may be reimbursed at actual costs assessed. When no actual costs are assessed per call, reimbursement for business use of the employee's personal cell phone shall be at the rate of \$0.10 per minute for cell phone use or \$0.10 per text message. Verification and a copy of the cell phone bill are required with the reimbursement request.

Requests for reimbursement for official RPC business calls or text messages made on a personal cellular telephone must include a complete copy of the detailed cellular telephone bill identifying applicable RPC and personal use charges.

AMENDMENTS TO THE RPC PERSONNEL MANUAL – Continued

ARTICLE XV – APPLICATION

The policies and procedures in this RPC Personnel Manual shall apply to all RPC employees, unless otherwise prohibited or limited by state or Federal law. The then current Fairfield County Personnel Manual shall also apply to all RPC members on any policy or procedure not covered by this RPC Personnel Manual. When both manuals cover a particular policy or procedure, the RPC Personnel Manual shall apply and take precedence to the Fairfield County Personnel Manual.

This RPC Personnel Manual supersedes all previous Personnel Manual provisions and amendments thereto.

Amended Personnel Manual Adopted by RPC

~~04/05/16~~**05/01/18** |
DATE OF AMENDMENT

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AMENDMENTS TO THE RPC PERSONNEL MANUAL – Continued



210 East Main St.
Room 302
Lancaster, OH 43130
www.co.fairfield.oh.us

FAIRFIELD COUNTY REGIONAL PLANNING
COMMISSION CELLULAR PHONE
ALLOWANCE SCHEDULE

The following cellular phone allowance schedule has been adopted by the RPC on _____ and shall become effective immediately. Per Article XIV Section B2 of the RPC Personnel Manual, this reimbursement schedule shall be review annually by the Executive Committee. Any changes to this schedule must be confirmed by the RPC.

Executive Director Cell Phone Allowance: \$60 per month

Assistant Director Cell Phone Allowance: \$60 per month

Phil Stringer, President

Loudan Klein
Executive Director

email: rpc@co.fairfield.oh.us

A motion was made by Doug Ingram to approve the proposed Amendments to the RPC Personnel Manual. Ira Weiss seconded the motion. Motion passed with Dave Levacy abstaining.

Loudan Klein presented the following report:

ITEM 6. APPROVAL OF 2019 PRELIMINARY BUDGET

2019 PRELIMINARY BUDGET			
FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION			
2019 PROJECTED RECEIPTS			
434130	2017 Member Assessments		
	County Commissioners (includes Building Department Administration)	\$	150,000
	Other Member Assessments	\$	35,100
434101	Subdivision Review and Permit Fees	\$	62,000
434000	CDBG Administration	\$	20,000
433000	Parks and Recreation (Pass Thru)	\$	8,000
	Cash Reserves	\$	12,130
	Building Department Contribution	\$	6,000
		\$	293,230

FAIRFIELD COUNTY REGIONAL PLANNING COMMISSION			
2019 PRELIMINARY BUDGET			
511010	Salaries (3 employees)	\$	186,000
522000	Medicare	\$	2,700
523000	PERS	\$	26,000
526000	Worker's Compensation	\$	2,700
521000	Medical/Hospitalization Insurance	\$	38,300
521100	Life Insurance	\$	250
525000	Unemployment	\$	10
561000	Supplies	\$	1,000
530000	Contract Services (Pass Thru)	\$	8,000
530005	Contract Services - Other	\$	20,000
543000	Contract-Repair	\$	2,250
558000	Travel and Expenses	\$	3,000
574000	Equipment	\$	2,500
590000	Other Expenses	\$	520
	BUDGET	\$	293,230
	Projected 2019 Carryover		\$188,700

A motion was made by Bill Yaple to approve the 2019 Preliminary Budget. Craig Getz seconded the motion. Motion passed with Dave Levacy abstaining.

ITEM 7. BUILDING DEPARTMENT APPLICATIONS UNDER REVIEW FOR BUILDING PERMITS

RPC staff presented a list of building permit applications under review.

Loudan Klein presented the following bills for payment:

ITEM 8. BILLS

543000	REPAIR & MAINTENANCE	\$ 110.31
530005	CONTRACT SERVICES – OTHER	\$ 90.00
558000	TRAVEL & EXPENSES	<u>\$ 111.23</u>
	TOTAL	\$ 311.54

A motion was made by Jeff White to approve the bills for payment. Ira Weiss seconded the motion. Motion passed.

ITEM 9. OTHER BUSINESS

There was no other business presented at the meeting.

There being no further business, a motion was made to adjourn the meeting by Doug Ingram and seconded by Todd Edwards. Motion passed.

Minutes Approved By:

Phil Stringer, President

Kent Huston, Secretary