

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

January 4,

2016

The Fiscal Officer, Nancy White, called the Organizational Meeting to order at 10:00 A.M. and the first order of business was Mrs. Angelou swearing in the newly elected Trustee, Richard Angelou, and then Fiscal Officer conducted the organizational proceedings for 2016 as follows:

Res. 01-16: Approve Mr. Spanovich as Chairman

The Organizational Meeting began with Mrs. Stewart nominating Mr. Spanovich as Chairman of the Board of Trustees for 2016. Mr. Angelou seconded. Mrs. Stewart and Mr. Angelou voted yea. Mr. Spanovich abstained. Motion carried.

Res. 02-16: Approve Mr. Angelou as Vice-Chairman

Mrs. Stewart nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2016. Mr. Spanovich seconded. Mrs. Stewart and Mr. Spanovich voted yea. Mr. Angelou abstained. Motion carried.

Res. 03-16: Pay Trustee's and Fiscal Officer's Salaries

Mrs. Stewart moved to pay the Trustee's and Fiscal Officer's salaries in equal monthly installments as permitted by the ORC Resolution #19-81. Payment will be made the end of each month for that month's services. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 04-16: Reimburse Trustees and Fiscal Officer Expenses

Mr. Angelou moved to allow all payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscription for the 2016 Township Association will be paid from the General Fund. Also, mileage, at the rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township office. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 05-16: Adopt Current Regulations on Business Expenses

Mrs. Stewart moved to adopt the current regulations on business expenses modified to conform to the current guidelines established by the ORC and IRS and also the regulations on business travel per diem rates as amended by Res. #147-02. Future modifications will be made to conform with ORC and IRS guidelines as they occur. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 06-16: Approve Holding Regular Meetings on Third Tuesday of Each Month at 3:30 P.M. and Staff Meeting on the First Monday of Each Month at 10:00 A.M. or as Designated

Mr. Angelou made a motion to hold the Regular Township Meetings on the third Tuesday of each month at 3:30 P.M. and Staff Meetings on the first Monday of each month at 10:00 A.M. or as designated. Mr. Spanovich seconded. All voted yea. Motion carried.

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Res. 07-16: Adopt Personnel Procedures as Evidenced in Employee Handbook

Mrs. Stewart moved to adopt the personnel procedures as evidenced by the Employee Handbook effective January 1, 2009 and revisions thereof. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 08-16: Approve Offering Insurance Package and Opt-Out Insurance Provision to Full-Time Employees and Elected Officials

Mr. Angelou moved to approve offering the Insurance Package including Health, Dental, Vision and Life and the Opt-Out Insurance Provision to Full-time employees and Elected Officials. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 09-16: Approve Continuing to Pick-Up the 10% Employees Retirement Contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2016

Mr. Angelou moved to continue picking up the 10% employee's retirement contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2016. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 10-16: Approve ORC 505.86 as it Applies to the Rehab of Fire Damaged Properties

Mr. Spanovich moved to approve ORC 505.86 as it applies to the rehab of fire damaged properties. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 11-16: Approve Authorizing Chairman to Sign Contracts or Vice Chairman in the Absence of the Chairman

Mr. Angelou moved to approve authorizing the Chairman to sign contracts or the Vice Chairman in the absence of the Chairman. Mr. Spanovich seconded. All voted yea. Motion carried.

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Held **January 4,** **2016**

Chairman Spanovich called the Regular Meeting to order at 10:00 A.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White present.

Also Present were:

Fred Kauser	Fire Chief
William Price	Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Melissa Rapp	Public Information Officer

TRUSTEE COMMENTS

Mr. Spanovich congratulated Mr. Angelou for successfully retaining his seat and said it is an honor and a pleasure to work with two fine Trustees as well as the administrative staff that surrounds us. Mr. Spanovich said that this is made possible not by the Trustees but the cooperation and attitude that is shown by the leadership in each department. He stated that 2015 was a good year and foresees that 2016 will also be a good year. Mr. Spanovich said that this staff has made some good decisions and Mifflin Township is looked upon as a prestigious Township and congratulated the fiscal officer for allowing us to stay in the black for many years.

CONSENT AGENDA

Res. 12-16: Approve Minutes of December 15, 2015

Mr. Angelou moved to approve Minutes of December 15, 2015. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 13-16: Approve Minutes of December 29, 2015

Mrs. Stewart moved to approve Minutes of December 29, 2015. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE

Fiscal Officer presented the following correspondence to the Board.

1. Letters were received from Franklin County Economic Development and Planning Department for the properties at 2290 Eddystone Avenue, 2460 Ferris Park, 2428 Mecca Road, 2436 Mecca Road, 2067 Minnesota Avenue, 2306 Agler Road, 2107 Earl Avenue, 2381 Park Court, 2047 Republic Avenue, and 2870 Drake Road for various violations.
2. Letters were received from the Franklin County Board of Health for Notice of Violation for the properties at 2120 Genessee Avenue, 2352 Lindale Rd., 3743 Emmons Avenue, 2582 N. Ferris Park Drive, 2366 Lindale Road, 2183 Agler Road, 2660 & 2666 Ferris Road, for various violations.
3. A letter was received from the Franklin County Public Health 2nd Observation Report Public Health Nuisance Program for the property at 2135 Aberdeen Avenue for various violations.

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FISCAL OFFICER

Fiscal Officer presented the Township Permanent Appropriation Resolution that will be signed and sent in to the Auditor's office. She said that we will refer to this resolution until the final balances and carryovers accrued in 2015 are certified by Franklin County Auditors and suggested that this will probably be adjusted slightly. Fiscal Officer informed the Trustees that our operating budget will be around \$18,000,000.00

Res. 14-16: Approve the Township Permanent Appropriation Resolution for 2016

Mrs. Stewart moved to approve the Township Permanent Appropriation Resolution for 2016. Mr. Angelou seconded. All voted yea. Motion carried. See Referral File

ADMIN

HR

Becky Kadel presented the proposed administrative office pay schedules to the Trustees. She arrived at these figures by reviewing MORPC's 2015 salary study as well as consulting her colleagues from other Ohio municipalities. Mrs. Stewart said she believed it was a long range goal to start paying on performance and not on step levels and questioned why we would implement this schedule. Fiscal Officer commented that it would be valuable to the new employees in our office if they had some anticipation of the pay increase they would receive next and also where they would cap out. Concerns were discussed regarding tenure and the automatic 3% thereafter, how the economy could affect pay raises, and that there should be a some leeway based on their performance. Trustees asked Becky Kadel to revise this schedule where there is a minimum and a maximum amount of pay and remove the percentage increase and bring it to the next Trustee meeting.

Becky Kadel requested approval to attend the annual OHPELRA training conference on February 8th and 9th at the Roberts Centre in Wilmington, Ohio not to exceed \$550.00.

Res. 15-16: Approve Becky Kadel to Attend the Annual OHPELRA Training Conference February 8th and 9th not to exceed \$550.00

Mr. Spanovich moved to approve Becky Kadel to attend the annual OHPELRA training conference February 8th and 9th not to exceed \$550.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Becky Kadel discussed open enrollment dates with the Trustees and they decided to tentatively hold them on February 2, 3 and 4 if it coincides with John Hastings schedule and timeline to prepare for the meetings.

PIO

Melissa Rapp presented the media update for December and for the whole year of 2015. She also reported that the ham delivery in the unincorporated area went really well and thanked Chief Price for being organized and preparing a list of residents to receive a ham. Fiscal Officer said she received a call from a resident who received a ham and profusely thanked the township.

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IT

None

SERVICE

DJ Tharp requested approval for Kris Krumm to receive a pay increase. He commented that she has not received a pay raise since 2011 and performs superior work. DJ Tharp recommends an increase from \$12.00 per hour to \$14.00 per hour effective 1/3/16.

Res. 16-16: Approve a Pay Raise for Kris Krumm at \$14.00 per hour

Mrs. Stewart moved to approve a pay raise for Kris Krumm at \$14.00 per hour effective 1/3/16. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp requested approval to buy back two graves for a total of \$1,000.00.

Res. 17-16: Approve to Buy Back Two Graves for a Total of \$1,000.00

Mr. Angelou moved to approve to buy back two graves for a total of \$1,000.00. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp requested to put a hold on hiring a part time code enforcer.

POLICE

Chief Price requested approval to reinstate Officer Wolfel to full duty.

Res. 18-16: Approve to Reinstatement Officer Wolfel to Full Duty

Mr. Angelou moved to approve to reinstate Officer Wolfel to full duty. Mr. Spanovich seconded. All voted yea. Motion carried.

FIRE

Chief Kauser presented to the Trustees for discussion budgeting, staffing costs, and establishing the base schedule starting in 2016 and beyond. He will present his proposals at the next Township meeting.

There being no further business, Mr. Angelou moved to adjourn the meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

Joseph F. Spanovich, Chairman

Richard J. Angelou, Vice Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer

RECORD OF PROCEEDINGS

Minutes of **MIFFLIN TOWNSHIP BOARD OF TRUSTEES** *Meeting*

Held **December 7,** **2015**
