

# RECORD OF PROCEEDINGS

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

Held

**OCTOBER 1,**

**2012**

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

Also present were:

Tim Taylor	Fire Chief
Michael Pocock	Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director

## **CONSENT AGENDA**

### **Res. 245-12: Approve Minutes of September 6, 2012 & September 18, 2012**

Mr. Angelou moved to approve the minutes of the September 6, 2012 and September 18, 2012 meetings. Mrs. Stewart seconded. All voted yea. Motion carried.

**TRUSTEES' COMMENTS** – None at this time.

## **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence to the Board:

1. Notices were received from Franklin County Public Health regarding violations at 2493 N. Ferris Park Drive, 2820 Berrell Ave., 2823 Berrell Ave., 2714 Baughman Ave. and 2129 Aberdeen Ave. giving the owners a certain amount of time to correct the violations or charges may be filed.

**FISCAL OFFICER'S REPORT** – Nancy White said that by next meeting she should have the figures to present on the rollback and homestead from the County to compare to what was estimated and what we actually received to see where we stand moneywise and see if we need to make any adjustments. She said that we are moving ahead on our new accounting software program as they now have all our data through September and we will be going live by the end of this month. The Department Heads will then be trained and by the beginning of 2013, all will be trained and on board. The Fiscal Officer said that we are also in the process of getting the Police Department, Service Department and Administration on TeleStaff for payroll. She said that on Friday, ARC Industries picked up our minutes to scan and put them on a disk which will make it possible for us to search using a key word when doing research. She also said that she has been holding inter-department meetings every two weeks to address any concerns and answer any questions to help keep Department Heads updated. Also, Website Committee meetings have been held with Jason Frankle to determine ways to enhance our current site. A proposal will be presented later in the meeting.

## **PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):**

### **ADMIN**

**Sick Leave Bank Withdrawal Request** - Mr. Angelou said that there is a request before the Board for a Sick Leave Reserve Bank Withdrawal from Officer Steven Blake. The Fiscal Officer said that she did some research regarding this and found that he has a total of 221 accrued time (hours) available that must be exhausted prior to being eligible for the bank. As she stated in her memo to the Board, he will be able to be paid through October 23, 2012. Steve Blake was present and said he hoped to be back on light duty by November 1<sup>st</sup> and full-time by December 1<sup>st</sup> if released by his doctor.

**Public Information Officer Position** - The HR Director, Becky Kadel, presented the Trustees with a job description for a Public Information Officer on a part-time basis. The general description for this person would be to plan, direct and coordinate activities designed to create or maintain a favorable public image or raise issue awareness for the Township. This new position and would need to be created. Mrs. Kadel said she would do the initial screening of applicants and then the Board would do the final interviewing. Mrs. Stewart said that Becky Kadel did a very good job in preparing this position description and she is ready to move forward to create a part-time Public Information Officer position.

(See Referral File for Job Description)

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

OCTOBER 1,

2012

**Res. 246-12: Approve Creating a Part-time Public Information Officer Position for 20/Hours per Week as Outlined in the Job Description**

Mrs. Stewart moved to approve creating a part-time Public Information Officer position for 20/hours per week as outlined in the job description prepared by the HR Director. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer updated the Trustees on the Fire Station Improvements Project finalization issue. She said she stopped payment on the \$25,000 retainage check which Robertson has not cashed and reissued it and sent it along with another \$25,000 check to finalize the project.

**IT** – Mrs. Stewart said the Website Upgrade Recommendation as presented in the Website Work Group Report for a contract with Revize be held until it goes before the IT Committee for their approval.

Mrs. Stewart said that regarding our agreement with Bluemile for fiber and internet connectivity, the Board received a request from Chief Taylor and Deputy Chief Kauser for the fiber change and fee proposed by Bluemile for an additional \$100/month shared by Mifflin and MECC. Mrs. Stewart said she would approve this contingent on approval from the IT Committee.

**Res. 247-12: Approve Proposal by Bluemile for Fiber, Internet Location and Fee Changes to Our Current Agreement Contingent on Approval From the IT Committee**

Mrs. Stewart moved to approve the proposal by Bluemile for fiber, internet location and fee changes to our current agreement contingent on approval from the IT Committee. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

**SERVICE** – D.J. Tharp presented the Trustees with a recommendation to upgrade the exterior lighting at the Township Administration Building by Evolved Lighting Solutions for \$3,387.20. There are some malfunctioning and some not working at all. This upgrade is a little more expensive but will eliminate the need for starters and ballast altogether and is our way of becoming “green”.

**Res. 248-12: Approve Estimate from Evolved Lighting Solutions to Upgrade Exterior Lighting at the Township Administration Building for \$3,387.20**

Mr. Angelou moved to approve the estimate from Evolved Lighting Solutions to upgrade exterior lighting at the Township Administration Building for \$3,387.20 as recommended by the Service Director. Mrs. Stewart seconded. All voted yea. Motion carried.

D.J. Tharp said the Baughman Ave. Storm Drain Project is now complete. He said the residents are very happy with what we have done. He said the mosquito report showed a decline probably due to the colder weather. He said we sold six graves and had ten funerals this past month.

**POLICE** – Chief Pocock presented the following to the Board for approval:

**Res. 249-12: Approve Transfers Within the Police Fund as Requested in the Memo Dated September 28, 2012**

Mr. Angelou moved to approve the transfers within the Police Fund as requested in the memo dated September 28, 2012. Mrs. Stewart seconded. All voted yea. Motion carried.  
(See Referral File)

**Res. 250-12: Approve Hiring Rob Schoelkopf as an Unpaid Reserve Police Officer**

Mr. Angelou moved to approve hiring Rob Schoelkopf as an unpaid Reserve Police Officer as recommended by Chief Pocock. Mrs. Stewart seconded. All voted yea. Motion carried.

Mrs. Stewart asked that Chief Pocock’s request to promote Officer Martin Daly to Police Sergeant be held for the next meeting after going through the HR Director.

## RECORD OF PROCEEDINGS

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

Held

**OCTOBER 1,**

**2012**

Chief Pocock said he spent Saturday at an Air Force Base lecturing on Military Tactics as it relates to dealing with our Somali communities. He said he also has a meeting tomorrow with FEMA to meet the new FEMA Director.

Chief Pocock said he is having a letter of Commendation placed in Sgt. Johnson's personnel file for his two years work in closing down a heroin house located at Ferris Park Drive and resulting in arrests. The Trustees also commended Sgt. Johnson as well.

**FIRE** – Chief Taylor presented the Trustees with the following for approval:

**Res.251-12: Approve Amending Appropriations by Adding Unbudgeted Funds and Transferring Within the Fire Fund as Presented in the Memo Dated September 27, 2012**

Mrs. Stewart moved to approve amending appropriations by adding unbudgeted funds and transferring within the Fire Fund as presented in the memo dated September 27, 2012. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

**Res. 252-12: Approve Replacement Mattresses (31) from The Original Mattress Factory for \$6,385.69**

Mrs. Stewart moved to approve Req. #09.28.2012 FD1 for 31 replacement mattresses from The Original Mattress Factory for \$6,385.69. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 253-12: Approve Wall Repair, Prep and Painting Interior Walls at Sta. 133 by Shira Sons Painting Company for \$2,964.24**

Mrs. Stewart moved to approve Req. #09.28.2012 FD2 for wall repair, prep and painting interior walls at Sta. 133 by Shira Sons Painting Company for \$2,964.24. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 254-12: Approve Thermal Image Camera (2) as Quoted by All-American Fire Equipment for a Total of \$18,034.00**

Mrs. Stewart moved to approve Req. #09.28.2012 FD3 for Thermal Image Camera (2) as quoted by All-American Fire Equipment for a total of \$18,034.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Taylor presented the Trustees with a memo regarding a follow-up on Firefighter Technician Nagle's request to transfer final vacation hours to Mifflin for his use since Lancaster did not pay them out when he was laid off. The Trustees agreed that this was between him and the City of Lancaster and we did not want to get involved. Mrs. Stewart reminded the Department Heads that everything of this nature should go through the HR Director before it is presented to the Board.

Chief Taylor presented a copy of a Trespass Notification sent under ORC 2911.21 and official notification of suspension of services to the Mifflin Township Fire Department.

**Res. 255-12: Approve Trespass Notification under ORC 2911.21 as Presented in the Letter Dated September 28, 2012**

Mr. Angelou moved to approve Trespass Notification under the ORC 2911.21 as presented in the letter dated September 28, 2012. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

**Res. 256-12: Approve Fire Prevention Week Handout Supplies from Foremost Promotions for \$1602.00 Including Shipping**

Mrs. Stewart moved to approve Fire Prevention Week handout supplies from Foremost Promotions for \$1602.00 including shipping as requested by FSI Steve Welsh. Mr. Angelou seconded. All voted yea. Motion carried.

**RECORD OF PROCEEDINGS**

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

---

**Held** **OCTOBER 1,** **2012**

---

Chief Taylor said the FMLA policy is being updated by the HR Director and will be finalized soon.

**MECC** – Chief Taylor said that after a budget meeting he had with the Fiscal Officer, Deputy Chief Kauser and Asst. Chief Grossman, it was determined that several transfers are needed within the MECC 14-A Fund as presented in a memo.

**Res. 257-12: Approve Transfers Within the MECC 14-A Fund as Presented in a Memo Dated September 27, 2012**

Mr. Angelou moved to approve transfers within the MECC 14-A Fund as presented in a memo dated September 27, 2012. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor said he had one more item to bring before the Board and that is a request by Lt. Anthony Torres to participate in a program at Bowling Green at no expense to Mifflin. He would be doing this on his vacation time and there would be no physical activity on his part.

**Res. 258-12: Approve Request by Lt. Torres to Participate in a Program at Bowling Green at No Expense to Mifflin**

Mrs. Stewart moved to approve the request of Lt. Torres to participate in a program at Bowling Green at no expense to Mifflin. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said she mentioned at the September 18<sup>th</sup> meeting she was researching the threshold for purchase approvals by the Board. These purchases or repairs and planned day to day operation costs could be approved by Department Heads saving time at meetings. According to the State Auditor’s representative, these limits can be set by the Trustees. Mrs. Stewart said what we are doing now seems to be working well and if there is an emergency expense, one of the Trustees can usually be reached. The Fiscal Officer said that the budgets would need to be more detailed to allow for this.

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

\_\_\_\_\_  
Joseph F. Spanovich, Chairman (Absent)

\_\_\_\_\_  
Richard J. Angelou, Vice Chairman

\_\_\_\_\_  
Lynn M. Stewart, Trustee

\_\_\_\_\_  
Nancy M. White, Fiscal Officer

\*\*\*\*\*  
The Trustees approved the October 5, 2012 payroll warrants for the period of September 16, 2012 through September 29, 2012. Copies are on file with the Fiscal Officer.

\*\*\*\*\*