

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

**Held**

**OCTOBER 15**

**2013**

Chairman Spanovich called the Regular Meeting to order at 3:30 P.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, Present.

Also present were:

Tim Taylor	Fire Chief
William Price	Acting Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Lynn Bruno	Public Information Officer
Christy Williamson	New Administrative Assistant

## **TRUSTEES' COMMENTS**

### **Res. 253-13: Approve and Honor the Retirement of Sandy J. Witham from Mifflin Township Administration**

Mr. Spanovich moved to approve and honor the retirement of Sandy J. Witham from Mifflin Township Administration. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

## **CONSENT AGENDA**

### **Res. 254-13: Approve the Warrants for November 2013**

Mr. Angelou moved to approve the warrants for November 2013. Mr. Spanovich seconded. All voted yea. Motion carried.

## **FISCAL OFFICER'S REPORT**

The Fiscal Officer said that she has not had the opportunity to go through the depository agreement RFP's as thoroughly as she would like and would like to defer that decision until the Special Meeting which is scheduled for October 31, 2013 at 10:00 a.m.

The Fiscal Officer also reported that she received a letter from VSP and forwarded it to Becky Kadel. They stated that there is going to be a 2% surcharge on the premiums beginning in January and this will need to be factored into the cost of the insurance. Currently the health insurance charge is 16 cents per covered life and believes that there will be a premium that we will have to pay and submit to the Federal Government once a year. This will be approximately \$800. The Affordable Health Care is not only putting other guidelines on us, but it is also costing us additional monies. Hopefully the meeting scheduled on October 31, 2013 at 10:00 a.m. with Sean Sprouse, Your Quest, and a representative from Medical Mutual will have information for us. She asked the Trustees to let her know of any specific questions that they need addressed. The Fire Department put in a request to see if we could put the old start date back to January 1<sup>st</sup> primarily for budgeting purposes.

The Fiscal Officer is meeting on October 22, 2013 with Chief Taylor, Chief Kauser, Chief Grossman, and the three Battalion Chiefs to work with them on additional training on the

## RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

Held

**OCTOBER 15**

**2013**

accounting software program. Nancy White will meet with Chief Price and D.J. Tharp one on one on a future date.

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

**ADMIN** – Our HR Director, Becky Kadel, received a request from The Woods at Parkside to use the Mifflin Township Hall meeting room for training once a quarter. Lynn Bruno, Public Information Officer offered to call Paul Nicholson and tell him that we are updating our policy and will have it ready by the next meeting. Mr. Nicholson will also need to follow the same protocol requiring him to fill out a rental application with specific details. This will then be presented before the Trustees.

Our Public Information Officer, Lynn Bruno, presented to the Trustees a proposed social media policy for consideration and possible adoption. This social media policy is a supplement to the Mifflin Township Employee Handbook and provides direction to township employees who access social media websites and engage in social networking. This policy also establishes rules for the use of social media by township employees when engaging in township business. As public employees, every Mifflin Township employee is reminded that public service requires the highest standards of personal conduct, honesty, integrity and courtesy. This policy has been sent to all department heads for review. (See Referral File)

### **Res. 255-13: Approve The Proposed Social Media Policy as A Supplement to The Mifflin Township Employee Handbook Presented by Lynn Bruno.**

Mrs. Stewart moved to approve the proposed social media policy as presented by Lynn Bruno. Mr. Angelou seconded. All voted yea. Motion carried.

Becky Kadel was notified by Burnham & Flower regarding an unpaid 2011 medical bill for Tim Kain in the amount of \$3,261.95. She requested authorization from the Trustees for Brenda Schurr to release the remaining money in his deductible during the 2011 coverage period to pay a portion of this bill. Mrs. Stewart requested Becky Kadel to investigate this a little further and to come up with a recommendation based on that information.

**IT** - Meeting scheduled for October 24, 2013 at 1:00 p.m.

**SERVICE** - D.J. Tharp said that he is waiting for the representative to get back with him regarding the peeling on the fence and how they will proceed with this situation. There are 175 panels with the same batch number on it but there are only a few panels that are peeling.

**POLICE** – Acting Chief Price said that he had nothing to report at this time.

Mr. Angelou would like to finalize the Police Department leadership at this time. Based on the incredible job that Acting Chief Price has done for the past 8 months and, of course, his exemplary career with Mifflin Township, I would move to make William Price the Chief of

## RECORD OF PROCEEDINGS

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

Held

**OCTOBER 15**

**2013**

Police for Mifflin Township effective November 1, 2013. Nancy White also commented that Acting Chief Price is celebrating his 25<sup>th</sup> year with Mifflin Township.

**Res. 256-13 Approve Acting Chief William Price as Chief of Police for Mifflin Township Effective November 1, 2013.**

Mr. Angelou moved to approve Acting Chief William Price as Chief of Police for Mifflin Township effective November 1, 2013. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich spoke about the memo he received from Acting Chief Price on October 11, 2013 regarding several police concerns that he has and the Trustees would like to review this after they get the hard figures from Nancy White and comment on it at a later date.

**CODE** - Fiscal Officer received another Notice to Proceed which brings the total of 6 properties that have been earmarked for demolition by the County.

Regarding the Leonard Park Distribution System, one of the residents had a concern regarding the easement proposal on his property. Lynn Bruno talked with a representative from the County and they have come up with a Leonard Park water line looping alternative by the engineers which is still in process.

**FIRE** - Chief Taylor reported that two Fire Prevention Vans were sold on GovDeals.com for \$962 and \$1,213. After reporting about the vans being sold, Chief Taylor wanted to discuss the options of purchasing Two Pierce Fire Engines and to replace Two Staff and One Administrative Vehicles. Mr. Spanovich and Mrs. Stewart would like to meet with Chief Taylor prior to the November 4, 2013 meeting to discuss all the aspects of this proposal and the discuss all the options.

**MECC** – Chief Taylor said that they are ready to present the MECC Captain recommendations to the MECC Chiefs meeting on November 7, 2013. They will, in return, bring the recommendation for MECC Captain to the Mifflin Township Meeting on November 19, 2013 for approval from the Trustees.

**Res. 257-13: Move Into Executive Session**

Mr. Angelou moved to go into executive session to discuss pending legislation at 4:15 p.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came out of executive session and there being no further business, the meeting was adjourned.

**RECORD OF PROCEEDINGS**

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

---

**Held** **OCTOBER 15,** **2013**

---

---

Joseph F. Spanovich, Chairman

---

Lynn M. Stewart, Vice Chairman

---

Richard J. Angelou, Trustee

---

Nancy M. White, Fiscal Officer