

76RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

October 20,

2015

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:

Fred Kauser	Acting Fire Chief
William Price	Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Melissa Rapp	Public Information Officer
DeSales High School Students	
Mifflin Township Resident	

CONSENT AGENDA

Res. 226-15: Approve Minutes of September 15, 2015

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

Res. 227-15: Approve Minutes of October 5, 2015

Mr. Angelou moved to approve Minutes of October 5, 2015. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 228-15: Approve Warrants for November 2015

Mrs. Stewart moved to approve Warrants for November 2015. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEE COMMENTS

Mr. Spanovich said that he would like to pass a resolution to recognize General James Abraham for his service to Mifflin Township. He also stated that Mr. Abraham received a doctorate degree from Ohio University. Mrs. Stewart requested Fiscal Officer to prepare a resolution for General James Abraham.

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 3014 Woodland Avenue, 3028 Woodland Avenue, 2305 Oakland Park Avenue, 3863 Agler Road, 2183 Denune Avenue, and property located at 2280-2300 Stelzer Road for various violations.
2. Letters were received from Franklin County Public Health for 2nd Observation Report Public Health Nuisance Program for the property located 2584 N. Ferris Park Drive for various violations.
3. A letter was received from the Michael P. Kelleher, Chief Building Official with Franklin County. He stated that a house located on 3703 Genessee Avenue had fire damage and in his opinion is a total loss. DJ Tharp said that after the 30 day notification expires, they will board up the house and clean up the trash.

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4. A letter was received from Dean Ringle, Franklin County Engineer, informing us that they received \$58,163.29 from the antitrust lawsuit involving rock salt sales by Morton Salt and Cargill, Inc. Mifflin Township purchased 26.76 tons of salt for \$1,846.44 which results in a proportionate share of the settlement of \$56.42.
5. A letter was received from the Franklin County Engineer's office reminding us that November Franklin County Township Association meeting will be held on Thursday, November 12 at the Franklin County Engineer's Office at 5:30.
6. A letter was received from MORPC informing the members of the services that they provide and the return on their investments.
7. A letter was received from MORPC informing Mifflin Township of the Local Government Internship Program that is available. If any department head is interested, the final date for requests is due on November 12, 2015.

Fiscal Officer reported that MORPC has posted on their website the central Ohio trick or treat dates. For 2015 this will occur on Thursday, October 29 and the next four years it will occur on October 31st.

FISCAL OFFICER

Fiscal Officer requested to approve the resolution accepting the amount and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Res. 229-15: Approve Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Mr. Spanovich moved to approve resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

ADMIN

HR

Becky Kadel informed the Trustees that in September she rolled out our self service module through the human resource information system product provided by Paycor. This product allows the employees access to make any personal or payroll changes. Ms. Kadel said that she completed the September 30th deadline for the drug free safety program annual report. She also completed the EEO-4 deadline of September 30, 2015 which is due every other year. Becky Kadel said she just learned that Ohio lowered the medical insurance dependent eligibility age from 28 to 26. She also reported that we have about ten employees who have misused their HRA monies. Becky Kadel said she will review this report and take it case by case and will inform the Trustees of the final dollar amount and decide at a later date how they want to handle this situation. Ms. Kadel commented that she is currently working with the department heads on putting together an on boarding checklist that will encompass everything from the recruitment process all the way to hire. She said that she will be viewing demos this week pertaining to this project. Becky Kadel also said that she is currently

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researching a new drug testing vendor that is local which will be more of a convenience for the employees. Our annual driving record check is due to the BMV. Once we get the current driver's license of about 10 employees we will be able to send that driving record check to the BMV. Becky Kadel confirmed with the Trustees that their meeting with Dawson is scheduled for November 2nd at 11:00 a.m.

PIO

Melissa Rapp reported to the Trustees that she did follow up with a phone call to Jessie Thompson who attended the last meeting and showed interest in participating on the cemetery committee to talk about any changes that may affect grave owners going forward. Ms. Rapp said she did provide the Trustees with a formal letter of acceptance on that committee. Melissa Rapp said that she and DJ Tharp have been exploring different options for signage in the cemetery for the rules and regulations. They discussed different sizes, placement of signage, and language for the rules and regulations which will be brought to the cemetery committee members. She said that DJ Tharp has explored some options for loose sight cases that will hold copies of the rules and regulations that visitors may retrieve.

IT

Fire Chief Kauser requested approval for the annual software maintenance for Kronos Telestaff staffing software. He said the cost for the one year maintenance period is \$6,750.72 and this will be shared among the Township departments and Plain Township.

Res. 230-15: Approve Annual Software Maintenance for Kronos Telestaff Staffing Software for \$6,750.72

Mrs. Stewart moved to approve annual software maintenance for Kronos Telestaff staffing software for \$6,760.72. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Fire Chief Kauser requested approval to purchase a Township Document Management system for \$28,790.00. He mentioned that a lot of time and resources have gone into selecting a township document management system and how much work was involved from all our staff. Fire Chief Kauser informed the people attending the meeting that this system is essentially a vault where all the government official records are stored in an electronic form so that we can access easily and it also works with other software in the township.

Res. 231-15: Approve to Purchase a Township Document Management System for \$28,790.00

Mrs. Stewart moved to approve to purchase a township document management system for \$28,790.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

SERVICE

DJ Tharp reported that the Schmidt Road paving is complete and several people have called to thank them for the work they have done. DJ Tharp said that this past Thursday they poured their last foundations for the year and the total was 62. Mr. Tharp said that they have built shelves for the items that were removed from the graves.

RECORD OF PROCEEDINGS

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POLICE

Police Chief Price requested approval to accept the resignation of Sgt. Mark Roddy effective October 23, 2015.

Res. 232 -15: Approve the Resignation of Sgt. Mark Roddy Effective October 23, 2015

Mr. Angelou moved to approve the resignation of Sgt. Mark Roddy effective October 23, 2015. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Police Chief Price requested approval to hire Tammy Phillips as Police Sergeant at \$22.50 an hour effective November 2, 2015 pending a clean drug test.

Res. 233-15: Approve Hiring Tammy Phillips as Police Sergeant at \$22.50 an Hour Effective November 2, 2015 Pending a Clean Drug Test

Mr. Angelou moved to approve hiring Tammy Phillips at \$22.50 an hour effective November 2, 2015 pending a clean drug test. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Police Chief Price said that he will have extra officers on patrol for trick or treating.

FIRE

Fire Chief Kauser said that they will be having the Council of Governments meeting on Wednesday, October 21st at 1:00 at the Ohio Township Association meeting room and the Board is invited. Fire Chief Kauser reported that he and Fiscal Officer were invited, based on the Trustees work, to the Development Department Meeting at the City of Gahanna to talk about the upcoming TIFS. Fire Chief Kauser said it was his understanding that we would be made whole on the Johnstown Road TIF. He said the City of Gahanna would determine how the funds will be transferred to us. Chief Kauser said they recommended that we look at our capital budget and capital projects and determine how to make it work this way. Mr. Spanovich asked Chief Kauser to convey to Gahanna that we thank them for their cooperation and commend them for listening to us as we work through these TIFS.

Mr. Angelou welcomed the Desales High School students and gave them a brief history of Township Government.

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

Joseph F. Spanovich, Chairman +

Richard J. Angelou, Vice Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer
