

## RECORD OF PROCEEDINGS

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

Held

**OCTOBER 28,**

**2008**

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:

Deloris Marcum	3738 Emmons Ave.
Dolly Hanning	2354 Agler Rd.
Dan Bender	Rocky Fork Enterprise
Michael Grossman	Battalion Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Code Enforcement Officer

Mr. Spanovich asked to dispense with the Pledge and Prayer.

### **Res. 261-08: Approve Consent Agenda Consisting of October 6, 2008 Minutes and November Warrants**

Mrs. Stewart moved to approve the Consent Agenda consisting of the minutes of the October 6, 2008 meeting and the November warrants for payroll and bills. Mr. Angelou seconded. All voted yea. Motion carried.

### **TRUSTEES' COMMENTS**

Mr. Spanovich asked if we would be receiving money from FEMA for our wind damage expenses that we turned in for the Service and Fire Departments. The Fiscal Officer said she received an e-mail that FEMA approved reimbursing expenses and another meeting will be held to determine the amount each entity will recover. Mr. Spanovich said that there seems to be a lot of road work being done in Jefferson Township. Mr. McKnight said they have a large road budget and are able to pay matching funds for grants. Mr. Angelou said he read in the paper that the County is cutting back on overtime and all kinds of things until the election brings forth a new administration one way or the other. He said he feels it is more important than ever due to the economic times to encourage the communities to come together and work for the passage of our Road and Fire Levies. Mrs. Stewart said we need to be as prudent as we can regarding all of our finances. She also asked if we were going to have an internal Leonard Park Water Committee Meeting before we met with the County. It was agreed to set the meeting for November 5, 2008 at 9:00 a.m. at the Cemetery Office. Mrs. Stewart said she feels the "Fire Fright 2008" flyer should have included Mifflin Township Trustee information but she does feel this is a very good fire safety learning event for children and their families. Battalion Chief Grossman explained that the Fire Department will be giving free flashlight tours of a burned-out house at N. Hamilton Rd. & Peale Ct. on October 31<sup>st</sup> through November 2<sup>nd</sup> from 5:00 p.m. until 10:00 p.m. The City and several organizations are participating and the Firefighters are doing this on their off-duty days. Channel 6 News is planning on doing some filming on Friday and interviewing David Brizius. Mr. Spanovich said he feels this is a wonderful program and a lot of people are involved, but the Trustees were the last to know. The Trustees agreed that they wish to meet with Chief DeConnick to encourage better communication.

### **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence to the Board:

1. A copy of a letter from the Economic Development & Planning Department to Mitchell D. Rush was received stating that his application to allow a home occupation with parking of a commercial vehicle in an area zoned Rural was denied. He has 30 days to appeal. A letter from the Township had been sent requesting his application be denied.
2. A copy of a Gahanna/Mifflin Tower Lease Agreement was received from Terry Emery from the City of Gahanna for our review. The Agreement was prepared for the City by Gregory Dunn of Schottenstein, Zox & Dunn. The Trustees agreed that we should send this to our legal counsel, Loveland & Brosius for review. Mr. Spanovich said that Terry Emery should be advised the Trustees are holding off making a decision until an opinion is received from our legal counsel.

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**Res. 262-08: Approve Sending the Mifflin/Gahanna Tower Lease Agreement to Loveland & Brosius for Review**

Mr. Spanovich moved to approve sending the Mifflin/Gahanna Tower Lease Agreement prepared by Gregory Dunn of Schottenstein, Zox & Dunn for the City to our legal counsel, Loveland & Brosius for review. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said a request was received from the American Cancer Society Relay for Life for the use of our Meeting Hall for the 4<sup>th</sup> Tuesday of the month until the end of May for their meetings. They have used it in the past with no problems.

**Res. 263-08: Approve the Meeting Hall Rental Request of the American Cancer Society Relay for Life for Their Meetings on the 4<sup>th</sup> Tuesday of the Month from Now Until the End of May**

Mr. Angelou moved to approve the Meeting Hall rental request of the American Cancer Society Relay for Life for their meetings on the 4<sup>th</sup> Tuesday of the month from now until the end of May as they have done in the past. Mrs. Stewart seconded. All voted yea. Motion carried.

**FISCAL OFFICER'S REPORT**

The Fiscal Officer said she hoped to have the Amended Township Annual Permanent Appropriation Resolution ready for this meeting, but Deputy Chief Kauser has been on vacation so she was not able to get final figures for the Fire Department. She asked that this be held for the next meeting.

The Fiscal Officer said she received Depository Agreement Applications from Fifth Third Bank, Huntington Bank, Park National Bank, Heartland Bank, National City Bank and US Bank. She gave the Trustees a memo listing her recommendations. She said it was a difficult decision, because due to the economic times, it seems a lot of banks are applying for the bail out money. To diversify our funds, she is recommending that the deposit of interim monies be placed at Heartland Bank and Park National Bank and apply to StarOhio as they seem to be very solvent at this time. Also she recommended that our operating account remain with Fifth Third Bank but on a more limited basis. Currently the operating account, MasterCard and EMS billing accounts are set up with them. The Trustees agreed to approve the Fiscal Officer's recommendations.

**Res. 264-08: Approve Bank Depository Agreements as Recommended by the Fiscal Officer in Her Memo to the Board Effective November 1, 2008**

Mr. Angelou moved to approve the Bank Depository Agreements as recommended by the Fiscal Officer in her memo to the Board diversifying funds to Heartland Bank, Park National and StarOhio and remaining with Fifth Third Bank on a more limited basis for our operating funds effective November 1, 2008. Mrs. Stewart seconded. All voted yea. Motion carried.  
(See Referral File)

The Fiscal Officer said she now has the final draft of the Employee Handbook. Copies were given to the Trustees and Department Heads. She said she reviewed the final changes with Peter Griggs of Loveland & Brosius. She referred everyone to the fourth paragraph on page 6. It states that each Department may develop their own separate policies applying to their Department, but such policies shall not conflict with any of the policies set forth in this Manual. Also new on page 5 is a list of definitions describing what key terms used mean. This is new to our handbook. She summarized the policies listed under the Table of Contents and said there were a few changes. The Public Records Policy is listed on page 44 and 45 and will need to be adopted by the Board and posted. Hopefully, the Handbook and Public Records Policy can be adopted at the next meeting after everyone has had the opportunity to review it. After adoption, training sessions will be needed as well as keeping the Handbook updated.

The Trustees agreed to cancel the Staff Meeting scheduled for November 3, 2008. The next meeting will be the Regular Meeting on November 18, 2008 at 3:30 p.m.

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### **IT**

Mrs. Stewart asked about the status of the Affiliated invoice for Rick Deeds Consulting Services. Paul Adkins said that we are still waiting for them to re-bill it for the correct amount of \$1,293.75 and will keep it on hold until a new bill is received.

After discussion, it was agreed to resume the IT Meetings. The next meeting will be on Thursday, November 6, 2008 at 3:00 p.m.

Paul Adkins presented the Board with a request for an upgrade to Microsoft Exchange/Mail Server 2007 for \$6,094.17. Mr. Adkins explained that Exchange 2007 has many enhancements for users and sets the foundation for future upgrades. Mrs. Stewart requested that this be placed on hold along with the Time Warner Service Contracts for 2459 Agler and 501 Beecher until they can be discussed further at the IT Meeting.

### **SERVICE**

Calvin McKnight reported that D.J. Tharp hit a deer in the Service Department van resulting in approximately \$2200.00 worth of damage. The insurance company was advised and has approved the repair.

Mr. McKnight said that he will be having a meeting with the Franklin County Engineer on November 6, 2008 regarding salt usage for 2008/2009. They are permitting us to purchase salt from them but we will need to drive to Dublin Road to pick it up when needed as there is no storage facility here. The County has not set a time for this meeting as yet. He said he will also be attending the FEMA meeting regarding the reimbursements for the wind damage expenses.

Mr. McKnight advised the Trustees that we will be taking some vacation in November and will advise them of the dates in advance.

### **POLICE**

The Trustees approved Chief Pockocks's request to pass out candy on Halloween from the cruisers. Chief Pockock said that his Officers have been on the range today and are now firearms qualified.

### **CODE ENFORCEMENT**

Steve Blake said his knee surgery went well and he has been released by his doctor for light duty. He said he was able to field some Code calls while he was off. Mr. Angelou said he is recommending that the hours Mr. Blake is allowed to work as a part-time employee be increased to 2080 hours for the balance of this year and addressed again for next year.

#### **Res. 265-08: Approve Work Hours for Code Enforcement Officer Steve Blake be Increased To 2080 Hours for the Remainder of 2008 and Revisited for Next Year**

Mr. Angelou moved to approve the work hours for Code Enforcement Officer Steve Blake be increased to 2080 hours for the remainder of 2008 and revisited for next year. Mrs. Stewart seconded. All voted yea. Motion carried.

**FIRE** - In the absence of Chief DeConnick and Deputy Chief Kauser, Battalion Chief Grossman was present to present the Fire Department requests to the Board as follows:

#### **Res. 266-08: Approve Holding Purchase Requests 10.01.08, 10.02.08, 10.03.08, and 10.04.08 for a 2009 Chevrolet Tahoe and Lights, Radios and Graphics for the Tahoe Totaling \$48,376.53 for Discussion in the 2009 Budget Year**

Mr. Spanovich moved to approve holding Purchase Requests 10.01.08, 10.02.08, 10.03.08 and 10.04.08 for a 2009 Chevrolet Tahoe and lights, radios and graphics for the Tahoe totaling \$48,376.53 for discussion in the 2009 budget year. Mrs. Stewart seconded. All voted yea. Motion carried.

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The Trustees agreed to place Purchase Requests 10.05.08 for (SCBA) self-contained breathing apparatus (4) in the amount of \$21,088.00 for Engine 132 and 10.06.08 for (RIT) rescue intervention team packs in the amount of \$2,950.00 on hold until a replacement plan is received. Battalion Chief Grossman said that this was budgeted for this year and we will be replacing this equipment at all stations eventually to meet standards and make it compatible with other Departments. He said he will ask the Chief to have the replacement plan ready by the November 18<sup>th</sup> Meeting.

**Res. 267-08: Approve MECC Dispatcher Training (20) for Fire & Rescue Pre-Arrival Instructions to Caller and Learn the “Flip Card” Instruction System for \$5,625.00 Including Transportation Fee for the Priority Dispatch Instructor**

Mrs. Stewart moved to approve MECC Dispatcher training (20) for Fire & Rescue pre-arrival instructions to caller and learn the “flip card” instructional system for \$5,625.00 including the transportation fee for the Priority Dispatch Instructor. Mr. Angelou seconded. All voted yea. Motion carried.

The Fitness Planning Consultants invoice for \$2000.00 for fitness testing was discussed. There was no explanation as to what test was given or when it was given. Battalion Chief Grossman said the Cooper test was given and another test will be scheduled for next month. He said he is not aware of the number who took the test or the actual dates but will find out.

Mr. Spanovich deferred from the agenda and asked a visitor if she had any comments. She said her name is Deloris Marcum of 3738 Emmons Avenue in Leonard Park and she has no water. Mrs. Stewart explained that a Leonard Park Water Committee was formed and a survey done in the area. She invited her to attend an internal committee meeting on Wednesday, November 5<sup>th</sup> at 9:00 a.m. at the Cemetery Office. It was decided to have an internal meeting first to put together all the information from the survey before involving the County.

Mr. Spanovich continued with the Fire Department portion of the meeting.

The Trustees asked that the invoice payment request from Chief DeConnick and Deputy Chief Kauser to pay all past and current legal counsel invoices regarding former Captain Gary Grancey to be paid from the Township's General Fund be placed on hold for further review and a recommendation from the Fiscal Officer.

Mr. Spanovich recommended that the request from Chief DeConnick and Deputy Chief Kauser to hire two Part-time Fire Safety Inspectors within the Division of Fire also be placed on hold.

Mr. Spanovich said there are requests before the Board from the Fire Department for Service Credit Bonuses and Paramedic Pay Incentive Bonuses for approval as follows:

**Res. 268-08: Approve Service Credit Bonuses for Firefighters Kain, Kirsop, Hoffman, Strohmeyer, Eing, Workman and Deputy Chief Kauser**

Mr. Spanovich moved to approve service credit bonuses for William Kirsop and John Eing in the amount of \$500/each; Timothy Kain in the amount of \$700; John Hoffman, Jason Strohmeyer and George Workman in the amount of \$900/each and Deputy Chief Kauser in the amount of \$1100 as recommended by Chief DeConnick at the discretion of the Board and funds permitting. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 269-08: Approve Paramedic Pay Incentive Bonuses as Listed for a Total Amount of \$148,006.85**

Mr. Spanovich moved to approve paramedic pay incentive bonuses as listed and recommended by Chief DeConnick for a total amount of \$148,006.84 at the discretion of the Board and funds permitting. Mr. Angelou seconded. All voted yea. Motion carried.  
(See Referral File)

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Battalion Chief Grossman said there are five invoices from Ohio Fire & Safety Company for inspections and services for fire extinguishers and other systems at all Fire Department facilities for a total of \$5,921.35.

**Res. 270-08: Approve Payment of Invoices from Ohio Fire & Safety Company for Inspections and Services for Fire Extinguishers and Other Systems at All Fire Department Facilities for a Total of \$5,921.35**

Mrs. Stewart moved to approve payment of five invoices from Ohio Fire & Safety Company for inspections and services for fire extinguishers and other systems at all Fire Department facilities for a total of \$5,921.35 as recommended by Chief DeConnick and Deputy Chief Kauser. Mr. Angelou seconded. All voted yea. Motion carried.

Battalion Chief Grossman said that the Engine-Rescue Committee has reviewed the bid proposal from Pierce Manufacturing and is recommending approval. He said we only received one bid but the specs were not written just for Pierce and other companies could have bid if they chose to. Payment for this vehicle is included under the bond.

**Res. 271-08: Approve Combination Heavy Duty Engine-Rescue Vehicle Bid Proposal Submitted by Pierce Manufacturing for \$630,966.00 Which Includes Pre-Pay Deduction**

Mr. Spanovich moved to approve the Combination Heavy Duty Engine-Rescue Vehicle Bid Proposal submitted by Pierce Manufacturing for \$630,966.00 which includes the pre-pay deduction as recommended by Chief DeConnick and Deputy Chief Kauser. Mrs. Stewart seconded. All voted yea. Motion carried.

Battalion Chief Grossman said that Andy McConnell is resigning as a Full-time MECC Dispatcher effective October 31, 2008 and would like to go back to Part-time status. He said that due to the full-time vacancy, Chief DeConnick is recommending that Part-time MECC Dispatcher Scott Grigarauskas be hired as a Full-time MECC Dispatcher.

**Res. 272-08: Accept Resignation of Andy McConnell as a Full-time MECC Dispatcher Effective October 31, 2008**

Mrs. Stewart moved to accept the resignation of Andy McConnell as a Full-time MECC Dispatcher effective October 31, 2008 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 273-08: Accept Andy McConnell's Resubmission Application as a Part-time MECC Dispatcher at His Current Pay Rate Effective November 1, 2008**

Mr. Angelou moved to accept Andy McConnell's resubmission application as a Part-time MECC Dispatcher at his current pay rate effective November 1, 2008 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 274-08: Approve Hiring Part-time MECC Dispatcher Scott Grigarauskas as a Full-time MECC Dispatcher Effective November 2, 2008 at the Same Pay Rate as Currently Assigned**

Mrs. Stewart moved to approve hiring Part-time MECC Dispatcher Scott Grigarauskas as a Full-time MECC Dispatcher effective November 2, 2008 at the same pay rate as currently assigned as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

**VISITOR COMMENT**

Dolly Hanning of Agler Road said she wanted to thank Nancy White for going downtown and getting her a large supply of registration forms. She said she has used all but five of them and registered about 70 people. Mrs. Stewart thanked her on behalf of the Trustees for going door to door to register voters.

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Mr. Spanovich said there is one other item he would like to discuss regarding the costs for the Fire Department Awards Ceremony held at the Creekside Conference and Event Center. \$700.00 was approved by the Trustees for the room reservation for the Fire Award Ceremony and no other expenses were presented for approval. An invoice from Creekside was received for beverages, snacks and services for a total of \$906.60 of which Union Local 2818 paid \$300.00 making a total due of \$606.60. Mrs. Stewart said the Trustees would like an explanation from the Chief of the total amount spent for everything for this event and asked that this be placed on the agenda for the next meeting.

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

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Joseph F. Spanovich, Chairman

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Nancy M. White, Fiscal Officer

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The Trustees approved the October 24, 2008 payroll warrants for the period of October 5, 2008 through October 18, 2008 and the October warrants for bills, Numbers 45941 through 46066. Copies are on file with the Fiscal Officer.

The October Receipts are on file with the Fiscal Officer

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