

RECORD OF PROCEEDINGS

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

Held **OCTOBER 7,** **2013**

Chairman Spanovich called the Regular Staff Meeting to order at 10:00 A.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

CONSENT AGENDA

Res. 246-13: Approve Minutes of September 17, 2013 as Amended

Mr. Angelou moved to approve the minutes of the September 17, 2013 meeting eliminating the words “drug testing” from Res. 238-13. Mrs. Stewart seconded. All voted yea. Motion carried.

TRUSTEES’ COMMENTS

Mrs. Stewart said that she would like to thank all Departments for their kindness and support during the illness and passing of her Mother. She said everyone was amazing and she truly appreciates it.

Mrs. Stewart commended the great job everyone did yesterday on the Fire Prevention Week Open House as everyone involved thought that it was an awesome event. Mr. Spanovich also thanked Lynn Bruno for all her work on helping the Firefighters to put this together including arranging to have Sparky the Fire Dog present for the kids.

The Fiscal Officer showed the Trustees the map of Mifflin Township in 1910 that was used yesterday at the Open House. Lt. Mark Hendricks had it framed so that it can be displayed in the Meeting Room as an historical feature.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. A letter was distributed to the Leonard Park residents along Stelzer Road on September 27, 2013 regarding use of easements from select residents necessary to provide the best possible water system design and keep the water project on schedule. A letter was sent by the County to the homeowners on October 4, 2013 and hopefully we will have feedback from the residents to report to the Trustees by the October 15, 2013 meeting.
2. A letter was received from the Franklin County Engineer’s Office that they will be hosting the November Franklin County Township Association Meeting at their office on November 7, 2013. There will be an informal dinner at 6:00 p.m. with the regular meeting beginning at 6:30 p.m. Mr. Angelou, Mr. Spanovich and D.J. Tharp said they are planning to attend.

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3. A letter was received from Franklin County Public Health Department regarding a notice for 2330 Rankin Avenue pertaining to lack of connection to the sanitary sewerage system. They were given until October 28, 2013 to correct this violation or charges may be filed.

FISCAL OFFICER'S REPORT

Nancy White said she received a call from the COCIC that the Notice to Proceed to demolish 1822 Stelzer Rd., 3054 Perdue Ave., 2136 Paul Dr., 2055 Earl Ave. and 2819 Baughman Ave were needed. The forms were completed and forwarded to their office.

The Fiscal Officer presented the Trustees with the financial reports that we are now able to provide on a monthly basis for their review. She said that eventually, the Department Heads will be able to provide their own reports. She also gave the Trustees a copy of the approvals year to date for purchases in the amount of \$1501 to \$2500 that did not come before the Board due to limit changes for Board approval. (See Referral File)

The Fiscal Officer said she received an e-mail from Sean Sprouse who asked to set a meeting including Your Quest, Medical Mutual, and himself to discuss health insurance coverage. The Trustees scheduled the meeting for October 31, 2013 at 10:00 a.m. The Fiscal Officer said it is good to start discussing our coverages for the 2014 contract year now eventhough rates will not be available until January and are dependent on experience. She asked the Trustees to let her know what they would like to see covered at this meeting so she can let Mr. Sprouse know what to prepare. She said that plan design can be discussed such as employee contribution changes, underwriting HRA's, etc.

PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):

ADMIN - Our Public Information Officer, Lynn Bruno, received a request from the Gahanna Convention & Visitors Bureau to use the Mifflin Township Hall meeting room when they host senior citizens group tour groups to the city. The visits would take place on a weekday and we would be given a 3 month notice. Mrs. Stewart said we have been limiting this for internal use and non-profits. She said we need to come up with a consistent policy for the use of the meeting room. The Fiscal Officer said we need to revamp our rental application policy form. Mr. Spanovich asked Lynn Bruno to work on the guidelines for the policy. The Trustees agreed to deny this request at this time.

SERVICE - D.J. Tharp said that they hand delivered the letters to the four homeowners affected by the easements and mailed the eight owners that did not occupy the properties involved. He reported that regarding the cemetery, they had five funerals and sold seven graves in October. He said that he noticed there were some peeling problems at the bottom of our new fence on several panels. A representative from the manufacturer is planning to come here to inspect the fence because there is a 20 year warranty guarantee.

D. J. Tharp said that they removed and replaced seven trees around the cemetery that were old, out of shape and planted in the wrong positions making it difficult to get equipment in

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and out. He said they also replaced the tree in front that wasn't doing well with a much larger healthy tree.

POLICE – Acting Chief Price presented the Trustees with a resignation from Officer Chavalia for approval.

Res. Res. 247-13: Approve Resignation Request of Officer Jeff Chavalia Effective September 30, 2013

Mr. Angelou moved to approve the resignation request of Officer Jeff Chavalia effective September 30, 2013. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said this was not on the agenda but she would like approval for transfer from the General Fund to the Police Fund for \$101,850 to the Police Fund including \$53,250 of that amount to Code.

Res. 248-13: Approve Transferring \$101,850 from the General Fund to the Police Fund Including \$53,250 of That Amount to Code

Mrs. Stewart moved to approve transferring \$101,850 from the General Fund to the Police Fund including \$53,250 of that amount to Code. Mr. Angelou seconded. All voted yea. Motion carried.

Acting Chief Price requested approval to hire Officer Stonerock from Part-time to Full-time status. The Trustees asked that this be held for the next meeting for a budget review. Acting Chief Price said he feels the budget should be able support this with the resignation of Officer Chavalia and Chief Pocock. Mr. Angelou also asked that approval of a Full-time Police Chief Appointment be placed on the agenda for the next meeting.

Acting Chief Price presented the Trustees with a copy of the detailed Police runs in September. Also included was a letter from Clinton Township Police commending our Officers Daly and Marquard for their assistance in an attempted armed robbery at Kroger on Cleveland Ave. in Clinton Township. (See Referral File)

FIRE – Chief Taylor presented the Trustees with the following request and reports:

Res. 249-13: Approve Proposed Special Events Fee Schedule as Presented and Discussing the Details With the City of Gahanna and Schools

Mr. Spanovich moved to approve the proposed Special Events Fee Schedule as presented and discussing the details with the City of Gahanna and Schools. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Mr. Spanovich signed off on the training request of Seth Penn to attend Rope Rescue Certification training at Bowling Green on October 10-13, 2013 for a total of \$655.00.

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Mr. Spanovich signed off on the training request of Joseph Zarbaugh to attend Fire & EMS Response to Active Shooter at Bowling Green on October 10-12, 2013 for a total of \$475.00.

Chief Taylor requested approval to send Kevin Sponagle to the KronosWorks 2013 Conference on November 10-13, 2013 regarding TeleStaff updates. Plain Township paid for this last year and requested that we pay for it this year. Plain will be paying his salary.

Res. 250-13: Approve Request for Keven Sponagle to Attend the KronosWorks Conference on November 10-13, 2013 for Up To \$2500.00

Mrs. Stewart moved to approve the request for Keven Sponagle to attend the KronosWorks Conference on November 10-13, 2013 regarding TeleStaff updates. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said we are still holding the Maintenance Agreement renewal because of the updates. Chief Taylor said we have not received any final invoices, but he was finally able to communicate with the parties involved so we should be getting a corrected invoice soon.

Chief Taylor presented the Trustees with a copy of the Out of District Training report for September, 2013 which amounted to 64 CE credit hours. He said he will be presenting the invoices for the total amount for approval. (See Referral File)

Chief Taylor presented the Trustees with a Fire Inspection Fees proposal. He said the City of Gahanna charges for their Inspectors, but we do not charge for ours. He said that he and Fire Marshal Welsh have researched our neighboring jurisdictions as shown in the Chiefs' Briefing report and we would not be billing the City of Gahanna but the building owners only. Chief Taylor said this has not been forwarded to the Gahanna Building Department, but they are aware that it is coming. He said that Fire Prevention personnel will be responsible for issuing the permits and the payment of the fees would come to the Township Office, but the logistics would need to be worked out with the Fiscal Officer.

Res. 251-13: Approve Fire Inspection Fees Proposal as Presented and Recommended by Chief Taylor, Asst. Chief Grossman and Fire Marshal Welsh Effective January 1, 2014

Mr. Spanovich moved to approve the Fire Inspection Fees Proposal as presented and recommended by Chief Taylor, Asst. Chief Grossman and Fire Marshal Welsh effective January 1, 2014. Mr. Angelou seconded. All voted yea. (See Referral File)

Mr. Spanovich recommended that D.J. Tharp look into increasing cemetery fees.

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Chief Taylor said that for the record, the signed and executed contract for the Tiburon CAD Project has been completed and we are on schedule with our time line but it now depends on the government time line to move forward.

Chief Taylor said the LGIF is currently moving forward and Deputy Chief Kauser will be giving an update on that which will be presented.

The Fiscal Officer asked about the status of the VOIP. Chief Taylor said that Plain Township should be getting their phones in this week, but he does not have an update on our phones. He said that hopefully we will have more information before our IT Meeting which is scheduled for October 24, 2013 at 1:00 p.m.

Res. 252-13: Move Into Executive Session

Mrs. Stewart moved to go into executive session to discuss pending legislation at 11:26 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

The Trustees came out of executive session at 12:55 p.m. and there being no further business, Mr. Spanovich moved to adjourn the meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

Joseph F. Spanovich Chairman

Lynn M. Stewart, Vice Chairman

Richard J. Angelou, Trustee

Nancy M. White, Fiscal Officer