

# RECORD OF PROCEEDINGS

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

Held

**NOVEMBER 15,**

**2011**

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:

Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
D.J. Tharp	Service Director
Steve Blake	Police/Code Officer
Gahanna Lincoln Government Students (See Referral File)	

## **CONSENT AGENDA**

### **Res. 258-11: Approve Minutes of October 27, 2011**

Mr. Angelou moved to approve the minutes of the October 27, 2011 meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

### **Res. 259-11: Approve Warrants for December, 2011**

Mrs. Stewart moved to approve the December, 2011 warrants for payroll and bills. Mr. Angelou seconded. All voted yea. Motion carried.

## **TRUSTEES' COMMENTS**

Mr. Angelou said he would like to congratulate the people of Mifflin Township for supporting the Police once again with the renewal levy. He said it is appreciated and the work that has been done in the last six months by the Police Department resulted with the people sending a message that they want their Police Department. Mr. Angelou said he also wanted to thank the people who supported him in the last election.

## **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence to the Board:

1. A letter was received from Rumpke regarding the SWACO disposal fee increase of \$3.00 per ton effective January 1, 2012. They state residential invoices will reflect a slight increase.
2. A report was received from Kim Arnold of KLA Risk Consulting regarding the follow-up to the June 2, 2011 Loss Control Survey. The Fiscal Officer said she and the Service Director met with her at that time. This is annual review for us through OTARMA concerning liability insurance coverage. They have made recommendations to be implemented that may reduce potential liability exposures. One recommendation is to obtain motor vehicle records annually from all drivers of township vehicles. As a government agency there would be no charge to us but we would need a Notarized Witten Consent Release of Personal Information form from each driver for the BMV. The Fiscal Officer said the only other recommendation is for the Road Department to have a Driver Refresher Training which can be done on line.
3. An e-mail was received from the Architect, Rich Pontius, regarding Pay Application No. 5 for Robertson Construction, the contractor for the Fire Station Improvements Project. The Fiscal Officer said there are two change orders included in this which we have no record of the Trustees approving totaling \$17,488.00. Mr. Pontius said he will resend copies. Mr. Spanovich asked if this Pay Application No. 5 would close out the account and was told money is still being held for the bay floors. He said he will speak with Mr. Pontius and the contractor regarding all of this and asked that it be put on hold at this time.

### **Res. 260-11: Approve Requesting a Drivers License Abstract from All Employees Driving Township Vehicles and a Driver Refresher Course for the Service Department**

Mrs. Stewart moved to approve requesting a Driver License Abstract from all employees driving Township vehicles and a Driver Refresher Course for the Service Department. Mr. Angelou seconded. All voted yea. Motion carried.

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It was agreed that driver license records should have a criteria on what is acceptable such as the number of points, etc. The Fiscal Officer said she will check with OTARMA for their recommendation.

**SERVICE** – D.J. Tharp said that doing their weekly inspection of their vehicles, they found that their big truck is probably going to need a new air tank replaced as there is a leak in the brake system. It is scheduled on the 29<sup>th</sup> for its DOT yearly inspection and service work will be scheduled at that time.

D. J. Tharp said that one of his crew, Larry Stewart, had hip replacement surgery yesterday and will be going home today or tomorrow. He also said that Jack Hibbler who has been handling the cemetery records may be retiring as soon as January 23, 2012 and he feels it would be a good idea to hire someone now to take over his job on a part-time basis. He said he is recommending Kristina Kuhn Krumm be hired at \$12.00/hr. not to exceed 20 hours/week effective today until the cemetery records project is complete. She is experienced as she has helped two cemeteries with their records and is the webmaster of her own cemetery website.

**Res. 261-11: Approve Hiring Kristina Kuhn Krumm to Handle Cemetery Records on a Part-time Basis at \$12.00/Hr. Not to Exceed 20 Hours/Week Effective November 15, 2011 Until the Cemetery Records Project is Complete**

Mr. Spanovich moved to approve hiring Kristina Kuhn Krumm to handle cemetery records on a part-time basis at \$12.00/hr. not to exceed 20 hours/week effective November 15, 2011 until the cemetery records project is complete as recommended by the Service Director. Mrs. Stewart seconded. All voted yea. Motion carried.

**POLICE** – Chief Pocock said he has been unable to get the Police stats as the County computer is not communicating with the Police Department computer and he is trying to work through it.

Chief Pocock asked the Board to accept the resignation of Corporal Shane Howard and approve hiring Jeffrey Chavalia as a Reserve Officer. Mr. Spanovich asked that this be held for an executive session at the end of the meeting.

**CODE ENFORCEMENT** – Steve Blake said he is waiting to hear back on the County Demo Program. He said he spoke with Amanda King about it a couple of weeks ago and they are hoping to be able to get this thing done so we can possibly take some action yet this year. The Fiscal Officer said she was told there will be money left over and they will be taking additional applications. Officer Blake said he does have other properties lined up other than the three he originally submitted. He will get with the Service Director to help secure the properties for the winter. He said the Police Station renovation is progressing very well. The generator is finally in and they hope to get it installed later this week in order to be able to get their inspection done.

**FIRE** – Chief DeConnick said he only has a few items to report as follows:

1. The Fire Department will be participating in the Holiday Lights Parade as they have done in the past. The parade will be on the Friday after Thanksgiving on November 25, 2011.
2. Fire Chief Jerry Foltz from Truro Township is retiring next month.
3. The Chief said he will be on vacation next week and wished everyone a Happy Thanksgiving.

## **VISITOR COMMENT**

The students who were present from Gahanna Lincoln High School had no comments.

**Res. 262-11: Move Into Executive Session**

Mr. Spanovich moved to approve going into executive session to discuss personnel matters at 4:08 p.m. Mrs. Stewart seconded. All voted yea. Motion carried.

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The Trustees came out of Executive Session at 4:20 p.m. and approved the following:

**Res. 263-11: Approve Accepting the Resignation of Corporal Shane Howard Effective November 12, 2011**

Mr. Angelou moved to accept the resignation of Corporal Shane Howard effective November 12, 2011 as recommended by Chief Pocock. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 264-11: Approve Hiring Jeffrey Chavalia as a Reserve Police Officer Effective November 15, 2011**

Mr. Angelou moved to approve hiring Jeffrey Chavalia as a Reserve Police Officer effective November 15, 2011 as recommended by Chief Pocock. Mrs. Stewart seconded. All voted yea. Motion carried.

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

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Joseph F. Spanovich, Chairman

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Richard J. Angelou, Vice Chairman

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Lynn M. Stewart, Trustee

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Nancy M. White, Fiscal Officer

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The Trustees approved the November 18, 2011 payroll warrants for the period of October 30, 2011 through November 12, 2011 and the November warrants for bills. Copies are on file with the Fiscal Officer.

The November Receipts are on file with the Fiscal Officer.

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