

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

NOVEMBER 1,

2010

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:	Erin Grushon	MORPC
	Tara Logan	Julian & Grube
	Jim DeConnick	Fire Chief
	Michael Grossman	Asst. Fire Chief/MECC
	Michael Pocock	Police Chief
	Calvin McKnight	Service Director
	Steve Blake	Police/Code Officer

Mr. Spanovich said that Erin Grushon from MORPC was present to discuss the Big Walnut Watershed Planning Partnership. She said they are heading this partnership with five Watersheds in Central Ohio. The Big Walnut Watershed is a large planning area which includes Alum Creek. The other four partnerships for the Balanced Growth Planning in Central Ohio are Olentangy, Walnut Creek, Upper Scioto and Big Darby Watersheds. The funding is from the Ohio Resources Council along with some funding from MORPC. The Ohio Resources Council manages this program statewide. Ms. Grushon explained that this statewide partnership program was organized for the purpose of working together to prioritize areas for conservation and development and for some areas agriculture which Big Walnut has included. She said that Franklin County is already participating and we have the option to have them represent us by passing a resolution or join in to have a vote on the partnership. The final plan is to be approved in June, 2012. Ms. Grushon said the reason she is here today and will be meeting with other communities is to try to get everyone to commit to joining by the end of this month. There is no financial commitment and additional information can be found on the MORPC website.

Res. 263-10: Approve Franklin County Representing Mifflin Township as Part of the Big Walnut Watershed Planning Partnership

Mrs. Stewart moved to approve Franklin County representing Mifflin Township as part of the Big Walnut Watershed Planning Partnership. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Mr. Spanovich said our financial consultants have some recommendations to present. Tara Logan from Julian & Grube said that Steve Julian was to be here with her today but is ill. She said that one of the things they were asked to do is regarding recommendations for appropriations for the Fire Department. They are recommending increasing the appropriations for 10-A-01 by \$152,303.00 which is the amount used for payroll at the end of 2009 from the 10-A-06 account. They are now recommending that \$85,701.95 be transferred from the 10-A-01 account to the 10-A-06 account and \$71,030.00 from the 10-A-04 account to the 10-A-06 account. This will clear up some bookkeeping problems that resulted from three payrolls in December of last year and moving funds to cover it.

Res. 264-10: Approve Increasing the 10-A-01 Appropriations by \$152,303.00

Mrs. Stewart moved to approve increasing the 10-A-01 appropriations by \$152,303.00 as recommended by Julian & Grube. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 265-10: Approve Transferring \$85,701.95 from the 10-A-01 Account to the 10-A-06 Account and \$71,030.00 from the 10-A-04 Account to the 10-A-06 Account

Mrs. Stewart moved to approve transferring an amount of \$85,701.95 from the 10-A-01 account to the 10-A-06 account and \$71,030.00 from the 10-A-04 account to the 10-A-06 account as recommended by Julian & Grube. Mr. Angelou seconded. All voted yea. Motion carried.

After all of this is resolved, the Fiscal Officer said she will need to modify the Certificate of Resources for Fire and also one for MECC.

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Tara Logan said that Julian & Grube was also asked to recommend budget guidelines for each Department. She said it is important for each Department to determine as close as they can the revenues and receipts they will be receiving and the amount of disbursements anticipated. Determining coding amounts that go into the accounting system (OTAS) is also important. Other important guidelines are planning for a 5% - 10% carryover and to research what has been received and spent in the last three years. She said it is also important to document budget assumptions realizing that payroll and benefits are the largest expenses.

Mrs. Stewart said she feels that Tara Logan and Steve Julian should discuss with the Fiscal Officer what reports the Department Heads should have on a monthly or weekly basis. Mrs. Stewart said that if the Department Heads feel they need help with their budgets for 2011, they can contact the firm for assistance, but should come to the Trustees, for anything out of the budgets that they need assistance on, for approval. The Fiscal Officer said that budgets for 2011 should be turned in before the first of the year. Ms. Logan said that temporary appropriations can be set up for 25% of the budget until April 1st before permanent appropriations are due but the sooner they are set up the better. She also said it is best to budget for the worst case scenario just in case the Police and Fire Levies fail. Chief DeConnick asked what was the best way to keep Bond money from being mixed up with regular accounts. Ms. Logan said that some entities set up separate bank accounts or separate fund accounts. The Trustees thanked Tara Logan for her budget presentation on behalf of Julian & Grube.

CONSENT AGENDA

Res. 266-10: Approve Minutes of October 19, 2010

Mrs. Stewart moved to approve the minutes of the October 19, 2010 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS

Mrs. Stewart said that all the Department Heads have turned in their inventory with the exception of the Police Department. She asked that they turn one in by November 15th by 5:00 p.m. as this is something that is required by the Ohio Revised Code. Chief DeConnick said he will be adding additional items to his inventory. Asst. Chief Grossman said that there are some IT items on the MECC inventory that need to be clarified as to actually who owns them. He said he feels there should be a separate IT inventory and a separate account if that can be done which can be discussed at a later time.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. A memo was received from Matt Brown, Planner, with the Franklin County Development & Planning Department regarding the Clean Streams Northeast Project. Enclosed were public comments from the August 9th public meeting. A revised draft will be sent to us before the formal adoption process.
2. An e-mail was received from Lee Brown and Ben Weiner that the Franklin County Commissioners have agreed to fund the design of Gateway Signs in three different townships of which Mifflin is one as a result of the Mifflin/Clinton Land Use Project. They are working on the sign designs with a firm that employs Ohio State students and asked if we would like to hold a meeting to get the community involved with their ideas. There is no funding at this time for the construction or installation of the signs. Mrs. Stewart wondered where we would even put a sign because our Township covers a lot of different areas. A decision will need to be made regarding a meeting on this.
3. A letter was received from KLA Risk Consulting regarding the recent OTARMA loss control meeting with the Fiscal Officer and as a result there were no recommendations to submit. The Fiscal Officer said one of the things we should do beginning in January are motor vehicle license checks for all employees that drive Township vehicles.
4. An invitation was received from the Franklin County Township Association to their meeting on November 11, 2010 at the new Norwich Township Safety Services Building. Mrs. Stewart and Mr. Spanovich said they plan to attend.

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PROPOSED RESOLUTIONS (NEW BUSINESS)

ADMIN – The Fiscal Officer presented the Board with the following transfer request:

Res. 267-10: Approve Transferring \$1200 from 1-A-26 to 1-A-26A & \$7200 from 1-A-26 to 1-A-26H Within the General Fund

Mrs. Stewart moved to approve transferring \$1200 from 1-A-26 to 1-A-26A and \$7200 from 1-A-26 to 1-A-26H within the General Fund. Mr. Angelou seconded. All voted yea. Motion carried.

IT – Asst. Chief Grossman presented the Board with a request for Paul Adkins to attend a Tier 1 certified technician course for the microData XT911 system in St. Johnsbury, Vermont on December 13-17, 2010. The cost would be for the airfare and hotel for an estimated \$675.00 plus meals per diem. There is no charge for the course. He would be traveling with Kris Haley of Keytel and a Gahanna IT technician who will be responsible for their own costs. Asst. Chief Grossman said the XT911 system is a critical component to the MECC dispatch center operation. Mrs. Stewart signed off on this request for \$675.00.

SERVICE – Calvin McKnight presented the Board with the following purchase request:

Res. 268-10: Approve Purchase of Self Propelled Wheeled Trimmer from Buckeye Power Sales for \$932.22

Mr. Angelou moved to approve Req. #2010-09 for a self propelled wheeled trimmer from Buckeye Power Sales for \$932.22 to be used to work in the alleys, trimming the guardrails, trimming fences at both Cemeteries and cleaning up vacant properties for Code Enforcement. Mr. Angelou seconded. All voted yea. Motion carried.

Calvin McKnight said that the Service Department chipper is old and needs to be replaced as they are no longer able to buy parts for it. They are very expensive but he is looking at a used one for around \$15,000. If it is in good shape and he can come up with the funding, he said he may be asking to purchase it at the next meeting.

POLICE – Chief Pocock requested approval for a Service Credit Bonus for Sgt. Johnson.

Res. 269-10: Approve Service Credit Bonus for Sgt. Johnson in the Amount of \$900.00

Mr. Angelou moved to approve a service credit bonus for Sgt. Carl Johnson in the amount of \$900.00 at the discretion of the Board and funds permitting. Mrs. Stewart seconded. All voted yea. Motion carried.

CODE – Steve Blake said he has been working with Franklin County and the Board of Health on a couple of properties in the East Linden area. The landlord of one of the houses was prohibited from renting it out due to unsanitary conditions and they got a lady out of another house with similar problems. Officer Blake said he was contacted by the Code person from Franklin Township who is trying to implement the demolition project that we got started. Nick Soulas from the County met with their Trustees regarding this project. The Fiscal Officer said she has learned that a standardized code for houses in Franklin County may be in the works but she is not sure how it would work. Officer Blake said the City has housing codes which Townships do not have, but he would be glad to learn more about it.

Mr. Spanovich said he would like the Trustees to receive reports of Police Department activities at our meetings such as runs, tickets issued, arrests, etc. for the record.

FIRE – Chief DeConnick presented the Board with the following items for approval:

Res. 270-10: Accept Resignation of Part-time Firefighter Adam Noble Effective 10/28/10

Mr. Spanovich moved to accept the resignation of Part-time Firefighter Adam Noble effective October 28, 2010. Mrs. Stewart seconded. All voted yea. Motion carried.

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Res. 271-10: Approve Scott SCBA, Spare Cylinders, Masks, Brackets from Finley Fire for \$6,468.98

Mr. Spanovich moved to approve Req. #11.01.10 for a Scott SCBA, with spare cylinders, masks & brackets for masks from Finley Fire for a total of \$6,468.98. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 272-10: Approve 38 Pails of Monsanto Class A Foam from Finley Fire for \$2,736.00

Mr. Spanovich moved to approve Req. #11.02.10 for 38 pails of Monsanto Class A Foam from Finley Fire for \$2,736.00. Mrs. Stewart seconded. All voted yea. Motion carried.

Req. #11.03.10 for 14 Globe Footgear 14" Structural Fire Boots from Finley Fire for \$4,014.00 is covered under PO 139.

Req. #11.05.10 for 8 Warrington Pro 14" Structural Fire Boots from Phoenix Safety Outfitters is covered under PO 139.

Res. 273-10: Approve Ladder 131 Preventive Maintenance & Inspection by Finley Fire for \$2,300.00

Mr. Spanovich moved to approve Req. #11.04.10 for Ladder 131 Preventive Maintenance & Inspection by Finley Fire for \$2,300.00. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the request of Lt. Hendricks and FF Yorde to attend an all-day "Rapid Decision Making for the 1st Due Company training on 11/4/10 for \$75.00 each.

Mr. Spanovich signed off on the request of FF Morris to attend a 2-day training entitled "Beyond the Basics Search and Forcible Entry" on 11/6/10 & 11/7/10 for \$45.00.

Mr. Spanovich signed off on the request of Capt. Stickler to attend "Issues in Trauma & Critical Care" training on 11/6/10 for \$25.00.

Mr. Spanovich signed off on the request of Capt. Stickler to attend a 2-day training entitled "Critical Incident Stress Management" on 11/16/10 & 11/17/10 for \$25.00.

Res. 274-10: Approve Paramedic Incentive Pay as Presented for December 1, 2009 to November 30, 2010 for \$150,876.71

Mrs. Stewart moved to approve the paramedic incentive pay as presented for December 1, 2009 to November 30, 2010 for \$150,876.71 at the discretion of the Board and funds permitting. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Res. 275-10: Approve Removing Acting Captain Christopher Brake from Probation and Promoting Him to Permanent Position of Captain at Appropriate Pay Rate Effective Pay Period Beginning November 14, 2010

Mr. Spanovich moved to approve removing Acting Captain Christopher Brake from probation and promoting him to the permanent position of Captain at the appropriate pay rate effective the pay period beginning November 14, 2010 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on Chief DeConnick's recommendation to reimburse Capt. Brake for eight months of using his own phone for Fire Department business for the stipend maximum amount of \$75.00/month totaling \$600.00.

Chief DeConnick said that after reviewing the EMS Funds, he determined that the 28-A-06 Account for EMS supplies was low so therefore he is recommending a transfer of \$3200 from the 28-A-08 Contract Account to 28-A-06.

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Res. 276-10: Approve Transferring \$3200 Within the EMS Funds from the 28-A-08 Account to the 28-A-06 Account to Cover EMS Supplies for the Remainder of the Year

Mrs. Stewart moved to approve transferring \$3200 within the EMS Funds from the 28-A-08 Account to the 28-A-06 Account to cover EMS supplies for the remainder of the year as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Chief DeConnick said the Central Ohio Strike Team did a small dispatch of equipment and personnel to Mt. Vernon for a building on fire downtown in the City to make sure the building was secure for the investigation. He said he sent the pickup truck to pull the COST trailer to Mt. Vernon along with one personnel and everything went fine there.

Chief DeConnick recommended that next year we put a software program in place for Township inventory so everyone has the same format. He also reminded everyone to vote.

MECC – Asst. Chief Grossman said that we have an HVAC unit at MECC on the roof that been acting up since it was installed apparently and has been out for almost two months now. He said there is a temporary make-up unit in the IT room now that is handling the job but he feels the unit needs replaced. He said he has been talking with Stonehenge about replacing it because he feels that they are the ones that should handle the cost.

Asst. Chief Grossman said the OSU Study is back and will be presented to the MECC Chiefs. Mrs. Stewart said she would like him to present it to us before the presentation to the MECC Chiefs and asked him to set something up with the Trustees.

Asst. Chief Grossman said that regarding the new maintenance program for our vehicles there is additional work to be done by the committee including Mr. Mills before a software program is established. He said he would like to extend 15 to 20 hours for Mr. Mills to work on this project and he will have something to present at the next meeting. The Fiscal Officer said that since they are using a lot of different vendors for parts and repairs, it has increased the number of bills we are paying. She suggested that the vendors are asked to bill us on a monthly basis and not on every individual charge. Asst. Chief Grossman said they are working on that and after they get more established on the vendors they will be using hopefully a monthly payment system can be put in place. The Fiscal Officer said that another thing to consider is doing a PO for each vendor for an estimated amount based on past history. After discussion, it was agreed by everyone that changing the maintenance program was a very smart move and will save money in the long run. It was also agreed that we have a lot of dedicated personnel doing a very good job.

The Trustees set the next Staff Meeting for Monday, December 6, 2010 at 10:00 a.m. The Fiscal Officer asked that the 2011 Budgets be turned in at that time also.

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