

RECORD OF PROCEEDINGS

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

Held **November 2,** **2015**

Chairman Spanovich called the Regular Meeting to order at 10:00 A.M. with Mr. Angelou, And the Fiscal Officer, Nancy White present. Mrs. Stewart was absent.

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
	Resident	

Mr. Spanovich made a motion to excuse Mrs. Stewart due to an illness.

Res. 234-15: Approve Mrs. Stewart's absence due to an illness

Mr. Spanovich moved to approve Mrs. Stewart's absence due to an illness. Mr. Angelou seconded. All voted yea. Motion carried.

CONSENT AGENDA

Res. 235-15: Approve Minutes of October 20, 2015

Mr. Spanovich moved to approve Minutes of October 20, 2015. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEE COMMENTS

Mr. Spanovich read the resolution honoring Retired General James M. Abraham into the record. Mr. Angelou said that Mr. Abraham recently received his Honorary Doctorate from Ohio University.

Res. 236-15: Approve the Resolution to Recognize and Honor Retired General James M. Abraham

Mr. Spanovich moved to approve the resolution to recognize and honor Retired General James M. Abraham. Mr. Angelou seconded. All voted yea. (See Referral File)

CORRESPONDENCE

Fiscal Officer presented the following correspondence to the Board.

1. A letter was received from Franklin County Economic Development and Planning Department for the properties at 2665 Perdue Avenue, for various violations.
2. A letter was received from Franklin County Public Health for 1st Observation Report Public Health Nuisance Program for the properties at 3029 Perdue Avenue and 2828 Johnstown Road for various violations.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

November 2,

2015

FISCAL OFFICER

Fiscal Officer received a letter from Howard Zeldin requesting the use of the Mifflin Township Meeting Hall for the AARP Tax Aide Foundation which does tax returns for seniors and low income area residents. She said they previously were using the Gahanna Senior Center and now is requesting use of Mifflin Township Meeting Hall from February 1st thru April 14th. The requested days are Monday 11:30 – 5:00 and Thursday 9:00 – 4:00. Fiscal Officer did indicate to them that we are only here until 4:30 and that some Mondays there is a Township meeting and various events held in the room and they expressed a willingness to work with our schedule.

Res. 237-15: Approve to Allow AARP Tax Aid Foundation Use of the Mifflin Township Meeting Hall on the Dates Designated

Mr. Spanovich moved to approve to allow AARP Tax Aid Foundation use of the Mifflin Township Meeting Hall on the dates designated. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer requested approval to move to the time and attendance application with Paycor. She said this application would interface with the payroll and HR applications which are currently in use. The demo was viewed by the Service Director, Police Chief and Fiscal Officer and they were pleased with the ease of use for everyone and will eliminate all paper that is currently being used for payroll purposes. Fiscal Officer said this plan would include 40 hour admin, service, police, fire admin, inspectors and dispatcher personnel. She explained that a time clock will be at each location and the employee will punch in a 4 or 5 digit identification number which will record their time in and out. At the end of the pay period, the employee will review their time for the payroll period and approve the time. This then will be reviewed and approved or corrected by the department head who will then forward the file to the fiscal officer for payment. Fiscal Officer said that this application also enables the employee to request time off and the ability to schedule in advance any accrued time off and additionally tracks the accrued time balances.

Res. 238-15: Approve to Purchase Paycor Time and Attendance

Mr. Angelou moved to approve to purchase Paycor Time and Attendance. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer reported that the department heads are currently working on their budgets and hopefully they will be ready to present at the December 7th meeting. She said that spending will be cut off on December 15th.

ADMIN

None

HR

None

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

November 2,

2015

PIO

Melissa Rapp said that she did respond last week to the Department of Commerce regarding the two different cemetery complaints and presented hard copies in the Trustee's packets. Ms. Rapp said that she and DJ Tharp are currently reviewing the language on the signage in the cemetery which may need to be revised, if so, this will be submitted to the cemetery committee. Melissa Rapp requested approval to appoint Delores Stuller to the cemetery committee. She said that Ms. Stuller showed interest and believes she would be a good addition to the committee.

Res. 239-15: Approve Appointing Delores Stuller as a Member of the Cemetery Committee

Mr. Spanovich moved to approve appointing Delores Stuller as a member of the cemetery committee. Mr. Angelou seconded. All voted yea. Motion carried.

IT

Fire Chief Kauser requested approval of annual software maintenance for Locutions Fire Station Public Addressing System for \$10,102.25 which is shared with 10 other entities.

Res. 240-15: Approve Annual Software Maintenance for Locutions Fire Station Public Addressing System for \$10,102.25

Mr. Spanovich moved to approve annual software maintenance for Locutions Fire Station Public Addressing System for \$10,102.25. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Fire Chief Kauser requested to approve annual software maintenance for EMS Records Management System for \$11,346.00.

Res. 241-15: Approve Annual Software Maintenance for EMS Records Management System for \$11,346.00

Mr. Angelou moved to approve annual software maintenance for EMS Records Management System for \$11,346.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

SERVICE

DJ Tharp requested approval to file assessments on 2916 Northglen Drive for the amount of \$300.00. He said this is for mowing and trimming of the property.

Res. 242-15: Approve to File Assessments on 2916 Northglen Drive for \$300.00

Mr. Angelou moved to approve to file assessments on 2916 Northglen Drive for \$300.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

November 2,

2015

DJ Tharp reported that 10 graves were sold and they had 12 burials in the month of October and are currently working to clean up the allies and other code enforcement issues throughout the township. DJ Tharp informed the Trustees that the truck was sold on Gov Deals for \$27,950.00.

POLICE

Police Chief Price reported to the Trustees that Sgt. Tammy Phillips successfully passed her drug screen test and her official first day is November 2, 2015. He stated that Halloween Trick or Treating was uneventful and went smoothly. Chief Price thanked Melissa Rapp for coming out and riding with him for an hour.

FIRE

Chief Kauser requested approval to remove Battalion Chief Brian Dunlevy from his probationary status and promoted to the permanent position at the appropriate pay rate of \$29.38 effective in the pay period beginning October 25, 2015.

Res. 243-15: Approve Removing Battalion Chief Brian Dunlevy From Probationary Status and Promoted to the Permanent Position at the Appropriate Pay Rate of \$29.38 Effective in the Pay Period Beginning October 25, 2015

Mr. Spanovich moved to approve removing Battalion Chief Brian Dunlevy from probationary status and promoted to the permanent position at the appropriate pay rate of \$29.38 effective in the pay period beginning October 25, 2015. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested approval to purchase 3 paramedic ambulances from Horton Manufacturing. He said that these ambulances will be rotated into the existing fleet based on the mileage of current front-line apparatus and the current ambulances will be maintained as reserve apparatus. The three new ambulances will be placed at Station 132, 133 and 134 and a peak period ambulance will be placed at Station 131.

Res. 244-15: Approve to Purchase 3 Paramedic Ambulances From Horton Manufacturing

Mr. Spanovich moved to approve to purchase 3 paramedic ambulances from Horton Manufacturing. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested approval to appropriate previously certified but unappropriated funds into EMS account 2281-230-547501 in the amount of \$165,000.00. He also requested approval to authorize the Fiscal Officer to solicit and enter into a 3 year financing term to purchase 3 paramedic ambulances.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

November 2,

2015

Res. 245-15: Approve to Appropriate Previously Certified but Unappropriated Funds into EMS Account 2281-30-547501 in the Amount of \$165,000.00

Mr. Angelou moved to approve to appropriate previously certified but unappropriated funds into EMS account 2281-30-547501 in the amount of \$165,000.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer said that no resolution is needed at this time until financing has been secured for a 3 year term to purchase 3 paramedic ambulances. At the time that the financing has been secured, the request for approval of the financing will be submitted.

Chief Kauser informed the Trustees that the live structural fire training exercises has been scheduled for Sunday, November 15th at a property located on Agler Road east of North Stygler Road. These exercises are planned from 9:00 a.m. – 3:00 p.m. and personal notifications are underway of residents and businesses near the property and a request will be forthcoming to Gahanna Police and Gahanna Service for appropriate support.

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

Joseph F. Spanovich, Chairman

Richard J. Angelou, Vice Chairman

Nancy M. White, Fiscal Officer

RECORD OF PROCEEDINGS

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

Held **JANUARY 3,** **2013**
