

RECORD OF PROCEEDINGS

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

Held **NOVEMBER 4** **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	Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Lynn Bruno	Public Information Officer

SWEARING IN POLICE CHIEF WILLIAM PRICE

Mr. Spanovich introduced the Mifflin Township Trustees and Staff to the audience and media. Mr. Angelou welcomed everybody to Mifflin Township. Mr. Angelou then proceeded to review Acting Chief William Price's law enforcement career. Acting Chief Price started out as a part time police officer at the Buckeye Lake Police Department in 1986. He started with Mifflin in 1988 as an unpaid auxiliary officer and made Sergeant in 1998. Acting Chief Price then became Lieutenant in 2006 and has transitioned well into the position of Acting Police Chief since February of 2013. Acting Chief Price came forward and was administered the Oath of Office by Mifflin Township Trustee, Mr. Angelou, on November 4, 2013. Chief Price was then recognized and presented with a plaque for his 25 years of service with the Mifflin Township Police Department.

CONSENT AGENDA

Res. 261-13: Approve the Minutes of October 7, 2013, October 15, 2013, October 24, 2013, October 31, 2013.

Mr. Angelou moved to approve the minutes of October 7, 2013, October 15, 2013, October 24, 2013, and October 31, 2013. Mrs. Stewart seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS

Mr. Spanovich thanked Lynn Bruno for her organizational skills and putting together Chief Price's swearing in celebration. Fiscal Officer, Nancy White, also commented that Officer Angie Price also contributed to his ceremony.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. An email from Rene Ewing, Strathmore Development Company, was received on November 1, 2013 asking us to execute two documents that are required by their lender to enable the closing on the Creekside Development next week. These two documents, Subordination, Non-Disturbance and Attornment Agreement and the Tenant Estoppel Certificate, are being required by each commercial tenant. The Trustees decided that they would like to wait and have these two documents reviewed by the prosecutor's office before signing.

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2. A DUI Task Force Contract for 2014 was received from the Franklin County Sheriff's Office. Fiscal Officer asked for approval to adopt and sign this contract as the Mifflin Township Police Department does participate in DUI stops.

Res. 262-13: Approve The DUI Task Force Contract FFY 2014 For The Mifflin Township Police Department

Mr. Angelou moved to approve the DUI Task Force Contract FFY 2014 for the Mifflin Township Police Department. Mrs. Stewart seconded. All voted yea. Motion carried.

FISCAL OFFICER'S REPORT

The Fiscal Officer reported that in the IT meeting it was made known that there was several updates to Telestaff which Mifflin Township did not receive. Currently, the approved maintenance contract agreement with Kronos/Telestaff was for \$7,942.54 and if we paid that amount, we would have to wait another year to receive those updates. The Fiscal Officer would like to get our Telestaff updated to enhance it's capabilities in using Telestaff. She received quotes for updates and our renewal agreement and this would total to \$10,034.44. Fiscal Officer asked for approval for an additional \$2,091.90 so that we can move forward with the updates as well as our maintenance agreement.

Res. 263-13: Approve The Additional \$2,091.90 for Kronos Maintenance Contract Agreement

Mrs. Stewart moved to approve the additional \$2,091.90 for Kronos Maintenance Contract Agreement. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Due to the large amount of attorney fees this year and two current bills for \$10,372.00 and \$5,305.39, Fiscal Officer requested approval to amend the appropriation in the Legal Expense account by \$20,000.

Res. 264-13: Approve To Amend The Appropriation in the Legal Expense Account by an additional \$20,000

Mr. Angelou moved to approve to amend the appropriation in the Legal Expense Account by an additional \$20,000. Mrs. Stewart seconded. All voted yea. Motion carried.

Fiscal Officer requested approval to pay the invoice to Loveland & Brosius, LLC in the amount of \$10,372.00.

Res. 265-13: Approve The Payment to Loveland & Brosius, LLC for \$10,372.00

Mrs. Stewart moved to approve the payment to Loveland & Brosius, LLC in the amount of \$10,372.00. Mr. Angelou seconded. All voted yea. Motion carried.

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Fiscal Officer requested approval to pay the invoice to Poling Law in the amount of \$5,305.39.

Res. 266-13: Approve The Payment to Poling Law for \$5,305.39

Mr. Angelou moved to approve the payment to Poling Law in the amount of \$5,305.39. Mrs. Stewart seconded. All voted yea. Motion carried.

Fiscal Officer requested approval to pay the invoice to City of Gahanna for fiber use and maintenance in the amount of \$3,888.01

Res. 267-13: Approve The Payment to City of Gahanna for \$3,888.01

Mrs. Stewart moved to approve the payment to City of Gahanna in the amount of \$3,888.01. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer gave an update on the CAD Federal Grant Project. A meeting was held by conference call between Fiscal Officer, Nancy White, Deputy Chief, Fred Kauser, Assistant Chief, Michael Grossman, Kris Haley from Keytel, Jeff Hussey from Granville Township, representatives of Licking County and Tiburon on Monday, October 28, 2013 with discussion covering numerous items. At the meeting on Monday, November 4, 2013, the following was discussed, receipt of 90% of the equipment for the CAD Project and training has started on the CAD use. Next week they will be installing the software and also for the mobile portion of it as well. If possible, the technician may set up training in conjunction with the installation instead of waiting until December. All the contracts have been signed and the purchase orders have been issued and submitted. Attached are a list of the project objectives completed last week and a list planned for this week and a detailed line item chart for the MECC –Proposed Project Plan which was sent to FEMA. The next meeting is scheduled for Tuesday, November 12, 2013 at 9:00 a.m. (See Referral File)

PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS)

ADMIN - Our HR Director, Becky Kadel, reported that after further research into Tim Kain's 2011 medical bill totaling \$5,643.49, she recommended authorizing Brenda Schurr at Burnham and Flower to release Tim's remaining 2011 HRA balance in the amount of \$3,261.95. This would allow Tim to put this money towards paying off this outstanding bill. (See Referral File).

Res. 268-13: Approve Authorization for Brenda Schuur of Burnham and Flower to Release Tim Kain's remaining 2011 HRA Balance for \$3,261.95.

Mrs. Stewart moved to approve the authorization for Brenda Schuur of Burnham and Flower to release Tim Kain's remaining 2011 HRA balance in the amount of \$3,261.95. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

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SERVICE - D.J. Tharp reported that on November 25, 2013 the representative from the manufacturer of our new fence will be here to inspect the fences that are peeling. They will replace every piece of fence that contained the same batch number.

D.J. Tharp thanked Mr. Angelou for his generous donation of a golf cart to the service department. Mr. Angelou would like approval for the donation of the golf cart at a fair market price of \$3,500

Res.269-13: Approve Donation of A Golf Cart To the Service Department From Mr. Angelou at A Fair Market Price of \$3,500.00

Mrs. Stewart gladly accepted the donation of a golf cart at a fair market price of \$3,500 from Mr. Angelou. Mr. Spanovich seconded. Mr. Angelou abstained. Two voted yea. Motion approved.

D.J. Tharp reported that in October they completed their final foundation pour. There were a total of 73 foundations poured for the year.

The annual cleanup event went really well. He stated that there was a problem with Rumpke getting the proper size containers to us but they improved the situation by giving us additional containers and extra dumping. He said they got a 30 yard container filled with tires that was either collected in the alleys by the service department or dropped off by residents. D.J. Tharp said Rumpke reported that 5 tons of trash was gathered. He also stated that resident participation was really high and he would like to make this an annual event and that we would benefit greatly from this. In the process of doing the clean up, we were able to get our alleys graded and we are starting on getting them trimmed back at this time.

D.J. Tharp said that last month he sold one niche and three graves and had 4 funerals. He is currently still working on the new rules and regulations for the Trustee's approval and should have them done for the next meeting.

D.J. Tharp reported that the Service Department has been purchasing plywood for use as a temporary roadway thru the cemeteries. He usually purchases 40 sheets for the year costing about \$1,500 per year, but under normal usage, they may have only 15 usable sheets at the end of the year. D.J. Tharp requested approval to purchase 20 Trackmats from Portable Roadway Systems for \$4,512.00. These Trackmats are stronger, more flexible and will not rot. They also come with a 6 year warranty.

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Res. 270-13: Approve The Purchase of 20 Trackmats from Portable Roadway Systems in the amount of \$4,512.00

Mr. Angelou moved to approve the purchase of 20 Trackmats from Portable Roadway Systems in the amount of \$4,512.00. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

D.J. Tharp presented the proposed increases to our foundation prices. (See Referral File)

Res. 271-13: Approve The New Foundation Pricing of \$1.00 Per Square Inch Effective January 1, 2014.

Mr. Spanovich moved to approve the new foundation pricing of \$1.00 per square inch effective January 1, 2014. Mr. Angelou seconded. All voted yea. Motion carried.

D. J Tharp also requested that no stones shall be taller than 48" and no cremation benches will be allowed.

Res. 272-13: Approve That No Head Stone Shall Be Taller Than 48" and No Cremation Benches Will Be Allowed.

Mrs. Stewart moved to approve that no head stone shall be taller than 48" and no cremation benches allowed. Mr. Spanovich seconded. All voted yea. Motion carried.

D.J. Tharp requests to make a vendor change for HVAC from Quality Air to Custom Air for our preventative maintenance service provider. He stated that we have had multiple issues that they are either overlooking or ignoring and causing an unnecessary amount of service calls, frequent break downs and higher cost of operations. In the past, Custom Air has provided us with expert service on all repairs and installs. They are a Gahanna based company that will give Mifflin Township priority service. He also said the cost for Custom Air is approximately \$3,340 more than Quality Air but he feels they will be doing more work and providing us with better service.

Res. 273-13 Approve To Contract Custom Air For Our Preventative Maintenance Service Provider For The Amount of \$9,220 Effective January 1, 2014 and Authorize Fiscal Officer, Nancy White and D.J. Tharp to Sign The Agreement.

Mrs. Stewart moved to approve the contract with Custom Air for our preventative maintenance service provider for the amount of \$9,220 effective January 1, 2014 and authorize Fiscal Officer, Nancy White and D.J. Tharp to sign the agreement. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

POLICE – Chief Price thanked the Trustees for the opportunity of being the Mifflin Township Police Chief. The Trustees were given a copy of the detailed Police runs for October, 2013. Chief stated that crime is up and that a new gang has started up in Mifflin. The Mifflin Police Department has identified some of the key players and they are waiting on some results to come back from BCI on DNA.

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CODE – A copy of the Mifflin Township, Code Enforcement Assessments on tax duplicate were given to the Trustees for approval to file tax liens that D.J. Tharp has abated

Res. 274-13: Approve Resolution to File Tax Liens per List of Abated Properties per the Attached Listing

Mr. Angelou moved to approve Resolution to file tax liens per list of abated properties per the attached listing. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

FIRE – The Trustees would like to put on hold the following items pending more information: Proposed Pay Increases 2014, Proposal to Purchase of Two Pierce Fire Engines and Fire Prevention & Administrative Vehicles.

Chief Taylor requested approval for \$13,900 to repair six fire hydrants in the unincorporated area. Determination of repair was made after inspection. There are three fire hydrants that were knocked over by an automobile. Unfortunately, because we do not know the owners of these automobiles, these fire hydrants will not be covered by insurance.

Res. 275-13: Approve the Repair and Replacement of Six Fire Hydrants In The Unincorporated Area of Mifflin Township for \$13,900.

Mr. Spanovich moved to approve the repair and replacement of six fire hydrants in the unincorporated area of Mifflin Township for \$13,900. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay \$67,200 for pay sick leave performance incentive to the individuals listed. These individuals used 0 hours of sick leave. Chief noted that Taylor Adams will be receiving a partial stipend due to starting full time after the beginning of the incentive period. Taylor began full time employment one month into the six month incentive period. Taylor's check will be \$200 as consistent with past approved practice. Chief Taylor confirmed, by the attached list of personnel, that this sick leave performance incentive is effective.

Res. 276-13: Approve Pay Sick Leave Performance Incentive for \$67,200 To Names Presented on Exhibit A and Not To Exceed \$70,000 and To Pay \$200 to Taylor Adams.

Mr. Spanovich moved to approve pay sick leave performance incentive for \$67,200 to names presented on exhibit A and not to exceed \$70,000 and to pay \$200 to Taylor Adams. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor recognized the out of district training for October and said it was a light month.

MECC – Chief Taylor said the MECC Chiefs meeting is Thursday, November 7, 2013 at 9:00 a.m. The recommendation for MECC Captain promotion will be presented to the MECC Chiefs.

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Fire budget meeting is scheduled for Wednesday, November 13, 2013 at 10:30 a.m.

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

Joseph F. Spanovich, Chairman

Lynn M. Stewart, Vice Chairman

Richard J. Angelou, Trustee

Nancy M. White, Fiscal Officer