

RECORD OF PROCEEDINGS

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

Held **December 4,** **2017**

Chairman Spanovich called the Regular Meeting to order at 10:00 a.m. with Mr. Angelou and Mrs. Stewart and Fiscal Officer Nancy White present.

Also Present were:

Brian Dunlevy	Acting Fire Chief
William Price	Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Melissa Rapp	Public Information Officer
Rick Duff	Gahanna Resident

RES 228-17 Approve Minutes of November 21, 2017

Mr. Angelou moved to approve the meeting minutes of November 21, 2017. Mrs. Stewart seconded. All voted yea. Motion carried.

VISITORS COMMENTS:

Mr. Rick Duff thanked Mr. Spanovich for his lifetime of service.

CORRESPONDENCE:

Fiscal Officer presented the board with the following correspondence for various violations:

A letter received from Franklin County Public Health concerning the following property: 2444 Mecca Road - Trash and unsanitary materials inside the house, mouse infestation, lack of sufficient heating facilities.

Fiscal Officer announced the Franklin County Engineer's Office will be hosting the Franklin County Township Association meeting on December 14, 2017 at 5:30 p.m. Mr. Angelou and Mr. Tharp said that they would attend the meeting.

FISCAL OFFICER:

Fiscal Officer presented the General Fund budget and department budgets. Fiscal Officer requested the approval of the departments' budgets, including \$100,000 for the Service Department, and funding for the Police Department in the amount of \$160,000 from the General Fund.

Fiscal Officer said the Police budget will be adjusted upon the anticipated passing of the general levy at the May 8, 2018 primary election. Fiscal Officer requested the General Fund budget be reviewed for approval at the next meeting.

RES 229-17 Approve the departmental budgets, including \$100,000 for the Service Department, and \$160,000 for the Police Department from the General Fund.

Mrs. Stewart moved to approve the departmental budgets, including \$100,000 for the Service Department. In addition, the General Fund will subsidize the Police Department budget in the amount of \$160,000. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

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Fiscal Officer reported Chief Kauser may be back to work for the next Trustees meeting.

Fiscal Officer reported the audit has been finalized with only minor comments by the State of Ohio Auditor's Office.

Fiscal Officer said that the State Auditor's Office offered a post-audit conference, if desired. Trustees Spanovich, Stewart and Angelou replied that it was unnecessary.

Mr. Spanovich commended Fiscal Officer White for managing a balanced budget for over 33 years.

HR:

Ms. Kadel presented the requested report with the position description for a Township Administrator and recommended the annual salary range be \$90,000 - \$100,000. Upon discussion amongst the Trustees, the agreed annual salary range was adjusted to be \$70,000 - \$90,000.

RES 230-17 Approve the position description and create the position of Township Administrator with the annual pay schedule of \$70,000 - \$90,000.

Mrs. Stewart moved to accept the position description submitted by Ms. Kadel and create a position of Township Administrator with the recommended annual pay schedule of \$70,000 - \$90,000. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Mrs. Stewart encouraged Fiscal Officer to apply for the position considering her vast experience with the township.

PIO:

Ms. Rapp reported that the turkey/turkey breast distribution will occur on December 21 and 22 to approximately 30-35 township residents.

SERVICE:

Mr. Tharp said the tractor is operational again. Mr. Tharp said he planned for a dumpster to be used for township clean-up over the next few days. Letters have gone out to some residents whose properties are of issue.

CODE ENFORCEMENT: No report

IT: No report

POLICE:

Chief Price reported that a heroin overdose occurred last night. Naloxone was administered by a Mifflin Township police officer reviving the subject.

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Fiscal Officer requested the approval to request an estimate of what the Police Levy would generate for the May 2018 election. This would be a repeat of the levy placed on the ballot at the November 2017 election.

RES 231-17 Approve to request the Franklin County Auditor provide a monetary estimate of funds that may be generated from a possible levy for the Police Department.

Mr. Angelou moved to request the Franklin County Auditor provide a monetary estimate of funds that may be generated from a possible levy for the Police Department. Mrs. Stewart seconded. All voted yea. Motion carried.

FIRE:

Chief Dunlevy requested the approval of the 2018 Pay Schedule reflecting a 2.45% increase for the Fire Division and MECC effective March 2018.

RES 232-17 Approve the 2018 Pay Schedule which includes a 2.45% increase for the Fire Division and MECC personnel effective March 2018.

Mr. Spanovich moved to approve the 2018 Pay Schedule which includes a 2.45% increase for the Fire Division and MECC personnel effective March 2018. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Dunlevy requested the approval of the 2017 Fitness Incentive \$1,000 payout for each of the 60 firefighters who completed the two-part challenge. Participation was up from 70% last year to 84% this year.

RES 233-17 Approve the \$1,000 Payout to each of the 60 qualifying firefighters for the 2017 Fitness Incentive.

Mr. Spanovich moved to approve the \$1,000 payout to each of the 60 qualifying firefighters for the 2017 Fitness Incentive Program. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Dunlevy requested the approval to hire two part-time MECC dispatchers, contingent on psychological screenings: Pamela Murphy and Kim Scheiderer, effective January 1, 2018. Both are highly recommended with previous dispatching experience. (See Referral File)

RES 234-17 Approve the hiring of Pamela Murphy and Kim Scheiderer as part-time MECC dispatchers, contingent on the passing of their psychological screenings, effective January 1, 2018.

Mrs. Stewart moved to approve the contingent hiring of Pamela Murphy and Kim Scheiderer as part-time MECC dispatchers, effective January 1, 2018, contingent on the passing of their psychological screenings. Mr. Spanovich seconded. All voted yea. Motion carried.

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Chief Dunlevy requested the official recognition of the Community CPR and Community Paramedic programs for the Fire Division currently being operated by Firefighters Kenny King and Chuck Wilhelm, respectively. Both programs are in a trial phase. Chief Dunlevy intends to submit a progress report in mid-2018. Both are showing effective results thus far.

RES 235-17 Approve the official creation of the Community CPR and Community Paramedic Programs.

Mrs. Stewart moved to officially create the Community CPR and Community Paramedic Programs. Seconded by Mr. Spanovich. All voted yea. Motion carried. (See Referral File)

Fiscal Officer advised the Trustees that OTARMA added an insurance rider for the Paramedicine Program. Fiscal Officer is researching if bonding should also be required to reduce liability of the township and the employee. Fiscal Officer will report on this at the next meeting with more information.

Chief Dunlevy requested the repair of six broken hydrants and replace one at 2391 Park Court and one at 2321 Mecca Road in the amount of \$13,450.

RES 236-17 Approve the repair of six hydrants and replace hydrants at 2391 Park Court and 2321 Mecca Road in the amount of \$13,450.

Mr. Spanovich moved to approve the repair of six hydrants and replace one at 2391 Park Court and another at 2321 Mecca Road in the amount of \$13,450. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

MECC:

Chief Dunlevy requested the approval of the annual service agreement for the XT911 in the amount of \$28,741.40 which will be shared expense amongst five centers. Chief Dunlevy clarified that this is an increase from last year due to the addition of Bexley and New Albany.

RES 237-17 Approve the XT911 annual service agreement in the amount of \$28,741.40.

Mrs. Stewart moved to approve the XT911 annual service agreement in the amount of \$28,741.40. Seconded by Mr. Angelou. All voted yea. Motion carried. (See Referral File)

NEXT MEETING: December 19, 2017 at 3:30 p.m.

The Organizational meeting will occur on January 2, 2018. The swearing-in of the new Trustee Mr. Cavener will occur at that meeting also.

Mrs. Stewart moved to recess the meeting for Executive Session for the purpose of discussing medical issues. Mr. Spanovich seconded. All voted yea. Motion carried.

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At 11:25 a.m., the Trustees returned to a regular meeting session. Comments were made that health incentives revisions be explored for the new contract year.

RES 238-17 Approve the acceptance of the two-year rate guarantee plan for health insurance.

Mr. Angelou moved to accept the two-year rate guarantee plan for health insurance from Medical Mutual of Ohio. Mrs. Stewart seconded. All voted yea. Motion carried. (Referral File)

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

Joseph F. Spanovich, Chairman

Lynn M. Stewart, Vice Chairman

Richard J. Angelou, Trustee

Nancy M. White, Fiscal Officer