

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

DECEMBER 2,

2013

Vice Chairman called the Regular Meeting to order at 10:00 A.M. with Mr. Spanovich, Mr. Angelou, 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

CONSENT AGENDA

TRUSTEES COMMENTS – Mrs. Stewart informed the board that Mr. Spanovich will not be available for the next Regular Meeting scheduled for Tuesday, December 17, 2013. Therefore, this meeting will be moved to December 18, 2013 at 3:30 p.m. Prior to this meeting, Mr. Sean Sprouse from Burnham & Flower will be meeting with Mifflin Township Trustees and Department Heads at 2:00 p.m.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. An email was received from Kristi Higginbotham from Swaco regarding applications for several of the Ohio EPA grants that were released in October. The following Ohio EPA grants are available: 2014 Community Grant, 2014 Litter Clean-Up & Tire Amnesty Grant and 2014 Scrap Tire Grant. There is a Market Development Grant available but the Fiscal Officer believes that we would probably not take advantage of this grant. She will forward the information to D. J. Tharp on these Ohio EPA grants.
2. A letter from Medical Mutual was received regarding the Affordable Care Act which outlines a number of mandatory fees applicable in 2014. The Fiscal Officer presented to the board a spread sheet that she estimated, based on current premiums, what our fees would be. Obviously, if our insurance premiums go up, the fees would increase and this is basing it on the average number of employees that are currently enrolled.
3. A letter from Loveland & Brosius, LLC was received presenting their 2014 billing rates and they advised Mifflin Township that the 2014 billing rates will remain unchanged. Mifflin Township has used these attorneys repeatedly this year and will continue to employ them as our Township attorneys.
4. An invoice was received from Software Solutions for Mifflin Township's annual software support and updates for \$6,380.00

Res. 291-13: Approve The Software Solutions Invoice for \$6,380.00 Effective 01/01/2014 – 12/31/2014

Mrs. Stewart moved to approve the Software Solutions Invoice for \$6,380.00 effective 01/01/2014 – 12/31/2014. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

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PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS)

ADMIN – Our Public Information Officer, Lynn Bruno, presented to the board a proposed township meeting hall policy and application/rental agreement. As a result of the above concerns, the Trustees chose to limit the Mifflin Township Meeting Hall to only township activities.

Res. 292-13: Approve The Use of The Mifflin Township Meeting Hall To Township Activities

Mr. Spanovich moved to approve the use of the Mifflin Township Meeting Hall to Township activities. Mrs. Stewart seconded. All voted yea. Motion carried.

Becky Kadel, our HR Director, presented a proposed driving rules and regulations policy. Mifflin Township is trying to formally establish guidelines and expectations for employees who drive township vehicles and their own personal vehicles for township business. To protect Mifflin Township for liability purposes, Becky Kadel said she would need to verify an employee's driving record, a valid driver's license and that the employee has current automobile insurance on their personal vehicle. This process would need to be completed on an annual basis. Becky Kadel stated that she will be working with each department head to make that determination on which employees will have to adhere to these driving rules and regulations policy.

Res. 293-13: Approve the Driving Rules and Regulations For Mifflin Township Employees

Mr. Spanovich moved to approve the driving and rules regulations for Mifflin Township employees as presented by Becky Kadel. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

IT – Fiscal Officer said that we are getting close to having our phone system up and running by the end of the year. An IT meeting is scheduled for December 19, 2013 at 1:00 p.m.

SERVICE – D.J. Tharp reported that he received a quote to purchase salt from Franklin County for the amount of \$53.56 per ton. He said that Mifflin Township is able to get this salt through Gahanna for \$50.40 per ton. D.J. Tharp reported that they sold 5 graves and had 9 burials for November.

POLICE – Chief Price said that he had nothing to report at this time.

FIRE - Chief Taylor asked for approval to pay \$2,009.50 for the SCBA flow test and repairs. The Trustees signed off on this requisition.

Chief Taylor asked for approval to pay \$2,772.11 for the repair of oil leaks on L131 Engine.

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Res. 294-13: Approve The Payment to Flora's Diesel Repair Service for \$2,772.11

Mrs. Stewart moved to approve the payment to Flora's Diesel Repair Service for \$2,772.11. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor asked for approval to pay Aerial Testing Company in the amount of \$2,900.00 for our annual ground ladder and aerial ladder testing. This is to maintain that the ladder is competent for being used as a fire fighting piece of apparatus.

Res 295-13: Approve The Payment of \$2,900.00 to Aerial Testing Company For Aerial and Ground Testing

Mr. Angelou moved to approve the payment of \$2,900.00 to Aerial Testing Company for ground and aerial ladder testing. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval for the payment of \$33,650.00 to Phoenix Safety Outfitters for the Fire Department's annual uniforms for majority of our personnel. This purchase includes uniform boots, pants, and t-shirts. Fiscal Officer noted that the IRS has a ruling that any piece of clothing that Mifflin Township buys for the employees that can be worn on the street can be construed as additional income. Therefore, these items are considered taxable income. Items that are excluded and considered uniforms are a button down shirt with name and rank on it and pants with a stripe on the side.

Res. 296-13: Approve The Payment of \$33,650 to Phoenix Safety Outfitters For Mifflin Township Fire Department Uniforms

Mr. Angelou moved to approve the payment of \$33,650 to Phoenix Safety Outfitters for Mifflin Township fire Department uniforms. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented to the Trustees for their acknowledgement the Out of District Training for November.

Chief Taylor presented to the Trustees an update on the estimates for corrosion repairs and frame rail replacement for Engine 131. The estimated cost of repair would be \$76,292.70. A list of the potential refurbishes for Engine 131 was provided from Station 131 House Captain Christopher Brake and presented to the Trustees. The apparatus will be transported to the Pierce Midwest Service Center for evaluation and definitive pricing of repair/replacement of the frame rails.

MECC- Chief Taylor requested to amend appropriation of funds as presented to the Trustees: \$6,500 into MECC Account for MECC uniforms, \$3,300 into MECC Account for the Wage Stabilization Fund and \$30,700 into MECC Account for the MECC IT Fund.

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Res. 297-13: Approve To Amend Appropriation of Funds as Follows: \$6,500 Into MECC Account for MECC Uniforms, \$3,300 Into MECC Account For The Wage Stabilization Fund and \$30,700 into MECC Account For The MECC IT Fund.

Mr. Spanovich moved to approve to amend appropriation of funds as follows: \$6,500 into MECC Account for MECC Uniforms, \$3,300 into MECC Account for the Wage Stabilization Fund and \$30,700 into MECC Account for the MECC IT Fund. Mr. Angelou Seconded. All voted yea. Motion carried.

There being no further business, Mrs. Spanovich 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