

RECORD OF PROCEEDINGS

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

Held **December 15,** **2015**

Chairman Spanovich called the Regular Meeting to order at 3:30 P.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White present.

Also Present were:	Fred Kauser	Fire Chief
	William Price	Police Chief
	D.J. Tharp	Service Director
	Becky Kadel	HR Director
	Melissa Rapp	Public Information Officer

CONSENT AGENDA

Res. 287-15: Approve Minutes of December 7, 2015

Mr. Angelou moved to approve Minutes of December 7, 2015. Mrs. Stewart seconded. All voted yea. Motion carried.

TRUSTEE COMMENTS

Mr. Spanovich said that tentatively there will be a special meeting held on December 29, 2015 at 10:00 to discuss health insurance for 2016.

CORRESPONDENCE

Fiscal Officer presented the following correspondence to the Board.

1. Letters were received from Franklin County Public Health for 1st Notice of Violation for the property at 3042 Woodland Avenue, 1716 Stelzer Road and 3008 Woodland Avenue for various violations
2. Letters were received from Franklin County Public Health for Order of the Board of Health and Referral for Prosecution for the properties at 3029 Perdue Avenue, 2330 Rankin Avenue, 2720 Baughman Avenue, 2408 Mecca Road, 2566 Parkwood Avenue for various violations.
3. A Resolution 15-123 was received from Franklin County Public Health permitting them to adopt staff recommendations, issue orders for nuisance abatements, and refer persons or properties to or advise the Franklin County Prosecuting Attorney or Municipal Law Directors regarding prosecution, injunctive or other appropriate relief for 2566 Parkwood Avenue, 2408 Mecca Road, 2720 Baughman Avenue, 2330 Rankin Avenue and 3029 Perdue Avenue.
4. A sample letter was received from the Franklin County Public Health that is being sent out to the Leonard Park residents as it relates to the Leonard Park water project as they have applications for assistance that are incomplete.
5. A notice was received regarding the Franklin County Township Association 2016 annual meeting on Thursday, March 10, 2016.

FISCAL OFFICER

Fiscal Officer presented to the Trustees the Certificate of Estimated Property Tax Revenue for the renewal police levy. She said the estimated property tax revenue that will be produced by the stated millage, assuming the tax valuation of the subdivision remains constant throughout

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MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

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December 15,

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the life of the levy, is calculated to be \$61,031.77. Fiscal Officer requested approval to place this renewal police levy on the ballot.

Res. 288-15: Approve to Place the Police Renewal Levy on the Ballot

Mr. Angelou moved to approve to place the police renewal levy on the ballot. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer requested approval to pay the 2016 annual membership dues for MORPC in the amount of \$1,282.32.

Res. 289-15: Approve to Pay the 2016 Annual Membership Dues for MORPC in the Amount of \$1,282.32

Mrs. Stewart moved to approve to pay the 2016 annual membership dues for MORPC in the amount of \$1,282.32. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer requested to approve the warrants for January 2016.

Res. 290-15: Approve the Warrants for January 2016

Mr. Angelou moved to approve the warrants for January 2016. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer presented the Trustees with an amended Appropriation Resolution to adjust expenditures at the legal level of control for 2015 to adjust for both additional expenditures and revenue received during the year. Police Fund received approximately \$50,000 less than estimated.

Res. 291-15. Approve Amended Township Appropriation Resolution for 2015.

Mr. Spanovich moved to approve the amended Township Appropriation Resolution for 2015. Seconded by Mr. Angelou. All voted yea. Motion carried. (See Referral File)

ADMIN

HR

Becky Kadel presented her amended HR budget to the Trustees. She informed the Trustees that she is currently working on a pay schedule for the fiscal officer assistant, administrative assistant, human resource director and public information officer. Becky Kadel reported that she attended the annual BWC safety training that is a requirement.

PIO

Melissa Rapp reported on the Department of Commerce complaint hearing and said that the complainants did not appear for the hearing. She said that Mr. Spanovich, DJ Tharp and herself had a conversation with the commission regarding the cemetery complaints. Melissa Rapp said that they did not indicate that Mifflin Township acted wrongly, but did offer some

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recommendations for future communication. She said they did request that Mifflin Township send out a follow up a letter to the complainants. DJ Tharp said that they did make a recommendation which he has already moved forward with and that was to put a signature line on the deed cards showing that the recipient received a copy of the rules and regulations for the cemetery. He stated that the commission said it is the people's responsibility to reach out and get the rules from Mifflin Township and the Township's to have the signage available in the cemeteries.

Melissa Rapp informed the Trustees that she is currently working on media coverage for the Regional Council of Government as she has had several reporters contacting her wanting to be kept in the loop and also attending the meetings.

IT

The next meeting will be in January.

SERVICE

DJ Tharp reported that he participated in the Wreaths Across America sponsored by VFW Commanders in which they locate past commanders and place wreaths on their graves.

POLICE

Chief Price requested approval to hire Derek Palumbo as a non-paid reserve officer. He said that Mr. Palumbo's background check has been completed and successfully passed.

Res. 292-15: Approve to Hire Derek Palumbo as Non-paid Reserve Officer

Mr. Angelou moved to approve to hire Derek Palumbo as a non-paid reserve officer. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Mrs. Stewart asked Chief Price how the security audit is progressing. Chief Price said that it is still in the process and he is working with DJ Tharp. They will present a cost analysis to the Trustees. He suggested an immediate change for the administrative building is to leave the storage room door and the conference room door open during the Trustee meetings and the door to the admin area be kept closed at all times.

Chief Price requested approval to carryover 40 hours of his unused vacation time to 2016 to be used by the end of May.

Res. 293-15: Approve Chief Price to Carryover 40 Hours of Unused Vacation Time to 2016 and to be Used by the End of May

Mrs. Stewart moved to approve Chief Price to carryover 40 hours of unused vacation time to 2016 and to be used by the end of May. Mr. Spanovich seconded. All voted yea. Motion carried.

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FIRE

Chief Kauser requested approval to promote firefighter technicians Kyle Gibson, Jordan Irwin, Clay DeSantis, Kyle Satterfield and Brad Rozum to career firefighter specialist effective December 20, 2015.

Res. 294-15: Approve to Promote Firefighter Technicians Kyle Gibson, Jordan Irwin, Clay DeSantis, Kyle Satterfield and Brad Rozum to Career Firefighter Specialist Effective December 20, 2015

Mrs. Stewart moved to approve to promote firefighter technicians Kyle Gibson, Jordan Irwin, Clay DeSantis, Kyle Satterfield and Brad Rozum to career firefighter specialist effective December 20, 2015. Mr. Spanovich seconded. All voted yea. Motion carried.

Chief Kauser requested approval to carryover 96 hours of unused vacation for firefighter-paramedic Shawn Barnett to be used within 90 days of being released to full duty and 72 hours for Captain Lowe to be used within 90 days of January 1, 2016.

Res. 295-15: Approve To Carryover 96 Hours of Unused Vacation for Firefighter-Paramedic Shawn Barnett and to be Used Within 90 days of Being Released to Full Duty and 72 Hours of Unused Vacation for Captain Lowe to be Used Within 90 days of January 1, 2016

Mrs. Stewart moved to approve to carryover 96 hours of unused vacation for firefighter-paramedic Shawn Barnett and to be used within 90 days of being released to full duty and 72 hours of unused vacation for Captain Lowe to be used within 90 days of January 1, 2016.

Chief Kauser requested to replace two APX6500 radios in the amount of \$7,904.00.

Res. 296-15: Approval to Replace Two APX6500 Radios in the Amount of \$7,904.00

Mrs. Stewart moved to approve replacement of two APX6500 radios in the amount of \$7,904.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested to approve Lexipol department-level rules and regulations manual template annual subscription for the fire department not to exceed \$7,876.00. Chief Kauser said that this subscription has been recommended by HR, Attorney Marc Fishel and Kim Arnold who recently conducted the township risk audit .

Res. 297-15: Approve the Purchase of Lexipol Department-level Rules and Regulations Manual Template Annual Subscription for the Fire Department not to exceed \$7,876.00

Mrs. Stewart moved to approve the purchase of Lexipol Department-level rules and regulations manual template annual subscription for the fire department not to exceed \$7,876.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser gave an update on Bexley and New Albany sharing the XT911 system and said that this should occur around April 2016. He said that he is applying to begin the process to

