

# RECORD OF PROCEEDINGS

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

**Held** **DECEMBER 18,** **2009**

Chairman Spanovich called the Special General Meeting to order at 9:00 A.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present.

Also present were:

Frederick Kauser	Deputy Fire Chief
William Price	Police Lt.
Steve Blake	Police/Code Officer
Calvin McKnight	Service Director

Mr. Spanovich said this meeting was called for the purpose of finalizing year end business. The media was properly notified.

Mr. Spanovich asked to dispense with the Pledge and Prayer.

Jim Mills of Pro-Tech-Safety was present to present a report on the Maintenance Study that he was asked to do by the Trustees. He presented them with a draft copy of an extensive report on options. He highlighted the major items and asked the Trustees if they would like any changes. Mrs. Stewart suggested that he leave the report as it stands and do a summary page of recommendations to refer back to. She said it appears that we are paying more than other entities but our level of satisfaction is not good.

## **CONSENT AGENDA**

### **Res. 321-09: Approve Minutes of November 20, 2009**

Mr. Angelou moved to approve the minutes of the November 20, 2009 meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

## **TRUSTEES' COMMENTS** – None

**CORRESPONDENCE** – The Fiscal Officer said the only correspondence we received was an invitation to the Township Association Holiday Party which was changed from December to January 22, 2010 with an RSP by December 22, 2009 for those attending.

## **FISCAL OFFICER'S REPORT**

Nancy White said a recent OPERS Employer Notice stated that the member contribution rates are to increase for law enforcement and public safety groups effective January 1, 2010. She said that the law enforcement member rate will increase from 10.10% to 11.10% and the law enforcement employer rate will increase from 17.63% to 17.87%. At the first meeting in January 2010, the Board must decide if they will continue picking up the additional 1% for Police.

## **PROPOSED RESOLUTIONS (NEW BUSINESS)**

**ADMIN** – The Fiscal Officer said that Loveland & Brosius sent a copy of a Resolution Employing Township's Attorneys on an Annual Basis for the Year 2010. They outlined their rates and asked the Board to pass this resolution approving the retention of their firm. The Trustees did not find it necessary to pass this resolution.

**IT** - The Fiscal Officer said she was just given information from our IT Paul Adkins for another meeting. He has been doing a demo on something called a Team Viewer which would give him remote access to fix problems. It would be a one time purchase at \$1449.00. Mrs. Stewart asked that the information be included in their next meeting packet.

**SERVICE** – Calvin McKnight said that his request for a pay bonus for Service Department employees was put on hold from the last meeting. Mr. McKnight said that they have not had a pay raise in eight years. Mrs. Stewart suggested that if the bonus money was carried over to the next year, maybe a pay raise could be given. After much discussion, the Trustees agreed to approve the bonuses this year and look into other options such as placing a small Cemetery levy on the ballot.

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

DECEMBER 18,

2009

### **Res. 322-09: Approve Pay Bonuses of \$1000/Each for Service Department Employees**

Mr. Angelou moved to approve pay bonuses of \$1000/each for the Service Department employees as has been done in the past with funds permitting. Mr. Spanovich seconded. All voted yea. Motion carried.

Mrs. Stewart said she feels that if we give bonuses to the Service Department we should also give them to the Police Department. The Fiscal Officer said funds will need to be transferred from the General Fund to the Police Department to meet payroll and at the request of the Board she will have a recommendation for the next meeting on how the Departments can keep a better handle on their accounts and how much money is available to spend.

Calvin McKnight said he attended a Smart Grid Meeting that is going to affect our area. Smart Meters are going to be installed at all locations that can be read remotely. It can be determined if you are using too much electricity in their opinion which they can regulate.

Mr. Spanovich signed off on the All Ohio Masonry Restoration invoice for repairing the brick retaining wall at Sta. 133 for \$1,150.00.

Calvin McKnight said that he will be on vacation from December 21<sup>st</sup> through the end of the year but will be available if needed.

**POLICE/CEO** – The Trustees approved the following:

### **Res. 323-09: Approve Pay Bonuses of \$1000/Each for Full-time Police Officers Including Steve Blake and Pro-rating the Amount for Newly Hired Full-time Officers**

Mrs. Stewart moved to approve pay bonuses of \$1000/each for Full-time Police Officers including Steve Blake and pro-rating the amount for the newly hired Full-time Officers. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 324-09: Approve Transfer of Necessary Funds from General Fund to Meet Police Department Payroll**

Mr. Angelou moved to approve the transfer of necessary funds from the General Fund to meet the Police Department payroll as determined by the Fiscal Officer. Mr. Spanovich seconded. All voted yea.

Steve Blake said we should be getting some County money for the tear down of homes. He said he helped out with the Food Drive as he was the only Police Officer available and it went very well. He said the Police Department was able to catch the suspects that were breaking into homes in the Northglen area.

**FIRE** – Deputy Chief Kauser said the following items are before the Board for approval:

### **Res. 325-09: Approve Purchase Request Numbers 12.03.09 for \$1,397.00, 12.05.09 for \$2,058.92, 12.10.09 for \$2,058.63 and 12.11.09 for \$2,683.28 for EMS Supplies for Remainder of 2009 and Start of 2010**

Mrs. Stewart moved to approve Purchase Request Numbers 12.03.09 for \$1,397.00, 12.05.09 for \$2,058.92, 12.10.09 for \$2,058.63 and 12.11.09 for \$2,683.28 for EMS supplies for the remainder of 2009 and start of 2010 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Deputy Chief Kauser said that Purchase Request #12.12.09 for Aerial & Ground Ladder Testing can be held for the next meeting.

### **Res. 326-09: Approve 2009 December Budget Adjustments Transfers as Presented**

Mr. Spanovich moved to approve the 2009 December budget adjustments transfers as presented. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

## RECORD OF PROCEEDINGS

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

Held

**DECEMBER 18,**

**2009**

Mr. Spanovich signed off on the training request for Lt. Torres, Brad Crosson and Andrew Fey to attend a 1-day seminar on January 17, 2010 for a total of \$210.00.

Mr. Spanovich signed off on the training request of Michael Cordell to attend CSCC for a course scheduled from January 4 – March 20, 2010 for \$247.00 and an Ohio Fire Academy training course on February 1 – 12, 2010 for \$350.00.

Mr. Spanovich signed off for Lt. Tom Lee to attend a college degree course at Dominican University from January – March, 2010 for a total of \$1,195.00.

Deputy Chief Kauser said that the Pro-Tech-Safety Proposal for Phase 8 can also be held for the next meeting.

### **Res. 327-09: Approve Fitness Incentive Program Bonuses for 2009 as Presented Contingent on Availability of Funds**

Mr. Spanovich moved to approve Fitness Incentive Program Bonuses for 2009 as presented contingent on availability of funds. Mr. Angelou seconded. All voted yea. (See Referral File)

### **Res. 328-09: Approve Vacation Carryover Requests of Lt. Broskie for 48 Hrs., Capt. Stickler for 168 Hrs. and Firefighter Grancey for 36 Hrs. to be Used Within 90 Days with No Vacancy or Overtime**

Mrs. Stewart moved to approve vacation carryover requests of Lt. Broskie for 48 hrs., Capt. Stickler for 168 hrs. and Firefighter Grancey for 36 hrs. to be used within 90 days when Broskie and Stickler return to duty and contingent on creating no vacancies or overtime. Mr. Spanovich seconded. All voted yea. Motion carried.

Mr. Spanovich asked that we hold the recommendation to hire three Part-time Firefighters until the next meeting. Mrs. Stewart said the Trustees would like to have a report on how the Firefighter-Technician Program is working at the next meeting.

### **Res. 329-09: Approve Hiring Luke Anthony Ruof as a Career Firefighter-Technician Effective December 27, 2009 Contingent on a Successful Pension Based Physical and Drug Testing**

Mr. Spanovich moved to approve hiring Luke Anthony Ruof as a Career Firefighter-Technician effective December 27, 2009 contingent on a successful pension based physical and drug testing as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Deputy Chief Kauser said the Fire Department supports the requisition policy the Fiscal Officer is recommending and are holding all purchases until this policy is in place including the credit cards. He presented the Fire Department's 2010 Budget for the 10, 14 and 28 Accounts. He said he feels it is very accurate with the information they have been given at this time but they will continue to monitor it and make any necessary adjustments.

### **Res. 330-09: Approve 2010 Fire Budget for the 10, 14 and 28 Accounts as Presented**

Mr. Spanovich moved to approve the 2010 Fire Budget for the 10, 14 and 28 Accounts as presented by Deputy Chief Kauser with adjustments as needed. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said we received a statement from Keytel for a number of invoices that were not paid but we never received them. Deputy Chief Kauser said she is correct because they were E-mailed and we do not know where they went. He said he will correct that and have the invoices sent to this office from now on. He asked the Trustees to approve a new contract with Keytel for up to \$2,550 per month effective December 15, 2009. The bills are to be detailed and will be broken down for payment charging 25% to General, 25% to Fire and 50% to MECC. (See Referral File)

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

DECEMBER 18,

2009

**Res. 331-09: Approve New Keytel Contract as Presented for a Detailed Amount of up to \$2,550.00 per Month Effective December 15, 2009**

Mrs. Stewart moved to approve the new Keytel Contract as presented for a detailed amount of up to \$2,550.00 per month effective December 15, 2009 as recommended by Deputy Chief Kauser. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

**Res. 332-09: Approve Affiliated Standard Services Contract as Presented Effective December 1, 2009 for a Monthly Charge of \$1425.00**

Mrs. Stewart moved to approve the Affiliated Standard Services Contract as presented effective December 1, 2009 for a monthly charge of \$1425.00. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer asked the Trustees to approve a request to the County Auditor for an advance of taxes collected as we have done in the past.

**Res. 333-09: Approve the Fiscal Officer Sending a Request for Advance of Taxes Collected to the County Auditor**

Mrs. Stewart moved to approve the Fiscal Officer sending a Request for Advance of Taxes Collected to the County Auditor. Mr. Angelou seconded. All voted yea. Motion carried.

Calvin McKnight said he wanted to bring to the Board's attention that he received an E-mail from Marc Samko regarding the Clearwire presentation he did at the last meeting to allow Clearwire to access our tower. After checking out the location they can give us a proposal.

**Res. 334-09: Move Into Executive Session**

Mr. Spanovich moved to go into executive session to discuss a personnel matter at 10:49 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

The Trustees came out of executive session and there being no further business, Mr. Spanovich moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

\_\_\_\_\_  
Joseph F. Spanovich, Chairman

\_\_\_\_\_  
Nancy M. White, Fiscal Officer