

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

DECEMBER 1,

2008

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 Chief DeConnick, Chief Pocock, Calvin McKnight & Steve Blake

There was nothing to present under the Consent Agenda.

TRUSTEES' COMMENTS

Mr. Angelou said that in lieu of the fact that the Service Department has not had a raise for six years, he is recommending that the Service Department employees (not including the Mechanic) be given a \$2500.00 bonus from the General Fund. Hopefully there will be funds available in the future for regular raises and this will not be necessary again. Mr. Spanovich and Mrs. Stewart both agreed this would not set a precedent and they deserve this bonus due to the fact they have not had a raise in six years. The other Department Heads also agreed and said they are always there to help when called upon.

Res. 294-08: Approve a \$2500.00 Bonus for All Service Department Employees (Excluding the Mechanic) From the General Fund Due to Their Not Having a Raise for Six Years

Mr. Angelou moved to approve a \$2500.00 bonus for all Service Department employees (excluding the Mechanic) from the General Fund due to their not having a raise for six years. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich said that the Letter to the Editor that Chief DeConnick wrote thanking everyone for their support of the Fire Levy was very nice. He said that the Township had three levies pass in 2008 which indicates that we must be doing something right.

Mr. Angelou added that it was the effort of a lot of people working together that finally succeeded in the Road Levy passing.

The Fiscal Officer said she has no correspondence at this time but the variance case for 2230 Agler Road which was recommended to be denied is being appealed and there should be additional information at the next meeting.

The Fiscal Officer gave the Trustees a copy of the Amended Township Annual Permanent Appropriation Resolution for their approval. There has been additional money received in some the funds that was not estimated and it must be appropriated to be spent. She explained that we keep a large carryover in the General Fund because that is considered the "rainy day" fund to be used to help out other departments if needed. The bonding company wants to be assured that there is money available if needed for the Fire Department to meet their obligations.

Res. 295-08: Approve Amended Township Annual Permanent Appropriation Resolution as Presented by the Fiscal Officer in the Amount of \$17,500.16

Mr. Angelou moved to approve the Amended Township Annual Permanent Appropriation Resolution as presented by the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Ben Weiner of the Franklin County Economic Development & Planning Department was present to answer any questions regarding the Mifflin/Clinton Land Use Plan that was distributed to the Trustees at the last meeting. He said that Rollin Seward, the Asst. Director was also present. This Plan would serve as a reference for what the community wants to see developed or redeveloped and also what public improvements are needed such as sidewalks. Mr. Weiner said that schools, parks and transportation areas are primary locations for sidewalks to be installed first. Rollin Seward said that the Federal CDBG has allowed infrastructure money for sidewalks in the amount of \$82,500 plus 30% match from the Township. He said there are plans to rehab 12 houses and build a health center for 1.3 million. Steve Blake asked who determined what houses would be rehabbed and was told it was the Columbus Housing Partners. Mr. Weiner said that having a Plan in place is instrumental in getting things done. Mrs. Stewart thanked them for putting this together.

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Mr. Seward said the infrastructure money is not guaranteed and explained they will be submitting applications and should receive the award in March, 2009. He said their proposal to HUD for Mifflin Township will be \$82,500. He said in the meantime we will need to submit an application to them to access the \$82,500. He said they have a staff available that can help fill out the application and an instruction manual on how to bid the project out.

Mr. Spanovich said that he feels there are probably more important needs in the Township other than sidewalks but if we can receive money for this it will be a good start for improvements.

Res. 296-08: Approve and Adopt the Mifflin/Clinton Land Use Plan and Submit Application for Sidewalks in the Amount of \$82,500 Plus 30% Match from Township in Suggested Areas

Mrs. Stewart moved to approve and adopt the Mifflin/Clinton Land Use Plan and submit an application for sidewalks in the amount of \$82,500 plus 30% match from the Township in suggested areas as presented by the Franklin County Economic Development & Planning Department. Mr. Angelou seconded. All voted yea. Motion carried.

PROPOSED RESOLUTIONS (NEW BUSINESS)

The Employee Handbook and Public Records Policy were discussed. The Fiscal Officer said the Public Records Policy is a requirement and must be adopted and posted pursuant to the Ohio Revised Code 149.43. She said that the Employee Handbook has been a work in progress by our personnel and our legal counsel. The Trustees agreed that the guidelines in the Handbook are a very good starting point and in the future, updates may be needed.

Mr. Angelou said that the Handbook allows for rules and regulations of each Department to be followed but the ultimate authority would be the Trustees. It was agreed that the effective date of the Handbook would be January 1, 2009 to be implemented by March 1, 2009 to allow for training.

Res. 297-08: Adopt New Employee Handbook & Public Records Policy as Presented Effective January 1, 2009 to be Implemented by March 1, 2009 to Allow for Training

Mr. Angelou moved to adopt the new Employee Handbook & Public Records Policy as presented effective January 1, 2009 to be implemented by March 1, 2009 to allow for training. Mrs. Stewart seconded. All voted yea. Motion carried.

IT

Affiliated invoice for Rick Deeds Consulting Services for \$1293.75-on hold until resolved.

Time Warner Service Contracts for 2459 Agler & 501 Beecher - remove from Agenda.

Gahanna/Mifflin Tower Lease Agreement – The Fiscal Officer said that after review, the attorney recommended three areas for changes in the contract. One provision in particular is that we should have approval rights for what the City wants to place on the tower. She read all the changes and has forwarded them to Terry Emery of the City of Gahanna for his review and to make the recommended changes to the contract. He seemed very open to these revisions. The Trustees said they would like a copy and to place this on the agenda for the December 16th meeting.

Request for Exchange Mail Server Upgrade for \$6094.27 – remain on hold.

Telephone Line Installation in MECC at Creekside Location for \$2315.30 – After discussion and explanation, signed off by Mr. Spanovich.

SERVICE

Calvin McKnight said that an invoice was received from the Franklin County Engineer's Office for the NPDES Phase II Fee for 2009 for \$400. The total fee for the program is \$10,000 for which each entity would be responsible for a payment of \$400 each year after 2006. Mr. Angelou said he will sign off on this invoice.

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Calvin McKnight said the FEMA Wind Damage application has been completed for the Service Department and the Fire Department. The Fiscal Officer said that FEMA will review it and when approved will send the money to the State at which time the State will send the money to us. The Service Department could receive around \$16,000 plus and the Fire Department around \$7400.

Calvin McKnight said that at this time every year he requests a discretionary foreman incentive bonus for Daril Tharp since he does not receive additional pay as foreman.

Mr. Angelou said he will sign off on this request.

Mr. McKnight said that he is requesting a bonus of \$1500 to be paid to the Service Department employees including the Service Director but excluding the Mechanic. This was discussed with Mr. Angelou and the Fiscal Officer and the money is available.

Res. 298-08: Approve Discretionary Bonuses for Service Department Employees & Service Director (Excluding Mechanic) for \$1500/Each

Mr. Angelou moved to approve discretionary bonuses for Service Department employees and Service Director (excluding Mechanic) for \$1500/each and funds permitting as requested by Calvin McKnight and discussed with the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried.

Calvin McKnight said that the only outside meetings have been with FEMA and the City of Gahanna to work out the salt arrangement which was discussed at the previous meeting.

POLICE

Chief Pocock said that he and Steve Blake attended a super secret course put on by Organized Crime Commission. He said they have been involved in several crimes and shootings and caught a child rapist out of a stabbing and a shooting in addition to Clinton Township.

Mr. Angelou asked for an executive session at the end of the meeting.

Mrs. Stewart asked if Sgt. Baker has been able to place collection boxes for food in the Township and Fire Station locations and was told by Chief Pocock that he has. He said that Mr. Spanovich's suggestion to help people in need all year long and not just at Christmas is a very good one. The Fiscal Officer said that with the additional money the Trustees allocated for the food drive and donations from business, we will be able to include Angel Food Ministries gift certificates for \$30/each. These certificates will be added to the food baskets and can be used anytime during 2009 and will feed a family of four for one month.

Mrs. Stewart suggested that the organizations who hold meetings in our Township Hall for free be asked to have all those attending their meetings bring a can of food so we will be able to help people in need throughout the year.

CODE ENFORCEMENT

Steve Blake reported that two men posing as Code Enforcement officers took a vehicle using an old red tow truck. He said the Police have a good description of the men and have seen that tow truck around the area before. It has no markings.

FIRE

Mr. Spanovich signed off on Purchase Request No. 11.09.08 for EMS supplies from Bound Tree Medical for \$2,388.25.

Mr. Spanovich signed off on the training request of James King for the Fundamentals of Sprinklers & Standpipes at the Ohio Fire Academy for a fee of \$65.00.

Mr. Spanovich signed off on the training request of Brandon Wogan for a 6 week Rescue Technician and Structural Collapse Operations Class at Columbus Division of Fire for \$1250.

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Mr. Spanovich signed off on the service credit bonus for Christopher Brake for 16 years of service in the amount of \$900 at the discretion of the Board and funds permitting

Chief DeConnick received a letter from the American Red Cross thanking the Mifflin Township Fire Department for allowing them to use the house located on Hamilton Road to perform Disaster Assessment Training.

The Trustees approved the following:

Res. 299-08: Approve Pro-Tech-Safety Cost Estimate for Phase IV – Ladder Technician in the Amount of \$5,250.00

Mr. Angelou moved to approve the Pro-Tech-Safety cost estimate for Phase IV – Ladder Technician in the amount of \$5,250.00 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 300-08: Accept the Resignation of Part-time Firefighter Robert E. Moore per His Request Effective December 1, 2008

Mr. Spanovich moved to accept the resignation of Part-time Firefighter Robert E. Moore per his request effective December 1, 2008 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 301-08: Approve Hiring Taylor Adams and Jeremy Bantz as Part-time Emergency Communications Dispatchers for MECC Program at Probationary Rate of \$18.69/Hr.

Mr. Spanovich moved to approve hiring Taylor Adams and Jeremy Bantz as Part-time Emergency Communications Dispatchers for the MECC Program at the current probationary hourly rate of \$18.69 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Purchase Request #11.06.08 for flu shots in the amount of \$1499.40 will be removed from the agenda as it was determined that our insurance will pay for the flu shots if given at a doctor's office or clinic.

After reviewing the 2008 SCBA Study completed by Lt. Strohmeyer, the Trustees approved the following:

Res. 302-08: Approve (4) Scott SCBA & (12) SCBA Masks & Fit Tests from Finley Fire Equipment for a Total of \$21,088.00

Mr. Spanovich moved to approve Purchase Request No. 10.05.08 for (4) Scott SCBA & (12) SCBA Masks & Fit Tests from Finley Fire Equipment for a total of \$21,088.00 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 303-08: Approve a Scott Rescue Intervention Team (RIT) Pack, Cylinder, Mask & Regulator from Finley Fire Equipment for a Total of \$2,950.00

Mr. Spanovich moved to approve Purchase Request No. 10.06.08 for a Scott Rescue Intervention Team (RIT) Pack, 60-minute cylinder, mask, and LDV regulator from Finley Fire Equipment for a total of \$2,950.00 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief DeConnick said he has been talking with the Gahanna-Jefferson City Schools to use the old Kroger building for fire training before they tear it down. It was suggested that our Police Department may want to use it also for training. At the next meeting, the Chief said that he will also have a request to burn 452 Hamilton Road and use it for fire training.

Chief DeConnick said that our Architect, Rich Pontius, would like to know if he should proceed with station improvement plans since we now have the money from the bonds. Mrs. Stewart said we should have a new cost estimate for the improvements that are to be done now.

