

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

**JANUARY 16,**

**2007**

Chairman Spanovich called the Regular Meeting to order at 6:00 P.M. with all members present.

Also present were:

Dolly Hanning	2354 Agler Rd.
Dan Bender	Rocky Fork Enterprise
Rick Deeds	Affiliated
Pat Myers	Affiliated
Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Code Enforcement Officer

Mr. Spanovich led the Pledge of Allegiance to the Flag and Mr. Angelou offered a prayer asking for reflections in silent meditation and led the Lord's Prayer.

## **Res. 17-07: Approve Minutes of December 19, 2006**

Mr. Stewart moved to approve the minutes of the December 19, 2006 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

## **Res. 18-07: Approve February Warrants**

Mr. Stewart moved to approve the February warrants for payroll and bills. Mr. Angelou seconded. All voted yea. Motion carried.

## **CORRESPONDENCE**

The following correspondence was presented to the Board by the Fiscal Officer:

1. Franklin County Emergency Management and Homeland Security letter regarding the need for sirens. There are 109 sirens less than optimal coverage for the County.
2. A letter from Wallace Clevenger of 2145 Minnesota Avenue opposing the proposed Mifflin/Clinton Partnership.
3. Franklin County Recorder, Robert G. Montgomery, letter regarding their fees for recording zoning resolutions and amendments.

## **Res. 19-07: Approve Resolution Declaring it Necessary to Levy a Tax in Excess of the Ten Mill Limitation for the Road District and Request County Auditor for a Certificate of Estimated Property Tax Revenue**

Mr. Angelou moved to approve a Resolution Declaring it Necessary to Levy a Tax in Excess of the Ten Mill Limitation for the Road District to place a 4 mill levy on the May 8, 2007 ballot and request the County Auditor for a Certificate of Estimated Property Tax Revenue. Mr. Stewart seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer said that at the end of the year we always have to do numerous transfers within funds that are needed to close out the year. She gave the Trustees a copy of the list making it a part of the record.

## **Res. 20-07: Approve Transfers Within Funds to Meet End of Year Obligations as Presented and Made Part of the Record**

Mr. Stewart moved to approve the list of transfers within funds to meet end of the year obligations as presented by the Fiscal Officer and made a part of the record. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer said the Trustees should have a copy of the final fund balances which aren't reconciled as yet but basically we ended the year with \$2,993,035.68. The Trustees should also have a copy of the Appropriation Status Report showing what was spent in each account this year. Each Department has a copy of their accounts. She said she applied for the advance of taxes as requested and we should receive the check in the next day or two.

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## OLD BUSINESS

**2007 Health Insurance Recommendation** – Brian Dunlevy, Chairman of the Mifflin Township Employee Insurance Review Committee forwarded a recommendation to the Board that Mifflin Township accept the quote provided by United Health Care represented by Burnham and Flower Insurance Group. Attached were detailed quotes of plans from our current company, Medical Mutual and United Health Care. The Fiscal Officer suggested the Trustees hold a Special Meeting early next week to make a decision after reviewing this information. Sean Sprouse of Burnham and Flower said that we need to be enrolled by February 1, 2007. They would come in and enroll all of our employees electronically on the spot to meet this deadline. The Trustees compared the costs of the two plans given to them by the Committee and noted the annual premium with United Health Care is \$347,799 less than Medical Mutual. The Fiscal Officer said the Delta Dental premium went down slightly, the Vision premium went up slightly and the Life Insurance premium remained the same.

The Trustees set a Special Meeting for Wednesday, January 24, 2007 at 9:30 a.m. to meet with Sean Sprouse to discuss the two plans and make a decision before the deadline to enroll all personnel by February 1, 2007.

The Fiscal Officer said we received the Proof of Loss and Statement for the hail damage to Township buildings from the adjuster. The settlement forms need to be signed by Mr. Spanovich and returned. We will receive a check for \$74,481.02 and after repairs are made, they will pay the depreciation holdback of \$14,981.40 if needed.

Calvin McKnight presented the Board with a quote from Joe Hughes Roofing and Gutters for repairs to our buildings and storage sheds for a total cost of each project to be \$53,564.00. He said we will purchase all materials for Sta. 131 amounting to \$16,500.00 which he will present to the Board at a later date for approval.

### **Res. 21-07: Approve Hail Damage Repairs to Township Buildings as Quoted by Joe Hughes Roofing and Gutters for a Total of \$53,564.00 for All Locations as Presented**

Mr. Stewart moved to approve hail damage repairs to Township buildings as quoted by Joe Hughes Roofing and Gutters for a total of \$53,564.00 for all locations as presented. Mr. Angelou seconded. . Motion carried. (See Referral File)

Mr. Stewart left the meeting at 7:11 p.m.

**Affiliated Invoices** – Mr. Angelou said he met with the IT Committee and the Affiliated invoices for 2006 were discussed. He said when the Board approved hiring Affiliated on a monthly basis for managed service, the Department Heads were not aware that they would be asked to share in this cost and did not allow for it in their 2006 budget. Mr. Angelou said he is recommending that the total owed Affiliated be paid from the General Fund on a one time basis and the cost shared in the future. There are also out of scope bills for 2006 which he feels should also be paid from the General Fund and in the future the Department Heads should be aware of it and put some type of sign off process in place.

### **Res. 22-07: Approve Paying 2006 Affiliated Invoices from General Fund for a Total of \$17,068.75**

Mr. Angelou moved to approve paying 2006 Affiliated invoices from General Fund for a total of \$17,068.75. Mr. Spanovich seconded. All voted yea. Motion carried.

**Affiliated/IT Committee** – Mr. Angelou said Rick Deeds of Affiliated was asked to have a proposal for budgeting IT expenses for 2007. Mr. Deeds said the expenses can be split out by Department or the Township can just have an IT budget which has been done elsewhere. The big thing to take into account is the way MECC interacts with the Township. Since MECC uses about 90%, would we break down the other 10% by Department or pay for it out of Township funds? Mr. Angelou said he would like to see a budget set up based on past usage and allowing for possible emergencies that all Departments can live with. Mr. Deeds said he has a draft copy of the budget done which allows for upcoming hardware expenses that he is aware of that would come from the MECC funds but other expenses could come up.

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The Fiscal Officer said she is setting up a fund just for MECC this year and anytime there is a purchase especially for MECC, we need to know that. Mifflin Township Fire will pay a dispatching fee or other fees just as all other entities do. Mr. Angelou said that regarding the Police Department, they need MDT equipment in their vehicles and do not have the funds which amounts to about \$50,000 - \$60,000. He said that since this equipment is a big safety issue for the Officers, a way needs to be found for the initial startup of the equipment for their vehicles even if it has to come from the General Fund and be paid back on time from the Police Department. Chief Pocock said he has talked to Mr. Stewart about this and will bring more detailed information to the next meeting.

Mr. Angelou said that another IT matter that needs to be addressed is the need for a managed switch because we currently have more network devices than switch ports to plug them into. The cost for the switch and cables from CDW is \$2980.00. The Fiscal Officer questioned where the funds would come from since the Board has only approved temporary appropriations for payroll and insurance. Pay Myers of Affiliated said that they feel the purchase of the switch is critical and if it will help they will buy it for us and we can reimburse them when our appropriations are approved. He said they will assist Paul Adkins to install it at no cost and count it as part of their visits.

**Res. 23-07: Approve Allowing Affiliated to Purchase a 48 Port Managed Switch and Cables for the Township in the Amount of \$2980 and Billing Us at a Later Date When Appropriations are Approved**

Mr. Angelou moved to approve allowing Affiliated to purchase a 48 Port Switch and Cables for the Township in the amount of \$2980 and billing us at a later date when our appropriations are approved to be broken down and paid for by all Departments. Mr. Spanovich seconded. All voted yea. Motion carried.

**2007 Budgets** – Mr. Spanovich asked the Department Heads to submit to the Fiscal Officer the accounts they want set up to operate on with the temporary funds available based on their carryovers and the advance figures they will get from the Fiscal Officer. Mr. Spanovich said the Trustees will approve the Temporary Appropriations at the meeting on January 24, 2007.

**Verizon Cellular Tower** – Calvin McKnight said there is a Planning & Zoning meeting on January 17, 2007 at 7:00 p.m. at the City of Gahanna regarding the tower. The letter they requested from the Fire Department has been done.

**Mifflin/Clinton Partnership Project** – Mr. Angelou said the third meeting with the public regarding this study was held last week at this building with quite a few people in attendance. There were some good comments, both pro and con. The study phase will continue regarding this proposed partnership. Mr. Spanovich said that any reports should be distributed to all concerned at both Townships and the City of Gahanna.

**New Hire Supplemental Forms** – Chief DeConnick said new supplemental forms were done for Firefighters and Dispatchers. There were only a few changes. The listed fee for testing was removed as it will be requested at the time of a test. You do not have to be a paramedic to be hired as a full-time firefighter but must get the certification within a certain period of time as specific by the Fire Department. It was also added on both supplements that you must be a non-smoker at the time of appointment. (See Referral File)

The Department Heads said they do not have the latest copy of the Employee Handbook approved January 1, 2005. The Fiscal Officer said she will send everyone a copy by E-mail.

**POLICE** – Chief Pocock had no report

**CODE ENFORCEMENT** – Steve Blake had no report.

**SERVICE** – Calvin McKnight requested that the Board approve no street parking on both sides of Sunbury Drive from Sunbury Road to allow room for emergency vehicles.

