

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

**JANUARY 2,**

**2008**

The Fiscal Officer, Nancy White, administered the Oath of Office to Richard Angelou who was re-elected for another four year term effective January 1, 2008.

The Fiscal Officer called the Organizational Meeting to order at 10:00 A.M. with Mr. Spanovich, Mr. Angelou and Mrs. Stewart present.

Also present were: Chief DeConnick, Chief Pocock, Calvin McKnight & Steve Blake

The Fiscal Officer conducted the organizational procedures for 2008.

### **Res. 01-08: Approve Mr. Spanovich as Chairman**

The Organizational Meeting began with Mr. Angelou nominating Mr. Spanovich as Chairman of the Board of Trustees for 2008. Mrs. Stewart seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich abstained. Motion carried.

### **Res. 02-08: Approve Mr. Angelou as Vice-Chairman**

Mrs. Stewart nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2008. Mr. Spanovich seconded. Mrs. Stewart and Mr. Spanovich voted yea. Mr. Angelou abstained. Motion carried.

### **Res. 03-08: Pay Trustees' and Fiscal Officer's Salaries**

Mrs. Stewart moved to pay the Trustees' and Fiscal Officer's salaries in equal monthly installments as permitted by the ORC and Resolution #19-81. Payment will be made the end of each month for that month's services. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 04-08: Reimburse Trustees and Fiscal Officer for Expenses**

Mr. Angelou made a motion to allow payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscription for the 2008 Township Association will be paid from the General Fund. Also, mileage, at the 2008 rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township office. Mrs. Stewart seconded. All voted yea. Motion carried.

### **Res. 05-08: Adopt Current Regulations on Business Expenses**

Mr. Angelou moved to adopt the current regulations on business expenses modified to conform to the current guidelines established by the ORC and IRS and also the regulations on business travel per diem rates as amended by Res. #147-02. Future modifications will be made to conform with ORC and IRS guidelines as they occur. Mrs. Stewart seconded. All voted yea. Motion carried.

### **Res. 06-08: Approve Holding Regular Township Meetings on Third Tuesday of Each Month at 6:00 P.M. and Staff Meetings as Designated**

Mr. Angelou moved to approve holding Regular Township Meetings on the third Tuesday of each month at 6:00 P.M. and Staff Meetings as designated. Mr. Spanovich seconded. All voted yea. Motion carried.

### **Res. 07-08: Adopt Personnel Procedures Evidenced in Employee Handbook**

Mrs. Stewart moved to adopt the personnel procedures as evidenced by the Employee Handbook effective January 1, 2005 and revisions thereof. Mr. Angelou seconded. All voted yea. Motion carried.

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### **Res. 08-08: Approve Offering Insurance Package to Full-time Employees and Elected Officials**

Mr. Angelou moved to approve offering the Insurance Package including Health, Dental, Vision and Life to Full-time Employees and Elected Officials. Mrs. Stewart seconded. All voted yea. Motion carried.

### **Res. 09-08: Approve Continuing to Pick-up the Employees Retirement Contribution for OPERS and OPFPF for 2008**

Mr. Angelou moved to continue picking up the employees retirement contribution for OPERS at 10% and OPFPF for 2008. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Angelou said for the record that this is an employee benefit and since the rates keep increasing, there may be a cap placed on the pick-up in the future. Mrs. Stewart suggested the Department Heads keep their employees aware of matters that affect them.

### **Res. 10-08: Approve ORC 505.86 as it Applies to the Rehab of Fire Damaged Properties**

Mr. Angelou moved to approve ORC 505.86 as it applies to the rehab of Fire Damaged Properties. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer then turned the meeting over to Mr. Spanovich, the 2008 Chairman.

Chairman Spanovich called the Regular Staff Meeting to order and asked to dispense with the Pledge and Prayer.

### **Res. 11-08: Approve January 2008 Warrants**

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

### **CORRESPONDENCE**

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

1. Letter to Chairman Spanovich from Clinton Township Trustee, Larry Wilkes, apologizing for not knowing what was to be discussed at the last joint meeting on December 18, 2007. He thought the Partnership project was already dead and we were going to discuss the proposed contract agreement that he received. He said he hoped to discuss the contract proposal with us in the near future.
2. Franklin County Board of Health letter to the property owner of 3903 Aberdeen Avenue regarding a variance request for that property. It will be considered at their next meeting on January 8, 2008.
3. Franklin County Board of Elections notice that the Police Tax Levy Replacement has been approved and will be advertised in the Columbus Dispatch in February before the March 4, 2008 ballot.
4. Standard Insurance Company sent a Request for Group Insurance Amendment to be signed and returned. The amendment language clarified the definition of a Member.

The Fiscal Officer said that she has been thinking about revamping our agenda for a while and when Mrs. Stewart also brought it up, she decided to go ahead and give the Trustees a copy of a proposed new agenda. The Trustees were in favor of this and agreed that each Department should turn in their items for the meeting ahead of time to be listed on the agenda and a packet prepared for each Trustee. It was agreed by the Trustees and Department Heads that for the Regular Meetings, the information for the meeting should be to the Administration Office by 8:00 a.m. on the Friday before the meeting and the packets will be ready for pick-up by the Trustees anytime after 12:00 noon. An emergency item can be added to a revised agenda. Mr. Spanovich said he feels we should give this a try and see how it works out.

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Mr. Spanovich asked about the status of the Ladder Truck repairs and was told by Chief DeConnick that he has not received any estimates on it as yet.

### **OLD BUSINESS**

**Leasing IT Equipment Proposal** – The Fiscal Officer said that she met with two representatives from Fifth Third Bank and we have a line of credit set up with them so we can put purchases on that line of credit. It is not a lease which means we could not turn it back in at the end of the lease and we would own it. When equipment is replaced, we do sometimes keep it for backup or pass it on to another Department. She said that Paul Adkins has also talked with Dell regarding IT equipment leasing which will be discussed at the next IT meeting.

The Fiscal Officer reminded everyone that the Insurance Committee Meeting has been changed to Monday, January 7, 2008 at 9:00 a.m. The next IT meeting is scheduled for Wednesday, January 16, 2008 at 9:00 a.m.

**Finalize Employee Handbook** - The Fiscal Officer said she would like to meet with Mr. Spanovich to finalize the handbook which may take a couple of meetings.

The Fiscal Officer said she would also like to meet with Mr. Spanovich to go over the General Fund budget. Mr. Angelou said he is meeting with Chief Pocock to go over his budget on January 17, 2008 at 9:00 a.m.

**MECC Relocation** – The Fiscal Officer said she hasn't heard anything since she received an e-mail that the attorney selected to represent MECC was trying to set up a meeting with the attorney from Stonehenge. A meeting with all MECC members is tentatively set for January 12, 2008.

### **NEW BUSINESS**

**Health Insurance Renewal for 2008** – The Fiscal Officer said the Insurance Committee has been discussing the HSA/HRA plans and will have a recommendation for the next Regular Trustees' Meeting. The Committee is meeting again on January 7, 2008 at 9:00 a.m. It appears the employees are in favor of the HSA but Mr. Spanovich said he has some questions he would like answered before final approval. The Fiscal Officer did say elected officials and employees over 65 can only be under the HRA plan. Mrs. Stewart said that going with these plans would result in a premium savings of approximately \$100,000.

Mrs. Stewart said that Dolly Hanning was told that a meeting would be set up with her to explain why there is no Medic at Sta. 132 any longer. It was agreed to invite her to come on Monday, January 7, 2008 following the Insurance Meeting at 11:00 a.m.

Mrs. Stewart suggested we consider appointing a Trustee to act as a liaison with the City of Gahanna and attend some of their meetings. Mr. Spanovich said this is a worthwhile idea to examine. Mr. Angelou said he feels it is fine to go to a meeting but he does not want to attend meetings on a regular basis to make them think he is trying to be a part of their process.

Mr. Spanovich suggested that the Trustees meet with the Department Heads on an individual basis to see what they want to accomplish in the coming year. Mrs. Stewart said it can be a kick-off meeting to make sure we are all on the same page for where each Department is going and if there are any concerns to be addressed. It was agreed that they will meet with the Service Director, Calvin McKnight, first at 5:30 p.m. before the Regular Meeting on January 15, 2008.

The Fiscal Officer said we received a letter from Time Warner regarding a Notice of Commencement of Service by Video Service Provider for Mifflin Township. A new law under HB117 changes our franchise fee collection agreement. We presently collect a 5% cable franchise fee under the terminated local franchise agreement and will still be able to collect this revenue under the VSA by passing a resolution.

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**Res. 12-08: Approve Resolution to Collect a 5% Franchise Fee under the Video Service Provider Fee (VSP) as Done in the Past with All Providers Within the Township**

Mr. Angelou moved to approve a Resolution to Collect a 5% Franchise Fee under the Video Service Provider Fee (VSP) as done in the past with all Providers within the Township. Mr. Spanovich seconded. All voted yea. Motion carried.

The Fiscal Officer requested that the Board approve Temporary Appropriations based on carry-over balances from 2007 in order to cover this Friday's payroll.

**Res. 13-08: Approve Temporary Appropriations Based on Balances Carried Over from 2007**

Mr. Angelou moved to approve Temporary Appropriations based on balances carried over from 2007 to cover payroll and insurance premiums. Mr. Spanovich seconded. All voted yea. Motion carried.

**Res. 14-08: Approve Permitting Full-time Employees to Convert 80 Hours of Holiday Pay Into 80 Hours of Time for Use During Each Calendar Year and Allowing Unused Time to be Paid Out at End of Year Effective 1/1/08**

Mr. Spanovich moved to approve permitting full-time employees to convert 80 hours of Holiday Pay into 80 hours of time-off for use during each calendar year and allowing unused time to be paid out at the end of the year effective 1/1/08 as stated in the memo presented by the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

The request by Paul Adkins to use the tower for antenna connection to Sta. 132 was placed on hold for further information.

### **REPORTS OF DEPARTMENT HEADS**

**SERVICE** – Calvin McKnight said that as discussed at the December 18<sup>th</sup> Meeting, he is recommending that we change companies for the fire inspection systems at the Township Building from VFP to S.A. Comunale. Their price for a year of \$1440.00 is less than VFP and we will still be using the same technician who now works for S.A. Comunale. The Trustees agreed to the change and Mrs. Stewart signed off on the amount.

**FIRE** – Chief DeConnick presented the following for Board approval:

**Res. 15-08: Approve Service Credit Bonus for Firefighter Christopher Brake**

Mr. Angelou moved to approve a service credit bonus for Firefighter Christopher Brake in the amount of \$900.00 to be paid January 18, 2008 at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

**Res. 16-08: Approve Service Credit Bonuses for Firefighters Hendricks, Henestofel, Lowe, Rimoldi, Taylor, Wilhelm, Roy and Yinger**

Mr. Spanovich moved to approve service credit bonuses for Firefighters Mark Hendricks, Brian Henestofel, Michael Lowe, Peter Rimoldi, Timothy Taylor, Charles Wilhelm and Brian Roy in the amount of \$900.00 each and Jamie Yinger in the amount of \$700.00 to be paid at the appropriate time at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

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**Res. 17-08: Approve Radio Maintenance Agreement with B&C Communications for 2008 in the Amount of \$5,805.00**

Mr. Spanovich moved to approve the Radio Maintenance Agreement with B&C Communications for 2008 in the amount of \$5,805.00 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief DeConnick said that we are sharing the hiring process for Part-time Firefighters with Jefferson and Plain Townships to eliminate duplicate testing and allow them to work for all three Departments. He is recommending the hiring of Part-time Firefighters as follows:

**Res. 18-08: Hire Christopher J. Lundak, Michael A. Mason and Andrew D. Shop as Part-time Firefighter on Probationary Status Effective January 13, 2008**

Mr. Spanovich moved to hire Christopher J. Lundak, Michael A. Mason and Andrew D. Shop as Part-time Firefighters on Probationary Status effective January 13, 2008 as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

There being no further business, Mr. Spanovich moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

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Joseph F. Spanovich, Chairman

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Nancy M. White, Fiscal Officer