

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

**JANUARY 3,**

**2007**

The Fiscal Officer, Nancy White, called the Organizational Meeting to order at 9:00 A.M. with all members present.

The Fiscal Officer conducted the organizational procedures for 2007.

### **Res. 01-07: Approve Mr. Spanovich as Chairman**

The Organization Meeting began with Mr. Stewart nominating Mr. Spanovich as Chairman of the Board of Trustees for 2007. Mr. Angelou seconded. Mr. Stewart and Mr. Angelou voted yea. Mr. Spanovich abstained. Motion carried.

### **Res. 02-07: Approve Mr. Angelou as Vice-Chairman**

Mr. Spanovich nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2007. Mr. Stewart seconded. Mr. Spanovich and Mr. Stewart voted yea. Mr. Angelou abstained. Motion carried.

### **Res. 03-07: Pay Trustees' and Fiscal Officer's Salaries**

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

### **Res. 04-07: 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 2007 Township Association will be paid from the General Fund. Also, mileage, at the 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. Mr. Stewart seconded. All voted yea. Motion carried.

### **Res. 05-07: 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. Mr. Stewart seconded. All voted yea. Motion carried.

### **Res. 06-07: Approve Holding Regular Township Meetings on Third Tuesday of Each Month at 6:00 P.M. and Staff Meetings as Designated**

Mr. Stewart made a motion to hold the Regular Township Meetings on the third Tuesday of each month at 6:00 P.M. and Staff Meetings as designated. Mr. Angelou seconded. All voted yea. Motion carried.

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

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

The Fiscal Officer then turned the meeting over to Mr. Spanovich, the 2007 Chairman.

Mr. Spanovich said it has been an honor to work with such fine people as Mr. Stewart, Mr. Angelou and the Fiscal Officer, Nancy White. He said this also includes the Department Heads and it is all of our combined efforts that have made this Township what is today.

# RECORD OF PROCEEDINGS

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

**Held** **JANUARY 3,** **2007**

Chairman Spanovich continued with the Regular Staff Meeting and asked to dispense with the Pledge and Prayer. All members were present.

Also present were:

Jim DeConnick	Fire Chief
Calvin McKnight	Service Director
Eric Baker	Police Department Sgt.
Steve Blake	Code Enforcement Officer
Lynn Stewart	561 Laurel Ridge

## **Res. 08-07: Approve Minutes of December 5, 2006**

Mr. Stewart moved to approve the minutes of the December 5, 2006 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

## **Res. 09-07: Approve January Warrants**

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

## **CORRESPONDENCE**

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

1. The City of Columbus Board of Zoning Adjustment held a meeting on December 19, 2006 for a zoning variance for a garage by the owner of 3875 Sunbury Road. This is not in Mifflin Township but all adjacent property owners were notified. We have not been advised of the disposition at this time.
2. Ohio Bureau of Workers' Compensation (BWC) notice to us of the rate(s) they will use to calculate our premiums for the reporting period of January 1, 2007 to December 31, 2007. Our premiums are going up considerably. Mr. Stewart pointed out for the records, that his medical bills were not covered by Workers' Comp.
3. The Volunteer Fire Fighters' Dependents Fund 2007 Certificate of Annual Election of Board Members was received and must be returned to the Ohio Department of Commerce, Div. of State Fire Marshal by January 31, 2007. It was agreed to continue with the same Board Members as last year.

The Fiscal Officer said that it was previously discussed regarding the possibly of requesting for an advance of taxes collected for Mifflin Township instead of waiting until the end of February. She said we have done this in the past and she will send in the request to the County Auditor if the Board approves.

## **Res.10-07: Approve Request for Advance of Taxes Collected for Mifflin Township for the First Half Tax Settlement**

Mr. Spanovich moved to approve the Request for Advance of Taxes Collected for Mifflin Township for the first half tax settlement as recommended by the Fiscal Officer. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said she requested a legal opinion regarding our pay and FLSA and gave copies to the Trustees. She said that as a result of the recommendation from the legal counsel, she would like to recommend that we place the Fire Department on a 21 day FLSA overtime period to comply with what they have suggested beginning January 7, 2007.

## **Res. 11-07: Approve Placing Fire Department on a 21 Day FLSA Overtime Period Effective January 7, 2007**

Mr. Spanovich moved to approve placing the Fire Department on a 21 Day FLSA overtime period effective January 7, 2007 to comply with legal counsel and the Fiscal Officer's recommendations. Mr. Stewart seconded. All voted yea. Motion carried.

## RECORD OF PROCEEDINGS

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

Held

**JANUARY 3,**

**2007**

The Fiscal Officer said that it was stated in the minutes at a previous meeting that the Trustees wanted to meet with the Fiscal Officer periodically to review the finances of the Township. She said that since this was the end of the year it would be a good time to do it now. It can be done individually or call a meeting and do it collectively. An Audit Committee meeting was held in December with Mr. McAvoy, the Chairman and Fiscal Officer. She said we haven't received our bank statements or final figures for the year so it would be best not to hold a meeting until the end of January.

### **OLD BUSINESS**

**Verizon Cellular Tower** - Mr. Spanovich said he and Calvin McKnight attended a Planning and Zoning meeting at the City of Gahanna in December. Representatives from Verizon were also at that meeting. There was also another tower to be placed on Stygler Road at the Middle School discussed that night also. The School Superintendent has rejected the idea of establishing a tower there. No decision was made regarding the tower to be located on our property. A workshop is scheduled for January 17, 2007 and we and representatives from Verizon are invited to attend. Verizon asked that the Fire Department state in writing why it is imperative that we have the tower connection especially for IT and the MECC Center.

**Mifflin/Clinton Partnership Project** - Mr. Spanovich said there was a write-up in the paper on this partnership project. Mr. Angelou said this is not a project yet but a proposal as we are still in the process of studying it.

**2007 Health Insurance** – The Fiscal Officer said that Firefighter Brian Dunlevy, the Insurance Committee Chairman has a quote from United Healthcare and is going to set a meeting to compare the two plans.

**Wellness Program Study for 2007** – Mr. Angelou said there are factors to be determined such as how and who will be administering testing. He said that he would like to have a proposal from the Fire Chief since he was the one who suggested that we look into other fitness/wellness options. Chief DeConnick asked that the deadline to establish a new program be moved to the June Staff Meeting.

**Temporary Appropriations for 2007** – The Fiscal Officer asked the Board to approve temporary appropriations to cover payroll and insurance until the budgets are in place and permanent appropriations can be done. The temporary appropriations are based on carryovers.

### **Res. 12-07: Approve Temporary Appropriations for 2007**

Mr. Stewart moved to approve Temporary Appropriations for 2007 based on carryovers to cover payroll and insurance until Permanent Appropriations can be set as recommended by the Fiscal Officer. Mr. Spanovich seconded. All voted yea. Motion carried.

**10/31/06 Minutes Pending** - Mr. Spanovich asked the other Board members if there were any objections to approving the October 31, 2006 minutes regarding the Mifflin/Clinton Partnership Project. There were no objections.

### **Res. 13-07: Approve Minutes of October 31, 2006**

Mr. Angelou moved to approve the minutes of the October 31, 2006 meeting. Mr. Spanovich seconded. All voted yea. Motion carried.

**Future Cemetery Maintenance Fund** – Mr. Spanovich said we are required by law to have funds set aside to maintain cemeteries once they reach their limit. Mr. Angelou suggested we look into the options we could use to generate funds for this purpose.

Mr. Spanovich said there is a Bill which he is not sure has passed or not, that would allow Cemetery Caretakers to sell not only graves but headstones, urns and other cemetery items.

The Fiscal Officer said another fund she would like to see set up is for the severance pay we pay an employee when they retire. The Department Heads may want to allow for this in their budget when they know certain employees are going to retire.

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

**JANUARY 3,**

**2007**

**PERS Increase (.5%)** – As stated at the last meeting, the employee contribution is increasing from 9% to 9.5% effective January 1, 2007. Since this is an increase the Board will need to act upon this if they want to continue to pick up the whole employee contribution. This does not affect the Fire Department. Mr. Spanovich said this should be considered in the pay packages as well as bonuses such as the fitness/wellness and sick leave incentives.

**Res. 14-07: Approve Picking Up the Whole PERS Employee Contribution of 9.5% Which is an Increase of .5% on a Temporary Basis Until it is Revisited in March, 2007**

Mr. Stewart moved to approve picking up the whole PERS Employee Contribution of 9.5% which is an increase of .5% on a temporary basis until it is revisited in March, 2007. Mr. Spanovich seconded. All voted yea. Motion carried.

**2007 Budgets** – Mr. Spanovich said he will be meeting with the Fire Department to go over their budget. The Fiscal Officer said she has not given the Department Heads the December reports as yet.

**Road District Levy** – Mr. Angelou said we need to make a decision soon on whether or not to put another Road Levy on the May ballot because the filing date is in February. Steve Blake said that he feels the neighborhood clean-ups show that we are trying to do things for the people in the unincorporated area and they may then go out and vote for the levy. He said he is getting to know the people and is hearing some favorable comments.

All other items are pending at this time.

## **NEW BUSINESS**

**Next Meeting** – The next meeting is our Regular Meeting on the third Tuesday of the month, January 16, 2007 at 6:00 p.m.

## **REPORTS OF DEPARTMENT HEADS**

**FIRE** – Chief DeConnick presented the Board with a request to approve service credit bonuses for Fire Department personnel.

**Res. 15-07: Approve Service Credit Bonuses for Hendricks, Henestofel, Lowe, Rimoldi, Taylor, Wilhelm, Roy and Yinger of the Fire Department**

Mr. Spanovich moved to approve service credit bonuses for Fire Personnel: 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 \$500.00 at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

Chief DeConnick reported on the following:

1. A thank you letter was received from the Fire Chief of the City of Newark for our assistance during Lt. Carver's funeral who passed away due to illness.
2. A thank you letter was received from a Gahanna resident for our immediate assistance and transportation to the E.R. He said he feels fortunate to have outstanding emergency services in Gahanna.
3. A thank you letter was received from the Fire Chief of Violet Township for the efforts of Dispatcher Susan Wilson and some of our other Dispatchers who were responsible for preparing the medic crew to save valuable time which had a direct impact on the successful outcome of the incident.
4. Due to the amount of training needed with the adding of Violet, Truro and the City of Whitehall to our MEC Center, Dispatchers Fuhrmann and Broadway were unable to use all of their vacation. He said he has letters from each of them requesting to extend their unused vacation over to sometime in 2007. The Trustees agreed to hold this for review until the next meeting.

**RECORD OF PROCEEDINGS**

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

---

**Held** **JANUARY 3,** **2007**

---

**SERVICE** – Calvin McKnight said that our hail damage amounted to over \$75,000 and asked if we had to bid out the repairs as a whole or if we could do the repairs individually without bidding it out. The Fiscal Officer said that usually anything over \$25,000 has to be bid but she will check into it for him. If we upgraded the roof at Station #131 to a metal roof to match the ones at the City of Gahanna, there would be an increase in price but he will get a quote for it if we decide to go in that direction. He said the roofs need attention now but the siding and other work probably will not be able to be done until spring.

Calvin McKnight said that he has the contract from J.D. Equipment to purchase the John Deere mowers again this year for \$500/each when appropriations are set up and we can start purchasing again this year.

**CODE ENFORCEMENT** – Steve Blake said he is planning more clean-ups for this spring. He said he met with Joe Bailey of Franklin County regarding some Leonard Park properties. He said he would like to get with Chief DeConnick about doing a controlled burning on one of the properties in Leonard Park.

**POLICE** – Sgt. Baker presented the Board with a request to hire Brian Fath as a non-paid Reserve Officer. He said he has completed his training and has prior experience.

**Res. 16-07: Approve Hiring Brian Fath as a Non-paid Reserve Police Officer**

Mr. Stewart moved to approve hiring Brian Fath as a non-paid Reserve Police Officer as recommended by the Police Chief and Sgt. Baker. Mr. Angelou seconded. All voted yea. Motion carried.

Sgt. Baker said the Christmas Food Drive was another success thanks in part to a lot of people. He said he will be sending thank you letters to all who helped and organizations who donated food or money. 75 food baskets were made up and passed out this year. There was a comment from one lady who had little to eat and said if it were not for the food basket, she would not have had Christmas dinner.

Mr. Spanovich said that he would like to establish that we hold a Staff Meeting on the first Monday of the month at 9:00 a.m. The other Trustees agreed. It was asked that Dispatchers Fuhrmann and Broadway be asked to attend the February 5, 2007 Staff Meeting to explain why they were not able to take their vacation in 2006 since they knew our policy that unused vacation time is not carried over.

Calvin McKnight said it was mentioned at a previous meeting that there may be bonuses considered for himself, Chief Pocock and Steve Blake since they were not included in the other bonuses given. Mr. Stewart asked that the Fiscal Officer check to see if the funds are available to give them each \$1,000.00.

The Trustees all agreed that we have a fine organization here at the Township and thanked all the Department Heads and their staff for all their hard work.

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

\*\*\*\*\*  
The Trustees approved the January 5, 2007 payroll for the period of December 17, 2006 through December 30, 2006. Copies are on file with the Fiscal Officer.

\*\*\*\*\*