

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

JANUARY 3,

2012

The Fiscal Officer, Nancy White, administered the Oath of Office to newly elected Mr. Angelou who is beginning a new term of office.

The Fiscal Officer called the Organizational Meeting to order at 10:00 A.M. and conducted the Organizational Proceedings for 2012 as follows:

Res. 01-12: Approve Mr. Spanovich as Chairman

The Organizational Meeting began with Mr. Angelou nominating Mr. Spanovich as Chairman of the Board of Trustees for 2012. Mrs. Stewart seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich abstained. Motion carried.

Res. 02-12: Approve Mr. Angelou as Vice Chairman

Mrs. Stewart nominated Mr. Angelou as Vice Chairman of the Board of Trustees for 2012. Mr. Spanovich seconded. Mr. Spanovich and Mrs. Stewart voted yea. Mr. Angelou abstained. Motion carried.

Res. 03-12: Approve Paying the 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. 04-12: Approve Reimbursing 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 2012 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. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 05-12: 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. 06-12: Approve Holding Regular Meetings on Third Tuesday of Each Month at 3:30 P.M. and Staff Meetings on the First Monday of Each Month at 10:00 A.M. or as Designated

Mrs. Stewart moved to approve holding regular meetings on the third Tuesday of each month at 3:30 p.m. and Staff Meetings on the First Monday of each month at 10:00 a.m. or as designated. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 07-12: Adopt Personnel Procedures Evidenced in Employee Handbook

Mr. Angelou moved to adopt the personnel procedures as evidenced by the Employee Handbook effective January 1, 2009 and revisions thereof. Mrs. Stewart seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

JANUARY 3,

2012

Res. 08-12: Approve Offering Insurance Package and Opt-Out Insurance Provision to Full-time Employees and Elected Officials

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

Res. 09-12: Approve Continuing to Pick-up the Employees Retirement Contribution for OPERS and OPFPF for 2012

Mr. Angelou moved to continue picking up the employees retirement contribution for OPERS and OPFPF for 2012. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 10-12: Approve ORC 505.86 as it Applies to the Rehab of Fire Damaged Properties

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

Res. 11-12: Approve Authorizing Chairman to Sign Contracts or Vice Chairman in the Absence of the Chairman

Mrs. Stewart moved to approve authorizing the Chairman to sign contracts or the Vice Chairman in the absence of the Chairman. Mr. Spanovich seconded. All voted yea. Motion carried.

The Fiscal Officer turned the meeting over to the 2012 Chairman, Joseph Spanovich.

Chairman Spanovich called the Regular Meeting to order with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present.

Also present were:	Fred Kauser	Deputy Fire Chief
	Michael Grossman	Asst. Fire Chief
	Michael Pocock	Police Chief
	D.J. Tharp	Service Director
	Steve Blake	Police/Code Officer
	Karen Angelou	1081 Cannonaide Ct.

Res. 12-12: Approve Minutes of December 5, 2011

Mrs. Stewart moved to approve the minutes of the December 5, 2011 meeting. Mr. Spanovich seconded. All voted yea. Motion carried.

Mr. Spanovich asked D.J. Tharp if he had an update on the Cemetery sidewalk/wall. The City of Gahanna and Mifflin are planning on splitting the cost of approximately \$62,000. Mr. Tharp said that he is planning on meeting with Dottie Franey at the City this week.

Res. 13-12: Approve Minutes of December 14, 2011

Mr. Angelou moved to approve the minutes of the December 14, 2011 meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

CORRESPONDENCE – The Fiscal Officer said there is no correspondence at this time.

FISCAL OFFICER' REPORT – The Fiscal Officer said we received Application #6 for payment to the Contractor for the Fire Station Improvements Project, but there are two Change Orders which have not been approved as yet.

RECORD OF PROCEEDINGS

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

Held

JANUARY 3.

2012

Res. 14-12: Approve Change Order #2 for \$13,445 and Change Order #3 for a Deduction of \$1716 Making a Total due Robertson Construction of \$11,729 for the Change Orders for the Fire Station Improvements Project

Mrs. Stewart moved to approve Change Order #2 for \$13,445 and Change Order #3 for a deduction of \$1716 making a total due Robertson Construction of \$11,729 for the Change Orders for the Fire Station Improvement Project. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said she gave the Trustees an appropriation comparison through December 22nd of this year including the proposed 2012 budget figures showing what was actual this year and proposed for next year. She said she will update it through the end of this year as we just had a payroll on December 30, 2011.

The Fiscal Officer said that Mr. Angelou and Mrs. Stewart approved a 30 day at a time contract with KG Technology to oversee IT for Paul Adkins while he is out on sick leave. We will be receiving the contract and instructions for contacting them very soon. The \$4,000 contract option was agreed upon.

The Fiscal Officer said our Dental and Vision Plans were due to renew January 1, 2012. We have not sent the formal documents back to them as yet indicating if we are going to stay with our current Plans or go to an alternate Plan. The premiums for 2012 will be tiered depending on how many in a family are being covered. The Trustees agreed to stay with our current Plans as presented.

Res. 15-12: Approve Renewing the Current Plan for the Vision Insurance with VSP (Vision Service Plan) as Presented

Mrs. Stewart moved to approve renewing the current plan for the Vision Insurance with VSP (Vision Service Plan) for 2012 as presented. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 16-12: Approve Renewing the Current Plan for the Dental Insurance with Delta Dental as Presented.

Mr. Angelou moved to approve renewing the current plan for Dental Insurance with Delta Dental as presented. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said the Health Insurance renewal discussion is still ongoing. The renewal date is March 1, 2012.

IT – Mrs. Stewart said the only matter under IT is regarding KG Technology which has already been discussed.

SERVICE – D.J. Tharp said he has no report at this time.

CODE ENFORCEMENT – Steve Blake said that as stated in the news, three people were killed in a fire because the house they were renting had no heat and the space heater they used to keep warm caught the bedding on fire. Officer Blake said this landlord owns 27 other properties and none of them are in Mifflin Township but this is the type of situation that he deals with in Mifflin. He said that regarding the Demolition Program, he just received bids on the last three houses he submitted and all three combined are just over \$16,000.00.

POLICE – Chief Pocock presented the Trustees with a copy of the Mutual Aid Agreement to be signed and approved and will be filed with the Franklin County Prosecuting Attorney.

Res. 17-12: Approve Mutual Aid Agreement as Presented as We Have done on a Yearly Basis

Mr. Angelou moved to approve the Mutual Aid Agreement as presented as we have done on a yearly basis. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

JANUARY 3,

2012

Chief Pocock gave the Trustees another revised copy of the Police 2012 Budget. The Trustees agreed to review it in executive session at the end of the meeting.

FIRE – Deputy Chief Kauser presented the following items in the absence of Chief DeConnick who was on vacation.

Res. 18-12: Approve Mechanical Repairs to Engine 134 by Flora's Diesel Repair Service in the Amount of \$5,885.96 from the 2012 Fire Budget

Mrs. Stewart moved to approve Req. 01.01.12 for mechanical repairs to Engine 134 by Flora's Diesel Repair Service in the amount of \$5,885.96 from the 2012 Fire Budget. Mr. Spanovich seconded. All voted yea. Motion carried.

The Trustees agreed to put Req. 01.02.12 for the 2012 Radio Maintenance Agreement with B&C Communications for \$5,805.00 on hold until funds are available.

Res. 19-12: Approve Vacation Carry-over for Asst. Chief Grossman of 40 Hours to be Taken Within 90 Days in 2012 as He Was Unable to Take it Due to the Death of His Father

Mrs. Stewart moved to approve vacation carry-over for Asst. Chief Grossman of 40 hours to be taken within 90 days in 2012 as he was unable to take it due to the death of his Father. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 20-12: Approve Moving Into Executive Session for the Police Department and Fire Department to Discuss Personnel Issues.

Mr. Spanovich moved to approve moving into executive session for the Police Department and Fire Department to discuss personnel issues at 10:56 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees moved back into regular session at 1:18 p.m. and after much discussion, Mr. Spanovich said it is agreed to approve the following.

Res. 21-12: Approve Fire Department Pay Schedule That Deputy Chief Kauser Will Be Presenting with Exact Numbers as Discussed Effective January 22, 2012

Mr. Spanovich moved to approve the Fire Department Pay Schedule that Deputy Chief Kauser will be presenting with exact numbers as discussed effective January 22, 2012. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said she noticed that the Police and Fire Departments are purchasing postage with their credit cards at the USPS and not using the postage machine we have at this office. She said we are paying machine rental and a maintenance agreement on this machine with limited use. Mr. Spanovich agreed that due to the expense of maintaining our postage machine the Department Heads should bring their mail to this office. Mrs. Stewart said she felt we should hold this for the next meeting when the Department Heads are present for their input.

Township credit card usage was also discussed and who should have a credit card. Mrs. Stewart asked the Fiscal Officer to make recommendations as to who she feels should have a credit card and should our expense forms be revised.

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

Joseph F. Spanovich, Chairman

Richard M. Angelou, Vice Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer