

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

**JANUARY 4,**

**2010**

The Fiscal Officer, Nancy White, called the Regular Meeting to order at 3:30 P.M. She administered the Oath of Office to newly elected Trustees Joseph Spanovich and Lynn Stewart, led the Pledge of Allegiance to the Flag and asked for 10 seconds of silent Prayer.

The Fiscal Officer called the Organizational portion of the meeting to order with Mr. Spanovich, Mr. Angelou and Mrs. Stewart present.

Also present were:

Dan Bender	Rocky Fork Enterprise
Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Police/Code Officer

The organizational meeting for 2010 proceeded as follows:

### **Res. 01-10: Approve Mr. Spanovich as Chairman for 2010**

The Organizational Meeting began with Mr. Angelou nominating Mr. Spanovich as Chairman of the Board of Trustees for 2010. Mrs. Stewart seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich abstained. Motion carried.

### **Res. 02-10: Approve Mr. Angelou as Vice-Chairman for 2010**

Mrs. Stewart nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2010. Mr. Spanovich seconded. Mr. Spanovich and Mrs. Stewart voted yea. Mr. Angelou abstained. Motion carried.

### **Res. 03-10: 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 at the end of each month for that month's services. Mr. Spanovich seconded. All voted yea. Motion carried.

### **Res. 04-10: Reimburse Trustees and Fiscal Officer for Expenses**

Mrs. Stewart 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 2010 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. Angelou seconded. All voted. Motion carried.

### **Res. 05-10: 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, IRS and our Employee Handbook 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. 06-10: Approve Holding Regular Meetings on First Monday of Each Month at 3:30 P.M. and Special Meetings as Designated**

Mr. Angelou made a motion to hold the Regular Township Meetings on the first Monday of each month at 3:30 P.M. and Special Meetings as designated. Mrs. Stewart seconded. All voted yea. Motion carried.

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## **Res. 07-10: Adopt Personnel Procedures as Evidenced in Employee Handbook**

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

## **Res. 08-10: Approve Offering Insurance Package and Opt-Out Insurance Provision to Full-time Employees and Elected Officials**

Mr. Spanovich 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. 09-10: Approve Continuing to Pick-up the Employees Retirement Contribution for OPERS and OPFPF for 2010**

Mr. Angelou moved to continue picking up the employees retirement contribution for OPERS and OPFPF for 2010 but to revisit the option if felt necessary. Mrs. Stewart seconded. All voted yea. Motion carried.

## **Res. 10-10: 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. Spanovich seconded. All voted yea. Motion carried.

The Fiscal Officer then turned the meeting over to Mr. Spanovich, the 2010 Chairman.

Chairman Spanovich continued on with the Regular Meeting Agenda.

## **TRUSTEES' COMMENTS**

Mrs. Stewart said that she and the Fiscal Officer met with the State Auditors to review the findings of our last audit and she was very pleased that they gave us such a nice report. She said at this time we do not have a Financial Audit Committee in place and would like to reactivate it. She suggested that we come to the next meeting with recommendations of persons to appoint to that committee.

## **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence to the Board:

1. An e-mail was received from Rick Deeds of Affiliated to bring to the attention of the Board that there are a couple of IT items that need approval at this time. The Websense Renewal is due and our older backup software no longer works and needs replacement for a total for both items of up to \$8500.00.

## **Res. 11-10: Approve the Websense Renewal and the Purchase of Backup Software for a Total of up to \$8500.00**

Mrs. Stewart moved to approve the Websense renewal and the purchase of new backup software for a total of up to \$8500.00 as discussed and presented by Rick Deeds of Affiliated. Mr. Spanovich seconded. All voted yea. Motion carried.

2. Notice was received that the Franklin County Township Association will hold their January Meeting at Washington Township on January 14, 2010. They are asking for a RSVP by January 8<sup>th</sup>. The Holiday Party originally scheduled for January 22<sup>nd</sup> was cancelled.
3. A proposal of \$1,449.00 was received for Team Viewer software that would allow Paul Adkins to remotely handle IT problems. Mrs. Stewart asked that this be held for further review.
4. An e-mail and maintenance quote was received from ESRI for MECC mapping software in the amount of \$1,037.00. Mr. Spanovich signed off on the quote.

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### **FISCAL OFFICER'S REPORT**

Nancy White said that as previously presented and discussed with Mrs. Stewart, she presented the Trustees with a sample requisition for all purchases and sample account ledger to be used for recording purchases. These will be made available to the Department Heads electronically in order that they may be distributed to the person responsible for making purchases in each department. This will enable all departments to know exactly how much money is available to spend in each account at any given time. Mrs. Stewart suggested that purchases over \$500 should require a requisition. Hopefully, new accounting software will be in place soon replacing our present system which is approximately 20 years old and no longer meets our needs. The Fiscal Officer also suggested that this process be reviewed in 6 months to determine if it is still needed with the implementation of new accounting software.

The Fiscal Officer asked the Trustees if they would agree to permit her to meet with the Department Heads on a weekly or by-weekly basis to discuss financial issues to help all departments know how they are spending their money and remain within their budgets. The Trustees felt this was a very good idea and to plan the meetings as needed.

Mr. Spanovich said the Trustees received a copy of the General Fund Budget from the Fiscal Officer and he is recommending that it be approved.

### **Res. 12-10: Approve General Fund Budget for 2010 as Presented by the Fiscal Officer**

Mr. Spanovich moved to approve the General Fund Budget for 2010 as presented by the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said that she spoke with Sean Sprouse and he would like to have a Health Insurance meeting next Monday regarding new rates for 2010. The Trustees said they can meet with him on Monday, January 11, 2010 at 9:30 a.m.

**SERVICE** – Calvin McKnight said after the ClearWire presentation made at a previous meeting to use our tower, he received a copy of an Agreement for us to sign allowing them to gain access to the tower. Mr. Spanovich and Mrs. Stewart signed the Entry and Testing Agreement. Mr. McKnight said he also received an inquiry from a company called Unison.

**POLICE** – Chief Pocock said that Sgt. Baker is serving in Afghanistan and to keep him foremost in our minds. The Fiscal Officer said she has ordered a flag for the township building and Station 132 with two stars showing we have two personnel in the military.

**CODE** – Steve Blake said that he spoke with Linda Craig with the County and was told that we are first on the list for demolition money in 2010. There are about six houses that are about ready to fall down. Mr. Blake said that at a recent Homeland Security Meeting attended by he and Chief Pocock, they were told digital cameras may be available at no charge. He said he signed up for them and was told the Police Department would be receiving seven.

Steve Blake said that since he will be doing Fire inspections as well as Code inspections, he needs to take the basic Firefighter course before he can take the Fire Inspector course and is looking into when he can take these courses.

Mr. Angelou said the Trustees would like some additional information by the February meeting regarding the K-9 program such as licenses, additional training, usage of the dog and any money attributed to her services up to this date including donations. Mrs. Stewart said to also include any success stories.

**FIRE** – Mr. Spanovich said that Chief DeConnick has several items before the Board for approval as follows:

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**Res. 13-10: Approve Radio Maintenance Agreement from B & C Communications in the Amount of \$5,805.00 for One Year**

Mr. Spanovich moved to approve the Radio Maintenance Agreement from B & C Communications in the amount of \$5,805.00 for the period of January 2010 through December 2010. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 14-10: Approve Service Credit Bonuses for Hendricks, Henestofel, Lowe, Rimoldi, Taylor and Wilhelm for \$900/Each**

Mr. Spanovich moved to approve Service Credit Bonuses for Mark Hendricks, Brian Henestofel, Michael Lowe, Peter Rimoldi, Timothy Taylor and Charles Wilhelm for \$900/each at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 15-10: Approve Winter Squad Coats for Fire Personnel Only from Roy Tailor Uniform Co. for a Total of \$22,502.00**

Mr. Angelou moved to approve Purchase Request No. 01.01.10 for winter squad coats for Fire personnel only from Roy Tailor Uniform Co. for a total of \$22,502.00. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 16-10: Approve Request of Firefighter Brian Roy to Attend College Course at OSU for Homeland Security & Terrorism Degree Program for Winter 2010 Qtr. For a Total of \$2,217.50 Paying One Half Now and Remainder Upon Successful Completion**

Mrs. Stewart moved to approve request of Firefighter Brian Roy to attend college course at OSU for Homeland Security & Terrorism Degree Program for Winter 2010 Quarter for a total amount of \$2,217.50 paying one half now and the remainder upon successful completion as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

**Res. 17-10: Approve Hiring James McDonald, Adam Noble and Adam Schlosser as Part-time Firefighters at the Probationary Rate of \$9.33/Hr. Effective Upon Receipt of Proper Paperwork by Fiscal Officer**

Mr. Angelou moved to approve hiring James R. McDonald, Adam W. Noble and Adam J. Schlosser as Part-time Firefighters at the Probationary Rate of \$9.33/Hr. effective upon receipt of proper paperwork by Fiscal Officer as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Purchase Request No. 01.02.10 for an emergency replacement from Sutphen Corp. for Holmatro cutter blades which broke during an incident on 12/30/09 for \$1740.00 was signed off on by Mr. Spanovich.

Chief DeConnick reported on the following for the Board's information.

1. Paul Adkins was able to use the Team Viewer from home on a trial basis and was able to resolve issues with the Chief's computer remotely. It worked very well.
2. The Chief said he will be at an all day Homeland Security Meeting this coming Wednesday.
3. Firefighter Galen Troyer will be having surgery on a previous Fire Department injury and will be off for some time.
4. Capt. Stickler who has been off on an injury since last Spring has a projected date to return to work of January 18, 2010.
5. A report on the Career Firefighter-Technician Program that was requested is in the process of being done. Both the Chief & Deputy Chief feel that it has saved a lot of overtime. The staffing levels have increased and so has efficiency.
6. Firefighter Gilbert and Lewis have both recently passed their Medic entrance qualifications and will be going to Paramedic School. The Chief will be turning in Tuition Assistance requests to the Board.
7. The Fire Station renovations are a little behind and no date has been given if they need an extension for completion.

