

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

**JANUARY 5,**

**2009**

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

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

The Fiscal Officer conducted the organizational procedures for 2009.

### **Res. 01-09: Approve Mr. Spanovich as Chairman for 2009**

The Organizational Meeting began with Mr. Angelou nominating Mr. Spanovich as Chairman of the Board of Trustees for 2009. Mrs. Stewart seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich abstained. Motion carried.

### **Res. 02-09: Approve Mrs. Stewart as Vice-Chairman for 2009**

Mr. Spanovich nominated Mrs. Stewart as Vice-Chairman of the Board of Trustees for 2009. Mr. Angelou seconded. Mr. Spanovich and Mrs. Angelou voted yea. Mrs. Stewart abstained. Motion carried.

### **Res. 03-09: Pay Trustees' and Fiscal Officer's Salaries**

Mr. Angelou 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. Mrs. Stewart seconded. All voted yea. Motion carried.

### **Res. 04-09: 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 2009 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 excluding travel to the Township office. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 05-09: 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. 06-09: Approve Holding Regular Meetings on Third Tuesday of Each Month at 3:30 P.M. and Staff Meetings as Designated**

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

### **Res. 07-09: Adopt Personnel Procedures Evidenced in Employee Handbook**

Mr. Spanovich 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. 08-09: Approve Offering Insurance Package to Full-time Employees and Elected Officers**

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

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

Mrs. Stewart moved to continue picking up the employees retirement contribution for OPERS and OPFPF for 2009. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 10-09: 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.

The Fiscal Officer then turned the meeting over to Mr. Spanovich, the 2009 Chairman.

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

**Res. 11-09: Approve Consent Agenda Consisting of the Minutes of December 1, 2008**

Mr. Angelou moved to approve the Consent Agenda consisting of the minutes of the December 1, 2008 meeting. Mr. Spanovich seconded. All voted yea. Motion carried.

**CORRESPONDENCE**

The Fiscal Officer said the only correspondence received was an e-mail from Ted Beidler from the Engineer's Office regarding the Small Government program. The guidelines and criteria to receive points have changed. Agreeing to a larger local match will result in extra scoring points. We also received an e-mail from Linda Bailiff from the OPWC attaching the criteria, policy revisions and checklist to help us better prepare our application for the Small Government Program. The application deadline is January 14, 2009.

**FISCAL OFFICER'S REPORT**

The Fiscal Officer said at the last meeting Mrs. Stewart asked about the grant as it pertains to the proposal for sidewalks that Mr. Seward talked to us about as a result of the Mifflin/Clinton Land Use Plan. She said we received a Community Development Block Grant 2009 Program Application from Franklin County to be submitted to the Economic Development and Planning Department by October 31, 2009. She said this will give us some time to get figures on what it would cost if we did apply for it. The Fiscal Officer said she read in the CDBG Application that one of their funding projects is to provide basic facilities (water, sanitary sewer, storm drainage) with a 10% match. She said this might be something to consider if we can get the County to help us with this for the Leonard Park Water Situation.

The Fiscal Officer said that there are no changes in the employee contributions for PERS or Police & Fire but under PERS for Police the employer contribution is increasing from 17.4% to 17.63% beginning July of this year through the end of this year. It then goes up in January of next year to 17.87% and in January of 2011 it goes to 18.1%. She said she has not heard about increases from Police & Fire as yet.

The Fiscal Officer requested that the Trustees approve temporary appropriations from carry-over funds for the beginning of the year for payroll, utilities and emergency expenses until everyone has their budgets in place.

**Res. 12-09: Approve Carry-over Temporary Appropriations for Payroll, Utilities and Emergency Expenses Until 2009 Budgets are in Place**

Mrs. Stewart moved to approve Carry-over Temporary Appropriations for payroll, utilities and emergency expenses until 2009 budgets are in place as recommended by the Fiscal Officer. Mr. Spanovich seconded. All voted yea. Motion carried.

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The Trustees scheduled a special meeting for Wednesday, January 14, 2009 beginning at 10:00 a.m. to meet with each Department Head to discuss their budgets for 2009. The Fiscal Officer said she has preliminary 2009 estimated figures to give them based on estimated figures from the Auditor..

The Fiscal Officer asked the Trustees to approve a Request for Advance of Taxes Collected from the County Auditor as has been done in the past.

### **Res. 13-09: Approve Request for Advance of Taxes Collected from Franklin County Auditor**

Mrs. Stewart moved to approve the Request for Advance of Taxes Collected from the Franklin County Auditor as we have done in the past as recommended by the Fiscal Officer. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said that she received our rates from the Bureau of Workers Comp for 2009 based on our 2008 payroll will be going down from last year's rate of .0902995 to .0803003.

### **PROPOSED RESOLUTIONS (NEW BUSINESS)**

**ADMIN** – The Fiscal Officer said we received a Meeting Hall Rental Request from the Franklin County Board of Health to hold a course for 25 people on February 26, 2009 from 9:00 a.m. to 3:00 p.m. The Trustees approved their request.

Attorneys Loveland & Brosius, who we have been using for various legal matters, sent a copy of their 2009 billing rates and asked that we pass a resolution approving the retention of their firm along the lines outlined in the attached resolution. The Trustees asked that this be held for further review and discussion.

After further discussion on our financial situation in preparation of doing budgets, the Fiscal Officer gave everyone a report through November, 2008 comparing the Auditor's estimated resources and the amount that was actually receive. In some cases the estimated amounts were not collected. Mr. Spanovich said we need to be very careful doing our budgets this year because due to the economy, tax collection may be down. The Fiscal Officer said that according to MORPC, Mifflin Township has the highest foreclosure rate in the County.

The Fiscal Officer said the Employee Handbook is ready to be printed, but will probably not do it in house. Everyone will be given a copy and it will also be placed on the intranet.

### **IT**

Mrs. Stewart asked that the Affiliated Invoice for Rick Deeds and the Exchange/Mail Server Upgrade on hold from the last meeting be removed from the Agenda.

**SERVICE** – Calvin McKnight said that as the Fiscal Officer reported earlier, the guidelines and criteria to receive points have changed for the Small Government Program. The Fiscal Officer said she suggests that we apply based upon what would assure us getting the grant to be able to take care of those streets.

**POLICE** – Chief Pocock said that Sgt. Baker was unable to attend this meeting to report on the Food Drive and asked that it be postponed until the January 20<sup>th</sup> Meeting. The Fiscal Officer said that 100 food baskets were made and distributed 90 to those who called in and the other 10 were given to other needy families. We also gave them Angel Food Ministries Certificates for \$30.00 each.

**CODE ENFORCEMENT** – Steve Blake reported on his on-going activity in the Township. He said he continues to work with Miracit on the purchase and/or rehab of vacant houses. He said that it was reported by Ben Weiner that Franklin County is looking for land to develop a sitting park.

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**FIRE** - Chief DeConnick requested an emergency purchase of a stove for Fire Station 132. Mr. Spanovich said he would sign off on it. The Fiscal Officer said that the items listed on the Agenda for approval cannot be approved until appropriations are in place. Mr. Spanovich said the following items will be placed on hold for the January 20<sup>th</sup> Meeting:

Invoice for Fitness Testing - \$2000

2009 Winter EMS Conference for F.F. Wiggers - \$75

Fire Investigation 1 Training Course for F.F. Wilhelm - \$465

Tuition Assistance for Lt. Roy - \$1109

Flat Panel Monitors for MECC - \$10,170

Assessment Center Testing - \$12,100

The Trustees agreed to approve the following service credit bonus requests.

**Res. 14-09: Approve Service Credit Bonuses for Firefighters Hendricks, Henestofel, Lowe, Rimoldi, Taylor, Wilhelm and Yinger**

Mr. Spanovich moved to approve service credit bonuses for Firefighters Mark Hendricks, Brian Henestofel, Michael Lowe, Peter Rimoldi, Timothy Taylor and Charles Wilhelm in the amount of \$900/each and Jamie Yinger in the amount of \$700 at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

There was discussion on the improvements for Sta. 131. Part of the bond money is going toward that project. Mr. Spanovich said he spoke with the architect and he is moving forward on the project.

**OLD BUSINESS**

**Gahanna/Mifflin Tower Lease Agreement** – The Fiscal Officer said that our legal counsel is still working on the one item that is a concern and will send us the modification when it is completed.

**Insurance Quotes from Sean Sprouse** – The Fiscal Officer said that Sean Sprouse, agent for Burnham & Flower, said that some companies require medical information forms be completed for groups less than 100 before they will give a quote. The Trustees set a tentative date of January 28, 2009 at 1:30 p.m. to meet with Mr. Sprouse.

The Fiscal Officer said that with the MECC 911 Call Center moving out next week, we need to make some decisions on what needs to be done to that office such as repairing and painting walls, removing a door, replacing carpet and moving furniture. The alarm system will need to be reactivated and to make arrangements for outside groups use of the Meeting Hall after hours. Calvin McKnight said he will start getting quotes for the work that needs done.

Mr. Spanovich said the next regular meeting is scheduled for January 20, 2009 at 3:30 p.m. and the staff meeting for February 2, 2009 at 10:00 a.m.

**Res. 15-09: Move Into Executive Session**

Mr. Spanovich moved to go into executive session to discuss a Police and Code Enforcement personnel matter. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 16-09: Move Back Into Regular Session**

Mr. Spanovich moved to go back into regular session at 12:42 p.m. Mr. Angelou seconded. All voted yea. Motion carried.

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

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Joseph F. Spanovich, Chairman

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Nancy M. White, Fiscal Officer