

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 5,

2015

The Fiscal Officer, Nancy White, called the Organizational Meeting to order at 10:00 A.M. and conducted the organizational proceedings for 2015 as follows:

Res. 01-15: Approve Mr. Spanovich as Chairman

The Organizational Meeting began with Mrs. Stewart nominating Mr. Spanovich as Chairman of the Board of Trustees for 2015. Mrs. Angelou seconded. All voted yea. Mr. Spanovich abstained. Motion carried.

Res. 02-15: Approve Mr. Angelou as Vice-Chairman

Mrs. Stewart nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2015. Mr. Spanovich seconded. Mrs. Stewart and Mr. Spanovich voted yea. Mr. Angelou abstained. Motion carried.

Res. 03-15: 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 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. 04-15: Reimburse Trustees and Fiscal Officer Expenses

Mr. Spanovich moved to allow all payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscription for the 2015 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 yea. Motion carried.

Res. 05-15: 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. 06-15: Approve Holding Regular Meetings on Third Tuesday of Each Month at 3:30 P.M. and Staff Meeting on the First Monday of Each Month at 10:00 A.M. or as Designated

Mr. Angelou made a motion to hold the Regular Township 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. Spanovich seconded. All voted yea. Motion carried.

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Res. 07-15: Adopt Personnel Procedures As 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.

Res. 08-15: 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. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 09-15: Approve Continuing to Pick-Up the 10% Employees Retirement Contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2015

Mr. Angelou moved to continue picking up the 10% employee's retirement contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2015. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 10-15: 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.

Res. 11-15: Approve Authorizing Chairman to Sign Contracts or Vice Chairman in the Absence of the Chairman

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

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Held **January 5,** **2015**

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

Also Present were:

Tim Taylor	Fire Chief
William Price	Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Melissa Rapp	Public Information Officer
Jon Hastings	Dawson Consulting

CONSENT AGENDA

Res. 12-15: Approve Minutes of December 16, 2014

Mrs. Stewart moved to approve Minutes of December 16, 2014. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS

Mr. Spanovich stated that we have had a successful 2014 year and if 2015 is the same he will be very happy. He commented that the hallmark of this past year is getting water to the Leonard Park residents. Mr. Spanovich complimented the Fiscal Officer for maintaining the budget in the black and he thanked each department for their work and dedication to Mifflin Township.

Jon Hasting, Dawson Consulting, presented to the Trustees for review the claims summary of November 2013 to October 2014 for Mifflin Township employees and their families. He also presented the insurance renewal for Medical Mutual with a premium increase of 12.27% - 2.7% of which constitutes ACA fees. Further discussion on the insurance renewal will take place on January 20, 2015 at 2:30 p.m.

CORRESPONDENCE

Fiscal Officer presented the following correspondence to the Board:

1. Letters were received from the Franklin County Economic Development & Planning Department for the properties at 2836-850 Baughman and 2535 Sunbury Drive for various zoning violations.
2. Letters were received from the Franklin County Public Health for 1st Observation Report Public Health Nuisance Program for the properties at 2366 Lindale Road, 2177 Agler Road, and 2352 Lindale Road for various violations.

FISCAL OFFICER

Fiscal Officer reminded the Trustees of the Franklin County Township meeting on January 8, 2015 at 6:00 p.m. She also informed the Trustees that the OTA Conference is January 28, 2015 through January 31, 2015

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Fiscal Officer stated that upon the request of Mr. Spanovich, all the budgets have been submitted to the Trustees. She suggested that the Trustees review these budgets and meet with each department to determine if there are any changes to be made. Fiscal Officer stated that this morning she sent an email to all department heads with carry-over balances going into this year which is based upon on estimated final balances for each fund. She has reviewed these figures and believes they are a fairly accurate estimate. Fiscal Officer said that she also included in their email the workers' comp rate for the upcoming year based on of 2014 payroll is .09140%. In 2016 workers comp has changed premium payments to be based upon half of 2015 wages and half of 2016 future wages. Fiscal Officer said she is hoping to have everything completed by the next meeting. She said that currently we are going to set up temporary appropriations for utilities and payroll not permitting spending until budgets are approved.

Fiscal Officer requested approval to submit a resolution to the Franklin County Auditor's Office to request advance of 1st half tax collections which helps our cash flow.

Res. 13-15: Approve to Submit a Request For Advance of 1st Half Tax Collections to the Franklin County Auditor's Office

Mrs. Angelou moved to approve to submit a request for advance of 1st half tax collections to the Franklin County Auditor's Office. Mrs. Stewart seconded. All voted yea. Motion carried.

(See Referral File)

Fiscal Officer requested approval for Mifflin Township to renew our membership for 2015 with Mid-Ohio Regional Planning Commission for \$1,243.31.

Res. 14-15: Approve Mifflin Township to Renew Our Membership for 2015 with Mid-Ohio Regional Planning Commission for \$1,243.31

Mr. Angelou moved to approve Mifflin Township to renew our membership for 2015 with Mid-Ohio Regional Planning Commission for \$1,243.31. Mrs. Stewart seconded. All voted yea. Motion carried.

(See Referral File)

HR

HR Director presented to the Trustees the Paid Time Off policy committee recommendations for 2015. She said that after multiple meetings it was unanimously decided that the best way to gain employee acceptance of a move from our traditional time off policy (vacation, sick, holiday, and comp time) to a more modern PTO policy, is to introduce it step by step over the next 2 to 4 years. HR Director presented the following changes: consolidate vacation and holiday and call it PTO1, change the name of sick time to PTO2, consolidate all other leaves (injury, military, bereavement, jury duty, maternity/paternity) and call it PTO3, change the name of comp time to PTO4, and employees can cash out up to 80 hours of PTO1 at the end of the year. She said the committee will continue to meet in 2015 to evaluate this first step of changes and discuss/develop plans to make additional changes in 2016, 2017, and possibly 2018.

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Res. 15-15: Approve to Initiate the PTO Policy Committee Recommendations for 2015

Mrs. Stewart moved to approve to initiate the PTO Policy Committee recommendations for 2015. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

SERVICE

DJ Tharp reported that the person that hit the cemetery fence was ticketed and a police officer filed a report. He said that he is currently looking to purchase extra fencing to keep on hand so we do not need to continue using a subcontractor. DJ Tharp said that a resident on Sunbury Drive had three different complaints on separate addresses with inoperable vehicles, trash issues, and a building that has not been completed. He said that Joe Bailey is aware of these situations and is taking care of two of these issues and the other one is being handled by the prosecutor's office.

PIO

Melissa Rapp presented the December media placement tracking packet to the Trustees. She is currently communicating with the Franklin County Sanitary Engineer's office in regards to Mifflin Township hosting the public meeting for the Leonard Park residents to attend and get information on how they can apply to get assistance to actually connect to the water supply. She said that this should happen around late January or early February. Melissa Rapp said the Christmas ham distribution went well and the residents were very appreciative. She said that she does have contact names and numbers and will start the planning process much early in this coming year.

IT

Mrs. Stewart said that there is an IT meeting scheduled on January 21, 2015 and at that time there will be demos for the document software.

POLICE

Chief Price presented the detailed police runs and elaborated on the incident that occurred December 25, 2014. He did get the opportunity to interview the suspect on New Year's Eve and has sent down a packet to the prosecutor's office requesting that charges be filed. Chief Price said he is waiting to hear back from them. Chief Price said that the Mifflin Police Department participated in an event on January 3, 2015 that honored fallen police officers and this was a tribute to the two fallen officers from New York. He said that 75 cruisers showed up to participate.

FIRE

Chief Taylor requested approval to renew the annual radio Maintenance contract with B & C Communications for \$5,805.00.

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Res. 16-15: Approve to Renew the Annual Radio Maintenance Contract with B & C Communications for \$5,805.00

Mr. Spanovich moved to renew the annual radio maintenance contract with B & C Communications for \$5,805.00. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to purchase EMS Supplies from Bound Tree for \$10,100.00.

Res. 17-15: Approve to Purchase EMS Supplies from Bound Tree for \$10,100.00

Mrs. Stewart moved to approve to purchase EMS supplies from Bound Tree for \$10,100.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented the out-of-district training for December 2014. He said that we were able to purchase 152 continuing education credits for a total of \$835.51.

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 J. Angelou, Vice Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer

RECORD OF PROCEEDINGS

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

Held **JANUARY 3,** **2013**
