

RECORD OF PROCEEDINGS

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

Held **JANUARY 17,** **2012**

Chairman Spanovich called the Regular Meeting to order at 3:30 P.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present.

Also present were:

Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
D.J. Tharp	Service Director
Steve Blake	Police/Code Officer

Steve Renner who was scheduled to give a Leonard Park water access status update had a scheduling conflict and was unable to attend at this time. The Trustees asked that he be invited to attend our next Staff Meeting on February 6, 2012.

TRUSTEES' COMMENTS – Mr. Angelou said the Health Care renewal discussion is ongoing and the Trustees plan to meet again with Sean Sprouse on February 6th at 11:30 A.M.

CONSENT AGENDA

Res. 22-12: Approve Minutes of December 20, 2011 & January 3, 2012

Mrs. Stewart moved to approve the minutes of the December 20, 2011 and January 3, 2012 meetings. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 23-12: Approve Warrants for February, 2012

Mrs. Stewart moved to approve the February warrants for payroll and bills. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. A letter was received from Frances Doherty of 1900 Stelzer Road who asked that the trash service and billing be removed for her address as she feels she does not need it. The Trustees asked Code Officer Blake to explain to her that we are unable to give her an exemption because if we started giving exemptions, the rates would go up for the rest of the Township residents.
2. Correspondence was received from Mr. Siegel of Robertson Construction stating they would like to have a meeting with the Trustees regarding money that was withheld on the Fire Stations Improvements Project. The Fiscal Officer said that our Architect, Rich Pontius, would like to put all the documents together regarding this matter which may take a little time. Mr. Angelou said that if Robertson plans to bring their attorney with them to the meeting we should also contact our legal counsel. The Trustees agreed that we should have a meeting with the Architect and our legal counsel before we meet with Robertson. Mr. Spanovich said we could meet with Rich Pontius and our legal counsel on February 2nd at 1:00 and invite Robertson to attend a meeting on February 8, 2012.
3. Application No. 6 for Retainage was received from the Architect for the Fire Stations Improvements Project for the final payout to the Contractor in the amount of \$25,000.

Res 24-12: Approve Paying Application No. 6 as Received From the Architect for the Fire Stations Improvements Project to the Contractor for the Final Payout Which is the Retainage in the Amount of \$25,000

Mr. Angelou moved to approve paying Application No. 6 as received from the Architect for the Fire Stations Improvements Project to the Contractor, Robertson for the final payment which is the retainage in the amount of \$25,000. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said we received numbers from the County Auditor as it relates to the new levies that were passed so we will now need to pass a Resolution Accepting the Amounts and Rates in order for them to collect those tax levies. Mr. Angelou asked the Police Department to be prepared to finalize their budget at the next Staff Meeting.

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Res. 25-12: Approve Resolution Accepting the Amounts & Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Mrs. Stewart moved to approve the Resolution Accepting the Amounts & Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. Mr. Angelou seconded. All voted yea. Motion carried.

FISCAL OFFICER'S REPORT – Nancy White said that we have closed out 2011 and are moving in to 2012. She said that today there was training on the new accounting software which will continue tomorrow. She said she sent the Department Heads a copy of their inventory for insurance purposes for them to update and return as soon as possible so we can get a quote.

The Fiscal Officer said the maintenance and meter rental expenses for the Township postage machine are high and the Department Heads are buying postage using their credit cards. The Department Heads say it takes time to bring their mail to the Township Office so they are getting stamps at the Post Office or getting them from stamps.com. The Fiscal Officer said we could do the same or downgrade to a smaller and less expensive machine.

The Fiscal Officer said that regarding credit card usage, we need a better description on the receipts for audit purposes. Also, the person named on the card should be responsible for getting the receipts from anyone using their card. She said the idea of the cards was to cut down on writing checks so it would be best to use vendors who accept credit cards. She asked that the Department Heads make more of an effort to pay as many expenses as possible with the cards.

SERVICE – D.J. Tharp presented the Board with the following items for approval:

Res. 26-12: Approve Buying Back Lot 10, Section M, Block 3, Grave 6 as Requested by Vicki Mathys for \$500.00

Mrs. Stewart moved to approve buying back Lot 10, Section M, Block 3, Grave 6 as requested by Vicki Mathys for \$500.00. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 27-12: Approve Increasing the Hours for the Part-time Cemetery Office Worker to 28 Hours Per Week Not to Exceed 1499 Hours Per Year

Mr. Angelou moved to approve increasing the hours for the Part-time Cemetery Office Worker to 28 hours per week not to exceed 1499 hours per year. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 28-12: Approve Accepting Retirement Request of Jack Hibbler Effective January 27, 2012 and Wishing Him Well

Mr. Angelou moved to approve accepting the retirement request of Jack Hibbler effective January 27, 2012 and wishing him well. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees asked D.J. Tharp to plan a retirement luncheon to be held in the Township Meeting Room for him on his last day.

Mr. Spanovich said that regarding the Meeting Room Rental Application, he is reviewing it and made some changes and will have a recommendation at the February 6th meeting.

D.J. Tharp said he met with Dottie Franey and the Gahanna City Engineer regarding splitting the cost of the Cemetery sidewalk/wall and they are going to run this past their Council and see if this fits within their budget

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The Service Director advised the Trustees that our Stormwater Prevention Yearend Report has been filed with Franklin County. He also said that the Service Department's big truck has to go in for some work due to plow problems.

CODE ENFORCEMENT – Steve Blake said the Columbus Dispatch printed an article about the City Code Officers not checking their vacant houses and that is something he does on a routine basis to make sure no one is living in them. Officer Blake said that regarding the Township Demolition Program, it looks like there may be a Round 3 and maybe even a Round 4 and he has houses ready to add to the list.

POLICE – Chief Pocock said the new Officers are working out really well and hopefully this will cut down on all the overtime. He said that now that they have a number to work with from the County Auditor, they will have a finalized budget by the February 6, 2012 meeting.

FIRE – Mr. Spanovich said that regarding the proposed pay schedule presented at the January 3, 2012 meeting, the Trustees received a memo from Chief DeConnick recommending removing the proposed EMT Basic & Intermediate \$.50 increase and also the effective rates set aside for 2013 and 2014. He indicated that they be considered a planning tool as they could go up or down based on funding. Chief DeConnick said a correction was also made on the paramedic rate from \$1.81 to \$1.36 per hour. The Trustees said a meeting should have been held with the Fiscal Officer before going over the new pay schedule with the personnel and will only approve the rates for 2012 as discussed and corrected. Mr. Spanovich told Chief DeConnick to meet with the Fiscal Officer making her aware of all of the details.

Res. 29-12: Approve New Fire Department Pay Schedule for 2012 as Presented and Updated

Mr. Spanovich moved to approve the new Fire Department pay schedule for 2012 as presented and updated. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees agreed to approve all of the following Purchase Requisitions:

Res. 30-12: Approve Req. #12.01.11 for Janesville Fire Gear from Phoenix Safety Outfitters for \$7430.00

Mr. Spanovich moved to approve Janesville Fire Gear from Phoenix Safety Outfitters for \$7430.00. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 31-12: Approve Req. #12.02.11 for Globe Fire Gear from Finley Fire Equipment for \$3760.00

Mr. Spanovich moved to approve Globe Fire Gear from Finley Fire Equipment for \$3760.00. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 32-12: Approve Req. #12.03.11 for Morning Pride Fire Gear from Phoenix Safety Equipment for \$6070.00

Mr. Spanovich moved to approve Morning Pride Fire Gear from Phoenix Safety Outfitters for \$6070.00. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 33-12: Approve Req. #01.01.12 for Mechanical Repairs to Engine 134 by Flora's Diesel Repair Service for \$5,885.96

Mr. Spanovich moved to approve mechanical repairs to Engine 134 by Flora's Diesel Repair Service for \$5,885.96. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 34-12: Approve Req. #01.02.12 for 2012 Radio Maintenance Agreement with B & C Communications for \$5805.00

Mr. Spanovich moved to approve the 2012 Radio Maintenance Agreement with B & C Communications for \$5805.00. Mrs. Stewart seconded. All voted yea. Motion carried.

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Chief DeConnick gave the Trustees a list of the personnel qualifying for the Fitness Incentive Bonus and the Team Bonus. He said he didn't have the information in time to be put on the agenda. The Chief said that all 45 members who tested qualified with high scores and the incentives total \$47,000.00 which was included in the budget.

Res. 35-12: Approve the Fitness Incentive Bonuses as Presented for Qualifying Personnel for a Total Amount of \$47,000.00

Mrs. Stewart moved to approve the Fitness Incentive Bonuses as presented for qualifying personnel as recommended by Chief DeConnick for a total amount of \$47,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick said they are in the new hiring process such as background checks, written and agility testing.

MECC – Chief DeConnick said that Asst. Chief Grossman was unable to attend this meeting but has two Requisitions before the Board for approval.

Res. 36-12: Approve Req. #01172012-01 for the MicroData Annual Maintenance Agreement Effective February 1, 2012 for \$12,760.98

Mrs. Stewart moved to approve the MicroData Annual Maintenance Agreement effective February 2, 2012 through January 31, 2013. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 37-12: Approve Req. #01172012-02 for MECC EFD & EMD Training from Priority Dispatch for \$1,550.00

Mr. Angelou moved to approve MECC EFD and EMD Training from Priority Dispatch for \$1,550.00. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said we will be having training on the new software accounting program as the accounts will change but are set up which should help the Department Heads keep better track of their funds.

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

Joseph F. Spanovich, Chairman

Richard J. Angelou, Vice Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer

The Trustees approved the January 27, 2012 payroll warrants for the period of January 8, 2012 through January 21, 2012 and the January, 2012 warrants for bills. Copies are on file with the Fiscal Officer.

The January, 2012 Receipts are on file with the Fiscal Officer
