

RECORD OF PROCEEDINGS

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

Held

JANUARY 2,

2014

SWEARING IN TRUSTEES JOSEPH SPANOVICH AND LYNN STEWART

Mr. Joseph Spanovich and Mrs. Lynn Stewart was administered the Oath of Office by Mifflin Township Fiscal Officer, Nancy White, on January 2, 2014.

The Fiscal Officer, Nancy White, called the Organizational Meeting to order at 10:00 A.M. and conducted the organizational proceedings for 2014 as follows:

Res. 01-14: Approve Mr. Spanovich as Chairman

The Organizational Meeting began with Mr. Angelou nominating Mr. Spanovich as Chairman of the Board of Trustees for 2014. Mrs. Stewart seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich abstained. Motion carried.

Res. 02-14: Approve Mr. Angelou as Vice-Chairman

Mr. Spanovich nominated Mr. Angelou as Vice-Chairman of the Board of Trustees for 2014. Mrs. Stewart seconded. Mr. Spanovich and Mrs. Stewart voted yea. Mr. Angelou abstained. Motion carried.

Res. 03-14: Pay Trustees' and Fiscal Officer 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 the end of each month for that month's services. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 04-14: Reimburse Trustees and Fiscal Officer for Expenses

Mrs. Stewart moved 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 2014 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. 05-14: 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.

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Res. 06-14: 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

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 on the First Monday of each month at 10:00 A.M. or as designated. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 07-14: 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.

Res. 08-14: Approve Offering Insurance Package and Opt-Out Insurance Provision to Full-time Employees and Elected Officials

Mr. Angelou 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. 09-14: Approve Continuing to Pick-up the 10% Employees Retirement Contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2014

Mr. Angelou moved to continue picking up the 10% employee's retirement contribution for OPERS and OPFPF and 12.6% for Law Enforcement for 2014. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 10-14: 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.

Res: 11-14: 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. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said this concludes the organizational proceedings and turned the meeting over to Mr. Spanovich, the newly elected Chairman for 2014.

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

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Also Present were: Tim Taylor Fire Chief
 D.J. Tharp Service Director
 William Price Police Chief
 Becky Kadel HR Director

CONSENT AGENDA

Res. 12-14: Approve Minutes of December 18, 2013

Mrs. Stewart moved to approve the minutes of December 18, 2013 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS – The new evaluation performance review form was discussed. These annual evaluations are based on the anniversary of the employee's hire date. Becky Kadel, HR Director, stated that currently pay raises are not attached to the evaluation performance review but eventually this will be the ultimate goal in the future. Fiscal Officer commented that this first evaluation will establish a base line for future evaluations for the personnel. Becky Kadel also commented that as the evaluation performance review form is being used, we will most likely see changes that will need to be implemented with the form. Mr. Spanovich stated that the Trustees would execute the evaluation performance review for Chief Taylor as his anniversary hire date is in January.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. A letter was received from Franklin County Zoning Enforcement Officer regarding the property of 2442 Northglen and the inspection revealed that there is trash and solid waste being stored on the property. A re-inspection would be conducted in seven days. This letter was sent December 3, 2014 and she has not received an update. The Fiscal Officer commented that she has received numerous phone calls from residents living in the unincorporated area saying that they have received a bill from Rumpke and they are questioning why because they do not have trash collection. She also stated that several years ago, the Trustees passed a resolution establishing Rumpke as our trash collection provider and that all residents are required to subscribe to this. The Fiscal Officer believes the audit started because we are in the process with the Solid Waste Consortium of putting together the RFP for the upcoming year's trash collection and they are wanting to establish how many properties there are in each entity.
2. A notice was received from Franklin County Engineer's Office regarding Tesla Motors requesting a variance to allow the retail sale of automobiles on a lot that fails to meet the minimum lot width requirement and to allow a monument sign that fails to meet the minimum setback requirement on a lot subject to the Smart Growth Overlay zoned Community Services. They will be going before the Technical Review Committee and will probably come before the Planning Commission.
3. A notice was received that the next Township Association meeting is January 9, 2014 and is being held at the Hollywood Casino.

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4. A notice was received from the Franklin County Public Health Advisory Council and County Engineer that they will be holding their annual Township Dinner Meeting on March 13, 2014 at the Berwick Manor Restaurant.

FISCAL OFFICERS REPORT

Fiscal Officer stated that we are in the process of closing out the year. All spending has been put on hold so there should be no requisitions submitted. We are working with the department heads in an effort to close out any outstanding purchasing orders that are not needed. The process is being completed as quickly as possible so that we can move forward.

Fiscal Officer requested approval to pass a resolution to request an advance of real estate taxes collected for Mifflin Township.

Res. 13-14: Approve Request for Advance of Real Estate Taxes Collected for Mifflin Township by the Franklin County Auditor's Office

Mr. Angelou moved to approve the request for advance real estate taxes collected for Mifflin Township by the Franklin County Auditor's Office. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer presented the Trustees with the budgets from all the departments and requested that the Trustees approve them as temporary appropriations so we can move forward with the year as we have payroll next week, paying bills, purchases for fire, police and service, etc. Fiscal Officer suggested that the Trustees revisit this at the next meeting after the Trustees have had a chance to discuss the budgets with each department.

Res. 14-14: Approve the 2014 Budgets For All Mifflin Township Departments as Temporary Appropriations

Mrs. Stewart moved to approve the 2014 budgets for all Mifflin Township Departments as temporary appropriations. Mr. Spanovich seconded. All voted yea. Motion carried.

The Fiscal Officer stated that they did complete the financing for the Pierce Fire Engine. It is currently in escrow until an invoice is issued. She also requested that whoever is in charge should check on the advance payments so that we are eligible for a rebate which helps offset the interest that we are paying.

The Fiscal Officer also stated that she swore in new part time police officers, Dave Wolfel and Christopher Manning, for the Mifflin Township Police Department on Tuesday, December 31, 2013.

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IT

Fiscal Officer commented that we are still waiting for Time Warner to install the PRI for the VOIP system. She also thought it might be a good idea to submit a joint letter to Time Warner possibly saying that we have been waiting for several months and that they are holding up all these entities and that we need to go public with the new phone system. Fiscal Officer stated that they have several projects in the hopper for video conferencing.

The Trustees have received IPAD Airs so we will be working towards doing away with packets for the meetings. All the material for the Township meetings will be sent to them electronically and allow them to view all the documents. Also they will use the IPAD's at the meetings. Hard cases have been ordered for the IPAD's so they will be well protected from damage. All Mifflin Township air cards have been switched to Verizon. The IPAD's are Verizon and the Trustees will have the ability to use cell service on their IPAD. Fiscal Officer said that we are moving forward into the technical age so at some point we may want to consider projecting the information or at least the agenda on the screen for anyone who attends.

SERVICE

In the absence of D.J. Tharp, Mr. Spanovich recommends that we hire David Stevens as a full time employee at \$12.34 per hour effective January 19, 2014.

Res. 15-14: Approve the Hiring of David Stevens Full Time at \$12.34 Effective January 19, 2014.

Mr. Spanovich moved to approve the hiring of David Stevens full time at \$12.34 Effective January 19, 2014. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

The Trustees discussed the Foreman Bonus and concluded that they move forward with the request from D.J. Tharp to have a new pay rate schedule for Foreman at \$500.00 This would be included as part of his pay rate to begin with January 5, 2014 pay.

Res. 16-14: Approve the New Pay Rate Schedule for Foreman at \$500.00

Mrs. Stewart moved to approve the new pay rate schedule for Foreman at \$500.00. Mr. Angelou seconded. All voted yea. Motion carried.

POLICE

Chief Price said that he had nothing to report at this time.

FIRE

Chief Taylor requested approval for Al Wiggers to attend the O.A.E.M.S. Winter Conference in Franklin, Ohio January 17-19, 2014 for a total of \$185.00

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Res 17-14: Approve Al Wiggers to Attend the O.A.E.M.S. Winter Conference on January 17-19, 2014 for \$185.00

Mrs. Stewart moved to approve Al Wiggers to attend the O.A.E.M.S. Winter Conference on January 17-19, 2014 for \$185.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor thanked the Trustees for the approval of the temporary appropriations.

Chief Taylor stated that because of the holidays, there was no out of district training available.

Chief Taylor presented to the Trustees the emergency run summary for November 2013 and news from around the Mifflin Township Division of Fire for November and December of 2013. (See Referral File)

Fiscal Officer wanted to mention that on December 26, 2013, she submitted an amended budget to the Auditor's office. We have received additional funds for loans, etc. for Fire, Service and Police. Fiscal Officer said she would have those amended budgets from last year to the Trustees for their review.

Becky Kadel, HR Director, informed the Trustees and Department Heads about the Drug Free Safety Program. Training is available from January 14 -17, 2013. There are several offerings for the required 1 hour educational training for employees and all supervisors are required to attend one supervisor's training which is a 2 hour educational training.

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