

RECORD OF PROCEEDINGS

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

Held **MARCH 3, 2014**

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

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

CONSENT AGENDA

Res. 48-14: Approve Minutes of February 3, 2014 and Minutes of February 18, 2014.

Mr. Angelou moved to approve the minutes of February 3, 2014 and Minutes of February 18, 2014. Mrs. Stewart seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS - None at this time.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board.

1. A letter was received from Thomas Hine, Attorney for Robertson Construction. After discussion between the Trustees and Fiscal Officer, they asked that this item be placed on hold until the March 18, 2014 meeting for further review and investigation.

FISCAL OFFICERS REPORT

The Fiscal Officer gave an update on the Health Insurance program. The education sessions were held last week and are in the process of putting together a spread sheet for Chard-Snyder. This spread sheet entails census information of those covered under the plan so they are able to match up the HRA usage with the insureds. Currently there are 13 employees who have not completed their forms. Our Administrative Assistant is sending an email to these employees notifying them that their forms are past due. The Tobacco Cessation forms were returned to YourQuest by the employee or this office. The census will be shared with GBA, Chard-Snyder and YourQuest so that everyone is on the same page with who our employees are and what kind of coverage they have. The classes went very well. The Fiscal Officer received one feedback on the tobacco testing and they said all were glad that it has been delayed. Chief Taylor commented that he received nothing but positive feedback regarding the health insurance educational classes. The Fiscal Officer said that with such a short time frame, we did the best we could in getting this completed and having the enrollment forms turned in on time. Attending the meetings were three representatives from Group Benefits Agency, a representative from Chard Snyder, a representative from YourQuest, and a representative from HelpNet. Colonial Life was also a part of these meeting as well. Colonial Life is able to offer the same programs for the same or less money and be more on top of what is going on. We have had issues with Aflac over the last couple of years.

The Fiscal Officer presented to the Board our statement for cash for position, expense report and revenue report for year to date. She pointed out that under the MECC there is a negative ending balance, but there really is not. We currently have \$277,000 in this account. It looks like we have a negative ending balance due to the encumbrances for the CAD Project. Fiscal Officer stated that after talking with Deputy Chief Fred Kauser, they are going to be submitting for another draw from the Federal Government and that usually takes several weeks.

The Fiscal Officer also stated that she received a quote from Julian & Grube and they were under her \$2,500 spending limit. She retained their services and had them prepare the modified cash report and it has been filed with the State Auditors Report. She apologized for not having copy of this report for the meeting. Fiscal Officer believes this is what we should have posted on our website.

PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS)

ADMIN – None at this time.

IT – The meeting has been rescheduled for March 13, 2014 at 9:00 a.m. The Fiscal Officer stated that based on the last update, Time Warner was getting PRI installed and we should be getting our phones up and running soon.

SERVICE – D.J. Tharp reported that they had twelve funerals and sold one grave for the month of February. He stated that they used approximately 16 tons of salt for February. They have been conserving their salt and mostly just plowing off the roads and letting the sun melt the snow. The Fiscal Officer suggested to D.J. Tharp to put on the Mifflin Township website the amount of graves sold for this past year.

POLICE - Chief Price presented to the Trustees his monthly report for February 2014 and included the stats for January since he did not give them in the last meeting.

FIRE – Chief Taylor requested approval to remove Firefighter Brad Rozum from probation. He was hired March 19, 2013. This would approve him for a pay change on March 16, 2014.

Res. 49-14: Approve to Remove Firefighter Brad Rozum From Probation Effective March 16, 2014.

Mrs. Stewart moved to remove firefighter Brad Rozum from probation effective March 16, 2014. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to advertise, accept applications and interview applicants for the position of Part-Time Fire Inspectors. The current average monthly coverage by part-time inspectors is 34-hours per week collectively.

Fiscal Officer requested clarification on whether these part-time inspectors are eligible to contribute to PERS. She requested our new job description to clarify with PERS the eligibility of those employees to contribute under PERS.

Res. 50-14: Approval to Advertise, Accept Applications and Interview for Part-Time Inspectors.

Mr. Angelou moved to approve advertising, accepting applications and interviewing for part-time fire inspectors. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to renew the Independent Contractor Agreement between Mifflin Township Board of Trustees and Creative Safety Solutions for the 2014 calendar year. This agreement includes a 3% rate increase through December 31, 2014.

Res. 51-14: Approval to Renew Agreement for Independent Contractor – Creative Safety Solutions January 1, 2014 to December 31, 2014.

Mrs. Stewart moved to approve to renew agreement for independent contractor – Creative Safety Solutions for January 1, 2014 to December 31, 2014. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to complete brake replacement front and rear for Unit 134 for the amount of \$6,870.70.

Res. 52-14: Approval to Complete Brake Replacement Front and Rear for Unit 134 for the amount of \$6,900.00

Mrs. Stewart moved to approve the complete brake replacement front and rear for Unit 134 for the amount \$6,900.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to replace broken fitness equipment and purchase new fitness equipment for all four Mifflin Township fire stations for the amount of \$9,462.57.

Res. 53-14: Approval to Replace Broken Fitness Equipment and Purchase New Fitness Equipment for All Four Mifflin Township Fire Stations for \$9,462.57

Mrs. Stewart moved to approve to replace broken fitness equipment and purchase new fitness equipment for all four Mifflin Township Fire Stations for \$9,462.57. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to send one Firefighter to Rescue Tech School which is a certification program for \$2,600.00. This is a local program held at Washington Township.

Res: 54-14: Approve to Send One Firefighter to Rescue Tech School for \$2,600.00

Mrs. Stewart moved to approve sending one Firefighter to Rescue Tech School for \$2,600.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor reported that the promotional process is still under way. The top candidates are having their psychological evaluations this week and next week. Recommendations for Promotional Candidates will be presented on March 18, 2014.

Chief Taylor presented the January 2014 newsletter to the Trustees. He also presented the out-of-district training for February, which there was none as it was held at Mifflin Township. He also reported that the Tiburon CAD System is working well.

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

Joseph F. Spanovich, Chairman

Richard J. Angelou, Vice Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer