

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

**Held**

**FEBRUARY 4,**

**2013**

Chairman Spanovich called the Regular Staff 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
Michael Pocock	Police Chief
D.J. Tharp	Service Director
Steve Blake	Police/Code Officer
Lynn Bruno Smith	Pubic Information Officer

## **CONSENT AGENDA**

### **Res. 25-13: Approve Minutes of January 15, 2013**

Mr. Angelou moved to approve the minutes of the January 15, 2013 meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

### **Res. 26-13: Approve Warrants for February, 2013**

Mrs. Stewart moved to approve the February, 2013 warrants for payroll and bills. Mr. Angelou seconded. All voted yea. Motion carried.

**TRUSTEES' COMMENTS** – Mr. Angelou said that concerning the MECC, he attended a seminar on the Sunshine Law and they brought up something called a Retention Policy. He said that until further notice we are in charge of the MECC and regarding the 911 calls, we have to keep those on file forever unless we have a Retention Destruction Policy. Chief Taylor said he will look into whether or not we have one. The Fiscal Officer said that our financial records must be kept until after they have been audited, but there are some documents listed in the Revised Code that are required to keep forever. She said the State Auditor's Office website lists sample retention policies. Chief Taylor said the Fire Department is required to keep run reports for seven years and will check on what has been set up by the prior Chief. Mrs. Stewart asked that each Department Head look at the policy that is being followed and give a report in writing to the Board at the Staff Meeting on March 4, 2013

## **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence to the Board:

1. The Franklin County Public Health sent a 1<sup>st</sup> Notice of Violation for 2266 Rankin giving the owner until March 29, 2013 to correct the listed violations or charges may be filed.
2. A letter was received from The Franklin County Engineer, Dean Ringle, enclosing the 2012 Township Highway System Mileage Certification for Mifflin Township for signatures by the Trustees. The Township is responsible for 13.950 miles of public road.
3. A quote was received today from our local representative, Steve Miller, for our property casualty liability insurance through OTARMA. Including increases and credits as listed, our total quote is \$102,405.00. She said that OTARMA will distribute excess reserve funds to all of its Members in 2013 and our Capital Distribution amount would be \$7,687.21 in the form of a check which would come back to us after we have done our renewal.

## **PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):**

**ADMIN** – The Fiscal Officer said that in September, 2012, the Trustees approved the purchase of two Police vehicles under the State Contract for \$71,543.66. They will be financed with a municipal lease through Park National Bank at 2.7% for four years. The vehicles have been delivered and the cost is now \$72,339.0,6 but she is not sure why the difference. She said the financing will remain with Park National and the loan amount will now be \$72,410.00 with four annual payments of \$15,892.36 and due to the changes, they are requesting that the Board make a revised resolution covering the changes.

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**Res. 27-13: Approve Revising the Purchase Price for the Two Police Vehicles Shown in Res. 234-12 to be \$72,330.06 for a Loan Amount of \$72,410.00 with Five Annual Payments Through Park National Bank for \$15,892.36**

Mr. Angelou moved to revise the purchase price for the two police vehicles shown in Res. 234-12 to be \$72,330.06 for a loan amount of \$72,410.00 with five annual payments through Park National Bank for \$15,892.36 per 2/1/13 memo from the Fiscal Officer. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer said that the General Fund Budget needs to be amended to include \$10,000 in the General Fund for clean-ups in the Township and that was not included in the budget that was approved at the last meeting.

**Res. 28-13: Approve Amending the General Fund Budget Approved at the Last Meeting to Include Adding \$10,000.00 to the Clean-up Account in the General Fund**

Mrs. Stewart moved to approve amending the General Fund Budget approved at the last meeting to add \$10,000.00 to the Property Clean-up Account in the General Fund. Mr. Angelou seconded. All voted yea. Motion carried.

**IT** – No report at this time.

**SERVICE** – D.J. Tharp reported that we sold one columbarium last month, six graves and had twelve funerals. Six tons of salt was used in January. He said he spoke with the lady who made the request to be married in the Cemetery and told her that it was felt that it would not be appropriate. D. J. Tharp said he and Roger Boggs attended the Ohio Township Association Conference and found it very informative regarding rules and regulations for cemeteries. He said he is now on their e-mail list to receive updated information.

The Trustees discussed the Department 2013 Budgets and agreed to approve them as presented with the option to amend them as needed when decisions are made on Health Insurance, Pension Pick-ups and Pay increases.

**Res. 29-13: Approve 2013 Service Department Budget as Presented with Option to Amend it as Needed at a Later Date**

Mr. Angelou moved to approve the 2013 Service Department Budget as presented with the option to amend it as needed at a later date. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 30-13: Approve 2013 Police Department Budget as Presented with Option to Amend it as Needed at a Later Date**

Mr. Angelou moved to approve the 2013 Police Department Budget as presented with the option to amend it as needed at a later date. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 31-13: Approve 2013 Fire Department Budget as Presented with Option to Amend it as Needed at a Later Date**

Mr. Spanovich moved to approve the 2013 Fire Department Budget as presented with the option to amend it as needed at a later date. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 32-13: Approve the 2013 MECC Budget as Presented with Option to Amend it as Needed at a later date.**

Mr. Spanovich moved to approve the 2013 MECC Budget as presented with the option to amend it as needed at a later date. Mr. Angelou seconded. All voted yea. Motion carried.

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Mr. Spanovich said the Trustees have scheduled a Health Insurance Program meeting for Thursday, February 7, 2013 at 9:00 a.m. with Sean Sprouse of Burnham & Flower to review the plans and premiums for 2013.

**CODE** – Officer Blake said the Trustees should have copies of the Demolition Participation Agreement for the demolition of 2189 and 2219 Agler Road in their packets. He said he has the originals for their signatures that he will take to the County today with all the other necessary paperwork that they require. He said he may be able to submit two other properties for demolition if there is still money available.

Officer Blake said he would like to get a dumpster from Rumpke to clean up a property at 2079 Myrtle as well as some other properties and alleys. The total cost would be around \$1500.00 that could be taken from the clean-up fund. Officer Blake said he spoke with Mr. Teaford with the County who stated there is a large amount of money available in the Land Bank and he will be meeting with him tomorrow. Officer Blake said he has been working with D.J. Tharp and Liberty Tire on disposal of tires in the Township for a reasonable fee.

Officer Blake presented the Trustees with a copy of a revised Work Excuse from his doctor. The Trustees agreed to extend his Sick Leave Withdrawal until February 23, 2013 and revisit it at our next meeting on February 19, 2013.

**Res. 33-13: Approve Extending the Sick Leave Bank Withdrawal for Officer Blake to February 23, 2013 Contingent on it Being Revisited at the Next Meeting on February 19, 2013**

Mrs. Stewart moved to approve extending the Sick Leave Bank Withdrawal for Officer Blake to February 23, 2013 contingent on it being revisited at the next meeting on February 19, 2013. Mr. Angelou seconded. All voted yea. Motion carried.

**FIRE** – Chief Taylor presented the Trustees with a memo requesting permission to renew our current contract with MED3000 for an additional three year period in conjunction with our MECC Partners. He said that by joining the MECC Partners, we would receive several benefits such as a drop on the current rate we pay from 6.5% to 5.5% as listed on the January 30, 2013 memo. The Trustees were in agreement to proceed with this request. (See Referral File)

Chief Taylor presented the Trustees with a request to establish accounts for the LGIF Grant Project by the Fiscal Officer to manage the funds supporting this project per his memo dated January 29, 2013.

**Res. 34-13: Approve Establishing Accounts for the LGIF Grant Project as Presented**

Mr. Spanovich moved to establish accounts for the LGIF Grant Project as presented in the January 29, 2013 memo. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented the Trustees with copies of vendor agreements regarding the LGIF Project for services necessary to proceed with the project and as outlined in the original grant application and final executed agreement.

**Res. 35-13: Approve LGIF Project Vendor Agreements for Dan Guttman, Attorney, Hugh Quill, General Consultant and Steve Julian, CPA as Presented**

Mrs. Stewart moved to approve the LGIF Project Vendor Agreements for Dan Guttman, Attorney, Hugh Quill, General Consultant and Steve Julian, CPA as presented. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested that the assignment of managing Computer Technology for the Fire Division and MECC be delegated to Deputy Chief Kauser for an evaluation period of six months per his memo dated February 1, 2013.

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**Res. 36-13: Approve Assignment of Managing Computer Technology for the Fire Division and MECC be Delegated to Deputy Chief Kauser for an Evaluation Period of Six Months Per Memo Dated February 1, 2013**

Mrs. Stewart moved to approve the assignment of managing Computer Technology for the Fire Division and MECC be delegated to Deputy Chief Kauser for an evaluation period of six months per memo dated February 1, 2013. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented the Trustees with a request to proceed with advertising CAD RFP per his memo dated February 1, 2013.

**Res. 37-13: Approve Proceeding with Advertising CAD RFP as Requested per Memo Dated February 1, 2013**

Mrs. Stewart moved to approve proceeding with advertising CAD RFP as requested per memo dated February 1, 2013. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented the following Purchase Requests to the Board for approval:

**Res. 38-13: Approve 12 Lane Bulldog Wall-saver Chairs from Kittle's for Fire Stations 132 & 133 for a Total Cost of \$8,400.00**

Mr. Spanovich moved to approve Req. #01.08.2013.FD.1B for 12 Lane Bulldog Wall-saver Chairs from Kittle's for Fire Stations 132 & 133 for a total cost of \$8,400.00. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 39-13: Approve 10 Winter Parkas from Phoenix for a Total Cost of \$2,990.00**

Mr. Spanovich moved to approve Req. #01.11.2013.FD.2B for 10 winter parkas from Phoenix for a total of \$2,990.00. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 40-13: Approve Firefighter Continuing Education with Columbus State Community College for \$24,000.00/Year**

Mr. Spanovich moved to approve Req. #01.11.2013.FD.1B for Firefighter Continuing Education with Columbus State Community College for \$24,000/year. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 41-13: Approve EMS Continuing Education with Columbus State Community College For \$14,000/Year**

Mr. Spanovich moved to approve Req. #01.10.2013.FD.1B for EMS Continuing Education with Columbus State Community College for \$14,000.00/year. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 42-13: Approve Urgent Approval for Consumable Emergency Medical Supplies from Bound Tree in the Amount of \$2,069.10**

Mr. Spanovich moved to approve the Urgent Approval for Consumable Emergency Medical Supplies from Bound Tree in the amount of \$2,069.10. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 43-13: Approve MicroData Annual Maintenance for the 911 System in the Amount of \$12,760.98 for the Period of 2/1/13 – 1/31/14**

Mr. Spanovich moved to approve Req. #01172011-01 for the MicroData Annual Maintenance for the 911 System in the amount of \$12,760.98 for the period of 2/1/13 – 1/31/14. Mrs. Stewart seconded. All voted yea. Motion carried.

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Chief Taylor said that because of a need, we are going to be advertising for Part-time Dispatchers at the MECC and conducting interviews.

Regarding the Fire Station Improvements finalization with Robertson Construction, we are still waiting to hear from them.

Mr. Spanovich mentioned again that the Trustees will be meeting with Sean Sprouse on Thursday, February 7, 2013 at 9:00 a.m. to discuss Health Insurance. The Fiscal Officer reminded the Department Heads of the new accounting software training on Monday, February 11, 2013 at 9:00 a.m.

The Public Information Officer, Lynn Bruno Smith, said that she met with Steve Renner regarding the Leonard Park Water Project. He updated her on the project and said they will be advertising for RFQ's at this time and will keep the Board informed.

### **Res. 44-13: Move Into Executive Session**

Mr. Angelou moved to recess into Executive Session pursuant to Section 121.22(G)(1) of the Ohio Revised Code for the purpose of considering discipline of a Township employee at 11:15 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came out of Executive Session at 12:00 noon and approved the following motions.

### **Res. 45-13: Approve Order to Township Employees Regarding the Police Chief**

Mr. Spanovich moved to approve Order to Township Employees regarding the Police Chief. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 46-13: Approve Placing Mifflin Township Police Chief Michael Pocock on Paid Administrative Leave Effective Immediately and Further Authorizing the Attached Notification be Served Upon Chief Pocock**

Mr. Spanovich moved to place Mifflin Township Police Chief Michael Pocock on paid Administrative Leave effective immediately and further authorizing the attached notification be served upon Chief Pocock. Mrs. Stewart seconded. All voted yea.

### **Res. 47-13: Approve Appointing Lt. William Price as Acting Police Chief for the Mifflin Township Police Department Effective Immediately Until Further Notice from the Board of Trustees**

Mr. Angelou moved to approve appointing Lt. William Price as Acting Police Chief for the Mifflin Township Police Department effective immediately until further notice from the Board of Trustees. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich asked the Fiscal Officer to write a letter to Lt. Price that he is Acting Chief at this time as a result of the above motion.

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

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Joseph F. Spanovich, Chairman

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Lynn M. Stewart, Vice Chairman

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Richard J. Angelou, Trustee

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Nancy M. White, Fiscal Officer