

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

FEBRUARY 7,

2011

Chairman Spanovich called the Regular Staff Meeting to order at 10:00 A.M. with all members present.

Also present were:

Steve Miller	Palmer Miller Nelson Ins. Agency
Sean Sprouse	Burnham & Flower Ins. Group
Brian Savage	Ohio Ins. Services Agency
Frank Harmon	Ohio Ins. Services Agency
Jim DeConnick	Fire Chief
Michael Grossman	Asst. Fire Chief/MECC
Calvin McKnight	Service Director
William Price	Police Lieutenant
Steve Blake	Police/Code Officer

CONSENT AGENDA

Res. 39-11: Approve Minutes of January 3, 2011 and January 18, 2011

Mr. Angelou moved to approve the minutes of the January 3, 2011 and January 18, 2011 meetings. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 40-11: Approve Warrants for February, 2011

Mrs. Stewart moved to approve the February, 2011 warrants for payroll and bills
Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS – None at this Time

CORRESPONDENCE – The Fiscal Officer said the only correspondence received was an e-mail to Calvin McKnight from the Board of Health regarding the Mosquito Program. They have bid out the mosquito management contract and are reviewing the bids. All participating jurisdictions will be required to sign the new contract by March 1, 2011 and they are asking that we respond with the name of the person who will be signing the contract. Chairman Spanovich said he will sign the contract.

FISCAL OFFICER'S REPORT – Nancy White said we received information from UHC that now is the time to renew our Flexible Benefit Plan (FSA) with UnitedHealthcare. They ask that we complete the spreadsheet enrollment process by February 20, 2011. The Trustees asked that this be placed on the agenda for the February 15, 2011 meeting.

Mr. Spanovich turned the meeting over to Brian Savage and Frank Harmon with Ohio Insurance Services Agency, Inc. who presented the Trustees with a Proposed Benefit Summary for our health insurance. They thanked Nancy White for giving them the information they needed to present a proposal. Brian Savage explained the benefit and cost comparison between the Ohio Public Entity Consortium and our coverage with United Healthcare that expires the end of February, 2011. He said that the medical underwriting is by Anthem BC/BS and Medical Mutual of Ohio and we would be individually underwritten and not pooled with the consortium. The increase as proposed would be 3.90%. The total increase including everything such as vision, dental and life as proposed would be 3.1%.

Mr. Savage said that he feels their proposal would save the Township money. The Trustees said they will review all of the information and thanked Brian Savage and Frank Harmon for their presentation.

Steve Miller with the Palmer Miller Nelson Insurance Group said he was present to summarize the proposal for the Ohio Township Association Risk Management Authority (OTARMA) renewal of our property, liability and fleet insurance effective March 1, 2011. The total premium would be \$98,554.00 with \$3,242.09 being refunded. The Trustees agreed to accept the proposal as presented by Steve Miller.

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Res. 41-11: Approve the Township's Property, Liability & Fleet Insurance Renewal with OTARMA for \$98,554.00 as Presented Effective March 1, 2011

Mrs. Stewart moved to approve the Township's Property, Liability & Fleet Insurance renewal with the Ohio Township Association Risk Management Authority (OTARMA) for \$98,554.00 as presented by Steve Miller effective March 1, 2011. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich said that Sean Sprouse from Burnham & Flower was also present for a health insurance presentation. Mr. Sprouse said that he just received some updated information from United Healthcare (UHC). He said he also has quotes from Anthem, but Medical Mutual declined to quote. UHC presents three options for consideration. Option 1 is our current plan for an increase of 16.0%. Option 2 would have an increase of 3.5% and Option 3 would be an increase of 3.7%. He said as he explained to the Trustees at the January 25th Special Meeting, Option 2 is similar to our current plan with the exception that prescription co-pays starts after the deductible has been met. He said that Anthem's quote is very close to the UHC Option 3 and the annual HRA exposure for UHC is also similar to Anthem. He said that UHC knows our group since we are a customer of theirs. They know our claims and utilization, so the rates they are giving us are a fair number. UHC is also willing to provide \$3,000 to initiate a wellness program. Mr. Sprouse explained the debit card option which would eliminate UHC from managing the HRA Plan and would also eliminate most out-of-pocket cash outlays and reduces paperwork. He said he would plan to do education sessions to explain the new process to the employees and their spouses would also be invited to attend.

PROPOSED RESOLUTIONS (NEW BUSINESS):

ADMIN – The Fiscal Officer said she received the RFP's for the Accounting Software. She said three companies quoted and she is putting together a comparison of costs and features and hopes to have it for the next meeting. The Fiscal Officer also said she and Chief DeConnick met with a company called H.R. Butler which is a payroll processing company. company presented software that appears that they may be able to streamline our payroll process by being able to write an interface with TeleStaff that would allow the payroll information from TeleStaff to be sent directly into their payroll program so that there would be no manual entry and also it would initiate a timecard system for Service, Police, Admin and MECC that could also be directly entered into the program. She said it is being investigated to determine if Telestaff and their program are compatible.

IT – Mrs. Stewart said that Rick Deeds is no longer with Affiliated so we are looking for other IT. She also said that we have tentatively committed that March 1, 2011 is our "go live" date on our new website. Asst. Chief Grossman said that Firefighter Josh Bishop will be contacting everyone to schedule taking photos for the website which will probably be at the next meeting.

SERVICE – Calvin McKnight presented the Board with the following items for approval:

Res. 42-11: Approve Purchase of (3) New Mowers with (3) Trade-ins from JD Equipment, Inc. for a Total of \$3070.00

Mr. Angelou moved to approve Purchase Req. #2011-01 for (3) new mowers with (3) trade-ins from JD Equipment, Inc. for a total of \$3070.00 as recommended by Calvin McKnight. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 43-11: Approve Purchase of a 2010 Chevrolet Silverado 3500/HD w/Plow and Lights from Coughlin Automotive LLC for \$32,280.50

Mr. Angelou moved to approve Purchase Req. #2011-02 for a 2010 Chevrolet Silverado 3500/HD w/Plow and Lights for the Service Department from Coughlin Automotive LLC for \$32,280.50 as recommended by Calvin McKnight. Mrs. Stewart seconded. All voted yea. Motion carried.

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Res. 44-11: Approve Issuing a Purchase Order for Road Salt from Various Vendors in the Amount of \$10,000 for 2011

Mr. Angelou moved to approve Purchase Req. #2011-03 to issue a Purchase order for road salt from various vendors in the amount of \$10,000 for 2011. Mrs. Stewart seconded. All voted yea. Motion carried.

CODE ENFORCEMENT – Steve Blake said he just returned from vacation and has nothing to report at this time but has taken care of a few phone calls. He said they will be attending a FBI Somali Community meeting today regarding civil rights issues and there will be a speaker from the Department of Justice. He said they will be moving forward with the Police Levy and getting mailers out soon.

POLICE – Lt. William Price said there is nothing to report at this time and Chief Pocock will be back for the next meeting. Mrs. Stewart asked him to remind the Chief that the Trustees expect their 2011 Budget Revision to be turned in at the next meeting.

FIRE – Chief DeConnick presented the Board with the following for approval:

Res. 45-11: Approve Annual Renewal of CentreLearn Solutions On-line EMS/Fire Training Program for \$5,095.75

Mrs. Stewart moved to approve Purchase Req. #02.01.11 for the annual renewal of CentreLearn Solutions On-line EMS/Fire Training Program for \$5,095.75 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 46-11: Approve 2011 EMS Continuing Education Program Renewal Through Columbus State Community College for \$16,380.00

Mrs. Stewart moved to approve Purchase Req. #02.02.11 for the 2011 EMS Continuing Education Program renewal through Columbus State Community College for \$16,380.00 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 47-11: Approve Cleaning & Inspection of Personnel Turnout Fire Gear by Apex Fire Services for \$2,771.25

Mrs. Stewart moved to approve Purchase Req. #02.03.11 for the cleaning and inspection program for personnel turnout fire gear by Apex Fire Services for \$2,771.25 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 48-11: Approve 2011 Annual Radio Maintenance Renewal by B & C Communications for \$5,805.00

Mrs. Stewart moved to approve Purchase Req. #02.04.11 for 2011 Annual Radio Maintenance Renewal by B & C Communications for \$5,805.00 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the requests of David Brizius and Charles Wilhelm to attend the Safe Kids Ohio Youth Occupant Protection Conference for Car Seats in Newark, Ohio for \$150.00/Each.

Mr. Spanovich signed off on the request of Tom Lee to attend the Fire Officer 1 course taught at Franklin University on February 18 and April 22, 2011 for \$450.00.

Res. 49-11: Approve Service Credit Bonuses for Fire Personnel Broskie, Stickler, Cordell, Barnett and Fey

Mrs. Stewart moved to approve service credit bonuses for Fire Personnel Harold Broskie and Sheri Stickler for \$1100/each; Michael Cordell and Shawn Barnett for \$700/each and Andrew

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Fey for \$500 at the discretion of the Board and fund permitting as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Chief DeConnick gave the Trustees a memo stating that he would like Gahanna City Council officials to be informed about Fire Division operations and the upcoming Fire Levy. He asked the Trustees to consider calling and inviting each member of council to participate in a Battalion Chief guided fire station tour and possibly a ride-a-long. He listed specific considerations and points to discuss when they make their calls. The Trustees agreed this was a very good idea and may give them a better understanding of the needs and operations of a fire department resulting in their support of our Fire Levy. Chief DeConnick also had a sample of a decal that can be put on a window for those who make donations for the levy. (See Referral File)

Asst. Chief Grossman said we had training fires over this past weekend and he was able to attend yesterday. He said a photo journalist from Channel 4 visited the MECC Center yesterday and he has his contact information. It was an opportunity to discuss what we are doing there and also an opportunity to discuss our upcoming levy. Asst. Chief Grossman said he is forwarding the information to the Deputy Chief and Levy Committee

Chief DeConnick said he will be on vacation the 14th and 15th of February and will have someone to represent him at the 15th meeting. He also requested an executive session later in the meeting. He said that he and the Deputy Chief have been checking on the legalities for promoting the Fire Levy. The Trustees asked for a timetable for activities to promote the Police and Fire Levies starting before the absentee ballots go out leading up to the May 3, 2011 ballot.

MECC – Asst. Chief Grossman gave the Trustees a copy of the Intergovernmental Agreement between the Franklin County Board of Commissioners and Mifflin Township, Ohio. He said Mifflin Township is the recipient of a sub-contract from the Columbus Urban Area Homeland Security Advisory Committee for UASI funds as described in the agreement. He said this grant was originally initiated before he came to the MECC. This was to upgrade and update our moto bridge program hardware and software that is in the MECC Center. It is a program we use often and will link radio systems within the County regionally through this program. He said that we received the grant after all this time and is 100% coverage so there are no matching funds.

Res. 50-11: Approve Entering Into the Intergovernmental Agreement by and Between the Franklin County Board of Commissioners and Mifflin Township for the Grant for the Homeland Security UASI Funds as Described in the Agreement

Mrs. Stewart moved to approve entering into the Intergovernmental Agreement by and Between the Franklin County Board of Commissioners and Mifflin Township for the Grant for the Homeland Security UASI Funds as described in the Agreement and recommended by Asst. Chief Grossman. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Asst. Chief Grossman said he is still working on the MECC budget with the Fiscal Officer.

HEALTH INSURANCE DISCUSSION – Mr. Spanovich said that after hearing the health insurance presentations at the beginning of the meeting, he is ready to act upon it. The UHC Option 2 would only be a 3.5% increase over last year and he feels it is the best option. Mr. Angelou and Mrs. Stewart both agreed that since the costs for both insurance carriers presented were similar, there would be no need to change since UnitedHealthcare has a history with us. Mr. Spanovich suggested the Township pay the entire health insurance premium for the employees in lieu of a raise. Chief DeConnick said that he is thankful the Township is able to do this at this time, but he feels that down the road we may have to ask for employee contribution to the monthly premium to further save money. The Fiscal Officer said that this would be the time to start looking at different scenarios for next year.

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Res. 51-11: Approve UnitedHealthcare's Option 2 as Presented by Sean Sprouse of Burnham & Flower Insurance Group Contingent on Determining the Parameters

Mrs. Stewart moved to approve UnitedHealthcare's Option 2 as presented by Sean Sprouse of Burnham & Flower Insurance Group. Mr. Angelou seconded. All voted yea. Motion carried.

After discussion it was agreed that the employee would be responsible for \$500/\$1000 over what the Township is funding of \$2350/\$4700 and agreeing to continue the FSA program.

Res. 52-11: Approve UHC Option 2 with No Employee Contribution to the Monthly Premium and Township Funding \$2350/\$4700 of the Deductible and to Continue to Offer the FSA

Mrs. Stewart moved to approve UHC Option 2 with no employee contribution to the monthly premium and Township funding \$2350/\$4700 of the deductible and to continue to offer the FSA. Mr. Angelou seconded. All voted yea. Motion carried.

Calvin McKnight advised the Trustees that he will be out of the office on the 16th and 17th to take his Father to Cleveland for eye surgery.

Res. 53-11: Move Into Executive Session as requested by Chief DeConnick at 12:56 P.M.

Mrs. Stewart moved to go into executive session as requested by Chief DeConnick at 12:56 P.M. Mr. Angelou seconded. All voted yea. Motion carried.

The Trustees resumed regular session at 1:21 P.M. and approved the following motions.

Res. 54-11: Approve Using Attorney Pete Griggs for Personnel Matters

Mr. Spanovich moved to approve using Attorney Pete Griggs for personnel matters as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 55-11: Rescind Res. 31-11 for the Resignation of Lt. Jack Weidner Effective January 17, 2011 Presented at the January 18, 2011 Meeting

Mrs. Stewart moved to rescind Res. 31-11, the resignation of Lt. Jack Weidner, effective January 17, 2011 as presented at the January 18, 2011 meeting and recommended by Chief DeConnick and Legal Counsel. 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