

# RECORD OF PROCEEDINGS

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

**Held**

**March 7,**

**2016**

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

Also Present were:

Fred Kauser  
William Price  
D.J. Tharp  
Becky Kadel  
Melissa Rapp  
Rick Duff

Fire Chief  
Police Chief  
Service Director  
HR Director  
Public Information Officer  
Resident

## **CONSENT AGENDA**

### **Res. 53-16: Approve Minutes of February 16, 2016 and February 25, 2016**

Mr. Angelou moved to approve Minutes of February 16, 2016 and February 25, 2016. Mrs. Stewart seconded. All voted yea. Motion carried.

Sgt. Phillips presented to the Trustees a tentative heroin outreach meeting for the unincorporated area of Mifflin Township and the residing communities.

## **TRUSTEES**

Nothing at this time

## **CORRESPONDENCE**

Fiscal Officer presented the following correspondence to the Board:

1. A letter was received from Franklin County Economic Development and Planning Department regarding grant awards available up to \$2,000.00 for supplies and/or contractual services for community gardens.
2. A letter was received from the Franklin County Board of Health for Notice of Violation for the property at 2352 Lindale Road for various violations.

## **FISCAL OFFICER**

Fiscal Officer reminded the Trustees of the dinner on March 10<sup>th</sup> for the annual Franklin County Engineer and Franklin County Public Health meeting.

Fiscal Officer said that she finally received the official certificate of estimated resources and there was very little or no change in the amount of money that was going to be collected for each of the levy funds. The only change was the carryover amount.

Fiscal Officer presented to the Trustees a copy of the financial report and said this was submitted to the Auditor's office last Monday and will be on their website this afternoon.

Fiscal Officer requested approval to purchase the budget module for VIP accounting system for \$14,500.00. She presented the initial IT project proposal along with signatures to the Trustees. She would like to get this started so that when we are ready to proceed this will be available to the department heads and the training can be completed prior to September.

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**Res. 54-16: Approve Purchase of Budget Module for VIP Accounting System for \$14,500.00**

Mrs. Stewart moved to approve the purchase of the budget module for VIP accounting system for \$14,500.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer said that our next Trustee Meeting is scheduled for March 15<sup>th</sup> and that is the primary election date and voting is held in our building. She suggested that the Trustee Meeting be held on Wednesday, March 16<sup>th</sup> at 3:30 p.m.

**Res. 55-16: Approve to Move the Trustee Meeting from March 15<sup>th</sup> to March 16<sup>th</sup> at 3:30 P.M.**

Mr. Angelou moved to approve to move the Trustee Meeting from March 15<sup>th</sup> to March 16<sup>th</sup> at 3:30 p.m. Mrs. Stewart seconded. All voted yea. Motion carried.

**ADMIN**

**IT**

IT Meeting is scheduled for March 16<sup>th</sup> at 2:00 p.m.

Fiscal Officer requested to approve Christy Williamson to attend excel training class.

**Res. 56-16: Approve Christy Williamson to Attend Excel Training Class**

Mr. Angelou moved to approve Christy Williamson to attend excel training class. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

**HR**

Becky Kadel reported that there was a make-up health insurance meeting last week and 3 people attended. She said the HSA accounts should have been fully funded as of March 4<sup>th</sup>. She also stated that the drug free workplace program is currently available "on demand" for the employees to take independently.

**PIO**

Melissa Rapp reported that our quarterly cemetery meeting was held this morning and she received some good feedback in terms of the specific language that we use on the rules and regulations. Other suggestions were the layout and design for a more readable format and possibly including some photos. DJ Sharp reported that they have had ongoing issues of people driving too fast through the cemetery so he has put up a gate to block vehicles from entering. He stated that his is not a main cemetery entrance. Melissa Rapp said that she will put out a small press release informing the public that a gate has been installed to protect the employees and people visiting the cemetery. Melissa Rapp informed the Trustees that Mifflin received a lot of news coverage and presented them with a small packet regarding the escaped felon. She put out a press release to all the local stations and the Dispatch and that they were all interested in covering this story extensively. Melissa Rapp stated that in their

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packet is a follow up article in the Dispatch regarding the burn victim that Mifflin EMS responded to and transported.

### **SERVICE**

DJ Tharp requested approval to continue using Montanez All Seasons Maintenance for clean up and landscaping for Township building and fire department buildings for \$18,500.00.

### **Res. 57-16: Approve to Continue Using Montanez All Seasons Maintenance for Administrative Building and Fire Department Buildings for \$18,500.00**

Mrs. Stewart moved to approve to continue using Montanez All Seasons Maintenance for administrative building and fire department buildings in the amount of \$18,500.00.

Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp requested approval to accept the resignation of Roger Boggs effective March 18, 2016.

### **Res. 58-16: Approve the Resignation of Roger Boggs Effective March 18, 2016**

Mrs. Stewart moved to approve the resignation of Roger Boggs effective March 18, 2016.

Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp requested approval to promote David Stevens from laborer to foreman with a pay increase to \$15.99 per hour which includes the \$500.00 incentive bonus effective March 27, 2016.

### **Res. 59-16: Approve to Promote David Stevens to Foreman at \$15.99 per hour Which Includes \$500.00 Incentive Bonus Effective March 27, 2016**

Mr. Angelou moved to approve to promote David Stevens to foreman at \$15.99 per hour which includes \$500.00 incentive bonus effective March 27, 2016. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp requested to approve the amended budget and a 2.5% pay increase for the service department employees.

### **Res. 60-16: Approve Amended Budget and 2.5% Pay Increase for the Service Department Employees**

Mr. Spanovich moved to approve amended budget and 2.5% pay increase for the service department. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp requested approval to move forward with hiring 2-3 part time seasonal employees and the Trustees gave him permission.

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### **POLICE**

Police Chief Price requested an Executive Session to discuss a legal investigation.

### **FIRE**

Chief Kauser requested approval to replace Ladder gas/electric ventilation fans for \$5,713.66.

#### **Res. 61:16 Approve to Purchase Two (2) Gas/Electric Ventilation Fans for \$5,713.66**

Mrs. Stewart moved to approve two (2) Gas/Electric Ventilation Fans for \$5,713.66. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested to approve annual critical incident stress checkups for all Fire Division personnel. He said the anticipated costs for 2016 are \$14,000.

#### **Res. 62-16: Approve 2016 Contract for Stress/CISM Checkups for \$14,000.00**

Mrs. Stewart moved to approve 2016 Contract for Stress/CISM Checkups for \$14,000.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested to repair the motor coolant fan clutch and serpentine belt for Engine 132 for \$3,350.00.

#### **Res. 63-16: Approve to Repair the Motor Coolant Fan Clutch and Serpentine Belt for Engine 132 for \$3,350.00**

Mr. Spanovich moved to approve to repair the motor coolant fan clutch and serpentine belt for engine 132 for \$3,350.00. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested approval to revise the current pay classification by reversing the order of Deputy Chief and Assistant Chief. He said that this makes the Assistant Chief the 2<sup>nd</sup> position in command and the Deputy Chief becomes 3<sup>rd</sup> and will remain unfilled at this time.

#### **Res. 64-16: Approve to Revise Current Pay Classification and Assigning Assistant Chief to the 2<sup>nd</sup> Position in Command and Deputy Chief to 3<sup>rd</sup> Position**

Mrs. Stewart moved to approve to revise current pay classification and assigning Assistant Chief to the 2<sup>nd</sup> position in command and Deputy Chief to 3<sup>rd</sup> position. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested approval to promote Mike Grossman to Assistant Chief at \$53.96 per hour with a one year probationary status with quarterly updates to the Board of Trustees

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**Res. 65-16: Approve to Promote Mike Grossman to Assistant Chief at \$53.96 per hour with A One Year Probationary Status with Quarterly Updates to the Board of Trustees**

Mrs. Stewart moved to approve to promote Mike Grossman to Assistant Chief at \$53.96 per hour with a one year probationary status with quarterly updates to the Board of Trustees. Mr. Spanovich seconded. All voted yea. Motion carried.

Chief Kauser reported that he had a meeting with an employee from the Gahanna Park and Recreation and they will be holding the July 4<sup>th</sup> fireworks at the Gahanna Municipal Golf Course on Olde Ridenour Road this year.

Chief Kauser said he has been contacted by the city and developer to have a training house burn on Taylor Road that they have donated to us. He said he would like to meet with the Trustees to go over the details of this burn, talk about community CPR program, and street address campaign that he would like roll out this year.

Chief Kauser informed the Trustees that he is getting ready for the hiring process to begin due to upcoming retirements.

Chief Kauser requested approval to hire Paul Draviliss through the MORPC internship program who is majoring in Public Administration at \$10.00 from mid May through mid August. Fiscal Officer said that he has completed our employment application and after approval a background check will be run.

**Res. 66-16: Approve to Hire Paul Draviliss as Intern for \$10.00 per hour**

Mrs. Stewart moved to approve to hire Paul Draviliss as intern for \$10.00 per hour. Mr. Spanovich seconded. All voted yea. Motion carried.

Rick Duff, resident, commented that the City of Gahanna has code on the street addresses and commended the Mifflin Township Police Department on holding a heroin outreach meeting.

**Res. 67-16: Move Into Executive Session**

Mr. Angelou moved to go into executive session to discuss a legal issue at 11:05 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came out of executive session at 11:23 a.m. and there being no further business, Mrs. Stewart moved to adjourn the meeting. Mr. Spanovich seconded. All voted yea. Motion carried.

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Joseph F. Spanovich, Chairman

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Richard J. Angelou, Vice Chairman

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Lynn M. Stewart, Trustee

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Nancy M. White, Fiscal Officer

