

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

MARCH 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
William Price	Acting Police Chief
D.J. Tharp	Service Director
Steve Blake	Police/Code Officer
Becky Kadel	HR Director
Lynn Bruno Smith	Public Information Officer

CONSENT AGENDA

Res. 64-13: Approve Minutes of February 19, 2013

Mr. Angelou moved to approve the minutes of the February 19, 2013 meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS

Mrs. Stewart said the event the Fire Department had on February 25th to welcome back Lt. Anthony Torres to full-time duty was well organized and very nice. She said that with what he has gone through as an amputee to be able to come back to full-time duty as a firefighter is a real inspiration. Mr. Angelou said he agrees and said it is good to see the Fire staff come together to help him accomplish his goal.

CORRESPONDENCE

The Fiscal Officer presented the Board with the following correspondence:

1. The Franklin County Public Health sent a copy of the 1st Notice of Violation to the owner of 3014 Alwine Road to correct violations before the re-inspection on March 18, 2013 or charges could be filed.
2. The Trustees were given a copy of the Grassroots Clippings, the monthly newsletter of the Ohio Township Association. The Fiscal Officer pointed out that there was an article on EMS Grant Applications Available and how to apply for funding. She said in the OTA Magazine there was an article about the origins of the OTA and also an interesting article about Township Cemetery rights of reentry which she forwarded to D.J. Tharp. The Fiscal Officer said that the newsletter also listed four locations for Public Records Training slated for spring.
3. A reservation form was received for the 2013 combined dinner meeting of the Franklin County Engineer and Public Health on March 14, 2013. Reservations must be in by March 7, 2013.
4. A copy of the Advertisement for the Professional Design Services for the Leonard Park Water System Improvements Project was received. The Opening Date/Time is March 6, 2013 at 2:00 P.M. (See Referral File)

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The Fiscal Officer said the Township has a Records Retention Policy/Schedule for Administrative and Service Department records, but it should be reviewed and updated now that we have an HR Department and have changed our accounting software. She said that there is also some wording that will need updated. (See Referral File)

PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):

ADMIN – The Fiscal Officer said that there is an increase in the rates for Law Enforcement under OPERS effective January 1, 2013 and Fire under OP&F effective July 7, 2013. She asked if the Trustees wanted to continue to pick up the whole amount or ask the employees to pick up the difference. The Trustees said they will meet with the Department Heads to discuss their budgets before a decision is made. (See Referral File)

The Fiscal Officer said the cabling to accommodate the new VOIP system as quoted by Keytel was not approved at the last meeting and will need to be approved at this time.

Res. 65-13: Approve VOIP Cabling at Seven (7) Township Locations as Quoted by Keytel in the Amount of \$4,344.04

Mrs. Stewart moved to approve the VOIP cabling at seven (7) Township locations as quoted by Keytel in the amount of \$4,344.04. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said that she received a call from Violet Township regarding sharing a PRI with Mifflin. She said she referred him to Deputy Chief Kauser for more details and it can be discussed further when we have our next IT Committee Meeting.

The Fiscal Officer said that Req. #02.06.2013 for HVAC Zoning Systems Replacement at Fire Sta. #134 was incorrectly presented at the last meeting and needs to be corrected by adding \$1,000 making the correct amount to be \$6,721.00.

Res. 66-13: Approve Correcting Req. #02.06.2013 for HVAC Zoning Systems Replacement by Custom Air at Sta. #134 by Increasing it by \$1,000 Making the Correct Amount to be \$6,721.00

Mrs. Stewart moved to approve correcting Req. #02.06.2013 for HVAC Zoning Systems Replacement by Custom Air at Sta. #134 by increasing it by \$1,000 making the correct amount to be \$6,721.00. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said that we received an invoice from Attorneys Loveland & Brosius for legal fees through January 31, 2013 in the amount of \$8,947.50 which will need to be approved by the Trustees.

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Res. 67-13: Approve Paying Invoice from Attorneys Loveland & Brosius for Legal Fees Through January 31, 2013 in the Amount of \$8,947.50

Mrs. Stewart moved to pay the invoice from Attorneys Loveland & Brosius for legal fees through January 31, 2013 in the amount of \$8,947.50. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said she has always handled records requests, but now the Public Information officer with the help of the HR Director will be in charge of handling them. She said she will meet with them to determine the best way to handle this and the records we are required to provide. The Fiscal Officer said she received a memo regarding our next IT Meeting but doesn't remember the date. Mrs. Stewart checked her calendar and said she has the meeting scheduled for Wednesday, March 20, 2013 at 12:30 p.m.

SERVICE – D. J. Tharp said he turned in his draft for the Records Retention Policy for the Service/Cemetery Department which is smaller than the one the Township had on file for his Department. The Fiscal Officer said that after comparing the two policies, it probably would be better for the Service Department to have their own Retention Policy which includes the Cemetery records.

D. J. Tharp said we had 11 funerals last month, sold 5 graves and used 10 tons of salt from the City of Gahanna and picked up 8 tons from the Franklin County Engineers which is still on the truck.

CODE ENFORCEMENT – Steve Blake said he got some very good news from the County that we were the only entity that participated in the third round so the two properties that he had listed on Agler Road are scheduled for demolition. He said they also told him there is still money left over and asked that he look at properties on Perdue Avenue because they have a project planned for that area.

Mr. Angelou signed off on an invoice from T. Helmick Remodeling for a clean-up completed on February 13, 2013 for several locations in the amount of \$1,500.00.

Officer Blake discussed the County Land Bank Program with the Trustees. He said this program is different from the first Land Bank Program they presented and he feels that this new one as explained by Mr. Teaford at the last meeting would be to our benefit as there are about twelve vacant properties that he could give to them for demolition or rehab. Officer Blake said he is recommending that the Township sign the MOU Agreement to participate in the Land Bank

Res. 68-13: Approve Participating With The County Land Bank Program and Signing the MOU as Recommended by the Code Enforcement Officer

Mr. Angelou moved to approve participating with the County Land Bank Program and signing the MOU as recommended by the Code Enforcement Officer. Mrs. Stewart seconded. All voted yea. Motion carried.

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Officer Blake asked the Fiscal Officer to check to see if he was paid for the 18 ½ hours of pay he was missing in January. She said she thinks that it was paid. Officer Blake was asked if there was a Record Retention Policy for Code Enforcement. He said he will check with other Code Officers for their policy and put together something for the next meeting.

POLICE – Acting Chief Price presented a revised Police Budget for 2013. The Fiscal Officer said she will be receiving the First Amended Certificate from the County very soon which will show the County Auditor's revised collection figures that she will share with the Department Heads.

Res. 69-13: Approve the Revised Police Department Budget for 2013 as Presented by Acting Chief Price

Mr. Angelou moved to approve the revised Police Department Budget for 2013 as presented by Acting Chief Price. Mrs. Stewart seconded. All voted yea. Motion carried.

Acting Chief Price presented the Trustees with a copy of the Police Records Retention Policy on file with the Ohio Historical Society that has already been approved. (See Referral File) Acting Chief Price also requested approval by the Trustees of the following.

Res. 70-13: Approve Pay Increase for Charlie Johnson from \$7.70 to \$8.00/Hour Effective Next Pay Period

Mr. Angelou moved to approve a pay increase for Charlie Johnson from \$7.70 to \$8.00/Hour effective next pay period. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Angelou signed off on the invoice from B & C Communications for the annual Radio Maintenance for \$2,004.00 for the period March 2013 through February 2014.

Mr. Angelou signed off on the past due invoice from InterAct for maintenance on the MDT system in the cruisers for \$991.44 from 6/1/12 to 5/31/13. The Fiscal Officer said we will check on the status of this invoice before we pay it.

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

Mr. Spanovich signed off on Req. 01.03.2013.FD.1A,1B for uniform items for new Firefighter Jordan Irwin from Phoenix for a total of \$1,406.97.

Res. 71-13: Approve (4) PC's w/Monitors for MECC Work Stations from CDW for a Total of \$2,786.84

Mr. Spanovich moved to approve Req. 02222013.02 for (4) PC's w/Monitors for MECC work stations from CDW for a total of \$2,786.84. Mrs. Stewart seconded. All voted yea. Motion carried.

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Res. 72-13: Approve Declaring Draeger SCBA Cylinders as Surplus to be Disposed of Properly as Listed and Recommended by Chief Taylor

Mrs. Stewart moved to approve declaring Draeger SCBA Cylinders as surplus to be disposed of properly as listed and recommended by Chief Taylor. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor said for the Trustees' information that there were problems involving the sale of both Medics on govdeals.com and both buyers have backed out so we will need to come up with a plan to sell them again.

Chief Taylor said that by renewing our MED3000 Contract including all the MECC Agencies and extending the term through February 28, 2016, we will receive a 1% discount on the rate we would all pay for their service. He said we would need to renew the HIPPA Agreement as required by federal law.

Res. 73-13: Approve Renewing the MED3000 Contract as Amended to Include All MECC Agencies and the HIPPA Agreement for Three (3) Years as Presented

Mr. Angelou moved to approve renewing the MED3000 Contract as Amended to include all MECC Agencies and the HIPPA Agreement for three (3) years as presented. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor said he is working on a draft for the Fire Department Retention Policy and will try to have it completed by the next meeting.

Mr. Spanovich said he will meet with Chief Taylor on March 14th to discuss possible pay increases.

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

Joseph F. Spanovich Chairman

Lynn M. Stewart, Vice Chairman

Richard J. Angelou, Trustee

Nancy M. White, Fiscal Officer