

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

**MARCH 5,**

**2007**

Chairman Spanovich called the Regular Staff Meeting to order at 9:00 A.M. with Mr. Angelou and the Fiscal Officer present. Mr. Stewart was absent.

Also present were:

Pat Myers	Affiliated
Chief Hoovler	Plain Township Fire Chief
Fred Kauser	Deputy Fire Chief
Calvin McKnight	Service Director
Steve Blake	Code Enforcement Officer

Mr. Spanovich asked to dispense with the Pledge and Prayer.

### **CORRESPONDENCE**

The following correspondence was presented to the Board by the Fiscal Officer:

1. Economic Development & Planning Department memorandum from Ben Weiner regarding the Mifflin-Clinton Land Use Plan Committee introductory meeting to be held at the Mifflin Township Meeting Hall on March 12, 2007 at 6:30 p.m. Members appointed by the Trustees to be a part of this committee representing Mifflin Township are Mr. Spanovich, Calvin McKnight, Steve Blake and Dolly Hanning.
2. The franchise fee from WideOpenWest was received in the amount of \$3,921.31. We should also be receiving a check from Time Warner in the near future.
3. Franklin County Technical Review Committee notice that a meeting was held on February 27, 2007. There were no cases for Mifflin Township.
4. KLA Risk Consulting letter from Kim Arnold regarding the January 30, 2007 Loss Control Visit. KLA is the Loss Control consulting company for OTARMA. They are recommending that we do drivers license checks on everyone. Chief Pocock said he would try to help us get that implemented. Another recommendation concerns Hepatitis B vaccinations that are not offered. They should be offered to all officers and staff in the Police Department and may be available for little to no cost through the local Health Department.
5. Franklin County Board of Health notice of their annual District Advisory Council Meeting on March 22, 2007 at 6:00 p.m. at the Makoy Center. Reservations are to be in by March 9, 2007.

Mr. Spanovich turned the meeting over to Pat Myers of Affiliated who was present to discuss changing our present contract with Affiliated. He said the IT Committee met last week regarding Affiliated's support of the Township and how to restructure that to assist in some cost issues and how it was to be split up. Mr. Myers said that they have lowered the support agreement to \$1835/month and added in 10 hours of Rick Deeds time on a monthly basis for the IT Steering Committee at no charge. Affiliated will continue to keep their monitoring system in place to watch all the servers and continue to produce the monthly reports. One of their engineers will come to our location once a month instead of once a week under the new managed care contract to do preventive maintenance and work with Paul Adkins. The help desk will still be available to the Township at no expense and they will be available if Paul calls them in for an emergency situation. Mr. Angelou said as discussed at the last IT Committee meeting, the new contract will result in a savings and they will be developing a cost split. He said they will try to make it equitable for everyone but Fire does have the biggest use. Deputy Chief Kauser said that MECC is not a part of this because their contracts are already established but they could be renegotiated for next year.

### **Res. 56-07: Approve New Contract with Affiliated as Presented for a Monthly Managed Service Fee of \$1835.00 Effective March 15, 2007**

Mr. Angelou moved to approve the new contract with Affiliated as presented by Pat Myers for a monthly managed service fee of \$1835.00 effective March 15, 2007 and recommended by the IT Committee effective March 15, 2007. Mr. Spanovich seconded. All voted yea.

The Fiscal Officer said that Chief Hoovler was present to discuss the MEC Center. Chief Hoovler said at the last meeting the Trustees were given a memo regarding proposed personnel changes within the MEC Center. He said if there were any additional questions not

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answered at the last meeting regarding the February 16, 2007 memo, he would be glad to answer them. The memo proposed additional Lieutenant positions within the MEC Center. Mr. Spanovich said he has been asked by several people if the minutes from the MECC Executive Board Meetings are made available to the officials, how often do they meet and what process is used to make decisions such as relocating the MEC Center, applying for grants, buying new equipment, etc. Deputy Chief Kauser said that the six proposals listed in the February 16, 2007 memo are just general expansion changes and is routine business. He said this request is to authorize the positions at this time and they will come back with a proposal and cost to actually conduct the testing to fill the vacancies. The Fiscal Officer asked how this will impact payroll in reporting of the changes specifically for the night time differential pay and how it would effect overtime. Deputy Chief Kauser said that this is something that will need to be revisited to figure out how it can be accommodated. He said there are mechanics that need worked out but they are only asking to authorize the position changes listed on the memo at this time. It will probably be Fall before all this is put in place.

### **Res. 57-07: Approve MECC Personnel Changes as Presented in 2/16/07 Memo Contingent on Payroll Reporting Issues Being Worked Out with Fiscal Officer**

Mr. Spanovich moved to approve MECC personnel changes as presented in the February 16, 2007 memo from Chief DeConnick as approved by the MECC Executive Board contingent on payroll reporting issues being worked out with Fiscal Officer. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Hoover explained the duties of the MECC Executive Board members. He said they assigned one person to be in charge of handling news that goes to the media to keep the information consistent. He said that this MEC Consortium has allowed all member entities to have first rate dispatching at an affordable cost. He said they did not take minutes when they first started but they do now and will share them with everyone. Mr. Spanovich agreed that the MECC Executive Board is doing a very good job and the MEC Center is a real success story.

The Fiscal Officer said that she intends to bring Permanent Appropriations before the Board at the next regular meeting for approval. Some of the budgets need to be fine-tuned and she needs to transfer money from the General Fund to the Service and Police Funds as approved at a previous meeting. She said this is the first year we have had a separate MECC budget which will make it easier to keep track of their expenses. She suggested that we need to keep it funded to pay their expenses by billing the entities in advance instead of in arrears.

### **OLD BUSINESS**

**Verizon Cellular Tower** – Calvin McKnight said that besides the original proposed location, another reason the City voted against the tower is the fact it was not going to be lighted. The appeal was turned down 5 to 0. Another proposal will be presented to the City.

**Road District Levy** - The Fiscal Officer said she filed the Road District Levy for the May 8, 2007 ballot and received the paperwork back from the Board of Elections with ballot language which she approved, signed and returned to them.

**Employee Handbook Review** - Mr. Spanovich said this is scheduled to be discussed at the April Staff Meeting. Department Heads are to present any additions, changes, etc. at that meeting.

**FIRE** – In the absence of Chief DeConnick, Deputy Chief Kauser presented the following Purchase Requests to the Board for approval:

### **Res. 58-07: Approve Annual Maintenance Fees for Telestaff and Webstaff Software with PDSI for \$7800.00**

Mr. Spanovich moved to approve Purchase Request No. 03-01-07 for the annual maintenance fees for Telestaff and Webstaff software with PDSI for \$7800.00 as recommended by Deputy Chief Kauser and Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

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**Res. 59-07: Approve Annual Maintenance Support Agreement with EmergiTech for \$7154.59**

Mr. Angelou moved to approve Purchase Request No. 02-05-07 for the annual maintenance support agreement with EmergiTech for \$7154.59 as recommended by Deputy Chief Kauser and Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

Deputy Chief Kauser reported that there was a major fire this morning in the Township on Northglen and the family was lucky to survive the fire. He said the Fire Department would like to do a promotion to put smoke detectors in the homes in the Township. There will be no charge and they will even install them because it is important that all homes in the Township are protected.

**POLICE** – No report in the absence of Chief Pocock.

**CODE ENFORCMENT** – Steve Blake thanked everyone for their thoughts and prayers in his absence due to deaths in his family. He said he received an e-mail from a Northglen resident with concerns regarding the neighborhood especially with rats. He said he notified the Board of Health and will be sending out notices to several property owners in that area regarding rat problems. He said he posted a notice on a property on Purdue and there is a hearing coming up on it soon. Mr. Blake said he will have more details available at the next meeting on up-coming cleanups. He said he attended the Ohio Association Code Enforcement meeting last week and one of the topics was citations and how Dayton does it. He said he will touch base again with the Franklin County Prosecutor’s Office to see if we can go ahead and start doing it.

**SERVICE** – Calvin McKnight said he now has an estimate on the damage resulting from the accident one of his drivers had during the last snow backing into a Firefighter’s vehicle at Sta. 133 in the amount of \$768.73.

The Fiscal Officer said she passed out a list of vehicles and equipment to the Department Heads for them to confirm their information is correct for insurance purposes and has not received anything back as yet. She also reminded everyone that we are to receive any changes, additions or updates to the Employee Handbook by the next Staff Meeting in Arpil.

**Res. 60-07: Move Into Executive Session**

Mr. Angelou moved to go into executive session at the request of the Fiscal Officer at 10:50 a.m. Mr. Spanovich seconded. All voted yea. Motion carried.

**Res. 61-07: Move Back into Regular Session**

Mr. Spanovich moved to go back into regular session at 11:07 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

There being no further business, Mr. Angelou 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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Nancy M. White, Fiscal Officer

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The Trustees approved the March 2, 2007 payroll warrants for the period of February 11, 2007 through February 24, 2007 and the March 16, 2007 payroll warrants for the period of February 25, 2007 through March 10, 2007. Copies are on file with the Fiscal Officer.

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**Held** **JANUARY 3,** **2007**

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