

# RECORD OF PROCEEDINGS

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

**Held**

**MARCH 7,**

**2011**

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:

Anthony Hray, Asst. Planner	Franklin County
Jim DeConnick	Fire Chief
Michael Grossman	Asst. Fire Chief/MECC
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Police/Code Officer

## **CONSENT AGENDA**

### **Res. 63-11: Approve Minutes of February 15, 2011 & February 25, 2011**

Mrs. Stewart moved to approve the minutes of the February 15, 2011 and February 25, 2011 meetings. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich turned the meeting over to Anthony Hray, Assistant Planner with the Franklin County Economic Development & Planning Department to discuss a Sidewalk Maintenance Agreement. Mr. Hray said the Agreement is for a sidewalk within the public right-of-way along the frontage of 2995 Woodland Avenue. The purpose of the agreement is to assign maintenance responsibilities to the Columbus Housing Partnership and subsequent property owners. He said he came today to present a copy of the Agreement between Mifflin Township and the Columbus Housing Partnership for review and plans to attend our next meeting to ask for a formal resolution to approve the Agreement.

**TRUSTEES' COMMENTS** – None at this time.

## **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence to the Board:

1. A letter was received from R. Lee Brown, Planning Administrator with the Economic Development & Planning Department regarding an Open House at Clinton Township on March 8, 2011 from 6:00 p.m. – 7:30 p.m. The purpose of the open house is to learn more about the Smart Growth Overlay which applies to commercial properties only as part of the Clinton-Mifflin Land Use Plan.
2. A notice was received that the Franklin County Commissioners and City of Columbus announce a Community Gardens Grant opportunity. Applications are due by Friday, April 1, 2011.
3. A letter was received from Randolph Borden of Roth Produce that they are seeking annexation into the City of Columbus. The City is requiring commercial properties to annex as part of their allowing water access to Leonard Park. Also, they state their water source has become less than adequate to meet the demands of their business.

**FISCAL OFFICER'S REPORT** – Nancy White said she put together a preliminary grid regarding the comparison of Accounting Software RFP's for the Trustees review. She is not expecting any action on it at this time as she is still trying to get some additional answers from the vendors. She said she will then reconfigure it and bring the information back to the Trustees.

## **PROPOSED RESOLUTIONS (NEW BUISNESS):**

**ADMIN** – The Fiscal Officer said we received a request from the Gahanna American Legion Auxiliary to use the Meeting Hall on March 13<sup>th</sup> for Buckeye Girls State interviews.

### **Res. 64-11: Approve Meeting Room Rental Request of the Gahanna American Legion Auxiliary for Sunday, March 13, 2011 for Buckeye Girls State Interviews**

Mrs. Stewart moved to approve the Meeting Room Rental request of the Gahanna American Legion Auxiliary for Sunday, March 13, 2011 from 12 noon to 6:00 p.m. for Buckeye Girls State Interviews under the non-profit guidelines. Mr. Angelou seconded. All voted yea. Motion carried.

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

**Res. 65-11: Approve Purchase of 2002 Chevy Ventura Van for Service Director's Use From Trenor Motors for \$5,185.00**

Mrs. Stewart moved to approve Purchase Req. 2011-04 for the purchase of a 2002 Chevy Ventura Van for the Service Director's use from Trenor Motors for \$5,185.00. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 66-11: Approve Renewing Township Building Lawn Care Contract for 2011 with Jim Klamfoth Lawn Service as Proposed with No Price Change**

Mrs. Stewart moved to approve renewing the Township Building Lawn Care Contract for 2011 with Jim Klamfoth Lawn Service as proposed with no price change. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Calvin McKnight said he will be taking our Good Housekeeping information down to Franklin County on March 22, 2010 and on March 24<sup>th</sup> or 25<sup>th</sup>, EPA will be doing a walk through audit of our facilities at 218 Agler Road and 155 Olde Ridenour Road.

**Res. 67-11: Approve New Storm Water Drop adjacent to 2220 Rankin Ave. by Cyrus Concrete Construction for \$4,850.00**

Mr. Spanovich moved to approve Purchase Req. 2011-05 for a new storm water drop adjacent to 2220 Rankin Ave. by Cyrus Concrete Construction for \$4,850.00. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 68-11: Approve Blacktop Repair on Mifflin Cemetery Roadway as Estimated by Cyrus Concrete Construction for \$1800.00**

Mrs. Stewart moved to approve Purchase Req. 2011-06 for blacktop repair on Mifflin Cemetery roadway as estimated by Cyrus Concrete Construction for \$1800.00, Mr. Angelou seconded. All voted yea. Motion carried.

Calvin McKnight said that Franklin Soil and Water Conservation District would like to install a Rain Garden at our location where the public can see it. The EPA is encouraging projects like this to help in cleaning up the storm water drains that are going into the creeks and rivers. The Trustees agreed that we don't want this in the front of our building and asked Calvin to work with them to find a better location to be the most beneficial and they will keep this project under consideration.

**Res. 69-11: Approve 17 Hours of Comp Time Requested by Calvin McKnight for Hours Worked During the January & February 2011 Snow Emergency as Presented**

Mr. Angelou moved to approve 17 hours of comp time requested by Calvin McKnight for hours worked during the January & February 2011 snow emergency as presented. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

**CODE ENFORCEMENT** – Steve Blake said he is still working with the County to try to get some of the unsafe houses down with the program they are trying to put together. Hopefully they will give us the funding directly so we can get three down instead of one. Mrs. Stewart said there was an article in the paper that SWACO is taking applications for grants for tire removal and waste management type of programs. Mr. Blake said he will look into it.

**POLICE** – Chief Pocock said they are losing another Full-time Officer and will not be replacing the position. He said Tom Baughn plans to resign effective March 18, 2011 and he will have his resignation letter to present at the next meeting.

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

**Res. 70-11: Approve Permanent 2011 EMS Final Budget Revision as Presented**

Mr. Spanovich moved to approve the permanent 2011 EMS Final Budget Revision as presented. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief DeConnick gave the Trustees a copy of the Press Release from Violet Township Fire Department on the passing of their Asst. Fire Chief Douglas Barr on February 27, 2011.

**Res. 71-11: Approve Emergency Reporting Software for 2011 from MED3000 for an Annual Payment of \$13,320.00.**

Mr. Spanovich moved to approve Purchase Req. 03.01.11 for Emergency Reporting Software for 2011 from MED3000 in an annual payment of \$13,320.00. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 72-11: Approve Repair of E134 by Flora's Diesel Repair Service for \$3,620.63**

Mr. Spanovich moved to approve Purchase Req. 03.02.11 for repair of E134 by Flora's Diesel Repair Service for \$3,620.63. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said that she feels for the Auditor's purpose, we should establish a maintenance policy as to what repair amount should come before the Board. Chief DeConnick said that he thought when we left Gahanna and started to have repairs done on our own, it was discussed that only repairs over \$5,000.00 need to come before the Board for approval.

**Res. 73-11: Approve Establishing a Vehicle Repair Maintenance Policy that Requires Repairs Over \$5000.00 Be Presented to the Board for Approval**

Mrs. Stewart approved establishing a vehicle repair maintenance policy that requires repairs over \$5000.00 to be presented to the Board for approval. Mr. Spanovich seconded. All voted yea. Motion carried.

The Fiscal Officer also questioned who should be establishing new accounts and giving us credit applications to complete. Asst. Chief Grossman said that at this point only Capt. Yinger, Capt. Brake and Capt. Lowe should be setting up new accounts and requesting that credit applications be completed.

Mr. Spanovich signed off on the invoice from Pro-Tech-Safety in the amount of \$1,440.00 for work done last year to support the Maintenance Committee. Asst. Chief Grossman said he will resubmit a proposal to the Board for Mr. Mills to continue his work with the Committee for this year.

**Res. 74-11: Approve Service Credit Bonus for Lt. Jack Weidner for Amount to be Determined**

Mrs. Stewart moved to approve a service credit bonus for Lt. Jack Weidner for an amount to be determined by the Fiscal Officer and Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

**MECC** – Asst. Chief Grossman presented the Trustees with copies of two invoices for the Emergitech Software Support Services from December 2010 - March 2011 for \$24,072.14. He said the full amount of the Service Agreement was approved last year and partially paid but he is requesting that only \$12,036.07 for the December 2010 – January 2011 invoice be paid until completion of outstanding projects and satisfactory operation of systems.

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**Res. 75-11: Approve Accepting Resignation of Part-time Dispatcher Jodi Jones Effective March 14, 2011**

Mr. Angelou moved to approve accepting resignation of Part-time Dispatcher Jodi Jones effective March 14, 2011 as recommended by Asst. Chief Grossman. Mrs. Stewart seconded. All voted yea. Motion carried.

Asst. Chief Grossman advised the Trustees that the HVAC unit needs repair at MECC. The manufacturer will cover the cost of a new unit, but we will be responsible for the labor/installation for about \$1200.00.

Asst. Chief Grossman said that there will be additional paperwork to sign regarding the grant for the Agreement for Homeland Security UASI Funds that was approved at the February 7, 2011 meeting. The amount is for \$60,000 non-matching funds.

**Res. 76-11: Move Into Executive Session**

Mr. Angelou moved to go into executive session to discuss a personnel matter at 11:14 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees moved out of executive session and returned to regular session at 12:01 p.m. and approved the following:

**Res. 77-11: Approve Entering Into a (1) One Year Contract with YourQuest Personal Health Solutions for \$6000.00 with United Healthcare Contributing \$3000.00 of That Amount**

Mr. Spanovich moved to approve entering into a (1) one year contract with YourQuest Personal Health Solutions for \$6000.00 with United Healthcare contributing \$3000.00 of that amount. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 78-11: Approve Policy that Non-Compliance as it Relates to New Wellness Program will Cost Employees 5% of Health Insurance Premium**

Mr. Spanovich moved to approve a policy that non-compliance as it relates to new wellness program will cost employees 5% of health insurance premium. Mr. Angelou seconded. All voted yea. Motion carried.

**VISITOR COMMENT**

Attorney Sam Villard said he represents Lt. Jack Weidner who has been a Firefighter with Mifflin for near 25 years. He said Lt. Weidner has about 12 months before retirement and approximately a year ago he was diagnosed with a serious heart health condition. He said it is treatable and he would be able to return to work on limited duty to finish out his remaining 12 months. Mr. Villard said the request to return to work was made to the Fire Chief on February 8, 2011. Mr. Spanovich said the Trustees will take his request under consideration and review the matter with our attorney and will notify him of the decision.

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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Richard J. Angelou, Vice Chairman

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Lynn M. Stewart, Trustee

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Nancy M. White, Fiscal Officer