

# RECORD OF PROCEEDINGS

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

Held

**APRIL 17,**

**2007**

Chairman Spanovich called the Regular Meeting to order at 6:00 P.M. with all members present.

Also present were:

Dolly Hanning	2354 Agler Rd.
Lynn Stewart	561 Laurel Ridge
Dan Bender	Rocky Fork Enterprise
Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Code Enforcement Officer
Government Students from Gahanna Lincoln High School (See Referral File)	

Mr. Spanovich led the Pledge of Allegiance to the Flag and Mr. Angelou offered a prayer.

Mr. Spanovich welcomed the government students from Gahanna Lincoln High School and introduced the Officials and Department Heads. He explained some of the functions of townships and said we have pamphlets available with more detailed information. Mr. Angelou said that townships are the oldest form of government and explained the differences in the operation of federal, state, city and township governments.

### **Res. 105-07: Approve Minutes of April 2, 2007**

Mr. Stewart moved to approve the minutes of the April 2, 2007 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 106-07: Approve May Warrants**

Mr. Angelou moved to approve the May warrants for payroll and bills. Mr. Stewart seconded. All voted yea. Motion carried.

### **CORRESPONDENCE**

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

1. Franklin County Planning Commission notice of a meeting that was held on April 11, 2007 at 1:30 p.m. There were no cases for Mifflin Township but the hearing request to annex over 9 acres from Mifflin Township to the City of Columbus by the Columbus Municipal Airport Authority should be coming up in May.
2. Solid Waste Authority of Central Ohio (SWACO) invitation to attend their Annual Community Meeting and Awards Luncheon on May 9, 2007 at the Hilton Hotel at Easton. Reservations are to be in by April 23, 2007. As stated at the last meeting, we can submit a nomination for their Emerald Award.

### **Res.107-07: Nominate Code Enforcement Officer Steve Blake for the SWACO Emerald Award**

Mr. Spanovich moved to nominate Code Enforcement Officer Steve Blake for the 2<sup>nd</sup> Annual SWACO Emerald Award which is well deserved as a result of his hard work in organizing and promoting clean-ups in the Township. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said we received two applications to rent the Township Meeting Hall for Board approval.

### **Res. 108-07: Approve Application of American Cancer Society to Rent the Township Meeting Hall for a Relay for Life Meeting on April 25, 2007**

Mr. Spanovich moved to approve the application of the American Cancer Society to rent the Township Meeting Hall for their Relay for Life Meeting on April 25, 2007 from 5:45 to 8:00 p.m. under the non-profit guidelines. Mr. Angelou seconded. All voted yea. Motion carried.

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

APRIL 17,

2007

**Res. 109-07: Approve Application of Gahanna Jefferson Education Assoc. to Rent the Township Meeting Hall for Contract Negotiations with the Board of Education on a Date to be Announced Contingent on Availability of Meeting Hall**

Mr. Angelou moved to approve the application of the Gahanna Jefferson Education Assoc. to rent the Township Meeting Hall for contract negotiations with the Board of Education on a date to be announced contingent on availability of Meeting Hall under the non-profit guidelines. Mr. Stewart seconded. All voted yea. Motion carried.

Mr. Stewart approved and signed off on an invoice received by the Police Department from BIO-key International for their annual maintenance agreement in the amount of \$1462.86 which is under the amount that can be approved by a Trustee.

The Fiscal Officer said that a request for four (4) new PC's was presented at the last meeting and was held for this meeting. Two (2) are for Administration and two (2) for Fire in the amount of \$1058.97 each. One of the PC's for Fire was approved back in 2006 and is at a lower price at this time.

**Res. 110-07: Approve Purchase of (2) PC's for Administration and (2) for Fire at \$1058.97/Each From Dell as Quoted for a Total of \$4235.88**

Mr. Spanovich moved to approve the purchase of two (2) PC's for Administration and two (2) for Fire giving one to the Fire Secretary and one to Fire Prevention for \$1058.97/each for a total of \$4235.88 as quoted by Dell. Mr. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said that she requested a quote from Starcomm to mount our projector from the ceiling in the meeting room. We have to set up a table to use it now. The quote for installation and materials is \$2370.85. An amplifier can be added for \$455.00 if needed at a later date. We would be responsible for a small amount of electrical work and Starcomm would provide all materials listed on their April 17, 2007 proposal.

**Res. 111-07: Approve Installation and Materials to Mount our Projector from the Meeting Hall Ceiling by Starcomm, LLC for a Total of \$2370.85**

Mr. Angelou moved to approve mounting our projector from the Meeting Hall ceiling including installation and materials per the April 17, 2007 proposal from Starcomm for a total amount of \$2370.85 as recommended by the Fiscal Officer. Mr. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer reminded the Trustees that the Auditors are here and may be here another two weeks. They have all the information they requested from us. They have also talked to and requested some information from the Department Heads.

At the last meeting the Trustees approved increasing purchase levels as presented by the Fiscal Officer. She gave them a copy of purchase card limit changes as requested by the Department Heads as well as additional cards. The Trustees agreed they would like to review this further and asked that this be held for the next staff meeting.

The Trustees set the Staff Meeting for Monday, May 7, 2007 at 10:00 a.m.

The Fiscal Officer said she went through the changes to the Personnel Handbook and updated it. She gave copies to the Trustees and e-mailed the Department Heads for further review.

### **OLD BUSINESS**

**Verizon Cellular Tower** – Mr. Spanovich said he understands the City of Gahanna will be holding a public hearing regarding the placement of cellular towers. Calvin McKnight said he gave Amy Callander a copy of the newspaper article regarding this. We will probably have to turn in a new application due to the revamped guidelines.

## RECORD OF PROCEEDINGS

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

Held

APRIL 17,

2007

**Mifflin/Clinton Partnership Project** – Mr. Spanovich said he met with Mr. Mills, the Chairman of the Ad Hoc Citizens Advisory Committee and was updated on the information they have gathered so far. They are not ready to present a report as yet.

**Road District Levy** – Mr. Spanovich said it will be on the May 8, 2007 ballot and hopes everyone in the unincorporated area votes for it.

**Employee Handbook Review** – Mr. Spanovich said as mentioned earlier in the meeting, updates have been made and after a further review, hopefully we can finalize it in May.

**Proposed Pay Increases** – The Trustees agreed that this needs further study and will be kept on the agenda for the May 7, 2007 meeting.

**Inventory Software** – Chief DeConnick said we are waiting for a software change upgrade from the company we approved for an inventory record and management program. He said this will take about eight to ten weeks but they will be shipping the handheld devices and two of the laptops so we can start entering our data into the system.

**Station 131 Basement Repair & Annex Building** – Mr. Spanovich said he surveyed the basement and building at Sta. 131 and the annex building at 485 Rocky Fork and hopes some repairs can be made in 2007. The Fiscal Officer said she met with representatives from Fifth Third today regarding financing. She said they asked a lot of questions about our plans and will get back with us on rates by the May 7<sup>th</sup> meeting. They also offered to attend that meeting if we asked them to.

### **REPORTS OF DEPARTMENT HEADS**

**SERVICE** – Calvin McKnight advised the Trustees that he will be on vacation and out of town beginning April 29<sup>th</sup> to May 6<sup>th</sup> and will be back in the office on May 7<sup>th</sup>.

Mr. McKnight presented the Trustees with a purchase request for a small utility trailer to be used by the Service and Fire Department for hauling equipment and mowers from location to location. The total cost will be \$1,413.00 from R. J. Cox Company and will be split between the Service and Fire Department.

### **Res. 112-07: Approve Purchase of a Utility Trailer for the Service and Fire Departments from R.J. Cox Company in the Amount of \$1,413.00 to be Paid From 3-A-4 and 10-A-8 Accounts**

Mr. Angelou moved to approve the purchase of a small utility trailer for the Service and Fire Departments from R.J. Cox Company in the amount of \$1,413.00 to be paid from the 3-A-4 and 10-A-8 accounts as recommended by Calvin McKnight. Mr. Stewart seconded. All voted yea. Motion carried.

Calvin McKnight said that the Pontem Software Cemetery Program is finally operational. We have had the program since the Fall of 2005 and have not been able to use it. After an upgrade and some problems worked out, we are now using the program. It will be a time saver because you can enter the information and print the deed in one operation.

**CODE ENFORCEMENT** – Steve Blake said he is honored to be nominated for the SWACO Emerald Award. Mr. Stewart said it is well deserved. Steve said that he can't do it all alone and that the clean-ups are a team effort. The first clean-up was last weekend and despite the rain, the dumpster was full by noon. There is a clean-up scheduled for the Hudson/Parkwood area on April 21<sup>st</sup>. Community Service volunteers are scheduled to clean up the alleys. The door hangers are working well and school kids working with Dolly Hanning are passing out fliers. The final clean-up is scheduled for April 28<sup>th</sup> in the Leonard Park area.

Steve Blake said he has a lot of things in the works and has been working with Mike Adair with the Board of Health and Joe Bailey with some zoning cases.

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

APRIL 17,

2007

**POLICE** – Chief Pocock said that Part-time Officer Boyd was one of the Officers along with a Clinton Officer on the scene of the shooting of five people on Berrell. He did a very good job handling the situation. He said that Officer Blake and a Full-time Officer attended a Counter Terrorism Training Seminar to try to breakup their security levels within the Police Department. Chief Pocock said he can give the Board more data on this if they would like in private. Also, Sgt. Baker and another Officer will be attending a seminar on Computer Crimes next month. The only thing we will have to pay for is a couple nights of lodging.

Chief Pocock requested approval to hire Lori Swanson and Tony Walton as Police Trainees. They both have previous Police experience. Mr. Stewart said he has reviewed the applications and is in agreement with the Chief's recommendations.

### **Res. 113-07: Approve Hiring Lori Swanson and Tony Walton as Police Trainees**

Mr. Stewart moved to hire Lori Swanson and Tony Walton as Police Trainees as recommended by Chief Pocock. Mr. Angelou seconded. All voted yea. Motion carried.

**FIRE** – Chief DeConnick presented the Board with several requests for approval.

Mr. Spanovich signed off on the Purchase Request for the Sentralok A unit with strobe and software for E134 by Knox Box in the amount of \$1020.00 which is under the amount that can be approved by a Trustee.

### **Res. 114-07: Approve the Purchase Request for a Maintenance Contract for LP300's & LP11's with Medtronic Physio-Contract in the Amount of \$4,641.67**

Mr. Stewart moved to approve the Purchase Request for a Maintenance Contract for the LP300's and LP11's with Medtronic Physio-Contract in the amount of \$4641.67 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 115-07: Approve Purchase Request for EZ-IO Driver & Related Supplies from Nightingale-Alan Medical, Inc. in the Amount of \$7765.80**

Mr. Stewart moved to approve the Purchase Request for EZ-IO Driver and Related Supplies from Nightingale-Alan Medical, Inc. in the amount of \$7765.80 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 116-07: Approve Service Credit Bonuses for Firefighters Mauger, Troyer, Wiggers and Crotty**

Mr. Spanovich moved to approve Service Credit Bonuses for Michael Mauger in the amount of \$700.00; Galen Troyer and Matthew Crotty in the amount of \$500.00/each and Albert Wiggers in the amount of \$900.00 at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

Chief DeConnick presented the Board with a recommendation from Rick Deeds that Paul Adkins attend the Microsoft Certification program offered in Columbus by New Horizons Computer Learning Centers. It was recommended at his hiring that he obtain his Microsoft Certification. Chief DeConnick said Paul has taken out a loan and started this program which could take up to a year. Chief DeConnick and Deputy Chief Kauser are recommending that we reimburse half of the \$11,165 tuition from the 2007 budget and the remaining half upon successful completion in the 2008 budget cycle as stated in the April 6, 2007 memo. The Trustees asked that this be held until the next meeting and that approval should be given before the employee enrolls in the schooling program. It was also suggested that an agreement be signed by the employee that if we pay for the schooling, they will remain on the job for a certain number of years.

Chief DeConnick asked for the Board's approval to send a letter of intent to Horton Emergency Vehicles to purchase one new Medic vehicle. It has been brought to our attention that there is a limited number of E-450 Series chassis available to meet our request therefore, we are requesting Horton to reserve one for us. This will not formally commit us to purchase this EMS unit.

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

APRIL 17,

2007

### **Res. 117-07: Approve Letter of Intent to Horton Emergency Vehicles to Purchase Medic & Reserve an E-450 Chassis Due to Issues with Ford**

Mr. Angelou moved to approve a Letter of Intent to Horton Emergency Vehicles to purchase a new Medic and reserve an E-450 chassis to meet our needs due to issues with Ford but this does not formally commit us to purchase this EMS unit as the purchase price has not been finalized. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick addressed a memo to the Board regarding the re-instatement of Robert Kovacs to Full-time Firefighter status. He resigned five weeks ago to join the New York Fire Department but due to circumstances, has requested to come back to Mifflin. Chief DeConnick is recommending that he be re-instated as stipulated in the memo dated April 10, 2007 that was agreed to and signed by Robert Kovacs. The Fiscal Officer said she was not able to pay out his vacation and sick time when he left due to no forwarding address. Chief DeConnick said he will work it out with Robert Kovacs on whether he wants a payout or the time. The Trustees agreed to the re-instatement but said in the future, requests such as this will be handled on a case by case basis.

### **Res. 118-07: Approve Re-instatement of Robert Kovacs to Full-Time Firefighter Status as Stipulated in 4/10/07 Memo Effective April 24, 2007**

Mr. Angelou moved to re-instate Robert Kovacs to Full-Time Firefighter status as stipulated in 4/10/07 memo agreed to and signed by him effective April 24, 2007 as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick presented the Board with a memo recommending that Keith Higgins and Tami Wass be approved to transfer from the Whitehall Fire Department and appointed as MECC Dispatchers. The transfer of vacation and sick time is being worked out with Chief Tilton of Whitehall.

### **Res. 119-07: Approve Appointment of Keith Higgins and Tami Wass from the Whitehall Fire Department to the MEC Center as Full-Time Dispatchers**

Mr. Spanovich moved to appoint Keith Higgins and Tami Wass from the Whitehall Fire Department to the MEC Center as Full-Time Dispatchers as they have met all position requirements stipulated in the 4/17/07 memo as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick reported on the following:

1. The Fire Department has been looking into a new Fitness Incentive program. There is a vendor who has a business in the Gahanna Industrial Park with a program that should meet all our needs. The Chief said he would like to arrange a meeting for him to meet with the Trustees to discuss this further.
2. The Chief gave the Trustees a copy of what is being passed out to the members as to some of the things that are being done within the Department.
3. The Fire Department is making a list of possible things that can be done to the building next to Station 131. Our Architect that we have been working with is on vacation at this time.
4. The Chief read two "thank you" letters received both involving the Medic Crew of Yorde, Kinder and Shaffer.

### **POLL VISITORS FOR COMMENTS**

Adam Jah said he was a Boy Scout of Troop 781 of Gahanna and is a Life Scout which is the second highest rank that can be achieved as a Boy Scout. He said he is currently working on his Eagle Scout rank which is the highest rank for Boy Scouts. In order to do this he said he needs to do a service project for his community. With the Board's permission, he said he would like to work with our Service Director, Calvin McKnight, cleaning Veteran Memorials in this Cemetery. Mr. McKnight and the Trustees approved of this project and commended him for his achievements.

