

RECORD OF PROCEEDINGS

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

Held **APRIL 1,** **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 |
| Lynn Bruno | Public Information Officer |

CONSENT AGENDA

Res. 89-13: Approve Minutes of March 19, 2013 and March 25, 2013

Mr. Angelou moved to approve the minutes of the March 19, 2013 and March 25, 2013 meetings. Mrs. Stewart seconded. All voted yea. Motion carried.

Res.90-13: Approve the Warrants for April, 2013

Mrs. Stewart moved to approve the April, 2013 warrants for payroll and bills. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS – None at this time.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. The Franklin County Public Health sent a copy of the 1st Notice of Violation on 3888 Agler Road regarding violations that were to be corrected by April 22, 2013 to avoid charges being filed.
2. The Franklin County Rural Zoning Commission and Board of Zoning Appeals sent a letter to Trustees and Township Officials asking for nominees to fill vacant board positions on the Franklin County Rural Zoning Commission and the Franklin County Board of Zoning Appeals. Potential nominees should contact Lee Brown or Erik Janas. (See Referral File)
3. The Grassroots Clippings Monthly Newsletter was received from the Ohio Township Association listing several informative articles for townships. Mrs. Stewart said the article that the OTA is hosting an advanced grant workshop on information on where to find grants that would fit our township needs and how to administer the grant money would be worth looking into. The sessions are available on April 15, June 24 and September 16, 2013. (See Referral File)

FISCAL OFFICER'S REPORT – Nancy White said that she spoke with Steve Renner regarding the Leonard Park Water Project RFQ. He said the deadline came and went and they had eight engineering firms submit as well as two construction administrators. He said four engineering firms were picked to interview and the Trustees are welcome to be present at the interviews with one scheduled on Thursday at 1:30 p.m. and three on Friday at 9:00 a.m.,

RECORD OF PROCEEDING

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MIFFLIN TOWNSHIP BOARD OF TRUSTEES

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APRIL 1,

2013

12:30 p.m. and 2:30 p.m. After scoring, hopefully a selection will be made by our next meeting. He will keep the Trustees apprised of the frontrunners if they don't have a decision at that time. Once a selection has been made, they will start the engineering design process which will take six to eight months. Mr. Renner said the next step will be to put the project out for bid in January or February of 2014 and hopes to have the residents able to connect by the end of summer of 2014. The Fiscal Officer explained the repayment plan for the \$350,000 for engineering and design for which the Township is responsible. Mrs. Stewart said she felt that we should put out a memo to the residents to let them know where the project stands at this point. Mr. Spanovich said he agrees that a lot of them are concerned and when this becomes a reality it will be a real hallmark accomplishment for that area. The Fiscal Officer said we are the first of the Townships for this process and that is why they are getting a good process in place. There will be many watching the progress of this project. Mr. Spanovich said besides Steve Renner, we should also give the Franklin County Commissioners credit for their part in making this project a reality.

The Fiscal Officer said she has discussed the possibility of raising the purchase limits with the Trustees in the past and she and the Department Heads are going to come before the Board with a proposal at the next meeting.

PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):

ADMIN – The Fiscal Officer said she prepared the Township Annual Permanent Appropriation Resolution which will need to be approved and sent to the Auditor's Office today. She said this is a starting point and she will be coming to the Board for amendments as a result of financed purchases from the Fire, Service and Police Departments.

Res. 91-13: Approve the Township Annual Permanent Appropriation Resolution as Presented by the Fiscal Officer in the Amount of \$17,579,816.57 Subject to Amendments at a Later Date

Mr. Angelou moved to approve the Township Annual Permanent Appropriation Resolution as Presented by the Fiscal Officer in the amount of \$17,579,816.57 subject to amendments at a later date. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer presented the Trustees with a memo regarding an Intergovernmental Agreement for IT. She said she attended a meeting with Chief Taylor and Deputy Chief Kauser between ourselves, Truro, Violet, Plain and Jefferson Townships. All attendees were given a copy of the Intergovernmental Agreement Between Central Ohio Jurisdictions Regarding the Provision, Use, Joint Lease, or Purchase of Information Technology Systems, Materials, and Services. She said this agreement already exists between Truro and Violet Townships permitting them to legally collaborate as permitted by the ORC and without such an agreement two government agencies are not permitted to share or co-mingle services. She said there is no cost involved in approving this agreement. A Letter of Agreement as outlined in Exhibit A, Scope of Services, between the parties participating in a project will need to be signed to become a participant in the project. Each Township may pick and choose the project with which to become involved. The Fiscal Officer said this agreement would allow

RECORD OF PROCEEDINGS

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

Held

APRIL 1,

2013

us to explore the option of working now with Truro and Violet Townships as it relates to our VOIP system and reduce the cost of the PRI needed for the system's operation and thereby reducing our cost of operation. Chief Taylor said that even though this Agreement only applies to IT, it could be the first step to developing the COG between the MECC Entities.

Res. 92-13: Approve Intergovernmental Agreement for Information Technology Systems as Presented and Recommended by the Fiscal Officer and IT Committee

Mrs. Stewart moved to approve the Intergovernmental Agreement for Information Technology Systems as Presented and recommended by the Fiscal Officer and IT Committee. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer said she met with Deputy Chief Kauser regarding the payout for the Sick Leave Incentive as proposed by the Fire Department at the last meeting to begin May 1 and run from May 1 to the end of October and then November 1 through the end of April. The Sick Leave will be paid in two parts at that time and will be all or none for the six month period.

SERVICE – D. J. Tharp said he sold six graves last month and had six burials. He said he has been working on the hot water heaters for the Fire Department. One was installed at the Annex Building, the small tank installed at Sta. 131 in the basement and working on getting the 100 gal. tank picked up and installed today.

He also said that A & B Sanitation came out to give him some pricing for maintenance on the oil/water separators at the Fire Department. He said they took samples while they were out so that there would not be an additional trip charge. At Sta. 133 there is about 15" of sludge built up over top of the recommended height. He said their bill for the full analytical taken for all four stations is \$2,835.00 that we must pay, but he is having another company give us a quote on the maintenance as he feels we can get a better price.

Res. 93-13: Approve Invoice From A & B Sanitation for Oil/Water Separators Full Analytical Taken at All Four Fire Stations for a Total of \$2,835.00

Mrs. Stewart moved to approve the invoice from A & B Sanitation for Oil/Water Separators Full Analytical Taken at all four Fire Stations for a total of \$2,835.00. Mr. Angelou seconded. All voted yea. Motion carried.

CODE – Steve Blake said that he met with Hope Kingsborough from the County and was told the properties at 2189 and 2219 should be demolished in the next 30 to 60 days making a total of 8 properties demolished at no cost to the Township. He said on March 27, 2013 he was able to have 2 additional houses approved to be scheduled for demolition at 2705 and 2786 Perdue Avenues through the final phase of this program. The Trustees agreed to approve and sign the Demolition Participation Agreements for those two properties which would make a total of ten properties approved for demolition under the County program at no cost to the Township.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

APRIL 1,

2013

Res. 94-13: Approve Signing the Demolition Participation Agreements for 2705 Perdue Avenue and 2786 Perdue Avenue under the Final Phase of the County Program

Mr. Angelou moved to approve and sign the Demolition Participation Agreements for 2705 Perdue Avenue and 2786 Perdue Avenue under the final phase of the County program. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer asked about the status of trash stacking up outside the Armuth properties mentioned at the last meeting. Officer Blake said he has been working with the County and the property owners. Nothing has been done so far, but he will continue to try to resolve the situation.

POLICE – Acting Chief Price said he has nothing to report at this time.

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

Res. 95-13: Approve Removing Firefighter Specialist Penn and Firefighter Technicians Barnes, DeSantis, Gibson, Haynes, Nagle, Parks and Satterfield From Probation Effective March 31, 2013

Mr. Spanovich moved to approve removing Firefighter Specialist Penn and Firefighter Technicians Barnes, DeSantis, Gibson, Haynes, Nagle, Parks and Satterfield from Probation effective March 31, 2013. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 96-13: Approve Amending MECC Budget by Appropriating \$100,000 into Appropriate Account for Current Fire Act Grant Project, \$6,000 into Contracts Account to Cover Emergitech Agreement for Fire Reporting and \$20,000 into IT Account for Pending Replacement/Financing of 9-1-1 System

Mr. Spanovich moved to approve amending the MECC Budget by appropriating \$100,000 into appropriate account for current Fire Act Grant Project, \$6,000 into Contracts Account to cover Emergitech Agreement for Fire Reporting and \$20,000 into IT Account for pending replacement/financing of 9-1-1 System. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor gave the Trustees and Fiscal Officer revised copies of the appropriations for the 2013 Fire Budget and EMS Budget. Mrs. Stewart said that it would be helpful to highlight changes on revised budgets. The Fiscal Officer pointed out most of the changes that she was aware of and Chief Taylor said he would resubmit the budgets at the next meeting for approval with the changes highlighted.

Chief Taylor presented the Trustees with quotes from Montanez All Seasons Maintenance to renew the landscaping contract with them for Fire Stations 131, 133 and 134 for a total of \$12,100.00.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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APRIL 1,

2013

Res. 97-13: Approve Renewing Landscaping Contract with Montanez All Seasons Maintenance for Fire Stations 131, 133 & 134 for a Total of \$12,100.00.

Mrs. Stewart moved to approve renewing the landscaping contract with Montanez All Seasons Maintenance for Fire Stations 131, 133 & 134 for a total of \$12,100.00. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 98-13: Approve Lucas 2 CPR Unit & Accessories for New Medic 132 from Physio-Control Including Repair & Inspect 1 Yr. Contract for a Total of \$14,645.40

Mrs. Stewart moved to approve Req.#03.28.2013.FD.01 for Lucas 2 CPR Unit & Accessories for New Medic 132 from Physio-Control including Repair & Inspect 1 Yr. Contract for a total of \$14,645.40. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 99-13: Approve Life Pak-15 & Accessories for New Medic 132 from Physio-Control for a Total of \$21,766.40

Mr. Spanovich moved to approve Req.#04.01.2013.FD.01 for Life Pak-15 & Accessories for New Medic 132 from Physio-Control for a total of \$21,766.40. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 100-13: Approve Front & Rear Leaf Spring Replacements for Engine 131 as Emergency Repair Quoted by Flora's Diesel Repair Service for up to \$3,800.00

Mrs. Stewart moved to approve Req.#03.25.2013.FD.01 for front & rear Leaf Spring Replacements for Engine 131 as an emergency repair quoted by Flora's Diesel Repair Service for up to \$3,800.00. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 101-13: Approve Replacement of Two Hot Water Tanks at Station 131 from Worly Plumbing Supply for a Total of \$2,720.00

Mrs. Stewart moved to approve Req.#03.18.2013.FD.02 for two replacement hot water tanks for Station 131 from Worly Plumbing Supply for a total of \$2,720.99. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 102-13: Approve Fire Department Records Retention Schedule/Policy as Presented by Chief Taylor

Mrs. Stewart moved to approve the Records Retention Schedule/Policy as presented by Chief Taylor. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented the Trustees with a proposed Special Events Fee Schedule for their review. The Trustees asked that this be placed on hold for further data. Mrs. Stewart said she would like to see backup information on what other entities are charging for staffing special events and activities.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

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APRIL 1,

2013

Chief Taylor presented the Trustees with a proposed fee schedule for Inspections and Permits. Chief Taylor said that several neighboring jurisdictions were researched to determine regional standards of practice for fees. He said that we have never charged for special events or inspections and permits as is the practice of most neighboring entities. The Trustees asked that this be held for the next meeting for more information on what each entity is charging.

Res. 103-13: Move Into Executive Session

Mrs. Stewart moved to go into executive session for the discussion of a personnel disciplinary matter at 11:32 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

The Trustees came out of executive session and there being no further business, Mrs. Stewart moved to adjourn. Mr. Spanovich seconded. All voted yea. Motion carried.

Joseph F. Spanovich, Chairman

Lynn M. Stewart, Vice Chairman

Richard J. Angelou, Trustee

Nancy M. White, Fiscal Officer