

RECORD OF PROCEEDINGS

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

Held

APRIL 2,

2007

Chairman Spanovich called the Regular Staff Meeting to order at 9:00 A.M. with all members present.

Also present were:	Dolly Hanning	2354 Agler Rd.
	Lynn Stewart	561 Laurel Ridge
	Jim DeConnick	Fire Chief
	Michael Pocock	Police Chief
	Calvin McKnight	Service Director
	Steve Blake	Code Enforcement Officer
	Patsy Deerhake	Mt. Carmel Health

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

Res. 87-07: Approve Minutes of March 20, 2007

Mr. Stewart moved to approve the minutes of the March 20, 2007 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE

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

1. Solid Waste Authority letter inviting us to submit nominations for the Second Annual Central Ohio Emerald Award. The luncheon sponsored by SWACO is on Wednesday, May 9, 2007 at 11:30 a.m. at the Hilton Easton. Reservations must be in by May 7th..
2. Franklin County Engineer, Dean Ringle, letter regarding the vacation of unimproved alleys included within the bounds of Ethel, Nineteenth, Sterling and Seventeenth Avenues located in Mifflin Township. This is in conjunction with an annexation request to the City of Columbus by the Columbus Municipal Airport.
3. Natural Resources Assistance Council Notice of a Workshop for District 3 applicants applying for funding for Round 4B of the Clean Ohio Conservation Fund (COCF) on April 17, 2007. Copies were given to our Code Enforcement Officer and Service Director.
4. Franklin County Technical Review Committee notice of a meeting on March 27, 2007. There were no cases for Mifflin Township

The Fiscal Officer said that it was learned that in order for the Service Department to purchase new mowers every year for \$500 each under State Contract pricing, we must belong to the State of Ohio Cooperative purchasing Program. We were members in the past and did not realize we must enroll every year.

Res. 88-07: Approve Resolution to Enroll in State of Ohio Cooperative Purchasing Program for 2007 for a Fee of \$100

Mr. Angelou moved to approve a Resolution to enroll and be a part of the State of Ohio Cooperative Purchasing Program for 2007 for a fee of \$100. Mr. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said our Fire Inspector gave us a copy of Section 3929.86 (C) and (D) of the Ohio Revised Code under Fire Prevention Code to be adopted and filed with the State Department of Insurance in order for us to collect security payments from an insurance company for a fire damaged property until all provisions for repair of the property are met as permitted in Section 505.86 of the Ohio Revised Code.

Res. 89-07: Approve Resolution to Adopt Section 3929.86 of the Ohio Revised Code Regarding Fire Damaged or Unsafe Structures

Mr. Angelou moved to approve a Resolution to adopt Section 3929.86 of the Ohio Revised Code as permitted in Section 505.86 regarding fire damaged or unsafe structures. Mr. Stewart seconded. All voted yea. Motion carried. (See Referral File)

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Res. 90-07: Approve Following the Procedures of ORC 3929.86, Divisions (C) and (D) as Granted in Section 505.86 of the ORC Regarding Inspection Duties and the Collection of Security Payments

Mr. Stewart moved to approve the procedures as granted in ORC 505.86, designating the Fire Chief or his designee to carry out the duties of inspections for damaged or unsafe structures and the Fiscal Officer to collect security payments as outlined in this section. Mr. Angelou seconded. All voted yea. Motion carried.

It was determined that this fire damaged or unsafe structure policy should be added to the Organizational Resolutions every year.

The Fiscal Officer said she was given a quote from Paul Adkins for a Service Contract from Dell on all three of our servers in the amount of \$1155.00.

Res. 91-07: Approve Service Contract from Dell on Three Servers as Quoted in the Amount of \$1155.00

Mr. Angelou moved to approve a Service Contract from Dell on our three (3) servers per their quote for a total amount of \$1155.00 as recommended by Paul Adkins. Mr. Stewart seconded. All voted yea. Motion carried.

Also received from Paul Adkins were quotes from Dell to replace two PC's for the Fire Department and two for Administration Offices for \$1058.97 each. One of the PC's for the Fire Department was approved at a previous meeting but is at a lower price now.

Mr. Spanovich asked that this be placed on the agenda for the next meeting.

The Trustees requested any additions and/or corrections to the Employee Personnel Handbook be turned in to them today. The Fiscal Officer gave them copies of several items that either need to be added to or corrected in the current Handbook such as Township owned vehicle use, cellular phone policy and purchase card policy. These policies are based on the State Auditor's best practices guidelines. She also gave the Trustees a memo with her recommendations to increase the purchase level on the purchase cards for their approval. We can now monitor the cards by Department or the Township as a whole via the internet through Fifth Third. The Fiscal Officer said a list of those with cards and the updated amounts will be presented at a later date.

Res. 92-07: Approve Purchase Approval Changes by Increasing Purchase Levels as Presented by Fiscal Officer

Mr. Spanovich moved to approve purchase changes by increasing purchase levels as presented by the Fiscal Officer in the April 2, 2007 memo. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

OLD BUSINESS

Mifflin/Clinton Partnership Project – Mr. Spanovich said he is scheduled to meet with the Chairman of the Ad Hoc Citizens Advisory Committee regarding this matter today. Mr. Angelou said the committee should be given the Petition presented by Dolly Hanning. The Petition has 65 signatures from residents of the Northglen and East Linden areas who are opposed to the proposed Mifflin/Clinton Partnership Project.

Employee Handbook Review – Mr. Spanovich said that as mentioned above, there are several items that should be made a part of the Handbook to bring it up to date. He said these and any from the Department Heads will be reviewed and put on the agenda for the April 17, 2007 meeting.

All other items are pending at this time.

Mr. Stewart asked to be excused from the meeting at this time due to a prior appointment.

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NEW BUSINESS

OAPFF 457 Plan – The Fiscal Officer said that this is a deferred compensation plan that several of the Firefighters are interested in. A resolution is needed by the Board to approve offering this plan to them through a payroll deduction.

Res. 93-07: Approve Offering OAPFF 457 Deferred Compensation Plan Through Payroll Deduction

Mr. Angelou moved to approve offering the OAPFF 457 Deferred Compensation Plan through payroll deductions as requested with no objections from the Fire Chief and Fiscal Officer. Mr. Spanovich seconded. All voted yea. Motion carried.

Next Meeting - The next scheduled meeting is the Regular Meeting on Tuesday, April 17, 2007 at 6:00 p.m.

REPORTS OF DEPARTMENT HEADS

POLICE – Chief Pocock had no report at this time.

SERVICE – Calvin McKnight said that as discussed at the last meeting, his fax machine and copier for his Department both needed replaced. He has a quote from Modern Office Methods for a combination copier and fax machine for \$1500.00. This is a reconditioned machine with a warranty. There are funds available in his 5-A-08 account.

Res. 94-07: Approve Purchase of a Lanier Copier & Fax Machine Combination from Modern Office Methods as Quoted for \$1500.00

Mr. Angelou moved to approve the purchase of a Lanier #5622 copier and fax machine combination from Modern Office Methods as quoted for \$1500.00 as recommended by Calvin McKnight. Mr. Spanovich seconded. All voted yea. Motion carried.

Mr. Spanovich asked to let the record show that Calvin McKnight received the Dr. Robert Everhart Award from the Franklin County Board of Health. This was a surprise to him and very well deserved.

CODE ENFORCEMENT – Steve Blake said at the last meeting the Board approved purchasing six bullet proof vests for the Police Department. We will be applying for a grant to help with the expense of these vests but do need to cut a check to the vendor, D & G Uniforms, Inc. in the amount of \$4350.00 at this time. We have some grant money left over from 2003 and will be applying for 2007 grant funds. Chief Pocock suggested the possibility of having a Police Auction for some items to help pay for some of the vests. Mr. Blake said that Mr. Sparks who lives in Leonard Park offered to donate two vehicles for an auction. The Board and Fiscal Officer approved cutting the check if an original invoice was received.

Steve Blake said he is scheduling Township clean-ups in the following areas:

4/14/07	Ferris Park/Northglen
4/21/07	Hudson/East Linden
4/28/07	Leonard Park

He said he is having door hangers made for notification of the clean-ups. They also are to be used as permits.

FIRE – Mr. Spanovich said the Board received a letter from Firefighter Robert L. Kovacs asking that they rescind his letter of resignation that was accepted at the last meeting. He accepted a position with the New York Fire Department but due to family considerations, he is asking to be reinstated with the Mifflin Township Fire Department. Mr. Spanovich asked that this be held for executive session and that a resignation policy be established and made a part of the Employee Handbook.

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The following Purchase Requests were presented to the Board for approval:

Res. 95-07: Approve ArcView Primary Maintenance for MECC Mapping Program from ESRI, Inc. for \$1400.00

Mr. Spanovich moved to approve Purchase Request No. 04-01-07 for ArcView Primary Annual Maintenance Agreement for MECC – Mapping Program as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 96-07: Approve Expendable EMS Supplies from Bound Tree Medical for \$9848.71

Mr. Spanovich moved to approve Purchase Request No. 04-02-07 for expendable EMS supplies from Bound Tree for a total of \$9848.71 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 97-07: Approve Misc. EMS Supplies from Emergency Medical Products for a Total of \$5476.52

Mr. Spanovich moved to approve Purchase Request No. 04-03-07 for misc. EMS supplies from Emergency Medical Products for a total of \$5476.52 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 98-07: Approve Central Ohio Trauma System Annual Contribution of \$1,000 in Support of Their Operation

Mr. Angelou moved to approve Purchase Request No. 04-04-07 for the Central Ohio Trauma System Annual Contribution of \$1,000 in support of their operation as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 99-07: Approve EMS Continuing Education Program with Columbus State Community College in the Amount of \$14,000.00

Mr. Spanovich moved to approve Purchase Request No. 04-05-07 for an on-site EMS continuing education program with Columbus State on a monthly basis for a total of \$14,000 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Chief DeConnick presented the Board with the following items for Board approval:

Res. 100-07: Approve Billing Fees for Month of February from MBI Solutions, Inc. in the Amount of \$3,957.72

Mr. Angelou moved to approve the billing fees for the month of February from MBI Solutions, Inc. in the amount of \$3,957.72 as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 101-07: Accept Retirement Resignation of Patrick Holstein from the Fire Department per his Request due to Medical Reasons Effective April 1, 2007

Mr. Angelou moved to accept the retirement resignation of Patrick Holstein from the Fire Department per his request due to medical reasons effective April 1, 2007 as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 102-07: Approve MECC Quarterly Billing for Mifflin Township Share of Dispatching Fee for a Total of \$89,131.85

Mr. Spanovich moved to approve the MECC quarterly billing for Mifflin Township's share of the dispatching fee including modems for a total of \$89,131.85 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

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The intersection at Havens Corners and Reynoldsburg New Albany Roads will be closed beginning April 30, 2007 for 90 days. Since this is in front of the Jefferson Township Fire Station, they are requesting that they run their house medic out of Sta. 131 for runs on the west side of their Township. They will staff it and be dispatched from our station. The Board agreed to this arrangement.

Chief DeConnick said that regarding the list of 65 signatures of people in Northglen and East Linden who are opposed to the proposed Mifflin/Clinton Partnership, he would like to have another public meeting to educate them on both sides of the issue. He said he has never had an issue with Clinton Township and they have assisted us many times with runs. Dolly Hanning said that this has drug on so long the people are getting disgusted with it. Mr. Angelou said this is just a study at this time and may be something that will happen in the future or may never happen. Chief DeConnick said this was never meant to move fast.

Mr. Spanovich said that regarding proposed pay increases, the Board would like to see projections of what the increase would be for 2%,3%,4% and 5%. This needs to be studied before a decision is made.

NEW BUSINESS

Mt. Carmel Behavioral Healthcare EAP – Patsy Deerhake said she has information for us regarding utilization and client satisfaction for the EAP. She distributed packets for the report period of 2006. The year to date utilization for Mifflin Township is 1.9%. The Fiscal Officer is given quarterly reports throughout the year. Our utilization for 2006 is a little low compared to the national standard but our utilization in 2005 was 6.6%. She brought a supply of their “Good Health” magazine for our employees to make them more aware of the many programs, services and beneficial classes available. Many of the classes are free. We need to keep our employees aware of the services available through our EAP membership by mail or handouts in their paychecks. Mr. Spanovich suggested that meeting with employees in a group may be helpful to make them aware of what is available as this is a very good program.

All other items have been addressed.

POLL VISITORS FOR COMMENTS

Dolly Hanning said the people in the unincorporated area feel that the Fire Station on Agler Road is historical as it and the Station on Mill Street in Gahanna were the first fire stations. They do not feel that Station 132 on Agler Road should be changed. She said that in June or July, it is being planned to have an auction at the Community Center Building and any money raised from these donated items will go the Police Department for the bullet proof vests.

Res. 103-07: Move Into Executive Session

Mr. Spanovich moved to go into executive session to discuss personnel matters at 11:05 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 104-07: Move Back Into Regular Session

Mr. Spanovich moved to go back into regular session. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Angelou said he will be meeting with Chief DeConnick after our meeting to discuss Mr. Kovacs’s request to rescind his resignation and be reinstated as a Full-time Firefighter.

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

Joseph F. Spanovich, Chairman

Nancy M. White, Fiscal Officer

The Trustees approved the 4/13/07 payroll warrants for the period of 3/25/07 through 4/7/07. Copies are on file with the Fiscal Officer.