

RECORD OF PROCEEDINGS

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

Held **April 6,** **2015**

Chairman Spanovich was absent and Mr. Angelou called the Regular Meeting to order at 10:00 A.M. with Mrs. Stewart and the Fiscal Officer, Nancy White present.

Also Present were:	Fred Kauser	Acting Fire Chief
	William Price	Police Chief
	D.J. Tharp	Service Director
	Becky Kadel	HR Director
	Melissa Rapp	Public Information Officer

CONSENT AGENDA

Res. 88-15: Approve Minutes of March 6, 2015

Mrs. Stewart moved to approve Minutes of March 6, 2015. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 89-15: Approve Minutes of March 17, 2015

Mrs. Stewart moved to approve Minutes of March 17, 2015. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEE COMMENTS

None

CORRESPONDENCE

Fiscal Officer presented the following correspondence to the Board.

1. An invitation was received from Solid Waste Authority of Central Ohio to the ribbon cutting ceremony for central Ohio's first public-private landfill gas-to-energy facility on Tuesday, April 21, 2015, 1:00 – 2:00.
2. Letters were received from Franklin County Economic Development and Planning Department for the properties at 2357 Mecca Road, 2362 Mecca Road, 2363 Mecca Road, 2383 Mecca Road, 2408 Mecca Road and 2436 Mecca Road for various violations.
3. Letters were received from Franklin County Public Health for 1st Observation Report Public Health Nuisance Program for the properties at 3896 Agler Road, 3008 Woodland Avenue, 2035 Briarwood Avenue, and 3042 Woodland Avenue for various violations.
4. A request was received from the Department of Liquor Control for HIRI LLC at 1700 Stelzer Road for a new liquor permit.

FISCAL OFFICER

Fiscal Officer informed the Trustees that the Auditors will be starting our 2013-2014 audit within the next month. She said that she has sent them the two years of financial reports and they can view minutes on our website. Fiscal Officer said that she thought that we could give them access to the accounting program remotely. Keytel has a security concern with doing so, but access can be given if they access it from our offices.

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Chairman Spanovich joined the meeting already in progress due to a family emergency.

ADMIN

Fiscal Officer presented to the Trustees an updated records retention schedule for the administrative department records for approval.

Res. 90-15: Approve the Updated Retention Schedule for Administrative Department Records Effective April 6, 2015

Mrs. Stewart moved to approve the updated retention schedule for administrative department records effective April 6, 2015. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Fiscal Officer reported to the Trustees that based on Ohio Revised Code, full time employees in active pay status are entitled to 80 hours of paid holiday time. Holidays are not accrued during the prior year such as vacation time. They are granted during the current year. Past practice has been that the holiday hours are pro-rated for those employees who terminate employment with the Township during the year. The ORC does say that they must be in active pay status. This meaning that if an employee would terminate employment with the Township on June 30, the employee would be entitled to 4 holidays – New Year’s Day, Martin Luther King Day, President’s Day and Memorial Day. These are the holidays that have occurred during the time the employee was in active pay status. Fiscal Officer said that if a terminating employee has expended all of their holiday time prior to the date of termination or retirement, they would have those hours deducted from their final pay. Mr. Angelou, for the record, has acknowledged the holiday time that was presented to the Trustees. (See referral file)

HR

Becky Kadel has scheduled a 1st quarter 2015 insurance update meeting with Dawson Consulting for April 21, 2015 at 3:00 p.m. She also has scheduled interviews with the top two employment attorneys for May 4, 2015 at 9:30 a.m. and 11:30 a.m.

PIO

Melissa Rapp provided to the Trustees estimates for the community signage in the unincorporated portion of Mifflin Township. She said that she is not ready to submit the specific locations, but did want to present estimates for the signage along with a list of locations that Gahanna has installed around the city. Ms. Rapp said that we could do single size or a double size like the Gahanna signage. She said the estimates that she received are for both a full size and half a size.

PIO Rapp presented the March 2015 media packet to the Trustees. She said the first article is from the Eastside Messenger on the exploration of the COG. Melissa Rapp said that we have been asked by Franklin County to provide a contact name and number for the new mass notification system for Franklin County with a mandatory training session. Chief Price volunteered to be the contact person and will attend the training.

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IT

Meeting scheduled for April 15, 2015 at 11:00 a.m.

SERVICE

DJ Tharp requested approval to hire Paul Wilcox and Spencer Scott for our part-time summer help at \$11.50 per hour and not to exceed 28 hours per week. He would like to hire them as soon as possible.

Res. 91-15: Approve to Hire Paul Wilcox and Spencer Scott for Part-Time Summer Help at \$11.50 Per Hour and Not To Exceed 28 Hours Per Week

Mr. Angelou moved to approve to hire Paul Wilcox and Spencer Scott for part-time summer help at \$11.50 per hour and not to exceed 28 hours per week. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp requested approval to hire Montanez All Season Maintenance for the landscaping and maintenance for the administrative building for \$6,400.00

Res. 92-15: Approve to Hire Montanez All Season Maintenance for The Administration Building for \$6,400.00

Mrs. Stewart moved to approve to hire Montanez All Season Maintenance for the administration building for \$6,400.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser requested approval to hire Montanez All Season Maintenance for the landscaping and maintenance for Station 131, 133, and 134 for \$12,100.00

Res. 93-15: Approve to Hire Montanez All Season Maintenance for Station 131, 133 and 134 for \$12,100.00

Mrs. Stewart moved to approve to hire Montanez All Season Maintenance for Station 131, 133 and 134 for \$12,100.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

POLICE

Chief Price presented the detailed police runs since the last meeting.

FIRE

Acting Fire Chief Kauser requested approval to promote Firefighter Technician David Haynes to the rank of Firefighter Specialist effective March 29, 2015 at \$19.91 per hour.

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Res. 94-15: Approve to Promote Firefighter Technician David Haynes to Firefighter Specialist Effective March 29, 2015 at \$19.91 per hour

Mrs. Stewart moved to approve to promote Firefighter Technician David Haynes to Firefighter Specialist effective March 29, 2015 at \$19.91 per hour. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser requested approval to accept the retirement of Firefighter Specialist Albert Wiggers effective May 4, 2015.

Res. 95-15: Approve to Accept the Retirement of Firefighter Specialist Albert Wiggers Effective May 4, 2015

Mrs. Stewart moved to approve to accept the retirement of Firefighter Specialist Albert Wiggers effective May 4, 2015. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser requested approval to promote Firefighter Technician Jamie Barnes to Firefighter Specialist effective March 29, 2015 at \$19.91 per hour.

Res. 96-15: Approve to Promote Firefighter Technician Jamie Barnes to Firefighter Specialist Effective March 29, 2015 at \$19.91 per hour

Mr. Angelou moved to approve to promote Firefighter Technician Jamie Barnes to Firefighter Specialist effective March 29, 2015 at \$19.91 per hour. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser requested approval for a policy change submitted by Chief Taylor. He requested to extend health and medical benefits to certified same sex domestic partners for employees of Mifflin Township.

Res. 97-15: Approve To Extend Health and Medical Benefits to Certified Same Sex Domestic Partners for Employees of Mifflin Township

Mr. Spanovich moved to approve to extend health and medical benefits to certified same sex domestic partners for employees of Mifflin Township. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser requested approval to amend the fire appropriations up to \$10,000.00 for account #2191-220-525902.

Res. 98-15: Approve to Amend The Fire Appropriations Up To \$10,000.00 for Account #2191-220-525902

Mrs. Stewart moved to approve to amend the fire appropriations up to \$10,000 for account #2191-220-525902. Mr. Angelou seconded. All voted yea. Motion carried.

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Acting Fire Chief Kauser requested approval for a 2 year agreement with Creative Safety Solutions for \$10,000.00

Res. 99-15: Approve a 2 Year Agreement with Creative Safety Solutions for \$10,000.00

Mrs. Stewart moved to approve a 2 year agreement with creative safety solutions for \$10,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser reported that there was an emergency repair for Rescue 134. It had a transmission error code and had to be removed from service immediately and it was taken to Flora's and they spent 36 hours of labor time to diagnosis that the wire connecting the transmission to the computer had rubbed against the frame rail and shorted out. Chief Kauser requested approval to pay Flora's Diesel Repair Service \$3,867.07

Res. 100-15: Approve to Pay Flora's Diesel Repair Service \$3,867.07

Mrs. Stewart moved to approve to pay Flora's Diesel Repair Service \$3,867.07. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser requested approval to declare surplus items listed.

Res. 101-15: Approve to Declare Surplus Items Listed

Mr. Spanovich moved to approve to declare surplus items listed. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser presented the out of district training to the Trustees.

MECC

Acting Fire Chief Kauser requested to shift the accounts that we use for MECC IT related purposes into one set of accounts. He requested approval for a 2015 MECC technology appropriations of \$265,999.00. These dollars already exist in multiple accounts within the MECC budget and we are just moving them into one technology budget for the ease of management.

Res. 102-15: Approve a 2015 MECC IT Appropriations Totaling \$265,999.00

Mrs. Stewart moved to approve a 2015 MECC IT Appropriations totaling \$265,999.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Acting Fire Chief Kauser requested approval to purchase Crystal Reports updated software for the new CAD system for \$7,939.69.

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

Held

JANUARY 3,

2013
