

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

MAY 7,

2007

Chairman Spanovich called the Regular Staff Meeting to order at 10:00 A.M. with all members present.

Also present were:

Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Brian Roy	Fire Lieutenant
Brian Dunlevy	Firefighter
Dolly Hanning	2354 Agler Rd.
Lynn Stewart	561 Laurel Ridge

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

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

1. A letter addressed to the Trustees was received from Wallace Clevenger of 2145 Minnesota Ave. regarding the family at 2134 Minnesota Ave. He said there have been drugs and fighting going on. The Police Dept. will be given a copy of the letter.
2. Time Warner notice that they intend to renew their franchise agreement with us which expires in January of 2010.
3. Notice that the Franklin County Trustee and Fiscal Officers Association Meeting will be held on Thursday, May 10, 2007 at 6:30 p.m. at Truro Township, 6305 Livingston Ave. There will be four guest speakers and a light dinner will be served.
4. Franklin County Board of Health letters to the property owners of 2556 Agler Rd. and 2879 Northglen Drive regarding declaring the properties as a nuisance.
5. The Planning Monthly Agenda for May was received for the Board of County Commissioners Rezoning Hearings. There is one County Planning Commission hearing scheduled for Mifflin on May 9th at 1:30 p.m. The Fiscal Officer said she has been appointed to the Franklin County Planning Commission and if the Trustees have any input, please advise her prior to that date.
6. Another request to use the Meeting Hall was received from the American Cancer Society for their Relay for Life Meeting on May 9, 2007 from 6:00 – 8:00 p.m. They have previously used the Meeting Hall and left it in good order. The Trustees had no objections.
7. A new application to use the Meeting Hall was received from the MRDD from Groveport for a staff retreat to discuss a new grant on May 11, 2007 from 8:30 a.m. to 4:30 p.m. They were referred to us by the Gahanna Chamber of Commerce. The Trustees had no objections but stated that requests from outside our area will be considered on a case by case basis.

The Fiscal Officer said she met with the people from Park National Bank and would like to have the Board's approval to sign an interim fund agreement with Park National. She said they have some very good rates on CD's short term which she would like to take advantage of with some of our money if possible. There is a minimum of \$100,000 with a rate of over 5%. The Trustees agreed that it is good to diversify but would like to see a financial report.

Res. 120-07: Approve Authorizing Fiscal Officer to Sign an Agreement to Designate Park National Bank as a Depository for Interim Funds

Mr. Angelou moved to approve authorizing the Fiscal Officer to sign an agreement to designate Park National Bank as the depository for interim funds with no funds expended until a financial report is presented to Trustees at next meeting as recommended by the Fiscal Officer. Mr. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said that at the last meeting she was asked to present financing information from Fifth Third on repairs needed at Fire Sta. 131 and the building next to it at 485 Rocky Fork Blvd. She said she now has information on The Ohio Capital Asset Financing Program (OhioCAF) which is sponsored by the Center for Local Government. It serves any Ohio subdivision that is a county, city, village, township or fire district and allows participants to share the cost of issuing bonds by combining their financings. This may be a better way to finance the improvements needed at 475 and 485 Rocky Fork Blvd. Mr. Spanovich said that

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this program sounds very good but we would need to be careful to make sure we have the money to make the required payments on what is borrowed. Mr. Angelou said this financing program does seem easier and more feasible as we can submit projects and repay them as needed. Mr. Spanovich asked Chief DeConnick to prepare a wish list of all the capital improvements needed and we will have our architect give us an estimate of the total cost.

The Fiscal Officer said she has ordered a survey to be done on the property on Johnstown Road next to Sta. 133. When we have the survey, the Trustees will then need to determine if they want the two parcels to be combined or the lot split after being annexed.

The Fiscal Officer said that at the last meeting Firefighter Robert Kovacs was reinstated and as mentioned a final check for his accrued vacation was never issued due to no forwarding address. It still has not been worked out as to whether he wants a payout or the time. Chief DeConnick said he will ask Firefighter Kovacs to meet with her next Thursday morning.

The Fiscal Officer gave the Trustees a copy of the bank reconciliations for the last three months and asked that they sign off on them. This is something that the Auditors require. She said she will bring them to meetings monthly for their signature.

The Fiscal Officer gave the Trustees a copy of a quote received from Compellent Technologies to renew the maintenance agreement on our SAN in the amount of \$10,893.00 for one year effective July 10, 2007. The Trustees asked that this be held for the next meeting so it can be reviewed by the IT Committee which meets this week.

The Fiscal Officer said she attended a seminar on Friday that Paycor sponsored and they have designed some new products, one of which is Time on Demand. This is a computer based way to enter your time on site which is interfaced with the payroll program. She said she will check to see if it can accommodate Fire and will present more information on this program at a later date.

Mr. Angelou said that regarding the fitness incentive program, he met with Chief DeConnick and Adam Kessler who has a sports facility in the Gahanna Industrial Park. It is designed to take athletes to the next level, but he wants to branch out and get involved in the community. This would be a Wellness Testing Program for Fire Department personnel for 2007 in the amount not to exceed \$7000. This is a testing program only. In-depth personal instructions to personnel are not included in this program. The testing program can be tailor made to fit another department's standards if they want to take advantage of this program also.

Res. 121-07: Approve 2007 Wellness Program Testing for Fire Department Personnel with Fitness Planning Consultants, Inc. for up to \$7000.00

Mr. Angelou moved to approve Purchase Request No. 05-03-07 for Wellness Program Testing for Fire Department personnel for 2007 with Fitness Planning Consultants, Inc. for an amount up to \$7000.00 as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

OLD BUSINESS

Verizon Cellular Tower – Calvin McKnight said this is still pending but he has not heard much from Verizon lately. They want to make sure their new plans for the tower and location meet Gahanna's requirements before they resubmit it.

Road District Levy – Mr. Spanovich said this will be voted on tomorrow and we are hoping that it passes this time.

Finalize Employee Handbook – Mr. Spanovich said he is still reviewing it and there are still some updates to be made. Chief Pocock said that the Police Department Policy and Procedures Handbook is at the Attorney General's Office for review at this time.

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Proposed Pay Increases – The Trustees agreed that since the Department's Budgets are all in place at this time, they are ready to act upon pay increases.

Res. 122-07: Approve a 4% Pay Increase for Full-time Firefighters and Lieutenants; 3% for Captains, Battalion Chiefs, Deputy Fire Chief, Fire Chief and Fire Inspectors; 3.5% for Paul Adkins and Karen Smith to be Paid 5/11/07 or 5/25/07

Mr. Stewart moved to approve a 4% pay increase for Full-time Firefighters and Lieutenants; 3% for Captains, Battalion Chiefs, Deputy Fire Chief, Fire Chief and Fire Inspectors; 3.5% for Paul Adkins and Karen Smith to be paid on May 11, 2007 if possible or the next pay on May 25, 2007. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 123-07: Approve a 3.5% Pay Increase for the Administrative Secretary, Sandra Witham, to be Paid 5/11/07 or 5/25/07

Mr. Stewart moved to approve a 3.5% Pay Increase for the Administrative Secretary, Sandra Witham, to be paid on May 11, 2007 if possible or the next pay on May 25, 2007. Mr. Angelou seconded. All voted yea.

Mr. Spanovich said for the record that the Police Department and Service Department are receiving no raises, but if funds are available, they will be given a bonus in December, 2007. Possible raises for the Mechanic and Code Enforcement Officer will be held for the next meeting.

Mr. Spanovich said there are several requests before the Board from the Fire Department for Board approval as follows:

The Trustees asked to hold Purchase Request No. 05-04-07 for the purchase of a new EMS Vehicle from Horton in the amount of \$141,545.10 for the next meeting. The price quote for this vehicle is effective until May 31, 2007.

Res. 124-07: Approve Demolition of the Vacant House at 4301 Johnstown Road by Colvin Gravel Company, Inc. for a Total Cost of \$12,732

Mr. Spanovich moved to approve Purchase Request No. 05-06-07 for the demolition of the vacant house at 4301 Johnstown Road adjacent to Fire Sta. 133 by Colvin Gravel Company, Inc. for a total of \$12,732 which included removing the driveway as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea.

Res. 125-07: Approve Assorted Nozzles, Grips and Adaptors for Firefighting from Finley Fire Equipment in the Amount of \$3217.75

Mr. Angelou moved to approve Purchase Request No. 05-05-07 for assorted nozzles, grips and adaptors for firefighting from Finley Fire Equipment in the amount of \$3217.75 as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

Res. 126-07: Approve (4) Self-Contained Breathing Apparatus from Premier Safety in the Amount of \$24,300.00

Mr. Spanovich moved to approve Purchase Request No. 05-02-07 for four (4) Self-Contained Breathing Apparatus (SCBA) from Premier Safety for a total of \$24,300.00 including shipping as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

Res. 127-07: Approve MECC Annual Software Maintenance for (6) Agencies with Emergitech for a Total Amount of \$53,253.15

Mr. Spanovich moved to approve Purchase Request No. 05-01-07 for the MECC Annual Software Maintenance for (6) Agencies with Emergitech for a total of \$53,253.15 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

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Res. 128-07: Approve MBI Solutions, Inc. Invoice for EMS Billing Fees for March, 2007 in the Amount of \$3,433.04

Mr. Spanovich moved to approve the invoice for EMS billing fees for March, 2007 from MBI Solutions, Inc. in the amount of \$3,433.04 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Township Inventory – Chief DeConnick said we have the handheld devices but the computers have been sent back because they did not have the right software program in them. The software has not arrived and is not updated as yet. This will be a work in progress throughout the rest of the year.

Purchase Card Limit Changes – The Fiscal Officer asked if the Board was ready to approve this. Mr. Spanovich asked that this be held until the next meeting.

Mr. Spanovich said the next Regular Meeting will be Tuesday, May 15, 2007 at 6:00 p.m.

REPORTS OF DEPARTMENT HEADS

POLICE – Chief Pocock said the Police Department has no report at this time.

CODE ENFORCEMENT – Chief Pocock said that Steve Blake could not be present today but left a report that included pictures of a major tire dumping at 2718 Drake Road. He notified the Police and Fire Departments due to the potential hazard of water and mosquitoes. There is also a 15' to 20' well and the drop off into the well is not visible. He has notified the EPA and is working with the Franklin County Board of Health and the property owner to organize a clean up of the site. (See Referral File)

The Fiscal Officer said that Mr. Blake has given her maps showing proposals from the Northeast Area Development Committee for plans for the areas of the corner of Agler and Stelzer and Westerville and Innis. She said she would not be surprised if those areas would be annexed into Columbus and suggested that if when we are notified that the Township should respond to the notice.

Also on the Code Enforcement report, Mr. Blake reported on the Township neighborhood clean-ups on April 14th, 21st and 28th. 23 to 25 tons of trash was removed and 9.2 tons of tires. He thanked the Service Department crew for all of their help during all three weekends.

SERVICE – Calvin McKnight had no report at this time.

FIRE – Chief DeConnick said he received a resignation letter from Part-time Firefighter Bob Otter due to commitments that will not allow him to give the amount of time to Mifflin that we would like to. He has been with the Department for seven years.

Res. 129-07: Approve Resignation Request of Part-time Firefighter Bob Otter Effective May 1, 2007

Mr. Stewart moved to approve the resignation request of Part-time Firefighter Bob Otter effective May 1, 2007 due to other commitments as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Chief DeConnick gave the Trustees a copy of a thank you letter from the YMCA for the Department's participation in their 2007 Healthy Kids Day Event and from the Ohio Fire Chiefs' Association to the Chief for assistance in the planning and execution of the Ohio Emergency Response Plan Deployment Demonstration on March 8, 2007. He also gave the Trustees a copy of the last MECC meeting minutes for their information.

The Trustees requested that the recommendation presented at the last meeting for Tuition Assistance for IT, Paul Adkins, in the amount of \$11,165.00 be held for this meeting. He took out a personal loan for this Microsoft Certification program and has been attending classes for about three weeks. The Chief requested that we reimburse him for half of the tuition from the 2007 budget and the remainder upon successful completion from the 2008

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budget cycle. The Trustees were in agreement provided he sign an agreement that if we paid for all of his tuition he would remain with the Township for at least four (4) years and if he resigned his position voluntarily before that time, he must reimburse the entire tuition amount.

Res. 130-07: Approve Tuition Assistance for Paul Adkins for a Total Amount of \$11,165 With Conditions

Mr. Stewart moved to approve Tuition Assistance for Paul Adkins for a total amount of \$11,165 under the guidelines of paying one half now and the remainder upon successful completion from the 2008 budget as requested in the memo of April 6, 2007 and contingent upon his signing an agreement that he will remain with the Township for at least 4 years or he must reimburse the entire amount of the tuition if he voluntarily resigned his position before that time. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File for April 6, 2007 Memo)

Asst. Fire Chef Jack Rupp has submitted a Fire Act Grant proposal for MECC. Plain Township will be the lead correspondent on the application. The MECC would not be able to take on any more significant size Fire Departments with the equipment we have now. The Trustees were given a copy of the application which is in the amount of \$831,700. Mifflin's share at a maximum would be approximately \$28,000.

POLL VISITORS FOR COMMENTS

Dolly Hanning commended the Fire Department Medic Crew and Police Officer Justin Boyd for their professional manner in handling the motorcycle accident that happened across from her home last night. She also suggested that to give the Police Department more room, they should be allowed to take over the Community Center. It is not rented out very much any more and the rentals we do have do not cover the cost of the utilities. Mr. Angelou asked that we get input from how the residents feel about turning that building over to the Police Department.

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

Joseph F. Spanovich, Chairman

Nancy M. White, Fiscal Officer

The Trustees approved the May 11, 2007 payroll warrants for the period of April 22, 2007 through May 5, 2007. Copies are on file with the Fiscal Officer.
