

# RECORD OF PROCEEDINGS

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

Held

**JUNE 2,**

**2008**

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:

Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Code Enforcement Officer
Rick Deeds	Affiliated

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

## **CORRESPONDENCE**

The Fiscal Officer presented the Board with the following correspondence:

1. A letter from Franklin County regarding the Franklin County Community Development Block Grant and HOME programs. Every 3 years Franklin County must re-qualify as an "urban county" to receive CDBG and HOME funds. All townships will be automatically included in their CDBG and HOME programs for the next 3 years unless they opt out. These programs will benefit low-income residents in our township to receive housing assistance and free weatherization services.
2. Clinton Township letter from the Trustee Chairman, Bruce Tjampiris, regarding ascertaining the interest of Mifflin Township in pursuing a fire safety services contract for the eastern portion of Clinton Township. He said they are open to differing scenarios and ask that regardless of the scenario, our Board of Trustees consider offering employment to their full-time fire personnel. After discussion, it was agreed to send Clinton a letter stating that we have an interest in a contract for fire services and would like an initial proposal from them. We would need to know what their budget would allow.

## **Res. 131-08: Approve Sending a Letter to the Clinton Township Board of Trustees Advising of our Interest in Providing Fire Services for Clinton Township Under a Contract and Requesting an Initial Proposal From Them**

Mr. Spanovich moved to approve sending a letter to the Clinton Township Board of Trustees advising them of our interest in providing fire services to Clinton Township under a Contract and requesting them to send us an initial proposal. Mrs. Stewart seconded. All voted yea. Motion carried.

## **PROPOSED RESOLUTIONS (NEW BUSINESS)**

### **IT STEERING COMMITTEE**

Rick Deeds from Affiliated was present to discuss the Data Center Recommendation regarding moving Mifflin Township IT assets to the new MECC location at Creekside. He said that we have a nice location downstairs here at Mifflin but the new location would be even better. The challenge is some of the pieces of equipment downstairs must stay together. For MECC to move we would have to split the network apart for MECC's dispatching needs and the needs of the other Department operations at Mifflin. The IT Steering Committee has been working on this and has put together two options for consideration. He said the Committee feels that if we could keep all the equipment together, it would save a lot of time and money. Mr. Deeds gave an overview of the two options as shown on the paperwork presented. Option 1 would split off Township network from MECC/Fire Department and the Township would retain ownership and cost for the SAN. Option 2 would be to move the entire Data Center to the new MECC building. After discussion, the Trustees agreed to approve Option 2 but asked that they be given details on the exact costs on making Mifflin whole with everything that meets their operational needs and the building completely restored.

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## **Res. 132-08: Approve Option 2 as Presented by IT Steering Committee and Request More Detailed Information Regarding Costs from IT Staff**

Mrs. Stewart moved to approve Option 2 as presented by the IT Steering Committee and request more detailed information regarding costs from the IT Staff. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

### **ADMIN**

**Maintenance Renewal on Compellent Equipment (SAN)** – The Trustees recommended that this be held for the July 7, 2008 Staff Meeting to determine if the cost of \$12,113.00 should be shared.

**Maintenance Renewal for Township Phone System** – Mr. Spanovich signed off on this invoice for \$901.80.

The following requests were approved by the Board:

## **Res. 133-08: Approve Service Credit Bonus for Sandra Witham from Administration**

Mr. Spanovich moved to approve a service credit bonus for Sandra Witham from Administration for 22 years of service in the amount of \$1100.00 at the discretion of the Board and funds permitting as recommended by Nancy White. Mr. Angelou seconded. All voted yea. Motion carried.

## **Res. 134-08: Approve Appropriating \$2000.00 for Mifflin's Share of the Gahanna Safety Town Teachers Salaries**

Mr. Spanovich moved to appropriate \$2000.00 for Mifflin's Share of the Gahanna Safety Town teachers salaries as requested by David Brizius. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said that estimated budgets are due in July and we are required to advertise and hold a public meeting. This could be held as a part of our Staff Meeting on July 7, 2008 at 10:00 a.m. She said she will give the Department Heads their figures for the last two years and the first half of this year and they will need to estimate the last half of this year and all of next year. This must be submitted to the Auditor's Office by July 20<sup>th</sup>.

### **SERVICE**

**Maintenance Renewal for Service Dept. Phone System** – Mr. Angelou signed off on this invoice for \$327.00.

Calvin McKnight said that he has received several bids for the vehicles listed on the GovDeals.com auction site. The time period for the bidding ends this week.

### **POLICE**

## **Res. 135-08: Approve Service Credit Bonus for Police Officer Eric Baker**

Mr. Angelou moved to approve a service credit bonus for Police Officer Eric Baker for 5 years of service in the amount of \$500.00 at the discretion of the Board and funds permitting. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief Pocock said that Sgt. Baker was on TV for an interview on prescription drug abuse in the Township and again on TV the next day regarding the high cost of ammunition. The Chief said he did a very good job.

Chief Pocock said a man died as a result of being drunk and getting into a fight. He said the Police Department is handling street coverage the best they can and have been working on obtaining a new cruiser at a reasonable price. They may be getting the one offered from Tennessee for \$20,000.00.

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### **CODE ENFORCEMENT**

**Schedule of Properties Needing Cleaned/Grass Cut** – Steve Blake gave the Trustees two lists of properties he is working on. He explained his procedure for notifying property owners of code violations that need addressed. He gives them a certain amount of time for compliance before he does follow-up inspections.

**RAT Program (Remove All Trash)** – Steve Blake gave the Trustees a guideline of the new RAT Program which will replace the existing Township Clean-up Program. Mr. Blake said he has been working with Mike Adair from the Franklin County Board of Health and under this program, they will be coordinating efforts to address the more serious problems in the Township neighborhoods. He said he will have a detailed outline of the program for the next meeting including a brochure which he will be passing out in the neighborhoods about it.

### **FIRE**

Mr. Spanovich said the Board received several Purchase Requests from the Fire Department for approval as follows:

#### **Res. 136-08: Approve Fire Hose from Finley Fire Equipment in the Amount of \$7985.00**

Mr. Spanovich moved to approve Purchase Request No. 06.02.08 for fire hose from Finley Fire Equipment for a total of \$7,985.00 as recommended by Chief Deconnick. Mr. Angelou seconded. All voted yea. Motion carried.

#### **Res. 137-08: Approve Annual Maintenance Support Agreement From EmergiTech for MECC in the Amount of \$60,856.64**

Mrs. Stewart moved to approve Purchase Request No. 06.03.08 for the Annual Maintenance Support Agreement from EmergiTech for MECC in the amount of \$60,856.64 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

#### **Res. 138-08: Approve Bunker Fire Gear from Phoenix Fire Safety Outfitters for a Total of \$24,450.00**

Mr. Spanovich moved to approve Purchase Request No. 06.01.08 for Bunker Fire Gear from Phoenix Fire Safety Outfitters for a total of \$24,450.00 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

#### **Res. 139-08: Approve Annual Telephone System Maintenance Contracts for All Four (4) Fire Stations from Telecom Services for a Total of \$4385.00**

Mrs. Stewart moved to approve Purchase Request No. 06.04.08 for the Annual Telephone System Maintenance Contracts for all four (4) Fire Stations from Telecom Services for a total of \$4385.00 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

#### **Res. 140-08: Approve Akron Monitor Nozzle, Assault Nozzle Tip Conversions & Misc. Hose Equipment from Finley Fire Equipment for a Total Cost of \$5905.00**

Mr. Spanovich moved to approve Purchase Request No. 06.06.08 for Akron Monitor Nozzle, Assault Nozzle Tip Conversions and misc. hose equipment from Finley Fire Equipment for a total cost of \$5905.00. Mrs. Stewart seconded. All voted yea. Motion carried.

**Pierce Fire Engine #132 Purchase Request for \$366,018.00** – This will be held for the next regular meeting for further discussion regarding funding.

**Capital Improvements Review** – Mr. Spanovich said we are going to scale down the original Fire Station Improvement Projects. He said we will need some new numbers from our Architect, Rich Pontius, for the costs of the revised projects. It was planned to hold a workshop on June 13<sup>th</sup> at 1:00 p.m. to review the projects.

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**FDIC Conference Reimbursements** – Chief DeConnick said there are reimbursement requests for out of pocket travel expenses before the Board for approval from Capt. Lowe and Firefighters Lee and Torres. This was put on hold from the last meeting because the Trustees had concerns regarding the large amounts of some of the expenses and the fact that the number of Firefighters attending was over the number approved to go. Mrs. Stewart said she feels we need to have a very specific travel policy because we do not want anything like this to happen again. She suggested that Chief DeConnick work with the Fiscal Officer on a travel policy that will be a part of the Employee Handbook. Mr. Spanovich agreed that this whole system needs to be revised. Mr. Angelou agreed with the Fiscal Officer that before anyone goes to a training seminar or conference out of town, they submit to the Board an estimated maximum cost of the expenses for approval.

Mrs. Stewart made a motion to reimburse Capt. Lowe \$2,108.03 per his Travel Expense Form but rescinded her motion. The Trustees agreed to hold his reimbursement request and for Firefighters Lee in the amount of \$896.98 and Torres in the amount of \$1280.90 for the Special Meeting on Friday, June 13, 2008 at 1:00 p.m.

Chief Pockock said he needs to leave the meeting at this time and would like to discuss our Health Insurance before we continue with the Fire requests. The Chief said he is considering taking a payment to opt out of taking our Health Insurance as he has not been reimbursed for anything as yet and he gets no help from United Healthcare's Customer Service. The Fiscal Officer said this option has not been acted upon by the Board as yet, but we will continue to list it under Pending Items. She said she has received a number of calls regarding the negotiations between United Healthcare and Ohio Health and hopefully it can be worked out. If not, we will lose the facilities and doctors under Ohio Health that are in our network now.

**FIRE** – Cont'd.

Mr. Spanovich said there are several Training Requests recommended by Chief DeConnick for approval as follows:

**Res. 141-08: Approve \$1094.00 for OSU Summer Quarter 2008 Introduction to Intelligence Course for Brian Roy Paying One Half Now (\$547.00) and the Remainder Upon Successful Completion of the Course**

Mr. Angelou moved to approve \$1094.00 for OSU Summer Quarter 2008 Introduction to Intelligence Course for Brian Roy paying one half now (\$547.00) and the remainder upon successful completion of the course as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the training request of Charles Wilhelm, a Certified CPS Technician to attend the 2008 Ohio Occupant Protection Conference – “Youth Occupant Protection” on July 30 and 31, 2008 for a total cost of \$60.00.

Mr. Spanovich signed off on the training requests of Brad Crosson and Thomas Lee to attend the Fire Instructor I and II course at the State Fire Academy from September 8 – 19, 2008 for a total of \$375.00/each including meals.

The training reimbursement request for Dispatcher Randall Hormann for his expenses for lodging and meals totaling \$342.75 to attend the Emergency Medical Dispatcher Training course was put on hold. This is a required course for MECC Dispatchers and was held in Springfield on February 24 – 27, 2008. Mrs. Stewart said the Board would like to know how much this training cost and how was it paid. She also questioned why he stayed in a hotel when Springfield is not a very long drive.

Mr. Spanovich signed off on the training request of Timothy Morris to attend the Columbus State Community College Fire 210 – Building Construction for Fire Service credit course from March 3, 2008 – June 6, 2008 in the amount of \$411.00. One half will be paid now and the remainder when he shows by his grades that we has successfully completed the course.

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Chief DeConnick said that the Fire Chiefs comprising of all the MECC departments are recommending that the Mifflin Board approve a pay increase of 3.75% for 2008 for all Full-time MECC Dispatchers. The question was asked if this pay increase should be in line with the other 40 hr. employees for whom the additional PERS pick-up is given as part of their pay increase. Those persons received a 2.5% increase.

Mr. Spanovich moved to approve a 2.5% Pay Increase for 2008 for MECC Dispatchers to be in line with other 40 hour employees including PERS pick-up. Mr. Angelou seconded. Mr. Spanovich voted yea. Mr. Angelou voted no. Mrs. Stewart abstained. **Motion Failed and Tabled for June 17, 2008 meeting.**

**OLD BUSINESS**

**Finalize Employee Handbook** – Mr. Spanovich said this is close to being finalized and will include the Tuition Reimbursement Policy.

**Fire Dept. Building Improvements** – Mr. Spanovich said a meeting is scheduled for June 13, 2008 to review the Capital Improvements Project.

**Payment to Opt Out of Taking Health Insurance** – Mrs. Stewart said that this was discussed earlier and we do need to come up with a figure for this option. Mr. Angelou said he thought the figure would be 25% of the total premium. The Fiscal Officer said she will need to check to see if an employee can opt-out in the middle of a contract unless they are a new employee. You also have to show that you have other insurance.

All other items have been discussed or are pending.

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

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Joseph F. Spanovich, Chairman

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Nancy M. White, Fiscal Officer

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The Trustees approved the June 6, 2008 payroll warrants for the period of May 18, 2008 through May 31, 2008. Copies are on file with the Fiscal Officer.

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