

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

**Held**

**JUNE 3,**

**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
Becky Kadel	HR Director
Lynn Bruno	Public Information Officer

## **CONSENT AGENDA**

### **Res. 141-13: Approve Minutes of May 20, 2013 & May 21, 2013**

Mrs. Stewart moved to approve the minutes of the May 20, 2013 and May 21, 2013 meetings. Mr. Angelou seconded. All voted yea. Motion carried.

**TRUSTEES' COMMENTS** - Mrs. Stewart said she noticed we made the City of Gahanna's electronic newsletter publication and thanked our PIO, Lynn Bruno, for her efforts for us to be included.

## **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence to the Board:

1. The 2<sup>nd</sup> Notice of Violation was received from the Franklin County Public Health concerning the property at 3888 Agler Road. The violations must be corrected by June 10, 2013 or charges may result.
2. The 1<sup>st</sup> Notice of Violations was received from the Franklin County Public Health concerning the property at 2944 Perdue Avenue. The violations must be corrected by June 17, 2013 or charges may result.

**FISCAL OFFICER'S REPORT** – Nancy White presented the Trustees with a list of purchases that were financed and the loan amounts. She said these funds need to be added to our Certificate of Resources which requires filing a Budget Amendment with the Franklin County Auditor which will be added to the department's budgets and then appropriated.

### **Res. 142-13: Approve Budget Amendments for the Service, Police and Fire Departments for Loan Purchases to be Added to our Certificate of Resources as Presented by the Fiscal Officer**

Mr. Angelou moved to approve Budget Amendments for the Service, Police and Fire Departments for loan purchases to be added to our Certificate of Resources as presented by the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried.  
(See Referral File)

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### **PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):**

**ADMIN** – The invoice for legal services by Loveland & Brosius for April was on hold from the last meeting for review.

#### **Res. 143-13: Approve Paying the Loveland & Brosius Invoice Through April 30, 2013 for Legal Services in the Amount of \$7,412.70**

Mr. Spanovich moved to approve paying the Loveland & Brosius invoice through April 30, 2013 for legal services in the amount of \$7,412.70. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said the proposed 2014 Budget is due to be turned in to the County Auditor by July 20, 2013 and must be advertised for a Public Hearing before that date. She asked that the Department Heads turn in their budgets by the July 1, 2013 meeting.

The Fiscal Officer said as stated at a previous meeting regarding the letter from Eastman & Smith on the Solid Waste Consortium I, we will need to sign the authorization to accept and engage them pursuant to the terms set forth in their letter. SWACO will pay for the cost of their services in the preparation of the Bid Documents. At the meeting last week, none of the other Townships attended and was not able to discuss special wording pertaining to the Townships. She will be attending another meeting later this month and will revisit this at that time.

#### **Res. 144-13: Approve Continuing our Participation With SWACO's Solid Waste Consortium I and Authorizing to Accept and Engage Eastman & Smith Pursuant to the Terms Set Forth in Their Letter of Agreement as Presented**

Mr. Spanovich moved to approve continuing our participation with SWACO's Solid Waste Consortium I and authorizing to accept and engage Eastman & Smith pursuant to the terms set forth in their letter of agreement as presented. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

The HR Director, Becky Kadel, presented the Trustees with a copy of an Employee Performance Management Assessment Program. She said it could be expanded upon by adding a training component. Mrs. Stewart asked when the training piece would be complete and could be put in use. Becky Kadel said she plans to work on putting the training together in June and July that could be ready by August or early September. She said this program is a starting point and changes can be made as we go. Mrs. Stewart thanked her for a job well done in putting together this program for Mifflin Township.

#### **Res. 145-13: Approve Implementing the Performance Evaluation Process as Presented by the HR Director to Begin in September**

Mrs. Stewart moved to approve implementing the Performance Evaluation Process as presented by the HR Director to begin in September. Mr. Angelou seconded. All voted yea. Motion carried.

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**IT** – Mrs. Stewart said that we had our IT Committee Meeting last week. She said that Mr. Neff was there and we have a number of ongoing projects going on. The Fiscal Officer said that she, the PIO, HR Director, the Fire Chief and Deputy Chief, all participated in a video conferencing demo last week for a test to see how it works. She said we will be getting a quote from the company to bring to the IT Meeting.

**SERVICE** – D.J. Tharp said we received an e-mail from the Franklin County Public Health that the Mosquito Management Contract will expire this year. They are asking for a commitment that our jurisdiction intends to participate in the 2014-16 Integrated Mosquito Management Program for a total of \$4,673.00 which is only a 1 1/2% increase in cost for the two remaining years. The Trustees agreed to send a commitment letter that we will continue with the program.

D.J. Tharp said that he sold five graves and had four burials this past month. He said this is the first time in years that there were no complaints on how the cemetery looked on Memorial Day. Mrs. Stewart said she had two people say how outstanding the cemetery looked and was well maintained. She congratulated D.J. and his crew on a job well done.

**CODE ENFORCEMENT** – Steve Blake requested the two invoices for cutting high grass by Tom Helmick for a total of \$2,200.00 be paid for the properties listed on his invoices. These can be approved by the Fiscal Officer. The Fiscal Officer requested that Officer Blake give her a copy of the assessments letter submitted to the County Auditor so that they can be matched with payments from the County from tax liens. Officer Blake said he will provide her with a copy and also requested additional funding of \$16,000 into the Code Clean-up Account for the cost of abatements on properties currently in violation as listed for approximately 37 properties. Mrs. Stewart suggested we may want to look into a more cost effective way to take care of these properties other than an independent contractor such as a part-time employee for the Service Department. Acting Chief Price said he would also like to review this list before any action is taken. The Trustees agreed that they would like to have a recommendation from the Acting Police Chief, Code Officer and Service Director on the best option on spending the additional \$16,000 needed for abatements.

**Res. 146-13: Approve \$16,000 Added to the Code Clean-Up Account for Abatements and Held for a Recommendation from the Acting Police Chief, Code Officer and Service Director on the Best Option to Handle the Situation**

Mrs. Stewart moved to approve \$16,000 added to the Code Clean-up Account for abatements and held for a recommendation from the Acting Police Chief, Code Officer and Service Director on the best option to handle the situation. Mr. Spanovich seconded. All voted yea. (See Referral File for List of Needed Abatements)

Officer Blake said the owner of the vacant property at the corner of Rankin and Hudson Avenues would like to donate the property to the Township. The Trustees agreed that we would then be responsible for this property and are declining the offer.

**POLICE** – Acting Chief Price said he has no report at this time.

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**FIRE** – Chief Taylor said that Medic 132 is now in service as a cross-staffed resource at Fire Station 132 and it is working well.

Chief Taylor said as discussed at the last meeting, the Division of Fire has completed the Data Entry process for tracking all certifications currently held and required of all Dispatchers, Firefighters and Paramedics. He said we are now monitoring employee certifications by date.

Chief Taylor requested approval for the following requisitions:

**Res. 147-13: Approve Payment of 2013 Annual Fee for Rescue Medic Reporting Software to MED3000 for \$11,346.00 Effective 3/1/13 Through 2/28/14**

Mrs. Stewart moved to approve payment of the 2013 Annual Fee for Rescue Medic Reporting Software to MED3000 for \$11,346.00 Effective March 1, 2013 through February 28, 2014. Mr. Spanovich seconded. All voted yea. Motion carried.

**Res. 148-13: Approve Firefighter In-Service Training Costs for Outreach Class for Firefighter Survival as Quoted for \$3,000 to be Held for Six Eight Hour Sessions at Clark Hall**

Mrs. Stewart moved to approve Firefighter In-Service Training Costs for Outreach Class for Firefighter Survival as quoted for \$3,000 to be held for six eight hour sessions at Clark Hall. Mr. Spanovich seconded. All voted yea. Motion carried.

Chief Taylor said at the last meeting the MECC Chiefs' Meeting would be here on June 6<sup>th</sup> but in fact it will be at Violet Township and will be here in July and August. He said the meetings are usually held the first Thursday of the month from 9:00 – 11:00 a.m. and he will verify the dates.

Chief Taylor said that letters will be going out to the CAD bidders finalist and to those who have not been selected.

**Res. 149-13: Move Into Executive Session**

Mrs. Stewart moved to go into executive session to discuss a legal matter at 11:15 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

The Trustees came out of executive session at 1:08 p.m. and there being no further business, Mr. Spanovich moved to adjourn the meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

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Joseph F. Spanovich, Chairman

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Lynn M. Stewart, Vice Chairman

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Richard J. Angelou, Trustee

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Nancy M. White, Fiscal Officer