

## RECORD OF PROCEEDINGS

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

Held

**JUNE 4,**

**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
Steve Blake	Code Enforcement Officer
Steve Engler	Firefighter Lt.
Lynn Stewart	561 Laurel Ridge

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

### **Res. 145-07: Approve Minutes of May 15, 2007**

Mr. Stewart moved to approve the minutes of the May 15, 2007 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

### **CORRESPONDENCE**

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

1. Franklin County Board of Health letters to the property owners of 3043 Perdue Ave., 2541 Milford Ave., 2429 Milford Ave. and 2531 Milford Ave. ordering them to abandon their existing sewage disposal system and directly connect to the sanitary system. They were informed that failure to comply may result in legal proceedings.
2. Franklin County Board of Health letter to the property owner of 2556 Agler Rd. declaring the property to be a nuisance through a hearing. Failure by the property owner to abate the nuisance has forced the Board of Health to take action and the cost of the action will be placed on the taxes as a lien upon the property.
3. Letter from Dean Ringle, Franklin County Engineer, enclosing a copy of the signed plat dated May 8, 2007 granting the vacation of the unimproved portions of Nineteenth Avenue, Sterling Avenue, Rigdon Avenue, Eighteenth Avenue and unnamed alleys included within the bounds of Ethel, Nineteenth, Sterling and Seventeenth Avenues in Mifflin Township.
4. Application to rent the Meeting Hall was received from Susan Johnston at Goshen Lane Elementary School for the School Psychologists of Central Ohio Board Meeting on June 15, 2007.

### **Res. 146-07: Approve Application of School Psychologist of Central Ohio to Rent the Township Meeting Hall on June 15, 2007 from 12:00 – 3:00 p.m. for a Board Meeting**

Mr. Angelou moved to approve the application of the School Psychologist of Central Ohio to rent the Township Meeting Room on June 15, 2007 from 12:00 – 3:00 p.m. under the guideline of non-profit school organizations. Mr. Stewart seconded. All voted yea. Motion carried.

A Service Credit Bonus request was presented to the Board for approval.

### **Res. 147-07: Approve Service Credit Bonus for Sandra Witham, Secretary**

Mr. Spanovich moved to approve a service credit bonus for Sandra Witham, Secretary, for \$1100.00 at the discretion of the Board and funds permitting as recommended by the Fiscal Officer. Mr. Stewart seconded. All voted yea. Motion carried.

**2008 Estimated Budgets** – The Fiscal Officer said she gave the Department Heads copies of the estimated budget that is required to be filed with the County Auditor's Office by July 20<sup>th</sup>. We will need to set a public hearing and she suggested that we make that a part of our Staff Meeting. It was agreed to hold the Staff Meeting on the second Monday of the month because of the 4<sup>th</sup> of July Holiday falling in the first week.

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### **Res. 148-07: Set Staff Meeting for July 9, 2007 at 10:00 A.M. and Include the Public Hearing for the 2008 Estimated Budget**

Mr. Angelou moved to set the next Staff Meeting for Monday, July 9, 2007 at 10:00 a.m. and include a Public Hearing that is required for the 2008 Estimated Budget as recommended by the Fiscal Officer. Mr. Stewart seconded. All voted yea. Motion carried.

### **OLD BUSINESS**

**Verizon Cellular Tower** – Calvin McKnight said that he has heard nothing new on the status of this project for several weeks. The last time he talked with Amy Callander, she indicated that there were new people involved and we may have to start the process all over again. They are still looking at tearing down the old tower and putting the new one up at the same location or between the two Service Department buildings.

**Mifflin /Clinton Partnership Project** – Mr. Spanovich said he spoke with Jim Mills, the Ad Hoc Committee Chairman, and he is ready to present the Committees findings on the feasibility of this proposed project. After speaking with Larry Wilkes, the Chairman of the Clinton Township Board of Trustees, Mr. Spanovich said it was agreed to hold a joint meeting of the two Townships with Mr. Mills reporting the findings of the study. The meeting was set for Thursday, June 21, 2007 at 10:00 a.m. at the Mifflin Township Meeting Hall. He said that hopefully, the two Boards can come to some sort of resolution on the project at that time.

### **Res. 149-07: Move Into Executive Session**

Mr. Stewart requested and moved to go into executive session at 10:32 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 150-07: Move Back Into Regular Session**

Mr. Stewart moved to go back into regular session at 10:34 a.m. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Angelou said he wanted to add that he met with Jim Mills recently and must commend Mr. Mills and his Committee on all their work on the Mifflin/Clinton Partnership Project. He said their study looks to be a thorough one covering all bases and he is looking forward to the presentation at the joint meeting. Mr. Stewart added that he personally is not in favor of the proposed project at this time.

**Finalize Employee Handbook** – Mr. Spanovich said the Board received a copy of a memo dated March 11, 2004 from the Fire Department regarding the Tuition Assistance Program that they have been using and asked if this should be a part of the Employee Handbook. Chief DeConnick said that this applies to the Fire Department and the Employee Handbook applies to all employees. He said the reason this memo was given to the Board is because at the May 7, 2007 meeting the Board approved tuition reimbursement for Paul Adkins with the condition that he must repay the entire amount if he left prior to four years. Chief DeConnick said there is a payback schedule included in the 3/11/04 memo and asked which payback schedule should be followed regarding Paul Adkins.

The Fiscal Officer said she feels the Tuition Assistance Program should be standardized for all employees and made a part of the Employee Handbook. The Trustees agreed that the tuition reimbursement policy should be revisited and placed on the agenda for the July 9<sup>th</sup> Staff Meeting for clarification. It was discussed that the Trustees should have the right to negotiate and review each situation on a case by case basis regarding payback. Also, not to exceed 4 years after completion of course work and if employee terminates for whatever reason, is obligated to repay Township immediately. The Department Heads were asked to present their input through Mr. Angelou so a policy can be established at the July Staff Meeting. Chief DeConnick said he brought this matter up for clarification purposes but is willing to stay with the payback conditions approved for Paul Adkins at the May 7, 2007 meeting.

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**Purchase Card Limit Changes** – Mr. Spanovich said that after reviewing the requests of the Department Heads for additional purchase cards and limits, the Trustees prepared a list dated May 31, 2007 with their suggestions for additional cards showing daily limits and monthly limits.

### **Res. 151-07: Approve Purchase Card Limit Changes as Presented by the Trustees**

Mr. Stewart moved to approve the purchase card limit changes showing additional purchase cards and limits as presented by the Board of Trustees. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

**Fire Department Building Improvements** – Mr. Spanovich said that he, Mr. Angelou and Chief DeConnick met with the Architect, Mr. Pontius, and discussed the possible improvements in the various stations. Mr. Pontius prepared a summary dated May 31, 2007 of the areas that need improvements and the approximate costs. The list included creating a Fire Administration Building at 485 Rocky Fork Blvd., improvements at Sta. 131, 133 and 134 and also the possibility of relocating the MEC Center to the lower level of the Township Meeting Hall building. Sta. 132 in the unincorporated area was not included due to the proposed Mifflin/Clinton Partnership Project. The estimated cost for all projects would be over \$3,000,000.00. Mr. Spanovich said the big problem would be how to fund this but priorities would be set on completing the projects most in need such 475 and 485 Rocky Fork Blvd. He said he spoke with the Fiscal Officer regarding financing and she is checking on the options. (See Referral File for 5/31/07 Summary Letter)

### **NEW BUSINESS**

**Longevity Pay** – Mr. Angelou said the Board has a request for a Service Credit Bonus from the Service Department for Chuck Dauberman.

### **Res. 152-07: Approve Service Credit Bonus for Chuck Dauberman of the Service Department**

Mr. Spanovich moved to approve a service credit bonus for Chuck Dauberman of the Service Department in the amount of \$700.00 at the discretion of the Board and funds permitting as recommended by Calvin McKnight. Mr. Stewart seconded. All voted yea. Motion carried.

### **REPORTS OF DEPARTMENT HEADS**

**POLICE** – Chief Pockock said that things are going well and he has nothing to report. The MDT's are in and Paul Adkins did a very good job. Training is scheduled for this week.

**SERVICE** – Calvin McKnight said he also has nothing to report. He reminded the Board that he will be on vacation the week of July 9<sup>th</sup> but he will have his estimated budget to the Fiscal Officer before that time.

**FIRE** – Chief DeConnick presented the Board with several Purchase Requests for approval as follows:

### **Res. 153-07: Approve Additional Cost for Demolition of the Vacant House at 4301 Johnstown Road by Colvin Gravel Company, Inc. for \$2008.00 Making the Total for the Project to be \$14,740.00**

Mr. Angelou moved to approve Purchase Request No. 06-01-07 for additional cost for the demolition of the vacant house at 4301 Johnstown Rd. for engineering back-fill and compacting asbestos removal in the amount of \$2008.00 making the total for the project to be \$14,740.00 including Res. 124-07 approved at the May 7, 2007 meeting as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

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**Res. 154-07: Approve Annual Physical Examinations for Full-time Firefighting Personnel by WorkHealth for a Total Amount of \$45,200.00**

Mr. Angelou moved to approve Purchase Request No. 06-02-07 for annual physical examinations for Full-time Firefighting personnel by WorkHealth for a total amount of \$45,200.00 as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

**Res. 155-07: Approve Miscellaneous EMS Supplies from Emergency Medical Products for \$1461.45**

Mr. Angelou moved to approve Purchase Request No. 06-03-07 for miscellaneous EMS supplies as presented from Emergency Medical Products for \$1461.45 as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

**Res. 156-07: Approve Miscellaneous Expendable EMS Supplies from Bound Tree Medical for \$1885.20**

Mr. Angelou moved to approve Purchase Request No. 06-04-07 for miscellaneous expendable supplies as presented from Bound Tree Medical in the amount of \$1885.20 as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

At a previous meeting, the Trustees asked for a response letter from Lt. Engler as to why he felt it beneficial to attend the EMS training conference in Baltimore, Maryland. Chief DeConnick requested that Lt. Engler, who is on probationary status as a Lieutenant, be removed from probation and since the Trustees did not officially approve his trip to Baltimore, they wanted an explanation as to why he went before they removed him from probation. Chief DeConnick presented copies of his response letter and said he was present at this meeting to answer any questions they may have. After discussion, the Trustees agreed that the conference was very beneficial but still had a concern that Lt. Engler went without the Board's approval even though the Chief told him he could go. Mr. Stewart said he felt there was a miscommunication between the Trustees and the Chief. The Trustees agreed that policy should be set for conference/training approvals by Trustees prior to attendance.

**Res. 157-07: Set Policy That Any Requests for Trips or Training Involving Expenses Must Come Before the Trustees for Approval**

Mr. Spanovich moved to set policy that any requests for trips or training involving expenses must come before the Trustees for approval prior to attendance such as conference registration costs, mileage, meals, hotel and any other related expenses. Mr. Stewart seconded. All voted yea. Motion carried.

The Trustees agreed that Lt. Engler was caught in the middle and has done a good job as the EMS supplies coordinator for the Fire Department and should be removed from probationary status as a Lieutenant. Mr. Angelou added that he would like to see the Fire Department to use their computer program to do evaluations to give to the Board for review before they are asked to vote to remove someone from probationary status.

**Res. 158-07: Approve Removing Lt. Steve Engler from Probationary Status as a Lieutenant Effective June 3, 2007**

Mr. Spanovich moved to remove Lt. Steve Engler from Probationary Status as a Lieutenant effective June 3, 2007 as recommended by Chief DeConnick. Mr. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich asked about the status of a report due from Lt. Strohmeier regarding a past incident and was told by Chief DeConnick it would be forthcoming. Mr. Spanovich said there is a request before the Board to approve expenses to send four firefighters to Wisconsin for pre-planning a new Rescue Vehicle from June 11 and returning June 14, 2007. This new vehicle is a budgeted expense for 2007 and the current one will be moved to a step-down fire truck. The total cost for the trip would be approximately \$819.00.

