

# RECORD OF PROCEEDINGS

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

Held

**JUNE 4,**

**2012**

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 Grossman	Asst. Fire Chief
Michael Pocock	Police Chief
D.J. Tharp	Service Director
Steve Blake	Police/Code Officer
William Price	Police Lieutenant

## **CONSENT AGENDA**

### **Res. 137-12: Approve Minutes of April 17, 2012, May 7, 2012 & May 15, 2012**

Mrs. Stewart moved to approve the minutes of the April 17, 2012, May 7, 2012 and May 15, 2012 meetings. Mr. Angelou seconded. All voted yea. Motion carried.

**TRUSTEES' COMMENTS** – Mr. Spanovich said that this was Chief DeConnick's last meeting as he will be retiring on June 15<sup>th</sup>. The Trustees agreed that he will be missed and thanked him for his many years of service. Mrs. Stewart thanked D.J. Tharp and his crew for the excellent condition of the Cemetery for Memorial Day.

## **CORRESPONDENCE**

The Fiscal Officer presented the following correspondence:

1. An e-mail was received from Lee Brown from the County asking if the Township has picked the location and number of sign locations for the signage. The Trustees agreed to place the signs at the locations shown on the maps for the secondary signage.
2. The OPERS Employer Notice was received stating that their Board has certified employee and employer contribution rates for local division of OPERS employees for the 2013 calendar year as follows:

	<b>Employee</b>	<b>Employer</b>
Local	10.00%	14.00%
Public Safety	12.00%	18.10%
Law Enforcement	12.60%	18.10%

3. The Franklin County Emergency Management & Homeland Security proposal for a Front Panel Upgrade for the outdoor warning siren at Agler & Northglen was received for an estimated cost of \$5200.00.
4. A request to rent the Meeting Room on June 14, 2012 & June 21, 2012 was received from the Frontier Scouts of America for their meetings from 7:00 – 9:00 p.m.

**FISCAL OFFICER'S REPORT** – Nancy White reminded the Department Heads that their 2013 Budgets are due for the July 2, 2012 Staff Meeting. The Trustees indicated that they are to be turned in on the Friday before the meeting to be included in the Agenda packets that will be delivered to the Trustees.

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

**ADMIN** – The Trustees agreed to approve the following as presented:

### **Res. 138-12: Approve Purchase of a Front Panel Upgrade for the Outdoor Warning Siren at Agler & Northglen from FCEM&HS for an Estimated Cost of \$5200.00**

Mrs. Stewart moved to approve the purchase of a Front Panel Upgrade for the outdoor warning siren at Agler & Northglen from FCEM&HS for an estimated cost of \$5200.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

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**Res. 139-12: Approve the Meeting Room Rental Agreement as Requested by the Frontier Scouts of America, Troop 781, for Their June 14, 2012 and June 21, 2012 Meetings from 7:00 – 9:00 P.M.**

Mrs. Stewart moved to approve the Meeting Room Rental Application as requested by the Frontier Scouts of America, Troop 781, for their June 14, 2012 and June 21, 2012 meetings from 7:00 – 9:00 p.m. Mr. Angelou seconded. All voted yea. Motion carried.

Mrs. Stewart signed off on the HR Director's request for legal counsel regarding personnel matters with Pete Griggs of Loveland and Brosius for an estimated cost of \$1950.00.

**Res. 140-12: Approve HR Director's Recommendation for the HR Performer as Proposed by Paycor for the Pricing as Quoted**

Mrs. Stewart moved to approve the HR Director's Recommendation for the HR Performer as proposed by Paycor for the pricing as quoted. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

**IT** – Asst. Chief Grossman said he has several proposals before the Board which are listed on the Agenda under the MECC section.

**Res. 141-12: Approve Locution Systems Annual Maintenance Support Service for MECC as Quoted for \$9,029.00 for One Year Effective 5/20/12**

Mrs. Stewart moved to approve Req. #06042012-08 for Locution Systems Annual Maintenance Support Service for MECC as quoted for \$9,029.00 for one year effective 5/20/12 through 5/19/13. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 142-12: Approve Memory for VM Network Servers from Keytel Systems for a Total of \$4060.00**

Mr. Spanovich moved to approve Req. #06042012-07 for increased Memory for VM Network Servers from Keytel Systems for a total of \$4060.00. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 143-12: Approve Technology Service Proposal for Mifflin Township with Keytel Systems for All Departments as Broken Down for a Total Cost of \$36,840.00 for 10 Months**

Mrs. Stewart moved to approve the Technology Service Proposal for Mifflin Township with Keytel Systems for all Departments as broken down for a total cost of \$36,840.00 for 10 months. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 144-12: Approve Technology Service Proposal for MECC with Keytel Systems for a Total Cost of \$37,230.00 for 10 Months**

Mrs. Stewart moved to approve the Technology Service Proposal for MECC with Keytel Systems for a total cost of \$37,230.00 for 10 months. Mr. Angelou seconded. All voted yea. Motion carried.

Asst. Chief Grossman said there is a new owner of Creekside and they sent him an e-mail communication regarding leasing contracts. He said there are no changes but we are to send the paperwork to the Prosecutor's Office for review before we sign the contract with the new owners.

**SERVICE** – D. J. Tharp said that back in 2001 when the Service Department building was completed we had a plaque made and he just found that it got pushed behind a cabinet and now has it installed. He reported that they had five burials and sold nine graves in May.

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D. J. Tharp presented the Trustees with a request to purchase a grader blade for their tractor to use for driveways, alleys and leveling dirt. The cost would be \$1246.00 from Everything Attachments and the funds are available in the 4-A-4 account. Mr. Spanovich signed off on Req. #2012-005.

**CODE ENFORCEMENT** – Steve Blake said he and D.J. Tharp worked out a high grass plan. He said he had 13 properties set up for abatements and D.J. and his crew were able to complete 8 of them. Officer Blake said they also worked out a billing system which should help the Fiscal Officer know who did the work when money is received back for abatements from the County. He said that he is requesting an additional \$2500.00 be added to the 1-J-3I clean-up account for work he has to outsource when D.J. and his crew are too busy.

**Res. 145-12: Approve Amending Appropriations by Adding \$2500.00 to the 1-J-3I Clean-up Account**

Mr. Angelou moved to approve amending appropriations by adding \$2500.00 to the 1-J-3I Clean-up Account as recommended by the Code Officer. Mrs. Stewart seconded. All voted yea. Motion carried.

Officer Blake said that regarding the County Demo Program, two of the properties on the list have had the asbestos inspections done but the one on Minnesota will cost \$19,000 for the asbestos inspection but he is still able to keep all the properties on the list by splitting the cost of the three properties. He said he will notify everyone when the demo kick-off is scheduled as it will be a large media event with a lot of officials in attendance. Mrs. Stewart thanked Steve for the good job he has done on this project. Mr. Angelou also said that the work he has done on the abatements has shown the residents that we are getting things done to improve their neighborhoods.

**POLICE** – Chief Pocock said that Part-time Officer Howard Mellon retired at the end of March and has requested to be rehired as a Part-time Officer.

**Res. 146-12: Approve Rehiring Howard Mellon as a Part-time Police Officer Effective June 1, 2012 at \$11.00/Hour**

Mr. Angelou moved to approve rehiring Howard Mellon as a Part-time Police Officer effective 6/1/12 at \$11.00/Hour. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief Pocock said that he is recommending “No Parking” signs be put up on the east and west sides of Perdue Ave. as this is a very narrow street which has caused several safety issues.

**Res. 147-12: Approve Installing “No Parking” Signs on the East and West Sides of Perdue Ave. Due to Safety Issues**

Mr. Angelou moved to approve installing “No Parking” signs on the east and west sides of Perdue Ave. due to safety issues. Mrs. Stewart seconded. All voted yea. Motion carried.

**FIRE** – Mr. Spanovich said that Chief DeConnick presented the Board with several requests for approval as follows:

**Res. 148-12: Approve the Extended Warranty for the Two New Medics as Quoted by Dick Masheter Ford for a Total Cost of \$11,460.00**

Mr. Spanovich moved to approve Req. #06.01.12 for an extended warranty for the two new medics as quoted by Dick Masheter Ford for a total cost of \$11,460.00. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 149-12: Approve Purchase of (2) High Pressure Velocity Misting Fans as Quoted by Advanced Systems Company for a Total of \$2115.00**

Mrs. Stewart moved to approve Req. #06.02.12 for two (2) high pressure velocity misting fans as quoted by Advanced Systems Company for a total of \$2115.00. Mr. Angelou seconded. All voted yea. Motion carried.

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**Res. 150-12: Approve Purchase of Janesville & Morning Pride Fire Gear as Quoted by Phoenix Safety Outfitters for a Total of \$17,084.54**

Mr. Angelou moved to approve Req. #06.03.12 for Janesville & Morning Pride Fire Gear as quoted by Phoenix Safety Outfitters for a total of \$17,084.54. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 151-12: Approve Purchase of Replacement Fire Boots as Quoted by Phoenix Safety Outfitters for a Total of \$5258.00**

Mrs. Stewart moved to approve Req. #06.04.12 for replacement fire boots as quoted by Phoenix Safety Outfitters for a total of \$5258.00. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 152-12: Approve Renewal of Telephone System Maintenance Agreements for the Fire Department Locations with Telecom Services for a Total of \$3,531.00**

Mrs. Stewart moved to approve Req. #06.05.12 for the renewal of the Telephone System Maintenance Agreements for the Fire Department locations with Telecom Services for a total of \$3,531.00. Mr. Angelou seconded. All voted yea. Motion carried.

The Trustees agreed to hold Req. #06.06.12 for Self-Contained Breathing Apparatus and Req. #06.07.12 for Motorola Radios for the next meeting as Deputy Chief Kauser has been working with the Fiscal Officer to purchase these items through a lease agreement. The Fiscal Officer said she has contacted two banks and hopes to have something to present at the next meeting.

**Res. 153-12: Approve Purchase of Latex Gloves & Misc. EMS Supplies from Bound Tree Medical for a Total Cost of \$4951.00**

Mr. Spanovich moved to approve Req. #06.08.12 for the purchase of Latex Gloves & Misc. EMS Supplies from Bound Tree Medical for a total cost of \$4951.00. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 154-12: Approve Purchase of Several EMS Supplies from Bound Tree Medical for a Total of \$3118.50**

Mr. Spanovich moved to approve Req. #06.09.12 for the purchase of several EMS Supplies from Bound Tree Medical for a total cost of \$3118.50. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 155-12: Approve Hiring Firefighter-Technicians Michael Belcher and Seth Penn as Firefighter-Specialists at \$17.06/Hr. on a 1-Year Probationary Period Effective 5/27/12**

Mr. Spanovich moved to hire Firefighter-Technicians Michael Belcher and Seth Penn as Firefighter-Specialists at \$17.06/Hr. on a 1-year probationary period effective May 27, 2012. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

The Father of one of the new recruits sent a thank you letter for the training his son received and the high quality of the Mifflin Township Fire Department. (See Referral File)

**Res. 156-12: Approve Accepting Karen Smith's Notice of Intent to Retire Effective October 31, 2012 with Gratitude for All Her Service to the Township**

Mrs. Stewart moved to accept Karen Smith's Notice of Intent to Retire effective October 31, 2012 with gratitude for all her service to the Township. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick said that as discussed at previous meetings, we applied for an Innovation Grant for a feasibility study regarding the Council of Governments (COG) and he just learned that we were approved for \$82,800.00. (See Referral File)

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Chief DeConnick said that he met with a representative from the Electric Company regarding new standards for lighting as some bulbs are being phased out and will need to be replaced. He said he learned there is a grant available which may result in the replacement of the lighting in the stations to be less or at no cost. The Fiscal Officer said this is a Federal Grant and she is meeting with a representative who will check out all locations in the Township as to the status and the cost to redo all the buildings.

**Res. 157-12: Move Into Executive Session**

Mr. Spanovich moved to go into two executive sessions to discuss personnel matters for the Fire Department and Police Department at 11:33 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came out of executive session and resumed regular session.

**Res. 158-12: Approve Policy That No Police Stops Should Be Made in Unmarked Cars Without Proper Markings and Plates**

Mrs. Stewart moved to approve a policy that no Police stops should be made in unmarked cars without proper markings and plates. Mr. Spanovich seconded. Mr. Spanovich and Mrs. Stewart voted yea. Mr. Angelou did not vote. Motion carried.

Mr. Spanovich moved that the car designated as the Code Enforcement car be left at a Township facility at the end of the day and not taken home. Due to the lack of a second the motion was not made and will be researched for the policy established when the car was purchased.

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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Richard J. Angelou, Vice Chairman

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Lynn M. Stewart, Trustee

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Nancy M. White, Fiscal Officer

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The Trustees approved the June 1, 2012 payroll warrants for the period of May 13, 2012 through May 26, 2012 and the June 15, 2012 payroll warrants for the period of May 27, 2012 through June 9, 2012. Copies are on file with the Fiscal Officer.

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