

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

JUNE 7,

2010

Chairman Spanovich called the Regular Staff Meeting to order at 9:00 A.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present.

Also present were:

Jim DeConnick	Fire Chief
Fred Kauser	Deputy Fire Chief
Mike Grossman	Asst. Fire Chief/MECC
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Police/Code Officer

CONSENT AGENDA

The Trustees agreed to hold the Minutes of May 18, 2010 until after an executive session at the end of the meeting.

TRUSTEES' COMMENTS

Mr. Angelou said the official results from the Board of Elections show the Police Levy lost by 19 votes. Mr. Spanovich said he received and approved an invoice from Rich Pontius for the Construction Administration fee for May regarding the Fire Station Improvements project in the amount of \$3,975.00 if it has not already been paid. Mr. Spanovich said there are several items received after the Agenda was printed from the Fire Department and MECC that will be added to the Agenda for consideration. Mr. Angelou said we received a letter from Loveland & Brosius making us aware of a new ballot issue filing deadline. The new law changes the date that ballot issues must be certified by the Board of Elections from 75 days to 90 days. Any ballot issue for the November General Election must be certified by the Board of Elections by 4:00 p.m. on August 4, 2010. Mrs. Stewart said she has a brochure for a financial seminar which she is planning to attend on June 23, 2010 for \$149.00. She said to let the Fiscal Officer know if anyone else would like to attend.

FISCAL OFFICER'S REPORT - Nancy White said that we will need to hold a Budget Hearing at our next meeting for the 2011 estimated budget due at the Auditor's Office on July 15, 2010. Each Department Head is to compile actual figures for the first half of this year and estimated figures for the second half and all of next year to give the Auditor's Office some idea of what they estimate their carryover to be.

Due to the holiday, the Trustees set the next Staff Meeting to be held on Tuesday, July 6, 2010 at 9:30 a.m.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. The Technical Review Committee Agenda was received regarding the rezoning application from the property owner of 3505 Westerville Road from Rural District to Select Commercial Planned District to allow the property to be used for the office of a transportation business. Steve Blake said the Police Department has no problem with this as long as large semi-trucks do not go in and out of that location. The Board of Commissioners will hear this case tomorrow, June 8th at 10:00 a.m.
2. Another case on the Franklin County Board of Commissioners agenda tomorrow is the Cleveland Avenue Streetscape 2020 amendment to the Clinton-Mifflin Land Use Plan.
3. A letter dated May 24, 2010 was received from our Architect, Rich Pontius, regarding additional cost items and completion date for the Mifflin Township Fire Station Improvements Project for Sta. 131 & 134 for a total of approximately \$13,445.00. The targeted Substantial Completion Date was May 28, 2010. Chief DeConnick said there are only a few things left to be done. He said everything should be ready for the Home Town Heroes event which will take place at Sta. 131 on June 17, 2010.

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Res. 138-10: Approve Additional Cost Items & Completion Date of May 28, 2010 for the Fire Station Improvements Project for Approximately \$13,445.00 per Letter Dated May 24, 2010

Mrs. Stewart moved to approve the additional cost items of approximately \$13,445.00 and completion date of May 28, 2010 as stated in the May 24, 2010 letter from the Architect, Rich Pontius. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

PROPOSED RESOLUTIONS (NEW BUSINESS):

Alternative EAP Provider Decision – The Fiscal Officer said that as stated at our last meeting, Mount Carmel Behavioral Health is discontinuing its EAP services. Our contract with them will end August 10, 2010. They are recommending HelpNet and Steve Dunn from Mount Carmel will follow up with us to assist in making the transition to a new EAP provider if the Board wants to continue with this service.

Res. 139-10: Approve Service Credit Bonus for Administrative Assistant, Sandra Witham, in the Amount of \$1100.00

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

IT – Asst. Chief Grossman said that there is an unpaid invoice of \$1,395.00 for Keytel from September, 2009 due to a question as to when the contract with Keytel started. He said they were told to do some preliminary work for that period before the contract started. MECC is responsible for 50% of the invoice and 25% each will come from the General Fund and Fire.

Res. 140-10: Approve Paying Invoices for Keytel in the Amount of \$1395 from September, 2009 with a Breakdown of \$697.50 for MECC and \$348.75 Each for the General and Fire Funds

Mrs. Stewart moved to approve paying invoices for Keytel in the amount of \$1395 from September, 2009 with a breakdown of \$697.50 for MECC and \$348.75 each for the General and Fire funds. Mr. Spanovich seconded. All voted yea. Motion carried.

Asst. Chief Grossman said the Board has copies of requisitions to approve Blue Mile Broadband Fiber Connection service for June through December 2010 for a total amount of \$5075.00 or \$725.00 a month. This will be an improvement over cable and improve connectivity. The share for MECC is \$2,537.50 and \$1,268.75/each for the General and Fire funds.

Res. 141-10: Approve Blue Mile Broadband Fiber Connection Service for a Total of \$5075 or \$725 per Month for June through December 2010 with a Breakdown of \$2,537.50 for MECC and \$1,268.75/Each for the General & Fire Funds

Mrs. Stewart moved to approve the Blue Mile Broadband Fiber Connection service for a total of \$5075 or \$725/month for June through December 2010 with a breakdown of \$2,537.50 for MECC and \$1,268.75/each for the General and Fire Funds. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 142-10: Approve Cost Allocation Analysis-MECC 911 Communication Center by The John Glenn School of Public Affairs for a Total of \$4800 with the Fire Dept. Portion to be \$1600 at This Time Contingent on Whitehall, Jefferson & Plain Agreeing to Their Share From Next Year's Budget

Mrs. Stewart moved to approve Req. #06.03.10 for Cost Allocation Analysis-MECC 911 Communications Center by The John Glenn School of Public Affairs for a total of \$4800 with the Fire Dept. portion to be \$1600 at this time contingent on Whitehall, Jefferson & Plain agreeing to their share from next year's budget. Mr. Angelou seconded. All voted yea. Motion carried.

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SERVICE – Calvin McKnight presented the following items to the Board for approval:

Res. 143-10: Approve Service Credit Bonus for Charles Dauberman of the Service Department for \$900.00

Mr. Angelou moved to approve a service credit bonus for Charles Dauberman of the Service Department for \$900.00 at the discretion of the Board and funds permitting as recommended by the Service Director. Mrs. Stewart seconded. All voted yea. Motion carried.

Res.144-10: Approve Tree Trimming Along 17 Roadways in Mifflin Township Areas Listed on Contract Proposal by All State's Tree Care for \$8,800.00

Mr. Angelou moved to approve tree trimming along 17 roadways in Mifflin Township areas as listed on the Contract Proposal by All State's Tree Care for a total of \$8,800.00 as recommended by Calvin McKnight. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Calvin McKnight said he is waiting on estimates from the County for road repairs and hopefully will have them by the next meeting.

POLICE/CODE – Chief Pocock said they have neutralized issues they have had with a certain group of people and will go into it at a later date.

Code Officer, Steve Blake, said he met last Friday with Mr. Angelou and Calvin McKnight regarding the high grass situation. He said they received bids to cut the grass from two companies because the Service Department crew has been too busy to do it. The lowest bid was from Jim Klamfoth Lawn Service for \$3625.00. Mr. Angelou said he authorized Mr. Blake to have one property cut a few weeks ago because it was so bad.

Res. 145-10: Approve Proposal & Contract with Jim Klamfoth Lawn Service to Cut the Grass as Listed for \$3625.00 to be Paid from the General Fund and Put on the Tax Duplicate of the Property Owners

Mr. Angelou moved to approve the Proposal & Contract with Jim Klamfoth Lawn Service to cut the grass as listed for \$3625.00 to be paid from the General Fund and put on the tax duplicate of the property owners. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Mr. Blake said that one of our Officers contacted him that a resident on Stelzer Road reported that her neighbor who is renting is stealing water from her when she leaves her house because his well is dry. Mr. Blake said he reported this to the Board of Health because there are children in the house and a house cannot be rented without utilities. Mrs. Stewart said there is a Bill pending to provide water but there is opposition to it without annexation.

FIRE – Chief DeConnick presented the Board with the following items for approval:

Res. 146-10: Approve Repair of Husky Foam System on Ladder 131 by Finley Fire Equipment in the Amount of \$4,750.64 for Parts & Labor

Mrs. Stewart moved to approve Req. #06.02.10 for repair of Husky Foam System on Ladder 131 by Finley Fire Equipment in the amount of \$4,750.64 for parts and labor as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the request of Brad Crosson to attend CSCC – American Civilization to 1887 college training course for \$402.00.

Mr. Spanovich signed off on the request of Anthony Torres to attend CSCC - COMM 200 college training course for \$244.00.

Mr. Spanovich signed off on the training request to attend Incident Safety Officer Course from July 12-14, 2010 for Officers Kauser, Grossman, DeMooy, Taylor and Wright for a total of \$500.00.

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Res. 147-10: Approve Service Credit Bonuses for Grizzle, Ike, Stockdale and Antle

Mr. Spanovich moved to approve the service credit bonuses for Gary Grizzle for \$1100; Patrick Ike and Michael Antle for \$700/each and David Stockdale for \$500 at the discretion of the Board and funds permitting as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 148-10: Approve Removing Part-time Dispatchers Jodi Ross and James Scott from Training Status and Advanced to the Pay Rate of \$18.69 Effective June 13, 2010

Mr. Spanovich moved to approve removing Part-time Dispatchers Jodi Ross and James Scott from training status and advanced to the pay rate of \$18.69 effective June 13, 2010 as recommended by Chief DeConnick and Asst. Chief Grossman. Mrs. Stewart seconded. All voted yea. Motion carried.

After discussion, the Trustees agreed to pay the invoice to Jim Mills of Pro-Tech Safety for attending the Mifflin Maintenance Committee meetings and the work he has put into this study as invoiced in the amount of \$1080.00. Asst. Chief Grossman updated the Trustees on the progress that has been made. He said Mr. Mills is going to do a summary of the charges by Gahanna for 2009 in comparison of what would be billed by Gahanna under the new system and feels we should continue paying for his services on an as needed basis to finish up this project.

Res. 149-10: Approve Paying Invoice Submitted by Pro-Tech-Safety in the Amount of \$1080 for Mifflin Maintenance Committee Services by Jim Mills for May, 2010

Mr. Spanovich moved to approve paying the invoice submitted by Pro-Tech-Safety in the amount of \$1080 for Mifflin Maintenance Committee services by Jim Mills for May, 2010 as recommended by Asst. Chief Grossman. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said our maintenance invoices from Gahanna are almost two months behind when we receive them and for financial purposes it would be better to receive them on a timely basis especially at the end of the year.

Chief DeConnick said the Home Town Heroes event will be on June 17th on the radio and the Trustees are welcome to make comments. He said the July 4th parade this year will be on July 3rd at 10:30 a.m. He also advised the Trustees that on June 11th & 12th, Pierce Manufacturing is having a large display at the Fire Academy in Reynoldsburg. There will be a large number of equipment on display for Ohio and surrounding states to view and try out. The Jazz Festival at Creekside will be July 17,18,19 & 20 and the Fire Department will be participating all four days with EMS crews.

The Fiscal Officer had to leave the meeting at 10:45 a.m. for a Doctor's Appointment.

Mrs. Stewart said at the last meeting the Trustees approved hiring a company to provide accounting and advisory services for the Fire Department in the amount of \$25,000.00. After receiving proposals, the Fire Department selected Julian & Grube, Inc. for that purpose.

Res. 150-10: Approve Using the \$25,000.00 in \$5,000.00 Increments by Department Heads Who Would Like to Use the Services of Julian & Grube, Inc.

Mrs. Stewart moved to approve using the \$25,000.00 in \$5,000.00 increments by Department Heads who would like to use the services of Julian & Grube, Inc. Mr. Angelou seconded. All voted yea. Motion carried.

MECC – Asst. Chief Grossman said he has a couple of items before the Board for approval as follows:

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Res. 151-10: Approve TrendMicro NeatSuite Licenses for MECC by Affiliated in the Amount of \$1500.98 for 49

Mrs. Stewart moved to approve Req. #06072010-03 for TrendMicro NeatSuite Licenses for MECC by Affiliated in the amount of \$1500.98 for 49 which is an increase of the amount originally approved at a prior meeting as recommended by Asst. Chief Grossman. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 152-10: Approve Adjustments to MECC Appropriations as Presented in Memo Dated June 3, 2010

Mrs. Stewart moved to approve the adjustments to MECC appropriations as presented in the Memo dated June 3, 2010 by Asst. Chief Grossman. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Mr. Spanovich said the cellular services recommendations in the May 12, 2010 memo will be held for the next meeting.

Res. 153-10: Move Into Executive Session

Mr. Spanovich moved to go into executive session to discussion personnel matters with the Fire Department at 10:55 a.m.. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came of executive session at 12:11 p.m. and approved the following:

Res. 154-10: Approve Amending Res. #136-10 from the May 18, 2010 Minutes as Presented in the June 7, 2010 Memo

Mr. Spanovich moved to approve amending Res. #136-10 from the May 18, 2010 minutes as presented in the June 7, 2010 memo stating that \$156,731.00 plus was transferred from the 10-A-6 account (New Buildings & Equipment) – (Res. #176-08-Capital Improvements Project) without the Trustees' approval. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Mr. Spanovich said a copy of this memo will be given to the Fiscal Officer.

Res. 155-10: Approve Amending Res. #137-10 from the May 18, 2010 Minutes to State that the \$25,000.00 Approved for Outside Budget Consulting for the Fire Department Should Read for All Departments

Mrs. Stewart moved to amend Res. #137-10 from the May 18, 2010 minutes to state that the \$25,000.00 approved for outside budget consulting for the Fire Department should read for All Departments. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 156-10: Approve Minutes of May 18, 2010 as Amended with Corrections to Res. #136-10 & #137-10 as Stated Above

Mr. Angelou moved to approve the minutes of May 18, 2010 as amended with corrections to Res. #136-10 & #137-10 as stated above. Mrs. Stewart seconded. All voted yea. Motion carried.

Deputy Chief Kauser said the Fire Department would like to put a levy on the November ballot and is considering a range of 3.8 to 4.5 mills. They have been in discussion with Steve Julian of Julian & Grube for an amount that would meet their needs for a long time.

Res. 157-10: Approve Consideration to Place a Fire Department Levy from the Range of 3.8 to 4.5 Mills and Also a Police Department Levy with Millage to be Determined on the November Ballot

Mr. Angelou moved to approve consideration to place a Fire Department levy from the range of 3.8 to 4.5 mills and also a Police Department levy with millage to be determined on the November ballot. Mrs. Stewart seconded. All voted yea. Motion carried.

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Res. 158-10: Approve Recessing Meeting Until Thursday, June 10, 1020 at 10:00 A.M. or at a Convenient Time for the Fiscal Officer

Mr. Spanovich moved to approve recessing the meeting until Thursday, June 10, 2010 at 10:00 a.m. or at a convenient time for the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried.

The June 7, 2010 Meeting reconvened on Thursday, June 10, 2010 at 9:45 A.M. with Chairman Spanovich, Mr. Angelou and Mrs. Stewart present. The Fiscal Officer was unable to attend. Also present was Deputy Chief Kauser.

Deputy Chief Kauser said he is in favor of placing a Fire Department levy on the November ballot. He said they are looking at a range of 3.8 to 4.5 mills and have been discussing this with Steve Julian of Julian & Grube who is working on figures to determine the amounts that would be generated. Deputy Chief Kauser discussed the goals of the Fire Department and the basis for their plans which includes being able to save reserves. He said they do not want to have to put on another levy for a very long time. Mrs. Stewart said she feels comfortable with the items discussed and would like the Trustees to be kept informed. Mr. Angelou said he knows that times are tough right now but that public safety is recession proof. Mr. Spanovich said we need to work together to sell the need for a Fire levy. Mrs. Stewart said we need to form a committee.

Mr. Spanovich said he would like to hold our meetings on a consistent basis and continue holding the Regular Meeting on the third Tuesday of the month at 3:30 p.m. and the Staff Meeting on the first Monday of the month at 9:00 a.m. or on Tuesday if there is a holiday.

Deputy Chief Kauser suggested that a list of agenda items be given to the Fiscal Officer for a meeting but the packets should be hand delivered to the Trustees. The Trustees agreed to discuss this at the June 15, 2010 meeting.

Deputy Chief Kauser said he has an emergency requisition to be approved as the fiber connection is down at Sta. #133 and needs repaired. The cost will be \$4,975.82.

Res. 159-10: Approve Repair of Fiber Connection at Fire Sta. #133 by Team Fishel as Quoted for \$4,975.82

Mrs. Stewart moved to approve Req. #06.06.10 for repair of fiber connection at Fire Sta. #133 which includes equipment, labor and misc. materials for installation as quoted by Team Fishel for \$4,975.82. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich said he feels that the Administrative Office could use some part-time office help to work for the Trustees. A job description would need to be established.

Res. 160-10: Approve Hiring a Part-time Administrative Office Employee to Work for the Trustees Contingent on Establishing a Job Description

Mr. Spanovich moved to approve hiring a Part-time Administrative Office employee to work for the Trustees contingent on establishing a job description. Mrs. Stewart seconded. All voted yea. Motion carried.

Mrs. Stewart said the Trustees would like to receive from the Fiscal Officer financial information and reports on a monthly basis which they have listed including a copy of the General Fund budget, monthly bank statements, all assets and where they are located and a record of transfers in a timely manner.

