

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

AUGUST 17,

2009

Chairman Spanovich called the Regular Meeting to order at 9:30 A.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present. This meeting was held in place of the regularly scheduled August 18, 2009 meeting.

Also present were:

Jim Mills	Pro-Tech-Safety
Fred Kauser	Deputy Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Code Enforcement Officer

CONSENT AGENDA

Res. 217-09: Approve July 21, 2009 Minutes and September 2009 Warrants

Mr. Angelou moved to approve the minutes of the July 21, 2009 meeting and the September warrants for payroll and bills. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich turned the meeting over to Jim Mills of Pro-Tech-Safety to present his Vehicle Maintenance Study proposal regarding the contract Mifflin has with the City of Gahanna.

Mr. Mills said he is a past Fire Chief and has experience in vehicle fleet maintenance. He said his proposal is to conduct a study of the maintenance operations to improve Mifflin's understanding of current practices as well as to explore options for inclusion in the contract and to consider alternatives of the contract or a combination of both. He said this would be a seven step procedure which he discussed along with the cost estimates per step. In the past, Mr. Spanovich said that all three Departments were a part of the maintenance program. The Police Department is no longer a part of it and the Service Department has been handling a lot of their own minor repairs. He said he would like to know how other Departments service their equipment and are we being charged fairly for outsourcing our equipment.

Mr. Spanovich said the point is what advantage is there to stay with our current contract with the City of Gahanna. Mr. Mills said that after completing the seven steps outlined in his proposal and meeting with the Department Heads, he should be able to identify what the issues are and what the possible solutions are. Mr. Mills said the estimated cost for the proposal is \$17,580.00 but he would only charge for the work being done and would not go over that amount.

Res. 218-09: Approve Vehicle Maintenance Study Proposal of Pro-Tech-Safety as Presented by Jim Mills for an Amount Not to Exceed \$17,580.00

Mrs. Stewart moved to approve the Vehicle Maintenance Study Proposal of Pro-Tech-Safety as presented by Jim Mills for an amount not to exceed \$17,580.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Mr. Spanovich said there is another Pro-Tech-Safety proposal on the agenda for the Professional Qualifications Assessment Tools ongoing project for Phase 7 – Officer 1.

Res. 219-09: Approve Phase 7 – Officer 1 Project from Pro-Tech-Safety for \$7,500.00 as Proposed

Mrs. Stewart moved to approve Phase 7 – Officer 1 Project from Pro-Tech-Safety for \$7,500.00 as proposed as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS

Mr. Spanovich said we have an invoice from the Columbus Dispatch for advertising the Notice to Bidders for the Fire Department Improvements Project. This bidding irregularities situation has not been resolved as yet, but it was agreed to pay this invoice for \$2,599.52 from the General Fund.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

AUGUST 17,

2009

Res. 220-09: Approve Paying Invoice from the Columbus Dispatch for Advertising the Notice to Bidders for the Fire Department Improvements Project in the Amount of \$2,599.52 from the General Fund

Mr. Angelou moved to approve paying the invoice from the Columbus Dispatch for advertising the Notice to Bidders for the Fire Department Improvements Project in the amount of \$2,599.52 from the General Fund. Mrs. Stewart seconded. All voted yea. Motion carried.

FISCAL OFFICER'S REPORT – Nancy White said that this year the Ohio GFOA Annual Fall Conference is being held in Cincinnati on the 23rd, 24th and 25th of September. She said she would like to attend this Conference which is for Government Finance Officers as she has done in the past and was informed that she has been elected to the Board of this organization again. The total cost including the registration fee would be \$870.00.

Res. 221-09: Approve the Fiscal Officer Attending the Ohio GFOA Annual Fall Conference in Cincinnati on September 23, 24 & 25, 2009 for a Total Cost of \$870.00

Mrs. Stewart moved to approve the Fiscal Officer attending the Ohio GFOA Annual Fall Conference in Cincinnati on September 23, 24 & 25, 2009 for a total cost of \$870.00 including the registration fee. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE

The Fiscal Officer said we received the 2009 Mosquito Contract from the Franklin County Board of Health to be signed and returned along with a check for \$600.00. This contract is for integrated mosquito management program services to be provided by the Franklin County Board of Health to residents of Mifflin Township during 2009.

Res. 222-09: Approve 2009 Integrated Mosquito Management Services Contract with the Franklin County Board of Health for \$600.00

Mrs. Stewart moved to approve the 2009 Integrated Mosquito Management Services Contract with the Franklin County Board of Health for a payment of \$600.00. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said that as stated at an earlier meeting, the balance due for the Bureau of Workers' Compensation premium is due on September 1, 2009. A payment was made in May leaving a balance due of \$334,067.67. The Trustees agreed that the Police and Service balances should be paid from the General Fund.

Res. 223-09: Approve Paying Balance of the Bureau of Workers' Compensation Premium for the Police and Service Departments from the General Fund

Mrs. Stewart moved to approve paying the balance for the Police and Service Departments of the Bureau of Workers' Compensation Premium from the General Fund. Mr. Angelou seconded. All voted yea. Motion carried.

PROPOSED RESOLUTIONS (NEW BUSINESS)

ADMIN – Three requests were received to rent the Meeting Hall from non-profit organizations. After discussion, Mr. Angelou said he felt the Trustees should approve all three.

Res. 224-09: Approve Meeting Hall Rental Requests of the Fire Dept. Women's Club, School Psychologists of Central Ohio and the Soroptimist of Northeast Suburban Franklin County as Requested Under the Non-Profit Guidelines

Mr. Angelou moved to approve the Meeting Hall rental requests of the Fire Dept. Women's Club, School Psychologists of Central Ohio and the Soroptimist of Northeast Suburban Franklin County as requested under the non-profit guidelines. Mrs. Stewart seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

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

Held

AUGUST 17,

2009

The Trustees discussed the Attorney invoice from Loveland & Brosius for \$14,149.62. The Trustees agreed that we are obligated to pay it but as discussed at the last meeting, all requests for attorney services should be approved by the Board of Trustees.

Res. 225-09: Approve Paying the Invoice From Attorneys Loveland & Brosius for a Total Amount of \$14,149.62 Through July 31, 2009

Mr. Spanovich moved to approve paying the invoice from Attorneys Loveland & Brosius for a total amount of \$14,149.62 through July 31, 2009 with the understanding that all future requests for attorney services go through the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried.

SERVICE – Calvin McKnight presented the Board with the following for approval:

Res. 226-09: Approve Buying Back Three Graves Consisting of Lot 108, Section M, Block 4, Graves 3,4,& 5 in Mifflin Cemetery at the Request of Jack & Carol Weaver for \$1500

Mr. Spanovich moved to approve buying back three graves consisting of Lot 108, Section M, Block 4, Graves 3,4,& 5 in Mifflin Cemetery at the request of Jack & Carol Weaver for \$15000 as recommended by Calvin McKnight. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 227-09: Approve Service Credit Bonuses for Daril Tharp and Calvin McKnight of the Service Department

Mr. Angelou moved to approve service credit bonuses for Daril Tharp and Calvin McKnight for \$1100.00/each at the discretion of the Board and fund permitting. Mrs. Stewart seconded. All voted yea. Motion carried.

Calvin McKnight reported that the Franklin County Engineers outsourced the engineering for the OPWC paving project for Melrose, Myrtle and Rankin Avenues to RW Armstrong & Associates. The projected start date of the project is October 5, 2009 with a completion date of November 20, 2009. The CDBG Sidewalk Grant Project is being bid and will also be done this year.

Calvin McKnight said the 2009 Township Resurfacing Program by the Franklin County Engineers is also underway. An invoice was received for approximately 50% of the estimated amount of this years work in the amount of \$42,018.62. He said he will have more information regarding this invoice at the next meeting.

Calvin McKnight advised the Trustees that he will be on vacation from September 12, 2009 through September 27, 2009.

POLICE – Chief Pocock said he had nothing to report but some good news. An OVI arrest resulted in obtaining a car worth approximately \$11,000 which will be coming to them soon. A check for \$1,303.00 was received August 12, 2009 for Mifflin's share of ticket and fine money.

CODE ENFORCEMENT – Steve Blake said he met with Mr. Angelou to advise him of his need for an MDT (Mobile Display Terminal) for safety reasons due to several threats he has received. The MDT would enable him to access information regarding the owner before he approaches a property. If there is a warrant out involving a violent crime, he can call for assistance. He said that although there are many that support what he is doing as a Code Enforcement Officer to improve neighborhoods, there are some that become upset. The Trustees agreed to his request for an MDT for a total cost not to exceed \$5,500.00.

Res. 228-09: Approve Purchase of a MDT as Requested by the Code Enforcement Officer for a Total Cost Not to Exceed \$5,500.00

Mr. Angelou moved to approve the purchase of a MDT (Mobile Display Terminal) as requested by the Code Enforcement Officer for a total cost not to exceed \$5,500.00. Mrs. Stewart seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

AUGUST 17,

2009

Res. 228-09: Approve Purchase of a MDT as Requested by the Code Enforcement Officer for a Total Cost Not to Exceed \$5,500.00

Mr. Angelou moved to approve the purchase of a MDT (Mobile Display Terminal) as requested by the Code Enforcement Officer for a total cost not to exceed \$5,500.00. Mrs. Stewart seconded. All voted yea. Motion carried

Steve Blake gave the Trustees a list of the volunteers who helped clean-up the neighborhoods during the Neighborhood Pride Week. Mrs. Stewart asked that a resolution recognizing the volunteers be done to present to them at the September meeting.

Steve Blake said he wanted to make the Trustees aware that there is a Somalia newspaper that printed derogatory remarks against him and Chief Pocock that were not true. A man was upset because we issued violations against his pick-up truck. Mr. Blake gave the Trustees copies of the newspaper and pictures of the truck. He said he is having the article translated and he and Chief Pocock are working on clearing up this situation. Mr. Blake said he and Chief Pocock attended a meeting with several law enforcement agencies including the FBI and Homeland Security and also members of the Somalia community. The purpose of this meeting was to better the relationship between the Somalia community and law enforcement agencies.

Mr. Angelou said he had to leave the meeting at this time but wanted to mention that the Code Enforcement Officer's hours needed to be reviewed and a recommendation made at the next meeting on a way to breakdown his hours to allow him to put more hours in.

FIRE – Mr. Spanovich said the following requests were presented to the Board for approval:

Res. 229-09: Approve Floor Covering for 3 Office Areas of the Fire Dept. Annex by Barry Gaston for \$4,223.89

Mrs. Stewart moved to approve Purchase Request No. 07.13.09 for floor covering for three office areas of the Fire Department Annex by Barry Gaston for \$4,223.89 as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 230-09: Approve Electric Upgrades to Fire Dept. Annex by ESI Electric Solutions for \$6,260.00

Mrs. Stewart moved to approve Purchase Request No. 08.02.09 for electric upgrades to Fire Department Annex by ESI Electric Solutions, Inc. for \$6,260.00 as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 231-09: Approve Annual Medical Physicals, Tests & Drug Screenings for Fire Dept. Personnel by WorkHealth for a Total Cost of \$37,600.00

Mr. Spanovich moved to approve Purchase Request No. 08.04.09 for annual medical physicals, tests and drug screenings by WorkHealth for a total cost of \$37,600.00 as recommended by Chief DeConnick & Deputy Chief Kauser. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 232-09: Approve Ham Radio Auxiliary Emergency Radio System Hardware & Installation by B & C Communications for a Total of \$2,112.20

Mr. Spanovich moved to approve Purchase Request No. 08.01.09 for Ham Radio auxiliary emergency radio system hardware and installation by B & C Communications for a total of \$2,112.20 as recommended by Chief DeConnick & Deputy Chief Kauser. Mrs. Stewart seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

AUGUST 17,

2009

Res. 233-09: Approve (2) Knox-Box Decoders for Fire Dept. Vehicles by Knox Company for a Total of \$1,556.00

Mr. Spanovich moved to approve Purchase Request No. 08.03.09 for two (2) Knox Box Decoders for Fire Department vehicles for a total of \$1,556.00 as recommended by Chief DeConnick and Deputy Chief Kauser. Mrs. Stewart seconded. All voted yea. Motion carried.

There was discussion on TIF and tax abatements that the City of Gahanna has been giving. Mrs. Stewart suggested we form a committee to look into this situation and determine how much money the Township is not receiving due to this and then bring it to the attention of the Mayor.

Res. 234-09: Approve Removing Joseph Schick from Probationary Status and Advancing Him to Fulltime Dispatcher - Level 1 Effective the Pay Period of 8/9/09 Through 8/22/09

Mr. Spanovich moved to approve removing Joseph Schick from probationary status and advancing him to Fulltime Dispatcher – Level 1 effective the pay period of 8/9/09 through 8/22/09 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 235-09: Approve Hiring Patrick A. Larkin, Todd L. Poole, James E. Scott and John D. Searls as Part-Time MECC Dispatchers on Probationary Status at a Rate Not to Exceed \$18.69/Hour Effective per Memo Dated 7/20/09

Mrs. Stewart moved to approve hiring Patrick A. Larkin, Todd L. Poole, James F. Scott and John D. Searls as Part-time MECC Dispatchers on probationary status at a rate not to exceed \$18.69 per Memo dated July 20, 2009 as recommended by Chief DeConnick and Deputy Chief Kauser. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Res. 236-09: Approve Battalion Chief Tim Taylor Attending the Pandemic Planning and Preparedness Class in Anniston, Alabama on October 13 – 17, 2009 at No Expense to the Township

Mr. Spanovich moved to approve Battalion Chief Tim Taylor attending the Pandemic Planning and Preparedness Class in Anniston, Alabama on October 13 – 17, 2009 at no expense to the Township as recommended by Chief DeConnick and Deputy Chief Kauser. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the training request of Lt. Thomas Lee to attend a one-day seminar on September 18, 2009 sponsored by the West Licking Joint District Fire Department for a registration fee of \$75.00.

Mr. Spanovich signed off on the training request of Firefighter Charles Wilhelm to attend a two-day seminar held at the Ohio State's Biomedical Research Tower on September 8 & 9, 2009 for a registration fee of \$100.00.

Res. 237-09: Approve Tuition Assistance for Firefighter Brian Roy to Attend OSU for Two College Classes as Part of the Homeland Security & Terrorism Degree Program for a Total of \$2,217.50 Under Guidelines of Paying One-Half Now and Remainder Upon Successful Completion

Mr. Spanovich moved to approve Tuition Assistance for Firefighter Brian Roy to attend OSU for two college classes as part of the Homeland Security & Terrorism degree program for a total of \$2,217.50 under the guidelines of paying one-half now and the remainder upon successful completion as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Deputy Chief Kauser reported that the Fire Department will have additional activities and requests in the upcoming weeks. He reported that Firefighter Fagan was recently deployed to Iraq. He also commended Calvin McKnight for overseeing the renovation of the annex and

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

AUGUST 17,

2009

working with the contractors. Deputy Chief Kauser asked if we have heard back from the Prosecutor regarding the status of the bid opening for the Fire Station Improvements Project. The Fiscal Officer said we have not received an opinion as yet but she will call to inquire on the status.

The Fiscal Officer said that we should be receiving our Certificate of Resources soon and would like the Department Heads to start on their budgets for next year so we can have them in place at the beginning of the year.

Calvin McKnight said that he just received a call back from Mark Mullenax of the County Engineer's Office regarding the \$42,018.62 invoice he mentioned earlier in the meeting. Mr. Mullenax said that this invoice is for 50% of the 2009 Township Resurfacing Program and the remainder will be billed when the project is complete. This invoice will need to be paid now.

Res. 238-09: Approve Paying the Invoice for \$42,018.62 from the Franklin County Engineer for 50% of the 2009 Township Resurfacing Program and the Remainder When the Project is Completed

Mr. Spanovich moved to approve paying the invoice for \$42,018.62 from the Franklin County Engineer for 50% of the 2009 Township Resurfacing Program and the remainder when the project is complete. Mrs. Stewart seconded. All voted yea. Motion carried.

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

Joseph F. Spanovich, Chairman

Nancy M. White, Fiscal Officer