

# RECORD OF PROCEEDINGS

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

Held

**AUGUST 19,**

**2008**

Chairman Spanovich called the Regular Meeting to order at 3:30 P.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present.

Also present were:

Dolly Hanning	2354 Agler Rd.
Dan Bender	Rocky Fork Enterprise
Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
Calvin McKnight	Service Director
Steve Blake	Code Enforcement Officer

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

## **Res. 213-08: Approve Consent Agenda (August 4, 2008 Minutes & September 2008 Warrants)**

Mrs. Stewart moved to approve the Consent Agenda for the minutes of the August 4, 2008 meeting and the September 2008 warrants for payroll and bills. Mr. Angelou seconded. All voted yea. Motion carried.

## **TRUSTEES' COMMENTS**

Mr. Spanovich asked how the Road Levy would affect our receiving a CDBG or OPWC Grant. The Fiscal Officer said that if the Road Levy passed, we would have more money available to apply to our matching funds and would have a better opportunity to be awarded grant funds.

The Trustees discussed the Gahanna/Mifflin Lease Agreement that was prepared and presented to us for consideration for the City of Gahanna to utilize the Mifflin Tower with Wireless infrastructure. Calvin McKnight said representatives from the City inspected the tower and surrounding area. They said they would need a building for storage that is climate controlled and suggested placing one between the two service buildings by the tower.

Mrs. Stewart said that she was not aware of the need for a building and has a lot of questions such as who will build and own the building and who would be in charge of maintenance and insurance on equipment. Mr. Angelou said the City turned down our request for a new tower by Verizon and we need to make sure the old tower can handle what the City is proposing. Mr. Spanovich said we need to know what the City's specific needs are. The Trustees agreed that we should send a letter to Terry Emery requesting a meeting on September 8, 2008 at 10:00 a.m. which is our next Staff Meeting. The Trustees said they would like to know what will take place, what will we get in return and who will be in charge of insurance liability and maintenance.

Mrs. Stewart asked the Service Director if he was able to look into some way to camouflage the area around the tower to hide the stuff that is stored there. Mr. McKnight said he is trying to get a price on slats for the fencing from our fencing vendor who has been on vacation.

Mr. Angelou said there are many alleys in the unincorporated areas that are overgrown and need to be cleaned up as they present a safety hazard making it impossible for emergency vehicles to get through. The Code Officer, Steve Blake said it would help if the weeds were sprayed and he does have a company that is licensed to spray. Mr. Spanovich said that he would like the Service Department to clean the one alley that is a real problem and then do one alley at a time until they are under control. Mr. Blake said he knows the Service Department is very busy with a limited staff. When he gives them a list of properties that need to be cleaned up and mowed and they do not have time, he then hires a company to do the work. Dolly Hanning of Agler Road said that a lot of people do not realize that they are responsible to mow and keep the alleys behind their homes cleaned out. She suggested we send out letters or fliers to inform the residents that they are responsible and a lot of them will go ahead and clean them up themselves.

Mr. Angelou said he agreed with the Police Chief that the Code Enforcement Vehicle be used in emergency situations as a Police response/assist vehicle. He suggested a motion be made to make it a dual purpose vehicle for insurance and potential liability issues.

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### **Res. 214-08: Approve Allowing the Code Vehicle to be Used in Emergency Situations as a Police Response/Assist Vehicle**

Mr. Angelou moved to approve allowing the Code vehicle to be used in emergency situations as a Police response/assist vehicle. Mr. Spanovich seconded. All voted yea. Motion carried.

### **CORRESPONDENCE**

The Fiscal Officer said the only correspondence received was from the City that sent a copy of the Joint Maintenance Agreement between the City of Gahanna and Mifflin Township effective October 1, 2008. According to their figures, we have actually paid \$14,564.66 more than was owed during the current contract period. Our usage has decreased and therefore the administrative fee is being reduced. Calvin McKnight said his Department does the majority of their routine maintenance which cuts down on their expenses. The Police Department no longer uses the City for their fuel and maintenance due to the distance to their facility. Mr. Spanovich said he would like to know the sublet amount spent on Fire Department equipment and asked that this Agreement be held for review before being acted upon.

### **PROPOSED RESOLUTIONS (NEW BUSINESS):**

#### **ADMIN**

The Fiscal Officer presented the Board with the following for approval:

### **Res. 215-08: Approve Budget Adjustment Transfers Within Fire Department Funds**

Mrs. Stewart approved Fire Department budget adjustment transfers within funds adding additional money needed in 10-A-15 and 10-A-10E as requested by Deputy Chief Kauser. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

### **Res. 216-08: Approve the Fiscal Officer's Request to Attend the Annual GFOA Conference in Aurora, Ohio from Sept. 17 – 19, 2008 for a Total Cost of \$769.65**

Mrs. Stewart moved to approve the Fiscal Officer's request to attend the annual Government Finance Officer's Assn. Conference (GFOA) in Aurora, Ohio from September 17 – 19, 2008 for a total cost of \$769.65. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer reminded everyone that due to Labor Day, the Staff Meeting will be held on September 8, 2008 at 10:00 a.m. The bid opening for the Heavy Duty Rescue is also scheduled for that date at the beginning of the meeting. She said that we have a request from the Franklin County Board of Health for Paul Wenning to attend the meeting on September 16, 2008 to report on the NPDES Phase III Program coming up this year and will need to verify the time of our meeting on that date. Mr. Spanovich said we will continue the 3:30 p.m. time for that meeting.

Mrs. Stewart asked about the Leonard Park Water situation. The Fiscal Officer said she has had no luck getting a return call from the County and will keep trying to reach Mr. Schimmer for an update. Steve Blake said he has tried for the last two weekends to get volunteers to do the Leonard Park Water Survey but they keep canceling or don't show up. He said he is going to try again this Saturday.

The Fiscal Officer reminded the Trustees that the Franklin County Auditor's Office will be using our Meeting Room on Monday, September 22<sup>nd</sup> from 1:00 p.m. to 9:00 p.m. to meet with residents to discuss valuations on their property.

### **SERVICE**

Mr. Spanovich said a decision needs to be made at this time regarding placing the Road Levy on the ballot in November. According to the Auditor's Office, the Levy would generate \$179,222.90. Mrs. Stewart brought up the fact that of the 101 persons signing the petition supporting the Road Levy, only half were registered voters. Mr. Angelou said that even though the Levy failed six times, there seems to be more support this time.

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Calvin McKnight said that if the Levy passed, the Service Department could repair the roads and possibly install some sidewalks and lighting in poorly lit areas. The additional money would also enable the Service Department to have a larger amount of matching funds to receive grants. The Trustees agreed that by working together and informing the residents that if the Road Levy passes, a lot of services would improve including Police and Fire response time. After much discussion, it was agreed by the Service Director and Trustees that we should place the Levy on the ballot one more time as there seems to be more support this time with greater voter turn out because of the presidential election. The Police Chief and Code Officer both agreed that good roads and sidewalks will increase property values and improve services.

**Res. 217-08: Approve Resolution to Place a New Four (4) Mill Road District Levy for a Continuing Period of Time on the November 4, 2008 Ballot**

Mr. Angelou moved to approve the Resolution to Place a New Four (4) Mill Road District Levy for a continuing period of time on the November 4, 2008 ballot. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

**CODE ENFORCEMENT**

Steve Blake said he has been working with the County Code Officer, Joe Bailey and Mike Adair from the County Board of Health on the R.A.T. Program which is going very well and a lot of properties are being addressed and taken care of.

**POLICE** – Chief Pocock had no report at this time.

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

**Res. 218-08: Approve Authorizing a Non-Binding Letter of Intent be Sent to the Anchor Company to Consider Leasing a Space for Fire Station #132 in Their Shopping Center at the Intersection of Westerville & Innis Roads**

Mr. Spanovich moved to approve authorizing a non-binding letter of intent be sent to the Anchor Company to consider leasing a space for Fire Station #132 in their Shopping Center at the Intersection of Westerville & Innis Roads as recommended by Chief Deconnick. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 219-08: Approve Establishing a Part-time Fire Inspector Classification with a Minimum Pay Rate of \$14.80 and Top Pay Rate of \$21.15**

Mr. Spanovich moved to approve establishing a Part-time Fire Inspector classification with a minimum pay rate of \$14.80 and top pay rate of \$21.15 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 220-08: Approve Moving Part-time Firefighter James King to a Part-time Fire Inspector Position at \$14.80/Hr. Effective August 24, 2008**

Mr. Spanovich moved to approve moving Part-time Firefighter James King to a Part-time Fire Inspector position at \$14.80/Hr. effective August 24, 2008 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 221-08: Approve Establishing a Part-time MECC Programmer Developer Position for a Maximum of 15 Hours/Week at \$24.85/Hour**

Mrs. Stewart moved to approve establishing a Part-time MECC Programmer Developer position for a maximum of 15 hours per week at \$24.85/hour as recommended by Chief DeConnick and Deputy Chief Kauser. Mr. Angelou seconded. All voted yea. Motion carried.

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**Res. 222-08: Approve Hiring Jason Miller as a Part-time MECC Programmer Developer for a Maximum of 15 Hours/Week at \$24.85/Hour Effective August 24, 2008**

Mr. Spanovich moved to hire Jason Miller as a Part-time MECC Programmer Developer for a maximum of 15 hours per week at \$24.85/hour effective August 24, 2008 as recommended by Chief DeConnick and Deputy Chief Kauser. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich asked that Purchase Request No. 08.04.08 for a Petrogen Torch be held for the September 8, 2008 Staff Meeting for further review.

Mr. Spanovich asked that the request to purchase a Reserve Ladder 131 from Orange Township be held for the September 8, 2008 Staff Meeting for further review.

**Res. 223-08: Approve 2008 Annual Medical Physicals for Firefighters Through Work Health at a Cost Not to Exceed \$42,000**

Mr. Spanovich moved to approve the 2008 annual occupational physicals and fitness evaluations on all Firefighters through Work Health at a cost not to exceed \$42,000 as budgeted and recommended by Chief DeConnick and Deputy Chief Kauser. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees were given a memo dated August 12, 2008 with a list of some general MECC updates for their information (See Referral File). Chief DeConnick asked for Board of Trustee direction on planning the opening ceremony for the Creekside MECC move. Mr. Spanovich agreed to be part of a planning committee.

The MECC project is underway at Creekside and the Trustees were given a summary of the progress in a memo dated August 12, 2008 (See Referral File). Mr. Angelou said we will also need a list of the renovations needed at the Township facility.

**Res. 224-08: Approve Resolution to Place a Replacement Three (3) Mill Fire Department Levy for a Continuing Period of Time on the November 4, 2008 Ballot**

Mr. Spanovich moved to approve a Resolution to Place a Replacement Three (3) Mill Fire Department Levy for a continuing period of time on the November 4, 2008 ballot. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick advised the Trustees that the date of the Fire Department Awards Ceremony has been changed from September 5, 2008 to September 30, 2008 at the Creekside Conference & Event Center.

The Fiscal Officer said she received today a resignation letter via fax from Firefighter Bruce Day. Chief DeConnick said he regrets we cannot have him back but due to his injury, he is recommending that the Board accept his resignation.

**Res. 225-08: Accept Resignation of Firefighter Bruce Day Effective August 19, 2008**

Mr. Spanovich moved to accept the resignation of Firefighter Bruce Day per the resignation letter received by a fax effective August 19, 2008. Mrs. Stewart seconded. All voted yea. Motion carried.

**OLD BUSINESS**

**Capital Improvement Projects Bond** – Mr. Spanovich asked when this would be finalized. The Fiscal Officer said that it would probably not be until the end of September because we reduced our bonding amount so they had to find someone else to be a part of this funding period. She said we have signed the agreements for a total of approximately 1.8 million under the 2 million limit set by the Board.

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**Credit Cards for Training Request** – Mrs. Stewart asked about the status of this request. The Fiscal Officer said that this ties in with the Employee Handbook which she almost has completed. She said the Prosecutor’s Office has rewritten several of the sections of our handbook and she is currently incorporating them into the handbook.

**Personnel Evaluations** – Mrs. Stewart reminded the Department Heads that a report is due on how they are handling evaluations by the September 8, 2008 Staff Meeting.

**PENDING ITEMS**

**Township Inventory** – Chief DeConnick said the vendor for this inventory system is scheduled to be at the IT Committee meeting on August 26, 2008. The Chief said we are giving him one more chance to present the current system. We have paid half and are holding payment on the second half until we are completely satisfied that it will meet our needs.

**TeleStaff Status** – Chief DeConnick said he met with the vendor while he was at the Chiefs’ Conference last week. There will be a conference for in depth user training coming up. The Chief said that a request to send Robert Gault for this training will be forthcoming

**Fitness Incentive Program** - Chief DeConnick presented the Trustees with a copy of the 2008 Fire Division Health and Fitness Incentive Program for review. He said that Mr. Angelou has been helping them out on this program which they have been working on since after the first of the year. He said this program is developed for better health which then develops into better fitness. This is a voluntary performance based incentive program now, but in the future, it would be mandatory. Mr. Angelou asked if any testing has been done this year under our old plan since the new plan has not yet been adopted. The Chief said no testing has been done this year because it was planned to do the extensive testing as outlined in the new program. (See Referral File)

**Payment to Opt Out of Taking Health Insurance** – The Fiscal Officer said she gave the Trustees information regarding this for review but if this is adopted, it should be included in the handbook and become effective with approval of our 2009 Health Insurance program.

Calvin McKnight said there is one additional item for Board approval. Station 132 needs to replace the air conditioning unit as an emergency with a 5 ton air conditioner by Reynoldsburg Heating & Air Conditioning for \$4,400.00. He said this was a very good price for an A/C of this size.

**Res. 226-08: Approve Emergency Purchase to Replace a 5 Ton Air Conditioner at Sta. 132 by Reynoldsburg Heating & Air Conditioning for \$4,400.00**

Mr. Angelou moved to approve the emergency purchase to replace a 5 ton air conditioner at Sta. 132 by Reynoldsburg Heating & Air Conditioning for \$4,400.00 as recommended by Calvin McKnight. Mrs. Stewart seconded. All voted yea. Motion carried.

There were no visitor comments.

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

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Joseph F. Spanovich, Chairman

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Nancy M. White, Fiscal Officer

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The Trustees approved the August 29, 2008 payroll warrants for the period of August 10, 2008 through August 23, 2008 and the August, 2008 warrants for bills, Numbers 45708 through 45811. Copies are on file with the Fiscal Officer.

The August Receipts, Numbers 7374 through 7439, are on file with the Fiscal Officer.

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