

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

SEPTEMBER 18,

2007

Chairman Spanovich called the Regular Meeting to order at 6:00 P.M. with Mr. Angelou and the Fiscal Officer, Nancy White, present. Mr. Stewart was excused.

Also present were:

Dolly Hanning	2354 Agler Rd.
Dan Bender	Rocky Fork Enterprise
Jim DeConnick	Fire Chief
Michael Pocock	Police Chief
Brian Roy	Fire Lieutenant
Chief Hoovler	Plain Twp. Fire Chief
Senior Government Students from Lincoln High School	

Mr. Spanovich led the Pledge of Allegiance to the Flag and Mr. Angelou offered a prayer.

Mr. Spanovich welcomed the students and pointed out that there are pamphlets available describing the functions and history of townships. He also introduced the Officials and Department Heads. Mr. Angelou explained the importance of registering at 18 and voting at all elections.

Res. 250-07: Approve Minutes of September 4, 2007

Mr. Angelou moved to approve the minutes of the September 4, 2007 meeting. Mr. Spanovich seconded. All voted yea. Motion carried.

CORRESPONDENCE

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

1. A Fax was received from Gary Holland, Director of the Franklin County Emergency Management and Homeland Security listing sirens not working and needing repair. There were several partial operations in Gahanna and one in Mifflin Township.
2. U.S. Census Bureau letter was received from the Director regarding this year's Boundary and Annexation Survey. They are asking for boundary changes to report and also an invitation to participate in Local Update of Census Addresses (LUCA).

The Fiscal Officer said she gave the Board a copy of a proposal from Affiliated for SharePoint Consulting Services. It has been talked about for several years to have an intranet which would be for the Township employees to get information out relating to the different Departments, payroll information, insurance forms, etc. The quote from Affiliated is to create design templates, create HR site, create a Department site and install it. The total cost for this would not exceed \$5000.00. After this is set-up, each Department could have someone in their Department put information on this site without intervention from Affiliated. Mr. Angelou said this was discussed at the IT Committee meeting he attended and it was determined there was a need for this.

Res. 251-07: Approve SharePoint Consulting Services as Proposed by Affiliated for a Total Cost Not to Exceed \$5000.00

Mr. Angelou moved to approve SharePoint Consulting Services as proposed by Affiliated for a total cost not to exceed \$5,000.00 as recommended by the Fiscal Officer and the IT Committee. Mr. Spanovich seconded. All voted yea. Motion carried.

The Fiscal Officer reported we received the Estimated Certificate of Resources from the Auditor's Office and she will get that information out to everyone so they can start doing their budgeting. We will receive a check in October for personal property tax and probably the last check received will be for rollback and homestead.

OLD BUSINESS

Finalize Employee Handbook/Tuition Reimbursement Policy – Mr. Spanovich said he would like to have these finalized by the next meeting. The Fiscal Officer said we also need to set up a Health Insurance Waiver Policy for newly hired personnel who decline our health insurance coverage.

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Contract Consultant – RFP – Mr. Spanovich asked Chief DeConnick if there was something prepared to give to Mr. Mills on specifications for this job. The Chief said he has something prepared for their review before it is finalized.

Fire Dept. Building Improvements – Mr. Spanovich said that Rich Pontius is planning on attending our next Staff Meeting to update us on what has been accomplished so far and also share with us the program that he has developed.

Next Meeting – The Trustees changed their next Staff Meeting from Monday to Tuesday, October 2, 2007 at 10:00 a.m.

Health Ins. Committee/2008 – It was suggested that an insurance meeting could also be held later the same day of the Staff Meeting. The members will need to be notified.

Joint Maintenance Agreement – Mr. Spanovich said we have not signed the contract with the City of Gahanna as yet because we would like to know what our cost will be since the Police Department is no longer a part of their program. The Fiscal Officer said she will contact Dottie Franey for the information.

NEW BUSINESS

Longevity Pay – The following requests were presented for approval:

Res. 252-07: Approve Service Credit Bonuses for Robert DeMooy and James DeConnick of the Fire Department

Mr. Spanovich moved to approve a service credit bonus for Robert DeMooy in the amount of \$500.00 and James DeConnick in the amount of \$1100.00 at the discretion of the Board and funds permitting. Mr. Angelou seconded. All voted yea. Motion carried.

The service credit bonus request for Dispatchers Carl Shirey and Gary Grizzle who previously were employed by Truro Township is being held for review.

REPORTS OF DEPARTMENT HEADS

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

Res. 253-07: Approve Fire Gear from Phoenix Fire Safety Outfitters for Total of \$27,055

Mr. Spanovich moved to approve Purchase Request No. 09-06-07 for Fire Gear from Phoenix Fire Safety Outfitters for a total amount of \$27,055 which was budgeted for 2007 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the invoice from PDSI in the amount of \$883.21 for travel expenses to send someone to our location to work on our TeleStaff system.

Res. 254-07: Approve Invoices from Pradco Management Psychologists for MECC & Fire Personnel Testing and Evaluations for a Total of \$2800

Mr. Spanovich moved to approve invoices from Pradco Management Psychologists for MECC and Fire personnel testing and evaluations for a total of \$2800 as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the request of Firefighter Kevin Snyder to attend a paramedic refresher course at Columbus State for \$180.00.

Mr. Spanovich signed off on the request of Fire Prevention Officer, David Brizius, to attend the Greater Cincinnati Regional Arson & Fire Investigators Seminar October 25 & 26, 2007 for a total cost of \$320.00.

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Mr. Spanovich signed off on the request of Firefighter Anthony Torres to attend the Engine Company Operations I training course in Indianapolis on October 29 through October 31, 2007 for a total cost of \$705.00.

Mr. Spanovich signed off on the request of Firefighter Brian Roy for tuition assistance reimbursement to attend The Ohio State University for the Introduction to Homeland Security course for a total of \$1147.00. Chief DeConnick said this is under our guidelines of paying one half now and the remainder upon successful completion.

A letter was received from Michael Grossman thanking Chief DeConnick and the Board of Trustees for their encouragement and support for the past four years as he completed a Bachelor and Masters degree at Franklin University. He is requesting tuition reimbursement for the completion of courses MBA 851 & 852 during the Summer Trimester 2007 Graduate Program. He paid the full amount of \$3,950.00 and is asking for full payment as he has successfully completed the courses which signifies an end to his academic studies at Franklin University.

Res. 255-07: Approve Tuition Reimbursement Request of Michael Grossman for Full Payment of MBA 851 & 852 Graduate Program Courses in the Amount of \$3950.00

Mr. Spanovich moved to approve the tuition reimbursement request of Michael Grossman for the full payment of his successful completion of courses MBA 851 & 852 during the Summer Trimester 2007 Graduate Program at Franklin University as recommended by Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the invoice for Karen Smith to attend the Security Measures for Front Desk Safety seminar in the amount of \$214.95.

Res. 256-07: Accept Resignation of Part-time Emergency Communications Dispatcher Robert Foor Effective September 11, 2007

Mr. Angelou moved to accept the resignation of Part-time Emergency Communications Dispatcher Robert Foor effective September 11, 2007 per his request. Mr. Spanovich seconded. All voted yea. Motion carried.

Chief DeConnick gave the Trustees an update on the EMS billing revenue. There was discussion on the fluctuation of monthly revenues received.

Chief DeConnick requested the Board's approval to transfer funds within the Fire appropriation accounts as presented in a memo dated September 18, 2007.

Res. 257-07: Approve Transferring \$25,000 from 10-A-01A to 10-A-08 and \$28,840 from 10-A-01A to 10-A-15J Within the Fire Accounts

Mr. Spanovich moved to approve transferring funds within the Fire accounts as follows per Chief DeConnick's request:

\$25,000 from 10-A-01A to 10-A-08
\$28,840 from 10-A-01A to 10-A-15J

Mr. Angelou seconded. All voted yea. Motion carried.

Chief DeConnick said the Facility Maintenance account, 10-A-15E is also low because of hail damage expenses. The Fiscal Officer said the Trustees can amend the Fire Fund appropriations in the amount of \$54,855.17 which is the amount received from insurance coverage that will go back into the proper accounts.

Res. 258-07: Approve Amending the Fire Fund Appropriations by the Legal Level of Control for an Additional Amount of \$54,855.17

Mr. Angelou moved to approve amending the Fire Fund appropriations by the Legal Level of Control for an additional amount of \$54,855.17 representing insurance checks that will go back into the proper accounts as recommended by the Fiscal Officer. Mr. Spanovich seconded. All voted yea. Motion carried.

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Chief DeConnick gave the Board the Fire Department vacation schedule per their request. Not all vacation time has been scheduled at this point.

The Chief also reported to the Board that we are doing a new part-time hiring process in coordination with Plain and Jefferson Townships combining the testing and background check process. We would also be sharing personnel as each Township would hire the same qualified part-time Firefighter and that Firefighter would rotate working at all three Townships. Chief Hoovler from Plain Township was present to help explain the process. He said that all three Townships would need to pay the same rate. Pooling resources would save all three Townships money. Chief Hoovler also explained to the visiting students how the MECC saves money for all the participating entities.

There was discussion on the proposed MECC move to the Creekside site due to their outgrowing the present site here at Mifflin. Mr. Angelou said there are many things to consider such as cost to lease, what equipment is actually owned by Mifflin Township and the cost to convert the Township Administration building back to the way it was before MECC moved in. Mr. Spanovich also had some questions such as how big do they plan to be which would determine the amount of space they would need. Chief Hoovler said he feels there is potential for MECC to grow but there would be a limit. Chief DeConnick and Chief Hoovler both agree that MECC should move to the Creekside location.

POLICE – Chief Pocock said he received a letter of resignation from Full-time Police Officer Michael Bolock effective September 30, 2007. He has been a very good Officer but is moving to pursue other interests. The Chief is recommending that the Board accept his resignation and hire Part-time Officer Jon Rumpff as a Full-time Officer.

Res. 259-07: Accept Resignation of Michael Bolock as a Full-time Police Officer per His Request Effective September 30, 2007

Mr. Angelou moved to accept the resignation of Michael Bolock as a Full-time Police Officer per his request effective September 30, 2007 as recommended by Chief Pocock. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 260-07: Hire Part-time Police Officer Jonathon Rumpff as a Full-time Police Officer Effective September 23, 2007 and as Agreed Upon He Will Waive Health Insurance Coverage

Mr. Angelou moved to hire Part-time Police Officer Jonathon Rumpff as a Full-time Police Officer effective 9/23/07 and as agreed upon he will waive health insurance coverage as recommended by Chief Pocock. Mr. Spanovich seconded. All voted yea. Motion carried.

Chief Pocock said his Officers are all now firearm qualified. Mr. Angelou participated and did a very good job. The Fiscal Officer is also planning on participating at the range.

CODE ENFORCEMENT – Chief Pocock said that Steve Blake is in classes this week and will be contacting the Insurance Committee members to set up a meeting. He has set up clean-ups in October for the following areas:

10/13/07	Northglen
10/20/07	Rankin/Parkwood
10/27/07	Leonard Park/Drake

The cost should not exceed \$2500.00.

SERVICE – Mr. Angelou said that Calvin McKnight is on vacation and left a request for approval to attend the 2007 Fall Cemetery Maintenance Seminar on October 4, 2007 along with all of his staff. The total cost for everyone is \$100.00. Mr. Angelou approved and signed off on the request.

POLL VISITORS FOR COMMENTS

There were no comments from the public. It was explained to the Lincoln High School students that MECC stands for Metropolitan Emergency Communications Center and Chief Hoovler volunteered to take them on a tour of the facility.

