

RECORD OF PROCEEDINGS

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

Held

SEPTEMBER 18,

2012

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:

Tim Taylor	Fire Chief
Fred Kauser	Deputy Fire Chief
Michael Pocock	Police Chief
D.J. Tharp	Service Director
William Price	Police Lieutenant

CONSENT AGENDA

Res. 229-12: Approve Minutes of September 4, 2012

Mrs. Stewart moved to approve the minutes of the September 4, 2012 meeting. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 230-12: Approve Warrants for October, 2012

Mr. Angelou moved to approve the warrants for payroll and bills. Mrs. Stewart seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS – None at this time.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. Copies of Notices of Violations were received from the Franklin County Public Health to the owner and occupant of 2139 Minnesota Ave. giving them until September 24, 2012 for compliance or charges may be filed.
2. A copy of a Notice of Violation was received from the Franklin County Public Health to the owner of 2746 Berrell Ave. giving until October 1, 2012 for compliance or charges may be filed. Chief Pocock said he has been working on these properties with Joe Bailey from the County.
3. A memo was presented to the Trustees from the Fiscal Officer regarding the new MECC Captain position which will be discussed later in the meeting. She enclosed a copy of the memo from the Fire Department regarding the Salary Schedule that was approved January 17, 2012 showing a pay rate for the Dispatcher Captain position that was not established at the time.
4. A letter from the City of Lancaster Fire Department was received listing Firefighter Kevin Nagle's employment with them. He is asking for a transfer of his employment time to Mifflin from the City of Lancaster for the purpose of vacation accrual. The Fiscal Officer said that in the past we have only done this with people who have had prior Township service. Mr. Spanovich asked that this be held until further information is received as a new policy would need to be established that would apply to any new employee. Mr. Angelou said we should not even consider it until Firefighter Nagle is off probation.

PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):

ADMIN – The Fiscal Officer said that the Attorney for Robertson Construction would like to know if Don Leach is engaged to represent us regarding the Fire Station Improvements Project final payment issue. Mr. Leach asked that we sign an Engagement Letter with his law firm. The Trustees agreed not to sign the agreement letter at this time but to authorize the Fiscal Officer to send a check to Robertson for \$25,000 in full payment of balance due.

Res. 231-12: Approve Authorizing the Fiscal Officer to Send a Check to Robertson Construction for \$25,000 in Full Payment of Balance Due

Mr. Spanovich moved to approve authorizing the Fiscal Officer to send a check to Robertson Construction for \$25,000 in full payment of balance due. Mrs. Stewart seconded. All voted yea. Motion carried.

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The Fiscal Officer said that the HR Director received information from CVS Pharmacy that they are offering an on-site Flu Shot Clinic. The Trustees agreed that this is not necessary as our employees can go to any CVS Minute Clinic or other pharmacy and our insurance will pay for their shots.

In regards to establishing a MECC Captain position, the HR Director, Becky Kadel, presented a memo to Chief Taylor and the Trustees stating that to the best of her knowledge it appears that the job description for that position appears to be consistent with the other MECC position descriptions.

The Fiscal Officer said the resolution to approve the Kronos Software Support Services for 200 licenses to continue using Telestaff for \$6,168.96 is incorrect. The total amount should be \$7,711.20 with \$2,390.47 billed to Plain Township. Our net would be \$5,320.73 for 138 licenses.

Res. 232-12: Approve Rescinding Res. 210-12 for 200 Licenses for Using Telestaff and Changing it to Read a Total of 200 Licenses Including 62 for Plain Township and 138 for Mifflin Township for a Total of \$7,711.20 Making a Net to Mifflin Township of \$5,320.73

Mrs. Stewart moved to approve rescinding Res. 210-12 for 200 licenses for using Telestaff and changing it to read a total of 200 licenses including 62 for Plain Township and 138 for Mifflin Township for a total of \$7,711.20 making a net to Mifflin Township of \$5,320.73. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said she gave the Department Heads their Amounts & Rates the Auditor's Office has estimated they will be receiving next year as it relates to their levies. She said she thinks it will be a good time to start with their budgeting. The Fiscal Officer said we will be having multi Department meetings about every couple of weeks and will be having one again next Thursday to talk about the threshold that we would use for approvals that go before the Board and capital budgeting that includes large purchases that would go before the Board and planned day to day operation costs such as utilities, supplies, fuel, etc., would be automatic. This would save time at the meetings.

The Fiscal Officer said we have pushed the new Accounting Program implementation date back a little due to some issues with the server and getting the updates done. She said on October 26th we are going to do a data conversion and by the first of the year we will have the Departments on the workflow process.

IT – Deputy Chief Kauser passed out a General Overview of an IT strategic project which he prepared and will hopefully get the Board's support to proceed further and to communicate that framework to the many users who are connected to and part of our IT platform. He said he is a spokesman for Ken Neff, who was unable to attend today, but will be attending future meetings. Chief Kauser said they have been working since before the first of the year to address the back end of our Township network which includes the 911 Center. He listed the driving needs for a strategic plan with the most pressing one being our need to replace about \$80,000 to \$100,000 worth of backend equipment which is at the end of life. Other needs include expanding the connectivity of 911 Center between MECC and Licking County 911 and the desire to improve our redundancy/resiliency/recovery. There is also a request to collaborate with one or more MECC partners in IT projects such as the VOIP. Chief Kauser said there are questions we need to answer and decisions to be made for the best options for managing IT related equipment and hardware. He said that Ken Neff has been guiding our efforts in answering questions and evaluating options. He concluded that the Cloud (lease) based system would save money and doesn't require management. Mrs. Stewart agreed to this concept but stated there are still questions that need to be discussed and answered in future meetings. Chief Kauser said that all he needs at this point is the Board's blessing to proceed in this general direction and sharing this information with the Mifflin IT Steering Committee and the MECC partners and to frame up a strategic plan that is based on this direction. The Trustees agreed to move forward with this concept. (See Referral File)

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SERVICE – D.J. Tharp said he had the large walnut tree that was in bad condition removed in the old section of the cemetery near the fence at Route 62 for \$1100.00. Mr. Spanovich signed off on the invoice. Mr. Tharp also said that in the last two weeks after spraying they found no mosquitoes in the traps in the Township.

D.J. Tharp requested approval for an additional \$4500.00 to clean the storm drains on Baughman Avenue due to unforeseen events only one side is completed. Capital Plumbing and Mechanical will need an additional three days to complete the job.

Res. 233-12: Approve an Additional \$4500.00 for Capital Plumbing and Mechanical to Clean the Storm Drains on Baughman Avenue to Complete the Job

Mr. Angelou moved to approve an additional \$4500.00 for Capital Plumbing and Mechanical to clean the storm drains on Baughman Avenue to complete the job. Mrs. Stewart seconded. All voted yea. Motion carried.

D.J. Tharp presented the Trustees with an estimate for sealcoating and striping the Police Department's parking lot. The lowest estimate came from Xtreme Solutions for \$1281.00. Mr. Angelou signed off on the estimate.

POLICE – Chief Pocock presented the Trustees with a request to purchase two 2012 Ford Interceptor SUV Utility AWD vehicles for a total estimated cost of \$71,543.66 to replace vehicles #214 and #10 which can be sold on gov.deals. He said the final payment has been made on our current vehicle leases and he feels the Police budget could handle the additional cost of a new lease. The Fiscal Officer said the new lease would be through Park National at 2.7% interest rate with four annual payment of \$19,607.95 per year.

Res. 234-12: Approve Purchase of Two 2012 Ford Interceptor SUV Utility AWD Vehicles under the State Contract Bid for \$71,543.66 as Presented to be Leased with Park National at 2.7% Interest Rate with Four Annual Payments of \$19,607.95 Per Year

Mr. Angelou moved to approve the purchase of two 2012 Ford Interceptor SUV Utility AWD vehicles under the State Contract Bid for \$71,543.66 including everything as presented to be leased with Park National at 2.7% interest rate with four annual payments of \$19,607.95 per year. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Pocock said the Police Department is in the process of finishing their yearly shooting qualifications and thanks to the Wexner Foundation they have received a donation of \$2000.00 to help defer this expense. The Chief requested approval to enter into a contract with the Sheriff for the use of their range for 2012.

Res. 235-12: Approve Contract with the Sheriff for Use of Their Range for 2012

Mr. Angelou moved to approve the contract with the Sheriff for use of their range for 2012. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 236-12 Approve Hiring Greg Costas as an Unpaid Reserve Police Officer as Recommended by Chief Pocock

Mr. Spanovich moved to approve hiring Greg Costas as an unpaid Reserve Police Officer as recommended by Chief Pocock. Mrs. Stewart seconded. All voted yea. Motion carried.

FIRE – Chief Taylor presented the following to the Board for approval:

Res. 237-12: Approve (2) LUCAS Automatic CPR Device with Accessories from Physio-Control for a Total of \$25,507.02

Mrs. Stewart moved to approve Req.#09.11.2012 for two LUCAS Automatic CPR Device with accessories for uninterrupted chest compression from Physio-Control for a total cost of \$25,507.02. Mr. Spanovich seconded. All voted yea. Motion carried.

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Res. 238-12: Approve Amending the 28-A Budget by Appropriating an Additional \$26,000 Into the 28-A-05 Account from Unencumbered EMS Funds

Mrs. Stewart moved to approve amending the 28-A Budget by appropriating an additional \$26,000 into the 28-A-05 account from unencumbered EMS funds. Mr. Angelou seconded. All voted yea. Motion carried.

Res.239-12: Approve Asphalt Repair at 485 Rocky Fork Blvd. (Annex) as Estimated by Cyrus Concrete Construction for \$6,561.84

Mrs. Stewart moved to approve Req. #09-12-2012 for asphalt repair at 485 Rocky Fork Blvd. (Annex) as estimated by Cyrus Concrete Construction for \$6,561.84. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 240-12: Approve Hiring James E. Scott in a Provisional Career Dispatcher Position with MECC on a One Year Probationary Period as Outlined in Memo Dated September 12, 2012

Mrs. Stewart moved to approve hiring James E. Scott in a provisional Career Dispatcher position with MECC on a one year probationary period as outlined in the memo dated 9/12/12 Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Res. 241-12: Approve Hiring Brandy Warthman as a Part-time Dispatcher for MECC as a Candidate-In-Training Dispatcher on a One Year Probationary Period as Outlined in Memo Dated September 12, 2012

Mrs. Stewart moved to approve hiring Brandy Warthman as a Part-time Dispatcher for MECC as a Candidate-In-Training Dispatcher on a one year probationary period as outlined in the memo dated 9/12/12. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor said it was not on the agenda, but it has been discussed at a previous meeting to hire an Acting Captain for MECC. It was pointed out that the Captain position for MECC has never been established. The job description was written and approved by the HR Director as stated earlier in meeting and the Fiscal Officer stated the pay rate was approved on January 17, 2012 and all that needs to be done now is to approve creating the position.

Res. 242-12: Approve Creating the Captain Position for MECC with the Establishment of the Job Description and Pay Rate

Mrs. Stewart moved to approve creating the Captain Position for MECC with the establishment of the Job Description and pay rate. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Taylor presented the Trustees with a Draft regarding Bed Bug infestation and ways to take precautions against the infestation at the Fire Stations. He listed recommendations to take place at the Stations and said we will need to find a qualified vendor to perform maintenance and eradication services for bed bugs and to check each station prior to any occurrence. (See Referral File)

Chief Taylor said that his last item on the agenda is the request of Karen Smith to rescind her letter of intent to retire at the end of October. He said he is recommending that the Trustees approve her request.

Res. 243-12: Approve Karen Smith's Request to Rescind her Letter of Intent to Retire at the End of October, 2012

Mr. Angelou moved to approve Karen Smith's request to rescind her letter of intent to retire at the end of October, 2012 as recommended by Chief Taylor but to evaluate a request like this on a case by case basis. Mrs. Stewart seconded. All voted yea. Motion carried.

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Mr. Spanovich asked Chief Taylor to look into the matter of Firefighter Nagle’s request to transfer employment time from the City of Lancaster to Mifflin for the agenda at the next meeting.

Res. 244-12: Move Into Executive Session

Mr. Angelou moved to approve going into executive session to discuss personnel matters at the request of the Police and Fire Departments at 5:05 P.M. Mr. Spanovich seconded. All voted yea. Motion carried.

The Trustees came out of executive session at 5:35 P.M. and there being no further business, Mr. Angelou moved to adjourn the meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

Joseph F. Spanovich, Chairman

Richard J. Angelou, Vice Chairman

Lynn M. Stewart, Trustee

Nancy M. White, Fiscal Officer

The Trustees approved the September 21, 2012 payroll warrants for the period of September 2, 2012 through September 15, 2012 and the September, 2012 warrants for bills. Copies are on file with the Fiscal Officer.

The September, 2012 Receipts are on file with the Fiscal Officer.
