

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

Held

**SEPTEMBER 2,**

**2014**

Chairman Spanovich called the Regular Meeting to order at 10:00 A.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White present.

Also Present were:	Tim Taylor	Fire Chief
	William Price	Police Chief
	D.J. Tharp	Service Director
	Becky Kadel	HR Director
	Melissa Rapp	Public Information Officer

## **CONSENT AGENDA**

### **Res. 173-14: Approve Minutes of August 19, 2014**

Mr. Angelou moved to approve the minutes of August 19, 2014. Mrs. Stewart seconded. All voted yea. Motion carried.

## **TRUSTEES COMMENTS**

Mr. Spanovich acknowledged the response letter from Chief Taylor to Jim McGregor and said it was a very good letter.

## **CORRESPONDENCE**

Fiscal Officer presented the following correspondence to the Board:

1. An email was received from Mitzi Kline notifying Mifflin Township that they will be spraying for mosquitoes on September 3<sup>rd</sup> around 8:45 p.m. A map of the area being sprayed was attached and this was uploaded to our website.
2. Letters were received from Franklin County Economic Development and Planning Department as it relates to various code enforcement issues for the following properties: 2269 Albert Avenue, 2493 S. Ferris Park Drive, 2432 Ferris Park Drive, 3005 Perdue Avenue, and 2547 S. Ferris Park Drive. The property at 3244 Westerville Road was notified that a Certificate of Zoning Compliance has never been filed.
3. A letter was received from the Franklin County Public Health on a 1<sup>st</sup> Notice of Violation for the property at 2660-2666 Ferris Road for numerous violations.

## **FISCAL OFFICER**

Fiscal Officer reported that she is currently working on the contracts with Rumpke for the solid waste removal and recycling in the unincorporated area. She said that Mifflin Township is able to take advantage of Option B and it will be \$14.00 a month for the residents and their collection will be changed to Monday starting in January.

Fiscal Officer said that she forwarded the Land Bank Acquisition Properties Guidelines to legal and they have reviewed them and they made some minor changes. The final guidelines and acquisition request that have been presented to the Trustees is what legal has approved.

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After the Trustees discussed these guidelines, they would like to make one correction. Under Disposition Policies, No. 2 should read: The initial priority will be given to those whose property shall be physically contiguous to adjacent owner-occupied residential property, with not less than a 50% common boundary.

Fiscal Officer informed the Trustees that she received the 2015 Official Certificate of Estimated Resources and she will get those figures to the Department Heads to let them know what the county estimates that they will be collecting in 2015. She said that by October 1<sup>st</sup>, the Resolution Accepting the Amounts and Rates Authorizing the Necessary Tax Levies will need to be approved. This must be done so that the County has the authorization to collect the levy related property taxes.

Fiscal Officer said that she and Becky Rousseau will be out of the office on September 10<sup>th</sup> and 11<sup>th</sup> attending the VIP User Conference. There will be a demo on the budget module that Fiscal Officer is interested in purchasing. After she sees this demo and believes it is worth purchasing, she said that she will be coming to the Trustees for approval to purchase this budget module so the department heads will be able to use for their 2015 budgets.

### ADMIN

Fiscal Officer requested approval to pay City of Gahanna \$3,888.01 for Annual Fiber Usage. This is for the bond repayment and the maintenance fees. She said this is the same amount we have paid the last two years.

### **Res. 174-14: Approve to Pay City of Gahanna for Annual Fiber Usage for \$3,888.01**

Mr. Spanovich moved to approve payment to City of Gahanna for annual fiber usage for \$3,888.01. Mrs. Stewart seconded. All vote yea. Motion carried. (See Referral File)

### HR

HR Director informed the Trustees that she applied for and received the \$2,500.00 wellness credit from MMO. This money will be applied to HR budget.

HR Director said she talked with John Hastings from Dawson Group and she set up a meeting for September 16<sup>th</sup> at 2:15 to discuss the new numbers that he has for us. After discussion, the meeting was rescheduled for October 6<sup>th</sup> at 11:30 a.m. Mrs. Stewart requested an update on the EOB transfer. HR Director said that it is still not complete. She said that there were four signatures that were necessary on the document. Mr. Spanovich signed his, Dawson signed theirs and they sent it off to Evolution 1 who does the file feed for Chard Snyder. It is currently at the legal department of MMO. John Hasting said everything is ready to go once MMO signs the document.

### PIO

PIO presented to the Trustees and updated August media placement tracking packet. PIO reported that she has had several record requests. She said that Columbus Dispatch is gathering information from local police departments such as number of officers, annual budgets, square miles being covered and activity report for the year. The other request is from Professional Finders asking for stale or un-cashed checks, cash deposits, performance

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bonds, cash securities, escrow information and property tax overpayment information. Fire Prevention week is in October and the PIO will get together with Chief Taylor to discuss plans.

### **SERVICE**

DJ Tharp reported to the Trustees that the foundations have been poured for August and we sold 7 graves and held 13 funerals last month.

DJ Tharp requested approval to purchase two graves from Susan Klein for \$120.00

### **Res. 175-14: Approve to Purchase Two Graves From Susan Klein for \$120.00**

Mrs. Stewart moved to approve to purchase two graves from Susan Klein for \$120.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

DJ Tharp reported that there have been residential complaints in the Northglen area. There is a utility easement that actually has nothing to do with the Township. Residents are complaining that they are using this easement as a hiding place for people breaking into homes. This property is not being maintained by the property owners and there is a lot of trash and tires. DJ Tharp stated that this is an AEP easement, but it is supposed to be maintained by the property owners. He requested permission to clean up this property and send out letters to the property owners informing them that they are responsible for maintaining this property not the Township. After discussing this situation, the Trustees recommend that DJ Tharp talk to the residents informing them that we will clean up that property but at their expense and Fiscal Officer will contact Legal to see what our options are.

### **POLICE**

Chief Price presented his detailed monthly report for August.

### **FIRE**

Chief Taylor presented to the Trustees a draft agreement establishing the MECC Regional Council of Governments for review. There will be a general session planned and any feedback will need to be turned in by October 1<sup>st</sup>. Whitehall is supportive but because they were not part of the grant they are not part of the process at this time but may be in the future. The remaining MECC agencies are currently reviewing this agreement.

Chief Taylor reported that Pete Griggs can set up a foundation for us and it will be approximately \$5,000.00 and he can have that completed in 90-120 days if we so choose. He also informed the Trustees that the New Albany police department and Franklin County Sheriff's Office is budgeting and preparing to coming on to our 911 CAD system so they will be paying a subscription fee so this will help in sharing the cost.

Fiscal Officer presented to the Trustees an expense report for fire district. She shared her concerns with the requests that have been submitted. When she runs the report for balances, it shows that we have unexpended balance of \$150,000.00 but encumbrances of \$167,000.00 with an unencumbered balance of negative (\$17,416.00) for account number 2191-220-523230. Fiscal Officer requested approval to amend the appropriation for account

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number 2191-220-523230 by \$20,000.00 from un-appropriated funds.

**Res. 176-14: Approve to Amend the Appropriation for Account Number 2191-220-523230 by \$20,000.00 From Un-Appropriated Funds**

Mr. Spanovich moved to approve to amend the appropriation for account number 2191-220-523230 by \$20,000.00 from un-appropriated funds. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief Taylor requested approval to pay Finley Fire Equipment \$2,425.00 for annual aerial ladder testing and maintenance on L131.

**Res. 177-14: Approve to Pay Finley Fire Equipment \$2,425.00 for Annual Aerial Ladder Testing and Maintenance on L131**

Mr. Spanovich moved to approve to pay Finley Fire Equipment \$2,425.00 for annual aerial ladder testing and maintenance on L131. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Finley Fire Equipment \$3,362.97 for preventative maintenance/post Finley inspection on E132.

**Res. 178-14: Approve to Pay Finley Fire Equipment \$3,362.97 for Preventative Maintenance/Post Finley Inspection on E132.**

Mr. Spanovich moved to approve to pay Finley Fire Equipment \$3,362.97 for preventative maintenance/post Finley inspection on E132. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Flora's Diesel Repair Service \$5,000.00 for front and rear brakes on E132.

**Res. 179-14: Approve to Pay Flora's Diesel Repair Service \$5,000.00 for Front and Rear Brakes on E132.**

Mr. Spanovich moved to approve to pay Flora's Diesel Repair Service \$5,000.00 for front and rear brakes on E132. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Phoenix Safety Outfitters \$2,281.92 for fire inspector uniforms.

**Res. 180-14: Approve to Pay Phoenix Safety Outfitters \$2,281.92 for Fire Inspector Uniforms**

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Mr. Spanovich moved to approve to pay Phoenix Safety Outfitters \$2,281.92 for Fire Inspector Uniforms. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Finley Fire Equipment \$2,466.48 for recommended engine repairs per Finley Fire on E134.

**Res. 181-14: Approve to Pay Finley Fire Equipment \$2,466.48 for Recommended Engine Repairs Per Finley Fire on E134**

Mr. Spanovich moved to approve to pay Finley Fire Equipment \$2,466.48 for recommended engine repairs per Finley Fire on E134. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Tire Centers \$2,998.30 for tires for back of rear tandems on R133.

**Res. 182-14: Approve to Pay Tire Centers \$2,998.30 for Tires for Back of Rear Tandems on R133**

Mr. Spanovich moved to approve to pay Tire Centers \$2,998.30 for Tires for Back of Rear Tandems on R133. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Flora's Diesel Repair Service \$2,835.50 for repairs on L131.

**Res. 183-14: Approve to Pay Flora's Diesel Repair Service \$2,835.50 for Repairs on L131**

Mrs. Stewart moved to approve to pay Flora's Diesel Repair Service \$2,835.50 for repairs on L131. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Finley Fire Equipment \$2,864.94 for repairs on L131.

**Res. 184-14: Approve to Pay Finley Fire Equipment \$2,864.94 for repairs on L131**

Mr. Spanovich moved to approve to pay Finley Fire Equipment \$2,864.94 for repairs on L131. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Premier Safety & Service \$4,214.80 for five (5) gas detectors for L131 and R133.

**Res. 185-14: Approve to Pay Premier Safety & Service \$4,214.80 for five (5) Gas Detectors for L131 and R133**

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Mr. Spanovich moved to approve to pay Premier Safety & Service \$4,214.80 for five (5) gas detectors for L131 and R133. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Dave Gill \$1,742.58 for repairs on 133 Truck.

**Res. 186-14: Approve to Pay Dave Gill \$1,742.58 for Repairs on 133 Truck**

Mr. Spanovich moved to approve to pay Dave Gill \$1,742.58 for Repairs on 133 Truck. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

**MECC**

Chief Taylor requested approval to pay B & C Communications \$1,880.00 for upgrade repairs to XTL 5000 radios.

**Res. 187-14: Approve to Pay B & C Communications \$1,880.00 For Upgrade Repairs to XTL 5000 Radios**

Mr. Spanovich moved to approve to pay B & C Communications \$1,880.00 for upgrade repairs to XTL 5000 radios. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor requested approval to pay Locution Systems, Inc \$9,442.25 for annual maintenance MECC CAD Voice system.

**Res. 188-14: Approve to Pay Locution Systems, Inc. \$9,442.25 For Annual Maintenance MECC CAD Voice System**

Mrs. Stewart moved to approve to pay Locution Systems, Inc. \$9,442.25 for annual maintenance MECC CAD Voice system. Mr. Angelou seconded. All voted yea. Motion carried.

**Res. 189-14: Move Into Executive Session**

Mr. Angelou moved to go into executive session to discuss personnel disciplinary matter at 11:45 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came out of executive session at 12:27 and there being no further business, Mr. Spanovich moved to adjourn the meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

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Joseph F. Spanovich, Chairman

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Richard J. Angelou, Vice Chairman

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Lynn M. Stewart, Trustee

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Nancy M. White, Fiscal Officer

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Held

**JANUARY 3,**

**2013**

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