

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

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Held

**SEPTEMBER 3,**

**2013**

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

Also present were:

Tim Taylor	Fire Chief
Fred Kauser	Deputy Fire Chief
Michael Grossman	Asst. Fire Chief
William Price	Acting Police Chief
D.J. Tharp	Service Director
Becky Kadel	HR Director
Lynn Bruno	Public Information Officer

## **CONSENT AGENDA**

### **Res. 225-13: Approve Minutes of August 20, 2013**

Mr. Angelou moved to approve the minutes of the August 20, 2013 meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

**TRUSTEES' COMMENTS** – Mrs. Stewart said that most all of us know that Mr. Spanovich lost his dear wife, Kathy, this week-end. Mr. Angelou said that Kathy will be missed and offered a prayer asking the Lord to grant us happiness and serenity as we seek your will and protect our families especially the families of Joe Spanovich and Kathy. We know she is in your hands as she has embraced you throughout her life. May we renew our strength and resolve as we tackle life's trials and emergencies and give us a sense of joy and self-sacrifice as we relate to the needs of those in distress. Last we ask for a just wisdom in making decisions that affect our community and protect all who seek to enrich their lives for others.

Mr. Angelou commented on the properties in the unincorporated area that were demolished. There was good coverage by the media and a job well done by Code, Police and our PIO. He also said there was great coverage on the Fire Events letting the people know they are getting their money's worth. The Fiscal Officer said she received an e-mail from MORPC that they are putting out a press release also about that and there is a quote from Mr. Spanovich in that article. Mr. Angelou said that the Police should be included as they have had some excellent Police work and coverage in protecting the families there.

**CORRESPONDENCE** – The Fiscal Officer said that the only correspondence she received was the 2014 Official Certificate of Estimated Resources from the Franklin County Budget Commission. At the next meeting, she would like to be able to pass the Resolution Accepting the Amounts and Rates which is due October 1, 2013. She said she gave the Department Heads a copy showing their estimated funds which should allow them to start working on their 2014 budgets. The Fiscal Officer said the budgets for the HR and PIO Departments are included in the General Fund Budget. The Trustees asked that they be separated as line items in the General Fund which the Fiscal Officer said she will do.

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**FISCAL OFFICER'S REPORT** - The Fiscal Officer said she and Becky Kadel met with Sean Sprouse with Burnham & Flower regarding the HRA Benefits Debit Card. Burnham and Flower feel the cards should be audited to make sure they are being used properly. She said she feels we should start now to make some decisions regarding our Health Insurance and possibly have some competition for comparisons. Mrs. Stewart agrees, but said it is hard to make decisions without funding numbers. The Fiscal Officer said she and Becky Kadel also went to a presentation by the Central Ohio Health Care Consortium of which we were previously members and they would be interested in having us join them. She said she also spoke with another TPA that would be interested in taking us into their consortium or be our stand alone agent and there may be others that we could solicit as well. She said she and Becky have not been very happy with some of the answers we have gotten and some of the things that have occurred as it relates to our present health care coverage and the TPA. Maybe it is time to put some pressure on them and look at others and see what they have to offer. The Trustees agreed that we should look into other options and plan designs as mentioned by the Fiscal Officer.

Mrs. Stewart asked Becky Kadel to review the applications for the Administrative Assistant position and arrange for interviews as soon as possible.

The Fiscal Officer said she will be attending the GFOA Conference on Wednesday through Friday next week but it is here in town so she will be available if needed. The following week she and Becky Rousseau will be out of town for two days to attend the SSI user conference for our accounting software program. The Fiscal Officer said she will also be attending the OTARMA Meeting and will be leaving on September 25<sup>th</sup> and be gone the rest of the week.

## **PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS)**

**ADMIN** – Nothing additional at this time.

**IT** – Mrs. Stewart said she was unable to attend the last IT meeting. The Fiscal Officer said there was nothing new, but we are two to three weeks out for the PRI for the VOIP. Chief Taylor said he has the Video Conferencing presentation ready when Mrs. Stewart is at the next IT meeting. The Fiscal Officer said that Kevin Sponaule is in the process of getting TeleStaff updates which we will need to do now or wait until the next summer's renewal period.

**SERVICE** – D. J. Tharp said we sold six graves and had six burials in August. He said his Department has been working on the Code Enforcement issues and have been making great improvements in the areas. He said that sometime in October he would like to get the Trustees approval for a Township clean-up as there are a lot of tires to be picked up and we had a report of a case of West Nile Virus in the unincorporated area. He suggested one week be set aside for tires and one week for general trash. The Fiscal Officer said that a week ago she attended the Solid Waste Consortium meeting in Dublin and they are moving forward. There were a lot of questions regarding changing the pick-up date, senior citizen discount, recycling, changing bulk pick-up to once a month, etc. Also, since Rumpke is billing Township residents, to work out some way to handle delinquencies. Another matter discussed was automated pick-up.

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**POLICE** - Acting Chief Price said that under Code Enforcement, Officer Blake would like a list of properties and Resolution to file tax liens that D.J. Tharp has abated.

**Res. 226-13: Approve Resolution to File Tax Liens per List of Abated Properties per the Attached Listing**

Mr. Angelou moved to approve a Resolution to File Tax Liens per list of abated properties per the attached listing. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Acting Chief Price presented the Trustees with two resignations for approval.

**Res. 227-13: Approve Acceptance of Resignation Request by Charlene Johnson as Civilian Support Specialist for the Police Department Effective September 15, 2013**

Mr. Angelou moved to approve acceptance of resignation request by Charlene Johnston as Civilian Support Specialist for the Police Department effective September 15, 2013. Mrs. Stewart seconded. All voted yea. Motion carried.

**Res. 228-13: Approve Acceptance of Resignation Request by Officer Matthew Francis Effective Immediately**

Mr. Angelou moved to approve acceptance of resignation request by Officer Matthew Francis effective immediately. Mrs. Stewart seconded. All voted yea. Motion carried.

Acting Chief Price gave the Trustees a copy of the monthly activity reports for their review.

**FIRE** – Chief Taylor presented the Board with the following for approval and discussion:

**Res. 229-13: Approve Renewing Agreement for Independent Contractor-Creative Safety Solutions and to Extend the Agreement Without Any Changes Through January 31, 2014 with Intent to Revise in February, 2014 for Remainder of 2014**

Mr. Angelou moved to approve renewing Agreement for Independent Contractor-Creative Safety Solutions and to extend the agreement without any changes through January 31, 2014 with intent to revise in February, 2014 for remainder of 2014. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

**Res. 230-13: Approve Req.#13-Fire-0559-A for Repairs to Back-Up Medic 134 by Horton Emergency Vehicles for \$4,495.91**

Mr. Angelou moved to approve Req.#13-Fire-0559-A for repairs to back-up Medic 134 by Horton Emergency Vehicle for \$4,495.91. Mrs. Stewart seconded. All voted yea. Motion carried.

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Chief Taylor said that Mr. Spanovich had requested a LGIF Grant and matching funds update. He gave the Trustees a copy of the expense report with committed balance and expense audit trail for review. Mrs. Stewart asked that this be held for another meeting when Mr. Spanovich is present.

Chief Taylor said that Fire Prevention would like to revisit the Fire Inspection Fee Structure Proposal that was previously proposed pending an updated proposal. The Chief said that a new proposal will be presented at a future date.

Chief Taylor said the Fire Department is currently conducting an Officer "1" Development Course and asked Deputy Chief Kauser to explain the purpose of the course. D/C Kauser said that this is to be conducted over the next 8 months period to give the tools for training including supervisors. There will be one on one sessions when officers come on board and be a forum for ongoing development.

Chief Taylor presented the Trustees with a copy of the August Fire Department Newsletter which also covers the July statistics. (See Referral File)

**MECC** – Chief Taylor said he has a recommendation from Asst. Chief Grossman to offer Part-time Dispatcher positions to the following per his memo dated August 6, 2013:

**Res. 231-13: Approve Offering Brett Goldstein, Shaman Sharma and Tiffany Williamson Part-time Dispatcher Positions Contingent on Pre-employment Guidelines as Recommended by Asst. Chief Grossman per His Memo Dated August 6, 2013**

Mr. Angelou moved to offer Brett Goldstein, Shaman Sharma and Tiffany Williamson Part-time Dispatcher Positions contingent on pre-employment guidelines as recommended by Asst. Chief Grossman per his memo dated August 6, 2013. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

**Res. 232-13: Approve Appropriating Available MECC Funds Not Yet Appropriated Into MECC Health/Wellness Account for \$1500 and Other MECC Training Account for \$2500 as Requested by Asst. Chief Grossman per August 29, 2013 Memo**

Mr. Angelou moved to approve appropriating available MECC Funds not yet appropriated into MECC Health/Wellness Account for \$1500 and Other MECC Training Account for \$2500 as requested by Asst. Chief Grossman per August 29, 2013 memo. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor gave the Trustees a copy of the Chiefs' Briefing reported by Asst. Chief Grossman regarding the CAD Grant Project. The recommendation finalist for the MECC/Licking County CAD Grant Project was Tiburon.

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**Res. 233-13: Approve Awarding the Bid for the MECC/Licking County CAD Grant Project to Tiburon as Presented**

Mr. Angelou moved to award the bid for the MECC/Licking County CAD Grant Project to Tiburon as presented. Mrs. Stewart seconded. All voted yea. Motion carried.  
(See Referral File)

Chief Taylor and the PIO, Lynn Bruno, reminded everyone that the Fire Prevention Week Open House event will be on October 6, 2013 from 11:00 a.m – 3:00 p.m. at Station 131 and invited the Trustees to attend.

Chief Taylor said that he has been appointed as a member of the Board of Trustees for the Central Ohio Trauma System (COTS) which is a high profile position within the Central Ohio Fire & EMS Community.

**Res. 234-13: Move Into Executive Session**

Mr. Angelou moved to go into executive session to discuss pending legislation at 10:54 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

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

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Lynn M. Stewart, Vice Chairman

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Richard J. Angelou, Trustee

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Nancy M. White, Fiscal Officer