

RECORD OF PROCEEDINGS

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

Held

SEPTEMBER 4,

2012

Chairman Spanovich called the Regular Staff 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
Michael Pocock	Police Chief
D.J. Tharp	Service Director
Rebecca Kadel	H.R. Director

CONSENT AGENDA

Res. 218-12: Approve Minutes of August 21, 2012

Mrs. Stewart moved to approve the minutes of the August 21, 2012 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS – Mr. Angelou said that last Tuesday he went down to the County Commissioners' meeting regarding the Leonard Park Water Project which went well as we were early on the list and he and Mr. Renner explained the need for the project which they were aware of. They applauded us for the efforts we made to bring forth this project and enthusiastically voted for approval. Mr. Angelou said that this Thursday there will be a meeting here with the citizens at 6:30 p.m. to hopefully get all the questions answered which is part of the process. Mrs. Stewart thanked Mr. Angelou for attending the meeting and said what we have done here and the cooperation between the County and the Township is very innovating.

Chief Pocock said another matter as it relates to Leonard Park is the number of burglaries that are taking place there. He said they have been spending a lot of time and manpower but have been unable to catch them.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. The 2nd Notice of Violation was received from the Franklin County Public Health to the owner of 2704 Ferris Road regarding violations that must be corrected by September 10, 2012 or charges could be filed.
2. An E-mail was received from Steve Renner with a draft copy of a Cooperation Agreement between the Board of Commissioners and our Township. Mr. Renner is asking that we place this on our letterhead, have it signed and return it to him. (See Referral File)
3. Correspondence was received from the Franklin County Budget Commission which included the Resolution Accepting the Amounts and Rates Authorizing the Necessary Tax Levies. After adoption by the Board it must be returned to their office by the first day of October. She said this is something we receive every year after we submit our tax budget and the Auditor's office compiles what they anticipate that we are going to be receiving from our tax levies, etc. By passing this resolution we are authorizing them to collect the monies on the levies that have been passed.

Res. 219-12: Approve Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

Mr. Angelou moved to approve the Resolution Accepting the Amounts and Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

PROPOSED RESOLUTIONS-CONSENT AGENDA (NEW BUSINESS):

ADMIN – The Fiscal Officer said the Cooperation Agreement letter regarding the Leonard Park Water Project has been signed and will be given to Steve Renner at the Public Hearing Meeting with the Leonard Park residents on Thursday, September 6th at 6:30 p.m.

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The Family Medical Leave Act – The HR Director, Becky Kadel passed out information on the guidelines of the Family Medical Leave Act (FMLA) to clarify a lot of misunderstandings. Deputy Chief Kauser and Asst. Chief Grossman joined the meeting at this time for her presentation. She said FMLA is a federal law allowing eligible employees of a covered employer to take unpaid, job-protected leave, for up to a total of 12 work weeks for specified events as listed and are eligible after meeting the requirements as listed. Other items that need clarified are: taking FML is not optional, it is Township policy that paid leave be used concurrently with FML and FMLA begins from the 1st day of absence and does not kick in if/when an employee exhausts all of their paid time off. She also included the FMLA claims administration workflow which starts with Human Resources and follows the chart as listed. Ms. Kadel said that the reason for presenting this information is to get everyone on the same page in understanding the qualifications and procedures for FMLA claims. (See Referral File) It was agreed that Department Heads should explain all of these guidelines and procedures with their staff.

IT – Mrs. Stewart said the VOIP Phone Systems is still being studied and we are having a meeting this week talking about the strategy and direction of IT and are having the second meeting next week and hopefully will have something to report back by the next meeting.

SERVICE – D.J. Tharp requested that the Board pass a resolution to join Franklin County's OPWC grant application for street resurfacing for Briarwood, Aberdeen and Perdue Avenues. This is a grant so there would be no money involved on our part but there are no guarantees the work will be done as there are six Townships on the application for the grant.

Res. 220-12: Approve Resolution to Participate in the Franklin County OPWC Grant Application Program for Briarwood, Aberdeen and Perdue Avenues Street Resurfacing

Mr. Spanovich moved to approve a Resolution to participate in the Franklin County OPWC Grant Application Program for Briarwood, Aberdeen and Perdue Avenues street resurfacing. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

D.J. Tharp said that Capital Plumbing & Mechanical started cleaning the drains for us on Baughman Avenue as approved but now has found some broken tiles which will need replaced. The additional cost has not been determined as yet. Mr. Tharp also said he has a requisition before the Board for Cyrus Concrete Construction to replace bad tile and regrade the ditch on Mecca Road to alleviate the standing water problem that occurs after it rains.

Res. 221-12: Approve Estimate by Cyrus Concrete Construction Co. to Replace Bad Tile and Regrade Ditch on Mecca Road for \$4,227.00

Mr. Spanovich moved to approve Req. #2012-03 for Cyrus Concrete Construction Co. to replace bad tile and regrade ditch on Mecca Road for \$4,227.00 as estimated. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Tharp advised the Trustees that the big walnut tree near the fence along Rt. 62 had another branch break off and hit the fence, but there was no damage. The Trustees agreed that the tree needs to be removed and to get an estimate. D.J. said we have had 15 funerals and sold 10 graves and 2 niches this month. He said he received notice that there is a Soil & Water Conservation meeting that Code Officers are encouraged to attend regarding Environmental Law. Chief Pocock said that in the absence of Steve Blake, he will try to attend. Mr. Tharp also said that Franklin County Public Health is continuing to spray for mosquitoes in the unincorporated area due to a positive test for West Nile Virus.

POLICE – Chief Pocock request approval for a fund transfer as follows:

Res. 222-12: Approve Transferring \$2000 from the 9-A-8 (Fuel) to the 9-A-7 (Tools & Equipment) Accounts Within the Police Funds

Mr. Angelou moved to approve transferring \$2000 from the 9-A-8 (Fuel) to the 9-A-7 (Tools and Equipment) accounts within the Police funds as recommended by Chief Pocock. Mrs. Stewart seconded. All voted yea. Motion carried.

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Chief Pocock said he has questions regarding credit card usage. He said he didn't know any expense or purchase over \$1000 needs a Trustee's approval and there is a \$1000 limit per day for Department Heads. He said he feels the amount per day should be raised as cruiser repairs and some equipment is more expensive. Chief Taylor said the Fire Department has also had some of the same issues. Mrs. Stewart suggested the Department Heads meet with the Fiscal Officer to determine if the \$1000 limit be changed. She also said she would like to see on the receipts what the charges are for. The Fiscal Officer said she would like the charge cards used more and fewer checks being written for small amounts as the idea of the charge cards was to cut down on the amount of checks issued.

Chief Pocock advised the Trustees that the Police Department will be doing their firearms training. Wexner has donated some of the ammunition and a training instructor to assist him in the training. He said he has officers going through the Police records that the Service Department has been storing and making a recommendation for shredding. The Fiscal Officer said we are having our minutes scanned by a company that will make it possible for us to look up something in the minutes by using key words. She said that maybe the other departments may want to do that also as it does not seem to be very expensive.

Chief Pocock said that two of the Police vehicles have had very costly repairs and he would like to discuss the possibility of purchasing two new cruisers. He said that the two leased vehicles will be paid off in October and he would like to lease two new ones at that time. The two older vehicles being replaced could be sold on gov.deals. He said the Fiscal Officer is investigating financing and feels their budget can handle continuing payments, but she will check into it further. Mrs. Stewart said she thought their budget was very tight even with the payment eliminated in October. Chief Pocock said we could get new vehicles under the State Bid at a good price now and any more repairs needed for the two old vehicles would probably amount to more than the cars are worth and we would not be able to sell them on gov.deals for as much money. The Trustees agreed that the main concern is the budget. Chief Pocock said he will have a formal presentation at the next meeting.

Mrs. Stewart said that the letter from Officer Steve Blake to the Trustees regarding injury leave should go to the HR Director before going to the Board and asked Chief Pocock to relay that message to Officer Blake.

FIRE – Mr. Spanovich said the Fire Department has several items before the Board for approval as follows:

Res. 223-12: Approve Wiel Sewer Discharge Pump at Sta. 131 from Trombold Equipment Company for \$3,144.00 Contingent on Checking on Warranties and the Reason the Pump is Failing so Soon

Mrs. Stewart moved to approve Req. #08.31.12.1 for a Wiel Sewer Discharge Pump-Submersible Grinder from Trombold Equipment Company for \$3,144.00 contingent on checking on warranties and the reason the pump is failing so soon. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 224-12: Approve Fire Hydrant Preventive Maintenance for 93 Hydrants in the Unincorporated Area by Central Ohio Hydrant Repair for a Total of \$3,487.50

Mrs. Stewart moved to approve Req. #08.31.12.2 for Fire Hydrant Preventive Maintenance for 93 hydrants in the unincorporated area including painting by Central Ohio Hydrant Repair for a total of \$3,487.50. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 225-12: Approve LP12 Maintenance Contract for One Year Effective 7/9/12 with Physio-Control for a Total of \$3,132.00

Mrs. Stewart moved to approve Req. #08.31.12.3 for a Maintenance Contract for the LP12's for one year effective 7/9/12 with Physio-Control for a total of \$3,132.00. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on Req. 08.31.12.4 for the Scotsman Under Counter Compact Cuber with Storage from Scotsman Mid-Ohio for a Total of \$1655.00 as presented.

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Res. 226-12: Approve Declaring List of Unserviceable Air Packs and Air Cylinders as Presented to be Surplus and Disposed of Properly as They No Longer Meet NFPA Standards

Mrs. Stewart moved to approve declaring list of unserviceable air packs and air cylinders as presented to be surplus and disposed of properly as they no longer meet NFPA Standard. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Res. 227-12: Approve Declaring Listed Unserviceable Section of 50' Fire Hose as Surplus to be Disposed of Properly or Loaned to Any Restaurant for Display Purposes Upon Request

Mr. Angelou moved to approve declaring the listed unserviceable section of 50' fire hose as surplus to be disposed of properly or loaned to any restaurant for display purposes upon request. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

Chief Taylor presented the Trustees with a memo to serve as notice that the Fire Department is preparing a Bed Bug Prevention Program and Protocol to be presented to the Board in the near future due to a large resurgence of bed bugs in the Central Ohio region. (See Referral File)

Chief Taylor presented the Trustees with a memo to serve as notice that proposals for repair and maintenance or recommended replacement of the various HVAC systems at the Fire Department's buildings will be presented in the near future due to the age of the systems. (See Referral File)

Chief Taylor presented the Trustees with a memo requesting authorization to appoint an Acting Captain at the MECC and begin the process of appointing a permanent Captain to manage the day to day operations of the MECC. The Fiscal Officer said the position will need to be established with a job description before an appointment can be made and the HR Director should also be involved. (See Referral File)

MECC – Chief Taylor presented a Service Contract for approval for the MECC.

Res. 228-12: Approve Renewing Maintenance/Support Services Contract for the Power Supply Equipment at the MECC for One Year Effective 8/15/12 with Emerson Network Power, Liebert Services, Inc. for a Total of \$1,911.00.

Mrs. Stewart moved to approve Req. #09042012-11 for renewing the Maintenance/Support Services Contract for the power supply equipment at the MECC for one year effective 8/15/12 with Emerson Network Power, Liebert Services, Inc. for a total of \$1,911.00. Mr. Angelou seconded. All voted yea. Motion carried.

OLD BUSINESS – The Fiscal Officer asked Mr. Spanovich to set a meeting to finalize the Meeting Room Application changes. Mr. Spanovich said he will check his schedule and set a date and time.

There being no further business, Mrs. Stewart moved to adjourn the meeting. Mr. Spanovich 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 7, 2012 payroll warrants for the period of August 19, 2012 through September 1, 2012. Copies are on file with the Fiscal Officer.
