

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

Held

SEPTEMBER 6,

2011

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:

Sean Sprouse	Burnham & Flower
Kevin St.Clair	YourQuest
Jim DeConnick	Fire Chief
Michael Grossman	Asst. Fire Chief/Mecc
D.J. Tharp	Service Director
William Price	Police Lieutenant
Steve Blake	Police/Code Officer
Steve Welsh	Fire Inspector

Mr. Spanovich turned the meeting over to Sean Sprouse with Burnham & Flower and Kevin St.Clair from YourQuest. Mr. Sprouse said that United HealthCare changed our card numbers which caused some problems, but hopefully they are being resolved. Mr. St.Clair gave the Trustees a copy of the Health Risk Assessment Aggregate Report from the Assessment taken by the employee and spouses on line. Only 15 users (5%) did not take the Assessment and it was agreed by the Trustees that if they would complete the requirements we would stop charging them for a portion of their insurance premium. Mr. St.Clair went over the modifiable risk factors in the report and pointed out the areas that need improvement. He is recommending that nutrition and exercise be promoted for employees and their spouses. Sean Sprouse said that the things they are trying to achieve with the wellness program is a reduction in insurance costs and claims which would result in a renewal premium discount. Mr. Spouse said he feels that we should sit down with the Board and talk about a long term strategy and encourage the use of YourQuest to track achievements and incentives and also to include spouses. Mr. Sprouse said that United HealthCare offers training programs on a variety of topics and left a catalog with a list of training services with the Fiscal Officer. The Trustees agreed to have a follow-up meeting with Sean Sprouse in October or November for a wellness discussion/review.

Police Building Program – Mr. Spanovich suggested that we discuss the renovation of the Community Center to a Police Station before we continue on with the agenda. He said that he invited our Fire Inspector, Steve Welsh, to be present to assist with the discussion and help guide them in the right direction to obtain the proper paperwork. Officer Blake said he met with the Plans Examiner Supervisor with the State of Ohio and showed him the preliminary sketch he had and was told he needed a more detailed drawing. Officer Blake said he added the renovations inside the original blueprint. He said he met with him again with the new plans which he looked over and said it was sufficient to get a non-sealed permit and we did not need an architect because of the type of renovation we are doing inside the building with none of it affecting any structural bearing walls. He said he just needs to take the application and three (3) sets of plans to get the permit from the State. Officer Blake said that they are getting bids from a number of vendors and realize that because of some of the natural disasters, prices have gone up. He said they will have a formal package to present to the Board at the next Trustees' Meeting. Steve Welsh said that when he talked to the State that there would be a generator, he was told that this would be considered a major modification because of the electrical work and would require sealed plans. He said the plans look good and possibly an architect could put a seal on the plans and submit it for them. Mr. Welsh said that even though the building is government zoned, the County would like paperwork to change the usage. Officer Blake said that he will complete all the necessary paperwork. Mr. Spanovich asked about the price of the new generator and was told by Officer Blake that he will have firm figures by the next meeting. Mr. Spanovich reminded the Police Department that the original amount approved to renovate the Community Center into a Police Department was \$20,000.00. Officer Blake went over the proposed interior configuration with the Trustees and said he will have everything in place to present to the Board at the next meeting. Steve Welsh said he will be glad to assist the Police Department in any way he can.

Res. 200-11: Approve Minutes of August 16, 2011 and August 29, 2011

Mr. Angelou moved to approve the minutes of the August 16, 2011 and August 29, 2011 meetings. Mrs. Stewart seconded. All voted yea. Motion carried

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TRUSTEE'S COMMENTS – No comments at this time.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. The Franklin County Rural Zoning Commission recommended approval of the proposed rezoning of the property located at 3296 Westerville Rd. that had been discussed at previous meetings. This will bring the entire property under one zoning classification instead of two.
2. Regarding the same property located at 3296 Westerville Rd., the Franklin County Board of Zoning Appeals conditionally approved the applicant's request for a variance. There were 16 conditions (16) which need to be completed for the approval.
3. Information was received from MORPC asking communities to participate as a member of the Central Ohio Sustainable Communities Consortium. They will be applying to HUD for a grant by September 26, 2011. The Trustees agreed to place this on hold until the next meeting.

FISCAL OFFICER'S REPORT – Nancy White said that she is recommending that we enroll in the Group Retrospective Rating Program and hire Frank Gates as the third party administrator for \$13,230.00. She said she requested a quote from another company, but they have not gotten back with her.

Res. 201-11: Approve Enrolling in the Group Retrospective Rating Program and Hiring Frank Gates as the Third Party Administrator for \$13,230.00

Mrs. Stewart moved to approve enrolling in the Group Retrospective Rating Program and hiring Frank Gates as the Third Party Administrator for \$13,230.00. Mr. Angelou seconded. All voted yea. Motion carried.

PROPOSED RESOLUTIONS (NEW BUSINESS):

ADMIN - The Fiscal Officer presented the following for approval:

Res. 202-11: Approve Meeting Room Rental Request of Gahanna Jaycees for Meet the Candidates Night on October 11, 2011 and October 18, 2011 from 6:30 – 9:30 P.M.

Mrs. Stewart moved to approve the Meeting Room Rental Request of the Gahanna Jaycees for Meet the Candidates Night on October 11, 2011 and October 18, 2011 from 6:30 – 9:30 P.M. under the Non-profit guidelines. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich said we are in the process of revising our Meeting Room Rental Application and in the future may charge a fee for expenses to help maintain that room.

Res. 203-11: Approve Transferring \$5,488.34 from the General Fund 1-K, Fines Account to the Police Fund and Place the Police Fine Monies (1-K) Directly Into the Police Fund in the Future

Mr. Angelou moved to approve transferring \$5,488.34 from the General Fund 1-K, Fines Account to the Police Fund and Place the Police Fine Monies (1K) directly into the Police Fund in the Future as recommended by the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 204-11: Approve Transferring \$9051.10 from Misc. Grant Fund to General Fund, \$9506.57 from Capital Project Fund (30) to General Fund & \$3013.00 from Fire Grant Fund (14B) to Fire Fund

Mrs. Stewart moved to approve transferring \$9051.10 from Misc. Grant Fund to General Fund, \$9506.57 from Capital Project Fund (30) to General Fund & \$3013.00 from Fire Grant Fund (14B) to Fire Fund as recommended by the Fiscal Officer. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File) This is to comply with the auditor's request.

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The Fiscal Officer said we have been carrying \$249,577.02 in the Permanent Improvement Fund (26) since 2002 and would like to do some more research before she requests a transfer.

The Fiscal Officer said she met with the District Manager and Implementation Manager from Software Solutions to discuss the installation and timeline for the new accounting software. In talking with Ken Neff and Paul Adkins, it was felt it was best to put the server in this building, but the Department Heads would still have access to all the information they would need. If one drive fails, it can switch to the other and has all the licenses needed. The amount quoted was \$11,282.48 but may be less.

Res. 205-11: Approve Server for the New Accounting Software from Dell as Quoted for Up To \$11,282.48

Mrs. Stewart moved to approve a new server for the new accounting software from Dell as quoted for up to \$11,282.48. Mr. Angelou seconded. All voted yea. Motion carried.

The Fiscal Officer said she and Mrs. Stewart have been talking about hiring someone part-time versus having a consulting firm handle our HR. She said that she is recommending the consulting firm of HR Butler and will have a quote by the next meeting.

SERVICE – Service Director, D.J. Tharp, requested approval to move Roger Boggs to the Foreman position at \$15.99 per hour.

Res. 206-11: Approve Promoting Roger Boggs to the Foreman Position at \$15.99/Hour Effective After His 6 Months Probationary Period is Over in November 2011

Mrs. Stewart moved to approve promoting Roger Boggs to the Foreman position at \$15.99/Hour effective after his 6 months probationary period is over in November 2011. Mr. Angelou seconded. All voted yea. Motion carried.

CODE ENFORCEMENT – Steve Blake said there are two final invoices from Tom Helmick for cutting grass at properties in violation for a total amount of \$950.00. Mrs. Stewart said she will sign-off on the two bills, but an account in the Police Fund needs to be set up for clean-up.

POLICE – Lt. Price requested approval to hire 3 new Reserve Non-paid Officers. He said the 3 have passed their background checks and are ready to go

Res. 207-11: Approve Hiring Brett Parrish, Charles Stonerock and Alex Anh Chhuom as Reserve Non-paid Officers

Mr. Angelou moved to approve hiring Brett Parrish, Charles Stonerock and Alex Anh Chhuom as Reserve Non-paid Officers as recommended by Lt. Price. Mrs. Stewart seconded. All voted yea. Motion carried.

The request for the bonus payment of \$2500 for the four Full-time Officers was put on hold for December 1, 2011.

Lt. Price said that Chief Pocock will be going in tomorrow morning for his second round of surgeries. The first surgery was successful and hopefully the second will be also.

Officer Blake said that the Police Department has received their new bulletproof vest replacements except for one and as soon as we receive an invoice from Galls and pay it we can request that half the total cost be reimbursed by the Federal Vest Grant Program.

FIRE – Chief DeConnick presented the following requests for approval:

Mr. Spanovich signed off on Req. #09.01.11 for the Blue Card Certified Incident Commander Course tuition for Assistant Chief Michael Grossman in the amount of \$295.00 held at Plain Township Fire on October 14, 15 & 16, 2011.

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Res. 208-11: Approve Help Desk Software from Scriptlogic Corporation as Quoted Including Training for a Total of \$4887.80

Mrs. Stewart moved to approve Req. #09.02.11 for the Help Desk Software from Scriptlogic Corporation as quoted including training for a total of \$4887.80 as recommend by Chief DeConnick and the IT Committee. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on Req. #09.03.11 for Shawn Barnett, Greg Gilbert and Brandon Wogan to attend the NFPA 1851 Training Seminar at Truro Township Fire Department on September 27, 2011 for a total of \$297.00 (\$99/per person).

Mr. Spanovich signed off on Req. #09.04.11 for Lt. Dunlevy to attend the Fire Instructor Certification I & II Course at the Ohio Fire Academy on September 12 – 23, 2011 for \$290.00.

Mr. Spanovich signed off on Req. #09.05.11 for Crosson, Fey, Ike, Kain, Troyer, Kaltenbach, and Torres to attend the Ohio Fire & EMS Expo at the Greater Columbus Convention Center, September 22 – 23, 2011 for a total of \$945.00 (\$135/per person).

Res. 209-11: Approve Establishing a Part-time Information Technology-Database Technician Position and Move Part-time Fire Inspector Kevin Sponaugle to That Position at His Current Rate of \$14.80/Hr. Effective September 4, 2011

Mrs. Stewart moved to approve establishing a Part-time Information Technology-Database Technician position and move Part-time Fire Inspector Kevin Sponaugle to that position at his current rate of \$14.80/Hr. effective September 4, 2011. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief DeConnick said the pay scale for the new position will mirror the Part-time Fire Inspector pay scale.

Chief DeConnick passed out flyers that the Gahanna Parks & Recreation will have a Walk to Remember on Sunday, September 11, 2011 at 8:30 a.m. at Creekside Park. Also, the Mifflin Township Division of Fire will hold a Blood Drive on Friday, September 30, 2011 from 12 P.M - 6 P.M.

Chief DeConnick presented the Board with a Fire Annex Remodel Project Draft done by Architect, Rich Pontius, for their review. The cost for this renovation plan would be approximately \$130,000. The fee for Rich Pontius would be \$33,500. Mr. Spanovich said he is in favor of the project but would like to wait until we have some firm figures. After discussion, the Trustees agreed to hold making a decision until the next meeting.

Chief DeConnick said that the house burning on Stygler Road has been postponed until Saturday, September 17, 2011. He said we are participating in the Airport exercise on September 20, 2011 and any overtime for that is being covered by a grant. The Chief also reminded the Board that he will be on vacation next week.

MECC – Asst. Chief Grossman said he has one Requisition for approval.

Res. 210-11: Approve Radio IP Next Generation Mobile VPN Gateway Client Support Annual License & Upgrade Per Quote From Radio IP Software for a Total of \$7,290.00

Mrs. Stewart moved to approve Req. #09062011-01 for Radio IP NextGen Mobile VPN Gateway Client Support Annual License & Upgrade per quote from Radio IP Software for a total of \$7,290.00. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Spanovich asked about the status of the COG (Council of Government) discussion. Mrs. Stewart said she feels we are just waiting for more information on a future collaboration to be presented to us.

