

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

SEPTEMBER 7,

2010

Chairman Spanovich called the Regular Staff Meeting to order at 9:00 A.M. with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present.

Also present were:	Jeff Cahill	SWACO
	Lynda Sudderburg	SWACO
	Andy Frank	Frank Gates/Avizent
	Jim DeConnick	Fire Chief
	Fred Kauser	Deputy Fire Chief
	Mike Grossman	Asst. Fire Chief/MECC
	Calvin McKnight	Service Director
	Steve Blake	Police/Code Officer
	William Price	Police Lieutenant

CONSENT AGENDA

Res. 221-10: Approve Minutes of August 17, 2010

Mrs. Stewart moved to approve the minutes of the August 17, 2010 meeting. Mr. Angelou seconded. All voted yea. Motion carried.

The Modifications to the Fleet Maintenance Operations Contract received from the City of Gahanna that was brought up at the last meeting was discussed. The Trustees felt that there were some items that needed clarified. Asst. Chief Grossman said he would draft a letter for the Trustees to send to the City of Gahanna.

Jeff Cahill, Assistant Executive Director, and the CFO, Lynda Sudderburg, from the Solid Waste Authority of Central Ohio (SWACO) were present to discuss the proposed rate increase for solid waste disposal at SWACO facilities. Mr. Cahill said there are specific uses for the proposed rate increase. They would like to rebuild the Morse Road Training Facility, repair the three Transfer Facilities and eliminate their debt financing. The proposed rate increase would be \$3.00 per ton for 2011 and 2012. This would equal about 25 cents per month per household. This will generate about 5.4 million to do the items mentioned above. Mr. Cahill said that they have done as much as they could in the past to conserve money, but are unable to make the needed repairs which could ultimately result in loss of service without the proposed rate increase. Lynda Sudderburg said that SWACO's current rate structure can barely sustain the existing operations. She said the proposed rate increase should allow them to get through at least 2014 without another rate increase. Mr. Cahill said they have been visiting with each entity to explain their situation and will be holding three required public hearings. He said they are giving each entity a ballot to vote for or against the rate increase proposal and are asking that it be returned before 2:00 p.m. on September 28, 2010. The SWACO Advisory Board will meet on September 29, 2010 to vote on the increase. The Trustees agreed that the rate increase is necessary and thanked Mr. Cahill and Ms. Sudderburg for their presentation.

Res. 222-10: Approve Solid Waste Disposal Rate Increase at SWACO Facilities by \$3.00 Per Ton for 2011 and 2012

Mr. Angelou moved to approve the solid waste disposal rate increase at SWACO Facilities by \$3.00 per ton for 2011 and 2012. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer introduced Andrew (Andy) Frank from Frank Gates/Avizent who was present to discuss the Workers' Compensation Retrospective Rating Program which we entered into at the beginning of the year. Mr. Frank said he was asked to discuss some of the changes that have occurred and there could be more changes depending on the outcome of the next election. There have been talks regarding privatization which may or may not be the way to go. He said that his firm is in the business to help manage claims and help to reduce premiums where they can. Mr. Frank said he put together a ten year summary for our Township by year showing our claims experience. He said that for 2010 our Township elected to go with the new program that the Bureau has put into place called the Retrospective Group Rating Plan and it is anticipated that this will result in a savings for the Township. Since we would not qualify for Group Rating in 2011 we would have the option to be in Group Retrospective Rating for a second year.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

Held

SEPTEMBER 7,

2010

Mr. Frank explained that to qualify for Group Rating which results in the most savings, you must have good claims experience for the last four years which we have not had since 2006. He explained that the Group Retrospective Rating only reflects one calendar year but does not usually result in as much savings as the Group Rating. With Group Rating the discount is received upfront, but with the Group Retro, the discount is received over three years requiring the entire premium to be paid first. Mr. Frank said that the OTA 2010 Group Retrospective Rating Projection shows that the total refund for Mifflin Township, based on claims through 06/30/10 would be approximately \$91,630. He said that the deadline to sign up for Group Retro is the end of this month and based on our experience, we should qualify for Group Rating in 2012. The Trustees thanked Mr. Frank for this informative presentation.

TRUSTEES' COMMENTS

Mrs. Stewart asked if an Audit Committee meeting has been scheduled. The Fiscal Officer said she has tentatively set it for September 20th or September 27th at 6:00 p.m. and is waiting on confirmation from the members as to which date is best.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. An invitation was received from the Franklin County Engineers Office that they are hosting the Franklin County Township Association Meeting at their offices on September 9, 2010 at 7:00 p.m. with pizza and subs being served at 6:00 p.m. Mr. Angelou and the Fiscal Officer will be attending.
2. A Notice was received from SWACO that they held a Household Hazardous Waste mobile collection this past Saturday in Westerville and will hold the next one in Grove City at TOSOH SMD (3600 Gantz Road) on Saturday, October 16, 2010.
3. A mosquito spraying schedule was received from the Franklin County Board of Health showing that the entire Township was sprayed on September 1st. We also received their Quarterly Report for April 1, 2010 – June 30, 2010.
4. A copy of a letter was received from the Franklin County Economic Development and Planning Department to the owner of the child daycare facility at 2241 Agler Road stating that his variance request was denied.
5. Correspondence has been received from the Architect, Rich Pontius, Robertson Construction and Imagineering of Ohio regarding the Fire Station Improvements Project No. 20714. Mr. Pontius pointed out problems that need to be resolved on his Punch Lists especially the apparatus room floors. Two of the subcontractors claim they have not been paid by the General Contractor, Robertson. Mr. Pontius feels a meeting is needed with the Trustees. Mr. Spanovich said he will call Mr. Pontius to set a time to look at the floors and try to resolve all issues.

FISCAL OFFICER'S REPORT – Nancy White said she put a Cash Summary by Fund in the Trustees' packet and is in the process of getting the monthly reports to the Department Heads. She said if there is a lot of activity in a certain month she gives them additional reports in the month.

The Fiscal Officer said that we have provided pager service for employees for many years and now there are less than 16 still in service as many have elected to be reimbursed for paging on their cell phones. She said we have also been advised by USA Mobility that there are going to be changes made to the paging in the 614 area code on September 14, 2010,. Therefore, she is recommending that the pagers be turned in and the account with USA Mobility be discontinued effective October 31, 2010.

RECORD OF PROCEEDINGS

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

Held

SEPTEMBER 7,

2010

Res. 223-10: Approve Collecting All Pagers and Discontinuing Pager Service with USA Mobility Effective 10/31/10 and Reimbursing Personnel for Text Messaging on Their Personal Cell Phone and Replacement Pagers

Mr. Angelou moved to approve collecting all pagers and discontinuing pager service with USA Mobility effective October 31, 2010 and continuing the reimbursement to personnel for text messaging on their personal cell phones in the amount of up to \$7.50 per month or their own pagers for an amount the Township paid for their pager. Mrs. Stewart seconded. All voted yea. Motion carried.

The Fiscal Officer said she presented the Trustees with a memo dated 9/7/10 regarding a credit card policy she is recommending. The due date for payment to Fifth Third for the credit card charges is the 21st of each month. She is asking that all receipts for the charges on the most recent billing be submitted no later than one week before the due date in order to verify what the charges are for and what account should be charged. This will allow us to make payment in a timely manner. The proper documentation must be noted on the receipts particularly on meal receipts as this is reviewed during the audit. The Trustees agreed with this policy. (See Referral File)

PROPOSED RESOLUTIONS (NEW BUSINESS):

ADMIN – The Fiscal Officer presented the Board with the following for approval:

Res. 224-10: Approve Meeting Room Rental Request of Frederick Gottlieb for AARP-Tax Aide on October 20 & 21, 2010 and December 7 & 8, 2010 from 8:30 - 4:30 Under the Non-Profit Guidelines

Mr. Spanovich moved to approve the Meeting Room rental request of Frederick Gottlieb for the AARP-Tax Aide on October 20 & 21, 2010 and December 7 & 8, 2010 from 8:30 - 4:30 under the non-profit guidelines. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 225-10: Approve Meeting Room Rental Request of the Ohio Association of Occupational Health Nurses for the First Thursday of the Month from September 2010 Through April, 2011 from 5:00 – 8:00 p.m. Under the Non-Profit Guidelines

Mr. Spanovich moved to approve the Meeting Room rental request of the Ohio Association of Occupational Health Nurses for the first Thursday of the month from September 2010 through April 2011 from 5:00 – 8:00 p.m. under the non-profit guidelines. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 226-10: Approve Transfers Within the General Fund from 1-B-5A to 1-B-4B for \$1,000 and from 1-A-15 to 1-A-6D for \$4000

Mr. Angelou moved to approve transfers within the General Fund from 1-B-5A to 1-B-4B for \$1,000 and from 1-A-15 to 1-A-6D for \$4,000 as recommended by the Fiscal Officer. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Mrs. Stewart signed off on Req. #2010-9-1 for the Fiscal Officer's request for an Ipad, case and wireless keyboard for \$819.98 from the Apple Store.

SERVICE

The Fiscal Officer said we have a credit application from Santmyer Commercial Fueling Network to purchase gas directly from them at Gahanna's facility in the event of a power outage making the Speedway facility unavailable. Calvin McKnight said that Jack Hibbler provided an equipment list to send to them for the needed fuel cards. Our current contract with the City of Gahanna expires at the end of September and the new Fleet Maintenance Operations Agreement is effective October 1, 2010.

Calvin McKnight said that the OPWC Project for repaving Rankin, Myrtle and Melrose is scheduled to start soon and be completed by November 15, 2010.

RECORD OF PROCEEDINGS

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

Held

SEPTEMBER 7,

2010

Calvin McKnight said that foundations have been poured and a bill received from Anderson Concrete in the amount of \$1080.00. Mr. Angelou signed off on that invoice. Mr. McKnight advised the Trustees that he will be on vacation from September 11 through September 25, 2010. He also said that the Service Department will be working on their inventory and will have a spreadsheet listing all equipment and value to the Board by November 1, 2010.

IT – Asst. Chief Grossman made the Board aware that Paul Adkins recently moved the SAN and the rack that was in the HVAC room back into the cage which is a more appropriate location. Mr. McKnight also had all the electric into that area restored. Calvin McKnight said that the basement has also been cleaned up and trash removed. Mrs. Stewart noted for the record that she returned the Township laptop that was assigned to her and it was given to the Police Department.

POLICE – Lt. Price said that Chief Pocock was unable to attend this meeting and the Police Department is working on their inventory and will have it to the Board by November 1, 2010.

CODE ENFORCEMENT – Steve Blake said he has been continuing clean-ups and grass cutting within the Township and will be glad when the grass cutting season is over. He said he met with Mr. Seward and Mr. Paxton from Franklin County regarding funding for demolitions. They said that next year they would have \$100,000 available for all townships and the list of properties we have would use up all the \$100,000 because of their bid process even though we could have them done for \$37,533. Mr. Blake presented the Trustees with a memo dated September 3, 2010 and a picture of a house at 2256 Rankin Ave. that he feels needs to be demolished now due to safety/health concerns and repeated criminal activity. The lowest bid received is from Brewer & Son for \$3,394. The Trustees agreed to approve his request to approve up to \$3500 for the demolition of 2256 Rankin Ave.

Res. 227-10: Approve Demolition of 2256 Rankin Ave. by Brewer & Son for up to \$3500 to Eliminate this Unsafe Property

Mrs. Stewart moved to approve the demolition of 2256 Rankin Ave. by Brewer & Son for up to \$3500 as requested by Code Officer Steve Blake in his memo dated September 3, 2010. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

The Fiscal Officer indicated that the balance in the 1-J-3I account after the payment of the recent invoices received is only \$3057.11. Mr. Blake would need to renegotiate the price for the demolition in order to stay within the 1-J-3I account budget.

FIRE – Mr. Spanovich said the following requests were received from the Fire Department for approval:

Mr. Spanovich signed off on the training request to attend a one-day seminar on October 12, 2010 from Capt. Sheri Stickler in the amount of \$40.00.

Res. 228-10: Approve the Renewal for the Annual Maintenance Agreement for Heart Monitoring Equipment from Physio-Control in the Amount of \$3,740.04

Mr. Spanovich moved to approve Req. #09.01.10 for the renewal of the Annual Maintenance Agreement for heart monitoring equipment from Physio-Control in the amount of \$3,740.04. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 229-10: Approve Service Credit Bonuses for Robert DeMooy, John Kaltenbach and James DeConnick

Mr. Spanovich moved to approve service credit bonuses for Robert DeMooy and John Kaltenbach for \$700/each and James DeConnick for \$1100 at the discretion of the Board and funds permitting. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief DeConnick reported on the following items:

1. There has been vandalism at the Annex building. Windows have been broken by rocks twice and had to be replaced.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

Held

SEPTEMBER 7,

2010

2. Lt. Thomas Lee made the Dean's List at Ohio Dominican University for outstanding academic performance during the Spring of 2010 session.
3. The appraisal on the 1998 Pierce Engine/Rescue has not been completed as yet.
4. The State of Ohio is having a Cyber Summit on October 12 & 13, 2010. There will be a Cyber Summit Informational Briefing for CIO/CISO and Cyber Security for Business and Local Government. The summit is free and will be held from 2:00-4:00 pm. at the ODOT Auditorium on West Broad Street.
5. Chris Antle who resigned due to medical reasons inquired about not receiving a pro-rated medic bonus. The Fiscal Officer said it has not been our policy to pay a pro-rated medic bonus to someone who has left before the end of the year. The Trustees agreed that we should not change our policy.
6. The Chief said he will schedule a meeting with Lonnie Edwards who has some concerns regarding the McCutcheon Road Station.

Chief DeConnick said that regarding his inventory, he is holding off until Thursday for the results of a demo from two vendors. He is not sure what information should be included on the inventory. The Fiscal Officer stated that information needed for an insurance loss should be included.

MECC – Asst. Chief Grossman presented the Trustees with the following for approval:

Res. 230-10: Approve Service Contract Renewal as Quoted by Radio IP Software, Inc. for a Total of \$2,490.00 from 9/1/10 to 8/31/11

Mrs. Stewart moved to approve Req. #09072010-01 for the Service Contract Renewal as quoted by IP Software, Inc. for a total of \$2,490.00 from 9/1/10 to 8/31/11. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 231-10: Approve Amending MECC Budget by Placing Income Received from the State Fire Marshal into the 14-C-3, 14-C-3A & 14-C-3B Accounts and Receipts from MECC Map into the 14-C-7 Account per 8/31/10 Memo

Mrs. Stewart moved to approve amending the MECC Budget by placing the income received from the State Fire Marshal into the 14-C-3, 14-C-3A & 14-C-3B accounts and receipts from the MECC Map into the 14-C-7 account per A/C Grossman's memo of August 31, 2010. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Mrs. Stewart asked if we have liability coverage for the MECC Map program that is being distributed. Asst. Chief Grossman said that he checked with Deputy Chief Kauser and he was told when we first started this that it was checked through legal and there was no issue. Mrs. Stewart said she feels we need something in writing.

Asst. Chief Grossman says the MECC has a spreadsheet of most of their inventory which they are trying to update. He said there are some things he is not sure if they are owned by the Township or MECC. The Fiscal Officer said the main thing is to have an inventory of what is actually located at the MECC for insurance purposes in the event of a loss.

Res. 232-10: Move Into Executive Session

Mr. Spanovich made a motion to move into executive session to discuss a personnel and a real estate matter at 11:10 a.m. Mrs. Stewart seconded. All voted yea. Motion carried.

The Trustees came out of executive session at 11:29 a.m. and approved the following.

Res. 233-10: Approve a Pay Increase for the Service Director, Calvin McKnight, in the Amount of \$5.00/Hour Effective Pay Period Beginning September 5, 2010

Mrs. Stewart moved to approve a pay increase for the Service Director, Calvin McKnight in the amount of \$5.00/hour effective the pay period beginning September 5, 2010 due to the fact he has not received a pay increase for several years and the Trustees are appreciative of all he does. Mr. Spanovich seconded. All voted yea. Motion carried.

