

RECORD OF PROCEEDINGS

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

Held

SEPTEMBER 8,

2008

Chairman Spanovich declared the bids closed at 9:00 A.M. for the Heavy Duty Rescue/Engine. He opened and read aloud the only bid received at 10:00 A.M. with all members present. Also present were Chief DeConnick and Deputy Chief Kauser.

The following bid was received:

Pierce Manufacturing, Inc.	Per Specs:	\$659,953.00
2600 American Drive	W/Awning Option:	\$665,928.00
Appleton, WI 54914		

Deputy Chief Kauser said that they may eliminate some options to stay within their original budget for this vehicle.

The bid will be reviewed by the Fire Department for their recommendation to the Board at a later date. Mr. Spanovich declared this portion of the meeting closed.

Chairman Spanovich then called the Regular Staff Meeting to order with Mr. Angelou, Mrs. Stewart and the Fiscal Officer, Nancy White, present.

Also present were:	Jim DeConnick	Fire Chief
	Fred Kauser	Deputy Fire Chief
	Michael Pocock	Police Chief
	Calvin McKnight	Service Director
	Steve Blake	Code Enforcement Officer
	Paul Adkins	Mifflin IT
	Terry Emery	City of Gahanna
	Dottie Franey	City of Gahanna
	Kevin Marchese	City of Gahanna
	Representative from DHB Networks	
	Representative from Sensus	

Mr. Spanovich asked to dispense with the Pledge and Prayer.

Mr. Spanovich asked Terry Emery, the Service Director for the City of Gahanna to discuss the Gahanna/Mifflin Tower Lease Agreement that was sent to Mifflin for consideration to utilize our tower with wireless infrastructure. He said this was given to us without much explanation from the City for utilization for an area in and around the tower and the tower itself as part of their Broadband Project. He presented a copy of the City's Broadband Strategic Plan which outlines what Gahanna City Council had adopted in 2007 as far as the planning and implementation of the current project. The automated meter reading system is one of the ways all of this will enhance services to the community. Meters will be read from the City's billing office at any time which will allow them to control the water system and watch for leaks almost as they happen. A field representative can then go out and determine what is happening. He said this is just an example of what the Wi-Fi system can do. With this technology, they will be a border to border wireless community. He said that they are working with DHB Networks who is doing the installation of the network. He said the second project the City is working on at the same time is a fiber connectivity project. This will put us into other fiber networks which will benefit us and potential users in the future. The underground portion will be completed in the next couple of weeks and the overhead portion will take a little longer. All of these projects will improve services to the City of Gahanna.

Regarding the use of our tower, Mr. Emery said that the City is looking at utilizing a base area in and around the tower for a maintenance building to store Sensus equipment along with an attachment on the tower itself. The representative from Sensus explained what equipment would need to be stored. Mr. Angelou asked if there would be enough capacity on our tower. Our IT, Paul Adkins, said that we reduced the load on that tower already by removing old equipment and some old antennas that were left up there from years past just last week. He said that with Gahanna's equipment we would still have about 25% capacity.

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The Trustees had several concerns regarding the Tower Agreement such as insurance, liability and maintenance. Mr. Emery said he spoke with the attorney who drew up the contract and these concerns will be spelled out in a new contract. Mrs. Stewart said the Trustees would like a revised corrected contract and a specific listing of what it is the City wants from us then we can move ahead. It was agreed that the new version of the contract will address the concerns such as insurance, liability, sublet, terms, remuneration and specs attached that will be used.

Res. 227-08: Approve Consent Agenda for August 19, 2008 Minutes

Mr. Angelou moved to approve the Minutes of the August 19, 2008 meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS

Mrs. Stewart said we have already agreed to have written monthly reports from anyone attending outside meetings but she would like to have this added to the agenda as a line item.

The recent lightning strike the Township encountered on the tower which caused loss of use of computers and phone equipment was discussed. Mr. Angelou said he would like to have a system in place to make sure Sta. 132 and the Police Department do not lose service.

CORRESPONDENCE

The Fiscal Officer presented the following correspondence to the Board:

1. Annexation notification from Columbus Housing Partnership that they have submitted a petition to Franklin County to annex 2 parcels at 2365 Innis Road to the City of Columbus. The hearing is scheduled for October 7, 2008 at 9:00 a.m.
2. Franklin County Planning Monthly Agenda for September, 2008 was received showing two cases for Mifflin Township. A Rezoning hearing is scheduled for September 9th for Eckstein Properties at 2892 Johnstown Rd. & 0 Mifflin St. to SCPD to allow for the operation of an electrical contracting company. A Zoning Appeals hearing is scheduled for September 15th for Mitchell D. Rush of 2536 Sunbury Drive for a Conditional Use to allow for a home occupation with parking of a commercial vehicle in an area zoned Rural. The Trustees asked that a letter be sent to oppose the Conditional Use and requested the Code Enforcement Officer to attend the hearing.
3. Two Meeting Room Rental requests were received from Frederick Gottlieb for October 27 & 28 and December 1 & 2, 2008 for the AARP-Taxaide group for meetings and tax preparation training purposes as they have done in the past. They do taxes for the elderly and others for no charge.

Res. 228-08: Approve Township Meeting Hall Rental Requests from Frederick Gottlieb for the AARP-Taxaide Group for October 27 & 28 and December 1 & 2, 2008 Under the Non-profit Guidelines and Waiving the Deposit Fee as in the Past

Mr. Spanovich moved to approve the Township Meeting Hall Rental requests of Frederick Gottlieb for the AARP-Taxaide Group for October 27 & 28 and December 1 & 2, 2008 for meetings and tax preparation training under the non-profit guidelines and waiving the deposit fee as in the past. Mrs. Stewart seconded. All voted yea. Motion carried.

FISCAL OFFICER'S REPORT

The Fiscal Officer said we are in receipt of the 2009 Official Certificate of Estimated Resources and Resolution Accepting the Amounts and Rates Authorizing the Necessary Tax Levies from the Franklin County Budget Commission. The resolution must be voted on and adopted by the Board and returned to their office on or before October 1st. If we pass a levy in November, they will send us another Resolution Accepting the Amounts and Rates Authorizing Necessary Tax Levies in late December after elections results have been tabulated for any levies which are successful on the November ballot.

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Res. 229-08: Approve Resolution Accepting the Amounts & Rates as Determined by the Budget Commission and Authorizing the Necessary Tax Levies and Certifying Them to the County Auditor

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

ADMIN & IT

The Joint Maintenance Agreement between the City of Gahanna and Mifflin Township was presented at the last meeting and held for review. The Trustees agreed that they have no concerns and are ready to approve it.

Res. 230-08: Approve Joint Maintenance Agreement Between City of Gahanna and Mifflin Township Effective October 1, 2008 as Presented

Mr. Angelou moved to approve the Joint Maintenance Agreement between the City of Gahanna and Mifflin Township Effective October 1, 2008 as prepared by the City. Mrs. Stewart seconded. All voted yea. Motion carried. (See Referral File)

Paul Adkins presented the Trustees with a copy of his Virtualization Project Proposal and explained the benefits of this project which will save money and allow us to expand without further hardware cost. He explained that from our current 13 server system we will consolidate 9 of these servers from standalone servers to Virtual Servers. The new configuration will consist of 6 servers, 4 standalone and 2 Virtual Host. The total project cost would be \$33,127.00. The cost would be split 65-35 between Fire and General Funds and we could sell the unused equipment on GovDeals.com. The Fiscal Officer said the IT Committee is in favor of this project.

Res. 231-08: Approve Virtualization Project Proposal as Presented by Paul Adkins for Up To \$33,127.00

Mrs. Stewart moved to approve the Virtualization Project Proposal as presented by Paul Adkins and recommended by the IT Committee for up to \$33,127.00. Mr. Spanovich seconded. All voted yea. Motion carried. (See Referral File)

SERVICE

Calvin McKnight asked for the Board's approval to submit the OPWC Grant Application again this year. The application was prepared by the Franklin County Engineer's Office and is the same grant that was applied for last year plus additional road work on Myrtle and Rankin. The deadline to submit the application is today at 5:00 p.m. If the Road Levy passes this year we will have more money for matching funds to apply for additional road work in the future.

Res. 232-08: Approve Submitting the OPWC Grant Application for Service Department Road Work as Prepared by the Franklin County Engineer's Office

Mr. Angelou moved to approve submitting the OPWC Grant Application for Service Department road work as prepared by the Franklin County Engineer's Office and recommended by Calvin McKnight. Mr. Spanovich seconded. All voted yea. Motion carried.

Calvin McKnight asked the Board's approval to install a storage building between the cemetery office and garage to store the items currently stored at the base of the tower. It would be a 10' x 16' wood frame building with no windows and cost \$2100.00. The Trustees asked that this be held for the next meeting and that he also get prices for some fencing options.

Calvin McKnight said that he understands that salt prices are going up this year and Gahanna and the Franklin County Engineer received no bids for salt. We will have to check for the best price and try to lock it in.

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Mr. McKnight advised the Board that someone purchased two graves and one was not recorded back in 1991. The grave not recorded was resold and someone buried in it in 1993. She said that it was paid for and is just asking that we give her another grave. The Trustees agreed to approve this after a check is made to be sure the grave was actually paid for.

Res. 233-08: Approve Deeding a Grave to Someone Who Purchased a Grave in 1991 That Was Not Recorded and Resold Contingent Upon Verifying That The Grave was Actually Paid For

Mr. Spanovich moved to approving deeding a grave to someone who purchased a grave in 1991 that was not recorded and resold contingent upon verifying that the grave was actually paid for as recommended by Calvin McKnight. Mrs. Stewart seconded. All voted yea. Motion carried.

Calvin McKnight advised the Trustees that he will be taking a few vacation days at a time between now and October 5, 2008. D. J. Tharp will be in charge in his absence.

POLICE

Chief Pocock said that the Franklin County Deputy working undercover that was killed in an auto accident that was recently on the news is the same officer (Marty Martin) that worked for us when George Franey was Chief. He was involved in a K-9 Unit at that time.

CODE ENFORCEMENT

Steve Blake showed the Trustees a picture of the alley that was discussed at the last meeting that has now been cleaned up by the Service Department. The Trustees complimented them on the job well done. Mr. McKnight said that it was a mess and not really an alley but a utility easement. The property owners are going to be told that the easements are their responsibility and from now on they must keep them clean. There are about 6 or 7 other alleys and/or easements that need cleaned up. Mr. Spanovich suggested that we continue to clean these up as we can and advise the residents that they will need to keep them clean.

Steve Blake advised the Trustees that a long time business owner of the northwest corner of Agler and Perdue wishes to build a \$800,000 - \$900,000 new building that not only would be a tremendous benefit to the residents in the unincorporated area but could ignite a new wave of development and growth in the area. He is having County zoning code issues that could delay the project or cause it to be dropped entirely. The Trustees said that we will work with the owner to try to get the zoning expedited and will send a letter to support the project. Mrs. Stewart asked Mr. Blake to pen the letter and the Trustees will sign it.

Steve Blake reported on the Leonard Park Water Survey that is being conducted. As of September 8, 2008, 33 completed surveys have been received back and out of that, 32 would like Columbus water without annexation and 29 bring in water from outside sources. There are three people conducting the surveys and they hope to complete the surveys within this week. There are approximately 100 homes in the area. The Fiscal Officer said that once we have all the information, we can set a meeting and present our case to the County.

FIRE – Chief DeConnick presented the following to the Board for approval:

Res. 234-08: Approve Force Machine for Firefighter Training & Fitness Evaluation Program from Keiser for a Total of \$3043.39

Mr. Spanovich moved to consider approving Purchase Request No. 09.01.08 for a Force Machine for Firefighter training and the Fitness Evaluation Program from Keiser for a Total of \$3043.39 as recommended by Chief DeConnick. Mr. Angelou seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich voted no. Motion carried.

Mr. Spanovich asked that Purchase Request No. 09.02.08 for (2) ML 910 Ruggedized Notebook PC's in the amount of \$7,392.00 be held for the next meeting.

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Mr. Spanovich signed off on the request for Frank Caputo to attend Paramedic Refresher Training at Columbus State from September 26 – November 7, 2008 in the amount of \$180.00.

Res. 235-08: Approve Request for Robert Gault to Attend the PDSI (TeleStaff) 2008 Annual User's Conference in California from September 15 – 17, 2008 for a Total Cost of \$1821.00

Mrs. Stewart moved to approve the request for Robert Gault to attend the PDSI (TeleStaff) 2008 User's Conference in Orange County, California from September 15 – 17, 2008 as recommended by Chief DeConnick and Deputy Chief Kauser. Mr. Angelou seconded. Mr. Angelou and Mrs. Stewart voted yea. Mr. Spanovich voted no. Motion carried.

Res. 236-08: Approve Training Request for Fire Personnel as Listed to Attend One or Two Day Training Classes at Jefferson Country Club for a Cost Not To Exceed \$1300.00

Mr. Spanovich moved to approve the training request for Fire Personnel as listed in the memo dated September 4, 2008 to attend one or two day training classes at Jefferson Country Club for a cost not to exceed \$1300.00 as recommended by Chief DeConnick. Mrs. Stewart seconded. All voted yea. Motion carried.

Mr. Spanovich signed off on the tuition assistance request for John Eing and Scott Davis to attend the CSCC Psychology 100 on-line college training course for a total of \$400/each. \$200/each is to be paid now and \$200/each upon successful completion of the course.

Res. 237-08: Accept Resignation of Part-time Firefighter Joseph Jurkowitz Effective August 27, 2008

Mrs. Stewart moved to accept the resignation of Part-time Firefighter Joseph Jurkowitz effective August 27, 2008 with regret as recommended by Chief DeConnick. Mr. Spanovich seconded. All voted yea. Motion carried.

Res. 238-08: Approve Petrogen Torch & Cart Package from Petrogen, Inc. for a Total of \$2493.00

Mr. Spanovich moved to approve Purchase Request No. 08.04.08 for a Petrogen Torch & Cart Package to be located on Rescue 133 from Petrogen, Inc. for a total cost of \$2493.00 as recommended by Chief DeConnick and Deputy Chief Kauser. Mr. Angelou seconded. All voted yea. Motion carried.

A "thank you" letter was received by the Fire Department from a man with heart problems commending the care given by paramedics Gigliotti and Snyder.

Chief DeConnick presented the Trustees with a request for a "live-burn" training fire at 471 North Hamilton Road in Gahanna. Included were the guidelines and procedures that will be used for their review. The date for the burn has not been determined as yet. Mr. Spanovich said he feels confident in approving this request since we have learned from the last training fire accident and we are in charge of this burn. He said we should investigate the site thoroughly before we participate in a training fire with another entity.

Res. 239-08: Approve Request for a "Live-Burn" Training Fire at 471 N. Hamilton Rd. Under Established Guidelines and Procedures

Mr. Spanovich moved to approve the request for a "live-burn" training fire at 471 North Hamilton Road on a date to be determined under the established guidelines and procedures presented by Chief DeConnick and Deputy Chief Kauser. Mrs. Stewart seconded. All voted yea. Motion carried.

Chief DeConnick said he is withdrawing his request to purchase a reserve ladder from Orange Township for \$80,000. Mr. Angelou asked that it be removed from the agenda.

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Mr. Spanovich had to leave the meeting at this time. Mr. Angelou conducted the remainder of the meeting.

Chief DeConnick reported on the following items:

1. RFP's will be sent out for EMS billing fees administrators.
2. Station 134 is in need of a color capability copier.
3. Request for additional programs from Pro-Tech will be presented at next meeting.
4. At the last meeting, \$42,000 was approved for Firefighter physicals from Work Health. The body fat composition tests will be moved from Work Health to Dr. Kavener in New Albany for a reduced price.
5. The new Fitness Incentive Program that was held from the last meeting for review should be finalized by the next meeting.

OLD BUSINESS

Finalize Employee Handbook – The Fiscal Officer gave the Trustees and Department Heads a final draft copy for their review. The Trustees agreed that we should have the Handbook reviewed by private legal counsel. The Fiscal Officer said she will get a cost estimate for the review.

Tuition & Training Reimbursement Policy & Credit Cards for Training Request – Included in Handbook.

Township Inventory – Chief DeConnick said this was discussed at the IT Meeting and there will be an on site demonstration later this month.

Personnel Evaluations – Calvin McKnight said he plans to do evaluations for his employees on their anniversary date and will use the evaluations that are already in place. Mrs. Stewart said the Trustees would like a performance evaluation for all employees by the end of the year and then they can be done on the anniversary dates. The Fire Department will be submitting evaluation forms, part of which will be designed by Pro-Tech and should be completed by the beginning of October. Mrs. Stewart said we may need to consult legal counsel regarding doing evaluations for Department Heads.

PENDING ITEMS

Payment to Opt Out of Taking Health Insurance – The Fiscal Officer said that the Trustees will need to determine the payment amount so this option can be included when our new insurance goes into effect March 1, 2009. She said that it is getting close to the time when we need to look into whether or not we want to continue with the HRA or make a change.

Capital Improvement Projects Bond – The Fiscal Officer said that everything should be in place by the end of this month and the money will be released in October.

The Fiscal Officer said that now would be a good time for Department Heads to start working on their budgets for 2009.

Res. 240-08: Move Into Executive Session

Mr. Angelou moved to go into executive session to discuss a personnel matter at the request of the Fire Department at 1:24 p.m. Mrs. Stewart seconded. All voted yea. Motion carried.

Res. 241-08: Move Back Into Regular Session

Mr. Angelou moved to go back into regular session at 1:50 p.m. Mrs. Stewart seconded. All voted yea. Motion carried.

After discussion, the Trustees agreed to approve Purchase Request 09.02.08 for the Ruggedized Notebook for \$7,393.00.

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

Held **SEPTEMBER 8,** **2008**

Res. 242-08: Approve (2) ML910 Ruggedized Notebook PCs from Motorola for \$7,392.00

Mrs. Stewart moved to approve Purchase Request No. 09.02.08 for two (2) ML910 Ruggedized Notebook PC's & Backlit KBD from Motorola for a total of \$7,392.00 as recommended by Paul Adkins, IT and Chief DeConnick. Mr. Angelou seconded. All voted yea. Motion carried.

There being no further business, Mr. Angelou moved to adjourn the meeting. Mrs. Stewart seconded. All voted yea. Motion carried.

Joseph F. Spanovich, Chairman

Nancy M. White, Fiscal Officer

The Trustees approved the September 12, 2008 payroll warrants for the period of August 24, 2008 through September 6, 2008. Copies are on file with the Fiscal Officer.
