

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 2,

2018

Chair Stewart called the **Regular Meeting** to order at approximately 10:15 a.m. with Mr. Angelou, Mr. Cavener and Fiscal Officer Nancy White present.

Chairman Stewart welcomed newly-elected Trustee Cavener. Chairman Stewart introduced Mr. Cavener to Mr. Rick Duff who is an attendee of the Trustees meetings.

Also Present were:	Fred Kauser	Fire Chief
	William Price	Police Chief
	D.J. Tharp	Service Director
	Becky Kadel	HR Director
	Melissa Rapp	Public Information Officer
	Rick Duff	Gahanna Resident

RES 12-18 Approve Minutes of December 19, 2017

Mr. Angelou moved to approve the meeting minutes of December 19, 2017 with an amendment to RES 240-17, correcting the effective date of January 28, 2018. Mrs. Stewart seconded. All voted yea. Motion carried.

RES 13-18 Approve Warrants for January 2018

Mr. Angelou moved to approve the warrants for January 2018. Chair Stewart seconded. All voted yea. Motion carried.

TRUSTEES' COMMENTS:

Mr. Angelou also welcomed Mr. Cavener as a new Trustee. Mr. Angelou said that with the appointment of our new Township Administrator, it creates a need for a new Fiscal Officer. He would like to have the appointment accomplished by January 31, 2018.

Mr. Angelou stated that former Trustee Joe Spanovich's expertise will be missed, but he will always be a part of the township in some way.

VISITORS COMMENTS:

Mr. Rick Duff welcomed Mr. Cavener also. Mr. Duff requested the procedures for replacing the Fiscal Officer and the timeline to do so. Mr. Duff requested that copies of the meeting minutes be made available at the Trustee Meetings, as in the past.

Fiscal Officer explained to Mr. Duff that once the Fiscal Officer position is vacant, the Trustees have thirty (30) days to appoint someone. If they do not, the Court will.

CORRESPONDENCE:

Fiscal Officer reported that Mr. Howard Zeldin, AARP, has made the request to utilize the Township's meeting hall for tax preparation for senior citizens, as has been done in the past. Fiscal Officer said the dates and times requested were provided.

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RES 14-18 Approve AARP's Use of Meeting Hall for Tax Preparation During Dates and Times Specified.

Mr. Angelou moved to approve AARP's use of the Township meeting hall for tax preparation during the dates and times provided. Cavener seconded. All voted yea. Motion carried.

FISCAL OFFICER'S REPORT:

Fiscal Officer stated that the 2018 General Fund Budget needs to be approved.

RES 15-18 Approval of the General Fund Budget

Mr. Angelou made the motion to approve the General Fund Budget. Seconded by Chair Stewart. All voted yea. Motion carried. (See Referral File)

Fiscal Officer requested the approval of the estimate from EMH&T in the amount of \$5,800 to determine the boundaries and the pinning property lines at the 1854 Stelzer Road property.

RES 16-18 Approval of the Estimate from EMH&T in the amount of \$5,800 to Determine and Pin Property Lines of 1854 Stelzer Road Property.

Chair Stewart moved to approve EMH&T estimate of \$5,800 to determine the boundaries and pinning of property lines at 1854 Stelzer Road. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

HR:

Ms. Kadel stated that John Hastings, Assured Partners, would be arriving shortly to discuss wellness options.

Ms. Kadel is working on scheduling open enrollment sessions.

PIO:

Ms. Rapp distributed a year-end media report.

IT: No report.

SERVICE:

Mr. Tharp reported that 16 tons of salt have been used thus far, which is less than usual. His department is currently working on a watermain break (at Woodland Avenue up to Northglen Drive) with approximately three feet of ice requiring the backhoe to clean-up. Mr. Tharp said that the area is due for a waterline upgrade between 2018 and 2020.

CODE ENFORCEMENT:

Mr. Tharp request the approval of \$300 for the trash clean-up on 2383 Mecca Road.

RES 17-18 Approval of \$300 for the trash clean-up at 2383 Mecca Road.

Mr. Angelou moved to approve \$300 for the trash clean-up at 2383 Mecca Road. Cavener seconded. All voted yea. Motion carried.

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POLICE:

Chief Price reported that the holiday turkey and ham distribution went very well, distributing to 30 families in need.

FIRE:

Chief Kauser requested provisional appointment of six fire fighter candidates to start in mid-February. (See Referral File).

RES 18-18 Approval to Appoint Six Full-time Provisional Candidates

Mr. Angelou moved to appoint six full-time provisional firefighter candidates to start working in mid-February. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested the authorization to appoint a probationary Deputy Fire Chief to fill the position vacated by Chief Grossman. Grossman was promoted to Assistant Chief and has subsequently retired. Chief Kauser stated that the vacancy period was planned as part of a restructuring and to allow the current Fire Chief and Assistant Chief adequate time to settle into their present roles. Chief Kauser said that the position is necessary to assist in the administrative oversight of Division operations, including the MEC Center. The position would be filled by a candidate from the Battalion Chief rank.

Chair Stewart clarified that this position was never abolished.

RES 19-18 Approval to Fill Current Vacancy of Deputy Fire Chief

Chair Stewart moved to approve the request to fill the current vacancy of Deputy Fire Chief. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested to retroactively approve 192 vacation hours (8 work shifts) into 2018 for Captain Michael Lowe due to unplanned work-related injuries and related surgery sustained in 2017. Chief Kauser requested that the hours be utilized within 120-days of his return to full duty and stipulated that any carryover of 2018 accrued time into 2019 not be permitted.

RES 20-18 Approval of Vacation Carryover of 192 Hours for Captain Michael Lowe

Mr. Angelou moved to approve the retroactive approval of 192 vacation hours into 2018 for Captain Michael Lowe with stipulations that the hours be utilized within 120-days of his return to full duty and any carryover of 2018 accrued time into 2019 not be permitted. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the annual service contract for Lucas Devices and Lifepaks in the amount of \$4,251 to Physio Control, Inc. Chief Kauser said that this contract covers three (3) Lucas Devices and eight (8) Cardiac LifePaks located on Fire Division apparatus.

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RES 21-18 Approval of Annual Service Contract for Lucas Devices and Lifepaks in the Amount of \$4,251 to Physio Control, Inc.

Chair Stewart moved to approve the annual service contract for Lucas Devices and Lifepaks in the amount of \$4,251 to Physio Control, Inc. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

MECC:

Chief Kauser requested the approval of a professional services contract with Comtech (XT911) to certify the network environment for the shared XT911 system used by the five-agency consortium, Gahanna, Whitehall, New Albany, Bexley and the MEC Center, in the amount of \$5,400.

RES 22-18 Approval of the Professional Services (Audit) Contract with Comtech in the amount of \$5,400.

Mr. Angelou moved to approve the professional services (audit) contract with Comtech in the amount of \$5,400. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested the approval of the replacement of the grant-funded Computer-Aided Dispatch (CAD) System servers and hardware in the amount not to exceed \$118,000. Chief Kauser said that additionally, this request is to permit the Fiscal Officer to finance up to this amount over a four-year term not to exceed \$29,500 annually. This is a 50/50 shared expense between Licking County 911 Center and the MEC Consortium.

RES 23-18 Approval of the CAD System Hardware Update in the Amount Not to Exceed \$118,000 and the Approval for the Fiscal Officer to Finance Up to This Amount Over a Four-Year Term Not to Exceed \$29,500 Annually.

Chair Stewart moved to approve the replacement of the CAD system in the amount not to exceed \$118,000 and also approve the Fiscal Officer to finance up to this amount over a four-year term not to exceed \$29,500 annually. Mr. Angelou seconded. All voted yea. Motion carried.

There being no other business, Mr. Angelou moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy M. White, Fiscal Officer