

RECORD OF PROCEEDINGS

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

Held **February 4,** **2019**

Chair Stewart called the Meeting to order at 9:00 a.m. with Trustee Angelou, Trustee Cavener, Fiscal Officer Spanovich, and Township Administrator White present.

Also present were:

| | |
|---------------|---------------------------------|
| Fred Kauser | Fire Chief |
| William Price | Police Chief |
| Melissa Rapp | Public Information Officer |
| DJ Tharp | Services Director |
| Rick Duff | Assistant to the Fiscal Officer |

Ms. Becky Kadel, HR Director, was absent as she was attending the Annual OHPELRA Conference.

Res. 23-19 Approve the Meeting Minutes of January 15, 2019.

Mr. Angelou moved to approve the Meeting Minutes of January 15, 2019. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 24-19 Approve the Warrants for February 2019.

Mr. Angelou moved to approve the Warrants for February 2019. Mr. Cavener seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

None

CORRESPONDENCE:

- Franklin Co. Economic Development & Planning:
 - 3830 E. Armuth Avenue Danita M. Oxley
 - 1900 & 1890 N. Cassady Avenue Thomas L. & Connie M. Garner
- Franklin Co. Public Health:
 - 2704 Ferris Road Kenneth Bing
 - 2724 Ferris Road George Hannah
 - 2540 Johnstown Road John Boykin
- Ohio Department of Commerce, Division of Liquor Control, notification requesting the change of ownership at 2257 Agler Road. After a brief discussion amongst the trustees and Chief Price, it was determined there is no issue with the request and a hearing is unnecessary.

FISCAL OFFICER'S REPORT:

No report

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White reported she and Mr. Duff attended the Annual OTA Conference last week. She provided the trustees with a memo outlining the upcoming legislative changes in HB 500 that will affect townships.

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One of the items within the bill includes increasing the threshold that a township employee or official can incur from \$2,500 up to \$10,000 authorized by the board of trustees. Administrator White requested the department heads' spending threshold increase to \$2,500 and the Township Administrator's and Fiscal Officer's spending threshold increase to \$5,000. Administrator White said by increasing the thresholds, it will allow the board of trustees to focus on the important matters rather than trivial spending.

Upon discussion, the board of trustees recommended modifying the spending thresholds of the Township Administrator and the Fiscal Officer rather than the threshold of the department heads. The board also recommended monthly reporting of all spending over \$2,500.

Res. 25-19 Approve the spending thresholds of the Township Administrator and Fiscal Officer to \$5,000 with monthly reporting to the board of trustees of spending over \$2,500.

Chair Stewart moved to approve the increase in spending thresholds of the Township Administrator and Fiscal Officer to \$5,000 with monthly reporting to the board of trustees of spending over \$2,500. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White stated that the benefits open enrollment sessions have taken place and were well-attended. Administrator White said the health insurance program will commence on March 1, 2019 and the employer-portion of the HSA funding will occur on Friday, March 15, 2019.

Administrator White said she expects the OTARMA insurance quote yet this week. She said she has invited OTARMA to the March 4th board of trustees meeting at 9:00 a.m. to discuss their insurance coverages.

Administrator White and the trustees scheduled a planning session meeting, including the department heads, for Wednesday, March 13, 2019 at 9:00 a.m. to discuss upcoming projects in 2019.

Administrator White said she has received the first amended certificate from the Franklin County Auditor's office. She will be working with the department heads to determine their permanent appropriations before the next board of trustees meeting. She said the total budget is approximately \$30 million dollars.

HR:

No report.

PIO:

Ms. Rapp reviewed the social media packet. She advised the trustees that a social media discussion between trustees could constitute a public meeting.

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SERVICE:

Mr. Tharp requested the approval of Sanders Lawn Service LLC for mowing and trimming at the Mifflin and Riverside cemeteries, fire stations, and the administration building in the amount of \$39,520.

Res. 26-19 Approve Sanders Lawn Service LLC for mowing and trimming at the Mifflin and Riverside cemeteries, fire stations, and the administration building in the amount of \$39,520.

Mr. Cavener moved to approve Sanders Lawn Service LLC for mowing and trimming at the Mifflin and Riverside cemeteries, fire stations, and the administration building in the amount of \$39,520. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Tharp requested the approval of the 2019-2021 Mosquito Control Contract with Franklin Co. Public Health in the amount of \$5,630.34 per year.

Res. 27-19 Approve the 2019-2021 Mosquito Control Contract with Franklin Co. Public Health in the amount of \$5,630.34 per year.

Mr. Cavener moved to approve the 2019-2021 Mosquito Control Contract with Franklin Co. Public Health in the amount of \$5,630.34 per year. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

CODE:

Mr. Tharp said six (6) homes were tagged. There is a dumpster at the police department. He will be reinspecting the homes that were tagged last week and tagging more houses also. Flyers have been created explaining the process to have bulk items removed. Mr. Tharp said that anything upholstered must be wrapped in plastic.

POLICE:

Chief Price requested the carryover of 41 hours of vacation from 2018 to 2019. He said he will use it by June 2019.

Res. 28-19 Approve Chief Price to carryover 41 hours of unused vacation time which is to be used by June 2019.

Mr. Angelou moved to approve Chief Price to carryover 41 hours of unused vacation time which is to be used by June 2019. Chair Stewart seconded. All voted yea. Motion carried.

Chief Price requested the purchase of a 2015 Ford Utility Police Interceptor Cruiser from Minerva Park for \$8,000 plus the necessary equipment (graphics, light bar and siren), not to exceed \$15,000. Chief Price said the cruiser comes with cage and a console.

Res. 29-19 Approve the purchase of a 2015 Ford Utility Police Interceptor Cruiser from Minerva Park for \$8,000 plus the necessary equipment, not to exceed \$15,000 and contingent upon passing a mechanic's inspection.

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Mr. Angelou moved to approve the purchase of a 2015 Ford Utility Police Interceptor Cruiser from Minerva Park for \$8,000 plus the necessary equipment, not to exceed \$15,000, and contingent upon passing a mechanic's inspection. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Price requested the purchase of an Alco-Sensor FST portable breathalyzer in the amount of \$736, including a case, 100 mouthpieces and a dry gas cylinder for calibration.

Res. 30-19 Approve the purchase of an Alco-Sensor FST portable breathalyzer in the amount of \$736.00.

Mr. Angelou moved to approve the purchase of an Alco-Sensor FST portable breathalyzer in the amount of \$736.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

FIRE:

Fire/EMS Consent Agenda

Chief Kauser apprised the Trustees of two math corrections: the debt service amount for new Engine 132 is \$635,957 as opposed to \$655,833. Chief Kauser requested the total appropriation of **\$975,457**, rather than \$955,333, which includes the appropriation to pre-pay Engine 132. Chief Kauser said the total appropriation includes \$300,000 from reserves to pay off Engine 133 into account #2191-220-548201, and \$39,500 for the equipment that was approved for new Engine 132. \$635,957 will be returned when we sign a new 10-year note for the Engine. Chief Kauser said the request is to allow the Fiscal Officer to disperse the funds as previously approved last year.

Chief Kauser requested the purchase of EMS Supplies for the first quarter in the amount of **\$22,879.50**.

Chief Kauser requested the approval of out-of-state training for himself and Jay Louks to attend the CFAI Accreditation Conference in March and for Chief DeMooy to attend the Eagles EMS Conference also in March.

Chief Kauser requested the approval of a retroactive repair of Engine 133 in the amount of **\$4,666.50**, previously approved by Chair Stewart.

Total Fire/EMS Consent Agenda \$1,003,003.00

Res. 31-19 Approve the Appropriation in the amount of \$975,457.

Chair Stewart moved to appropriate \$975,457. Seconded by Mr. Cavener. All voted yea. Motion carried. (See Referral File.)

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Res. 32-19 Approve the prepay of the remaining debt service payoff amount of \$300,000 for Engine 133 and the purchase of the additional items listed in the Consent Agenda: 1st Quarter EMS Supplies in the amount of \$22,879.50; Out-of-State Training; and retroactive approval of repair to Engine 133 in the amount of \$4,666.50.

Mr. Cavener moved to approve the prepay of the remaining debt service payoff amount of \$300,000 for Engine 133 and the purchase of the additional items listed in the Consent Agenda: 1st Quarter EMS Supplies in the amount of \$22,879.50; Out-of-State Training; and retroactive approval of repair to Engine 133 in the amount of \$4,666.50. Seconded by Mr. Angelou. All voted yea. Motion carried.

MECC/MECC IT:

No Report

IT:

No Report

OLD BUSINESS:

On the matter that was tabled at the January 15, 2019 meeting, Chief Kauser stated that in 2016 an incorrect pay schedule was approved by the board of trustees, but the intended schedule was shared with applicants and posted on the township's web page causing a discrepancy in wages. Chief Kauser said to keep the solution equitable amongst the eight (8) firefighters affected, he has proposed a pay step change correction of approximately \$2,000 per each affected employee to rectify his oversight. Administrator White said that once we get through this pay step change, if approved, all firefighters will be on the same schedule going forward.

Chair Stewart requested a review of the matter by legal counsel and the creation of a release form by legal counsel. She said a signed release form must be obtained from each of the affected firefighters.

Res. 33-19 Approve the Pay Step Change Correction contingent upon approval of legal counsel and a signed release from each of the affected firefighters.

Chair Stewart moved to approve the pay step change correction contingent upon approval of legal counsel and a signed release from each of the affected firefighters. Seconded by Mr. Cavener. All voted yea. Motion carried.

Chief Kauser reviewed the new county-wide Text-to-911 service in which emergency services can be requested via a text message. The MECC is one of three systems in the county. Chief Kauser said our partners are Gahanna Police, New Albany Police, Bexley Police and Whitehall Police. Chief Kauser said this service has had a remarkable affect on the hearing-impaired community who did not have access to 911 service in the past. Chair Stewart thanked Chief Kauser for his many years of hard work in getting this service up and running.

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VISITORS COMMENTS:

None

Chair Stewart said with the department heads now reporting to Township Administrator Nancy White, the trustees would like to maintain an active role in each department. She said that although the trustees will continue to be involved in all department matters, each one has been assigned a department. Chair Stewart said Mr. Angelou will continue to be the trustee contact for police department matters; Mr. Cavener will be the trustee contact for service department matters; and she will remain the trustee contact for fire department matters. She instructed the department heads to contact the appropriate trustee if there is an issue or matter that needs the trustee's attention and involvement, and to always call Administrator White also.

There being no further business, Chair Stewart moved to adjourn. Mr. Cavener seconded. All voted yea. Motion carried. The meeting adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Joseph F. Spanovich, Fiscal Officer