

# RECORD OF PROCEEDINGS

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

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Held **May 22,** **2018**

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Chair Stewart called the meeting to order at 3:30 p.m. with Vice Chair Angelou, Trustee Cavener, Fiscal Officer Joe Spanovich and Township Administrator Nancy White present.

Also present were:

Fred Kauser	Fire Chief
William Price	Police Chief
D.J. Tharp	Service Director
Melissa Rapp	Public Information Officer
Rick Duff	Assistant Fiscal Officer

Absent was Human Resources Director Becky Kadel due to scheduled time off.

## **RES 109-18 Approve the Consent Agenda of Meeting Minutes of April 20, 2018 and May 7, 2018**

Mr. Angelou moved to approve the Consent Agenda Meeting Minutes of April 20, 2018 and May 7, 2018. Mr. Cavener seconded. All voted yea. Motion carried.

## **RES 110-18 Approve June Warrants**

Mr. Angelou moved to approve the June Warrants. Mr. Cavener seconded. All voted yea. Motion carried.

**TRUSTEES COMMENTS:** None

## **CORRESPONDENCE:**

Administrator White reviewed the correspondence from the following:

- Cornell Robertson, Franklin County Engineer, authorizing an additional \$5 fee on motor vehicle licensing for Franklin County. It was approved unanimously on April 17, 2018 and takes effect in 30 days. It is now in effect.
- Tammy & Timothy Leach and Mildred Bias, Annexation Petition for 4075 Sunbury Road. Requesting Annexation to City of Columbus.
- Franklin County Economic Development & Planning Department:

2731 Perdue Avenue	Paula McClary
2082 Minnesota Avenue	Quigley Enterprise LLC
2074 Myrtle Avenue	Milton Bucio
2328 Parkwood	New Tabernacle Church of Christ
- Case Referral to Franklin Co. Prosecutor's Office:

Donald & Gretta Hinkle	2136 Myrtle Avenue
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Violation: Storage of trash or waste materials
- Franklin County Public Health:

2670 Perdue Avenue	Sheresa Douglas
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## **FISCAL OFFICER'S REPORT:**

Fiscal Officer Spanovich reminded the department heads to continue working on their 2019 budgets for presentation at the Trustees Meeting on June 19<sup>th</sup> and budget approval at the first meeting in July.

## **TOWNSHIP ADMINISTRATOR'S REPORT:**

### **RES 111-18 Approval of Spring clean-up landscaping and mowing services by MGM Landscaping at the Mifflin Township Building in the amount of \$2,902.**

Mr. Angelou moved to approve the Spring clean-up landscaping and mowing services by MGM Landscaping at the Mifflin Township Building, 155 Olde Ridenour Road, in the amount of \$2,902. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

Chair Stewart shared that a Master Gardener informed her that there is too much mulch around the base of the trees at the Mifflin Township Building. It will kill the trees over time. Chair Stewart requested that Services Director DJ Tharp have MGM Landscaping level the mulch and put a well around them.

**HR:** No report.

### **PIO:**

Ms. Rapp requested the approval to post placards today and again on July 1st of the water shut off to occur on July 31, 2018. Notice will be posted at the water tap and will include a phone number to which residents can call with questions.

### **RES 112-18 Approve the posting of placards on May 22<sup>nd</sup> and July 1<sup>st</sup> of the impending water shut off on July 31, 2108.**

Mr. Angelou moved to approve the posting of placards on May 22<sup>nd</sup> and again on July 1<sup>st</sup> of the impending water shut off on July 31, 2108. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Rapp stated that she would like the Trustees to formally recognize Mary Coffman for her help on the police levy by way of a resolution. The Trustees agreed. Ms. Rapp will prepare the resolution.

### **SERVICE:**

Mr. Tharp requested the increase in cemetery fees for both Mifflin and Riverside Cemeteries for the opening and closing of graves for a tradition burial from \$1,000 to \$1,200, Monday – Friday, and an increase in cemetery fees from \$1,500 to \$1,800 on Saturdays. Mr. Tharp said this fee increase will put Mifflin in line with other cemetery fees in the surrounding area. There would be no fee increase for Columbarium opening and closing.

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**RES 113-18 Approve the fee increase for the opening and closing of graves for a traditional burial from \$1,000 to \$1,200, Monday through Friday, and from \$1,500 to \$1,800 on Saturdays, effective July 1, 2018.**

Chair Stewart moved to approve the fee increase for the opening and closing of graves for a traditional burial from \$1,000 to \$1,200, Monday through Friday, and from \$1,500 to \$1,800 on Saturdays, effective July 1, 2018. Seconded by Mr. Angelou. All voted yea. Motion carried.

Mr. Tharp requested the approval of the additional cemetery fees for both Mifflin and Riverside Cemeteries in the amount of \$150 for the second right of interment of cremated ashes at the time of the first interment, and \$600 for the second right of interment if done on a different date of the first interment. The fees will be assist with recordkeeping costs.

**RES 114-18 Approve the additional cemetery fees of \$150 for the second right of interment of cremated ashes at the time of the first interment, and \$600 for the second right of interment if done on a different date of the first interment.**

Chair Stewart moved to approval of the additional cemetery fees of \$150 for the second right of interment of cremated ashes at the time of the first interment, and \$600 for the second right of interment if done on a different date of the first interment.

Mr. Tharp provided the following statistics:

- 12 funerals month-to-date
- 8 graves sold
- 30 foundations poured
- 10 houses tagged for code violations
- 46 work orders in the Upkeep system; 33 of these work orders are closed

**CODE ENFORCEMENT:** No report.

**POLICE:**

Chief Price requested the conditional hiring of part-time officer Jeffrey Bingham at \$15 per hour, pending his physical and drug screening.

**RES 115-18 Approve the conditional hiring of part-time officer Jeffrey Bingham at \$15 per hour, pending his physical and drug screening.**

Mr. Angelou moved to approve the conditional hiring of part-time officer Jeffrey Bingham at \$15 per hour, pending his physical and drug screening. Seconded by Mr. Cavener. All voted yea. Motion carried.

Chief Price stated that he will be exploring the opportunity to promote Sgt. Tammy Phillips to Captain. With the Trustees permission, he plans to make the request at the next Trustees meeting. Chair Stewart thanked him for the notice.

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## **FIRE:**

Chief Kauser stated that the intern Adam Duffy, from the MORPC Intern Program, originally scheduled to work this summer, had to cancel due to family challenges. Chief Kauser and Administrator White met with another intern candidate this week named Anna Hurley. Chief Kauser requested the she be hired.

Administrator White said that Ms. Hurley is completing her paperwork and will be paid \$10 per hour and is contingent upon her background check. Graduate student interns are paid \$13 per hour. Administrator White said that one of Ms. Hurley's past class projects was branding for the Village of Sunbury. Administrator White stated that Ms. Hurley may also work with Ms. Rapp in that capacity, as well.

## **RES 116-18 Approve the contingent hiring of Anna Hurley as an Intern from the MORPC intern program with a pay rate of \$10 per hour.**

Chair Stewart moved to approve the hiring of Anna Hurley as an Intern from the MORPC intern program with a pay rate of \$10 per hour, contingent upon her background check. Seconded by Mr. Cavener. All voted yea. Motion carried.

Chief Kauser requested the approval of the bi-annual Sick Leave Incentive for Fire and MECC for the period of November 1, 2017 through April 30, 2018 in the amount of \$54,000.

## **RES 117-18 Approve the Bi-Annual Sick Leave Incentive for the period of November 1, 2017 through April 30, 2018 in the amount of \$54,000.**

Chair Stewart moved to approve the Bi-annual Sick Leave Incentive for the period of November 1, 2017 through April 30, 2018 in the amount of \$54,000. Seconded by Mr. Cavener. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested the approval to increase the fire appropriation by \$95,420 from funds previously certified but not yet appropriated.

## **RES 118-18 Approve the increase of the fire appropriation by \$95,420.**

Chair Stewart moved to approve the increase of the fire appropriation by \$95,420. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

Chief Kauser requested the approval to purchase Firefighter Turnout Gear (38 sets (coats/pants) of structural firefighting turnout gear, 22 sets of firefighting boots, 10 fire helmets, 80 anti-cancer fire hoods and 40 pairs of gloves in the amount of \$118,070.

## **RES 119-18 Approve the purchase of Firefighter Turnout Gear in the amount of \$118,070.**

Mr. Angelou moved to approve the purchase of Firefighter Turnout Gear in the amount of \$118,070. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File)

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Chief Kauser requested the approval of members of Local 2818 to donate Vacation, Holiday, Compensation Time and Sick Leave to Firefighter Chris Henry due to a serious surgery that will likely exhaust his accrued time. The Trustees and Chief Kauser discussed parameters for approval.

**RES 120-18 Approve members of Local 2818 to donate leave to Firefighter Chris Henry with the following parameters:**

1. **Personal accrued time must be exhausted prior to accessing the donated time.**
2. **Sick leave donations must be matched 1:1 with vacation, holiday or comp time.**
3. **Employee must return to light duty when able.**
4. **Donations will be made on a pay period-by-pay period basis and approved on a case-by-case basis.**

Mr. Angelou moved to approve members of Local 2818 to donate leave to Firefighter Chris Henry with the above parameters. Seconded by Chair Stewart. All voted yea. Motion carried. (See Referral File)

Chief Kauser shared the MECC Dispatch Report. He said he is continuing to meet with the residents of the Vista apartment complex concerning the recent 2-alarm fire. Chief Kauser also reported on two serious accidents that occurred last week requiring extrications of pinned victims.

Chief Kauser said that a recognition ceremony will take place on May 23 at 1201 Riva Ridge for Jay Fandrey for his actions on a fire that took place in January at The Worthington. His actions resulted in saving a resident's life from the fire.

Chief Kauser reminded the Trustees of the New Firefighters Graduation Ceremony on Thursday, May 31 at 6:30 p.m.

**MECC:** No report.

**IT:** No report.

**VISITORS COMMENTS:** No visitors comments.

There being no further business, Mr. Cavener moved to adjourn. Seconded by Chair Stewart. All voted yea. Motion carried. Meeting adjourned.

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Lynn M. Stewart, Chair

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Richard J. Angelou, Vice Chairman

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Kevin J. Cavener, Trustee

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Joseph F. Spanovich, Fiscal Officer