

# RECORD OF PROCEEDINGS

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

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Held

**June 4,**

**2018**

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Chair Stewart called the meeting to order at 9:00 a.m. with Vice Chair Angelou, Fiscal Officer Joe Spanovich and Township Administrator Nancy White present.

Also present were:

Fred Kauser	Fire Chief
William Price	Police Chief
Melissa Rapp	Public Information Officer
Becky Kadel	Human Resources Director
Rick Duff	Assistant Fiscal Officer

Trustee Kevin Cavener and Service Director DJ Tharp were absent due to scheduled vacations.

Administrator White introduced Mr. Noah Elmore, the Fire Department intern. Anna Hurley, the Administration intern will be attending the next Trustees meeting.

## **TRUSTEES COMMENTS:**

Chair Stewart said the graduation event for the fire department recruits that occurred on May 31<sup>st</sup> was very special as five new fire fighters were sworn in. She thanked Chief Kauser and all whom helped organize the event.

## **RES 121-18 Approve the Meeting Minutes of May 22, 2018**

Chair Stewart moved to approve the Meeting Minutes of May 22, 2018. Mr. Angelou seconded. All voted yea. Motion carried.

## **CORRESPONDENCE:**

Administrator White reviewed the correspondence from the following:

- Franklin County Economic Development & Planning Department:

2136 Myrtle Avenue	Donald & Gretta Hinkle
2126 Genesee Avenue	Kimber & Ronald Evans
2898 Drake Road	Charles C. Austin
2467 Ferris Park Drive	Miguel Nava
2523 N. Ferris Park Drive	Tommicko Crockett
2569 N. Ferris Park Drive	Lynn McCauley
2542 Ferris Park Drive S.	Sandra K. Diorio
2564 Ferris Park Drive	Warsame Daar Mohamud
2511 Ferris Park Drive	Marlin E& Laura J. Tooley

## **FISCAL OFFICER'S REPORT:**

Mr. Spanovich echoed the comments of Chair Stewart about the firefighter graduation event. He commended Dr. Kauser for the organization he put together.

Mr. Spanovich said he spoke with several people at the Memorial Day ceremonies and he received compliments on the appearance and upkeep of the cemeteries. Mr. Spanovich said

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that DJ Tharp and his staff, and the contracted landscaping company, should be commended on the excellent job.

Mr. Spanovich reminded the department heads to have their budgets prepared for the June 19<sup>th</sup> meeting.

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

Administrator White said that we are moving on the property adjacent to 501 Beecher Road. She has contacted a real estate attorney who will be returning her call regarding the cost for the needed services.

Administrator White reported that this week we start our SuperFit Columbus workout for the Township. The Administrative office will be attending sessions on Tuesdays and Thursdays, either at noon or 1:30 p.m. She does not know yet when the Police or Service Department plans to attend. The Fire Department will be attending on Mondays, Wednesdays, and Fridays.

Administrator White said she had originally requested \$5,000 to have scanning done of the old handwritten meeting minutes and the payroll microfilm. Administrator White said that Fireproof has completed the scanning of the minutes and thirty (30) rolls of microfilm, but there are approximately sixteen (16) additional rolls that need scanning. Administrator White said she is requesting additional funding of \$1,600 to complete the microfilm conversion project for this year.

### **RES 122-18 Approve an additional \$1,600 to complete the microfilm conversion**

Chair Stewart moved to approve an additional \$1,600 for microfilm conversion. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White reminded the Trustees that the September 3<sup>rd</sup> meeting will fall on Labor Day. Chair Stewart recommended that the Trustees discuss it at the next meeting.

**HR:** No report.

### **PIO:**

Ms. Rapp commented that this week is Safety Town at Lincoln Elementary. Mary Coffman was unable to attend today's meeting, but plans to attend the next one where she can be recognized for her efforts on the Police levy.

Ms. Rapp said that recently there has been a couple non-sensical complaints about the township posted on the township's social media page on Facebook. She placed a special notice on social media page on Facebook that that is not a place to post urgent messages/complaints about the township, directing them to call the township office instead.

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## **SERVICE:**

Mr. Tharp's general report was provided outlining the accomplishments of the Services Department year-to-date. Administrator White reads the memo for the record:

*"So far, this year I have sold 41 and we have had 59 funerals totaling \$108,300.00 We have also poured 36 foundations totaling \$17,147.00.*

*The houses we tagged last week are due to re-inspection and we will be moving forward with the non-compliant property owners. We will be tagging more properties this coming week.*

*Jacob has spent most of the week mowing ditches, alleys and right-of-ways and will finish up next week weather providing. I plan on working on the alleys when I get back from vacation.*

*As I stated before, the UpKeep tracking system is working well and maintenance is getting done faster than ever. There have been 61 requests for service, 55 requests have been closed, 4 are in process and 2 are on hold." (See Referral File)*

**CODE ENFORCEMENT:** No report.

## **POLICE:**

Chief Price provided his May report. (See Referral File)

## **FIRE:**

Chief Kauser reported that there was a fire at the Olive Garden Restaurant.

Chief Kauser requested the approval of the consent agenda for the Know Box Upgrades in the amount of \$10,277 and the retroactive repair of XM133 turbo replacement including labor and supplies in the amount of \$2,796.84.

**RES 123-18 Approve the consent agenda for the Know Box Upgrades in the amount of \$10,277 and the retroactive repair of XM133 turbo replacement including labor and supplies in the amount of \$2,796.84, totaling \$13,073.84.**

Mr. Angelou moved to approve the Fire consent agenda totaling \$13,073.84. Seconded by Chair Stewart. All voted yea. Motion carried. (See Referral File)

## **MECC:**

Chief Kauser requested the approval of the MECC consent agenda including the following, totaling \$131,444.96.

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- Annual maintenance contract renewal for Locution in the amount of \$16,907, shared between MECC and Licking County 911 Administrative purchase of 49 mobile client licenses and a Locutions PA station controller in the amount of \$83,614.96
- FATPOT Software Subscription Fees for 2018-2019 in the amount of \$9,048
- Comtech Professional Services Contract in the amount of \$21,875

**RES 124-18 Approve the MECC consent agenda totaling \$131,444.96, including the following:**

- **Annual maintenance contract renewal for Locution in the amount of \$16,907**
- **Administrative purchase of 49 mobile client licenses and a Locutions PA station controller in the amount of \$83,614.96**
- **FATPOT Software Subscription Fees for 2018-2019 in the amount of \$9,048**
- **Comtech Professional Services Contract in the amount of \$21,875**

Chair Stewart moved to approve the above MECC consent agenda items in the amount of \$131,444.96. Seconded by Mr. Angelou. All voted yea. Motion carried. (See Referral File)

**IT:** No report.

**VISITORS COMMENTS:**

Mr. Brian Carle, a Mifflin Township resident at 2084 Northglen Drive, is interested in restoring the homes at 2304 Agler Road and 2366 Park Court that are destined to be demolished. He presented proposals to the Trustees. Mr. Carle said he owns several properties within the township and is seeking permission to restore the homes to save them from demolition. Administrator White said she will contact the COCIC to orchestrate arrangements/procedures to acquire the properties for restoration. Chair Stewart recommends a six-month trial for the first restoration. Chair Stewart requested Mr. Carle attend some future meetings with a status update. She would also like to see photos of his current projects.

There being no further business, Mr. Angelou 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