

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

December 15,

2020

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 3:30 p.m. on Tuesday, December 15, 2020 with Trustee Richard Angelou, Township Administrator Nancy White, Fiscal Officer Rick Duff in attendance. Fire Chief Fred Kauser, Interim Chief Tammy Phillips, Service Director Roger Boggs, IT Director Main, and Public Information Officer Melissa Rapp, HR Director Becky Kadel and Trustee Kevin Cavener attended remotely online.

TRUSTEES COMMENTS:

Chair Stewart discussed possible ways to improve the quality of the meeting recordings. Mr. Main said if the meeting were held at the Operations Center, the sound quality would be much better as the ceiling is lower and the divider wall in the conference room would absorb the sound, preventing the echo issue. She said the January 4th meeting should take place at the large conference room at the Operations Center. Mr. Main said he would have to investigate that option as the room may not be ready to accommodate the meeting yet. She requested Mr. Main and Administrator White work with KeyTel for a solution. Chair Stewart requested to be informed of the solution prior to January 4th.

CORRESPONDENCE:

None.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff said a police levy will need to be filed with the Board of Elections in early February. He said he will have the accounting software renewal at the January 4th meeting. He said he is hopeful to have received the BWC payment by then and have it applied to the BWC premiums over the next two years.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White said the title process has been started for 384 W. Johnstown Road. She said the properties of Agler Road and Northglenn will be ready for title closings after the first of the year. This will be the site of the new Station 132.

HUMAN RESOURCES:

Ms. Kadel provided a timeline for updating and disseminating the recent policy changes that were approved for the Fire Division at the last meeting. She said she can complete those tasks by the end of this week.

Ms. Kadel said there has been a large spike in fraudulent unemployment compensation claims being filed. She said we have had a few at the township, but many have occurred within her public sector HR network. She has been in touch with the affected employees thus far. She said she is in the process of drafting an e-mail to all employees to make them aware of this fraud and instructing them not to respond to any inquiries.

Chair Stewart requested that Ms. Kadel and Jon Hastings, Assured Partners, work on a smoother, more efficient way for the employees to provide their biometric screening form and reasonable alternative form for processing.

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PUBLIC INFORMATION OFFICER:

Ms. Rapp said the stationary package will be ready after the first of the year.

Ms. Rapp said she and Chief Phillips have coordinated efforts on the holiday ham distribution.

Ms. Rapp said she has requested an intern from MORPC. She said if any department could utilize the intern, to let her know. Ms. Rapp included the intern's salary in her budget. She said a request can be made for another intern if the needed.

SERVICE:

Mr. Boggs requested Tyler Cobb, Service Specialist 1, be removed from probation effective December 15, 2020. He said Mr. Cobb has received his CDL. Currently, he is not requesting any change in Mr. Cobb's compensation.

Res. 236-20 Remove Tyler Cobb from probation effective December 15, 2020.

Mr. Angelou moved to remove Tyler Cobb, Service Specialist 1, from probation effective December 15, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested Mr. Hunter McKnight's title be changed from Seasonal to Part-time Service Specialist 1, effective December 15, 2020. He said this request does not change his compensation. Mr. Boggs said Hunter will work the same number of hours.

Res. 237-20 Change Mr. Hunter McKnight's title from Seasonal to Part-time Service Specialist 1, effective December 15, 2020.

Mr. Angelou moved to change Mr. Hunter McKnight's title from Seasonal to Part-time Service Specialist 1, effective December 15, 2020. Seconded by Mr. Cavener. All voted yea. Motion carried.

Mr. Boggs said he has spoken with Mr. Fast of the American Legion. Mr. Fast said he did not have the names nor the addresses of the two life-long members who were to receive the grave plots. Mr. Boggs said therefore at this point the graves will be taken back by the township. He said if Mr. Fast find the names, graves would then be set aside for them.

Mr. Boggs provided an update on the stormwater drainage in Leonard Park. He said a letter will be distributed to the Leonard Park property owners that come forward looking to install ditch pipe.

Res. 238-20 Approve an additional payment to Watts Up Electric for work additional work at the Operations Center in the amount not to exceed \$6,000.00.

Chair Stewart moved to approve an additional payment to Watts Up Electric for work additional work at the Operations Center in the amount not to exceed \$6,000.00. Mr. Angelou seconded. All voted yea. Motion carried.

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CODE:

Mr. Boggs said any property owners that were in violation of code have complied by taking care of their violations.

POLICE:

Res. 239-20 Promote Interim Chief Tammy Phillips to Police Chief, effective December 20, 2020.

Mr. Cavener moved to promote Tammy Phillips to Police Chief, effective December 20, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

Interim Chief Phillips said Officer Schoelkopf participated in the “Shop with a Cop” program providing Christmas gifts for children.

FIRE DIVISION:

Chief Kauser said Firefighter Rob Kovacs plans to retire effective December 31, 2020.

Res. 240-20 Accept Rob Kovacs’ retirement request effective December 31, 2020.

Chair Stewart moved to accept Rob Kovacs’ retirement request effective December 31, 2020. Seconded by Mr. Angelou. All voted yea. Motion carried.

Chief Kauser provided the staffs’ activity stats for review.

Chief Kauser said a list of specifications for the new fire pumper truck from Finley Fire Equipment will be provided for the file. He said Chair Stewart should sign the agreement.

OPERATIONS CENTER:

No requests.

MIFFLIN DISPATCH:

No requests.

MIFFLIN TECHNOLOGY:

No requests.

OLD BUSINESS:

None.

VISITORS COMMENTS:

None.

