

RECORD OF PROCEEDINGS

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

Held **February 26,** **2018**

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

Also present were:

Fred Kauser	Fire Chief
William Price	Police Chief
D.J. Tharp	Service Director
Becky Kadel	Human Resources
Melissa Rapp	Public Information Officer
Douglas Six	Township resident

Assistant Fiscal Officer Rick Duff was absent due to vacation.

RES 51-18 Approve Meeting Minutes of February 5, 2018

Mr. Angelou moved to approve the meeting minutes of February 5, 2018. Mr. Cavener seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS: None

VISITORS COMMENTS: Nonere

CORRESPONDENCE:

Administrator White presented the board with an invitation from Franklin County Public Health & Franklin County Engineer's Office to attend the Franklin County District Advisory Council and Franklin County Annual Township Dinner Meeting on Thursday, March 22, 2018. Attendance confirmation should be received no later than March 9, 2018.

Administrator White presented a petition for annexation for 3756 Agler Road. The hearing date is March 27, 2018.

Letters were received from the Franklin County Economic Development and Planning Department concerning the following properties:

Bruce E. & Carolyn R. Claggett	2757 Johnstown Road
Wesley D. & Linda L. Moore	2659 Perdue Avenue
Kelly J. Blumensheid	2140 Sunbury Road

Administrator White presented a letter from Woda Cooper Development, Inc. notifying the Township of a planned residential rental development of 62-units called Wendler Commons located on the vacant land along Stygler Road (corner of Wendler Boulevard). The proposed development will be financed with Multifamily Lending Program, Housing Credit proceeds, City of Columbus HOME, and Deferred Developer Fee.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

February 26,

2018

Administrator White presented a letter from Mellennia Housing Development, LTD. notifying the Township of a proposed substantial rehabilitation of an existing apartment community Cassady Village, located at 3089 Cassady Village Trail, Columbus, OH 43219.

Administrator White presented a letter from the Ohio Department of Transportation regarding the I-670/270 SmartLane Project to improve I-670 eastbound between the I-670/I-71 interchange in Columbus and the I-670/I-270 interchange in Gahanna. The inside shoulder of I-670 eastbound will be reconstructed for use as a traffic lane during the weekday afternoon rush travel period (3:30 p.m. to 6:30 p.m.).

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White introduced Thomas Welsh of Ohio Township Association Risk Management Authority (OTARMA). Mr. Welsh reviewed the quote for property and liability insurance renewal effective March 1, 2018. He stated that a property appraisal of all scheduled buildings will be done over the next three years, beginning the summer of 2018. As part of the OTARMA's new programs, it has initiated a new Police and Fire Policy Grant of \$1,000 for Lexipol participation as well as expanded cyber coverages, rolling out a cyber portal and providing a cyber specialist for OTARMA members.

Upon discussion, the Board decided to maintain the additional liability limits of \$13,000,000.

Administrator White requested the approval of the property and liability insurance premium renewal in the amount of \$125,367 effective March 1, 2018.

RES 52-18 Approve the OTARMA Property and Liability Insurance Premium Renewal in the amount of \$125,367 effective March 1, 2018.

Mr. Angelou moved to approve the OTARMA property and liability insurance premium renewal in the amount of \$125,367 effective March 1, 2018. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White presented a quote from Fireproof to create a digital copy of the 110 reels of microfilm records from prior years. She stated that because the microfilm reader is no longer working, there is a need to have access to those documents that are contained on the microfilm such as payroll records needed for the retirements of personnel. Administrator White said she would like to have the scanning costs span a couple years because it is expensive. Therefore, she is requesting \$5,000 this year and will return next year to request another \$5,000, until the project is completed. She will also have the old meeting minute books scanned to preserve them. Fireproof is able to scan the books without having to break the books apart. This is a separate charge of \$1,200 which she has authority to approve, but wanted the Trustees to be aware.

RES 53-18 Approve the purchase of scanning services from Fireproof in the amount of up to \$5,000 to be used for the scanning of microfilmed records.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

February 26,

2018

Mr. Cavener moved to approve the purchase of scanning services from Fireproof in the amount of up to \$5,000 to be used for the scanning of microfilmed records. Chair Stewart seconded. All voted yea. Motion carried.

Administrator White requested the annual Lexipol renewal for the Fire procedures and protocols in the amount of \$6,289 and for the online Employee Handbook in the amount of \$1,383, for a total of \$7,672.00.

RES 54-18 Approve the 2018 Lexipol Renewal in the amount of \$6,289, and the Manual Online Annual Lexipol Subscription (online Employee Handbook) in the amount of \$1,383, totaling \$7,672.

Chair Stewart moved to approve the 2018 Lexipol Renewal in the amount of \$6,289, and the Manual Online Annual Lexipol Subscription (online Employee Handbook) in the amount of \$1,383, for a grand total of \$7,672.00. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White said she was contacted by Violet Township about the availability of a large desk unit for the Trustees to use for their meetings for the purchase price of \$1.00, provided we pick it up. It will be placed on casters so that it can be easily moved.

Administrator White informed the Trustees of the Auditor of State's Annual Conference for Local Government Officials being held on March 22 and 23, 2018 at the Hyatt, downtown. On March 21st, 3:00 p.m. – 6:15 p.m., there will be a public records training in which elected officials are required to attend once in their term.

FISCAL OFFICER'S REPORT:

No report.

HR:

Ms. Kadel presented information on the possibility of having a dedicated wellness and urgent care type medical center for Mifflin employees and their dependents.

Ms. Kadel said she will be attending the Ohio Safety Congress. By doing so, the Township will receive some credits on the Bureau of Workers' Compensation premium.

Ms. Kadel said she is working on converting to online performance reviews. This is in the testing phase and will be online soon.

PIO:

Ms. Rapp reported that the quarterly cemetery committee meeting was moved March 20, 2018, following the Trustees meeting. New committee members will attend.

Ms. Rapp said she will assist the local Firefighters Union #2818 with the smoke detector battery change on March 10, 2018 and will be promoting that program.

IT:

No report.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

February 26,

2018

SERVICE:

Mr. Tharp requested the approval of \$3,400 for the cleaning of the storm drains on Lindale Road.

RES 55-18 Approve the cleaning of the storm drains on Lindale Road in the amount of \$3,400.

Mr. Angelou moved to approve the cleaning of the storm drains on Lindale Road in the amount of \$3,400. Seconded by Chair Stewart. All voted yea. Motion carried.

Mr. Tharp requested the approval of \$2,800 for repair of the storm drain on Berrell Avenue.

RES 56-18 Approve the repair of the storm drain on Berrell Avenue in the amount of \$2,800.

Mr. Cavener moved to approve the repair of the storm drain on Berrell Avenue in the amount of \$2,800. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Tharp requested that the Township purchase of a grave from Dixie Harmon in the amount of \$1,500.

RES 57-18 Approve the purchase of a grave from Dixie Harmon in the amount of \$1,500.

Chair Stewart moved to approve the purchase of a grave from Dixie Harmon in the amount of \$1,500. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Tharp requested a pay increase for Dave Stevens from \$16.47 per hour to \$20.00 per hour, effective February 25, 2018. This increase will include the annual \$500 foreman bonus and In-Charge additional compensation.

RES 58-18 Approve the pay increase for Dave Stevens from \$16.47 per hour to \$20.00 per hour, effective February 25, 2018

Mr. Angelou moved to approve the pay increase for Dave Stevens from \$16.47 per hour to \$20.00 per hour, effective February 25, 2018. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Tharp requested the approval of cemetery mowing and weed-eating in the amount of \$32,760 (for 26 mows) by MGM Landscaping, allowing the Service Department to take care of funerals, foundations, and setting new stones (75-100 per year), ditch mowing, tree trimming, caring for roads and alleys, clean-ups, berm maintenance, drain and catch basin cleaning and maintenance, code enforcement issues, and trash pickup.

Chair Stewart that this would be a trial basis and the mowing in the unincorporated areas would still be completed by the Service Department staff.

Mr. Tharp confirmed that the company is licensed, bonded and insured.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

February 26,

2018

RES 59-18 Approve the cemetery mowing by MGM Landscaping not to exceed the amount of \$32,760 for 26 mows for this year only and following the mowing standards of Mifflin Township.

Mr. Cavener moved to approve the cemetery mowing by MGM Landscaping, not to exceed the amount of \$32,760 for 26 mows for this year only and following the mowing standards of Mifflin Township. Seconded by Mr. Angelou. All voted yea. Motion carried.

CODE ENFORCEMENT:

Mr. Tharp responded to a complaint about trash in an alley. He said upon discovery, he found the alley to be overgrown and with 120 tires discarded. In March, he said he will apply for federal funding to assist with the removal of the tires.

Mr. Tharp requested the signatures for the annual road mileage certificate.

Mr. Tharp said that 16 tons of salt were used in the month of February.

POLICE:

Chief Price presented the stats for the month of January. (See referral file). He also reported on a stolen car and very serious crash that occurred on February 25, almost hitting a Mifflin police cruiser.

FIRE:

Chief Kauser reported that five new full-time firefighters have begun the recruit training to prepare them for firefighting in our jurisdiction.

Chief Kauser reported that he has the final contract for the purchase of land next to Station 133, which is 4301 E. Johnstown Road.

Chief Kauser said he is working closely with Township Administrator White to find a building for the MECC Dispatching/Fire Administration and possible township administration purposes.

Chief Kauser reported that it is a busy period with fire runs in every 24-hour period in and around the district. Chief Kauser reviewed his stats with the Trustees.

Chief Kauser said he has been working closely with Ms. Kadel on the strength and conditioning coaching as well as long term illness/injury management policy to identify ways to get the employees back to work sooner from a long-term injury.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

February 26,

2018

Chief Kauser said that there is a union leadership change: Mr. Chris Searle, President, and Mr. Rich Parks, Vice President. Chief Kauser said they are both experienced firefighters. He meets with them every 3-4 weeks to stay informed.

Chief Kauser met with Gahanna Police and Gahanna Schools to review the active violence protocols.

Chief Kauser requested assistance with building maintenance on the five Fire buildings and the MECC. He sees each of the house captains struggling to keep up with the maintenance and the buildings are aging. There is no consistency between the buildings, no schedule is in place. He plans to work with Mr. Tharp and the Service Department staff for a consistent building management and maintenance program.

Chief Kauser reported leader boards cost approximately \$10,000 - \$15,000 per board. The City of Gahanna has two. He said that with concerns that a leader board would draw attention and cause distraction, he has ordered a "Fire Training in Progress" fixed sign instead to be used at the Granville Street fire/smoke training location.

Chief Kauser said that the interim Gahanna Police Chief is Jeff Spence. He is meeting with him on a weekly basis to discuss joint operations and related issues.

Chief Kauser requested the purchase of a Ford Interceptor and the electronics for use by the Deputy Fire Chief in the amount of \$27,476, and \$11,837.30 for associated emergency lighting, striping and electronics, with permission that the Township Administrator and Fiscal Officer finance the vehicle portion on a schedule like the current vehicles.

RES 60-18 Approve the purchase of a Ford Interceptor in the amount of \$27,476 for use by the Deputy Fire Chief.

Chair Stewart moved to approve the purchase of a Ford Interceptor in the amount of \$27,476 for use by the Deputy Fire Chief. Mr. Angelou seconded. All voted yea. Motion carried.

RES 61-18 Approve the purchase of the Interceptor equipment in the amount of \$11,837.30.

Mr. Cavener moved to approve the purchase of the Interceptor equipment in the amount of \$11,837.30. Chair Stewart seconded. All voted yea. Motion carried.

Chief Kauser requested the repair and replacement of portions of the fire alarm and suppression systems in all four fire stations in the amount of \$5,963.44.

RES 62-18 Approve the repair and replacement of portions of the fire alarm and suppression system in all four fire stations in the amount of \$5,963.44.

Mr. Cavener moved to approve the repair and replacement of portions of the fire alarm and suppression system in all four fire stations in the amount of \$5,963.44. Mr. Angelou seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

February 26,

2018

Chief Kauser requested the repair to XE131 oil leaks and electrical issues and E132 front brakes in a combined amount of \$6,964.86.

RES 63-18 Approve the repair to XE131 oil leaks and electrical issues and E132 front brakes in a combined amount of \$6,964.86.

Mr. Cavener moved to approve the repair to XE131 oil leaks and electrical issues and E132 front brakes in a combined amount of \$6,964.86. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser retroactively requested the replacement of the training smoke machine that is broken and cannot be repaired in the amount of \$3,425.91. The purchase was made on an emergent basis due the current training needs and was approved by the Township Administrator.

RES 64-18 Approve the purchase of a training smoke machine in the amount of \$3,425.91.

Mr. Cavener moved to approve the purchase of a training smoke machine in the amount of \$3,425.91. Seconded by Mr. Angelou. All voted yea. Motion carried.

Chief Kauser requested the approval of the annual 2018 Regional Council of Governments (RCOG) membership and legal services fee in the amount of \$9,600.00.

RES 65-18 Approve the annual 2018 Regional Council of Governments (RCOG) membership and legal services fee in the amount of \$9,600.00.

Mr. Angelou moved to approve the annual 2018 Regional Council of Governments (RCOG) membership and legal services fee in the amount of \$9,600.00. Mr. Cavener seconded. All voted yea. Motion carried.

To prevent injury and promote fitness and conditioning, Chief Kauser requested the approval of a one-year agreement with Super Fit Columbus, a Gahanna Company, for strength and conditioning coaching and services in the amount of \$22,000. This a flat rate allowing all Fire and MECC personnel to participate in the training which includes baseline evaluations, creating individualized fitness plans, bi-monthly supervised workouts, training on technique, progress tracking, and reporting. Chief Kauser said that the training can occur while the employees are on duty in short blocks of time, as allowed currently.

Chair Stewart inquired what the cost would be to include all township employees, not just Fire and MECC. Chief Kauser said it would cost an additional \$300 to \$350 per month for every township employee (full and part-time) and all elected officials to have access to the training. Chair Stewart said it makes perfect sense to offer this program to all part-time and full-time employees and elected officials. Chief Kauser explained that the training mainly

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

February 26,

2018

utilizes a person's own body weight using resistance and focuses on strengthening the body's core.

RES 66-18 Approve a one-year agreement with Super Fit Columbus for strength and conditioning coaching and services for Fire and MECC personnel in the amount of \$22,000 and an additional \$300 - \$350 per month for all township employees' and elected officials' participation.

Mr. Angelou moved to approve a one-year agreement with Super Fit Columbus for strength and conditioning coaching and services for Fire and MECC personnel in the amount of \$22,000 and an additional \$300 - \$350 per month for all township employees' and elected officials' participation. Mr. Cavener seconded. All voted yea. Motion carried.

MECC:

Chief Kauser requested the approval to renew a group of software-related annual maintenance and support fees:

Chief Kauser requested annual maintenance and support for the Trittech Computer Aided Dispatch (CAD) system in the amount of \$125,403.00. This fee is shared with Licking County.

RES 67-18 Approve the annual maintenance and support for the Trittech Computer Aided Dispatch (CAD) system in the amount of \$125,403.00.

Chair Stewart moved to approve the annual maintenance and support for the Trittech Computer Aided Dispatch (CAD) system in the amount of \$125,403.00. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the annual renewal of the Motorola Dispatch Center Console in the amount of \$17,296.00. This fee is shared with Gahanna Police.

RES 68-18 Approve the annual renewal of the Motorola Dispatch Center Console in the amount of \$17,296.00.

Mr. Angelou moved to approve the annual renewal of the Motorola Dispatch Center Console in the amount of \$17,296.00. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the renewal of the Ipswich WhatsupGold licensing in the amount of \$7,251.20. This is a MECC expense shard with Bexley, Gahanna, New Albany, Whitehall and Licking County.

RES 69-18 Approve the renewal of the Ipswish WhatsupGold licensing in the amount of \$7,251.20.

RECORD OF PROCEEDINGS

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

Held **February 26,** **2018**

Chair Stewart moved to approve the renewal of the Ipswich WhatsupGold licensing in the amount of \$7,251.20. Seconded by Angelou. All voted yea. Motion carried.

Visitor Douglas Six requested to meet with Mr. Cavener after this meeting. There being no further business, Mr. Angelou moved to adjourn. Seconded by Chair Stewart. All voted yea. Motion carried. Meeting adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Joseph F. Spanovich, Fiscal Officer