

# RECORD OF PROCEEDINGS

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

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Held **March 20,** **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 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
Rick Duff	Assistant Fiscal Officer

High School students were also in attendance.

## **RES 79-18 Approve Meeting Minutes of March 5, 2018**

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

## **TRUSTEES COMMENTS:**

Mr. Angelou welcomed the visiting high school students. After discussion, Chair Stewart stated that on Thursday, April 12, 2018, 9:00 a.m. there will be an Administration Retreat, a public meeting. The Township Administrator and Department Heads will participate to discuss plans for the upcoming year. Chair Stewart said that Ms. Rapp will publicize the meeting.

**VISITORS COMMENTS:** None

**GUESTS:** None

## **CORRESPONDENCE:**

A letter was received from the Franklin County Economic Development and Planning Department concerning violations on the following property:

Michael Yates	2912 Perdue Avenue
Orangestone Dwellings LLC	2906 Perdue Avenue

Franklin County Public Health:

Yuri Babior	2396 Agler Road
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## **FISCAL OFFICER'S REPORT:**

Administrator White said that a resolution for the 1<sup>st</sup> Amended Appropriation to the Permanent Appropriation Resolution for 2018 is required as the Police Department's income was reduced by a small amount. It is necessary to change the amount of the appropriation from \$800,000 to \$799,000 by way of a new appropriation resolution.

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**RES 80-18 Approve the 1<sup>st</sup> Amended Appropriation to the Permanent Appropriation Resolution for 2018.**

Chair Stewart moved the approve 1<sup>st</sup> Amended Appropriation to the Permanent Appropriation Resolution for 2018 as presented by Township Administrator White and Fiscal Officer Spanovich. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

**TOWNSHIP ADMINISTRATOR'S REPORT:**

Administrator White said she spoke to the fire fighters and met with the City of Gahanna yesterday about a building project. A meeting is planned for April 5 with Moody Nolan to do programming for the new station 132. Administrator White said accounting training is taking place with Mr. Duff, the township's newly hired Assistant Fiscal Officer.

Administrator White said that the old data ports for phones are being converted to support new electronic equipment being used. The old ports were used for analog phone lines with the previous phone system.

Administrator White said she is preparing resolutions for retirees George Workman, Brian Van Meter and Michael Mauger for Friday's retirement event.

Administrator White reminded the Trustees of the Franklin County District Advisory Council Meeting and County Engineer's Annual Township Meeting on Thursday, March 22, 2018.

**HR:**

Ms. Kadel requested the approval to purchase an estimated 140 courses for the annual Drug Free Safety Program Training in the amount of \$4,915.

**RES 81-18 Approve the purchase of an estimated 140 courses for the annual Drug Free Safety Program Training in the amount of \$4,915.**

Mr. Cavener moved to approve the purchase of an estimated 140 courses for the annual Drug Free Safety Program Training in the amount of \$4,915. Seconded by Mr. Angelou. All voted yea. Motion carried. (See Referral File)

**PIO:**

Ms. Rapp said that after today's Trustees meeting, the Cemetery Committee meeting will take place. Ms. Rapp said that Sharon Sanford has had to decline participation on the committee due to family obligations. Ms. Rapp said she would like to have additional members on the committee, preferably with loved ones buried at the Riverside Cemetery, for equal representation on the committee.

Ms. Rapp said there is a media opportunity with the Columbus Dispatch to discuss the police levy on March 28 and would like to have a Trustee available.

Ms. Rapp said that a community member is doing a Veterans project and has scheduled time to conduct an on-camera interview with Fiscal Officer Spanovich about his military service.

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## **SERVICE:**

Mr. Tharp requested the approval to purchase nine graves back from Sharon Sanford in the amount of \$2,800.

### **RES 82-18 Approve the purchase of nine graves from Sharon Sanford in the amount of \$2,800.**

Mr. Angelou moved to approve the purchase of nine graves from Sharon Sanford in the amount of \$2,800. Seconded by Chair Stewart. All voted yea. Motion carried. (See Referral File)

Mr. Tharp requested the approval to purchase two graves back from Richard Emswiler in the amount of \$1,000.

### **RES 83-18 Approve the purchase of two graves from Richard Emswiler in the amount of \$1,000.**

Mr. Angelou moved to approve the purchase of two graves from Richard Emswiler in the amount of \$1,000. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

Mr. Tharp requested the approval to purchase two graves back from Timothy and Rebecca McDorman in the amount of \$400.

### **RES 84-18 Approve the purchase of two graves from Timothy and Rebecca McDorman in the amount of \$400.**

Mr. Cavener moved to approve to purchase two graves back from Timothy and Rebecca McDorman in the amount of \$400. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File)

## **CODE ENFORCEMENT:**

Mr. Tharp said he has been tagging houses and working with homeowners to get their property violations corrected. Mr. Tharp stated that the residents of Earl Avenue expressed interest in forming a clean-up event and would like the assistance of the Township. The Trustees were in favor of the clean-up event and determined that old tires should be accepted in the clean-up.

## **POLICE:**

Chief Price requested the approval of the purchase of the Law Enforcement Policy Manual and Daily Training Bulletins from Lexipol LLC in the amount of \$5,431 for the first year, which includes 15% in discounts and a \$1,000 grant from OTARMA.

Chief Price said the current police policies are outdated. Mr. Cavener requested holding off until the end of April to focus on the highest priority, the police levy. As policy implementation will take time and effort, Mr. Cavener would like to remain focused on the passing of the police levy.

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Chief Price responded that delaying implementation of updated policies could put the township at risk. Chief Price said he could effectively accomplish both initiatives: updated policies and the police levy, working off-duty on the police levy. Chief Price said he will be the project manager on the policies. Lexipol will supply the policies. He and Sgt. Phillips plan to review two or three policies per week and conform them to Mifflin's standards for implementation. He expects to have all policies implemented over the next 6 – 7 months.

Chair Stewart stated that all the Trustees echo Mr. Cavener's emphasis on the police levy passing however, she reminded them that work on the levy must be done after work hours. This leaves time during the work day for policy review and implementation.

**RES 85-18 Approve the purchase of the Law Enforcement Policy Manual and Daily Training Bulletins from Lexipol LLC in the amount of \$5,431.**

Mr. Cavener moved to approve the purchase of the Law Enforcement Policy Manual and Daily Training Bulletins from Lexipol LLC in the amount of \$5,431. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File)

Chief Price presented the statistics for the month of February 2018.

**FIRE:**

Chief Kauser withdrew the request to purchase new tires for engine 132 as it was struck by a motorist over the weekend while on an emergency run. Chief Kauser is awaiting the insurance estimate.

Chief Kauser is currently meeting with the staff presenting on the state of the Fire Division. Chief Kauser is meeting frequently with Gahanna Police and Gahanna Schools on protocols. There was a recent forum which was well-attended by parents and educators in which it was communicated that the township is doing everything possible to keep the schools safe.

He will be attending the Gahanna *State of the City Address* on Thursday, March 22.

**MECC:**

Chief Kauser requested the purchase of Tiburon's CAD software administrator training and professional services (engineer level) in the amount of \$12,004.20. Chief Kauser said that the purpose of this work is to certify and re-certify CAD software administrators for both Licking County and MECC. The professional services and engineering time will be used to review the planned CAD hardware upgrade, configure the CAD system for Law Enforcement use and to review new features and functionality that is available since the most recent upgrade.

**RES 86-18 Approve the purchase of Tiberon's CAD software administrator training and professional services (engineer level) in the amount of \$12,004.20.**

Chair Stewart moved to approve the purchase of Tiberon's CAD software administrator training and professional services (engineer level) in the amount of \$12,004.20. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

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Chair Stewart requested comments and questions from the audience as there were high school students in attendance.

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