

# RECORD OF PROCEEDINGS

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

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Held

**April 1,**

**2019**

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

Also present were:

Fred Kauser	Fire Chief
William Price	Police Chief
DJ Tharp	Service Director
Becky Kadel	HR Director
Melissa Rapp	Public Information Officer
Rick Duff	Assistant to the Fiscal Officer

**Res. 58-19 Approve the Meeting Minutes of March 19, 2019.**

Mr. Angelou moved to approve the Meeting Minutes of March 19, 2019. Mr. Cavener seconded. All voted yea. Motion carried.

**Res. 59-19 Approve the Meeting Minutes of March 26, 2019.**

Mr. Angelou moved to approve the Meeting Minutes of March 26, 2019. Mr. Cavener seconded. All voted yea. Motion carried.

**Res. 60-19 Approve the Warrants of April 2019.**

Chair Stewart moved to approve the Warrants of April 2019. Mr. Angelou seconded. All voted yea. Motion carried.

**TRUSTEES COMMENTS:**

None

**CORRESPONDENCE:**

- Franklin Co. Economic Development & Planning:
  - 2060 Myrtle Avenue      ANG Midwest LLC
  - 2086 Myrtle Avenue      Pensa Properties LLC

**FISCAL OFFICER'S REPORT:**

Mr. Spanovich said an audit will occur this year. He said audits occur every two years.

**TOWNSHIP ADMINISTRATOR'S REPORT:**

Administrator White shared a list of purchase approvals between \$2,500.01 and \$5,000.00. (See Referral File.)

Administrator White said the trustees' packets include the updated pay schedule and her performance evaluations. (See Referral File.)

Administrator White requested an Executive Session at the end of today's meeting to discuss a real estate purchase.

Administrator White requested the approval of the updated Administrative Office Pay Schedule, dated 3-4-2019.

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**Res. 61-19 Approve the updated Administrative Office Pay Schedule, dated 3-4-2019.**

Mr. Angelou moved to approve the updated Administrative Office Pay Schedule, dated 3-4-2019. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

**Res. 62-19 Approve the Step 4 pay increase for Township Administrator Nancy White, effective April 7, 2019.**

Mr. Angelou moved to approve the Step 4 pay increase for Township Administrator Nancy White, effective April 7, 2019. Mr. Cavener seconded. All voted yea. Motion carried.

There was discussion about the 1.85% cost of living increases for Fire and MECC. It was decided the increases should be retroactive from March 10, 2019, regardless of a few unfinished performance reviews.

By Thursday, April 4<sup>th</sup> or sooner, Ms. Kadel agreed to provide the trustees with a list of employees whose performance reviews have not been completed.

**HR:**

Ms. Kadel explained the performance review process. Ms. Kadel said the performance review forms are now fillable and online within Paycor. She said we are playing “catch up” because of transitioning from paper forms to the online process, but she has been working with Assistant Chief Dunlevy to get them done and stay on schedule.

Mr. Cavener requested Chief Kauser inform the Fire and MECC, by announcement or memo, that retroactive 1.85% cost of living increases will be processed.

Chair Stewart said correct payroll should be the absolute top priority of Administration.

Mr. Cavener requested Ms. Kadel to investigate if an alert could be added to the performance review system notifying when a performance review is past due. Ms. Kadel said our system does not include the “bells and whistles” as they are costly, however, the reviews are being monitored frequently by multiple people. Administrator White said this year’s performance reviews are being caught up in a short period of time as they had fallen behind. She said we should not have this problem next year as all performance reviews will be up to date.

**PIO:**

Ms. Rapp provided the media report. She shared the information that was provided to the Gahanna Condo Associations. Chair Stewart requested the report showing the number of monthly medic and fire runs be shared also.

**SERVICE:**

Mr. Tharp said he reached out to three companies for bids to mitigate the standing water issue in the Mifflin cemetery. One company replied, “they were too busy,” and another did not respond at all. Mr. Tharp recommended accepting the bid from BBR, LLC in the amount of \$10,000.00 to bore 140’ under Olde Ridenour Road and installing two catch basins and piping to alleviate the cemetery drainage issues.

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**Res. 63-19 Accept the quote from BBR, LLC in the amount of \$10,000.00 to address drainage issues in the Mifflin cemetery.**

Mr. Cavener moved to accept the quote from BBR, LLC in the amount of \$10,000.00 to address drainage issues in the Mifflin cemetery. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

**CODE:**

Mr. Tharp said 2060 Myrtle Avenue and 2086 Myrtle Avenue have been tagged and are in the process of being cleaned up.

Mr. Tharp said twelve houses have been tagged and are due for reinspection at the end of the week.

**POLICE:**

Chief Price requested approval of a proposed step increase for the police department. He said he has developed a six-year plan like the Fire Department's, hoping it will improve retention and attract worthwhile candidates.

**Res. 64-19 Assuming the budget will support it in upcoming years, approve an immediate increase for all police staff of \$1.50/hr., effective March 24, 2019. Effective the first pay period in March 2020, there will be a 2% increase for all police staff, and in the years thereafter in the first pay period of March for the years 2021 through 2026, step increases will be as stated in the updated document to be provided by Chief Price.**

Mr. Angelou moved to approve the proposed step increase program for the Police Department Assuming the budget will support it in upcoming years, approve an immediate increase for all police staff of \$1.50/hr., effective March 24, 2019. Effective the first pay period in March 2020, there will be a 2% increase for all police staff, and in the years thereafter in the first pay period of March for the years 2021 through 2026, step increases will be as stated in the updated document to be provided by Chief Price. Mr. Cavener seconded. Motion carried. (See Referral File.)

**FIRE:**

Chief Kauser requested to proceed entering into the revised agreement (see referral file) with Lone Star VCS, LLC to collect underpaid and unpaid EMS insurance transport fees. This item had been tabled at the meeting on March 4, 2019

Chief Kauser said the preliminary analysis indicates 22% of underpaid and unpaid EMS insurance transport fees. Chief Kauser said because of requests made by the Administrator White at the March 4th meeting, the agreement was changed to include monthly billing, contract limited to one-year, and the additional language that no individual would be invoiced. Chief Kauser said Lone Start VCS, LLC would receive 40% of the recovered fees and Mifflin Township would receive 60% of the recovered fees.

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**Res. 65-19 Approve entering into an agreement with Lone Star VCS, LLC to conduct an EMS billing review to collect underpaid and unpaid EMS insurance transport fees.**

Mr. Angelou moved to approve entering into an agreement with Lone Star VCS, LLC to conduct an EMS billing review to collect underpaid and unpaid EMS insurance transport fees. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested to amend the appropriation to include \$120,000 of previously certified funds for Beecher Rd. Station Repairs, Fire Account #2191-220-523234, for emergent roof and HVAC system repairs and replacement.

**Res. 66-19 Amend the Appropriation to include \$120,000 of previously certified funds for Beecher Rd. Station Repairs, Fire Account #2191-220-523234, for emergent roof and HVAC system repairs and replacement.**

Mr. Angelou moved to amend the appropriation to include \$120,000 of previously certified funds for Beecher Rd. Station Repairs, Fire Account #2191-220-523234, for emergent roof and HVAC system repairs and replacement. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval to repair the roof (shingles and rubber roof) and replace the five (5) HVAC systems at Fire Station 133 in the amount \$48,421.25 to Ascent Roofs and \$49,375 to DeBra-Kuempel respectively, totaling \$97,796.25.

**Res. 67-19 Approve the repair to the roof and replace the five (5) HVAC systems at Fire Station 133 in the amount of \$48,421.25 to Ascent Roofs and \$49,375 to DeBra-Kuempel respectively, totaling \$97,796.25.**

Mr. Angelou moved to approve the repair to the roof and replace five (5) HVAC system at Fire Station 133 in the amount of \$48,421.25 to Ascent Roofs and \$49,375 to DeBra-Kuempel respectively, totaling \$97,796.25. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Tharp said there could be unforeseen items that may need repaired which cannot be seen under the sheeting at this time. Administrator White said the building will be inspected for mold and mildew after the roof has been repaired.

Mr. Tharp said the condenser units will not be relocated to the ground. They will be replaced where they are, but ensuring there is correct ventilation, which has been part of the issue. Mr. Tharp said there is not enough room between the property line and the building to place the units on the ground. Mr. Tharp said it will not change the cost.

Chief Kauser requested to surplus lawn equipment to Gov-Deals: 2011 Hustler Sport 42" zero turn and a 2005 John Deere 757 60" zero turn.

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**Res. 68-19 Approve to surplus lawn equipment to Gov-Deals: 2011 Hustler Sport 42” zero turn and a 2005 John Deere 757 60” zero turn.**

Chair Stewart moved to approve to surplus lawn equipment to Gov-Deals: 2011 Hustler Sport 42” zero turn and a 2005 John Deere 757 60” zero turn. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser reported that the asbestos abatement has been completed at 1854 Stelzer Road.

Chief Kauser said the Memorandum of Understanding for CPR training at the John Glenn International Airport will be signed later this week. He said the training will be for their police, dispatchers, and staff. Chief Kauser said this may generate more training business with the airport vendors, such as restaurant owners and airlines staff. He said it is cost neutral.

Chief Kauser said he testified before the Senate Judiciary Committee last week on behalf of the dispatchers across the state. Chief Kauser said his testimony was in support of a bill which will protect the dispatchers’ private information from the public Internet sources. Chief Kauser said this is a shift to professionalize uniform dispatchers as public safety employees which may occur over the next 6-7 years.

**MECC/MECC IT:**

No report.

**IT:**

No report.

**VISITORS COMMENTS:**

None

Administrator White introduced Curtiss Dickess, MORPC intern, who will be working here this summer on code enforcement matters in conjunction with the Service Department. Administrator White said he is an Ohio State senior and will be graduating in December with a degree in city planning.

At 9:49 a.m., Chair Stewart moved to go into Executive Session to discuss a real estate purchase. Mr. Cavener seconded. All voted yea. Motion carried. At 10:17 a.m., the trustees returned from Executive Session.

**Res. 69-19 Proceed with the purchase of property at 219 N. Hamilton Road, per the contract.**

Mr. Cavener moved to proceed with the purchase of property at 219 N. Hamilton Road, per the contract. Mr. Angelou seconded. All voted yea. Motion carried.

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There being no further business, Mr. Angelou moved to adjourn. Mr. Cavener seconded. All voted yea. Motion carried. The 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