

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held **June 19,** **2018**

Chair Stewart called the meeting to order at 3:30 p.m. with Vice Chair Angelou, Trustee Cavener, Fiscal Officer Joe Spanovich and Township Administrator Nancy White present.

Also present were:

Fred Kauser	Fire Chief
William Price	Police Chief
DJ Tharp	Services Director
Melissa Rapp	Public Information Officer
Becky Kadel	Human Resources Director

Absent was Rick Duff, Assistant Fiscal Officer, due to a family illness.

Mr. Angelou led a prayer.

SWEARING-IN CEREMONY:

Chief Kauser requested that Jeffrey Wright be removed from probationary status in advance of being placed in the permanent rank of Deputy Fire Chief for the division, effective June 19, 2018.

RES 125-18 Remove Jeffrey Wright from probationary status in advance of being placed in the permanent rank of Deputy Fire Chief for the division, effective June 19, 2018.

Chair Stewart moved that Jeffrey Wright be removed from probationary status in advance of being placed in the permanent rank of Deputy Fire Chief for the division. Seconded by Mr. Angelou. All voted yea. Motion carried.

Administrator White administered the Oath of Office to Jeffrey Wright, Deputy Fire Chief.

Chief Kauser requested that Michael Lowe be removed from probationary status in advance of being placed in the permanent rank of Battalion Chief, effective June 19, 2018.

RES 126-18 Remove Michael Lowe from probationary status in advance of being placed in the permanent rank of Battalion Chief, effective June 19, 2018.

Chair Stewart moved that Michael Lowe be removed from probationary status in advance of being placed in the permanent rank of Battalion Chief, effective June 19, 2018. Seconded by Mr. Cavener. All voted yea. Motion carried.

Administrator White administered the Oath of Office to Michael Lowe, Battalion Chief.

Chief Kauser requested that John Kaltenbach be removed from probationary status in advance of being placed in the permanent rank of Captain, effective June 19, 2018.

RES 127-18 Remove John Kaltenbach from probationary status in advance of being placed in the permanent rank of Captain, effective June 19, 2018.

Chair Stewart moved that John Kaltenbach be removed from probationary status in advance of being placed in permanent rank of Captain, effective June 19, 2018. Seconded by Mr. Angelou. All voted yea. Motion carried.

Administrator White administered the Oath of Office to John Kaltenbach, Captain.

CERTIFICATE OF APPRECIATION PRESENTATION:

A Certificate of Appreciation was presented by the Trustees to Ms. Mary Coffman for her support of the Mifflin Township police levy.

RES 128-18 Approve the Consent Agenda of Meeting Minutes of June 4, 2018 and the Warrants for July 2018.

Mr. Angelou moved to approve the Consent Agenda of Meeting Minutes of June 4, 2018 and Warrants for July 2018. Mr. Cavener seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

Mr. Angelou said that it is good to see the firemen come up in ranks.

Chair Stewart said she received several comments that the Fire Department was very visible and were working hard at the Jazz & Blues Festival.

Chair Stewart said, as a reminder, that all part-time help and volunteers must be approved by the Board of Trustees.

CORRESPONDENCE:

Administrator White presented a letter from Karen Pissocra, Preferred Planning Services, requesting the use of the meeting hall on July 11, 2018, 9:00 a.m. to 12:00 p.m.

RES 129-18 Approve Preferred Planning Services to use the Township's meeting hall on July 11, 2018, 9:00 a.m. – 12:00 p.m., if Administrator White confirms that the company does not charge a fee for their financial planning services.

Chair Stewart moved to approve Preferred Planning Services to use the Township's meeting hall on July 11, 2018, 9:00 a.m. – 12:00 p.m., if Administrator White confirms that the company does not charge a fee for their financial planning services. Mr. Cavener seconded. All voted yea. Motion carried.

Upon behalf of the Franklin County Township Association, Administrator White requested that the Board of Trustees provide a resolution naming Stephen J. Bowshier (Jackson Township Trustee) to the Solid Waste Authority of Central Ohio (SWACO) Board of Directors.

RES 130-18 Appoint Stephen J. Bowshier to the Solid Waste Authority of Central Ohio (SWACO) Board of Directors.

Mr. Cavener moved to appoint Stephen J. Bowshier to the Solid Waste Authority of Central Ohio (SWACO) Board of Directors. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White reviewed the correspondence from the following:

- Franklin County Economic Development & Planning Department:

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2369 Mecca Rd.

Charles W. McGrath

- Franklin County Public Health:

2362 Northglen Dr.

Ting & Lianzi Z. Wu

2381 Park Ct.

Donald J. Murphy

2755 Woodland Ave.

Ginger T. Allen

2707 Woodland Ave.

Specialized IRA Services (Gary Schraudner)

2670 Perdue Ave.

Sheresa Douglas (Referral to Prosecution)

FISCAL OFFICER'S REPORT: None

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White requested the pay step increase for Melissa Rapp from \$27.81/hour to \$28.64/hour, effective June 17, 2018.

RES 131-18 Approve the pay step increase for Melissa Rapp from \$27.81/hour to \$28.64/hour, effective June 17, 2018.

Chair Stewart moved to approve the pay step increase for Melissa Rapp from \$27.81/hour to \$28.64/hour, effective June 17, 2018. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White said that the 2019 tax budgets will be compiled into one document for the packet for the public hearing at the next meeting, July 2, 2018. She said the meeting has been advertised for public comment.

Administrator White stated that every year the General Fund has funded the Cemetery Fund in the amount of \$100,000 and \$160,000 for the Police Fund. The funds have not been transferred yet for 2018. Administrator White requested a determination of the Trustees as to whether they wish to continue this practice this year and if so, with the resolution, will subsequently transfer these funds.

RES 132-18 Approve the transfer of \$100,000 from the General Fund to the Cemetery Fund and the transfer of \$160,000 from the General Fund to the Police Fund.

Chair Stewart moved to approve the transfer of \$100,000 from the General Fund to the Cemetery Fund and the transfer of \$160,000 from the General Fund to the Police Fund. Mr. Angelou seconded. All voted yea. Motion carried.

HR:

Ms. Kadel reported that the mandatory online Anti-Harassment Training for all employees is underway and due June 29, 2018.

Ms. Kadel reported that she attended a meeting led by Lynn Miller, HR Director of the City of Westerville, in which they discussed lessons that were learned from the line-of-duty deaths that recently occurred in the Westerville Police Department. Ms. Kadel said because of the meeting, she is in preliminary conversations with Police Chief Price, Assistant Chief Dunlevy,

and Ms. Rapp to put a plan in place to prepare if a similar situation were to occur in Mifflin Township.

PIO:

Ms. Rapp said she will be attending the Capital Area Safety Council meeting. She said she has also been in contact with the SWACO Public Information Officer and the City of Gahanna regarding the drop-box recycling container in Mifflin Township and how it will be communicated.

The Trustees questioned the maintenance and cleaning of the area around the container. Administrator White said that SWACO is to be contacted of any issue and for clean-up. She said that it is a six-month trial. If there are too many issues, SWACO will remove it. Chair Stewart requested that Administrator White place it on the agenda for December.

Ms. Rapp stated that she will be on vacation next week. She said she has advertised the July 2, 2018 Trustees meeting in the Columbus Dispatch.

SERVICE:

Mr. Tharp said that his department has been busy trimming alleys and getting caught up on the trash situation caused by the illegal dumping in the alleys. Mr. Tharp said that eighteen (18) houses have been tagged within the last two weeks and thirteen (13) of those have complied. Two others are progressing with their clean-up and will hopefully be in compliance.

Mr. Cavener requested that Mr. Tharp pay attention to the trimming being done in the Mifflin Cemetery and to contact MGM Landscaping to trim areas missed around headstones.

Chair Stewart stated that Mr. George Parker has his property for sale that includes the easement to the cemetery. She requested Mr. Tharp research and report as to how the sale would affect the cemetery.

CODE ENFORCEMENT: No report.

POLICE:

Chief Price requested the approval of the promotion of Sergeant Tammy Phillips to Lieutenant, effective June 17, 2018. Chief Price said she has been working with the homeless to provide clothing and food daily. She has been working with the Community Paramedic to get the heroin addicts in the township placed in a detox facility. She has the respect of the other officers and the knowledge required.

RES 133-18 Approve the promotion of Sergeant Tammy Phillips to Lieutenant, effective June 17, 2018 at a rate of \$27/hour.

Mr. Angelou moved to promote Sergeant Tammy Phillips to Lieutenant, effective June 17, 2018 at a rate of \$27/hour. Chair Stewart seconded. All voted yea. Motion carried.

FIRE:

Chief Kauser requested Noah Elmore be hired as the Fire Intern at \$13/hour.

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RES 134-18 Approve the hiring of Noah Elmore as the Fire Intern at the rate of \$13/hour.

Chair Stewart moved to approve the hiring of Noah Elmore as the Fire Intern at the rate of \$13/hour. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said that he was contacted by a cell phone carrier tower company, which he forwarded to the Administrator, asking if we have an interest in having a cell tower on the back our property at Station 132 in a 50' x 50' square at approximately \$1,000/month in revenue for a thirty (30) year lease with one carrier.

The Trustees had many questions and discussion ensued until it was determined that more information is needed prior to a decision can be made. Administrator White will communicate that we are interested, but need more information, such as the following:

1. Is there a particular cellular vendor?
2. How did they arrive at the revenue amount of approximately \$1,000/month?
3. How tall will it be?
4. Would there be any impediments on the property?
5. Are there any health concerns living near a cell tower?

Chief Kauser requested the approval of the graduation ceremony facility rental and related expenses in the amount of \$3,280.00.

RES 135-18 Approve the graduation ceremony facility rental at La Navona and related expenses in the amount of \$3,280.00.

Mr. Cavener moved to the graduation ceremony facility rental and related expenses in the amount of \$3,280.00. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File).

Chief Kauser reviewed a summary of medical events at the Blues & Jazz Festival. (See Referral File).

Chief Kauser said they are preparing for the 4th of July. The parade details will follow. Fireworks have increased in diameter and shell count this year.

Administrator White said she was contacted by the City of Gahanna to contribute to the firework display. The Trustees requested more information and will take the matter into consideration.

MECC: No report.

IT: No report.

VISITORS COMMENTS: None

At 4:31 p.m., Chair Stewart moved to go into Executive Session to discuss the investigation of charges or complaints against an employee. Seconded by Mr. Angelou. All voted yea. Motion carried.

The Trustees returned from Executive Session at 4:45 p.m.

Chair Stewart reminded everyone that the next meeting is Monday, July 2, 2018, at 9:00 a.m.

There being no further business, Chair Stewart moved to adjourn. Seconded by Mr. Angelou. 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