

# RECORD OF PROCEEDINGS

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

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Held **February 5,** **2018**

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Vice Chairman Angelou called the meeting to order at 9:00 a.m. with Mr. Cavener and Township Administrator Nancy White present. Chair Stewart was absent for vacation.

Also Present were:

|               |                            |
|---------------|----------------------------|
| Fred Kauser   | Fire Chief                 |
| William Price | Police Chief               |
| D.J. Tharp    | Service Director           |
| Melissa Rapp  | Public Information Officer |
| Rick Duff     | Assistant Fiscal Officer   |

Becky Kadel, HR Director, was absent as she was attending the OHPELRA conference.

### **RES 44-18 Approve Meeting Minutes of January 16, 2018**

Mr. Cavener moved to approve the meeting minutes of January 16, 2018. Mr. Angelou seconded. All voted yea. Motion carried.

### **RES 45-18 Approve Special Meeting Minutes of January 29, 2018**

Mr. Cavener moved to approve the special meeting minutes of January 29, 2018. Mr. Angelou seconded. All voted yea. Motion carried.

### **RES 46-18 Approve February Warrants**

Mr. Angelou moved to approve the February Warrants. Mr. Cavener seconded. All voted yea. Motion carried.

**TRUSTEES COMMENTS:** None

**VISITORS COMMENTS:** None

### **CORRESPONDENCE:**

Administrator White presented the board with correspondence for various violations.

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

|                                       |                      |
|---------------------------------------|----------------------|
| Great American Investment LLC         | 2915 Woodland Avenue |
| Robert Rayner Jr. & Rebecca Linnabary | 2383 Park Court      |
| Tressie Sermon TR & Vivian Servon TR  | 2870 Drake Road      |

Administrator White presented a thank you letter from Brenda Johnson, Executive Director of GRIN, thanking the township trustees for the \$1,000 donation and announcing its new location of 165 Granville Street.

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A letter was received from Gahanna Police Sgt. Pat Millenbaugh requesting the use of the Township Hall on May 23 and 24, 2018, 8 – 4:30 p.m. for police training of 20 people.

**RES 47-18 Approve Meeting Hall Use by Gahanna Police Department on May 23 – 24, 2018, 8:00 a.m. – 4:30 p.m.**

Mr. Angelou moved to approve the use of the township meeting hall by the Gahanna Police on May 23 – 24, 2018, 8 a.m. – 4:30 p.m., for police training. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White requested the approval of a pay step increase for Rebecca Rousseau from \$26.52 to \$27.32.

**RES 48-18 Approve a Pay Step Increase for Rebecca Rousseau from \$26.52 to \$27.32 effective January 28, 2018.**

Mr. Angelou moved to approve a pay step increase for Rebecca Rousseau from \$26.52 to \$27.32 effective January 28, 2018. Mr. Cavener seconded. All voted yea. Motion carried.

**FISCAL OFFICER’S REPORT:**

No report

**HR:**

In Becky Kadel’s absence, Administrator White stated that open enrollment sessions were completed last week for the new benefit year beginning March 1. She recommended that employees check the EA Wellness website to ensure their paperwork was received for the past plan year for their wellness credits.

**PIO:**

Ms. Rapp provided the January media report and a recap of 2017 showing media coverage and links. Ms. Rapp drew the trustees attention to an article on the Kroger at Northern Lights Shopping Center closing and creating a “food desert” in that area. Shoppers will need to travel to Stelzer Road or Morse Road for the closest groceries.

Ms. Rapp stated that she attended the OTA Conference last week and learned tips on ways to avoid creating a limited public forum on one’s personal Facebook page. She will be talking with the elected officials individually to ensure that their personal page is not construed as the official page for the Township.

**IT:**

Administrator White said that the number of desktops in Administration have increased and she would like to add one more to replace the one that was originally in the Trustees’ office for the increased staffing. Also, she would like to add a server to host the VIP accounting software and document management software. Currently, these are being hosted remotely. More information will be distributed to the Trustees about this.

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Mr. Angelou inquired about purchasing standing desks. Administrator White said that the employees are free to move about the office as necessary. She did not feel that standing desks were needed. Administrator White said that Moody & Nolan Architects will be conducting a needs assessment for the fire stations and may also do so for the administrative office.

### **SERVICE:**

Mr. Tharp said that eight graves were sold and there were 15 burials in January 2018. He provided a report regarding graves.

Mr. Tharp said he is awaiting estimates for drain cleaning to prevent severe icing on the roads.

### **CODE ENFORCEMENT:**

Mr. Tharp stated that COCIC reached out to him to acquire 2819 Baughman Avenue, a vacant lot, from COCIC. Mr. Angelou said he would like someone from COCIC to present to the Trustees and Mifflin residents as to what options are available for acquired vacant land. Administrator White said she would make plans for a future meeting in which COCIC could provide advice on those properties that the Township has acquired including the newest acquisition on Stelzer Road.

Administrator White said she attended a session at the OTA Conference on dealing with developers and private and public partnerships which she would like to investigate further.

### **POLICE:**

No report.

### **FIRE:**

Chief Kauser reported that last week there was a fatal fire at Agler and Stelzer Roads.

Chief Kauser said that there will be fire training at 181 Granville Street. He is working with the PIO on a press release to citizens. Over the next two months, 1,500 firefighters from Columbus and suburbs will be rotating through for non-destructive smoke drills, then the building will be demolished. Chief Kauser said that he will get more signage to place near the site.

Mr. Cavener requested that Chief Kauser obtain pricing information on electronic sign boards.

Chief Kauser said the fire department photographs have been completed. The photographs are being assembled now with plans to hang the elected officials photographs in the stations.

Chief Kauser said that Kenny King has been asked to be a member of the GRIN board representing the fire department as an extension of his very successful community paramedic work.

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Chief Kauser said he is working closely with Administrator White on several large projects such as working with the architect on preparing to do building plans and programming for a replacement Fire Administration building to include the MEC Center and Station 132.

Chief Kauser requested approval to purchase five full sets of firefighting turnout gear, PPE and uniforms for five new career firefighters in the amount of \$29,857.50. This includes the high viz 3 season coat and class A uniforms that are issued to all fire division staff.

**RES 49-18 Approve the Purchase of Fire Turnout Gear and Uniforms for 5 New Employees in the amount of \$29,857.50.**

Mr. Cavener moved to approve the purchase of fire turnout gear and uniforms for five new employees in the amount of \$29,857.50. Mr. Angelou seconded. All voted yea. Motion carried.

**MECC:**

Chief Kauser requested the approval to renew the annual software agreement with OARNET VMWare in the amount of \$3,673.29.

**RES 50-18 Approve the Renewal of the Annual Software Agreement with OARNET VMWare in the amount of \$3,673.29.**

Mr. Cavener moved to approve the renewal of the annual software agreement with OARNET VMWare in the amount of \$3,673.29. Seconded by Mr. Angelou. All voted yea. Motion carried.

Administrator White reminded the Trustees that the AARP tax preparers will be utilizing the township hall on Mondays, 11 a.m. to 4 p.m. and Thursdays 9 a.m. to 4 p.m.

Melissa Rapp added that on February 20<sup>th</sup>, following the Trustees meeting, there will be a cemetery committee meeting at 4:30 p.m.

There being no other business, Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

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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