

RECORD OF PROCEEDINGS

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

Held **November 5,** **2018**

Chair Stewart called the Meeting to order at 9:07 a.m. with Trustee Angelou, Trustee Cavener, and Fiscal Officer Spanovich present.

Also present were:

Fred Kauser	Fire Chief
William Price	Police Chief
Melissa Rapp	Public Information Officer
Becky Kadel	Human Resources Director
DJ Tharp	Services Director
Rick Duff	Assistant to the Fiscal Officer
Melanie Barnette	Township Administrative Assistant

Nancy White, Township Administrator, was absent due to a scheduled vacation.

TRUSTEES COMMENTS:

Mr. Angelou reminded everyone to vote tomorrow.

RES182-18 Approve the Meeting Minutes of October 16, 2018

Mr. Angelou moved to approve the Meeting Minutes of October 16, 2018. Mr. Cavener seconded. All voted yea. Motion carried.

RES183-18 Approve the Meeting Minutes of October 18, 2018 Special Meeting

Mr. Angelou moved to approve the Meeting Minutes of the Special Meeting on October 18, 2018. Mr. Cavener seconded. All voted yea. Motion carried.

GUEST SPEAKER:

Mr. Kyle Wilson attended the meeting in place of Kurt Keljo of Franklin Co. Soil & Water Conservation District, who is ill. Mr. Wilson said he is here to speak about the National Pollutant Discharge Elimination System (NPDES) Storm Water Permit. The current Small Municipal Separate Storm Sewer System (MS4) is a five (5) year permit from the Ohio EPA, which will expire on September 10, 2019. Mr. Wilson reviewed a handout titled "County and Township Stormwater Program Summary for Townships." (See Referral File). Mr. Wilson said that he will have Mr. Keljo follow up with us once he is back to work. Mr. Wilson also provided a handout of the program areas in which FCS&WD supports the local communities. Mr. Wilson said FCS&WD is like the local version of the Ohio Department of Natural Resources, having general knowledge in Stormwater run-off, water quality, land conservation, etc. They can assist with questions on tree identification, stream erosion questions, etc. He said FCS&WD would like to be considered a local resource.

CORRESPONDENCE:

Ms. Barnette presented letters (see referral file) related to the following:

Franklin Co. Public Health Department:

- 2557 Perdue Avenue Clearview Property Management
- 3280 Westerville Road Samir Alkhasawneh, Statutory Agent (2nd Observation)

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Franklin Co. Economic Development & Planning Department:

- 2122 Myrtle Avenue Equity Trust Company Custodian FBO

FISCAL OFFICER'S REPORT:

Mr. Spanovich said that December 1st is the cut-off for expenditures.

Chief Price stated that he is working on his 2019 budget and expects to have it completed in a week or soon thereafter.

Mr. Duff said the VIP software (financial software) has been upgraded. It appears to be going well. Mr. Duff said he was asked by Mayor Kneeland to join the Gahanna Planning Commission. He accepted the position under two conditions that it would not affect his position at the township at all nor his position on the City's Records Commission.

TOWNSHIP ADMINISTRATOR'S REPORT:

On behalf of Ms. White, Ms. Barnette reminded the Trustees of the upcoming FCTA Fall meeting on November 15th, at the Franklin Co. Engineer's Main Office, 5:30 – 7:00 p.m. Mr. Angelou and Mr. Tharp said they will attend. Ms. Barnette offered to RSVP of their attendance.

HR:

Ms. Kadel presented updated information because of the October 16th Trustees meeting discussion about the proposed Public Employee Conduct policy. Ms. Kadel said she and Ms. White spoke to attorney Marc Fishel in which he stated that an employee could appeal a disciplinary decision to the Trustees if they were involved in making the decision. Mr. Fishel said there is nothing in the Ohio Revised Code that dictates otherwise.

Ms. Kadel revised the original proposed policy language to allow for the Township Administrator, at the recommendation of the Department Head, to have the sole discretion to put an employee on paid administrative leave pending an investigation, at which point, notice will be provided to the Trustees. Ms. Kadel said this will allow the Department Heads to address egregious employee matters immediately by putting the employee on paid administrative leave so the matter can be investigated.

Ms. Stewart requested that the proposed policy change include language that the Trustees will be notified when an employee is placed on paid administrative leave. Ms. Kadel agreed to make the change.

RES184-18 Approve the Employee Conduct Policy Change

Mr. Angelou moved to approve the change to the Employee Conduct Policy. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

Mr. Nathan Ralph, Franklin Co. Public Health arrived late at the meeting at 9:30 a.m. Mr. Ralph said he had planned to speak at the meeting with Mr. Wilson, however he thought the meeting began at 9:30 a.m. rather than 9:00 a.m.; he apologized. Chair Stewart thanked him for coming to the meeting.

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PIO:

Ms. Rapp said she had a long conversation with the cemetery committee member, Ms. Jessie Thompson. Ms. Rapp said the committee will not be meeting until after the first of the year due to scheduling conflicts in November and December. Ms. Rapp said she provided Ms. Thompson with a cemetery update in which Ms. Thompson seemed pleased.

Ms. Rapp said she promoted the Clean-Up Days on social media. The analytics showed approximately 1,500 people had looked at the post about the Clean-Up Days, with 500 followers. Ms. Rapp said the posts can be targeted to a specific area, such as the unincorporated areas.

At Chair Stewart's request, Ms. Rapp agreed to begin working on obtaining donations of the holiday turkeys and hams from local stores. Ms. Rapp said she expects to report on her progress at the next Board meeting.

SERVICE:

Mr. Tharp requested an Executive Session at the end of the meeting to consider the dismissal of an employee.

Mr. Tharp said there was a lot of participation in the Clean-Up Days; 320 yards of trash were cleaned-up. The 40-yard container for tires was filled half-way. Clean-Up Days went smooth, however on the Friday Clean-Up day, Rumpke delivered the dumpsters too early and picked them up too soon.

Mr. Cavener requested Mr. Tharp remove a discarded tire from Ridenour Road that the City of Gahanna has neglected to remove.

CODE:

No report.

POLICE:

Chief Price reported that Officer Matthew Peddicord was out on regular patrol when he observed a wanted person from West Virginia traveling in a vehicle. He made a traffic stop on the person and confirmed the warrants of murder. The woman was arrested without incident and transported to jail without a struggle.

Chief Stewart stated that she would like an Executive Session with Chief Price to discuss the compensation of an employee.

Chief Price reported the Pumpkins with Police event went very well with 60-80 children on a cold, wet day. The children received candy, pumpkins and interacted with the officers.

FIRE:

Chief Kauser said he has a few revisions to be made to the Technical Proposal from Moody Nolan for the Fire Administration Building. He requested any changes or questions from the Trustees be communicated to him and he will then, in turn, research them and return to the

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next Trustees meeting for consideration of the proposal. Chief Kauser said that the rezoning process is officially underway expecting it to take four months, which should not be an issue.

Chief Kauser requested the promotion of Firefighter Greg Gilbert to Lieutenant, effective November 18, 2018.

RES185-18 Approve the promotion of Firefighter Greg Gilbert to Lieutenant, effective November 18, 2018.

Chair Stewart moved to approve the promotion of Firefighter Greg Gilbert to the position of Lieutenant, effective November 18, 2018. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the certification of the Lieutenant promotional list for one (1) year with the Chief's discretion to extend it for an additional year.

RES186-18 Approve the certification of the Lieutenant promotional list for one (1) year with the Chief's discretion to extend it for an additional year.

Mr. Cavener moved to approve the certification of the Lieutenant promotional list for one (1) year with the Chief's discretion to extend it for an additional year. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the hiring of Brian Catt as a part-time fire inspector. Mr. Catt is a retired Lieutenant from the Columbus City Fire Department with experience as an inspector.

RES187-18 Approve the hiring of Brian Catt as a part-time fire inspector.

Chair Stewart moved to approve the hiring of Brian Catt as a part-time fire inspector. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of firefighter-paramedic Steve Ridgway's retirement effective December 2, 2018 at 0800.

RES188-18 Approve the retirement of firefighter-paramedic Steve Ridgway, effective December 2, 2018 at 0800.

Mr. Angelou moved to approve the retirement request of firefighter-paramedic Steve Ridgway, effective December 2, 2018 at 0800. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Angelou requested Ms. Rapp post the retirement on the website. Ms. Rapp agreed to do so.

Chief Kauser said there are four (4) cable exercise machines that have been replaced. He would like to auction two and donate one to Clinton Township and one to Franklin Township. Chief Kauser would also like to list the 1989 Pierce Arrow Fire Engine and used fire hose on Govdeals.com.

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RES189-18 Approve the donation of one cable exercise machine to Clinton Township and one to Franklin Township and the auctioning of two others. Also, placing the 1988 Pierce Arrow and used fire hose on Govdeals.com.

Chair Stewart moved to approve the donation of one cable exercise machine to Clinton Township and one to Franklin Township and the auctioning of two others. Also, placing the 1988 Pierce Arrow Fire Engine and used fire hose on Govdeals.com. Richard Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Fire Consent Agenda

Chief Kauser requested approval of Indiana Swiftwater Rescue Technician training four (4) Rescue personnel in May of 2019 in the amount not to exceed **\$4,000**.

Chief Kauser requested approval of a 3-year maintenance agreement with ProCare for preventative maintenance and service of the new power costs and lift systems. This is a 3-year agreement in the amount of **\$5,486.40** per year.

Chief Kauser requested approval to purchase rescue equipment, replacing the confined space fan and ventilation tubing in the amount of **\$2,703.00**, the stabilization equipment in the amount of **\$8,710.40** and to purchase a hammer drill in the amount of **\$1,628.00**.

Chief Kauser requested approval to receipt a \$10,600.00 donation of an infrared sauna for use in skin decontamination of firefighters. This request includes the approval of **\$4,590.00** to acquire two saunas, one located in an east fire station and one located in a west fire station.

Total **\$27,117.80**

RES190-18 Approve the Fire Consent Agenda in the amount of \$27,117.80.

Mr. Cavener moved to approve the Fire Consent Agenda in the amount of \$27,117.80. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser stated new Rescue 134 is now in service. Ladder 131 has been delivered and training starts today. It will be about six to eight weeks to get it into service because of training and equipment balancing, radios, etc.

Chief Kauser said that New Engine 132 committee is working on specifications for the proposal. He would like to bring it to the Board of Trustees before the end of the year to take delivery in 2019.

Chief Kauser said a BWC fire gear extractor grant was received to purchase fire gear extractors. He is unaware of the amount. He will be bringing a request to the Board of Trustees for additional extractors.

Chief Kauser requested some time to discuss the Regional Council of Government (RCOG). He said the MECC RCOG is made up of five entities: Mifflin, Plain, Truro, Violet and Jefferson townships. It has become the governing body for the MECC EMS which serves 19

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different agencies currently in Licking, Franklin, and Fairfield counties. This transition was made last year. It is now in the process of transitioning the dispatching services part of the MECC system into the Council of Governments. The Council of Governments will be responsible for approving budget and managing contracts, risks and liabilities for an operative dispatching system. Mifflin Township will contract with the MECC to provide the specs and services, like the other five agencies. Mifflin Township will have a Memorandum of Understanding at the Trustee-level between the Mifflin Township and the Regional Council of Governments to provide the staff that will provide the dispatching services. The process will require MOUs and releasing assets to the RCOG. The RCOG has counsel, who has prepared documentation and Chair Stewart has requested that our legal counsel review the Mifflin Township portion of the document. Chief Kauser said he would attempt to use the Franklin Co. Prosecutor's Office, if possible. The benefit to Mifflin Township is that the oversight responsibility of the dispatching center will fall onto the shared group, rather than Mifflin. More importantly, the RCOG Board will have oversight of the dispatching center rather than the chiefs and the individual departments as we currently operate. This makes the service more marketable, expandable and secure over time by being able to retain our partners. As elected officials representing each township, the RCOG Board is communicating more frequently and will be making all the budgetary and operational decisions.

Chief Kauser said that most councils get formed and then go to work. We are working and now forming a council, which is unprecedented in Ohio. We have been successfully operating for almost 15 years. Chief Kauser said that MECC has saved the taxpayers millions of dollars. He will be preparing a report of the financial benefits in 2019.

MECC/MECC IT:

No Report

IT:

No Report

VISITORS COMMENTS:

No visitors.

At 9:56 a.m., Chair Stewart moved to adjourn into Executive Session to discuss the compensation of an employee and the dismissal of an employee. Mr. Cavener seconded. All voted yea. Motion carried.

At 10:12 a.m., the Trustees returned from Executive Session.

RES191-18 Dismissal of Service Department employee, Jacob Herr, from employment due to excessive absenteeism, effective today.

Mr. Cavener moved to dismiss Jacob Herr from employment due to excessive absenteeism effective today, November 5, 2018. Mr. Angelou seconded. All voted yea. Motion carried.

