

# RECORD OF PROCEEDINGS

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

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Held

August 3,

2020

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Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 9:00 a.m. on Monday, August 3, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff, Fire Chief Fred Kauser, Acting Police Chief Tammy Phillips, Public Information Officer Melissa Rapp, IT Director Craig Main, and Service Director Roger Boggs attending in-person.

Human Resources Director Becky Kadel and Police Chief William Price were absent.

### **Res. 139-20 Approve the Meeting Minutes of July 21, 2020**

Mr. Angelou moved to approve the meeting minutes of July 21, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

### **Res. 140-20 Approve the September 2020 Warrants**

Mr. Cavener moved to approve the September 2020 warrants. Mr. Angelou seconded. All voted yea. Motion carried.

### **TRUSTEES COMMENTS:**

None

### **CORRESPONDENCE:**

Franklin Co. Economic Development & Planning:

- Chester W. Miracle Jr.     2935 Perdue Ave.     Outside light spill-over
- Anthony Real Estate  
    Investment LLC     3444 Westerville Rd.     Multiple violations:  
    commercial vehicle,  
    inoperable vehicle,  
    trash, and signage

### **FISCAL OFFICER'S REPORT:**

Fiscal Officer Duff said the township is receiving weekly advances from property taxes. He reminded everyone to check for their names on the Department of Commerce's unclaimed funds list as he recovered \$800 for the township. He said he also recovered unclaimed funds belonging to him and his other family members.

### **TOWNSHIP ADMINISTRATOR'S REPORT:**

The trustees discussed the September meeting dates. Due to the Labor Day holiday falling on the first Monday of the month, the trustees decided to cancel that meeting and only meet on the third Tuesday of the month, September 15<sup>th</sup>.

Administrator White said she heard back from legal counsel regarding the trustee chair's expenditure approval authority. She said the trustee chair may only approve expenditures over \$5,000 if an emergency has been declared and the other trustees approve.

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Chair Stewart said it may be necessary to have emergency meetings to approve expenditures preventing delays with the current projects. She said the meetings require 24-hours' notice for required advertisement.

Chair Stewart said that at the Executive Session on July 21<sup>st</sup>, the trustees conducted the performance evaluation for Administrator White. Chair Stewart said Administrator White has been doing terrific work.

Chair Stewart said the trustees have changed the township's reporting structure as follows: Fire Chief Kauser reports to Chair Stewart; Police Chief Price reports to Mr. Cavener; Service Director Boggs reports to Mr. Angelou; and Human Resources Director Kadel, PIO Rapp and administration personnel report to Administrator White.

Chair Stewart said the trustees would like the township's focus to be on the unincorporated areas of the township: sidewalk improvements, street lighting improvements, community gardens, etc. She encouraged the department heads to bring ideas to the trustees for consideration. She said Administrator White will "lead the charge" on this initiative. Mr. Angelou said Administrator White may need to confer with the trustees for answers.

## **HUMAN RESOURCES:**

No report.

## **PUBLIC INFORMATION OFFICER:**

Ms. Rapp said she was on vacation last week so the media update and website prototype will be provided at the August 18<sup>th</sup> trustees meeting. She said she submitted articles to Gahanna's neighborhood social media groups. She said a virtual fire prevention presentation will occur this year in place of the open house, due to the COVID-19 virus outbreak. The virtual prevention presentation will be promoted to the community, schools and the elderly.

Mr. Cavener said he has been frustrated with the state of the township's current website and looks forward to the new one being in place soon. He said he was unsuccessful in finding trustee information while accessing the website from his phone. Chair Stewart requested Ms. Rapp said she will check the website on a regular basis for issues and inaccurate information. Ms. Rapp and IT Director Main agreed to investigate the matter.

## **SERVICE:**

Mr. Boggs presented his six-month plan which include continuing to pour foundations; installing new street signs; tree trimming in the right-of-ways; and obtaining estimates for the storm tile repair on Genessee Avenue.

Mr. Boggs said the county has received bids for resurfacing of Drake Road and are posted on their website.

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Mr. Boggs said storm drains continue to need serviced. Mr. Angelou requested a list of the storm drains to be serviced from Mr. Boggs.

Chair Stewart requested Administrator White check with Franklin County as to the zoning classification of Drake Road.

### **CODE:**

Mr. Boggs said houses are being tagged and compliance is heading in the right direction. Mr. Boggs said most of the violations are for high grass and some trash. He said most residents are complying with the tag dates.

### **POLICE:**

On behalf of Chief Price, Acting Chief Phillips requested the hiring of David Briggs II as a full-time officer effective August 9, 2020 at the rate of \$20.50 per hour with a one-year probationary period. Phillips said his background and reference checks have been completed as well as the polygraph. Phillips said she anticipates the typical 2 to 3-month learning curve for Mr. Briggs.

### **Res. 141-20 Approve the hiring of David Briggs II as a full-time officer effective August 9, 2020 at the rate of \$20.50 per hour with a one-year probationary period.**

Mr. Cavener moved to approve the hiring of David Briggs II as a full-time officer effective August 9, 2020 at the rate of \$20.50 per hour with a one-year probationary period. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

### **FIRE:**

Chief Kauser provided his report to the trustees.

### **OPERATIONS CENTER:**

Chief Kauser requested an Executive Session at the end of the meeting to discuss a personnel issue and a real estate purchase request.

Chief Kauser said there is a phased permitting process for the Operations Center. He said the architect and engineer have been designing the building layout which is needed to obtain permits. He said he expects the permit from the City of Gahanna this week. With the permit in place, the township offices can be finished. He said work will continue throughout the building with construction in the back of the building commencing in last August or early September and ending in late October or early November. He said the phased permitting approach will allow for the completion of the township offices, Fire offices, Mifflin Township temporary Police offices, Gahanna Police and finally the dispatching group. Chief Kauser said before the dispatching group can move in, it will require lots of testing. The dispatching center will be one of three operating simultaneously. He said the MEC Center at Creekside, the dispatching center on Rocky Fork Blvd. and the Operation Center dispatching center will all be live allowing dispatching to occur from any of those facilities. Transitioning the dispatching to the Operations Center will take 60 – 75 days for completion.

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Chief Kauser said he and Administrator White will be completing the furniture order this week. He said IT Director Main has selected a card reader access system that is compatible with our current system and is scalable to all the buildings within the township.

Chief Kauser requested the purchase of the annual preventative maintenance agreement and software of Environmental Systems from EMCOR Services in the amount of \$8,214.00.

**Res. 142-20 Approve the purchase of the annual preventative maintenance agreement and software of Environmental Systems from EMCOR Services in the amount of \$8,214.00.**

Mr. Cavener moved to approve the purchase of the annual preventative maintenance agreement and software of Environmental Systems from EMCOR Services in the amount of \$8,214.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser said Mr. Boggs would be monitoring, tracking, and reporting the data, acting as the maintenance manager for the Operations Center. Chair Stewart said Mr. Boggs should keep Chief Kauser and Administrator White apprised of any maintenance issues.

Chief Kauser requested the purchase of computer racking from Miller Network Innovations in the amount of \$5,830.33.

**Res. 143-20 Approve the purchase of computer racking from Miller Network Innovations in the amount of \$5,830.33.**

Chair Stewart moved to approve the purchase of computer racking from Miller Network Innovations in the amount of \$5,830.33. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

**MIFFLIN DISPATCH:**

No report.

**IT:**

Mr. Main said he is working on a strategic plan and will provide it at the trustees meeting on Monday, October 5<sup>th</sup>.

**OLD BUSINESS:**

None.

Mr. Angelou moved to enter into an Executive Session per ORC Section 121.22 (G) (1) Purpose: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, license, or regulated individual,

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unless the public employee, official, licensee, or regulated individual requests a public meeting; and also per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Mr. Cavener seconded. All voted yea. Motion carried.

At 9:47 a.m., the trustees went into Executive Session. They returned from Executive Session at 10:20 a.m. in which the trustees authorized Fire Chief Kauser and Administrator White to proceed with the possible real estate purchase.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting was adjourned at 10:22 a.m.

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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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Rick Duff, Fiscal Officer