

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

August 18,

2020

On August 18, 2020, at 1:00 p.m., Trustees Lynn Stewart, Richard Angelou and Kevin Cavener, Fiscal Officer Duff and HR Director Becky Kadel gathered for an Executive Session at the Mifflin Township Hall. Mr. Angelou moved to enter 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, unless the public employee, official, licensee, or regulated individual requests a public meeting. Chair Stewart seconded. All voted yea. Motion carried.

At 2:30 p.m., they came out of Executive Session.

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on Tuesday, August 18, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff, Fire Chief Fred Kauser, Police Chief Price, Public Information Officer Melissa Rapp, HR Director Becky Kadel and Service Director Roger Boggs attending in-person.

IT Director Craig Main was absent due to a conflicting meeting.

Chair Stewart requested a motion to approve the meeting minutes of August 3, 2020.

Res. 144-20 Approve the Meeting Minutes of August 3, 2020

Mr. Cavener moved to approve the meeting minutes of August 3, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

None

CORRESPONDENCE:

None

FISCAL OFFICER'S REPORT:

No report

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White said she and Chief Kauser have had discussions about changing the HR Director's part-time position to a full-time position. Administrator White requested this change, with Fire covering 50% of the cost to do so. She said the full-time position would be eligible for full-time benefits.

Res. 145-20 Change the HR Director position from Part-time to Full-time.

Chair Stewart moved to change the part-time HR Director position to full-time. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

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Administrator White requested the appointment of Ms. Becky Kadel, part-time HR Director, to the newly created full-time HR Director position.

Upon interviewing Ms. Kadel for the full-time HR Director position, the trustees agreed with Administrator White's recommendation to appoint Ms. Kadel to the full-time HR Director position, effective August 23, 2020.

Res. 146-20 Appoint Ms. Becky Kadel to the full-time HR Director position, effective August 23, 2020.

Chair Stewart moved to appoint Ms. Becky Kadel to the full-time HR Director position, effective August 23, 2020. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Fiscal Officer Duff requested the approval to award Ms. Kadel half-credit for the eight years previously served in the part-time capacity, equaling four years of service credit. He said her anniversary date would be adjusted to the August 23, 2020 full-time start date. He said Ms. Kadel's longevity would be calculated using the four years of service credit and her new anniversary date, making her eligible for 5-years of longevity and three-weeks of pro-rated vacation on August 23, 2021. Mr. Angelou said for the record that appointments from part-time to full-time status are handled on a case-by-case basis.

Res. 147-20 Accept the service time and anniversary date changes for Ms. Kadel's full-time HR Director position as stated by Fiscal Officer Duff.

Chair Stewart moved to accept the service time and anniversary date changes for Ms. Kadel's HR Director full-time position as stated by Fiscal Officer Duff. Mr. Cavener seconded. All voted yea. Motion carried.

Chair Stewart said that at the last meeting Administrator White's performance review was discussed along with the new reporting structure. Chair Stewart requested Administrator White receive a step increase to Step 5 effective August 3, 2020.

Res. 148-20 Promote Administrator White from Step 4 to Step 5, effective August 3, 2020.

Chair Stewart moved to promote Administrator White from Step 4 to Step 5, effective August 3, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White received a call and an e-mail message concerning loud noise coming from the caller's neighboring residence. Administrator White shared the Ohio Revised Code on noise control. Chief Price said he will follow-up with the complainant. Administrator White said she is researching noise ordinances from other local jurisdictions to assist in crafting one for Mifflin Township. The trustees requested Chief Price work with Administrator White on creating a noise ordinance for the township.

Administrator White said she has provided the trustees with a handout on street lighting from the *Ohio Township News*.

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Administrator White provided the State of Ohio's work/office guidelines on COVID19 at Chair Stewart's request. Administrator White reviewed the State's guidelines with the trustees and determined that the township's COVID19 policy matches the State's. Administrator White said she will have the handout posted in each department.

HUMAN RESOURCES:

No requests.

PUBLIC INFORMATION OFFICER:

Ms. Rapp showed additional artwork options for consideration as the new Mifflin Township logo. The trustees would like to see modifications and other choices. Ms. Rapp said she will e-mail new artwork to the trustees.

Ms. Rapp showed the homepage of the new website and navigated the drop-down pages. She said there have been some issues uploading video and photos that need to be worked out. She said the bulk of the information has been added to the new website, but additional photos and content will be added and cleaned up. Chair Stewart would like to see a different tab title other than "Collaboration", perhaps "Saving Taxpayers' Money". Ms. Rapp said the new website displays nicely on a smartphone.

Ms. Rapp requested new headshots of the trustees for the website. She would like to take their photos at the next meeting.

SERVICE:

Mr. Boggs said the Drake Road project was awarded to the Shelly Company with a start date of September 1, 2020.

Mr. Boggs said there is a grant from the Ohio Public Works Commission to repair basic infrastructure in the township. He said he is inquiring if some of the money can be used for the storm drain maintenance that is needed. Administrator White said she is also helping Mr. Boggs determine what the grant money can be used for. Chair Stewart reminded Mr. Boggs to keep Mr. Angelou apprised and to provide the list of storm water drains to be serviced within the township.

Mr. Boggs said he would like to hire a full-time employee to the Service department. He said the two big projects: Tree Trimming (along the Right-of-Way) and the Sign Replacement Project, as well as pouring foundations for the cemeteries. He said he currently has two full-time employees and one seasonal employee. Mr. Boggs said he would like to interview applicants from the pool of applications on file. The trustees agreed with his hiring plans.

CODE:

Mr. Boggs requested the approval of six abatements of properties for mowing and trash removal in the total amount of \$2,100.00.

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Res.149-20 Approve the six abatements of properties for grass mowing and trash removal in the total amount of \$2,100.00.

Chair Stewart moved to approve the six abatements of properties for grass mowing and trash removal in the total amount of \$2,100.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Boggs said there was a tire drop-off on the weekend at Station 132 to rid unwanted tires from the township. Ms. Rapp said she took photos and will share on social media.

POLICE:

Chief Price requested approval of the Lexipol law enforcement policy manual annual agreement in the amount of \$6,252.00.

Res. 150-20 Approve the Lexipol annual agreement in the amount of \$6,252.00.

Mr. Cavener moved to approve the Lexipol annual agreement in the amount of \$6,252.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White said through OTARMA she will be applying for a \$1,000 rebate for use towards law enforcement software.

FIRE:

Chief Kauser provided an update to the trustees on loaned fire equipment, personnel matters and the RFQ status for a construction manager. He said the City of Whitehall is providing access to a vacated housing development for firefighter training.

Chief Kauser said regarding the relocation Station 132, Attorney Jack Reynolds is working with the City of Columbus on the necessary sewer and water line capacity improvements.

OPERATIONS CENTER:

Chief Kauser said the Phase I (front office Admin area) permitting should be received by the end of the month. Phase II (back office MEC dispatch center) will be submitted after permitting as not to slow down Phase I.

Chief Kauser said the Operations Center now has a new address: 400 W. Johnstown Road. He said temporary signage will be installed to assist vendors in locating the building.

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Chief Kauser requested the approval of the purchase and installation of the ballistic panels for the Administration reception area from the Glass Doctor in the amount of \$5,167.77.

Res. 151-20 Approve the purchase and installation of the ballistic panels for the Administration reception area from the Glass Doctor in the amount of \$5,167.77.

Mr. Cavener moved to approve the purchase and installation of the ballistic panels for the Administration reception area from the Glass Doctor in the amount of \$5,167.77. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of the purchase and installation of all steel frames, doors and glass in the front township area from the Glass Doctor in the amount of \$29,887.15.

Res. 152-20 Approve the purchase and installation of all steel frames, doors and glass in the front township area from the Glass Doctor in the amount of \$29,887.15.

Chair Stewart moved to approve the purchase and installation of all steel frames, doors and glass in the front township area from the Glass Doctor in the amount of \$29,887.15. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

MIFFLIN DISPATCH:

No requests.

IT:

No requests.

OLD BUSINESS:

None.

Administrator White reminded everyone that the next meeting is on Tuesday, September 15, 2020 at 3:30 p.m. It will be preceded by an insurance meeting at 2:30 p.m.

Chair Stewart said that Mr. Cavener has requested an Executive Session.

Chair Stewart 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, unless the public employee, official, licensee, or regulated individual requests a public meeting. Mr. Cavener seconded. All voted yea. Motion carried. HR Director Becky Kadel attended the Executive Session also.

At 4:41 p.m., the trustees went into Executive Session. They returned from Executive Session at 5:22 p.m.

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Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting was adjourned at 5:25 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Rick Duff, Fiscal Officer