

RECORD OF PROCEEDINGS

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

Held **September 15,** **2020**

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 3:30 p.m. on Tuesday, September 15, 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, Service Director Roger Boggs and IT Director Craig Main attending in-person.

Franklin Co. Sheriff's Deputy Upton was present.

Chair Stewart requested a motion to approve the meeting minutes of August 18, 2020.

Res. 153-20 Approve the Meeting Minutes of August 18, 2020

Mr. Angelou moved to approve the meeting minutes of August 18, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the October 2020 Warrants.

Res. 154-20 Approve the October 2020 Warrants

Mr. Cavener moved to approve the October 2020 Warrants. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

Mr. Cavener said he was heavy-hearted over the recent police shootings.

CORRESPONDENCE:

Fiscal Officer Duff reviewed the following correspondence (see Referral File) from Franklin Co. Economic Development and Planning with the trustees:

- | | | |
|---------------------|------------------------|---------------------------------|
| • Miguel Nava | 2467 Ferris Park Drive | Trash Violation |
| • Santosh S. Khaira | 2503 Ferris Park Drive | Trash Violation |
| • Douglas Six | 1836 Stelzer Road | Permitted Use & Outside Storage |
| • VB ONE LLC | 2711 Perdue Avenue | Inoperable Vehicles |

Mr. Duff said he also received a notification letter from Homeport of a proposed rental development at 2432 Cleveland Avenue, which is outside the township, however they are required to notify us. Mr. Duff said it is a three-story 100-unit senior housing development. The trustees agreed that they had no issues with the proposed development at this time.

FISCAL OFFICER'S REPORT:

Mr. Duff requested the acceptance of the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.

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Res. 155-20 Accept the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.

Chair Stewart moved to accept of the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor. Mr. Angelou seconded. All voted yea. Motion carried. (See Resolution File.)

Mr. Duff said the township has received notice of annexation to Columbus for the property at 2622 Johnstown Road, a property that backs up to I-70. (See Referral File.) He said the annexation will result in a revenue loss of \$7,000 to the township. Administrator White said the reason for this is due to lack of access to Columbus water, most likely. Chair Stewart requested Administrator White research this matter to determine options to prevent the annexation.

Mr. Duff said we received a notice from the Franklin Co. Treasurer and the courts of two properties on Melrose Avenue, south and east of the fire station, of availability to purchase. (See Referral File.) Mr. Duff said if it is not taken by the township, it will go to COCIC.

Mr. Duff shared the six-month credit card review, which is mandated by law, he said. At Mr. Duff's request, Chair Stewart reviewed and signed the document (See Referral File.)

Mr. Duff presented the township's investment update showing where the township's money is invested, the amounts, and the investment rates. (See Referral File.) He said the township has investments with Fifth Third bank, Park National bank, and StarOhio. Mr. Duff said interest rates are very low, .09%, preventing the earned interest to cover the banking fees. He said StarOhio holds investments (bond money) for the Fire division, the township admin building and station 132.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White said she was contacted by Attorney David Hodge of Underhill & Hodge, representing Ohio Capital Development, requesting the vacating of the streets and alleys for the property on Carroll Road, Armuth Avenue and adjacent alleys. Administrator White said this requested action is required for the annexation of the property to the City of Gahanna. Mr. Duff said we would maintain our fire millage but lose our police millage.

Res. 156-20 Approve the vacating of the streets and alleys of the property on Carroll Road, Armuth Avenue and adjacent alleys for the annexation of the property to the City of Gahanna.

Mr. Angelou moved to approve the vacating of the streets and alleys of the property on Carroll Road, Armuth Avenue and adjacent alleys for the annexation of the property to the City of Gahanna. Chair Stewart seconded. Mr. Angelou and Chair Stewart voted yea; Mr. Cavener voted nay. Motion carried, 2-1.

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Administrator White announced she will be on vacation from September 25th through October 4th.

HUMAN RESOURCES:

Ms. Kadel said she had no requests, just a couple of updates.

Ms. Kadel said the purchased onboarding platform has been set up and tested on new hire John Jones. She said the test was successful after resolving a few technical issues.

Ms. Kadel said the Paycor Benefits Pro project has now been turned over to Ms. Wendy Williams at Assured Partners for assistance with the set-up information. Ms. Kadel expects to have the detailed set-up information back from Ms. Williams by the end of this month. If this new benefits platform is not ready for Open Enrollment, she said there is a plan B.

PUBLIC INFORMATION OFFICER:

Ms. Rapp said that with the help of Mr. Main the new website was launched on September 5th. Ms. Rapp said she is now fine-tuning the website and making necessary changes. Chair Stewart pointed out a few items she noticed that need updated or added. She said a list including those items has been sent to the web designer. Ms. Rapp said the clean-up will be done by the end of this month. Ms. Rapp said she would like to take new photos of the trustees today to post on the new website also. Ms. Rapp said for public record keeping purposes, she does have a hardcopy of the old website content.

Ms. Kadel said she likes the video clips on the new website.

Ms. Rapp said with regards to branding, she will work with Chief Kauser and his recommended graphic designer for additional branding ideas for signage and a logo. Ms. Rapp agreed to present these new graphics for consideration at a special meeting by the end of the month. Chief Kauser said if a decision can be made by the end of September, it will work with his project schedule for the Operations Center and not cause a delay.

Ms. Rapp said she would like to thank Ms. Peggy Heimbush who stopped by the office with the original ledger of the school children that attended the Mifflin Middle School in 1910 and other historic information. The ledger goes with the donated painting of the school which has been on display in Ms. Kadel's office.

SERVICE:

Mr. Boggs said he did not have any requests, only a few updates. Mr. Boggs said the Service Department has been working on foundations. He said they are also working on seeding and leveling all fresh graves. Mr. Boggs said the sign installations have been completed on Allwine Road, Ferris Park Dr. North, Ferris Park Dr. South, Schmidt Road and Leonard Park Subdivision.

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Mr. Boggs said the Fall Clean Up has been scheduled to run on every Friday starting on October 9th through October 30th, 8 am – 2 pm, for all residents. Door hangers have been distributed with information. He said tire clean up will be held on Friday, November 6th, at the Service Office from 8 am – 2 pm.

Mr. Boggs said Drake Road reconstruction has not started yet but he expects it to start soon.

CODE:

Mr. Boggs requested the following listing of seven properties with code violations in the be placed as a lien on the tax duplicate in the amount of \$2,700.00:

- 3790 Armuth Ave., high grass, \$300.00
- 3034 Woodland Ave., high grass, \$300.00
- 2103 Genessee Ave., high grass, \$300.00
- 2048 Hudson Ave., high grass, \$300.00
- 2129 Aberdeen Ave., high grass and removal of 2 yards of trash, \$600.00
- 2557 Perdue Ave., removal of 6 yards of trash, \$600.00
- PID #190-000479-00, high grass, \$300.00

Res. 157-20 Approve the seven properties with code violations be placed as a lien on the tax duplicate for grass mowing and trash removal in the amount of \$2,700.00.

Mr. Angelou moved to approve the seven properties with code violations be placed as a lien on the tax duplicate for grass mowing and trash removal in the amount of \$2,700.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

POLICE:

Chief Price requested approval of the FFY2021 Franklin County Sheriff's Office DUI Enforcement Program Contract. He said there is no cost.

Res. 158-20 Approve the FFY2021 Franklin County Sheriff's Office DUI Enforcement Program Contract.

Mr. Cavener moved to approve the FFY2021 Franklin County Sheriff's Office DUI Enforcement Program Contract. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Chief Price said over the last two years, there have not been any checkpoints in Mifflin Township. Chair Stewart requested Chief Price contact the Franklin Co. Sheriff's Office to determined if a DUI checkpoint could be established in Mifflin Township.

Mr. Duff confirmed with Chief Price that the parameters of the enforcement contract are being met. Chief Price said records are being kept for 3 years at the Police Department and police personnel receive SFTS training every two years.

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Chair Stewart asked Ms. Kadel to provide an update at the next meeting on her requests for required certifications and training from the department heads.

FIRE DIVISION:

Chief Kauser requested of the subscription of Image Trend fire and building inspection software in the amount of \$22,743.00. He said this software replaces existing software, allows for mobile (field) reporting and access to records, eliminates local storage and servers, and links reports to the current EMS reporting system.

Res. 159-20 Approve the subscription of Image Trend fire and building inspection software in the amount of \$22,743.00.

Chair Stewart moved to approve the subscription of Image Trend fire and building inspection software in the amount of \$22,743.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested vacation carryover for the Fire Division Staff due to the challenges in using all accrued vacation time in 2020 due to the global COVID pandemic. After discussion, it was determined that the carryover extension should apply to all employees in the following manner: Firefighters may carryover up to 144 hours and all other employees may carryover up to 104 hours. The hours must be used by the end of 2021 or they will be forfeited.

Res 160–20 Approve up to 144 hours vacation carryover extension for firefighters and up to 104 hours for all other full-time employees, to be used by the end of 2021.

Chair Stewart moved to approve up to 144 hours vacation carryover extension for firefighters and up to 104 hours for all other full-time employees to be used by the end of 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested a one-time allotment of 48-hours of vacation time to 56-hour firefighters and 24-hours of vacation time for MECC Dispatchers and 40-hour fire staff as recognized hazard-compensation for their contribution in respond to the global COVID pandemic. He requested that these hours be eligible for carryover into 2021, as well. After discussion, it was determined that the hazard-compensation one-time allotment of vacation time should apply to all full-time employees in the following manner: Firefighters will receive 48 hours of additional vacation time and all other full-time employees will receive 24 hours of additional vacation time. The vacation hours must be used by the end of 2021 or they will be forfeited.

Res. 161-20 Approve the one-time allotment of hazard-compensation of 48 hours additional vacation time for firefighters and 24 additional vacation hours for all other full-time employees to be used by the end of 2021.

Mr. Cavener moved to approve the one-time allotment of hazard-compensation of 48 hours additional vacation time for firefighters and 24 additional vacation hours for all other full-time employees to be used by the end of 2021. Mr. Angelou seconded. All voted yea. Motion carried.

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On behalf of all trustees, Chair Stewart implored that the department heads express to their employees how grateful they are for the hard work and sacrifices being made during the pandemic.

Chief Kauser requested the promotions of Battalion Chief Robert DeMooy to Deputy Chief; Captain Chris Brake to Battalion Chief; and lieutenant Jason Strohmeyer to House Captain, effective 0800 on September 16, 2020.

Res. 162-20 Approve the promotions of Battalion Chief Robert DeMooy to Deputy Chief; Captain Chris Brake to Battalion Chief; and Lieutenant Jason Strohmeyer to House Captain, effective 0800 on September 16, 2020.

Chair Stewart moved to approve the promotions of Battalion Chief Robert DeMooy to Deputy Chief; Captain Chris Brake to Battalion Chief; and Lieutenant Jason Strohmeyer to House Captain, effective 0800 on September 16, 2020. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

MIFFLIN DISPATCH:

Chief Kauser requested to amend the Mifflin dispatching Appropriation and to approve the purchase of HipLink CAD notification software on behalf of the MECC Dispatching partners (Plain, Truro, Jefferson, Mifflin, Violet and Whitehall) in the amount of \$17,700.00. He said this software allow for notifications of chief officers and key staff through an automated voice alerting system and will improve response times for off-duty chiefs and key response staff.

Res. 163-20 Approve to amend the Mifflin Dispatching Appropriation and to approve the purchase of HipLink CAD notification software on behalf of the MECC Dispatching partners (Plain, Truro, Jefferson, Mifflin, Violet and Whitehall) in the amount of \$17,700.00.

Chair Stewart moved to amend the Mifflin Dispatching Appropriation and to approve the purchase of HipLink CAD notification software on behalf of the MECC Dispatching partners (Plain, Truro, Jefferson, Mifflin, Violet and Whitehall) in the amount of \$17,700.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

OPERATIONS CENTER:

No requests.

IT:

No requests.

OLD BUSINESS:

None.

VISITORS COMMENTS:

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Franklin Co. Sheriff Deputy Upton stated that Mifflin Township may not have a specific place that is safe for a DUI checkpoint. The checkpoint placements are strategically determined by where OVI arrests occur. He said Mifflin Police may be utilized by pulling over cars and working their jurisdiction. The FCSO trailer would be transported directly to Mifflin Township for processing the DUI on the scene, thereby freeing up Mifflin Township police to handle other duties.

Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting was adjourned at 4:52 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Rick Duff, Fiscal Officer