

RECORD OF PROCEEDINGS

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

Held

November 2,

2020

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 9:05 a.m. on Monday, November 2, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff, Fire Chief Fred Kauser, Acting Police Chief Phillips, HR Director Becky Kadel and Service Director Roger Boggs attending in-person. Public Information Officer Melissa Rapp participated online. IT Director Main was absent due to a scheduled vacation.

Chair Stewart requested a motion to approve the meeting minutes of October 20, 2020.

Res. 195-20 Approve the Meeting Minutes of October 20, 2020.

Mr. Angelou moved to approve the meeting minutes of October 20, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

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

Res. 196-20 Approve the December 2020 Warrants

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

TRUSTEES COMMENTS:

All the trustees said it is important to vote tomorrow.

CORRESPONDENCE:

Township Administrator White said the township received the result of the Gahanna Planning Commission meeting that she attended last Wednesday. Mifflin Township had two applications: one for a variance for a sign at Station 134 and the other is for the design review for Station 131, replacing the parking area at the front of the building and moving it to the side of the building, and new concrete approach and drive going into the station. She said all was approved at the meeting.

Administrator White said she shared a document deeming the township exempt for the property at 1854 Stelzer Road and the property immediately behind it. She said the Carpenter Road property is still pending. She said Gahanna-Jefferson Schools has filed an objection to it. She explained the objection is automatic via the law firm on retainer for the Gahanna-Jefferson Schools.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff provided a credit card update. He said credit cards were requested for IT Director Craig Main and Fire Administrative Assistant Christy Prokop.

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Res. 197-20 Approve credit cards with \$500 credit limits for IT Director Craig Main and Fire Administrative Assistant Christy Prokop

Chair Stewart moved to approve credit cards for the IT Director Craig Main and Fire Administrative Assistant Christy Prokop with credit limits of \$500.00. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff presented the Adjusted Permanent Appropriation of Funds he would like to submit to the Franklin County Auditor to re-appropriate the funds to reflect the amounts received in to-date and authorizing the full amount of those funds received to-date.

Chair Stewart requested a motion to approve the Adjusted Permanent Appropriation of Funds.

Res. 198-20 Approved the Adjusted Permanent Appropriation of Funds.

Mr. Cavener moved to approve the Adjusted Permanent Appropriation of Funds. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Duff requested an Executive Session per ORC Section 121.22 (G) (1) 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.

TOWNSHIP ADMINISTRATOR'S REPORT:

Township Administrator White said cabinetry is needed for storage in the Fire and Township Admin areas at the Operations Center. She said the cabinetry is not available from the furniture vendor, but it can be supplied by M&M Renovations, who constructed our meeting room furniture. She requested approval to purchase cabinetry from M&M Renovations in the total amount not to exceed \$9,590.00.

Res. 199-20 Approve the purchase of cabinetry for the Operations Center from M&M Renovations in the total amount not to exceed \$9,590.00.

Chair Stewart approved the purchase of cabinetry for the Operations Center from M&M Renovations in the total amount not to exceed \$9,590.00. Mr. Angelou seconded. All voted yea. Motion carried.

Township Administrator White requested carpet replacement in the Township meeting hall, small conference room and north lobby area. She said patterned carpet squares will be purchased. She said the squares are a better option as they can be replaced if they become stained versus having to replace the entire carpeted area. She said the acoustics in the room are not ideal. For less echo in the room, she said the carpet squares will be a better option than hardwood. She said it is a good time to replace the carpet while the room is not being used on a regular basis due to COVID19. However, she said she

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expects the room to be used frequently once the pandemic is over. There was discussion about the need for chapel space and whether the meeting hall could be used for that purpose in the future, and other meetings. Mr. Cavener requested Mr. Boggs research the fee that could be charged in order to recoup the carpet purchase.

Res. 200-20 Approve the purchase of replacement carpet for the meeting hall, small conference room and north lobby area in the amount not to exceed \$8,000.

Mr. Cavener moved to approve the purchase of replacement carpet for the meeting hall, small conference room and north lobby area in the amount not to exceed \$8,000. Mr. Angelou seconded. All voted yea. Motion carried.

Township Administrator White said at the trustees meeting held on October 20, 2020, she gave the trustees information, contracts, etc. about the purchasing the two properties in the unincorporated area for Station 132, 2458 Agler Road and 2872 Northglen Drive, and the property at 384 W. Johnstown Road and a lease for the current owner. She requested an approval to purchase the properties and an approval of the lease agreement in order to move forward with those items.

Res. 201-20 Approve the purchases of properties at 2458 Agler Road, 2872 Northglen Drive, 384 W. Johnstown Road and the lease agreement for 384 W. Johnstown Road.

Mr. Angelou moved to approve the purchases of properties at 2458 Agler Road, 2872 Northglen Drive, 384 W. Johnstown Road and the lease agreement for 384 W. Johnstown Road. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White requested an Executive Session 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.

Township Administrator White requested clarification on the hazard allotment vacation time for the newly hired employees, in the Police department and Service Department, as to whether they should be given the entire allotment of hours. It was determined they should receive the same amount as everyone else as they have been working through the pandemic also.

Township Administrator White reminded everyone that at the next meeting on November 17th, the meeting will include the swearing in ceremony for promoted Fire personnel, recognition of police officer Matthew Peddicord, the recognition of a Gahanna police officer and Chief Price's retirement celebration.

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HUMAN RESOURCES:

Ms. Kadel asked if there were any questions about the Performance Evaluation Measures Update project plan proposal that was included in the trustees' packets. She said she expects the full launch by April 9, 2021. She said she plans to link the performance measures to the job descriptions and therefore will review and update them for accuracy as a part of the project. She said there will be training on the updated system with an emphasis on the importance of providing a substantive, objective and accurate review.

Ms. Kadel reviewed the Credential Audit Report with the trustees. She said she added information on the credentialing of the Fire Administration Chiefs which she'll provide after the meeting. Upon inquiry, Ms. Kadel said it is ultimately each employee's responsibility to keep his/her certifications up to date but that it is a recommended practice to store them in one central location and monitor them regularly. She said the next step is to enter all employees' credentials into Paycor.

Chair Stewart questioned Acting Chief Phillips whether hiring should have a prerequisite of shotgun and taser certifications. Phillips advised against it as not all jurisdictions require it. She said it is best to train them upon hiring rather than making it a prerequisite.

Ms. Kadel said she has updated the COVID19 policy and it is being reviewed by the department heads and the Township Administrator prior to distribution.

PUBLIC INFORMATION OFFICER:

Ms. Rapp said she has posted a lot to social media: clean up days, Drake Road, Stormwater Management, COVID19 safety tips and CPR training.

Ms. Rapp showed examples of a logo for the township. The trustees requested she schedule a separate meeting to discuss it.

SERVICE:

Mr. Boggs said the reconstruction of Drake Road has been completed. He said he is working with Mr. Mullinax of the Franklin Co. Engineer's Office to reduce the berm, which is too high and would impede drainage. He said the residents he has spoken with are happy with Drake Road, but some have expressed concerns about speeding occurring on the new road. Mr. Boggs said he is going to research getting a speed hump or speed table, adding signage, and additional patrolling. Mr. Boggs said the speed hump would be a cost to the township. Acting Chief Phillips said they are actively patrolling Drake Road, issuing a citation this week. Phillips said the road is heavily used to access various businesses. Mr. Angelou requested she continue to keep accurate records of the patrolling being done on Drake Road.

Mr. Boggs said the neighborhood clean-up days went very well with more participation than in the past. He said the increased participation may be due to more people being home due to the pandemic. He said the week will conclude with the tire disposal drive.

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Mr. Boggs requested the approval of the HVAC preventative maintenance agreement with Speer Mechanical in the amount of \$13,428.00. He explained that although the price is more than DeBra Kuempel by \$672, the service is superior in that they will get all of the work done at once, rather than piece meal.

Res. 201-20 Approve the HVAC preventative maintenance agreement with Speer Mechanical in the amount of \$13,428.00.

Mr. Angelou moved to approve the HVAC preventative maintenance agreement with Speer Mechanical in the amount of \$13,428.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Boggs said Leonard Park drainage has been maintained by the township. He said due to the recent property purchases in the area, several lot owners are requesting the drainage ditches cleared or catch basins be installed right away. He said he is concerned about the time required, limited expertise and lack of manpower to do so. He said he will speak with the county drainage engineer to determine the best plan which may be to subcontract the work. Chair Stewart requested that Mr. Boggs return after his meeting with the engineer to give recommendations as to how this should be handled.

CODE:

Mr. Boggs requested the following five properties have their code violations placed as a lien on the tax duplicate totaling \$1,500.00 for grass mowing:

1. 3703 Genessee Avenue \$300
2. 2704 Ferris Road \$300
3. 2634 Baughman Avenue \$300
4. 2020 Stelzer Road \$300
5. 3790 Armuth Avenue \$300

Res. 202-20 Approve the listed five properties to be placed on the tax duplicate totaling \$1,500 for grass mowing.

Mr. Angelou moved to approve the listed five properties to be placed on the tax duplicate totaling \$1,500 for grass mowing. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs stated that his department continues to tag houses and remove trash from the allies and rights-of-way.

POLICE:

Acting Chief Tammy Phillips requested two fleet vehicles, 2014 Ford Fusion and a 2015 Ford Explorer, along with outdated technology garage and police items be declared as surplus. She said the vehicles will remain in use until replaced.

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Res.203-20 Declare 2014 Ford Fusion and a 2015 Ford Explorer, along with outdated technology garage and police items as surplus.

Mr. Cavener moved to declare the 2014 Ford Fusion and a 2015 Ford Explorer, and outdated technology garage and police items as surplus. The vehicles are to remain in use until they are replaced. Mr. Angelou seconded. All voted yea. (See Referral File.)

Acting Chief Phillips requested approval of the proposed pay scale increase, superseding all other Police pay scales, effective December 20,2020 (January 1, 2021 payroll). She said she has worked very closely with Fiscal Officer Duff and has determined the budget will allow it. Mr. Cavener said the compensation will reduce the turnover and retain our good officers. She said the proposed pay scale is comparable to the surrounding jurisdictions, however, Mifflin Township's benefits are superior.

Res. 204-20 Approve the proposed police pay scale increase, effective December 20, 2020, (January 1, 2021 payroll) which supersedes all other Police pay scales, as recommended by the Acting Police Chief and Fiscal Officer.

Mr. Cavener moved to approve the proposed police pay scale increase, effective December 20, 2020, (January 1, 2021 payroll) which supersedes all other Police pay scales, as recommended by the Acting Police Chief and Fiscal Officer. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Acting Police Chief Phillips provided updates. She said four officers were on patrol on Trick or Treat night, October 29th; no candy was distributed due to the pandemic. She said an officer represented the township at a Trunk or Treat community event on October 31st. She said the riot equipment has been received and thanked the trustees for it. She said 46 OVI arrests were made during the fiscal year, rivaling that of larger agencies. She said they continue to patrol Drake Road. She said accolades were received for officer Cheyenne Hughes work at the Gahanna-Jefferson teachers protest. Phillips read a citizen's letter complimenting the professional conduct of Officer Hardway.

FIRE DIVISION:

Chief Kauser explained the hiring process for firefighters. Chief Kauser requested approval to provisionally appoint 9 full-time firefighter candidates contingent on their successful completion of an OPFDPF Medical Physical, comprehensive Psychological Examination through the Division Psychologist and written acceptance of job description conditions. The nine candidates are as follows:

1. Jackson Blackstone
2. Thomas Coyne
3. Devon Lee
4. Nicholas Leidheiser
5. Nicholas Marcum
6. Jacob Naro
7. Henry Oberling
8. Greg Parks
9. Marcus Rieneke

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Res. 205-20 Approve to provisionally appoint nine full-time firefighter candidates.

Chair Stewart moved to approve to provisionally appoint nine full-time firefighter candidates. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval to purchase 4th quarter EMS supplies from Bound Tree in the amount of \$34,512.02.

Res. 206-20 Approve the purchase of 4th quarter EMS supplies from Bound Tree in the amount of \$34,512.02.

Chair Stewart moved to approve the purchase of 4th quarter EMS supplies from Bound Tree in the amount of \$34,512.02. Mr. Cavener seconded. Chair Stewart and Mr. Cavener voted yea. Mr. Angelou abstained. Motion carried. (See Referral File.)

OPERATIONS CENTER:

Chief Kauser explained the need for a Construction Manager At Risk (CMAR). He said selection was narrowed to five candidate firms with the finalist being Elford Construction. He said an Agreement is expected to be presented at the next Board of Trustees meeting.

Chief Kauser requested approval to provisionally award the CMAR contract to Elford Construction.

Res. 207-20 Approve the provisional award of the CMAR contract to Elford Construction.

Chair Stewart moved to approve the provisional award of the CMAR contract to Elford Construction. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser provided updates to the trustees.

Chief Kauser requested an Executive Session 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.

MIFFLIN DISPATCH:

No requests.

MIFFLIN TECHNOLOGY:

No requests.

OLD BUSINESS:

None.

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VISITORS COMMENTS:

None.

Chair Stewart moved to go into Executive Session per ORC Section 121.22 (G) (1) 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.

At 10:51 a.m., the trustees went into Executive Session. At 11:22 a.m., the trustees came out of Executive Session.

Res. 208-20 Acceptance of Michael Cordell's letter reducing rank and freezing pay.

Mr. Cavener moved to accept Michael Cordell's letter reducing rank and freezing pay. Mr. Angelou seconded. All voted yea. Motion carried.

Chair Stewart moved to go into Executive Session 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 11:24 a.m., the trustees went into Executive Session. At 11:50 a.m., the trustees came out of Executive Session.

At 11:51 a.m., Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Rick Duff, Fiscal Officer