

# RECORD OF PROCEEDINGS

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

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Held

**November 17,**

**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 3:30 p.m. on Tuesday, November 17, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff attending in-person. Fire Chief Fred Kauser, Acting Police Chief Tammy Phillips, HR Director Becky Kadel, Service Director Roger Boggs, IT Director Main, and Public Information Officer Melissa Rapp participated online via Microsoft Teams. Administrator Assistant Melanie Barnette also listened in on the call.

The meeting began with swearing-in celebration of Fire Chief Robert DeMooy, Battalion Chief Chris Brake, and Captain Jason Strohmeyer. A Certificate of Recognition was presented to Gahanna Police Officer Jason Jones for his life-saving response to a motorcycle accident on September 11, 2020.

Chair Stewart requested a motion to approve the meeting minutes of November 2, 2020.

**Res. 209-20 Approve the Meeting Minutes of November 2, 2020.**

Mr. Angelou moved to approve the meeting minutes of November 2, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

**TRUSTEES COMMENTS:**

Mr. Angelou said it was good to see our firefighters promoted through the ranks and it is to be celebrated.

**CORRESPONDENCE:**

None.

**FISCAL OFFICER'S REPORT:**

Fiscal Officer Duff requested approval of the 2021 Temporary Appropriations.

**Res. 210-20 Approve the 2021 Temporary Appropriations.**

Chair Stewart moved to approve the 2021 Temporary Appropriations. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

**TOWNSHIP ADMINISTRATOR'S REPORT:**

Township Administrator White said we are approaching the end of our five-year lease with Modern Office Methods in April 2021. She said she is looking into adding and updating the copiers and printers. She requested the approval of the first year of the 5-year lease agreement for copier/printer replacement through Modern Office Methods in the annual amount of \$26,310.59. She said this amount will be divided amongst the departments as it will cover the printers and copiers in each of the fire departments, Service department, Police department, Fiscal Office, Township Administration Office and MECC. She said a large-format copier will be added for Fire Prevention which has the capability to print large-scale building plans. She said the new lease, which includes an additional copier, is approximately \$3,100 less than the past 5-year term. She said if approved, the current lease would end and start anew on the new lease.

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**Res. 211-20 Approve the first year of the 5-year lease agreement for copier replacement through Modern Office Methods in the annual amount of \$26,310.59.**

Chair Stewart moved to approve the first year of the 5-year lease agreement for copier replacement through Modern Office Methods in the annual amount of \$26,310.59. Mr. Angelou seconded. All voted yea. Motion carried.

Township Administrator White requested the approval to renew the CLOUT membership in the amount of \$200. She said CLOUT is an organization for larger townships base on population or budget. She said Mifflin Township qualifies based on the latter. The organization helps with legislative items that come before the legislature promoting townships and township government. She said CLOUT requires a resolution for membership.

**Res. 212-20 Approve the CLOUT membership in the amount of \$200.00.**

Mr. Angelou moved to approve the CLOUT membership in the amount of \$200.00. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White said at the last meeting two properties were approved for the purchase of building Station 132. She said it has gone to the title company. She said Chair Stewart may be called upon to attend the closing or sign the required documentation.

Administrator White said the township has applied for tax exemptions for properties owned by the township: 1854 Stelzer Road and the property immediately behind it. She said tax exemptions have been approved for these properties. She said she attended a board of revision hearing with the Franklin County Auditor's Office regarding tax exemption for the Carpenter Road property. She said a law firm on behalf of Gahanna-Jefferson Schools has filed an objection with the tax commissioner to have the value of the property on Carpenter Road updated to that of the purchase price, a 32% increase. We are awaiting a decision to be made. (See 11/2/2020 Referral File memo.)

**HUMAN RESOURCES:**

Ms. Kadel said she has updated the COVID19 policy and it has been reviewed by the department heads and the Township Administrator. Ms. Kadel said it has been reviewed by legal. She requested the approval of the updated COVID19 policy.

**Res. 213-20 Approve the updated COVID19 policy.**

Mr. Angelou moved to approve the COVID19 policy. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Ms. Kadel said the updated COVID19 policy will be distributed to the department heads to be reviewed with their employees.

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Ms. Kadel said Jon Hastings, Assured Partners, will be attending a trustees meeting to discuss the new plan year. Ms. Kadel will confirm a meeting date at the December 7<sup>th</sup> trustees meeting.

### **PUBLIC INFORMATION OFFICER:**

Ms. Rapp said the new website has generated a plethora of general questions and requests from the public via “Contact Us”; approximately 8 – 10 per week. She said these inquiries are being redirected to the appropriate department heads. Chair Stewart requested Ms. Rapp create a policy, so the department heads know the timeframe expected for them to respond. Ms. Rapp agreed to do so.

Chair Stewart said she had requested Ms. Rapp to schedule a meeting to discuss the branding and logo. It was decided the trustees, Chief Kauser, Fiscal Officer Duff, Township Administrator and Ms. Rapp will meet on Monday, November 23<sup>rd</sup> at 10 a.m.

### **SERVICE:**

Mr. Boggs provided updates on Leonard Park. He and Administrator White sat down with the Franklin Co. Drainage Engineer Don Murphy and expressed their concerns. Mr. Boggs said the township maintains the rights-of-way and the ditches; they must be able to drain the water that comes from the road. He said then the water must flow to the correct outlet. He said the township will assist a drainage adjustment when a resident informs the township of a safety issue with a steep ditch. He said, in contrast, requests from lot owners in Leonard Park are only to drain water away from their lots, not for a safety issue. He said a drainage issue outside of the right-of-way is the responsibility of the lot owners and homeowners. He said moving forward, he will refer the lot owners and homeowners to Franklin County Engineer’s Office for the proper permits to install ditch pipe or catch basins. He said the county will oversee the work to ensure the installation and elevations are correct. Chair Stewart requested Franklin County Engineer’s Office and the Service Department document their respective responsibilities. Mr. Boggs agreed to do so.

Mr. Boggs said he has researched renting out the Township Meeting Hall. The charges vary significantly, he said. He said it could be used for catered events or as a chapel, and/or a meeting place for business meetings. Chair Stewart said the trustees need to decide how the room is to be used. Mr. Boggs said he would provide more details and recommendations at the next meeting.

Mr. Boggs requested a new vehicle for the Service department as it is more practical than the current Chevy Equinox van. He would like to trade-in the Chevy Equinox for a 4-door, 4-wheel drive Ford Ranger pick-up truck. He said the van was originally purchased to tour families through the cemeteries when selecting grave plots. However, due to the pandemic, this is no longer being done. He said the Ford Ranger would be more practical as it would be used to haul items which is currently being done with the dump truck. Mr. Boggs requested the approval to purchase the 2020 Ford Ranger from Coughlin Ford of Pataskala in the amount not to exceed \$30,000. He said the purchase price of the truck is

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\$27,885.00 with the trade-in, leaving him enough money to cover the add-ons such as strobe lights and decals.

**Res. 214-20 Approve the purchase of a 2020 Ford Ranger for the Service department from Coughlin Ford of Pataskala for the Service department in the amount not to exceed \$30,000.00.**

Mr. Angelou moved to approve the purchase of a 2020 Ford Ranger from Coughlin Ford of Pataskala for the Service department in the amount not to exceed \$30,000.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

**CODE:**

Mr. Boggs said the Service department worked with the Franklin County Environmental Court workers to help Mr. Murphy clean up his property at 2381 Park Ct. He said 11 yards of trash (three dump truck loads) were removed from Mr. Murphy's backyard and the grass was mowed. Mr. Boggs said he agreed to assist the Franklin County Environment Court again on this same property if needed in the future. Mr. Boggs said Mr. Murphy would not be assessed the cost of this clean up. He said Mr. Murphy has been assessed in the past. Franklin Co. courts believe that Mr. Murphy is doing better with his hoarding issues. The Service department agreed to help the court and the residents with this matter, Mr. Boggs said.

Mr. Boggs said they are still actively tagging and picking up trash in the allies and rights-of-way. He said they are ready for the weather and have salt available and plows have been checked over.

Chair Stewart requested a copy of the letter that was sent to Mr. Fast of the American Legion regarding the status of the donated graves. Mr. Boggs agreed to provide the trustees with a copy of the letter. Mr. Boggs said he would call Mr. Fast tomorrow to confirm his receipt of the letter. Administrator White said there is a similar situation with Beth Israel. She said she intends to send a letter stating that although they have purchased a right to burial, under state law they cannot resell the right to burial to anyone else. She said she would request a contact name and address for the letter from Mr. Boggs.

**POLICE:**

Acting Chief Phillips requested approval to purchase two Getac laptops (MDT's) for the police cruisers from CTS Mobility using Cares Act funds in the amount of \$7,844.00. She said the purpose of these additional laptops is to reduce cross contamination and risk to officers sharing equipment during the pandemic. Chair Stewart said that other departments are interested in utilizing the Cares Act funds. Chair Stewart requested that a decision on this be postponed until the next meeting at which time the trustees will know if other departments are interested in using the funds. She said as much as the trustees would like to give approval to this request, they cannot do so at the cost to the other departments.

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Chair Stewart requested Fiscal Officer Duff provide a report of the distribution by department of the total dollars received and outstanding balance of the Cares Act funds. Fiscal Officer Duff agreed. He said the determination as to how the funds will be spent must be made by the December 20<sup>th</sup>.

Mr. Cavener said he would like to recommend Ms. Phillips be named Interim Police Chief effective November 27, 2020.

### **Res. 215-20 Approve Ms. Tammy Phillips as Interim Police Chief**

Mr. Cavener moved to approve Ms. Tammy Phillips as Interim Police Chief, effective November 27<sup>th</sup>. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Phillips agreed to this with the understanding that there would be a discussion about the position soon. Chair Stewart confirmed the trustees would be meeting with her. Chair Stewart said there is a position description for the chief's position. Mr. Cavener said he would like to post the position to determine who would be interested. He said we should look internally, but we should not close the door on others. Mr. Cavener said a meeting with Ms. Phillips will occur to answer questions and address concerns she may have about the position.

Ms. Phillips reviewed her upcoming vacation schedule. She said while on vacation she will be available 24/7 for calls, emails and call outs.

Ms. Phillips said the department completed the annual firearms training; there is one officer that needs to get qualified for the 2020 calendar year and will be doing so tomorrow. She said Sgt. Hardway was tasked with scheduling officers for the 2021 training starting with CPR and Narcan training in February. Ms. Phillips said annual drivers training will also take place in 2021.

Ms. Phillips said Zone 2 includes Mifflin, Clinton, Minerva Park, Blendon, and Jefferson townships. She said from September 1 – November 15, there has been over 109 shots fired within Zone 2. Mifflin Township received 35% of those calls. She said two shootings have also occurred within the townships. She said it is important for the trustees to know what the officers are dealing with as there has been an increase in violence within the City of Columbus and Mifflin Township. She said she will be meeting with the newly-elected Franklin County prosecutor within the next few weeks and will apprise the trustees of the meeting. Mr. Cavener said he would like to see a report of the police runs on a regular basis. Ms. Phillips agreed to do so.

### **FIRE DIVISION:**

Chief Kauser requested approval to promote Brandon Wogan to Lieutenant, effective 0800 November 29, 2020.

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**Res. 216-20 Promote Brandon Wogan to Lieutenant, effective 0800 November 29, 2020.**

Chair Stewart moved to promote Brandon Wogan to Lieutenant, effective 0800 November 29, 2020. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested approval of the Bi-annual Sick Leave Incentive for the period of May 1, 2020 through October 31, 2020 in the amount of \$54,000.00.

**Res. 217-20 Approve the Bi-annual Sick Leave Incentive for the period of May 1, 2020 through October 31, 2020 in the amount of \$58,400.00.**

Chair Stewart moved to approve the bi-annual Sick Leave Incentive for the period of May 1, 2020 through October 31, 2020 in the amount of \$58,400.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested approval to purchase firefighting turnout gear and uniforms from Finley Fire and Galls in the amounts of \$43,660.00 and \$24,710.00 respectively, for a total request of \$68,370.00.

**Res. 218-20 Approve the purchase of firefighting turnout gear and uniforms from Finley Fire and Gall in the amounts of \$43,660.00 and \$24,710.00 respectively, for a total request of \$68,370.00.**

Chair Stewart moved to approve the purchase of firefighting turnout gear and uniforms from Finley Fire and Galls in the amounts of \$43,660.00 and \$24,710.00 respectively, for a total request of \$68,370.00. Mr. Cavener seconded. All voted yea. (See Referral File.)

Chief Kauser said the above request will be funded out of three separate accounts to be paid in 2020.

Chief Kauser requested the approval to purchase a Stryker Power Cot for M131 in the amount of \$15,501.02 with the Cares Act funds. The trustees decided to defer this request until they are in receipt and have reviewed the report from Fiscal Officer Duff as requested earlier in today's meeting. Chief Kauser agreed.

Chief Kauser requested the approval to purchase of six replacement Scot SCBA air packs, including the bottles, in the amount of \$42,306.00.

**Res. 219-20 Approve the purchase of six replacement Scot SCBA air packs, including the bottles, in the amount of \$42,306.00.**

Chair Stewart moved to approve the purchase of six replacement Scot SCBA air packs, including the bottles, in the amount of \$42,306.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

**OPERATIONS CENTER:**

No requests.

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**MIFFLIN DISPATCH:**

No requests.

**MIFFLIN TECHNOLOGY:**

Mr. Main said he would be happy to answer any questions about the 5-year strategic plan submitted by Chief Kauser. He said he has begun meeting with the department heads about their future IT needs. He said the strategic plan document covers a July to July plan year timeframe allowing enough time to budget for the following year. Mr. Main said he is finishing up cage installations at the Operation Center. He said by using the Service department staff to perform the installations, it will save the township approximately \$4,000 - \$5,000.

**OLD BUSINESS:**

None.

**VISITORS COMMENTS:**

None.

At 5:15 Mr. Angelou moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried.

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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