

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

December 7,

2020

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, December 7, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff, Fire Chief Fred Kauser, Interim Chief Tammy Phillips, Service Director Roger Boggs, IT Director Main, and Public Information Officer Melissa Rapp attending in-person. HR Director Becky Kadel, Administrative Assistant Melanie Barnette, Assistant Fiscal Officer Rebecca Rousseau, and Jon Hastings, Assured Partners, connected remotely.

The meeting began with Trustee Kevin Cavener presenting the Medal of Merit to Police Officers Matthew Peddicord for his heroic acts that saved the lives of others. Officer David Wolfel and Interim Chief Tammy Phillips were presented certificates of recognition for their involvement in recovering stolen diamonds from a Columbus jewelry store robbery.

Chair Stewart requested a motion to approve the meeting minutes of November 17, 2020.

Res. 221-20 Approve the Meeting Minutes of November 17, 2020.

Mr. Angelou moved to approve the meeting minutes of November 17, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the special meeting minutes of November 23, 2020.

Res. 222-20 Approve the Special Meeting Minutes of November 23, 2020.

Mr. Cavener moved to approve the special meeting minutes of November 23, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

Mr. Angelou acknowledged the day being Pearl Harbor Remembrance Day. He then said a prayer. Mr. Cavener also acknowledged Pearl Harbor Remembrance Day. Mr. Cavener thanked the police and firefighters for their hard work. Chair Stewart thanked all those who have sacrificed during the pandemic.

CORRESPONDENCE:

Administrator White said she received a letter stating the Carpenter Road property has been approved for tax exemption.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff provided a summary of the CARES Act funding. He said he anticipates another distribution to assist state and local governments. He said of the \$245,000 received, approximately \$220,000 has been spent to-date. The fire department has spent 49%; Police department 39%; Administration 8%; and the Service department spent 3%. He said a small amount remains to be encumbered. He said the remaining amount could be used to cover the overtime costs that were incurred due to the pandemic.

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Fiscal Officer Duff said the BWC has been trying to stimulate the economy as well with some of their reserve money. He said in April BWC refunded the 2018 premium and in November they refunded 2019 premium, totaling over \$748,000 of the reserve. He recommended a portion of the refunds be spent on the 27th payroll of 2020 which would be a relief to each department. He said this amount would not exceed \$400,000.

Res. 223-20 Approve the BWC refund to be used for the 27th final payroll of 2020.

Chair Stewart moved to approve the BWC refund be used for the 27th final payroll of 2020. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Duff agreed to review the balance of the refund with the trustees monthly.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White said the furniture for the Admin Suite will be installed next week. Administrator White provided information on the upcoming Sunshine Law training.

HUMAN RESOURCES:

Ms. Kadel requested supplemental insurance be offered to the employees through The Standard.

Res. 224-20 Approve The Standard to offer supplemental insurance to employees.

Mr. Angelou moved to approve The Standard to offer supplemental insurance to employees. Mr. Cavener seconded. All voted yea. Motion carried.

PUBLIC INFORMATION OFFICER:

Ms. Rapp requested approval to develop the stationary package of Rickabaugh Graphics as presented in the amount of \$900.00.

Res. 225-20 Approve the stationary package of Rickabaugh Graphics in the amount of \$900.

Chair Stewart moved to approve the Rickabaugh Graphics stationary package as presented by Ms. Rapp in the amount of \$900. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Ms. Rapp said she is moving forward with the holiday ham distribution in coordination with the police department, following COVID19 safety guidelines. She said the distribution will occur 2 – 3 days prior to Christmas.

Ms. Rapp presented her 2021 budget.

SERVICE:

Mr. Boggs said he will place a barrier and a sign (containing the Ohio Revised Code) to deter trespassing onto the Carpenter Road property. Chair Stewart requested Mr. Boggs

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contact the post office and determine if there is a legitimate reason for them to access the property.

Mr. Boggs said he has received the new truck for the Service department. The old vehicle will be transferred to the fire department.

Mr. Boggs said Mr. Fast of the American Legion agreed with the letter he received from the township. Mr. Boggs explained that Mrs. Fast would be ineligible for a grave unless she is a veteran. Mr. Boggs is awaiting information on the two American Legion life-members to assign their names to the two graves eligible to them. He said he will reach out to Mr. Fast again for the names.

Mr. Boggs continues to research the possibility of renting the meeting hall.

Mr. Boggs said he is finishing the installation of the last few signs as part of the signs grant. At Chair Stewart's request, Mr. Boggs agreed to restore or provide a new "Office" sign for outside the Township Admin Building.

CODE:

Mr. Boggs said there is another nuisance/hoarding case on Rankin Ave. He has been working with Franklin County on this matter but expects it may become a case for Environmental Court.

POLICE:

Interim Chief Phillips said she plans to donate funds in the amount of \$250 each to East Linden's and North Linden's Elementary School Giving Tree Program for a total of \$500 from the Community Fund. The funds will be used to purchase Christmas gifts for the children.

Interim Chief Phillips requested the approval to purchase two UVC sanitizer units from GermAway in the amount of \$1,413.59 with CARES Act funds.

Res. 226-20 Approve the purchase of two UVC sanitizer units from GermAway in the amount of \$1,413.59 with CARES Act funds.

Chair Stewart moved to approve the purchase of two UVC sanitizer units from GermAway in the amount of \$1,413.59 with CARES Act funds. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Interim Chief Phillips requested the hiring of part-time police officer Alexander Estrada contingent upon the passing of his screenings.

Res. 227-20 Approve the hiring of part-time officer Alexander Estrada contingent upon the passing of his screenings, effective January 11, 2021.

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Mr. Cavener moved to approve the hiring of part-time officer Alexander Estrada contingent upon the passing of his screenings, effective January 11, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Interim Chief Phillips updated the trustees on a fatal accident that occurred in November 2020.

The trustees decided that Interim Chief Phillips will be interviewed for the position of Police Chief on December 15th at 2:30 p.m., prior to the regular trustees meeting at 3:30 p.m.

FIRE DIVISION:

Chief Kauser requested approval of the 2020 Annual Fitness Incentive in the amount not to exceed \$64,000.00.

Res. 228-20 Approve the 2020 Annual Fitness Incentive in the amount not to exceed \$64,000.00.

Chair Stewart moved to approve the 2020 Annual Fitness Incentive in the amount not to exceed \$64,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval to purchase the replacement fire engine 133 for the Beecher Road Station from Finley Fire Equipment in the amount not to exceed \$690,377.00.

Res. 229-20 Approve the purchase of a replacement fire engine 133 for the Beecher Road Station from Finley Fire Equipment in the amount not to exceed \$690,377.00.

Chair Stewart moved to approve the purchase of a replacement fire engine 133 for the Beecher Road Station from Finley Fire Equipment in the amount not to exceed \$690,377.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of the purchase contract with Finley Fire Equipment and authorize the Fiscal Officer to execute a 10-year financing Agreement in the amount not to exceed \$690,377.00.

Res. 230-20 Approve the purchase contract with Finley Fire Equipment and authorize the Fiscal Officer to execute a 10-year financing Agreement in the amount not to exceed \$690,377.00.

Chair Stewart moved to approve the purchase contract with Finley Fire Equipment and authorize the Fiscal Officer to execute a 10-year financing Agreement in the amount not to exceed \$690,377.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

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Chief Kauser requested authorization to research phasing out the pension pick-up benefit for all Fire Division staff, including firefighters, dispatchers, and civilian staff (full and part-time) and transitioning a portion of the benefit funds into base compensation. He said Mifflin Fire Division is the only agency on its size with pension pickup. He said he will have information from the research within three weeks.

Res. 231-20 Authorize the research into phasing out the pension pick-up benefit for all Fire Division staff, including firefighters, dispatchers, and civilian staff (full and part-time) and transitioning a portion of the benefit funds into base compensation.

Chair Stewart moved to authorize the research into phasing out the pension pick-up benefit for all Fire Division staff, including firefighters, dispatchers, and civilian staff (full and part-time) and transitioning a portion of the benefit funds into base compensation. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested approval to purchase a Stryker Power Cot for Medic 131 in the amount of \$15,501.02 with CARES Act funds and allow for Medic 131 to eliminate the manual lift cot. Mr. Duff confirmed there is enough money in CARES Act funds to cover this expense as well as the sanitizing units for the police department.

Res. 232-20 Approve the purchase a Stryker Power Cot for Medic 131 in the amount of \$15,501.02 with CARES Act funds and allow for Medic 131 to eliminate the manual lift cot.

Chair Stewart moved to approve the purchase a Stryker Power Cot for Medic 131 in the amount of \$15,501.02 with CARES Act funds and allow for Medic 131 to eliminate the manual lift cot. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested to amend the 56-hour firefighter vacation accrual rate by adding 72 hours per current step effective January 1, 2021. He said the request also includes allowing all Fire Division employees (firefighters, dispatchers, civilians) to carryover a maximum of 50% of accrued vacation time annually. He said this will be more competitive across the region. Chair Stewart said that although it would cost the township more money to do this, the benefit is that it will make the township more competitive. Fiscal Officer Duff said the employees greatly appreciate the time off. Administrator White said the Employee Handbook policies would need to be caught up to accommodate these changes along with others. Ms. Kadel said although she doesn't anticipate any difficulty in updating the policies, she would like to review the information that was presented to the trustees (in their meeting packets) to decide as this is the first she has heard of the policy amendment. Ms. Kadel said there are other policies that have been approved that need to be disseminated to the employees. She would include this one also. Ms. Kadel agreed to inform the trustees at the December 15th meeting as to the timeframe of when she will have the policies updated and disseminated. Ms. Kadel said she will make this a priority.

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Res. 233-20 Amend the 56-hour firefighter vacation accrual rate by adding 72 hours per current step effective January 1, 2021.

Chair Stewart moved to amend the 56-hour firefighter vacation accrual rate by adding 72 hours per current step effective January 1, 2021. She said the request to carryover up to 50% of accrued vacation will be tabled. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said the CMR contract is ready for committee review. Chief Kauser said COVID19 vaccinations for the fire division are expected early in 2021. He said the paramedics may be requested to assist in the hospitals. He said this provokes many questions and will need to be discussed at length to address concerns; he is providing this information today as a heads-up notice.

Chief Kauser requested a special workshop meeting to determine his budget for 2021 in anticipation of a 2022 fire levy. He provided updates on the progress at the Operations Center.

OPERATIONS CENTER:

No requests.

MIFFLIN DISPATCH:

No requests.

MIFFLIN TECHNOLOGY:

No requests.

OLD BUSINESS:

None.

VISITORS COMMENTS:

None.

INSURANCE:

Jon Hastings, Assured Partners, attended the meeting virtually to discuss the upcoming medical insurance premium rate renewal. He said Medical Mutual agreed to a flat, no increase rate renewal. He said a 30% COVID relief credit was applied for December 2020. Chair Stewart expressed gratitude on behalf of the township for Mr. Hastings work on achieving the flat renewal rate. Mr. Hastings said there are no increases for dental vision, and life. He said the rate with the Standard are lower than Colonial Life and it doubles the coverage for accidents that occur during the line of duty. He said during the online open enrollment, the employee will be notified of the new benefits in place and a representative will review the benefits. An employee can remain with the Colonial Life if they choose not to transition to The Standard. He said there will be no telemarketing calls.

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Res. 234-20 Accept the flat rate renewal of MMO for health care coverage.

Chair Stewart move to accept the flat rate renewal of MMO for health care coverage and agree to another year of insurance. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Hastings said he will follow-up with a MMO Agreement for signature.

Res. 235-20 Approve the use of Strategic Enrollment Services in conjunction with the open enrollment plan.

Chair Stewart moved to approve the use of Strategic Enrollment Services in conjunction with the open enrollment plan. Mr. Cavener seconded. All voted yea. Motion carried.

The trustees said there will be no additional contributions required of the employees.

At 11:29 a.m., Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Rick Duff, Fiscal Officer