

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 4,

2021

Chair Stewart called the Organizational meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 9:00 a.m. on Monday, January 4, 2021 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff in attendance. Fire Chief Fred Kauser, Interim Chief Tammy Phillips, Service Director Roger Boggs, IT Director Main, and Public Information Officer Melissa Rapp, and HR Director Becky Kadel attended remotely online.

Res. 1-21 Approve Lynn Stewart as Chairman

The Organizational Meeting began with Mr. Angelou nominating Ms. Stewart as Chairman of the Board of Trustees for 2021. Mr. Cavener seconded. Mr. Angelou and Mr. Cavener voted yea. Ms. Stewart abstained. Motion carried.

Res. 2-21 Approve Kevin Cavener as Vice-Chairman

Mr. Angelou nominated Mr. Cavener as Vice-Chairman of the Board of Trustees for 2021. Ms. Stewart seconded. Mr. Angelou and Ms. Stewart voted yea. Mr. Cavener abstained. Motion carried.

Res. 3-21 Pay Trustees' and Fiscal Officer's Salaries

Ms. Stewart moved to pay the Trustees' and Fiscal Officer's salaries in equal monthly installments as permitted by the ORC and Resolution #19-81. Payment will be made the end of each month for that month's services. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 4-21 Reimburse Trustees and Fiscal Officer for Expenses

Mr. Cavener made a motion to allow payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscription for the 2021 Township Association will be paid from the General Fund. Also, mileage, at the rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township office. Ms. Stewart seconded. All voted yea. Motion carried.

Res. 5-21 Adopt Current Regulations on Business Expenses

Ms. Stewart moved to adopt the current regulations on business expenses modified to conform to the current guidelines established by the ORC and IRS and also the regulations on business travel per diem rates as amended by Res. #147-02. Future modifications will be made to conform with ORC and IRS guidelines as they occur. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 6-21 Approve Holding Regular Meetings on Third Tuesday of Each Month at 7:00 P.M. and Staff Meetings on the First Monday of Each Month at 10:00 A.M. or as Designated on a trial basis.

Mr. Angelou made a motion to hold the Regular Township Meetings on the third Tuesday of each month at 7:00 P.M. and Staff Meetings on the First Monday of each

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month at 10:00 A.M. or as designated on a trial basis. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 7-21 Adopt Personnel Procedures Evidenced in Employee Handbook

Ms. Stewart moved to adopt the current personnel procedures as evidenced by the Employee Handbook that was effective September 6, 2016 and any revisions thereof. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 8-21 Approve Offering Insurance Package and Opt-Out Insurance Provision to Full-time Employees and Elected Officials

Mr. Angelou moved to approve offering the Insurance Package including Health, Dental, Vision and Life and the Opt-Out Insurance Provision to Full-time Employees and Elected Officials. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 9-21 Approve Continuing to Pick-up the Employees Retirement Contribution for OPERS and OPFPF for 2021

Mr. Cavener moved to continue picking up the employees' retirement contribution for OPERS and OPFPF for 2021. Ms. Stewart seconded. All voted yea. Motion carried.

Res. 10-21 Approve ORC 505.86 as it Applies to the Rehab of Fire Damaged Properties

Ms. Stewart moved to approve ORC 505.86 as it applies to the rehab of Fire Damaged Properties. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 11-21 Approve Authorizing Chairman to Sign Contracts or Vice Chairman in the Absence of the Chairman

Mr. Angelou moved to approve authorizing the Chairman to sign contracts or the Vice Chairman in the absence of the Chairman. Mr. Cavener seconded. All voted yea. Motion carried.

Meeting adjourned at 9:15 a.m.

Chair Stewart called the **Regular Meeting** to order with the same attendance as the prior Organizational meeting.

TRUSTEES COMMENTS:

Mr. Cavener thanked everyone for their hard work in 2020. Mr. Angelou and Chair Stewart concurred.

MINUTES & WARRANTS:

Res. 13-21 Approve December 7, 2020 Meeting Minutes

Mr. Cavener moved to approve the December 7, 2020 Meeting Minutes. Mr. seconded. All voted yea. Motion carried.

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Res. 14-21 Approve December 15, 2020 Meeting Minutes

Mr. Angelou moved to approve the December 15, 2020 Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 15-21 Approve January 2021 Warrants

Mr. Angelou moved to approve the January 2021 Warrants. Chair Stewart seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Administrator White presented a notice and said that the property of 2625 Perdue Avenue will be sold at a Sheriff's Sale. She said if the property does not sell at the Sheriff's Sale, the township will have an opportunity to purchase it through the COCIC. Fiscal Officer Duff said it is a multi-tenant rental property and the owed tax amount is \$15,242.36.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff announced that the CARES Act funds can now be carried over and spent in 2021.

Fiscal Officer Duff requested a resolution to approve Heartland Bank for financing for the new Engine 133 Fire Truck, and to authorize the Fiscal Officer Rick Duff to borrow money, execute notes, execute security documents, negotiate items, and executed on Lines of Credit.

Res. 16-21 Approve Heartland Bank for financing for the new Engine 133 Fire Truck, and to authorize the Fiscal Officer Rick Duff to borrow money, execute notes, execute security documents, negotiate items, and executed on Lines of Credit.

Chair Stewart moved to approve Heartland Bank for financing for the new Engine 133 Fire Truck, and to authorize the Fiscal Officer Rick Duff to borrow money, execute notes, execute security documents, negotiate items, and executed on Lines of Credit. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff said the loan closing occurred on December 31st for the fire truck and payment has been sent to Finley Fire.

Fiscal Officer Duff requested a resolution to ask the county auditor to advance the real estate tax payments. He said if the resolution is passed, real estate tax payments could be sent in weekly installments, if we so choose.

Res. 17-21 Authorize Fiscal Officer Duff to ask the county auditor to advance real estate tax payments.

Chair Stewart moved to authorize Fiscal Officer Duff to ask the county auditor to advance real estate tax payments. Mr. Angelou seconded. All voted yea. Motion carried.

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Fiscal Officer Duff requested a resolution to approve paying Software Solutions \$10,503.96 for annual software support for the Visual Intelligence accounting software covering 1/1/2021 through 12/31/2021.

Res. 18-21 Approve payment to Software Solutions for annual software support of the Visual Intelligence accounting software covering 1/1/2021 through 12/31/2021 in the amount of \$10,503.96.

Mr. Cavener moved to approve payment to Software Solutions for annual software support of the Visual Intelligence accounting software covering 1/1/2021 through 12/31/2021 in the amount of \$10,503.96. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer Duff requested authorization to request certification from the Auditor's Office to determine the amount a renewal of the Police 2.00 Mill levy (five-year levy) expiring this year will generate, as well as determine the amount for a replacement of the 2.00 Mill Police levy for an indefinite period of time. He said the levy is a 5-year levy more than the ten-mill limitation for five years for the police district. Fiscal Officer Duff said he estimates the current 2.00 Mill levy is generating about \$47,500. He said a new 2.00 Mill levy would generate approximately \$60,000. He said this is the township's only expiring levy; every five years it expires.

Res. 19-21 Authorize Fiscal Officer Duff to request certification from the Auditor's Office to determine the amount a renewal of the Police 2.00 Mill levy expiring this year will generate, as well as determine the amount for a replacement of the 2.00 Mill Police levy for an indefinite period of time.

Mr. Cavener moved to Authorize Fiscal Officer Duff to request certification from the Auditor's Office to determine the amount a renewal of the Police 2.00 Mill levy expiring this year will generate, as well as determine the amount for a replacement of the 2.00 Mill Police levy for an indefinite period of time. Chair Stewart seconded. All voted yea. Motion carried.

Fiscal Officer Duff said the BWC bonus payment paid for all 2020 and 2021 premiums. He said he would like to spend the excess on any true-up premium in 2021, as well as the 2022 Workers' compensation premiums due in December 2021. He said the current balance in BWC General Fund 1000-016-489101 is \$884,378.71. before our expenses for the 12/31/2020 payroll. He said that after payroll, the account should have a balance of just over \$500,000.

Fiscal Officer Duff provided instructions for entering purchase orders and requisitions into VIP, as well as general help Frequently Asked Questions that will be emailed out to all Department Heads. Administrator White said these instructions will be helpful to everyone, especially our two new department heads as well as clarifying for the other department heads. He said this will be the new process.

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TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White said furniture for the township admin portion of the Operations Center has been installed. She said we are awaiting the cabinetry and new copiers as they were backordered. Both the cabinetry and the new copiers are expected in mid-January. She said does not expect that the Admin staff to move to the Operations Center until March 1st. Chief Kauser said Dispatching may be ready to move sooner than that.

Administrator White said the closing on 384 W. Johnstown Road occurred last Thursday.

Administrator White said she and Roger Boggs will be meeting with a specialist from Moody-Nolan to discuss the sound issues in the meeting hall. She said she will also be talking with Mr. Main about researching the cost of new microphones for the meeting hall. The trustees said they would like to have the microphones replaced to see if that resolves the matter before spending any money on acoustics.

HUMAN RESOURCES:

Ms. Kadel requested the CARES Act Emergency Paid Sick Leave bank be extended through March 31, 2021.

Res. 20-21 Extend the CARES Act Emergency Paid Sick Leave bank through March 31, 2021.

Mr. Angelou moved to extend the CARES Act Emergency Paid Sick Leave bank through March 31, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Kadel presented her 2021 budget. Ms. Kadel said the new firefighter recruits start on January 11, 2021 and she is busy preparing for their on-boarding. She said Paycor Benefits Advisor Pro is moving along. She said her latest update indicated it will be ready to go live by the end of this month. It will be used by SES to enter all employees' benefits information and elections during Open Enrollment. Ms. Kadel also reviewed how an employee can obtain the forms for wellness credits. She said The EA is actively working on the manual forms for the 2021/2022 plan year. She said Jon Hastings, from Assured Partners, has indicated the forms will be available much earlier than in years past.

PUBLIC INFORMATION OFFICER:

Ms. Rapp presented the branding packet, including sample stationary and suggested colors options for the approved logo. Chair Stewart requested Ms. Rapp provide the logo options to the department heads for their review. Mr. Cavener requested a sample of a logo with all the colors on one logo. The consensus was logo sample #3 was the most popular. Chair Stewart requested additional options showing the words "Peace, Safety and Welfare" be added under the logo samples and available for consideration at the January 19th meeting. Ms. Rapp said she will also provide full-size letterhead, envelopes, and business card logo samples at the January 19th meeting.

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Ms. Rapp suggested we continue to use the embossed foil seal on certificates of recognition and proclamations. Chair Stewart said we could also have a new embosser made with the new logo.

Chair Stewart said regarding the township's new website, when she types the word "Budget" in the search window, nothing is found. Ms. Rapp said she is working with the web designer to display the budgets on the website when the word "Budget" is typed in the search window. She is adding the keyword "Budget" to the documents, so the documents are found when searching.

Ms. Rapp said 30 hams, along with children's goodie bags (from Bath and Body Works) were distributed in conjunction with the Police Division to those in need within the unincorporated area of the township. She said the recipients were extremely appreciative. She has posted photos on social media. She said a fund has been opened at the public's request for donations to support this ongoing effort.

SERVICE:

Mr. Boggs requested approval for Bryan and Vicky Molnar to sell back two graves: 7 & 8, lot 34, Section M, Block 4, for \$700 each, totaling \$1,400.00.

Res. 21-21 Approve Bryan and Vicky Molnar to sell back two graves: 7 & 8, lot 34, Section M, Block 4, for \$700 each, totaling \$1,400.00.

Mr. Angelou moved to approve Bryan and Vicky Molnar to sell back two graves: 7 & 8, lot 34, Section M, Block 4, for \$700 each, totaling \$1,400.00. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs said he provided a letter to the Gahanna Police requesting they enforce the "Private property - No Trespassing" signage. Mr. Boggs said he has also contacted a supervisor at the post office about matter.

Mr. Boggs said he has been working on Genessee Avenue in East Linden. He said there were complaints of a backed-up storm drain. He involved the Franklin County Engineer's Office for assistance and by using cameras in the drains, they discovered breakage in the clay tile. Upon further inspection, problems were found in another area of tile under the gravel requiring a steel plate to cover the area. He anticipates the FCEO will return this week to replace pipe and camera more area to the east. Mr. Boggs said the storm drains are the township's responsibility, however the township can call on FCEO for assistance. Mr. Cavener inquired if FCEO would give you a plate rather than having to rent one. Mr. Boggs said they may have some plates; however, it was the day before Thanksgiving, and no one was in the office to inquire. He said he was able to rent one for a month for \$236. He said he anticipates purchasing a plate for future needs.

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Mr. Boggs said there were 16 burials in December. He said he had to reschedule three burials with the funeral homes to coordinate schedules. He said many services are being held grave side.

Mr. Boggs said new carpet for the Meeting Hall will be installed late in January.

CODE:

No requests.

POLICE:

Chief Phillips requested the Police pay scale be amended to include part-time increase from \$16/hour to \$18/hour, effective on the December 27, 2020 payroll.

Res. 22-21 Amend the Police pay scale to include part-time increase from \$16/hour to \$18/hour, effective on the December 27, 2020 payroll.

Chair Stewart moved to amend the Police pay scale to include part-time increase from \$16/hour to \$18/hour, effective on the December 27, 2020 payroll. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Phillips said the holiday ham distribution was a huge success. She thanked Ms. Rapp and the Roads Department for their efforts. She said on December 23rd they also participated in Light Ohio Blue in which police cars circled Nationwide Children's Hospital and turned on their lights for the children.

Chief Phillips requested to rescind the employment offer to Alex Estrada.

Res. 23-21 Rescind the employment offer to Alex Estrada.

Mr. Cavener moved to rescind the employment offer to Alex Estrada. Chair Stewart seconded. All voted yea. Motion carried.

Chair Stewart requested Chief Phillips provide Ms. Kadel and Administrator White with a copy of the letter from Mr. Estrada in which he declined the offer of employment.

It was decided that Chief Phillips' badge will be presented to her at the February 16th meeting.

Chair Stewart requested Chief Phillips begin providing a monthly report. Chief Phillips agreed to do so.

FIRE DIVISION:

Chief Kauser requested to provisionally appoint two full-time firefighter candidates: Scott Meyer and Jacob Hawkins.

Res. 24-21 Provisionally appoint two full-time firefighter candidates: Scott Meyer and Jacob Hawkins.

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Chair Stewart moved to provisionally appoint two full-time firefighter candidates: Scott Meyer and Jacob Hawkins. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested approval to purchase of ballistic panels for the Dispatchers area from DK Hardware Supply in the amount of \$11,625.00.

Res. 25-21 Approve the purchase of ballistic panels for the Dispatchers area from DK Hardware Supply in the amount of \$11,625.00.

Chair Stewart moved to approve the purchase of ballistic panels for the Dispatchers area from DK Hardware Supply in the amount of \$11,625.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the approval for the installation and drywall modifications of the ballistic panels by Kean Construction in the amount of \$23,810.00.

Res. 26-21 Approve the installation and drywall modifications of the ballistic panels by Kean Construction in the amount of \$23,810.00.

Mr. Cavener moved to approve the installation and drywall modifications of the ballistic panels by Kean Construction in the amount of \$23,810.00. Mr. Angelou seconded. All voted yea. Motion carried.

It was decided that a Budget Workshop for the Fire Division will take place on January 13th at 9:30 a.m. at the meeting hall.

OPERATIONS CENTER:

No requests.

MIFFLIN DISPATCH:

No requests.

MIFFLIN TECHNOLOGY:

No requests.

OLD BUSINESS:

None.

VISITORS COMMENTS:

None.

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At 10:43 a.m., Chair Stewart 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