

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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Held

January 19,

2021

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Vice Chairman Kevin Cavener called the Mifflin Township Board of Trustees to order via an advertised conference call at 7:00 p.m. on Tuesday, January 19, 2021 with Trustee Richard Angelou, Chief Fred Kauser, HR Director Becky Kadel, Public Information Officer Melissa Rapp, IT Director Main and Administrative Assistant Melanie Barnette attending in-person. Township Administrator Nancy White, Fiscal Officer Rick Duff, Chief Tammy Phillips, Service Director Roger Boggs and Assistant to the Fiscal Officer Rebecca Rousseau attended remotely online. Chair Stewart was on an excused absence from the meeting.

## **TRUSTEES COMMENTS:**

None.

## **MINUTES & WARRANTS:**

### **Res. 27-21 Approve January 4, 2021 Meeting Minutes**

Mr. Angelou moved to approve the January 4, 2021 Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

### **Res. 28-21 Approve February 2021 Warrants**

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

## **CORRESPONDENCE:**

The trustees discussed the annexation request of Mr. Emanuel Torres. Mr. Torres would like to annex parcel #191-003163, 730 Codet Road, to the City of Gahanna. Mr. Duff said this is a small parcel that sits along the wall on I-270, north of Agler Road, near the Penny Lane Mews apartments. It was purchased at the State's forfeiture sale. Administrator White said Mr. Torres would like to build a home for his sister on the parcel. She said Mifflin Township would continue to receive property taxes for fire services. Mr. Angelou said he also spoke with Mr. Torres about the proposed annexation.

### **Res. 29-21 Approve the annexation of parcel #191-003163, 730 Codet Road, to the City of Gahanna.**

Mr. Angelou moved to approve the annexation of parcel #191-003163, 730 Codet Road, to the City of Gahanna. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Fiscal Officer Duff updated the trustees on another property that will be coming before them in the future for annexation; the property directly across from Station 132 and the Mifflin Police Station. Mifflin Township will be requesting the annexation of this property to the City of Columbus. Fiscal Officer Duff said no motion is needed; this was informational only.

## **FISCAL OFFICER'S REPORT:**

Fiscal Officer Duff said the Police 2.0 mill levy is up for renewal or replacement.; it will expire at the end of the year. He said a renewal would generate \$50,000 over the next 5

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years and would then need renewed. A replacement would generate \$75,000 and would be permanent. A replacement levy would cost an average \$50,000 home in the unincorporated area of the township an additional \$8.35 more per year: about .70 additional each month. Mr. Angelou said if the permanent replacement levy does not pass, we could then try for a renewal levy. The trustees decided to table their decision as to whether to seek a levy renewal or a levy replacement until the February 1, 2021 Trustees Meeting.

## **TOWNSHIP ADMINISTRATOR'S REPORT:**

Administrator White requested approval of the annual Sick Leave Incentive for Administration, Service Department and Police in the amount of \$9,000.

### **Res. 30-21 Approve the annual Sick Leave Incentive for Administration, Service Department and Police in the amount of \$9,000.**

Mr. Cavener moved to approve the annual Sick Leave Incentive for Administration, Service Department and Police in the amount of \$9,000. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White presented Administrative Assistant Melanie Barnette's performance review. Administrator White requested the approval to increase Ms. Barnette's hourly rate from \$22.51/hour to \$23.18/hour, effective January 10, 2021.

### **Res. 31-21 Approve the pay increase for Administrative Assistant Melanie Barnette's hourly rate from \$22.51/hour to \$23.18/hour, effective January 10, 2021.**

Mr. Angelou moved to approve the pay increase for Administrative Assistant Melanie Barnette's hourly rate from \$22.51/hour to \$23.18/hour, effective January 10, 2021. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

## **HUMAN RESOURCES:**

Ms. Kadel presented a memo about whether to mandate township employees to receive the COVID-19 vaccine. She said attorney Marc Fishel expressed reluctance from a personal perspective but said he would recommend it to clients that have staff who regularly encounter members of the public. Ms. Kadel said she recommends it be kept voluntary for now and monitor how things develop. Ms. Kadel also said that she queried her public sector HR peers and of the six that responded, none are mandating the vaccine at this time. Mr. Cavener asked Ms. Kadel to research whether paid COVID-19 sick leave could be withheld if an employee refuses to get the vaccine. Ms. Kadel agreed to do so. Mr. Angelou said he encourages everyone to get the vaccine. Chief Kauser said more and more firefighters are getting the vaccine.

Ms. Kadel presented a memo proposing a change to the 2021/2022 wellness plan spouse open enrollment initiative. Mr. Angelou asked if the dates for this year's open enrollment have been scheduled and how it will be communicated to employees. Ms. Kadel said the targeted dates are February 2-4, with a couple dates/times set aside for makeups and cancellations. Appointments can be made online or by telephone. Ms. Kadel said she is actively working with Jon and Wendy at Assured Partners and SES on a document that will be sent to all

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employees via email. The document will introduce SES and explain the new open enrollment format and process.

Ms. Kadel said the telephonic open enrollment focus and format will be very different from the in-person open enrollment sessions held in past years in which the focus was on benefits education and utilization. Ms. Kadel explained that SES' focus will be on intaking and auditing employee benefits enrollment information and entering it into the new Paycor Benefits Advisor Pro. SES will also go over the new voluntary worksite benefits options offered by The Standard. Ms. Kadel explained that while SES will do everything they can to accommodate the township's needs, it will be tricky for them to capture spouse open enrollment participation, particularly those spouses who will not be available for the employee's scheduled call. Given this challenge, the current time constraints, and the new open enrollment focus and format, Ms. Kadel presented the Trustees with three alternatives to spouse open enrollment participation. The first is to give all spouses a one-time-only waiver in which they will receive \$120 credit whether they participate in a telephonic open enrollment session. The second option removes the spouse attendance initiative and doubles the dollar value for the employee (family) open enrollment attendance initiative. The third option removes the spouse attendance initiative and re-allocates the dollar values across the board.

**Res. 32-21 Approve Option #1 of the proposed 2021/2022 Wellness Plan Change Proposal which includes the one-time waiver of spousal participation.**

Mr. Angelou moved to approve Option #1 of the proposed 2021/2022 Wellness Plan Change Proposal which includes the one-time waiver of spousal participation. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Ms. Kadel said as a heads-up, the Biden administration has proposed expanding and extending the CARES Act paid sick leave requirement that expired at the end of last year. If it passes, it will be extended through September 30, 2021.

**PUBLIC INFORMATION OFFICER:**

Ms. Rapp presented the branding changes including the color identity representing Fire, Police and Service: red, blue, and green respectively, including sample stationary and suggested color variations for the approved logo. Ms. Rapp requested the matter be tabled for Chair Stewart's consideration. Mr. Cavener requested samples with the colors in different "V" areas of the logo for the next meeting.

**SERVICE:**

Mr. Boggs said he was contacted by Tecstone of a special project in which they would like to reproduce an old headstone and donate it to the township. He will be providing more information about the project for the trustees' consideration.

Mr. Boggs said his department has been repairing drainage in East Linden and patching holes in the streets. He said there have been lots of burials with anticipation of more next month. Mr. Boggs said he will request a pay increase for Kris Kuhn at the next trustees' meeting.

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## **CODE:**

Mr. Boggs said there is nothing new to report regarding code enforcement violations. Mr. Boggs said he is working with Franklin County about organizing a tire drive in March.

## **POLICE:**

Chief Phillips requested the acceptance of Jeffrey Bingham's resignation, effective January 23, 2021.

### **Res. 33-21 Accept the resignation of Jeffrey Bingham, effective January 23, 2021.**

Mr. Cavener moved to accept the resignation of Jeffrey Bingham, effective January 23, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Phillips requested the approval to contingently hire Cody Palmer as a full-time police officer, effective January 24, 2021. Mr. Palmer will complete his physical testing and drug abuse screening next week. Chief Phillips said Mr. Palmer is currently employed with the Perry Co. Sheriff's Office as a Patrol Sergeant.

### **Res. 34-21 Approve the contingent hire of Cody Palmer as a full-time police officer, effective January 24, 2021.**

Mr. Cavener moved to approve the contingent hire of Cody Palmer as a full-time police officer, effective January 24, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

If Mr. Palmer accepts the contingent offer, Chief Phillips said she will train Officer Palmer during his first two weeks of his employ.

Chief Phillips provided updates to the trustees, including her monthly statistics. She said she has not received an update from the Franklin County Board of Health as to when the police officers will be getting COVID19 vaccinations.

## **FIRE DIVISION:**

Chief Kauser requested the renewal of the 3-year maintenance agreement with Stryker for four Lucas devices in the amount of \$5,054.40 per year, totaling \$15,163.20.

### **Res. 35-21 Approve the renewal of the 3-year maintenance agreement with Stryker for four Lucas devices in the amount of \$5,054.40 per year.**

Mr. Cavener moved to approve the renewal of the 3-year maintenance agreement with Stryker for four Lucas devices in the amount of \$5,054.40 per year. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the renewal of the B&C Motorola Maintenance Agreement be tabled for a later date as he believed the amount of the Service Agreement to be incorrect.

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## **OPERATIONS CENTER:**

No requests.

## **MIFFLIN DISPATCH:**

Chief Kauser requested the approval to contingently hire Kim Foltz as a part-time MECC dispatcher, effective immediately. He said she 3 years of dispatching experience for Truro Township and is a full-time Firefighter/Medic with their organization.

## **Res. 36-21 Approve the contingent hire of Kim Foltz as a part-time MECC dispatcher, effective immediately.**

Mr. Cavener moved to approve the contingent hire of Kim Foltz as a part-time MECC dispatcher, effective immediately. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser said he will be bringing purchase agreements for new three new ambulance medics at the next meeting. As well, Chief Kauser said he will have the bids for phase II of the Operations Center at the next meeting for review.

Chief Kauser said they have been going through the process to be a State Board-approved vaccination center which will allow vaccinations to any class the Governor releases. He said approval is imminent. Expenses will be tracked in hopes of reimbursement as it is not funded. Chief Kauser said logistics will need worked out. He anticipates using off-duty staff as the need will be great for the vaccine. Chief Kauser said he would like the vaccinations to take place in the township meeting hall. Trustees Angelou and Cavener both expressed wanting to know more about the operating procedures prior to approving the use of the meeting hall.

## **MIFFLIN TECHNOLOGY:**

Mr. Main requested a list of zero-value equipment be disposed due to age or condition. He said he will partner with a local E-recycler to properly dispose of the equipment and get a certificate of destruction of all hard drives.

## **Res. 37-21 Approve the disposal of the listed zero-value equipment.**

Mr. Cavener moved to approve the disposal of the listed zero-value equipment. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

## **OLD BUSINESS:**

None.

## **VISITORS COMMENTS:**

No visitors.

