

# RECORD OF PROCEEDINGS

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

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Held

**February 16,**

**2021**

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Chair Lynn Stewart called the Mifflin Township Board of Trustees to order via an advertised conference call at 7:00 p.m. on Tuesday, February 16, 2021 with Vice Chair Kevin Cavener, Trustee Richard Angelou, Chief Fred Kauser, Fiscal Officer Rick Duff, Township Administrator Nancy White attending in-person. Police Chief Tammy Phillips, Service Director Roger Boggs, HR Director Becky Kadel, Public Information Officer Melissa Rapp, IT Director Main, and Jon Hastings of Assured Partners attended remotely online.

Chair Stewart led the Pledge of Allegiance.

## **TRUSTEES COMMENTS:**

Mr. Angelou said he appreciates the teamwork between the departments during these trying times. Chair Stewart said she had a conversation with the Gahanna Mayor, and she passed on her good wishes for all Mifflin Township first responders and the work they have been doing regarding COVID19. She said the Mayor and the citizens are noticing the good work.

## **MINUTES & WARRANTS:**

### **Res. 49-21 Approve the January 13, 2021 Fire Budget Workshop Special Meeting Minutes**

Mr. Angelou moved to approve the January 13, 2021 Fire Budget Workshop Special Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

### **Res. 50-21 Approve the February 1, 2021 Meeting Minutes**

Mr. Cavener moved to approve the February 1, 2021 Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

Chair Stewart requested Administrator White obtain quotes from professional movers for the upcoming move of the administrative staff from the Ridenour Road office to the Operations Center. Administrator White said she will be getting a referral for a mover from the president of the Franklin County Township Association as well.

Administrator White said she shared with the HR Director information from a law firm regarding whether employers can require employees to get the COVID19 vaccination. She said Ms. Kadel inquired with the HR network group and no one has required the vaccine. Chair Stewart said she heard some employers were incentivizing their employees with small bonus or token (gift card, bonuses, etc.) to get vaccinated.

## **CORRESPONDENCE:**

Fiscal Officer Duff said Franklin County had two zoning /code enforcement inspectors that retired. He said they have recently hired a replacement and is in the training process. Administrator White said Franklin County plans to hire one more.

Administrator White said she received a letter from KeyTel Systems. She said we will be severing our relationship with them shortly. Chair Stewart said all our IT services are covered except for the VIP accounting software, which is still on the KeyTel cloud, but Mr. Main is

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in the process of moving it to WOW. She said Chief Kauser wrote a memo to her, Administrator White and Jason Nicodemus to that effect.

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

Fiscal Officer Duff said he receive a Notice of Annexation of 2626 Johnstown Road, near Cassidy Avenue. He said is it a ½-acre 8000 square foot warehouse. He said the property taxes to the township are \$3,800 annually. He said the owners just recently annexed the land directly adjacent to this property.

Fiscal Officer Duff said he is requesting to table his request for a resolution to move money and accounts for the operations center from the fire fund to the general funds. He said he will need action soon as he will need to turn it in with the budget that is due to the county by March. Chair Stewart said she would like to have a meeting with Chief Kauser, Administrator White, and Fiscal Officer Duff and asked Mr. Duff to schedule it.

Fiscal Officer Duff said he is overdue to give Rebecca Rousseau her performance review with input from Administrator White.

Administrator White said she received an e-mail from Jeff Mackey, Franklin County Board of Elections, that the police levy was certified and will be on the May ballot. Fiscal Officer Duff said he had not heard that and would have reported on that had he knew.

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

Administrator White requested approval of the OTARMA Insurance renewal in the amount of \$144,853.00. She said it includes the Operations Center at \$12,000,370.00, which was not included last year. She believes this may need increased slightly. She said our current liability limits are \$13,000,000.

### **Res. 51-21 Approve the OTARMA Insurance Renewal for 2021-2022 in the amount of \$144,853.00.**

Chair Stewart moved to approve the OTARMA Insurance Renewal for 2021-2022 in the amount of \$144,853.00. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White noted the vehicle inventory has been updated.

### **HUMAN RESOURCES:**

Ms. Kadel said a memo was included in the trustees' packets to provide answers to questions from the February 1<sup>st</sup> trustees meeting.

Ms. Kadel said that at this time only one part-time First Responder employee qualifies for Line-of-Duty coverage. She said to qualify, the employee must work an average minimum of 20 hours per week. She said to add the Line-of-Duty coverage to the current Basic Life and AD&D coverage, it will cost an additional \$.50 per employee per month.

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Chair Stewart moved to add Line-of-duty coverage for all eligible Full-time First Responders and add basic life insurance and AD&D coverage in the amount of \$25,000 with the additional Line-of-Duty coverage for any eligible part-time First Responder. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Kadel revisited the AFLAC and Colonial Life payroll deduction program. Chair Stewart said to recap, the AFLAC and Colonial Life policies will not be negatively affected or canceled, but the employees who choose to keep those policies will have to contact the vendors directly and plan to pay them directly as the township will not.

Ms. Kadel said Open Enrollment has wrapped up. She said the feedback she has received has been positive. It allowed us to audit everyone's information to enter it into Paycor and test out the benefits platform prior to training and releasing it for use to all employees. Mr. Duff said it also allowed those employees who have AFLAC and Colonial Life policies to find out what the costs would be if they moved to The Standard, which is about a 50% discount on their current rates. Ms. Kadel said the sessions were also intended to be more intimate, where employees might feel more comfortable asking questions that they may not want to ask in an open forum. Ms. Kadel said another reason we transitioned to the virtual format was due to of COVID19.

## **PUBLIC INFORMATION OFFICER:**

Ms. Rapp said the branding packet included a new, revised version of the logo in which the graphics designer modified the colors based on Mr. Cavener's request: red on top, and blue and green on the sides. Everyone agreed they liked the new color scheme. Ms. Rapp said modifications were also made to the stationary to place the logo closer to the words "Mifflin Township". The trustees agreed they would like to see a modification to the letterhead so the logo is centered; centered under the logo should be "Mifflin Township"; centered under "Mifflin Township" should be "Peace. Safety. Welfare." Ms. Rapp agreed to have these changes made.

## **SERVICE:**

Mr. Boggs requested the acceptance of Dave Stevens' retirement, effective February 26, 2021, his last day of work. He said Mr. Stevens has been with the township 7 ½ years.

## **Res. 52-21 Accept the retirement of Dave Stevens, effective February 26, 2021.**

Mr. Angelou moved to accept the retirement of Dave Stevens, effective February 26, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs said his department has been busy plowing snow and hauling salt from the county. He said they are getting low on salt; however, it has not affected us yet. He said he is searching for alternative sources.

Mr. Boggs said there have been frequent burials.

## **CODE:**

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Mr. Boggs said his department is working on a couple properties with code violations. One may require a dumpster for clean-up.

Mr. Boggs said he was contacted by Franklin Co. Public Health regarding surplus grant money available to be used for a Tire Drive to be held in front of the police station on the tentative date of March 20<sup>th</sup>.

Administrator White said she was contacted by Taylor Greely of Rumpke notifying her that they are running one day behind on trash pickup. She said Ms. Rapp has posted this on the website and social media.

### **POLICE:**

Chief Phillips provided the following updates:

- Officer Briggs was injured on the job on February 6<sup>th</sup>. He was transported with minor injuries but released a few hours later and is back to work.
- The department completed bi-annual CPR that included the annual Narcan and first-aid training on February 10<sup>th</sup>.
- Chief Phillips said the State of Ohio is requiring new chiefs to attend Chiefs training. She is scheduled for March 1 – 5, 2021 at the training academy. She will absent from the March 1<sup>st</sup>, trustees meeting because of this.

There was discussion as to when Chief Phillips will receive her badge pinning ceremony. Mr. Cavener and Chief Phillips agreed to select a date.

Mr. Cavener asked Chief Phillips how many hours the two part-time officers work that are ineligible for the Line-of-Duty coverage. Chief Phillips replied the two officers work a couple days a week which average 16 – 24 hours a week. She said another officer works about 24 hours per month.

### **FIRE DIVISION:**

Chief Kauser said the State of Ohio has approved the township to operate a COVID19 vaccination center. He said we have been put in the queue to receive the vaccine medication.

Chair Stewart requested Ms. Rapp to send the press release to Chief Kauser and Assistant Chief Dunlevy. She said she would like the press release to go out tomorrow morning. Ms. Rapp agreed to do so. Chair Stewart asked Ms. Rapp to ensure it includes the unincorporated areas of Mifflin Township. Ms. Rapp agreed to do this also.

Chair Stewart congratulated Chief Kauser on the accomplishment of becoming an approved vaccination center. She said she understands the registration will be handled through the Ohio Department of Health's software; no walk-ins will be permitted; everyone must have

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an appointment. She said the public is not to call the township office nor come to the township office to make an appoint. Chief Kauser said those details are correct.

Mr. Cavener and Mr. Angelou congratulated Chief Kauser also. Mr. Angelou said this is a good example of what can be accomplished when the community comes together and gets the job done. Chair Stewart said it is a big deal and to her knowledge we are the first vaccination center in the area. Chief Kauser thanked Assistant Chief Dunlevy and the rest of his staff for getting this done. He said it is a way to give back to the community in a way that is different than what they do every day. He said they are excited to get started.

Chief Kauser said that mid-way through the pandemic, hospitals and fire departments were facing staffing challenges. He said there was an initiative across the region to extend special duty provisions for the medics during the balance of the pandemic. He said state legislature adjusted the law to allow public employees to work special duty under certain parameters like this; a declared pandemic, disaster or other purposes approved by the State. He said the scope is the same as what a paramedic currently performs, and it would require the medical director's approval. He said the final review of the Memorandum of Understanding (MOU) for these services was done by Marc Fishel, our legal counsel.

Chief Kauser requested approval of the Mifflin Township Division of Fire to extend special duty provisions to a hospital such as Mt. Carmel Hospital during the duration of the declared pandemic. Chief Kauser said the hospital would put out a coordinated request one to two weeks ahead of time. He said this is voluntary overtime for our paramedic firefighters if they choose to work a shift or two. He said we are one of a dozen fire departments that have made provisions for the support if needed.

Administrator White asked about the township's liability since it will be paying the overtime. Chief Kauser said it is no different than working special duty for a school. He said the reason we do not have staff on the payroll of those institutions is because they are operating in uniform under our authority under our rules, policies, and protocols.

Mr. Duff asked if we will be billing the hospital. Chief Kauser said we will be billing the contracted rate which includes all the expenses related to an overtime cost, such a pension, workers' compensation, etc. Mr. Duff requested the paramedics working this special duty to receive the vaccination for the safety of our personnel. Chief Kauser said he believes this is a requirement of the hospital, along with other vaccinations.

**Res. 53-21 Approve the Division of Fire staff to supplement Mt. Carmel East Emergency Room under the guidelines of the MOU which has been evaluated by legal counsel.**

Chair Stewart moved to approve the staff to supplement Mt. Carmel East Emergency Room under the guidelines of the MOU which has been evaluated by legal counsel. Seconded by Mr. Angelou. All voted yea. Motion carried.

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Chief Kauser requested the approval of the Fire, EMS, and MECC Dispatching Budgets and Appropriations.

**Res. 54-21 Approve the Fire, EMS, and MECC Dispatching Budgets and Appropriations for 2021, as presented by Chief Kauser.**

Chair Stewart moved to approve the Fire, EMS, and MECC Dispatching Budgets and Appropriations for 2021, as presented by Chief Kauser. Seconded by Mr. Cavener. All voted yea. Motion carried.

**OPERATIONS CENTER:**

No requests.

**MIFFLIN TECHNOLOGY:**

Mr. Main said he has received confirmation from the electronics recycler that all the drives have been destroyed for recycling of old computer equipment. He said we had just over 2,000 pounds of electronics that were recycled.

**OLD BUSINESS:**

None.

**VISITORS COMMENTS:**

No visitors.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried. The meeting adjourned at 8:08 p.m.

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Lynn M. Stewart, Chair

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Richard J. Angelou, Trustee

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Kevin J. Cavener, Vice Chairman

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Rick Duff, Fiscal Officer