

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

March 1,

2021

---

Chair Lynn Stewart called the Mifflin Township Board of Trustees to order via an advertised conference call at 10:00 a.m. on Monday, March 1, 2021 with Vice Chair Kevin Cavener, Trustee Richard Angelou, Fiscal Officer Rick Duff, Township Administrator Nancy White, and Chief Fred Kauser attending in-person. Service Director Roger Boggs, HR Director Becky Kadel, Public Information Officer Melissa Rapp, IT Director Main, and Assistant to the Fiscal Office Rebecca Rousseau attended remotely online. Police Chief Tammy Phillips was on an excused absence to attend Chiefs training.

Chair Stewart led the Pledge of Allegiance.

## **TRUSTEES COMMENTS:**

None.

## **CORRESPONDENCE:**

None.

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

Fiscal Officer Duff said he would like to discuss interest earned on investments and how this money is accounted for. He said that currently all the interest accumulated monthly is placed into different funds: Fire investments interest by State statute goes into a General Fund. He said the General Fund interest is divided by General Fund, Service department, Roads and Bridges, and Police department. He said to return the interest funds to the Fire department would require the trustees' action. He said, as it stands now, the money resides in the General Fund. Fiscal Officer Duff said some townships utilize the interest funds to offset costs, i.e., trustees' time, Fiscal Officer's time, and Finance office time. He said this is not a suggestion, he is only pointing out what other townships have done. Trustees Stewart said she would like to see the interest funds from Fire and Police benefit the Fire and Police departments accordingly. Chair Stewart said the Fire department does so much for all the departments; all the departments work together. She said she would hate to see the departments have to pay for each deed or task performed. Fiscal Officer Duff said he agreed. He said he would like to point out that most of the interest at this time is for the bond funds, especially Station 132. He said it would be nice to have the interest funds go back to those major capital projects to offset the interest we have to pay for those bonds. Mr. Cavener said the Police budget is so low and always needs help. Mr. Cavener said he would like to see interest transferred to the Police budget to benefit that department.

Mr. Angelou asked how this will affect the end of the year audit. Fiscal Officer Duff said it poses no problem whatsoever if there is a resolution to do so. He said he believes the total interest is approximately \$220,000, since 2011. Chair Stewart requested Fiscal Officer Duff research the total amount of the interest funds and provide the amount at the next meeting. Fiscal Officer Duff agreed to do so.

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

March 1,

2021

---

**Res. 55-21 Approve the transfer of the General Fund interest money from Police and Fire to the corresponding funds.**

Chair Stewart moved to approve the transfer of the General Fund interest money from Police and Fire to the corresponding funds. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff said he was contacted by Mr. Paul Shield who owns property on Drake Road. During the paving of Drake Road, a rock was allegedly thrown from a piece of equipment striking and damaging his vehicle. Fiscal Officer Duff said Mr. Shield was in his vehicle at the time. Fiscal Officer Duff said Mr. Shield does not live on Drake Road but owns property there that he uses for relaxation. Mr. Shields told Fiscal Officer Duff that he has been getting the “run around” from Franklin County saying that Franklin County referred him to the contractor who is not responding to his messages. Fiscal Officer Duff has not heard back from Franklin County either. Fiscal Officer Duff said the total amount of damage is \$106.75. Mr. Boggs said last week he was copied on a response from Mr. Mark Mullinax of Franklin County, who oversees the pavement projects. Mr. Boggs said that it is his understanding that the Phoenix Construction Company has tried to reach out to Mr. Shield but was unsuccessful. He believes they have been trying to visit rather than call Mr. Shield. Mr. Boggs said generally the machine does not throw stones like what was described, but he thinks the construction company should provide Mr. Shield a check to cover the damage anyway. Fiscal Officer Duff said Mr. Shield is frustrated as it is taking too long for a resolution. Fiscal Officer Duff said he is intervening as needed.

Fiscal Officer Duff provided the final budgets and appropriations for 2021 for review. He said it will need to be approved at the March 16<sup>th</sup> meeting as it is due to Franklin County by the end of the month.

Chair Stewart said she thinks it would be helpful if the meeting packet was e-mailed to the department heads for future meetings.

**TOWNSHIP ADMINISTRATOR’S REPORT:**

Township Administrator White said as a follow-up to the approved annexation request on Codet Road, Mr. Torres has also requested the vacating of a portion of the right-of-way at the east end of Codet Road. Administrator White said by doing so he would not have to extend the road, which would be very expensive. She showed an illustration to the trustees. Administrator White requested the vacation of the portion of the right-of-way so that Mr. Torres could install his driveway there. Administrator White said by vacating the right-of-way, Mifflin Township would no longer have any responsibility or ownership.

**Res. 56-21 Approve the vacating of the Right-of-Way at the east end of Codet Road.**

Mr. Angelou moved to approve the vacating of the Right-of-Way at the east end of Codet Road. Seconded by Chair Stewart. All voted yea. Motion carried.

Administrator White said the cabinets that were installed in the Admin Suite are not what was anticipated due to the wrong color scheme. Fire Administration would like to have these cabinets placed in their conference room at the back of the building. She would like

## RECORD OF PROCEEDINGS

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

---

Held

March 1,

2021

---

to purchase grey cabinets for the Admin Suite area as well as in the conference room and the area just outside of the Fiscal Officer's office and Trustees' office.

**Res. 57-21 Approve the purchase of the new cabinets from the General Fund in the amount of \$10,880.00 from M&M Renovations.**

Chair Stewart moved to approve the purchase of the new cabinets from the General Fund in the amount of \$10,880.00 from M&M Renovations. Mr. Angelou seconded. All voted yea.

Administrator White said plans are in place for the administrative office and fiscal office to move on March 12<sup>th</sup>. She said a professional moving has been contracted and she anticipates a smooth move.

**SERVICE:**

Mr. Boggs said Tecstone Granite employees would like to do a service project for the community by way of replacing a very old headstone on a grave for the deceased individual named Lucy Ann Starrett. They would like to make a replica of the original headstone. He said it would be good for the township. He said there will be no promotion of Tecstone Granite. Fiscal Officer Duff said he has researched the immediate family and it appears they all moved out of state. Mr. Boggs said there are several extended family members still in the area. He said his assistant Ms. Kuhn has prepared a Starrett family tree.

Chair Stewart asked Mr. Boggs for his main objective for this year. Mr. Boggs said he would like to start the storm drain projects in the East Linden area by way of maintenance and learning what drainage is in place and the condition of the drainage pipes. He said he would like to begin a yearly maintenance schedule for the drains in the township. Mr. Boggs said he has been using Franklin County for their camera crew and jetting. He is hoping to utilize them regularly which will keep costs down. Mr. Boggs said he plans to budget money for each season for the drainage project. Catch basins may need to be added. Mr. Boggs said any water main break, coupled with the City of Columbus' slow response time of up to two weeks, causes gravel and debris to fill the drains causing compaction and slowness of the drain. He is hoping to get Franklin County out to camera early each spring. He said the residents have covered some storm drains with boards and some have up to 8" of gravel causing further issues. Ideally, parking and road infrastructure would be changed, but that would be a challenge in the East Linden area. He said he will look for a grant to assist with the funding of such a project. Chair Stewart said to recap, Mr. Boggs is in the beginning process of assessing the drains and will return with a recommendation and a plan of what he believes needs to be done. Mr. Boggs said he has looked into obtaining grants, but the problem with storm drains projects is that they fall last on the list leaving very little funding for storm water projects.

Mr. Boggs said he would like to make changes within his department. He would like to move one of his employees into a Foreman position. He said he would like to change some of the salaries. One of his employees has recently retired. He said he will also be looking into his budget regarding his department's move to the 155 Olde Ridenour Road. He said there will be an adjustment for utilities, etc. He said he has no major projects this year, but

## RECORD OF PROCEEDINGS

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

---

Held

March 1,

2021

---

in the future, he may investigate building a salt barn, perhaps in two years. In the meantime, he will investigate partnering with Gahanna or continuing to get salt from Franklin County.

Chair Stewart asked if there was any support needed to achieve his goals. Mr. Boggs said he will be meeting with Fiscal Officer Duff and Ms. Rousseau to review his budget and determine what funds can be moved to make some minor adjustments.

Mr. Boggs said he is also planning to do the driveways within the cemeteries this year. Last year, it cost approximately \$12,000. He said Franklin County suggested adding another top layer to extend its life. He said he need to check Franklin County's schedule for this. With all the townships utilizing Franklin County's services, it is difficult.

Mr. Angelou inquired about the Service department moving to 155 Olde Ridenour Road. Mr. Boggs said it will be an adjustment as the equipment will be at 218 Agler Road requiring him to plan accordingly. Regarding the Ops Center, he said he has on-call staff assigned there all week. If there are any issues at the Ops Center, he will be notified. If it is something requiring a contractor, he or the Foreman will make that contact and meet the contractor at the Ops Center. Chief Kauser said there is a good plan for building maintenance. A service level agreement (SLA) will outline how requests for services will be prioritized and handled and expected response times.

Chair Stewart asked if he has given any more consideration to utilizing the township hall for public use. Mr. Boggs said he was waiting to see if it would be used as a vaccination center. He said he has been contacted by a couple local funeral services that do not have room to do a service. He said pricing will be difficult based on what we are or are not offering. He said at some point he would like to use it as a chapel to benefit cemetery services. Chair Stewart said COVID19 has affected plans also. She would like Mr. Boggs to provide more ideas and details by April.

Fiscal Officer Duff pointed out that the township is receiving additional permissive motor vehicle tax which will amount to an additional \$10,000 to \$20,000 per year.

### **CODE:**

Mr. Boggs said he had the opportunity to meet the new inspector for Franklin County, Patrick Young. Mr. Boggs said Mr. Fulton, also a Franklin County inspector, will retire in February 2022.

### **HUMAN RESOURCES:**

None.

### **PIO:**

Ms. Rapp said she was unable to obtain the changes to the stationery package for today's meeting but will have them in the packet for the March 16th meeting for review and consideration.

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

March 1,

2021

---

Ms. Rapp said she spoke with Reverend Calloway from the Centenary United Methodist Church. He told Ms. Rapp that the church is moving him to a Northland area church. He provided Ms. Rapp the contact information for women active in the community group in the unincorporated area. Ms. Rapp said she will inform Chief Phillips of this also.

Ms. Rapp said she attended and took photos of the new recruits at their training days. She will be posting the photos on social media and the website. Chair Stewart said she had the opportunity to meet with the new recruits a few weeks ago. Chair Stewart said she was impressed with the professionalism and enthusiasm; they were astounding. Chair Stewart said we are very fortunate.

Ms. Rapp said the press release is ready to go for when we receive the go-ahead for the vaccination center.

### **POLICE:**

None.

### **FIRE DIVISION:**

Chief Kauser said since October 2020 there are two full-time firefighters who are part of the active military. He said the township provided them full work credit during the time they have been deployed, pre-deployed, quarantined or in some state of training for the next mission. He said he expects this to continue for the duration of 2021. He is requesting to extend the benefits that were granted in October 2020 for the entire calendar year of 2021. He said this is not a burden to the Fire department and extra staff are in training if they are to be deployed. Chief Kauser said this is unique and unprecedented in his 35 years of experience at the township. He does not expect this to require a change in policy, just an extension.

### **Res. 58-21 Extend the military leave benefits that were granted in October 2020 for the entire calendar year of 2021.**

Chair Stewart moved to extend the military leave benefits that were granted in October 2020 for the entire calendar year of 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said all the paperwork is in place with Elford to begin phase 2 of the construction. Elford will have their superintendent on-site this Wednesday afternoon. Elford will then provide the actual start date for construction. Chief Kauser said the work at the Ops Center is progressing very well.

Chief Kauser said we have a very robust relationship with the City of Gahanna Police as part of the 911 shared system. He said Chair Stewart, Police Chief Spence, Mayor Jadwin and he met very briefly last week to outline the key points that will make up the MOU that will formalize the next phase of our relationship which moves Gahanna Dispatching in with the us as well as some office spaces for the Gahanna detective bureau. He said this will be a very positive relationship for the citizens, benefiting operationally and financially. He said once the MOU is in place, more work will be done with the City of Gahanna to

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

March 1,

2021

---

develop a more “MECC-like” relationship; meaning that there will be a set of documents that are more detailed so that other agencies that might want to become participants in facility can join. He said this is very high-level, introductory level discussion at this point.

He said he also met with the library system about parking. He said signage will be in place and parking will be reassigned and established very firmly prior to the March 15th move in date of the township staff and Fire Administration staff. There will be an amendment to the original lease which will include adopting the township’s security protocols, such as building maintenance and expectations about how maintenance is handled; plus, new provisions about data center access and security system access on the library-side (locks, keys, etc.) He said he plans to have proposed amendment language at the next meeting. He said this same language will also be used to prepare the MOUs for the other tenants.

He provided an update on COVID19. He said he is looking forward to doing our part in trying to slow down the seriousness with which the threat of COVID19 is impacting our residents.

## **OPERATIONS CENTER:**

No requests.

## **MIFFLIN TECHNOLOGY:**

Mr. Main requested the approval to purchase the Televic audio system and storage case in the amount of \$7,164.00. He said the system is extendable; additional microphones can be added. He said he has received positive feedback of those participating externally in a meeting but also the quality of the sound on the recording side has improved dramatically. He said we have also been able to work through the recording issue of transferring the files to the right format for Ms. Barnette’s use. Mr. Main said this system is a one-year-old demo system from Pellegrino Pro A/V Solutions. They have reduced the cost for the purchase of the demo system and are providing a three-year manufacturer’s warranty. He said the cost also includes the \$1,291 storage case. He said there is a requisition and purchase order for this.

## **Res. 59-21 Approve the purchase of the Televic Sound System and Storage Case from Pellegrino Pro A/V Solutions in the amount of \$7,164.00.**

Mr. Angelou moved to approve the purchase of the Televic Sound System and Storage Case from Pellegrino Pro A/V Solutions in the amount of \$7,164.00. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Cavener requested a copy of the 3-year warranty be placed with the audio system paperwork.

## **OLD BUSINESS:**

None.

## **VISITORS COMMENTS:**

No visitors.

## RECORD OF PROCEEDINGS

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

---

**Held**

**March 1,**

**2021**

---

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried. The meeting adjourned at 11:09 a.m.

---

Lynn M. Stewart, Chair

---

Richard J. Angelou, Trustee

---

Kevin J. Cavener, Vice Chairman

---

Rick Duff, Fiscal Officer