

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

March 16,

2021

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

Mr. Cavener led the swearing-in and badge-pinning ceremony of Mifflin Township's first female Police Chief, Tammy Phillips.

TRUSTEES COMMENTS:

Mr. Angelou commended the work of the First Responders of Police and Fire, along with the Service department staff. Mr. Cavener agreed.

MINUTES & WARRANTS:

Res. 60-21 Approve the February 9, 2021 Special Meeting Minutes

Mr. Angelou moved to approve the February 9, 2021 Special Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 61-21 Approve the February 11, 2021 Special Meeting Minutes

Mr. Angelou moved to approve the February 11, 2021 Special Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 62-21 Approve the February 16, 2021 Meeting Minutes

Mr. Angelou moved to approve the February 16, 2021 Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 63-21 Approve the March 1, 2021 Meeting Minutes

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

Res. 64-21 Approve the April 2021 Warrants

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

CORRESPONDENCE:

None.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff provided the six-month credit card review. He said this is required by Ohio Revised Code.

Fiscal Officer Duff requested the transfer of money that was interest accumulated for Fire from 2009 through 2020 from account 1000-013-470200 to 2191-105-493100 in the

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amount of \$231,739.79. He also requested the transfer of money that was interest accumulated for Police from 2009 through 2020 from the account 1000-013-470400 to 2081-093-493100 in the amount of \$2,283.50. He said on-going, interest transfers will occur annually.

Res. 65-21 Transfer of money that was interest accumulated for Fire from 2009 through 2020 from account 1000-013-470200 to 2191-105-493100 in the amount of \$231,739.79; and transfer of money that was interest accumulated for Police from 2009 through 2020 from the account 1000-013-470400 to 2081-093-493100 in the amount of \$2,283.50.

Mr. Angelou moved to transfer of money that was interest accumulated for Fire from 2009 through 2020 from account 1000-013-470200 to 2191-105-493100 in the amount of \$231,739.79; and transfer of money that was interest accumulated for Police from 2009 through 2020 from the account 1000-013-470400 to 2081-093-493100 in the amount of \$2,283.50. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff provided an updated travel expense form for office use.

Fiscal Officer Duff requested the approval of the final 2021 Permanent Appropriation Resolution to be submitted to the Franklin County Auditor.

Res. 66-21 Approve the final 2021 Permanent Appropriation Resolution

Mr. Cavener moved to approve the final 2021 Permanent Appropriation Resolution. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer Duff requested the approval of a resolution authorizing the line-of-credit through Heartland Bank for the purchase of Fire vehicles. He said he entered a line-of-credit for 2.85% interest rate locked in for 5 years up to \$5.1M that can be drawn on anytime through a resolution from the Trustees allowing the purchase of any needed fire vehicles.

Res. 67-21 Approve a resolution authorizing the \$5.1M line-of-credit with Heartland Bank for the purchase of Fire vehicles.

Mr. Angelou moved to approve a resolution authorizing the \$5.1M line-of-credit with Heartland Bank for the purchase of Fire vehicles. Mr. Cavener seconded. All voted yea. Motion carried.

TOWNSHIP ADMINISTRATOR'S REPORT:

Township Administrator presented the performance evaluation of Accounting Assistant Hollie Wonderly and requested an increase from \$18.29/ hr. to \$18.84/hr., effective March 21, 2021.

Res. 68-21 Approve Hollie Wonderly's performance evaluation and pay increase from \$18.29/ hr. to \$18.84/hr., effective March 21, 2021.

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Mr. Angelou moved to approve Hollie Wonderly's performance evaluation and pay increase from \$18.29/ hr. to \$18.84/hr., effective March 21, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White said the move from 155 Olde Ridenour Road to the Operations Center at 400 W. Johnstown Road has been completed. She thanked the Service Department staff for their assistance. She also thanked Mr. Main for his assistance with getting the computers set-up. Administrator White said a change of address has been placed with the post office and notification post cards were mailed to vendors, government agencies and other entities.

Mr. Cavener and Mr. Angelou said the trustees would like the next regular trustees meeting to be held at the Operations Center.

HUMAN RESOURCES:

Ms. Kadel said she had no requests or updates. Mr. Duff said the HRA/HSA funds will be available tomorrow. He said Ms. Kadel was key in finding a ruling from the Bureau of Workers' Compensation which allows for the exclusion of the COVID19 sick leave payouts from wages.

PIO:

Ms. Rapp presented the revised stationery package which was included in the trustees' packets. She said if the trustees approve, she would like to get the new stationery prepared with the new address. She said she will provide one final proof to be reviewed but would like to move forward with the design. There was discussion that the underline should extend to the P in Mifflin Township. She said every time the graphic designer is asked to make a change there is a charge. Administrator White said if the elected officials change at some point, we must have the ability to make those changes and any other changes that are needed. Ms. Rapp said any graphic designer with the graphics software will be able to make the changes for us.

Ms. Rapp shared an article about Smart911 that was in *ThisWeek News*.

Ms. Rapp said that last week there was a request from a television station for bodycam footage from the police chase on I-270 that ended in the person being shot by another police jurisdiction. She said prior to releasing the footage she obtained legal counsel.

SERVICE:

Mr. Boggs requested the promotion of Markus Cobb to Service Specialist 1, Step 2, with a pay increase from \$17.71/hr. to \$18.41/hr., effective March 21, 2021.

Res. 69-21 Promote Markus Cobb to Service Specialist 1, Step 2, with a pay increase from \$17.71/hr. to \$18.41/hr., effective March 21, 2021.

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Mr. Angelou moved to promote Markus Cobb to Service Specialist 1 from Step 1 to Step 2, with a pay increase from \$17.71/hr. to \$18.41/hr., effective March 21, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested Service Specialist 2 John Jones be removed from new hire probation and promoted to Foreman at a rate of \$27.64/hr., effective March 21, 2021.

Res. 70-21 Remove John Jones from new hire probation and promote to Foreman at a rate of \$27.64/hr., effective March 21, 2021.

Mr. Angelou moved to remove John Jones from new hire probation and promote to Foreman at a rate of \$27.64/hr., effective March 21, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested the approval of TruGreen lawn service for fertilizing and weed control at both cemeteries as well as 155 Olde Ridenour Road for Spring and Fall applications in the amount of \$5,454.00. He said this is the same amount as last year.

Res. 71-21 Approve TruGreen lawn service for fertilizing and weed control for Spring and Fall applications in the amount of \$5,454.00.

Mr. Cavener moved to approve TruGreen lawn service for fertilizing and weed control for Spring and Fall applications in the amount of \$5,454.00. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs said the house at 1854 Stelzer Road has been demolished. The property has been seeded and strawed.

Mr. Boggs said a section of the fence at the cemetery's main gate was damaged this morning. There were no witnesses. Mr. Boggs said this is the 8th time it has been damaged. He has filed a police report with Gahanna Police Department and will be contacting insurance tomorrow morning for a quote for repairs.

Mr. Boggs said he is awaiting information from the Franklin County Engineer's Office for the drainage project on Genessee Avenue.

CODE:

Mr. Boggs said there was a Franklin County Public Health Tire Drive at the Police/Fire Station, 2459 Agler Road this past weekend. He said the County also drove around the township and collected over 50 tires, along with 12 additional tires collected by his staff. Fiscal Officer Duff said he participated in the event and stated it was well-managed.

POLICE:

Chief Phillips said she recently returned from Chief training in which she learned a lot and was able to network with other Chiefs. She requested non-exempt status as she continues patrolling on third shift and on weekends. She provided the exemptions through the Fair Labor Standards Act for review. She said she is in the process of recruiting new officers

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and expects it may be at least another eight weeks until she has replacement officer(s) on board. Ms. Kadel said she has had a discussion with legal counsel about this, researched the FLSA matter and would like to participate in future discussions. Mr. Angelou said the immediate need is to make Chief Phillips a patrolling chief. Chief Phillips said she has no issue remaining a patrolling chief indefinitely. She said she will continue to cover both the patrolling and administrative duties of Chief. Administrator White said her job description may need updated to state that her position is non-exempt. Ms. Kadel said a discussion may be warranted on this matter as it not as clear as one would hope. She said the FLSA guideline assigns patrolling hours to be approximately 50% of the Chief's time. Administrator White said Chief Phillips is patrolling over that percentage and needs to be considered as a non-exempt patrolling Chief.

Res. 72-21 Approve Chief Phillips' FLSA status as a non-exempt patrolling Chief.

Mr. Cavener moved to approve Chief Phillips' FLSA status as a non-exempt patrolling Chief. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Phillips provided updates on the need to replace the walkie radios soon. She said she received a complimentary letter from a resident about Officer Peddicord. She said National Drug Take Back Day is confirmed for April 24th, 10 am – 2 pm, at the Police Station. She said the Mifflin Township Police Officers are scheduled for their COVID shots on March 24th. She said her department was awarded \$3,689.55 as reimbursement for its body armor investment. Chief Phillips said she will be in training on March 24th, 8 am – 4 pm.

FIRE DIVISION:

Chief Kauser requested approval of the 2021 annual medical, psychological, and physical therapy services in the amount of \$117,000.00.

Res. 73-21 Approve the 2021 annual medical, psychological, and physical therapy services in the amount of \$117,000.00.

Mr. Cavener moved to approve the 2021 annual medical, psychological, and physical therapy services in the amount of \$117,000.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval of a blanket purchase order for the legal services for Station 132/Police building project, not to exceed \$20,000.00.

Res. 74-21 Approve a blanket purchase order for legal services for Station 132/Police building project, not to exceed \$20,000.00.

Mr. Cavener moved to approve a blanket purchase order for legal services for Station 132/Police building project, not to exceed \$20,000.00. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White said she told Chair Stewart that money had been set aside for the acquisition of the properties for Station 132, the annexation, as well as the preparation of necessary legal documents. She said Chair Stewart approved.

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Chief Kauser requested the administrative approval to appropriate insurance funds to repair damage to Station 134's bay door in the amount of \$7,158.00 to McKee Door Services.

Res. 75-21 Approve the appropriation of insurance funds to repair damage to Station 134's bay door in the amount of \$7,158 to McKee Door Services.

Mr. Angelou moved to approve the appropriation of insurance funds to repair damage to Station 134's bay door in the amount of \$7,158 to McKee Door Services. Mr. Cavener seconded. All voted yea. Motion carried.

OPERATIONS CENTER:

Chief Kauser requested the approval to purchase 60 commercial-grade lockers for the Fire Department and Township staff from Patterson-Pope in the amount of \$31,932.72. He said this is a joint purchase with Gahanna Police and the RCOG.

Res. 76-21 Approve the purchase of lockers for the Fire Department and Township staff from Patterson-Pope in the amount of \$31,932.72.

Mr. Cavener moved to approve the purchase of lockers for the Fire Department and Township staff from Patterson-Pope in the amount of \$31,932.72. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the approval to purchase housekeeping services for the Ops Center (2nd floor) from MasterClean in the prorated amount (through December 31, 2021) of \$38,000.00. He said the cleaning is for the entire second floor; Fire will be reimbursed by second floor tenants for their portions. He said this amount contains a 10% contingency if needed. Administrator White said the township will be purchasing the automated paper towel dispensers, paper towels and hand soap. She said the township will be purchasing the cleaning supplies and the MasterClean bill will subsequently reduce because of this.

Res. 77-21 Approve the purchase of housekeeping services for the Ops Center from MasterClean in the prorated amount (through December 31, 2021) of \$38,000.00.

Mr. Cavener moved to approve the purchase of housekeeping services for the Ops Center from MasterClean in the prorated amount (through December 31, 2021) of \$38,000.00. Mr. Angelou seconded. All voted yea. Motion carried.

MIFFLIN DISPATCH (and 911/CAD System Partners):

Chief Kauser requested the approval of the bi-annual Solacom 9-1-1 maintenance for 2021 in the amount of \$14,371.00. He said this request is to extend the existing XT911 Solacom Telephone System Software Maintenance and Support currently used by the Cities of Whitehall, Gahanna, New Albany, and Bexley as well as the six fire agencies served by the MEC Center. He said five dispatch agencies will share in the cost.

Res. 78-21 Approve the bi-annual Solacom 9-1-1 maintenance for 2021 in the amount of \$14,371.00.

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Mr. Cavener moved to approve the bi-annual Solacom 9-1-1 maintenance for 2021 in the amount of \$14,371.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser said at the request of KeyTel Systems, we have terminated our contract with them. He said this was an amicable separation; the township has outgrown the services that KeyTel can provide. Chief Kauser requested the approval of CDWG HP hardware maintenance and support for shared servers and the SAN operating at the WoW Data Center in the amount of \$6,641.95. He said the services were verbally approved by Chair Stewart on March 2, 2021. He said this is a shared expense between the RCOG and the Cities of Whitehall, Gahanna, New Albany, and Bexley. Although this is not a planned expense, Chief Kauser said it is accomplished under the current appropriations.

Res. 79-21 Approve the CDWG HP hardware maintenance and support for shared servers and SAN operating at the WoW Data Center in the amount of \$6,641.95.

Mr. Cavener moved to approve the CDWG HP hardware maintenance and support for shared servers and the SAN operating at the WoW Data Center in the amount of \$6,641.95. Mr. Angelou seconded. All voted yea. Motion carried.

MIFFLIN TECHNOLOGY:

Chief Kauser requested the board authorize Chair Stewart to enter into an Agreement for Professional Services with SSI to provide managed technology services to the township. He said the vendor participated in an RFP process administered by Mr. Main and was determined to be the best proposal. He said a final schedule of fees and services will be submitted in approximately 30 days.

Res. 80-21 Authorize the Chair to enter into an Agreement for Professional Services with Sophisticated Systems Incorporated (SSI) to provide Managed technology services to the township.

Mr. Angelou moved to authorize the Chair to enter into an Agreement for Professional Services with SSI to provide Managed Technology Services to the township. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser provided updates. He said an uninterrupted power supply unit will be purchased for replacement at the Operations Center. He said he will be attending a meeting with the Library's CFO for 2020 expenses and discuss projects for 2021. He said he has asked the Service Director and the architect to obtain pricing to seal or grind and seal the asphalt (including striping) in 2021 or 2022. Chief Kauser said signage is being prepared and should be available soon. Chief Kauser said he would like to pursue transitioning away from pension pick-up for the Fire department. He will be examining the Fiscal Officer's models to determine a plan that does not negatively impact staff; it is exploratory at this time. He said he is also examining the rates of pay to determine if there is any opportunity within the budget to cover a partial cost of living increase for the Fire Department and MECC.

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Chief Kauser said a \$10,000 grant was awarded for pediatric advanced airway training equipment. He said there was a significant house fire at Crossing Creek on Saturday, no civilian or fire fighter injuries. The new fire fighters will be at the live fire training facility on March 22nd. He said they will be transitioning into field training for the next 8 – 10 weeks. Graduation is likely to occur in late May or early June, with details to come. Chief Kauser said the Ops Center project remains on schedule. He thanked Mr. Main for his efforts.

OLD BUSINESS:

None.

VISITORS COMMENTS:

No visitors.

There was discussion about possible meeting time changes for Tuesday's Trustees meetings.

Fiscal Officer Duff requested an Executive Session per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

Mr. Angelou moved to enter into an Executive Session per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Seconded by Mr. Angelou. All voted yea. Motion carried.

At 8:30 p.m., the trustees entered an Executive Session. At 9:26 p.m. the trustees came out of Executive Session.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting adjourned at 9:28 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

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Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer