

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

April 5,

2021

---

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order via an advertised conference call at 10:00 a.m. on Monday, April 5, 2021 with Trustee Richard Angelou, Trustee Kevin Cavener, Fiscal Officer Rick Duff, Township Administrator Nancy White, Fire Chief Fred Kauser, Police Chief Tammy Phillips, Service Director Roger Boggs, HR Director Becky Kadel, PIO Melissa Rapp, and IT Director Craig Main attending.

The Pledge of Allegiance was led by Chair Stewart.

## **TRUSTEES COMMENTS:**

None.

## **MINUTES & WARRANTS:**

### **Res. 85-21 Approve the March 16, 2021 Meeting Minutes**

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

### **Res. 86-21 Approve the March 17, 2021 Special Meeting Minutes**

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

### **Res. 87-21 Approve the March 25, 2021 Special Meeting Minutes**

Mr. Angelou moved to approve the March 25, 2021 Special Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

### **Res. 88-21 Approve the May 2021 Warrants**

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

## **CORRESPONDENCE:**

Fiscal Officer Duff said he received two requests for annexation to Columbus: 2051, 2065, 2155, 2175 and 2189 Stelzer Road. He said these properties are just north of Citygate Drive. He said the proposed use is for a warehouse, showroom, and offices (commercial use). He said the properties have a total tax base of \$7,890.49 to the township. Administrator White said because Mifflin Township is unable to provide water and sewer, we are unable to retain the properties within the township and continue to lose them to the City of Columbus.

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

Fiscal Officer Duff requested the appropriation of EMS funds already certified but not appropriated for purchasing ambulances in the amount of \$817,229.82.

### **Res. 89-21 Approve the appropriation of EMS funds already certified but not appropriated for purchasing ambulances in the amount of \$817,229.82.**

Mr. Cavener moved to approve the appropriation of EMS funds already certified but not appropriated for purchasing ambulances in the amount of \$817,229.82. Mr. Angelou seconded. All voted yea. Motion carried.

## RECORD OF PROCEEDINGS

*Minutes of*

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES** *Meeting*

---

**Held**

**April 5,**

**2021**

---

Fiscal Officer Duff said the agenda item to approve paying Julian & Grube \$2,600 for the 2020 OCBOA Statements does not require Board approval and therefore does not need action today.

Fiscal Officer Duff said he was presenting the Statement of Cash Position for 2020 as a matter of discussion and not for any specific action today. He said certain funds are spending more than previously in the year. He said it is a thousand-foot view of the township's finances.

Fiscal Officer Duff said he was presenting the General Fund Trends. He said looking back at the income from ten years ago to present, the General Fund income has been stagnant. He said additional income is not coming in, but expenses are increasing by way of wages, additional headcount, etc. When listing out the income and expenses, the net gain or loss, 2021 looked like a good year because of the Bureau of Workers' Compensation Fund which still has a balance of \$500,000. He said in 2010, the General Fund had a surplus of \$2 million. He said the surplus at the beginning of 2021, including the Bureau of Workers' Compensation Fund, was \$1 million. The General Fund has \$500,000 in surplus, which includes paying out the Cemetery and Police transfers. He pointed out the surplus in the General Fund is running out. He said if the police levy passes in the primary election in May, it will increase income by \$25,000. He said he would like to see the Cemetery office at cost-neutral but understands that is beyond control due to the fluctuation in burials and plot purchases.

Fiscal Officer Duff said he would like his office to be in a more pro-active mode, rather than a reactionary mode. He said there is so much more volume, more financial transactions, than ever before. He said he was hoping to increase the Fiscal Office staff by one person. He said we have been blessed for so many years with a full-time Fiscal Officer but that is no longer the case. He said with the increased workload we sometimes struggle to keep up. He reviewed a spreadsheet of roles and responsibilities with the trustees. He said there are multiple roles that do not have backups and in some cases the Township Administrator is the backup for many responsibilities. Fiscal Officer Duff said he would like to see staff trained as a backup in each of the roles. He said Rebecca Rousseau is the only trained government accounting specialist. He said government accounting is a different type of accounting from regular accounting from a monetary standpoint; it is important to have staff trained in that. He said he is bringing this up as part of today's team meeting to make the trustees aware. Fiscal Officer Duff said he cannot see any way to fund a much-needed additional person now nor can he fund outsourcing. He said he is looking for ideas or other possible sources of revenue. Chair Stewart said it warrants us to look at all the options. She would like a brainstorming session, a Finance workshop at the next Monday meeting. She said we need to have a handle on this and look to the future. Township Administrator White said if each department would follow the policy, it would save Ms. Rousseau's time chasing down information. Administrator White said it is incumbent on each department head to stay on top of his/her finances. Administrator White said reports can be ran in the accounting program to assist with this. Chair Stewart requested everyone come to the meeting with ideas as to how to make a difference in your department. Chair Stewart requested Mr. Duff provide a projected cost for his proposed reorganization. He agreed to do so.

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

---

Held

**April 5,**

**2021**

---

Chair Stewart said Ms. Kadel's and Ms. Rapp's scheduled department overview meeting will be delayed until the June 7, 2021 staff meeting date to accommodate the Finance Workshop next month.

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

Administrator White said she and Chief Kauser have selected furniture from Continental Office for the second-floor lobby area in the amount of \$8,538.72 which would be a shared cost between Fire and Township Admin. She said she is not bringing this forward for any action today but to make the trustees aware of the furniture concept. The lobby area would be used as a waiting area or a place to take a meeting break. She said with furniture in this area, it will assist with directing people towards the reception area for signing in, obtaining a visitor's badge, etc. She said signage will also be used to direct visitors. Chair Stewart requested Administrator White provide additional quotes for similar furniture. Administrator White agreed to do so.

Administrator White said she has been working on a security policy and it has become more important now that we are all working within the building. She presented a proposed security policy for Mifflin Township. She said understanding that it will change as we add more occupants to the building, she is wanting to get something established; it is a starting point. She said the intent is for those currently working in the building to know what is expected of them security-wise. She said she has not yet met with the Gahanna Police Department for their opinions on the security policy. Chair Stewart said it is important that we have a policy and it be in place for everyone that enters the building, uniformed or not. Chair Stewart said the policy should be consistent for everyone entering the building like mask wearing. Administrator White said she is welcoming comments on the draft security policy with the understanding that it will continue to change. She said it was sent to all department heads. Mr. Cavener said when a person arrives to the lobby, Ms. Barnette would call the appropriate employee to go downstairs and escort the person to Ms. Barnette's area to sign-in and receive a visitor's badge. Administrator White expressed concern about the number of construction personnel and how to maintain security. Chair Stewart said the CMAR should be involved. Chair Stewart shared her security knowledge of Cardinal Health and how their security issues were resolved with a guest station.

## **HUMAN RESOURCES:**

Ms. Kadel requested an extension of her deadline to Friday, July 2, 2021 for the launch of the performance review process as she underestimated and did not factor in the number of focus group participants nor the number and length of the focus group meetings; Open Enrollment; Paycor benefits platform testing; hiring of fire firefighter recruits and a police officer; and moving to the Operations Center. Ms. Kadel said she will provide a date of when she will bring the performance review process before the Board for approval at the next trustees meeting.

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

---

Held

**April 5,**

**2021**

---

## **PIO:**

Ms. Rapp said she will be working with Mr. King, Community Paramedic, on an announcement via media posts about the availability of vaccinations to those that are homebound within the community.

Ms. Rapp said the branding/stationery has been fine-tuned. She said she did not have renderings to share as she is receiving everything digitally from the graphic designer but will have the renderings available at the next meeting. She said she will also be obtaining artwork for the business cards for the trustees' review.

Ms. Rapp said a MORPC intern Sara Jonassen will be working for the township this summer; she will start in mid-May.

Ms. Rapp said she is working with the web developer who has provided support up to a year after he started work on the website. Ms. Rapp said the web developer provided recommendations for future support. Ms. Rapp said she requested the current web developer provide an estimate for on-going support and to help beyond Ms. Rapp's website capabilities. She said she will provide the quote for consideration at the next meeting. Mr. Cavener requested the contract language to determine when the support initially started. Ms. Rapp agreed to provide the contract language to the trustees.

## **SERVICE:**

Mr. Boggs said Marcus Cobb, Service Specialist 1, has provided two-week notice of his resignation; his last day will be April 16, 2021. Mr. Boggs read Mr. Cobb's resignation letter to the trustees. Mr. Boggs requested the acceptance of Mr. Cobb's resignation, effective April 16, 2021, his last day of employment.

## **Res.90-21 Accept the resignation of Marcus Cobb, Service Specialist 1, effective April 16, 2021.**

Mr. Angelou moved to accept the resignation of Marcus Cobb, Service Specialist 1, effective April 16, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested approve to buy back the following graves:

- One (1) grave from Junita Rockhold, owner of Grave 1, Lot 97 of Section M4 in the amount of \$1,000.00, the original purchase price.
- One (1) grave from Robert Jr., Jason, and Susan Rockhold, owners of Grave 2, Lot 97 of Section M4 in the amount of \$1,000.00, the original purchase price.
- Four (4) graves from Melanie and David Barnette, owners of Graves 3, 4, and 5 on Lot 89, Section M4 as well as Grave 1 on Lot 102 in Section M4. All graves were purchases at \$500.00 each for a total of \$2,000.00.

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

April 5,

2021

---

**Res. 91-21 Approve to buy back of the following grave plots: One (1) grave from Junita Rockhold, owner of Grave 1, Lot 97 of Section M4 in the amount of \$1,000.00, the original purchase price; One (1) grave from Robert Jr., Jason, and Susan Rockhold, owners of Grave 2, Lot 97 of Section M4 in the amount of \$1,000.00, the original purchase price; Four (4) graves from Melanie and David Barnette, owners of Graves 3, 4, and 5 on Lot 89, Section M4 as well as Grave 1 on Lot 102 in Section M4. All graves were purchases at \$500.00 each for a total of \$2,000.00.**

Mr. Angelou moved to approve the sell back of the above grave plots. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs provided a proposal outlining his ideas for utilizing/renting the meeting hall. He said he is apprehensive about starting this venture until it is no longer needed as a vaccination site. The trustees agreed and said they would review his proposal.

## **CODE:**

Mr. Boggs said tagging continues to take place for high grass now that the weather is warming. He said the Franklin County Department of Health is looking into a hoarding matter and the property has become a fenced in, overnight campground/junkyard with lots of cars and activity. He said Mifflin Police are aware of it.

Mr. Boggs said a local runaway was located at a home on Parkwood, which is becoming a place where runaways are known to be. He said Mifflin Police are aware.

## **POLICE:**

Chief Phillips provided an overview of her plans for the police department for the remainder of the year. She said her 2021 goals and wishes are the same as she previously discussed which are maintaining and learning the job as Police Chief. She said she needs to be there for the department, Board, and co-workers. She plans to maintain staff and increase training. She said that before the end of 2021 she would like to obtain the certification for the Ohio Collaborative which bridges the gap between law enforcement and the community. She said there are standards to which then-governor Kasich and the State believe the police departments should have. These standards include body cameras, use of force policies, policy on vehicle pursuits, recruitment and hiring. She said to-date she has been able to get certifications in two of the areas: use of force and recruitment and hiring. Chief Phillips said she would like a recruitment video to be placed on Mifflin Township's new website; she is working with Ms. Rapp to do so. Chair Stewart said the trustees would support this.

Chief Phillips said her goal is to get certified in all areas to obtain final accreditation by the end of the year. She discussed a wish list with her officers. She said their wishes are certainly attainable. She said morale is high and they enjoy working together and in the community. Chief Phillips said they would like a new radar unit, more funding for grants, more body cameras, etc. She said these requests are attainable and doable. She said is hoping to get a portion of a \$10 million dollar grant for body cameras in July. She said she performed risk assessments on the integrity of the police department including the policies, ensuring they are reviewed and understood. She said she will continue to work on this.

## RECORD OF PROCEEDINGS

*Minutes of*

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES** *Meeting*

---

**Held**

**April 5,**

**2021**

---

Chief Phillips said body camera footage is randomly reviewed by the supervisor (Sgt. Hardway and Chief Phillips), per policy. Administrator White invited Chief Phillips to meet with the insurance company's risk assessment and loss control person to review plans and processes. Chief Phillips agreed to do so.

Chief Phillips said she would like to use forfeiture funding of approximately \$3,000 to purchase three new radios. She will bring this request to the Board at a future meeting. She said for the remainder of 2021, she would like to increase positive social media attention on the police department as she currently does not feel it is reaching the unincorporated areas. She said many rely on social media and our website for information rather than the news outlets. Chair Stewart requested Chief Phillips meet with Ms. Rapp and form a plan; be creative. Chief Phillips said she would like to see a newsletter, crime alerts, a letter from the Chief, and text alerts. Chair Stewart requested Chief Phillips provide a plan and present it to the Board for approval.

Chief Phillips said looking ahead to 2022, with the Board's approval she would like to start revamping the wellness program by possibly eliminating the sick leave incentive for the police department and making it a wellness program instead. She said hired applicants must take a pre-employment physical and an agility test, but there is no fitness accountability after employment. She said the officers should take sick time when needed and not be penalized for it. Rather create a test that would perhaps be taken four times per year to receive a bonus at the end of the year for his/her physical fitness test which includes having a mental health check. She said the number one killer of law enforcement is suicide and heart disease. She would like to include mental health in the wellness program. She said this could be part of a solution in reducing those suicides and heart disease. She said a mandatory appointment with a psychologist can provide benefits even if the officer only sits and talks about his/her day. The trustees agreed that it is a good idea. Ms. Kadel said the Fire Division requires that the Firefighters get an extensive physical fitness/medical exam and psychological screening every year. Ms. Kadel also told her that a letter is provided for each employee for each type of visit indicating whether (s)he is fit for duty or if additional intervention, treatment, exploration, etc. is recommended. Chair Stewart requested Chief Phillips meet with Ms. Kadel and Chief Dunlevy on this rather than reinvent the wheel for a mental health protocol. Mr. Cavener said it is refreshing to hear about all the items Chief Phillips has planned for the department. Chief Phillips said she has invited a couple of her officers to attend a free First Responders retreat.

During a discussion in which Mr. Angelou inquired about the protocol in place for officers who are involved in a particularly traumatic incident, Ms. Kadel requested Chief Phillips to clarify if taking three days off post incident is required or voluntary. Chief Phillips said time off is determined by the role of an officer in an incident and is at the Chief's discretion. Chief Phillips said if an officer pulls his/her trigger during an incident, then time off is mandatory. Ms. Kadel expressed concern about mandating an officer off work and sending him/her home to an empty house (e.g., no spouse, children, family support system). Chief Phillips followed up by explaining the protocol in such a situation which includes a psychologist's fit for duty/return to work determination.

## RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

April 5,

2021

---

Chief Phillips said another focus of 2021/2022 is the new police station. She said this will be all encompassing. She said her goal is to always try to reduce costs whenever possible. She said too much money is being spent on fuel. As the new Tesla vehicles become more affordable in the market and several police agencies are using them in their fleet, this would eliminate fuel costs. She said a neighboring agency has implemented two Tesla vehicles into its fleet which she will be monitoring to see how the vehicles work out and how the vehicles are accepted in the community. She said she realizes there is a stigma of affluence with the brand, but that is a misnomer as the prices have dropped considerably. She said she has a lot of questions with no answers yet but wanted the Board to be aware. Fiscal Officer Duff directed Chief Phillips to a news story out of Logan, Ohio in which the Tesla vehicle is being used in the police agency. Mr. Cavener suggested using our website to educate the residents on this matter, perhaps by way of a monthly letter from the Chief.

Chair Stewart inquired about Chief Phillips' vision for community Police events. Chief Phillips said she would like to expand the community-oriented activities but that has been prohibitive due to COVID19 and staffing. Chair Stewart said she would encourage Chief Phillips to put a plan together for community-oriented events, either monthly or quarterly. Administrator White suggested a monthly or quarterly "Coffee with the Chief" event like what Gahanna Police Chief Spence does.

There was discussion as to whether an intern would be of value for the police department. It was determined it may be cost prohibitive and unnecessary.

Fiscal Officer Duff inquired if cameras throughout the community would be a benefit. Chief Phillips said she has not given that much consideration due to the cost. Administrator White said street lighting would be needed prior to any camera installations. Chair Stewart said the Service Department is working on the streetlights.

Chief Phillips said her newly hired officer Cody Palmer received a letter of appreciation and an award from the Village of Somerset for his assistance on a roadside arrest. She said a letter of appreciation was also received from the Franklin Co. Sheriff's Office for Mifflin Police's role in the officer-involved shooting on I-270.

Fiscal Officer Duff said Ohio maps show the unincorporated areas listed as Mifflinville. He said like Clintonville that was named after Clinton Township, he discovered Mifflinville was named after Mifflin Township. Originally Mifflinville was concentrated around Innis Road and Westerville Road. He thought this historical information could be used to bring pride back to the area.

### **FIRE DIVISION:**

Chief Kauser requested the approval of the following: Annual Medical Director Fee to MECC RGOG in the amount of \$25,000.00; Repair of HVAC at Fire Station 131 by Speer Mechanical in an amount not to exceed \$6,300.00; Repair of Fire Engine 133 by Flora's Diesel Repair Service in the amount of \$6,253.10; Purchase of 1<sup>st</sup> Quarter EMS Supplies from Bound Tree Medical in the amount of \$12,443.45; and the Purchase of anti-virus software in the amount not to exceed \$8,043.75.

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

April 5,

2021

---

**Res. 91-21 Approval of the consent agenda including the Annual Medical Director Fee to MECC RGOG in the amount of \$25,000.00; Repair of HVAC at Fire Station 131 by Speer Mechanical in an amount not to exceed \$6,300.00; Repair of Fire Engine 133 by Flora's Diesel Repair Service in the amount of \$6,253.10; Purchase of 1<sup>st</sup> Quarter EMS Supplies from Bound Tree Medical in the amount of \$12,443.45; and the Purchase of anti-virus software in the amount not to exceed \$8,043.75.**

Mr. Angelou moved to approve Chief Kauser's requests above by way of a consent agenda. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said he gave testimony to the Civil Security Committee on behalf of the Ohio Fire Chiefs Association on March 23, 2021 in support of Senate Bill 4 which extends privacy to 911 dispatchers.

Chief Kauser said the homeowner has cleared his property on Agler Road and the closing is imminent.

## **OPERATIONS CENTER:**

Chief Kauser requested to table the purchase the furniture for the collaboration area from Continental Office in the amount of \$25,064.40 in order to obtain quotes for similar furniture for price comparison. The trustees agreed.

Chief Kauser moved to approve the replacement of the fire alarm panel and display stations by Silco in the amount of \$9,125.00.

**Res. 92-21 Approve the replacement of the fire alarm panel and display stations by Silco in the amount of \$9,125.00.**

Chair Stewart moved to approve the replacement of the fire alarm panel and display stations by Silco in the amount of \$9,125.00. Mr. Cavener seconded. All voted yea. Motion carried.

## **MIFFLIN DISPATCH (and 911/CAD System Partners):**

None.

## **MIFFLIN TECHNOLOGY:**

Chair Stewart requested Mr. Main provide the cost of another microphone at the next meeting. Mr. Main agreed to do so.

## **OLD BUSINESS:**

None.

## **VISITORS COMMENTS:**

No visitors.



## RECORD OF PROCEEDINGS

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

---

**Held**

**April 5,**

**2021**

---

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea.  
Motion carried.

---

Lynn M. Stewart, Chair

---

Richard J. Angelou, Trustee

---

Kevin J. Cavener, Vice Chairman

---

Rick Duff, Fiscal Officer