

RECORD OF PROCEEDINGS

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

Held

April 20,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order via an advertised conference call at 3:30 p.m. on Tuesday, April 20, 2021 with Vice Chairman Kevin Cavener, Trustee Richard Angelou, Fiscal Officer Rick Duff, Township Administrator Nancy White, Fire Chief Fred Kauser, Police Chief Tammy Phillips, Service Director Roger Boggs, HR Director Becky Kadel, and PIO Melissa Rapp attending. Assistant to the Fiscal Officer Rebecca Rousseau and Administrative Assistant Melanie Barnette were online. IT Director Main was absent due to a scheduled vacation.

The Pledge of Allegiance was led by Chair Stewart.

TRUSTEES COMMENTS:

Mr. Angelou said he would like to praise each department for the departmental plans presented at our Monday meetings. He said planning is very important.

MINUTES & WARRANTS:

Res. 93-21 Approve the April 5, 2021 Meeting Minutes

Mr. Angelou moved to approve the April 5, 2021 Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Administrator White read a letter sent from Franklin County Commissioner Kevin Boyce to Mr. Ken Brengartner of Kenric Fine Homes about the housing construction adversely affecting the neighbors in Leonard Park, specifically Earl Ave. (See Referral File.)

Administrator White said she and Mr. Boggs spoke to the resident in question many times. She said unfortunately we have no control in the issuing of building permits and to whom they are issued. Also, the Police department does not have the ability to ticket or cite on some of the items unless the police are on the scene and can see the crime happening. Administrator White said the construction is nearly finished on Earl Avenue, although construction is also taking place on Emmons Avenue. Mr. Boggs said he has met with the county engineers, including the county drainage engineer. Mr. Boggs said the owner, Mr. Brengartner of Kenric Homes, has cleaned up the construction area somewhat. Mr. Boggs said since the day Mr. Quinn sold the properties to Mr. Brengartner there has been trouble between them. Mr. Boggs said Mr. Brengartner has addressed some of the items and the county has put a stop on some of the building permits to slow things down as he has been reckless. Mr. Boggs said Mr. Brengartner did not put culverts under any of the driveways so all the driveways must be cut out. He said Mr. Brengartner will need to do this as his expense as well as install a drainage system that will run behind all the homes, which is to start immediately. Mr. Boggs said the county survey crew are taking elevations of Emmons, Earl, and Genessee Avenues to ensure the flow lines/elevations remain. Mr. Boggs said he is dealing with multiple issues and will most likely continue to do so until the construction is completed in that area. Mr. Boggs said the county will have control. Chair Stewart said Mr. Boggs should continue to report problems/violations to the county. Chair Stewart requested Chief Phillips check on the area on a frequent basis and write citations whenever needed. Chief Phillips said she has spoke to

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Mr. Brengartner several times. She said the proper signage was not used causing confusion. Chair Stewart said the Franklin County Prosecutor's Office can provide insight.

Chair Stewart requested Administrator White contact the Franklin County Prosecutor's Office about sending Mr. Brengartner a letter. Administrator White agreed to do so. Chair Stewart requested Chief Phillips stay on top of the matter and cite Mr. Brengartner when he is disobeying the law.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff requested a resolution to move money and accounts for the Operations Center from the Fire fund to the general funds. Moving account codes 2191-250-522000 through 2191-250-548304 to 1000-250-522000 through 1000-250-548304. He said he will also add a revenue account 1000-250-440000 for rents and other income at the operating center. He said Fire will have full authority and access to these accounts.

Res. 94-21 Approve the moving of money and accounts for the operations center from the Fire fund to the general funds. Moving account codes 2191-250-522000 through 2191-250-548304 to 1000-250-522000 through 1000-250-548304.

Mr. Cavener moved to approve the moving of money and accounts for the operations center from the Fire fund to the general funds. Moving account codes 2191-250-522000 through 2191-250-548304 to 1000-250-522000 through 1000-250-548304. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Duff requested authorization from the trustees to open a Visa credit card account with Heartland Bank. He said the issue is that Captain Brake, who does all the ordering of station supplies, would like to be able to purchase from Costco. He said Costco only takes Visa cards, and possibly Discover. Mr. Duff said Fifth Third Bank only issues MasterCard. Mr. Duff said he spoke to Fifth Third Bank about this, and they said our only choice is to get a Visa card for that. Mr. Duff said that Captain Brake has found the selection to be better at Costco than Sam's Club and less expensive. Chair Stewart asked if it is cheaper than Amazon. Mr. Duff said he could not speak to that. Mr. Angelou asked how we managed all this time until now. Mr. Duff said many times Administrator White had to go with Captain Brake to do the purchasing. Chair Stewart said if there is something specific that Captain Brake needs, he should let the trustees know. She requested it be tabled at this time.

Fiscal Officer Duff requested a Roth 457 option to our Ohio Deferred Comp offerings. He said we currently only offer the standard Ohio Deferred Comp, and they now offer a Roth option. He said a couple employees have contacted him with interest in the Roth option. He said Ohio Deferred Comp has been easy to work with and employees feel comfortable with the State-ran Ohio Deferred Comp versus the T. Rowe Price Roth option.

Res. 95-21 Approve the authorization to add a Roth 457 option to the Ohio Deferred Comp offering.

Chair Stewart moved to approve the authorization to add a Roth 457 option to the Ohio Deferred Comp offering. Mr. Cavener seconded. All voted yea. Motion carried.

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Fiscal Officer proposed a step and pay schedule for Administration for review, feedback, and trustees' approval at a future meeting. He said the last one was approved in April 2019. He said the spreadsheet added raises based upon cost-of-living equal to the cost-of-living that Social Security uses, 1.2%. He said he may have added too many step levels according to advice from Administrator White. He said Ms. Rousseau is at the maximum step level causing him to look at the pay schedule. He said it also affects all the administrative staff, HR Director, PIO, Administrative Assistant and Accounting Assistant. He said that after talking with Administrator White, rather than adding steps there should be a trigger in the budgeting that adds cost-of-living adjustments like the other departments are doing. It is something we should do annually. Ms. Kadel clarified the Administration pay schedule has not been adjusted since well before 2019. Ms. Kadel said the 2019 updates pertained to Administrator White hiring as the Township Administrator. Administrator White's position was added to the pay schedule as well as the Accounting Assistant's position. Ms. Kadel said none of the other position schedules have been updated since she originally created it many years ago. Chair Stewart requested that this be postponed until Fiscal Officer Duff is prepared to have a conversion with the trustees about the township's financial state. Mr. Duff agreed.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White requested approval for the Microsoft 365 annual support with eMazzanti Technologies/Netmail in the amount of \$5,214.00. She said this is for our e-mail, Excel, Word, SharePoint, etc. Administrator White said she is looking to eventually move this to Sophisticated Solutions. She said according to Mr. Main, the cost will be much less. She said this will cover us until we are able to make that change. She said we will be able to switch when ready without issue. Mr. Angelou requested Administrator White provide a chart of "who is doing what for whom".

Res. 96-21 Approve the Microsoft 365 annual support with eMazzanti Technologies/Netmail in the amount of \$5,214.00.

Chair Stewart moved to approve the Microsoft 365 annual support with eMazzanti Technologies/Netmail in the amount of \$5,214.00. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White said meetings have taken place to draft a security policy for everyone who is currently in the building. She said adjustments are anticipated as tenants such as Gahanna police detectives and the MECC Dispatchers move into the building requiring different parameters. She anticipates a suggested policy will be presented at the next meeting for review.

Chair Stewart inquired about the status of the swipe card reader on the Township Admin area. Administrator White said she was expecting it to be installed this week. Mr. Angelou asked if we have a roster of staff working in each room. Administrator White said she is working on a directory that will be posted (in the lobby) that lists the departments and the corresponding suite numbers.

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Administrator White said she and Chief Kauser shopped at several different vendors for furniture. She said it was an eye-opening experience in that they found savings of over \$3,400 for similar furniture from Continental Office Environments. She said the previous quote was \$8,538.72 for the lobby furniture and the current quote is for \$5,112.68. She said the couches will be covered in a grey fabric and chairs in a navy fabric rather than leather, with a large coffee table in the center.

Administrator White requested approval for the purchase of lobby furniture from Continental Office Environments in the amount of \$5,112.68.

Res. 97-21 Approve the purchase of lobby furniture from Continental Office Environments in the amount of \$5,112.68.

Mr. Cavener Moved to approve the purchase of lobby furniture from Continental Office Environments in the amount of \$5,112.68. Mr. Angelou seconded. All voted yea.

Administrator White said the July 5th and September 6th Trustees Meeting dates fall on holidays. Everyone agreed with Chair Stewart's recommendation of moving the dates to Wednesday, July 7th and Wednesday, September 8th.

HUMAN RESOURCES:

Ms. Kadel said her goal to provide the final version of the updated performance measures is the May 18th meeting, but no later than the June 7th meeting, for review, feedback and hopefully trustees' approval. She then requested amending the full launch date from July 2nd to August 2nd. She said some departments have been continuing with their performance reviews using the technically suspended performance review form, but since the Fire department has suspended its reviews, the Fire department performance reviews will not be fully completed by year end.

PIO:

Ms. Rapp pointed out that she provided the final version of the stationery package concepts in the trustees' packets. She said the requested changes from the previous meetings were made. Chair Stewart said the green color in the logo appeared to be turquoise rather than green. Ms. Rapp provided the color chips to show the true color representation. Although the color chip still appeared turquoise, Mr. Boggs said he is fine with it; no change is necessary. Ms. Rapp said the color can be adjusted slightly as we move forward, if needed. Everyone agreed the colors were good.

Ms. Rapp requested approval of the website retainer contract with BrandLogic, the vendor who created the website. She provided two options: 10 hours/month and 15 hours/month. She said she met with Mr. Main; he reviewed the terms and conditions and found no issues. She said the 15 hours/month option equals \$68 per hour, which is very affordable for a web designer. She said Mr. Main expressed to her that this would not be hosted in-house anytime soon. She said the on-going support such as website security, updating of the plug-ins, full website backups, and basic on-going assistance, in addition, it would allow her to work on one big project per month such as setting up a template for a digital newsletter. She said a

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priority will be for the web designer to incorporate the new logo/brand throughout the website. Ms. Rapp said with her 2021 budget and carryover from her 2020 budget the cost will be completely covered.

Mr. Angelou asked her how many hours of her time are spent working on the website. Ms. Rapp replied 5 – 6 hours per week, at least, updating the calendar, meeting minutes, content changes, adding press releases and syncing with social media. Mr. Angelou requested she log her time to determine if the retainer is worthwhile. Ms. Rapp said she can do the basic maintenance items, but the web designer will be providing enhancements of significance like a digital newsletter, online job applications, and various forms. She said currently 25% of her time is spent on digital communications in general.

Ms. Rapp said as a follow-up to Mr. Cavener's request to research the current website contract to determine when support began, she and Administrator White reviewed the contract found it started at the beginning of the work, about one year ago. She said therefore the contract will end April 30th. Chair Stewart expressed her concern about the small size of the website organization. Ms. Rapp assured her that there are 6-8 people in the organization that can support our website needs.

Ms. Rapp requested the approval of the 15-hour monthly web service retainer contract with BrandLogic for 3 years in the amount of \$36,720.00.

Res.98-21 Approve the 15-hour monthly web service retainer contract with BrandLogic for 3 years in the amount of \$36,720.00.

Chair Stewart moved to approve the 15-hour monthly web service retainer contract with BrandLogic for 3 years in the amount of \$36,720.00. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Rapp provided information about the Police Levy Question and Answer Session taking place on Tuesday, April 27, 6 – 7 p.m. at Fire Station 132, 2459 Agler Road. She said she created a fact sheet with the help of Mr. Duff and Ms. White and then posted it on the website. Chair Stewart said she will attend.

Ms. Rapp said Drug Take Back Day is April 24th 10 am – 2 pm at the Police Station parking lot and will be advertised on the social media and posted on the township's website.

It was decided that Ms. Rapp and Ms. Kadel will each give their department presentation at the Wednesday, July 7th meeting.

SERVICE:

Mr. Boggs said he spoke with Mr. Mark Mullinex, FCEO, about Leonard Park and the need to have Earl Avenue resurfaced as Mr. Brengartner of Kenric Homes had made multiple road cuts to get the utilities across the road. Mr. Brengartner thought the road was in such despair that after he made his cuts and filled them in with blacktop, he would be done without anyone knowing. Mr. Boggs said they had a meeting and explained there were too many cuts in too

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short of an area; the patches would not last. Mr. Boggs said the best compromise between Mifflin Township, FCEO and Kenric Homes was to allow Kenric Homes to place a non-refundable \$10,000 bond. When all the homes are constructed and the resurfacing project returns, Earl Avenue will be redone.

Mr. Boggs said he plans to pay for the resurfacing using the money left over from the Drake Road project, not to exceed \$28,719.25. Mr. Boggs said he would check if there were a grant available for the project. He requested approval of the resurfacing of Earl Avenue in the amount not to exceed \$28,719.25.

Res. 99-21 Approve the resurfacing of Earl Avenue in the amount not to exceed \$28,719.25.

Mr. Angelou moved the approve the resurfacing of Earl Avenue in the amount not to exceed \$28,719.25. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs provided information about the “Wreaths across America” project slated for December 18, 2021 to honor all veterans from the Revolutionary War to present day. Civic organizations will be utilized for the wreath laying. He said it is a non-profit, volunteer organization. Several cemeteries in the area have been involved in “Wreaths across America” for five to seven years and have had good response to the event. He said there is no soliciting in the name of the township. He said the wreaths are live, not artificial. The trustees approved the project.

Mr. Boggs said he plans to hire a seasonal part-time employee to work through the summer. He will return to a future meeting for approval to hire.

CODE:

Mr. Boggs said he was contacted by Franklin County’s Environmental Sheriff about the nuisance properties of 2136 Myrtle Avenue and 2220 Rankin Avenue. There was discussion about the state of the properties. Mr. Boggs said the property of 2136 Myrtle Avenue was recently purchased by Ms. Stanley, who has cleaned it up.

POLICE:

Chief Phillips provided updates on the Drug Take Back Day on April 24, 10 a.m. – 2 p.m. at the police station parking lot and the Police Levy Q & A Community Meeting on April 27, 6 – 7 p.m.

Chief Phillips discussed security plans for the Derek Chauvin verdict announcement.

FIRE DIVISION:

Chief Kauser requested the approval to declare Reserve Engine 131 as surplus and transfer it to the West Licking Joint Fire District for the fair market value price of \$25,000.00. He said the WLJFD is interested in the truck as they have been using it as a backup at times over the last year.

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Res. 100-21 Declare Reserve Engine 131 as surplus.

Chair Stewart moved to declare Reserve Engine 131 as surplus. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 101-21 Transfer the Surplus Reserve Engine 131 to the West Licking Joint Fire District for the fair market value price of \$25,000.00.

Chair Stewart moved to transfer the surplus Reserve Engine 131 to the West Licking Joint Fire District for the fair market value price of \$25,000.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser said Chair Stewart was contacted on April 9, 2021 for an emergent HVAC unit repair for Fire Station 134 on McCutcheon Road. He said it was approved verbally. Chief Kauser requested the administrative approval for the emergency HVAC unit repair for Fire Station 134 in the amount of \$5,636.00.

Res. 102-21 Approve the emergency HVAC unit repair for Fire Station 134 in the amount of \$5,636.00.

Mr. Cavener moved to approve the emergency HVAC unit report for Fire Station 134 in the amount of \$5,636.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the replacement of five station/staff vehicles in the total amount of \$249,000.00. He said the Battalion Chief Response Vehicle and one fire station utility vehicle were in the budget to pay for outright in 2021. The three remaining vehicles will go a debt service program which is customary for those vehicles over a four or five-year term. Chief Kauser said all the vehicles are at the normal replacement cycle, except for the Battalion Chief's vehicle which is one year overdue on the replacement cycle. He said all the replacement vehicles are on the State-term contract. Ms. Rousseau said he needs to have the funds certified and appropriated as soon as you know you are going to use them, whether you have them or not. She said she does not believe the funds have been certified or appropriated, so therefore you cannot write a requisition. She said with enough notification to certify and appropriate the funds, it would be fine. Fiscal Officer Duff advised Chief Kauser on how to request a motion in this regard.

Chief Kauser requested the replacement of five station/staff vehicles, to finance three of the vehicles, and to appropriate and certify the funds for those three vehicles.

Res. 103-21 Approve the replacement of five station/staff vehicles, to finance three of the vehicles, and to appropriate and certify the funds for those three vehicles.

Chair Stewart moved to approve the replacement of five station/staff vehicles, to finance three of the vehicles, and to appropriate and certify the funds for those three vehicles. Mr. Cavener seconded. All voted yea. Motion carried.

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Chief Kauser requested the approval to declare two fire station utility pickup trucks and two police SUVs that were acquired from Mifflin Township Police as surplus. He said these will be sold on GovDeals.com. Fiscal Officer Duff agreed to research as to whether the funds from the SUVs were transferred to the Police department and if not, will do so.

Res. 104-21 Declare the replacement of two fire station utility pickup trucks and two police SUVs that were acquired from Mifflin Township Police as surplus and to be listed on GovDeals.com.

Chair Stewart moved to declare the replacement of two fire station utility pickup trucks and two police SUVs that were acquired from Mifflin Township Police as surplus and to be listed on GovDeals.com. Mr. Angelou seconded. All voted yea. Motion carried.

OPERATIONS CENTER:

Chief Kauser said construction started today and a framing inspection is scheduled for tomorrow with an electrical inspection to follow very soon. He said drywall installation will begin by the end of this week in the back of the facility. Cabling and wiring of systems will continue to be installed, including the installation of monitors and PCs. He said the contractors are running two weeks behind schedule with extra hours place to catch back up to the original schedule.

Chief Kauser requested the annual HVAC preventative maintenance with Speer Mechanical in the amount of \$9,075.00.

Res. 105-21 Approve the annual HVAC preventative maintenance with Speer Mechanical in the amount of \$9,075.00.

Mr. Cavener moved to approve the annual HVAC preventative maintenance with Speer Mechanical in the amount of \$9,075.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval to purchase the furniture for the Collaboration Area from Continental Office in the revised amount of \$17,758.66. The quantity of furniture is the same as what was previously requested in the tabled motion from the April 5th meeting. He said the furniture is State-term pricing.

Res. 106-21 Approve the purchase of furniture for the Collaboration Area from Continental Office in the amount of \$17,758.66.

Mr. Angelou moved to approve the purchase of furniture for the Collaboration Area from Continental Office in the amount of \$17,758.66. Chair Stewart seconded. All voted yea. Motion carried.

Chief Kauser requested the approval to purchase the matching office furniture for the Shared Services Suite (the center area of the building) in the amount of \$28,000.44 from Continental Office. This area is comprised of six offices. Gahanna Police Department is purchasing the conference room furniture for the suite. He said 25% of cost will be funded by the Regional Council of Governments (RCOG), with the rest being paid with Fire funds. Chief Kauser

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said the conference room furniture that Gahanna Police Department is purchasing will cost approximately \$14,000 to \$15,000.

Res. 107-21 Approve the purchase of furniture for the Shared Services Suite from Continental Office in the amount of \$28,000.44.

Mr. Cavener moved to approve the purchase of furniture for the Shared Services Suite from Continental Office in the amount of \$28,000.44. Mr. Angelou seconded. All voted yea. Motion carried.

MIFFLIN DISPATCH (and 911/CAD System Partners):

None.

MIFFLIN TECHNOLOGY:

Chief Kauser presented on behalf of the IT Director the final contract for managed services for the township and some of its partnering systems, as the RCOG systems have not yet been transferred over. He said a committee was formed and put out an RFP/RFQ for a managed service provider. Chief Kauser said our relationship with our managed service provider, KeyTel Systems, was canceled by mutual agreement. He said the transition has been without issues up to this point. Chief Kauser said the trustees approved about a month ago for us to enter a contract for managed services with Sophisticated Systems of Columbus. He said Mr. Main performed an audit of all our systems. He said after authorizing the contract, they examine all the equipment, checking age, serial numbers, counts, etc., ensuring they have accounted for everything in our system. He said we applied the pricing or better than what was proposed in the original RFP by way of the presented final contract. He said Legal vetted the original contract, the services, the scope of the services, performance requirements, indemnity, risk, security, etc. have been vetted and approved by legal counsel in terms of form. He said now we have final numbers and final count.

Chief Kauser requested the final contract for managed services for the balance of 2021 to Sophisticated Systems in the amount of \$72,450.00. He said each township department will fund its own portion, by machine count or server count. He said some expected price increases that would have come with the former managed service provider were transferred into the new service provider. He said he does not expect this to create a hardship for any of the township department.

Chief Kauser said as we transfer items to the RCOG in the future, it is possible that a few of the servers could go with it. He said the RCOG could have some machines in the count, and they are one of the shares that may show up in the total. He said he will work with Finance to ensure it gets appropriated properly.

Res. 108-21 Approve the final contract for managed services for the balance of 2021 to Sophisticated Systems in the amount of \$72,450.00.

Chair Stewart moved to approve the final contract for managed services for the balance of 2021 to Sophisticated Systems in the amount of \$72,450.00. Mr. Cavener seconded. All voted yea. Motion carried.

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Chief Kauser said he will confirm the effective date and follow-up with Administrator White.

Chief Kauser provided a few updates. Chief Kauser said in the next few weeks he will have an updated budget and project plan for the fire station portion of the project. Chief Kauser said later this week we will have information to release about a vaccination clinic in Mifflin Township. He said Chair Stewart is scheduled to speak on behalf of the Board at the fire recruits' graduation on May 5th. He said there was a fire at the drum facility in which the City and Ohio EPA are working on preventative measures with the company.

Fiscal Officer Duff announced that auditors from Julian & Grube, Inc. will be in the office later this week to perform auditing on behalf of the State Auditor's Office.

OLD BUSINESS:

None.

VISITORS COMMENTS:

No visitors.

Mr. Angelou said the next meeting will be on Monday, May 3rd at 10:00 a.m.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried. The meeting adjourned at 5:15 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer