

RECORD OF PROCEEDINGS

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

Held

May 18,

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, May 18, 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, PIO Melissa Rapp and IT Director Craig Main and MORPC Intern Sarah Jonassen attending. Assistant to the Fiscal Officer Rebecca Rousseau and Administrative Assistant Melanie Barnette were online.

The Pledge of Allegiance was led by Chair Stewart.

Ms. Rapp introduced the MORPC Intern who will be working with Mifflin Township over the summer. Sarah Jonassen joins us from Ohio Wesleyan University, where she is an English/Writing major. She will be working on several PR and marketing projects including promotion of upcoming events, program promotion such as our CPR and COVID-19 vaccine clinics and writing several features on programs and staff.

TRUSTEES COMMENTS:

Chair Stewart said she was at the Fire candidates' graduation last week in which Mayor Jadwin attended also. Chair Stewart said it was relayed to her that at a recent City Council meeting Mayor Jadwin commended the Firefighters and EMTs. Chair Stewart said the Mayor also commented on the township's good relationship with the City.

MINUTES:

Res. 116-21 Approve the May 3, 2021 Meeting Minutes

Mr. Angelou moved to approve the May 3, 2021 Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer Duff said he is in receipt of a letter from the IRS which states that government agencies are ineligible for the Medicare tax deduction for COVID19 relief. He said the amount is less than \$5,000 and the township will be billed.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff said he inquired with the Franklin County Auditor as to why our General Fund has been stagnant for approximately the last ten years. He said as was suspected this was partly due to property prices. Also, the abatements and TIFs cause loss of income. He said we are starting to see gain this year. He said with annexations, townships are to be made whole with the inside millage. Regarding the TIFs and abatements, Chair Stewart said the township has an agreement with the City of Gahanna in which the township is to be made whole. Fiscal Officer Duff said he is investigating this to ensure it is happening. He said he has been tracking the TIF money received from the City of Gahanna as well as tracking the TIF money the City of Gahanna gets from the Franklin County Auditor. Fiscal Officer Duff said a meeting may be required with the City of Gahanna to review this process to ensure we are getting the money that is due to the township. Chair Stewart requested this be made a priority and to arrange this in June. Fiscal Officer Duff agreed to do so.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

May 18,

2021

Fiscal Officer Duff said due to extremely low interest rate, Fifth/Third Bank is charging more fees. Administrator White said the township has a 5-year contract with Fifth/Third Bank. Fiscal Officer Duff said he would contact the bank to discern more information about the fees charged and services rendered. He will also research if the contract can be severed.

Fiscal Officer Duff said the township will be switching to a new time tracking system on July 11th. He said Paycor had been using a third-party service, but now has their own. It will require replacing the time clocks; he is awaiting a quote. The new system will provide desired features. He said there will be a small one-time cost for the new system.

Fiscal Officer Duff said legal counsel provided clarification on the specific uses in the levy language in that when the levy language is more specific than the Ohio Revised Code, we must stay within the parameters of the specific language. He said the levy language does not allow for the purchase of police radios with the funds. He said he will advance funds from the Investment Reserve from the General Fund for the purchase of radios. He said this will avoid having to pay the bank interest for the money. He said a payment schedule will be set up with Police to repay the advance of money. Administrator White said an advance from the General Fund to another fund is permissible with the intent that the advance will be repaid.

Chair Stewart asked if Fiscal Officer Duff had information on the new property valuation from the Franklin County Auditor. Fiscal Officer Duff said he received and updated Chief Kauser on the Fire Department's portion of the new valuation expected to be received this year: \$12,349,018.56. He said the property valuation totals \$1,265,750,060. He said he will provide documentation of this to the trustees also. Chief Kauser clarified for the record that the receipts for the county taxes are projected to be \$12,349,018.56, but it does not include the state's reimbursement of Homestead and other credits which is an additional \$1,389,946.00, making the total \$13,738,964.56.

Fiscal Officer Duff said he also provided Chief Kauser with the number of checks and purchase orders for the Fire Department. From 2019 through May 14, 2021, Fire, EMS and MECC resulted in 87% of checks and 74% of purchase orders.

Chair Stewart asked Fiscal Officer Duff if he had resolved his excessive work hours. Fiscal Officer Duff said that remains unresolved. He said no one internally is interested in the Accounting Specialist role. He said he is looking at the General Fund to determine if funds exist to hire for the position. Chair Stewart reminded him that creating a new position will require trustees' approval. He said he understood. He said he and Chief Kauser have had "big picture" planning discussions. Fiscal Officer Duff reminded the trustees he is on vacation next week.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White requested the purchase and installation of window blinds in the Township Administration area from Just Blinds in the amount of \$2,970.00.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

May 18,

2021

Res. 117-21 Approve the purchase and installation of window blinds in the Township Administration area from Just Blinds in the amount of \$2,970.00.

Chair Stewart moved to approve the purchase and installation of window blinds in the Township Administration area from Just Blinds in the amount of \$2,970.00. Mr. Cavener seconded. All voted yea. Motion carried.

Although the purchase was approved, Administrator White and Mr. Boggs raised concern over commencing the window panel removal, glass and blind installation prior to the necessary HVAC repairs as it may exacerbate the on-going heating and cooling issues in the building. Mr. Boggs said he has been working with Speer Mechanical on this. He said the Speer Mechanical technician believes some of the HVAC equipment is too big for the building causing temperature balancing problems. He said work is being done on the chillers to assist in regulating the temperature. Mr. Boggs said Speer Mechanical's environmental engineer recently received a VPN from Mr. Main to adjust the temperature zones which provides more control than Mr. Boggs can do. Mr. Boggs said the first floor does not have the issues, only the second floor. Mr. Main pointed out that by having the south end of the 2nd floor shut down may be causing some of the issues. Mr. Boggs said it is a balancing act. He said Speer Mechanical has been slow to work on the issue. Chair Stewart reminded Mr. Boggs that we have a service contract with Speer Mechanical and their delay is outside the scope of the contract. Mr. Boggs agreed to remind Speer Mechanical of this. He will have Speer Mechanical return to continue working on the problems. Mr. Boggs provided technical explanation about the work that has been completed thus far on the HVAC system.

Upon the contingent approval on Speer Mechanical's environmental engineer and Mr. Boggs, Chair Stewart said she will make the motion to approve the removal of aluminum panels and install new glass and glazing for the Fire, Concession area and Township Admin area by the Glass Doctor in the amount of \$16,383.10, along with the purchase of window blinds and installation from Just Blinds for the Fire Suite and Concession area in the amount of \$5,138.00, for a total amount of \$21,521.10.

Res. 118-21 Upon the contingent approval by Speer Mechanical's environmental engineer and Mr. Boggs, approve the removal of aluminum panels and install new glass and glazing for the Fire, Concession area and Township Admin area by the Glass Doctor in the amount of \$16,383.10, along with the purchase of window blinds and installation from Just Blinds for the Fire Suite and Concession area in the amount of \$5,138.00, for a total amount of \$21,521.10.

Upon the contingent approval by Speer Mechanical's environmental engineer and Mr. Boggs, Chair Stewart moved to approve the removal of aluminum panels and install new glass and glazing for the Fire, Concession area and Township Admin area by the Glass Doctor in the amount of \$16,383.10, along with the purchase of window blinds and installation from Just Blinds for the Fire Suite and Concession area in the amount of \$5,138.00, for a total amount of \$21,521.10. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Duff requested Mr. Boggs ensure that the Glass Doctor does a good job in sealing the windows, when done. The test window had unacceptable workmanship. Mr. Boggs said the

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

May 18,

2021

Glass Doctor did not glaze the test window and is fully aware that this will need to be fixed when they return to do the other windows.

As a follow-up to an action item, Administrator White said she sent a letter to the COCIC about the burnt houses in the township but has not heard back. She agreed to follow-up.

HUMAN RESOURCES:

Ms. Kadel had a few activity updates to share. She said last Friday was the deadline to receive employment applications for the new firefighter recruit class. She said she received approximately 20 applications. She is currently reviewing them for minimum qualifications and will then be forwarding them on to Assistant Chief Dunlevy. Ms. Kadel said she has been onboarding two new employees: MORPC Intern Sarah Jonassen and Hunter Blankenship of the Service department.

Ms. Kadel said she had a conversation with her contacts at Sedgwick about Workers' Compensation. She said we will remain in the group retrospective rating for the 2022 plan year, our third year in this rating program. She said our annual fee remains at \$5,000. She said we may owe the BWC for our 2021 premium, as the 2020 payroll was eligible for several deductions due to the pandemic. She said Fiscal Officer Duff has agreed to set aside funds received from BWC last year to cover any deficit we may have.

Ms. Kadel said the Performance Measures Update is moving along; she is updating the job descriptions which has been very time-consuming. She said once the job descriptions are solidified, the performance reviews will flow easily as the job descriptions will be linked to the performance measures. Ms. Kadel plans to bring this to the trustees for approval on June 7th.

PIO:

Ms. Rapp said she has been spreading the good news about the township including the Firefighter graduation in early May with a press release and social media post. She said at the end of the week a newspaper article with a photo will run regarding the graduation, along with a brief update on the Operations Center and the move of the Service department to the Ridenour Road building. She said she did news articles, press releases and social media posts on the vaccine clinic at the end of April along with election day reminders. She said upcoming events include a vaccine clinic on Thursday which she is promoting. It is a walk-in clinic, no registration required. She is also promoting Uber and Lyft's free ride offer to a clinic to hopefully increase participation in the clinic. She said on Saturday morning, 10 am – 2 pm, at the parking lot of the old Schottenstein/Value City location, Chief Phillips will host a Mifflin Township Hope Taskforce outreach event to distribute free Narcan and food. Ms. Rapp said she has been doing a lot of updates on the township's website: new fire permit packets; new physical fitness packets for Police; new photos of the Operations Center; addresses have been updated, etc.

Ms. Rapp said she is on vacation the second week of June. She requested at least 3 to 4 days of lead time from the Department Heads on upcoming events requiring her assistance. She said any heads-up is appreciated. She said whenever she can be involved in the planning

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

May 18,

2021

process, it is helpful to her. Ms. Rapp said she has stayed in touch with Jessie Thompson but has not yet resurrected the Cemetery committee considering the COVID19 restrictions.

SERVICE:

Mr. Boggs said May is the busiest month of the year: Preparations for Memorial Day, 25 foundations have been poured; fresh graves have been tilled and the topsoil will be placed next week. Mr. Boggs said he has received a few complaints forwarded from Ms. Rapp about 2266 Rankin Avenue, the hoarder's house. This case was originally dropped due to low staffing in the Franklin Co. Code Enforcement Office. Mr. Boggs said Sarah Fink of Franklin Co. Public Health has reopened the case. Patrick Young, the new Franklin Co. Code Enforcement Officer told Mr. Boggs that the case is now moving forward for prosecution in Environmental Court. Mr. Boggs said another complaint was for the property at Baughman and Denune Avenues, a junkyard behind a privacy fence. He said cars are being brought in and parted out. As of a few weeks ago, they were compliant with the County's zoning codes, however recently there have been some violations which will be pursued. He said unfortunately the Environmental Court is running behind.

Mr. Boggs said his part-time employee, Hunter McKnight, will be graduating and is seeking full-time employment. Mr. Boggs said he has done an exceptional job and is working towards obtaining his necessary CDL. Mr. Boggs said he plans to bring his hiring before the Board at the next meeting. Mr. Boggs said he has also been in contact with Mr. Daril Tharp, and he is interested in returning to work for the township. Mr. Boggs and Chief Kauser plan to discuss this with the Board at the next meeting also.

Mr. Boggs said he was unsuccessful in reaching out to the gentleman with the damaged vehicle from the Drake Road construction.

Chair Stewart inquired about Kenric Homes. Mr. Boggs said Mr. Peter Quinn requested the e-mails of the trustees. Ms. Barnette responded to his request. On Saturday, Mr. Boggs said he drove Earl Avenue and did not see any new issues. Mr. Boggs agreed check if there were any issues with the County's request to have the storm drains installed in the rear of the properties.

CODE:

Mr. Boggs said he has received calls about trash on Ferris Park in the small developed. He said several homes have been tagged for lack of compliance.

POLICE:

Chief Phillips thanked the trustees for their support by participating in the Q&A event for the levy.

Chief Phillips said the officers had joint training with Clinton Township at the Orient Correctional Facility on vehicle-based tactics, performance skill building and annual firearms training. She said it was a good teambuilding experience for both departments and officers. She said that today the department will be trained on the Franklin Co. Sheriff's Office new Reporting Management System. She said it will go live on June 14, 2021. She

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

May 18,

2021

said the calls for service have increased slightly over the last several weeks. She said a call of note occurred on May 12th at 3:15 pm at Westerville Road, north of Innis Road, in which they were dispatched to shots fired. She said through the investigation they found several spent shell casings on the road and area surveillance video captured the cars involved with four armed individuals shooting at another car on Westerville Road. Fortunately, there were no injuries. She said the case remains under investigation.

Chief Phillips discussed the community event on Saturday saying she hopes it helps those community members and their families suffering through addiction.

FIRE DIVISION:

Chief Kauser requested the approval of the Bi-Annual Sick Leave Incentive in the corrected amount of \$56,400.00. He said the funds will come from the EMS budget.

Res. 119-21 Approve the Bi-Annual Sick Leave Incentive in the amount of \$56,400.00.

Mr. Angelou moved to approve the Bi-Annual Sick Leave Incentive in the amount of \$56,400.00. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested approval to declare reserve equipment surplus, including transferring surplus equipment to the Bremen-Rushcreek Volunteer Fire Department and GovDeals.com.

Res. 120-21 Declare reserve equipment surplus, including transferring surplus equipment to the Bremen-Rushcreek Volunteer Fire Department and GovDeals.com.

Chair Stewart moved to declare reserve equipment surplus, including transferring surplus equipment to the Bremen-Rushcreek Volunteer Fire Department and GovDeals.com. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval for the purchase and installation of fencing for Station 131 from Arrow Fence of Ohio in the amount not to exceed \$25,000.00. He said the fencing will curtail trash, debris, and foot traffic on the property. He said a request will be made of the City of Gahanna to cut an entrance through the brick wall for area residents to have closer access to the Kroger area.

Res. 121-21 Approve the purchase and installation of fencing for Station 131 from Arrow Fence in the amount not to exceed \$25,000.00.

Mr. Cavener moved to approve the purchase and installation of fencing for Station 131 from Arrow Fence of Ohio in the amount not to exceed \$25,000.00. Chair Stewart seconded. All voted yea. Motion carried.

Chief Kauser requested the acceptance of resignation of Firefighter Scott Meyer, effective June 2, 2021, at 0800. He said Mr. Meyer came to Mifflin Township because of a failed levy at Franklin Township and layoffs. Franklin Township has since offered him a secured position and he has accepted the offer to return.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

May 18,

2021

Res. 122-21 Accept the resignation of Firefighter Scott Meyer, effective June 2, 2021 at 0800.

Chair Stewart moved to accept the resignation of Firefighter Scott Meyer, effective June 2, 2021 at 0800. Mr. Angelou seconded. All voted yea. Motion carried. Chair Stewart extended her best wishes to Mr. Meyer.

OPERATIONS CENTER:

Chief Kauser requested the emergency replacement of the Uninterrupted Power Supply (UPS) from Sphere LLC in the amount of \$49,700.00, which is below the State-term pricing. He said the current 20-years-old UPS has failed and the manufacturer no longer services the current equipment which is now in bypass mode. Chief Kauser said this is a shared piece of equipment with the partners co-locating in the building or part of the 911 system.

Res. 123-21 Approve the emergency replacement of the Uninterrupted Power Supply (UPS) from Sphere LLC in the amount of \$49,700.00, which is below the State-term pricing.

Chair Stewart moved to approve the emergency replacement of the Uninterrupted Power Supply (UPS) from Sphere LLC in the amount of \$49,700.00, which is below the State-term pricing. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the purchase and installation of a new Maintenance Bypass Cabinet which includes the features of three switching devices, key interlock, inside delivery, and electrical contracting for conduit and wire to Sphere LLC in the amount of \$10,144.00.

Res. 124-21 Approve the purchase and installation of a new Maintenance Bypass Cabinet from Sphere LLC in the amount of \$10,144.00.

Chair Stewart moved to approve the purchase and installation of a new Maintenance Bypass Cabinet from Sphere LLC in the amount of \$10,144.00. Mr. Cavener seconded. All voted yea. Motion carried.

The trustees agreed that Fiscal Officer Duff should finance the purchase for a 10-year term. Chief Kauser said this is a shared expense amongst the tenant agencies (COG, City of Gahanna, Fire and Township Admin) who occupy the 2nd floor. Fiscal Officer Duff said since this is an emergency, the purchase will be made from existing funds. Chief Kauser provided brief updates.

MIFFLIN DISPATCH (and 911/CAD System Partners):

No requests or updates.

MIFFLIN TECHNOLOGY:

Mr. Main said he has been working on the build-out of the Dispatch Center and onboarding SSI.

OLD BUSINESS:

None.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Meeting

Held

May 18,

2021

VISITORS COMMENTS:

No visitors.

Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting adjourned at 5:25 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer