

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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Held

June 21,

2021

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Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order via an advertised conference call at 3:30 p.m. on Monday, June 21, 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, PIO Melissa Rapp, IT Director Craig Main and MORPC Intern Sarah Jonassen attending in-person.

HR Director Becky Kadel was absent from the meeting due to a scheduled vacation.

## **TRUSTEES COMMENTS:**

Chair Stewart thanked everyone for allowing her to change the meeting date to today. She apologized for any inconvenience caused in doing so.

## **GUEST SPEAKERS:**

Mr. Jim Jewell, Chief Deputy of Operations and Mr. Nick Soulas, Government Affairs Liaison, Franklin Co. Engineer's Office provided an update on the status of HB110. Mr. Soulas said the status of the legislation is that the Senate did approve the language of the increased force account limits for counties and townships. It is now at the House in which they chose not to approve it which means it now goes to conference committee to determine what provisions will stay or go. There have been two internal meetings and a third one is tomorrow. He said the Franklin County Engineer Robertson, the County Engineer's Association of Ohio, Ohio Township Association, County Commissioners, and the Ohio Municipal League all testified in favor of the increased force account limits. He said the Contractors Association is set against it, unfortunately. He said a decision will be made within the next 9 days. Mr. Jewell said the work should be done on the alley first, then on Genessee Avenue. He said he is working on two new estimates for consideration per the Ohio Revised Code: 1) the alley from Earl Avenue to Genessee Avenue, and 2) Genessee Avenue only. He said if there is no change to the Ohio Revised Code with increased limits, this will be a capital improvement project where a consultant will be hired to do the design work. The FCEO will be the engineers on the project and will oversee the contract with the work to be performed by the contractor. He agreed to return on July 7<sup>th</sup> at 10 am with another update.

## **MINUTES:**

### **Res. 132-21 Approve the June 7, 2021, Meeting Minutes**

Mr. Cavener moved to approve the June 7, 2021, Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

## **CORRESPONDENCE:**

Fiscal Officer Duff said he received the 2<sup>nd</sup> Notice of the annexation of the land at the end of Codet Road. He said no action is required. He said it is also on the agenda at tonight's City of Gahanna Council meeting.

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Fiscal Officer Duff said he received a Land Bank Property Acquisition Request for 2116 Myrtle Avenue from applicant Nodjia S. Bennett. (See Referral File.) Township Administrator White said this is one of the properties acquired from COCIC. Upon discussion, Administrator White agreed to contact the applicant with additional questions. Chair Stewart requested that Administrator White communicate that this request is viewed positively by the trustees and will move forward with her request to acquire the property.

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

Fiscal Officer Duff requested approval to increase certification and appropriations for fund 4901 (Ops Center) by \$8,393.22 due to closed purchase orders from 2020.

### **Res. 133-21 Approve the increase certification and appropriations for fund 4901 (Ops Center) by \$8,393.22 due to closed purchase orders from 2020.**

Chair Stewart moved to approve the increase certification and appropriations for fund 4901 (Ops Center) by \$8,393.22 due to closed purchase orders from 2020. Seconded by Mr. Cavener. All voted yea. Motion carried. (See Referral File.)

Fiscal Officer Duff requested the approval to certify the appropriation of \$25,000 from the sale of old Engine 131 for the Fire Department.

### **Res. 134-21 Approval to certify the appropriation of \$25,000 from the sale of old Engine 131 for the Fire Department.**

Mr. Angelou moved to approve certifying the appropriation of \$25,000 from the sale of old Engine 131 for the Fire Department. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Fiscal Officer Duff provided an update of the Gahanna TIFs. He said he feels confident it is being tracked and reconciled appropriately by the City of Gahanna.

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

Administrator White said this is the final year of the trash collection contract with Rumpke. It went out to bid on June 10th. She said Bexley, Dublin, Gahanna, New Albany, Reynoldsburg, Westerville, Blendon Township, Mifflin Township, Plain Township and Washington Township received bids for the collection services. Each community received one responsive bid from Rumpke. Republicx submitted no bid and Local Waste submitted an alternate bid for Gahanna and Reynoldsburg. The bids were reviewed last week. She said rates will substantially increase. The current rates are \$16.50, \$17.05, and \$18.04. Next year, the proposed rate (3-year term) will increase to \$21.40, \$21.76, and \$22.91 for 35-gallon container, 65-gallon container and 95-gallon container, respectively. The 10% senior discount will remain. She said the committee is unhappy with the increases in the bid. She said there have been a lot of complaints about trash pick-up delays. She said she has learned the reason for this is a labor shortage, although the process is automated. She said the tipping fees may have also increased, causing the rate hike.

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Administrator White said many people come to this building thinking it is the library branch. She requested the signage be changed.

## **HUMAN RESOURCES:**

On behalf of HR Director Becky Kadel, Administrator White requested approval of the Lexipol invoices for Fire and HR, \$7,540 and \$1,425 respectively, for a total of \$8,965.00. She said there will be a \$1,000 rebate to Fire from OTARMA.

## **Res. 135-21 Approve the Lexipol invoices for Fire and HR totaling \$8,965.00.**

Mr. Cavener moved to approve the Lexipol invoices for Fire and HR totaling \$8,965.00. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

## **PIO:**

Ms. Rapp provided the following updates:

### **Social Media/Website Communications**

Ms. Rapp said she has had a series of communications efforts taking place this past month. Ongoing communications promoted on social media (Facebook, Instagram, Twitter and NextDoor) and website posts, such as: Trash collection delays by Rumpke; Code enforcement reminders (like high grass due to spring/summer growing season); Mosquito spraying in the unincorporated area; Vaccine clinics throughout the month (including two this Thursday and Friday) and CPR training. She said she also has had several communications campaigns we are working on to promote the Recycle Right campaign in conjunction with SWACO; a follow up to Drug Take Back Day to provide year-round resources to dispose of opiates; CPR/AED Awareness Week, which was the first week in June, and Lightning Safety Awareness Week (which is this week). She said she posted website articles and social media posts on Memorial Day activities in the Mifflin and Riverside Cemeteries.

### **Media Relations**

Ms. Rapp said she included in the packet the ThisWeek News/Rocky Fork Enterprise article on new Ops Center which resulted in front-page news story. She said she worked with Chief Kauser and Chief Spence on the messaging in the article. Mr. Angelou said he would have liked the article to state that Mifflin Township purchased the building at a good price, and it is owned by Mifflin Township rather than the term "co-located" as used in the article. Ms. Rapp said there was WBNS-10TV new coverage on an incident involving one of our police officers and a suspect fleeing the scene.

### **Website Update**

Ms. Rapp said a compliments/complaints page will be added to the Police Department section, as well as moving some Home page elements around to move the featured news section up higher on the home page.

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## **Training**

Ms. Rapp said MORPC Intern Sarah Jonassen completed the Ohio Attorney General online sunshine law training in which she also registered as participating in the training on behalf of the trustees and fiscal officer.

## **Upcoming Events**

Ms. Rapp said she received an email regarding the groundbreaking for the new Gahanna branch of the library. It will be held at 10:30 a.m. on Wednesday, July 14<sup>th</sup> at the library outdoors. It says rain or shine and will include remarks from library leaders and city officials.

The trustees commented on the new letterhead which was used for today's meeting agenda. They pointed out needed corrections: the website address and titles are incorrect; the footer should be centered on the page; the agenda font is too small, and its layout is jumbled. Ms. Rapp agreed to make the corrections and provide Ms. Barnette with the corrected letterhead.

## **SERVICE:**

Mr. Angelou said the presented Service Department pay schedule needs to be approved.

### **Res. 136-21 Approve the presented Service Department pay schedule**

Mr. Angelou moved to approve the presented Service Department pay schedule. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Angelou said the presented pay schedule was used at the June 7th meeting in which Mr. Boggs was approved for a pay increase in the amount of \$36.02/hr., effective June 13, 2021.

Mr. Boggs requested the promotion of Hunter McKnight from seasonal part-time to the full-time position of Service Specialist 1, Step 2, at the rate of \$19.15/hr., effective June 27, 2021.

### **Res. 137-21 Approve the promotion of Hunter McKnight to the full-time position of Service Specialist 1, Step 2, at the rate of \$19.15/hr., effective June 27, 2021.**

Mr. Angelou moved to approve the promotion of Hunter McKnight to the full-time position of Service Specialist 1, Step 2, at the rate of \$19.15/hr., effective June 27, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested the promotion of Hunter Blankenship from seasonal part-time to a full-time position of Service Specialist 1 at the probationary rate of \$17.71/hr., effective June 27, 2021.

### **Res. 138-21 Approve the promotion of Hunter Blankenship to a full-time position of Service Specialist 1 at the probationary rate of \$17.71/hr., effective June 27, 2021.**

Mr. Angelou moved to approve the promotion of Hunter Blankenship to a full-time position of Service Specialist 1 at the probationary rate of \$17.71/hr., effective June 27, 2021.

Mr. Cavener seconded. All voted yea. Motion carried.

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Mr. Boggs said promoting these part-time employees to full-time will allow him to delegate responsibilities and have his employees more involved in the township. He said it also fully staffs the Service Department: three full-time employees and the Service Director.

Mr. Boggs provided updates. He said the fireworks are on July 3<sup>rd</sup>. The cemetery entrances will be blocked to prevent parking of cars in the cemetery while observing the fireworks. Mr. Boggs said he is meeting with a representative for solar street lighting in the unincorporated area. Mr. Boggs said he and his staff continue to mow. Tree trimming will begin soon as well as street signage work.

### **CODE:**

Mr. Boggs said they are fairly caught-up with the township's properties and COCIC's properties. He said he continues to attempt to contact Miracit Development Corporation (office on Mock Road) about its property compliance. Administrator White suggested he contact COCIC for possible contact information. Mr. Boggs said he is contemplating hiring a part-time employee to handle code enforcement as there is a need.

### **POLICE:**

Chief Phillips requested the contingent hire of Darik Breuninger as a full-time Officer pending a successful drug screening and comprehensive physical in the probationary amount of \$22/hr., effective July 11, 2021.

### **Res. 139-21 Approve the contingent hire of Darik Breuninger as a full-time Officer pending a successful drug screening and comprehensive physical in the probationary amount of \$22/hr., effective July 11, 2021.**

Mr. Cavener moved to approve the contingent hire of Darik Breuninger as a full-time Officer pending a successful drug screening and comprehensive physical in the probationary amount of \$22/hr., effective July 11, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Phillips said as part of the police wellness program expansion, she would like to add psychological and wellness testing with a department psychologist. She said Gahanna Police use Dr. Mark Querry. She said she had a meeting with the doctor and reviewed his resumé and credentials. She requested approval to enter into an agreement with him for his services of wellness checks, critical incident meetings, and adding his pre-employment psychological exams to the hiring process. She said adding the pre-employment psychological exam will cost \$999/applicant which will significantly impact the hiring process. She said she will have to minimize the number of applicants being screened each year. Each new hire will cost \$999 for the psychological testing, \$125 for the comprehensive physical, and \$50 charge for the Guardian platform, approximately \$1,200 total. She said her budget can afford hiring two officers this year. Fiscal Officer Duff said the levy renewal will generate another \$20,000 to \$30,000 per year. Chair Stewart requested Chief Phillips provide a dollar amount estimate as to the yearly cost and update the Dr. Querry's Agreement. Chief Phillips agreed to do so. Upon further discussion, Chief Kauser said his budget would allow for the cost of the psychological agreement. Chief Phillips said Dr. Querry confirmed he could service the case

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load of both the Police and Fire departments without issue. Chair Stewart requested Administrator White have the Agreement reviewed by legal counsel. Administrator White agreed to do so.

**Res. 140-21 Change the contract for psychological services from Association for Psychotherapy to Dr. Mark E. Querry on behalf of Police and Fire.**

Chair Stewart moved to change the contract for psychological services from Association for Psychotherapy to Dr. Mark E. Querry on behalf of Police and Fire. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Phillips requested the approval to deem surplus/transfer the outer carrier that used by former Officer David Wolfel to Baltimore Police Department at the value of \$155.

**Res. 141-21 Deem surplus/transfer the outer carrier that used by former Officer David Wolfel to Baltimore Police Department at the value of \$155.**

Mr. Cavener moved to deem as surplus/transfer the outer carrier that used by former Officer David Wolfel to Baltimore Police Department at the value of \$155. Mr. Angelou seconded. All voted yea.

Chief Phillips provided stats for March, April, and May. She said they went live with the new reporting system, Matrix Police. She said she applied for a traffic grant with the Department of Public Safety, a 350 hours reimbursement which would start in October. She is awaiting a determination of the grant award. Chief Phillips said on July 31<sup>st</sup> at Mt. Nebo Church, 2100 Aberdeen Ave., she has coordinated a health fair for the unincorporated area with Community Paramedic Kenny King. This event will include a vaccination clinic, Mt. Carmel's mobile health coach, mammogram bus, police cruiser and fire truck. Details are still being coordinated.

Chief Phillips said she has requested a meeting with NetCare Access to request a designated licensed social worker assigned to Mifflin Township and will update as she has more information on this.

**FIRE DIVISION:**

Chief Kauser discussed the branding of the Ops Center building and signage. He said he recommends a generic easy-to-read brand that is visible from every direction that the tenants can relate to. Panels will be used to highlight who is in the building, calling attention to the primary tenants. There was discussion as to how to reduce confusion to the public in which they think this is a library branch. Chief Kauser agreed to have a follow-up discussion with CML to determine what they would like on their panel sign. Chair Stewart said it is also important that the signage not cause confusion in which people may think it is City Hall. The consensus was the building should be called the Ops Center. Administrator White requested the township's logo branding be incorporated onto the signage also. Chief Kauser said he will make the addition.

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**Res. 140-21 Approve the name of the building as the Ops Center and authorize Chief Kauser to provide the final detailed design proposal of the sign (including the wording on the signage), correcting the Columbus Metropolitan Library and the City of Hall reference to be more definitive/clearer to the public, the Mifflin “M” be utilized where the name is and add the “M” on the building.**

Chair Stewart moved to approve the name of the building as the Ops Center and authorize Chief Kauser to provide the final detailed design proposal of the sign (including the wording on the signage), correcting the Columbus Metropolitan Library and the City of Hall reference to be more definitive/clearer to the public, the Mifflin “M” be utilized where the name is and add the “M” on the building. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Angelou requested a placard/sign designating the building’s founding by the current trustees. Chief Kauser agreed this was a good idea and would incorporate a placard to the outside of the building like the one at 155 Olde Ridenour Road.

Chief Kauser requested approval of the EMS ImageTrend licensure and software annual renewal in the amount of \$18,438.79.

**Res. 141-21 Approve the EMS ImageTrend licensure and software annual renewal in the amount of \$18,438.79.**

Chair Stewart moved to approve the EMS ImageTrend licensure and software annual renewal in the amount of \$18,438.79. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval for the demolition and removal of the structure at 2458 Agler Road acquired property in the amount not to exceed \$8,000.00. This includes all permitting, demolition work, clearing and securing the utilities that are remaining on the property.

**Res. 142-21 Approve the demolition and removal of the structure at 2458 Agler Road, acquired property in the amount not to exceed \$8,000.00.**

Mr. Cavener moved to approve the demolition and removal of the structure at 2458 Agler Road acquired property in the amount not to exceed \$8,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested approval for Elford Construction to prepare the cement and signage bids for Stations 131 & 134 in the amount of \$2,000.00.

**Res. 143-21 Approve Elford Construction to prepare the cement and signage bids for Stations 131 & 134 in the amount of \$2,000.00.**

Chair Stewart moved to approve Elford Construction to prepare the cement and signage bids for Stations 131 & 134 in the amount of \$2,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

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Chief Kauser requested the acceptance of the resignation of part-time Fire Inspector Dan Marvin.

**Res. 144-21 Accept the resignation of part-time Fire Inspector Dan Marvin.**

Chair Stewart moved to accept the resignation of part-time Fire Inspector Dan Marvin. Mr. Angelou seconded. All voted yea. Motion carried.

**OPS CENTER:**

Chief Kauser requested the approval for Sound Communications to add five key card access points in the amount of \$7,565.21. The areas include the first floor dividing the common area near the stairs from the library; break room; and the three additional suites in the back of the second floor.

**Res. 145-21 Approve Sound Communications to add five key card access points in the amount of \$7,565.21.**

Mr. Angelou moved to approve Sound Communications to add five key card access points in the amount of \$7,565.21. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

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

Chief Kauser requested the approval of the Locution licensure and software annual renewal in the amount of \$19,935.50, a shared expense between Mifflin Township Dispatching and Licking Co. Regional Communication Center.

**Res. 146-21 Approve the Locution licensure and software annual renewal in the amount of \$19,935.50, a shared expense between Mifflin Township Dispatching and Licking Co. Regional Communication Center.**

Chair Stewart moved to approve licensure and software annual renewal in the amount of \$19,935.50. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

**MIFFLIN TECHNOLOGY:**

Chief Kauser requested approval of Sphere for the UPS device (to go in the data center) while our new UPS device remains on backorder. He said it will not be installed in time to meet our opening deadline. He said he is requesting approval of the full amount of \$8,450, shared with the City of Gahanna. He said the City of Gahanna will be invoiced separately and the township will be paying its portion of \$4,225.00 from Dispatch funds out of the RCOG retained fund.

**Res. 147-21 Approve Sphere for the UPS device in the amount of \$8,450.**

Mr. Cavener moved to approve Sphere for the UPS device in the amount of \$8,450. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval for Central Square to relocate the CAD system in the amount of \$19,500. This is an RCOG shared expense.



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**Res. 148-21 Approve Central Square to relocate the CAD system in the amount of \$19,500.**

Chair Stewart moved to approve Central Square to relocate the CAD system in the amount of \$19,500. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Main said he has been primarily working on the transition of the Dispatch Center and that will continue for the next few weeks. He said he has been working on CAD and phones, radios, etc. to get everything smoothly transitioned.

Administrator White said the Governor signed into law the Juneteenth holiday. She said the information she received from legal counsel at the Ohio Township Association said the ORC was not updated but there is a catch-all provision at the end of the holiday list that says "Any day may be appointed and recommended by the Governor of the State or the President of the United States as a holiday." She said they will work with the prosecutor to get this clarified in the ORC. Administrator White said as she just received this information, she is not making a recommendation at this time.

Administrator White said effective July 1, the virtual meetings option will expire unless the legislature extends it. There was discussion of the great benefit of continuing the opportunity to have the public attend virtually as well as in-person.

Ms. Rapp confirmed she will run the legal advertising for the July 7<sup>th</sup> meeting in which the 2022 Proposed Budget will be discussed.

**OLD BUSINESS:**

None.

**VISITORS COMMENTS:**

No visitors.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried. The meeting adjourned at 5:19 p.m.

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Lynn M. Stewart, Chair

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Richard J. Angelou, Trustee

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Kevin J. Cavener, Vice Chairman

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Rick Duff, Fiscal Officer