

RECORD OF PROCEEDINGS

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

Held

July 7,

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 Wednesday, July 7, 2021, with Vice Chairman Kevin Cavener, Trustee Richard Angelou, Township Administrator Nancy White, Fire Chief Fred Kauser, Police Chief Tammy Phillips, Service Director Roger Boggs, PIO Melissa Rapp, and IT Director Craig Main attending in-person. Fiscal Officer Duff arrived late to the meeting due to a medical appointment. Administrative Assistant Melanie Barnette participated online.

Chair Stewart lead the Pledge of Allegiance.

TRUSTEES COMMENTS:

Mr. Angelou said Gahanna's 4th of July festivities were great.

GUEST SPEAKER:

Mr. Jim Jewell, Chief Deputy of Operations, Franklin Co. Engineer's Office, provided an update on the force account. He said the legislation that was passed did not include the force account. He said unfortunately the FCEO will be unable to provide the work with their own crews. He said there are a couple options, however: 1) Obtain approved construction drawings and then bid out the project, then administer the project, do the inspection, and get the new drainage system built. 2) FCEO currently has a drainage maintenance contract with JJ Schlagel. Mr. Jewell said the drainage work could be done by the contractor (in order not to violate the force account). He said he would like to get it done under the current contract otherwise it would be bid out again in the Fall. Mr. Jewell said he will meet with Mr. Jim Ramsey of the Drainage Department to determine the best plan and propose to Engineer Robertson. He said it is not a dead issue; he is working to determine the best option for the township. Mr. Jewell said he will provide a new estimate. He said he will make a presentation at the next trustees meeting. With the trustees' authorization to move forward, he said the FCEO will do the crossing on Earl Avenue to prevent collapse.

The trustees thanked Mr. Jewell on behalf of the township. Mr. Jewell encouraged everyone to attend the Franklin Co. Fair on July 19th as it is Cornell Robertson Day.

MINUTES:

Res. 149-21 Approve the June 21, 2021, Corrected Meeting Minutes

Mr. Angelou moved to approve the June 21, 2021, Meeting Minutes with the correction pointed out by the Fire Chief. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 150-21 Approve the August 2021 Warrants

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

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CORRESPONDENCE:

Administrator White said two annexation requests were received: 1) 2540 Johnstown Road and 2) 3751 Sunbury Road. Chair Stewart requested Administrator White begin going to the hearings. Mr. Cavener requested annexations requests no longer be approved. Administrator White said a letter could also be sent to the Franklin Co. Commissioners. Chair Stewart requested an action plan be created to object to these and any further annexations to Columbus.

FISCAL OFFICER'S REPORT:

Administrator White spoke on Mr. Duff's behalf regarding the ARP funding. She said we anticipate receiving \$272,248; half of which will be received this year and the other half next year. She anticipates the projects on Earl and Genessee Avenues will be eligible for the funding. Administrator White agreed to check into whether street lighting would also be eligible.

Administrator White said at this time the 2022 Tax Budget is a best guesstimate. She requested the approval of the 2022 Tax Budget.

Res. 151-21 Approve the 2022 Tax Budget

Mr. Cavener moved to approve the 2022 Tax Budget. Seconded by Mr. Angelou. All voted yea. Motion carried.

Fiscal Officer Duff requested authorization for the Franklin County Auditor to seek inside millage numbers for Roads in the unincorporated areas.

Res. 152-21 Authorize the Franklin County Auditor to seek inside millage numbers for Roads in the unincorporated areas.

Mr. Cavener moved to authorize the Franklin County Auditor to seek inside millage numbers for Roads in the unincorporated areas. Chair Stewart seconded. All voted yea. Motion carried.

Fiscal Officer Duff said his agenda item of an Executive Session should be tabled until the next meeting since he arrived late to the meeting. The trustees agreed.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White presented Mr. Kneeland's request to use the meeting hall for the Capital City Corvette Club meeting on Saturday, August 7, 2021, free of charge. Mr. Boggs said he is working on the meeting hall use policy, but it is not ready at this time. It was decided that while the township would like to help Mr. Kneeland, his request cannot be authorized as the township does not have an approved meeting hall policy in place and the township cannot cover the overtime costs needed for the event. Administrator White agreed to contact Mr. Kneeland to let him know his request cannot be honored at this time.

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HUMAN RESOURCES:

Ms. Kadel also provided an informational-only memo about mandating COVID19 vaccinations. (See Referral File.) Ms. Kadel said the BWC has passed a rule that any COVID19 claims from employees will be excluded from our experience in determining our premium for the following year.

Ms. Kadel reviewed her projects/goals for July 1, 2021 – June 30, 2022. (See Referral File.)

PIO:

Ms. Rapp provided the following updates:

Social Media/Website Communications

Ms. Rapp said a series of communications efforts taking place this past month. Social media posts and website posts, such as:

- Vaccine clinics throughout the month (including one tomorrow from 1 - 4 p.m. at the township hall, 155 Olde Ridenour Rd.)
- Recycle Right messages, which are a part of our summer social media campaign in conjunction with SWACO
- July 4 and Summer safety messages (such as fireworks and grilling safety)
- Franklin County Soil and Water on their Community Backyards Conservation Rebates Program.

Media Relations

Ms. Rapp included shared coverage of the mid-June house fire on Berell Ave. and a round-up article in the Columbus Dispatch on changes post-COVID that will remain in place at various community agencies. She said there was also NBC4 news coverage on a water rescue last week.

Website Update

Ms. Rapp said the compliments/complaints page for the Police Department section is now online as well as a comprehensive overhaul of our trash, recycling, and yard waste section of the website.

Upcoming Events

Ms. Rapp provided a reminder of the groundbreaking ceremony for the new Gahanna branch of the library will be held 10:30 a.m. on Wednesday, July 14 outdoors. She said the #RecycleRight SWACO online webinar (to answer common recycling questions) is on Tuesday, July 13 at 6:30 p.m. She said to visit the website to find the information and link to participate.

Chair Stewart said Ms. Rapp should stop using the new letterhead until the errors are corrected. She requested the use of the old letterhead until Ms. Rapp (with the assistance of Administrator White) resolves the letterhead issues. Ms. Rapp agreed to do so.

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Ms. Rapp reviewed her projects/goals for July 1, 2021 – June 30, 2022. (See Referral File.) Ms. Rapp committed to creating a comprehensive event tracking calendar by the end of August. Ms. Rapp committed to developing and distributing a print and digital newsletter by Labor Day. She also provided her tax budget detail. (See Referral File.)

SERVICE:

Mr. Boggs provided updates. He said cremation burials and columbarium sales have increased. He said of the original 160 columbariums, 50 are left. He said he would plan and budget for more.

Mr. Boggs has been researching solar streetlights. He has identified five locations in East Linden and is awaiting a quote by the end of the week. He said AEP has poles in which we may be able to add a light head or rent from them. He said he will also be replacing missing street signs in East Linden and will obtain “Road Closed” barricades.

He presented a bill of \$6,700 from Jess Howard Electric for a repair to a transformer which was struck during a police chase near Station 133 that knocked out power. Administrator White said she has placed a call to the township’s insurance agent for direction.

CODE:

Mr. Boggs provided updates. He said his staff is continuing to mow properties.

POLICE:

Chief Phillips requested the approval of the professional service agreement for Dr. Mark Querry for Police and Fire in the amount not to exceed \$5,000.00. Chief Phillips said she estimates spending approximately \$5,000 for the services. She said she has requested Fiscal Officer Duff to add this to her 2022 budget as a new expense.

Res. 153-21 Approve the Service Agreement for Dr. Mark Querry for Police and Fire in the amount not to exceed \$5,000.00.

Mr. Cavener moved to approve the Service Agreement for Dr. Mark Querry for Police and Fire in the amount not to exceed \$5,000.00. Seconded by Mr. Angelou. All voted yea. Motion carried.

FIRE DIVISION:

Chief Kauser provided updates. (See Referral File.)

Chief Kauser provided Fiscal Officer Duff with the variance application for Station 132 which requests a reduction in the minimum lot size from 5 acres (Rural) to 1.1 acres; a parking setback of 16’; reduce the number of parking spaces from 21 to 19; and a side yard setback change to 0’ so an 8’ security fence may be erected around the property. He said

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August 25th is the hearing date in which attorney Jack Reynolds and the architect will attend also.

OPS CENTER:

Chief Kauser provided updates. (See Referral File.)

The trustees requested Chief Kauser obtain a quote for placing the new logo on the building. Chief Kauser agreed to do so. The trustees also requested Chief Kauser focus on developing a firefighter internship program.

MIFFLIN TECHNOLOGY:

Mr. Main said informationally Wide Open West (WOW) internet provider is being purchased by Atlantic Broadband, a Canadian-based company. The transition will occur over the next few months. He does not expect change in service except for possible personnel changes. The services from the downtown location will remain under WOW for now.

Mr. Main provided information on phishing e-mails and ransomware.

Mr. Main said he is very pleased with the transition from Keytel to SSI; he said feedback from employees has been positive.

OLD BUSINESS:

None.

VISITORS COMMENTS:

No visitors.

Chair Stewart moved to adjourn the meeting. All voted yea. Motion carried. The meeting adjourned at 12:47 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer