

RECORD OF PROCEEDINGS

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

Held

August 17,

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, August 17, 2021, with Vice Chair Cavener, Trustee Richard Angelou, Fiscal Officer Rick Duff, Township Administrator Nancy White, Fire Chief Kauser, Human Resources Director Becky Kadel, Service Director Roger Boggs, PIO Melissa Rapp and Officer David Briggs attending in-person. Police Chief Phillips and IT Director Main were on vacation. Online attendees included Sarah Jonassen, MORPC Intern and Melanie Barnette, Administrative Assistant. Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Mr. Angelou commended the community for putting trustees Stewart and Cavener back on the ballot unopposed so this team could continue working together. Mr. Cavener and Ms. Stewart both said it is a tremendous feeling and they thanked the residents.

Chair Stewart said Chief Kauser will be having the conference room remodeled, therefore she recommended the Tuesday meetings be held at the Mifflin Township Hall on 155 Olde Ridenour Road. There were no objections. Chair Stewart requested the September 8th meeting be rescheduled for Monday, September 13th at 10 a.m.

Res. 181-21 Reschedule the September 8th trustees meeting to September 13th at 10 a.m.

Mr. Angelou moved to reschedule the September 8th trustees meeting to September 13th at 10 a.m. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff pointed out to Ms. Rapp that the Tuesday meetings at 155 Olde Ridenour Road cannot be streamed at that location. Ms. Rapp agreed to communicate that point in the advertised meeting notifications.

MINUTES:

Res. 182-21 Approve the August 2, 2021, Meeting Minutes

Mr. Angelou moved to approve the August 2, 2021, Meeting Minutes. Chair Stewart seconded. All voted yea. Motion carried.

Res. 183-21 Approve the August 11, 2021, Special Meeting Minutes

Mr. Cavener moved to approve the August 11, 2021, Special Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Administrator White presented the Ohio Division of Liquor Control Legislative Notice to determine if a hearing is needed for the liquor license for Sirin Sales Express Inc. The trustees and Police Chief Phillips (as relayed to Fiscal Officer Duff) had no issues with the request for the license.

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FISCAL OFFICER'S REPORT:

Fiscal Officer Duff requested the acceptance of the retirement of Ms. Rebecca Rousseau, effective September 18, 2021.

Res. 184-21 Accept the retirement of Ms. Rebecca Rousseau, effective September 18, 2021.

Chair Stewart moved to accept the retirement of Ms. Rebecca Rousseau, effective September 18, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff said check forgeries had taken place. A check written to a vendor was intercepted along the way, duplicated, and the duplicated checks were cashed. He said most were in the \$2000 to \$3000 amounts, but one was made in the amount of \$239,000. He said the bank stopped the transaction and placed a hold on our account. A police report was filed with the City of Gahanna. Another attempt was made at a check cashing facility; the check was held for cashing, but no one returned for the money. The township is not out any money. He said measures have been put in place to prevent this from happening again: updated security check stock; security procedures with the bank and electronic payments. He said although he gets frustrated with Fifth Third Bank at times, they were good to work with during this matter and the end results were good.

Fiscal Officer Duff said because of the State's audit, a Records Commission will be formed, and he takes ownership of this task.

Fiscal Officer Duff said the second half tax settlement was received and all departments have had the monies deposited into the departmental accounts.

Fiscal Officer Duff said he will be attending the annual Tax Incentive Review Council meeting next Monday, August 23rd, downtown. Chief Kauser cannot make it, however, Mr. Angelou and Administrator White will attend also.

Fiscal Officer Duff said he has been working with Changes Healthcare, the provider that does the EMS billing, for the needed electronic information.

Fiscal Officer Duff said starting Sunday, August 22nd, we will be moving to a new time and attendance system and new timeclocks via Paycor which will incorporate our requested changes.

Fiscal Officer Duff said he received an invoice from Elford which included an approximate \$10,000 change order. Chair Stewart said this will be reviewed by Chief Kauser for discrepancies. She instructed Fiscal Officer Duff to hold the invoice until the review is finalized. He agreed to do so.

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TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White provided information on the ODOT Township Stimulus Program Update for review. She said Mr. Boggs is researching the availability of the funds for the township's infrastructure projects.

Administrator White said she has requested statistics from Rumpke as to the number of residents being served; how many are delinquent, etc. She said the township's population according to MORPC is 2,531 residents at this time. Once she receives the other statistics, she will return to the Board to determine how to proceed. The trustees decided to hold off signing the Rumpke contract (for solid waste collection, recycling, and yard waste) until the statistical information is obtained.

Administrator White said she and Mr. Boggs were provided a demo of code enforcement software called iWorx. She said it was very impressive and comprehensive.

Administrator White said there was a lightning strike on Friday, August 13th causing damage to the chiller and relays. She said depending on the cost of the repairs, an insurance claim may be filed.

HUMAN RESOURCES:

Ms. Kadel said she has tested and finalized the performance review template. She said the job descriptions are also ready and feedback from the department heads has been very positive. She said she plans to create a performance review for each position, including the department heads.

Ms. Kadel said she met with Ms. Maureen Jenkins, EAP HelpNet representative. She provided information on free resources and educational sessions from the Central Ohio Area Agency on Aging, i.e., Medicare education, caregiver education, and information for the elderly.

PIO:

Ms. Rapp provided the following updates:

Media and Digital Communications

Ms. Rapp said two new pages have been added to the website under the Safety & Prevention tab on the home page: One is Addiction Resources, and the second is Women in Crisis. Both provide links to partnering agencies that provide resources for these two health and safety issues. She said she ensures that all links are to non-profit organizations or other state or local agencies.

Upcoming Events

Ms. Rapp said September is National Preparedness Month, and she will be sharing messages and materials throughout the month with residents from Ready.gov.

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Ms. Rapp said Sunday, October 3rd, is the Fire Prevention Week Open House at Station 131 from 1 pm to 4 pm. She said in relation to our planning for that event, she will be meeting with a local State Farm agent, who is working with the National Fire Prevention Association to provide local fire departments with fire safety educational materials. This year's theme is Learn the Sound of Fire Safety! She said the fire prevention kit includes magnets, stickers, posters, banners, and other items for the fire department to use in the at the Open House event. We will be meeting with the agent to take a photo with the banner and a fire truck tomorrow morning at 10 a.m. if anyone is interested in joining them.

Ms. Rapp provided information on 3CMA conference she is interested in attending September 8-10th. The trustees approved her attending the conference.

Ms. Rapp said today is intern Sarah Jonassen's last day. We want to wish her well as she heads back to Ohio Wesleyan and thank her for her hard work here at Mifflin Township.

SERVICE:

Mr. Boggs requested to be promoted to Step 3 as Service Director at \$38.21/hr., effective August 22, 2021.

Res. 185-21 Promote Mr. Roger Boggs to Service Director, Step 3, at \$38.21/hr., effective August 22, 2021.

Mr. Angelou moved to promote Mr. Roger Boggs to Service Director, Step 3, at \$38.21/hr., effective August 22, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested the approval for the chip seal of the Mifflin Cemetery drive by the Franklin County Engineer's Office in the amount of \$12,224.21.

Res. 186-21 Approve the chip seal of the Mifflin Cemetery drive by the Franklin County Engineer's Office in the amount of \$12,224.21.

Mr. Angelou moved to approve the chip seal of the Mifflin Cemetery drive by the Franklin County Engineer's Office in the amount of \$12,224.21. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested the approval of the Drake Road Berm Project by Franklin County Engineer's Office in the amount not to exceed \$39,117.78.

Res. 187-21 Approve the Drake Road Berm Project by Franklin County Engineer's Office in the amount not to exceed \$39,117.78.

Mr. Angelou moved to approve the Drake Road Berm Project by Franklin County Engineer's Office in the amount not to exceed \$39,117.78. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs said he needs to do more research on using the township meeting hall as a chapel. He said he will be seeking legal counsel for any compliance issues.

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Mr. Boggs said the Franklin Co. Drainage Engineer has met with Kenric Fine Homes to finish up the work in the rear. Mr. Boggs said he will be following up to ensure the work is completed.

Mr. Boggs is preparing a letter to property owners who are building fences in the easements stating that if the township must enter the easement, the fence may be torn down and the property owner will need to pay to have it erected again. Mr. Boggs said the easement will be maintained by the township once all the homes are built. If fences are placed across the easement, it will be maintained by the homeowner. Mr. Boggs said some of the homes have occupancy permits, but not all. He said those homes that received the permits were due to the \$100,000 bond that was put in to improve the drainage and place the storm tile in the easement.

CODE ENFORCEMENT:

Mr. Boggs requested Code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$2,700.00 for the following properties:

- 2523 Ferris Park - High Grass - \$300.00
- 2584 Ferris Park – High Grass - \$300.00
- 2500 Parkwood – Excessive Trash – 3 Truckloads - \$600.00
- 2566 Parkwood – High Grass - \$300.00
- 2480 Parkwood – Excessive Trash - 300.00
- 2785 Perdue Ave – High Grass - \$300.00
- 2564 Perdue Ave – Excessive Trash – 4 truckloads - \$600

Res. 188-21 Approve the following code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$2,700.00 for the following properties:

- **2523 Ferris Park - High Grass - \$300.00**
- **2584 Ferris Park – High Grass - \$300.00**
- **2500 Parkwood – Excessive Trash – 3 Truckloads - \$600.00**
- **2566 Parkwood – High Grass - \$300.00**
- **2480 Parkwood – Excessive Trash - 300.00**
- **2785 Perdue Ave – High Grass - \$300.00**
- **2564 Perdue Ave – Excessive Trash – 4 truckloads - \$600**

Mr. Angelou moved to approve the above listed properties be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$2,700.00. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff said the township receives payment for these liens.

POLICE:

Officer Briggs said he had nothing to report on behalf of Chief Phillips who was on vacation.

Mr. Cavener requested the appointment of Sgt. Dustin Hardway as the Acting Police Chief during Chief Phillips' upcoming absence.

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Res. 189-21 Appoint Sgt. Dustin Hardway as the Acting Police Chief during Chief Phillips' upcoming absence.

Mr. Cavener moved to appoint Sgt. Dustin Hardway as the Acting Police Chief during Chief Phillips' upcoming absence. Chair Stewart seconded. All voted yea. Motion carried.

FIRE DIVISION:

Chief Kauser requested the approval of the purchase of 3rd quarter EMS supplies from Bound Tree in the amount of \$16,301.84.

Res. 190-21 Approve the purchase of 3rd quarter EMS supplies from Bound Tree in the amount of \$16,301.84.

Chair Stewart moved to approve the purchase of 3rd quarter EMS supplies from Bound Tree in the amount of \$16,301.84. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the retroactive repair and replacement of Tower 131 brakes from Flora's Diesel in the amount of \$6,132.92. He said this was verbally approved by Chair Stewart on July 27, 2021 as it was an urgent repair.

Res. 191-21 Approve the retroactive repair and replacement of Tower 131 brakes from Flora's Diesel in the amount of \$6,132.92.

Mr. Cavener moved to approve the retroactive repair and replacement of Tower 131 brakes from Flora's Diesel in the amount of \$6,132.92. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the Resolution to the Ohio Police and Fire Pension Fund as written, effective September 19, 2021.

Res. 192-21 Approve the Resolution to the Ohio Police and Fire Pension Fund as written, effective September 19, 2021.

Chair Stewart moved to approve the Resolution to the Ohio Police and Fire Pension Fund as written, effective September 19, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the Resolution for the Ohio Public Employees Retirement System, #08172021-04, effective September 19, 2021.

Res. 193-21 Approve the Resolution for the Ohio Public Employees Retirement System, #08172021-04, effective September 19, 2021.

Chair Stewart moved to approve the Resolution for the Ohio Public Employees Retirement System, #08172021-04, effective September 19, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the Resolution for the discontinuation of Pension Pick Up Benefit for the Fire Division Staff, #08172021-03, effective September 19, 2021.

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Res. 194-21 Approve the Resolution for the discontinuation of Pension Pick Up Benefit for the Fire Division Staff, #0817202021-03, effective September 19, 2021.

Chair Stewart moved to approve the Resolution for the discontinuation of Pension Pick Up Benefit for the Fire Division Staff, #0817202021-03, effective September 19, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of an amended Fire Division pay schedule for 2021, labeled "Pension Pickup Transition", effective September 19, 2021.

Res. 195-21 Approve the amended Fire Division pay schedule for 2021.

Chair Stewart moved to approve the amended Fire Division pay schedule for 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the carryover of up to 50% of vacation hours for all township staff on a continual basis. Chair Stewart said if this become problematic it will be revisited.

Res. 196-21 Approve the carryover of up to 50% of vacation hours for all township staff.

Chair Stewart moved to approve the carryover of 50% of vacation hours for all township staff. Mr. Cavener seconded. All voted yea. Motion carried.

OPS CENTER:

Chief Kauser said he will present the signage quote at the next meeting for consideration.

Chief Kauser said there was building damage due to the storms on late Thursday night and Friday morning. He said he originally thought it was a lightning strike, but now believes it is the loss of one of the three phases which may have burnt the motor in the air conditioner unit. He said we may likely have an insurance claim, however it may not be as significant as originally thought.

MIFFLIN DISPATCH (and 911/CAD System Partners):

Chief Kauser requested the annual maintenance renewal of Radio IP software in the amount of \$6,530.43. He said this is a shared expense.

Res. 197-21 Approve the annual maintenance renewal of Radio IP software in the amount of \$6,530.43.

Mr. Cavener moved to approve the annual maintenance renewal of Radio IP software in the amount of \$6,530.43. Mr. Angelou seconded. All voted yea. Motion carried.

MIFFLIN TECHNOLOGY:

None.

OLD BUSINESS:

None.

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VISITORS COMMENTS:

None.

Being there was no further business, Chair Stewart moved to adjourn today's meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting adjourned at 4:29 p.m.

At 4:35 p.m., Chair Stewart called the meeting back in session to resolve unfinished business. Those present were Mr. Cavener, Mr. Angelou, Officer Briggs, and Administrative Assistant Melanie Barnette.

Res. 198-21 Approve the appointment of Captain Jason Strohmeyer as Fire Marshal Captain, a 40-hr. position, effective August 8, 2021.

Chair Stewart moved to approve the appointment of Captain Jason Strohmeyer as Fire Marshal Captain, a 40-hr. position, effective August 8, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

At 4:36 p.m., Chair Stewart moved to adjourn the meeting again. 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