

RECORD OF PROCEEDINGS

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

Held

September 21,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order at 3:30 p.m. on Tuesday, September 21, 2021, with Trustee Richard Angelou, Trustee Kevin Cavener, Fiscal Officer Rick Duff, Fire Chief Fred Kauser, Human Resources Director Becky Kadel, Service Director Roger Boggs, PIO Melissa Rapp, Acting Police Chief David Briggs, IT Director Craig Main, and Administrative Assistant Melanie Barnette attending. Township Administrator Nancy White was absent to attend a conference. Also in attendance was a student visitor of Gahanna Lincoln High School Atriel Osei.

TRUSTEES COMMENTS:

None

MINUTES:

Res. 213-21 Approve the September 13, 2021, Meeting Minutes with a modification.

Chair Stewart moved to approve the September 13, 2021, Meeting Minutes with a modification. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer Duff said he received notice of foreclosures on the following properties: 2 lots on Stelzer & Genessee Ave.; 1 lot on Perdue Ave. (between 2642 & 2660 just north of Denune); 1 lot just east of 2034 Republic. Chair Stewart requested he investigate how the township can acquire these properties prior to going to a Sheriff's sale. Mr. Duff agreed to do so.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff presented the 2022 Official Certificate of Estimated Resources.

Fiscal Officer Duff requested a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Res. 214-21 Accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Chair Stewart moved to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer Duff shared data from the U.S. Census Bureau.

TOWNSHIP ADMINISTRATOR'S REPORT:

In Administrator White's absence, Chair Stewart requested the approval of the amended township vehicle policy clarifying that no township vehicles may be used for personal use. In addition, take home vehicles must be secured while at home. She said the amendment was at the request of legal counsel.

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Res. 215-21 Approve the amended Township Vehicle policy.

Mr. Cavener moved to approve the amended Township Vehicle policy. Mr. Angelou seconded. All voted yea. Motion carried.

Chair Stewart said Administrator White provided a memo that was distributed to all employees regarding the updated COVID guidelines. Chair Stewart requested each department head provide a report at the next trustees meeting containing the names of any unvaccinated employees.

Chair Stewart said the Rumpke Agreement will be approved at the next trustees meeting.

HUMAN RESOURCES:

Ms. Kadel requested the approval of the updated performance review measures and process. She said it had been reviewed and approved by the department heads. She said the feedback was that it was lengthy, but she is open to paring it down. She said it is a starting point and modifications may be made along the way. There will be training of the supervisors as to how to use this tool.

Res. 215-21 Approve the updated performance review measures, job descriptions, and review process.

Mr. Angelou moved to approve the updated performance review measures, job descriptions, and review process. Mr. Cavener seconded. All voted yea.

Ms. Kadel said there was confusion about the effective date of Firefighter Tyler Burleson's resignation. After discussion, it was decided the meeting minutes of September 13, 2021, Resolution 208-21, should be modified to reflect the effective date on October 4, 2021, for Mr. Burleson's resignation.

PIO:

Ms. Rapp said she has been working with the fire inspectors to place the Fire Inspection documents in a database format for responding and reporting. She said she has posted about National Disaster Preparedness Month, Sound the Alarm Program, and the 9/11 Stair Climb. Ms. Rapp is researching a service to archive the township's social media posts. Mr. Main said neighboring cities are archiving also. Ms. Rapp said the archiving may be helpful with public records requests. Chair Stewart requested she research vendors and pricing. Ms. Rapp agreed to do so.

Chair Stewart inquired about the status of the logo/branding and stationary package. She requested Ms. Rapp's final recommendation for stationary package (letterhead, envelopes, and business card designs, etc.) be presented to the whole Board meeting panel at the October 19th Trustees Meeting. Chair Stewart said this date cannot slip; this must be completed. Ms. Rapp agreed that this deadline was reasonable and would have the final designs prepared. Ms. Rapp said that on October 19th she will also be prepared to update the trustees with estimates from other graphic designers to develop a brand standard manual and a date for its completion. It was decided by the Board that no one is to use the logo until it is approved.

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SERVICE:

Mr. Boggs said pipe has been laid halfway along Earl Avenue. The gas company fixed the gas line that was hit which required closing the road. Kenric Homes was to purchase the T-piping for the ditch in front of each home, however this was not done. Mr. Boggs said he went to each homeowner and collected \$265 from each and ordered the necessary T-piping.

Mr. Angelou said he has received several compliments on the appearance of the cemeteries. Mr. Boggs said he would like to purchase cemetery management software from this year's budget and plans to bring this request to the next trustees meeting. He said the mowing contract may need to be extended for the season. He said he is reviewing the Mosquito contract for approval.

CODE ENFORCEMENT:

Mr. Boggs said help is greatly needed in Code Enforcement. Chair Stewart requested he make a recommendation at the next trustees meeting. Mr. Boggs agreed to do so.

Mr. Boggs said clean-up of 3029 Perdue Ave. is ongoing. Acting Chief Briggs agreed to surveil the dumpster there for illegal dumping from surrounding businesses.

POLICE:

Acting Chief Briggs requested approval of the OVI Task Force Contract for fiscal year 2022.

Res. 216-21 Approve the OVI Task Force Contract for fiscal year 2022.

Mr. Cavener moved to approve the OVI Task Force Contract for fiscal year 2022. Mr. Angelou seconded. All voted yea. Motion carried.

FIRE DIVISION:

Chief Kauser said activity levels have increased. Three ambulances are on order. He said Columbus City Firefighter and Gahanna resident Frank Duff Jr. recently died of COVID. Chief Kauser said he has started receiving Afghan resettlement information.

OPS CENTER:

Chief Kauser said the plumbing work has been completed.

MIFFLIN DISPATCH (and 911/CAD System Partners):

Chief Kauser said he anticipates the dispatchers moving to the OPS Center the first week of December.

MIFFLIN TECHNOLOGY:

None.

OLD BUSINESS:

None.

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VISITORS COMMENTS:

None.

Following discussion, the trustees decided that all future trustees meeting for the balance of the year will be held at the Mifflin Township Hall, 155 Olde Ridenour Road.

At 4:56 p.m., Chair Stewart moved to enter an Executive Session per ORC Section 121.22 (G) (1) Purpose: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, license, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public meeting. Mr. Cavener seconded. All voted yea. Motion carried.

The trustees came out of Executive Session at 5:29 p.m. and the meeting was immediately adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer