

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

October 4,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order at 10:00 a.m. on Monday, October 4, 2021, with Fiscal Officer Rick Duff, Township Administrator Nancy White, Fire Chief Fred Kauser, Human Resources Director Becky Kadel, Service Director Roger Boggs, PIO Melissa Rapp, and IT Director Craig Main in attendance. Franklin County Deputy Sheriff Ken Upton was also present. Administrative Assistant Melanie Barnette attended online.

Trustee Richard Angelou arrived late to the meeting at 10:40 a.m. due to a family emergency. No voting occurred until his arrival to the meeting. Trustee Kevin Cavener was absent due to a scheduled vacation.

Today's guest speaker, Jon Hastings, Assured Partners, was canceled.

TRUSTEES COMMENTS:

None

MINUTES:

Res. 217-21 Approve the September 21, 2021, Meeting Minutes

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

CORRESPONDENCE:

Fiscal Officer Duff said he received an annexation notification of 3.8 acres, parcel # 191-000832 on the west side of Stelzer Road, across from Minnesota Avenue. He said the taxes total \$630.18 per year. He said it is for commercial development. Administrator White said she would like legal counsel, Julie Donan, to present to the trustees on annexations. Chair Stewart said she would like a letter objecting to annexations be sent to the Franklin County Commissioners. Administrator White agreed to do so. Fiscal Officer Duff said in response to the discussion at the last trustees meeting regarding bankrupt properties, he said Administrator White contacted COCIC to inform them of the township's interested in those properties prior to going to a Sheriff's sale. Administrator White said she will contact COCIC again since she has not heard anything back.

FISCAL OFFICER'S REPORT:

No updates/requests.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White requested the approval of the Rumpke Agreement. She said the residents have a choice of three container sizes.

Res. 218-21 Approve the Rumpke Agreement

Chair Stewart moved to approve the Rumpke Agreement. Mr. Angelou seconded. All voted yea. Motion carried.

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Administrator White said she spoke with Steve Buskirk, Franklin County Engineer's Office, about developing a drainage plan for the ongoing development along Emmons Avenue. A meeting is being planned; she will notify the trustees of the date of the meeting.

Administrator White discussed the use of the Mifflin Township Meeting Hall. She suggested establishing a policy that stipulates if it is a government agency, quasi-government agency, or non-profit, the room could be used during the daytime hours only. She does not think it should be used as a party room. Mr. Boggs said he agrees with Administrator White and he would also like to see it open for all types of funeral-related services. Chair Stewart directed Mr. Boggs to decide what he would like to see the room used for and the hours and days the room would be available, along with the room charge (if any), and present the trustees with a plan. He agreed to do so.

Administrator White said she has staff with performance evaluations due. The trustees advised her to use the new system as it is in the testing phase.

Administrator White said a meeting has been scheduled for Wednesday to discuss a possible new position, a finance logistics position, in Fire Admin to facilitate payments, etc. She will report back to the trustees with a recommendation. She said it is a good time for this meeting to occur as the finance logistics person can work with the Chief on the budget and understand what he is programming for better flow.

HUMAN RESOURCES:

Ms. Kadel requested the approval of another correction to the effective date of Firefighter Tyler Burleson's resignation. She said the effective date needed corrected again to reflect September 29, 2021, as his last day of employment (resignation date). She said he is not taking any vacation or other time off that would extend his resignation date. She said there was a lot of confusion caused by how Mr. Burleson presented his resignation letter. He was asked to amend it designating his last day worked, which is typically the last duty day unless there has been an agreement made with a department head to use paid time off through the person's two-week notice. She said, in that case, the person's last vacation day would be considered their last day of employ. She said the last day worked is the effective date, from a payroll perspective. She said this is very important as it can affect insurance coverage.

Res. 219-21 Approve the corrected resignation date of Tyler Burleson as September 29, 2021.

Chair Stewart moved to approve the corrected resignation date of Tyler Burleson as September 29, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Kadel has been working with the Benefits Advisor platform and is getting more comfortable with it. She discovered some items that need to be addressed, but overall, it is looking good.

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Ms. Kadel provided a list of employees (without names) who have received vaccinations. (See Referral File.) Mr. Duff said vaccinations can now be tracked in Paycor.

Administrator White said she received an update via the Ohio Township Association about the vaccine mandate, HB 435. She will continue to provide updates as she learns more. Chair Stewart said we should encourage those who have not received the vaccine to do so, otherwise they are putting it on the backs of little children to give us herd immunity and that is cowardice.

PIO:

Ms. Rapp said it is National Fire Prevention Week. She has been posting messages on social media about it.

Ms. Rapp said she has obtained a different graphic designer to create four options of letterhead. She said the image has been cleaned up. She provided a sample letter and agenda for comparison. The fonts used are included in the Microsoft Word package and can be recreated in Word with no issue. Chair Stewart said all the options look very nice and she could live with any of them. No one had an objection to any of them. Ms. Rapp said the graphic designer will follow-up with an estimate for a graphics standard guideline to include frequently used templates and direction as to when and how to use the logo, etc. Ms. Rapp said the trademark paperwork will be finalized once a selection has been made.

SERVICE:

Mr. Boggs requested the approval to purchase the Cemetery Information Management System Cloud software from Ramaker & Associates in the amount of \$38,105.00.

Res. 220-21 Approve the purchase the Cemetery Information Management System Cloud software from Ramaker & Associates in the amount of \$38,105.00.

Mr. Angelou moved to approve the purchase the Cemetery Information Management System Cloud software from Ramaker & Associates in the amount of \$38,105.00. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs requested the approval of the Franklin Co. Public Health & Clarke Environmental Mosquito Management Contract Extension in the amount of \$5,714.80.

Res. 221-21 Approve the Franklin Co. Public Health & Clarke Environmental Mosquito Management Contract Extension in the amount of \$5,714.80.

Mr. Angelou moved to approve the Franklin Co. Public Health & Clarke Environmental Mosquito Management Contract Extension in the amount of \$5,714.80. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs requested the approval for Mr. Jerry Tufts to sell back two graves on 16 M 7 and 8 for \$200 each, totaling \$400.00.

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Res. 222-21 Approve Mr. Jerry Tufts to sell back two graves on 16 M 7 and 8 for \$200 each, totaling \$400.00.

Mr. Angelou moved to approve Mr. Jerry Tufts to sell back two graves on 16 M 7 and 8 for \$200 each, totaling \$400.00. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs requested the approval of up to eight additional mows from Sanders Lawn Care in the amount not to exceed \$14,176.00. He said he does not anticipate needing all eight mows. Chair Stewart and Administrator White advised him to also increase the number of mows at the beginning of the year, with the new budget. He agreed to do so.

Res. 223-21 Approve up to eight additional mows from Sanders Lawn Care in the amount not to exceed \$14,176.00.

Mr. Angelou moved to approve up to eight additional mows from Sanders Lawn Care in the amount not to exceed \$14,176.00. Chair Stewart seconded. All voted yea. Motion carried.

The Franklin Co. Engineer's Office had been working in Leonard Park until a piece of their equipment broke down. They anticipate returning this week. Mr. Boggs said they are about halfway up Earl Avenue. He said everything for Earl Avenue and Emmons Avenue has been purchased except for the catch basins that he requested be built. The catch basins will be purchased with ARP funds.

Mr. Boggs said Dave Reutter and Nathan Ralph of Franklin County Soil and Water Conservation will speak at the next trustees meeting for the annual stormwater meeting.

Mr. Boggs requested an Executive Session per ORC Section 121.22 (G) (1) 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. The Executive Session took place at the end of the meeting.

CODE ENFORCEMENT:

Mr. Boggs requested the approval of the code violation of high grass in the amount of \$300 to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2542 Ferris Park South.

Res. 224-21 Approve the code violation of high grass in the amount of \$300 to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2542 Ferris Park South.

Chair Stewart moved to approve the code violation of high grass in the amount of \$300 to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2542 Ferris Park South. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs requested the approval of the code violation of high grass and trash removal in the amount of \$300 to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2136 Myrtle Avenue.

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Res. 225-21 Approve the code violation of high grass and trash removal in the amount of \$300 to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2136 Myrtle Avenue.

Chair Stewart moved to approve the code violation of high grass in the amount of \$300 to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2136 Myrtle Avenue. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs said they continue to clean up 3029 Perdue Avenue. He said they have removed two 30-yard dumpsters of trash. He anticipates at least one more dumpster to finish cleaning up the property.

POLICE:

As both Chief Phillips and Acting Chief Briggs were out of the office, there were no updates or requests.

FIRE DIVISION:

Chief Kauser provided updates. He said the former Fire Marshal is eligible to return to public employment following his retirement. There is no formal recommendation at this time.

Chief Kauser said the preliminary bids are in for Station 132 and are higher than expected. He is working with the Township Administrator to identify funding. He said the Columbus City Zoning Board of Appeals approved the application. There were no speakers in opposition, nor any letters received objecting it. An architect is working on signage for the site. He said he will bring the funding and final bid package sometime in October. He said construction projects are running eight months behind schedule in general and 20% to 30% over the planned budget. Chief Kauser said the police station is currently on hold.

Chief Kauser said the 911 vendor will be on site for the next 30 days. He is hoping to have dispatchers transitioned by December 1st.

Chief Kauser said he is focusing on the EOC meeting room renovation for completion by year's end. He expects to have a preliminary design completed for presentation to the trustees by the 1st of November.

Chief Kauser said the Ops Center pedestal signage should be ready within six weeks.

Chief Kauser said promotional testing and new hire testing is underway.

MIFFLIN TECHNOLOGY:

Mr. Main said vendors will be in the Ops Center over the next 30 days focusing on the 911 center: Solacom (dispatch software) and mission critical partners. He explained the dynamics of the transition. Solacom will be using a EOC conference room A for training of the dispatchers over the next few weeks.

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Mr. Main said between now and the end of the year, he would like to make additional changes focusing on cyber security: two-factor identification for e-mail. This change will take place after training.

OLD BUSINESS:

None.

VISITORS COMMENTS:

None.

At 11:05 a.m., Mr. Angelou 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. Chair Stewart seconded. All voted yea. Motion carried.

The trustees came out of Executive Session at 12:00 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