

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

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Held

**October 19,**

**2021**

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Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order at 3:30 p.m. on Tuesday, October 19, 2021, with Vice Chair Kevin Cavener, Trustee Richard Angelou, Fiscal Officer Rick Duff, Township Administrator Nancy White, Fire Chief Fred Kauser, Human Resources Director Becky Kadel, Service Director Roger Boggs, PIO Melissa Rapp, Acting Police Chief David Briggs, and IT Director Craig Main in attendance. David Reutter, Franklin County Soil & Water Conservation, was also present. Nathan Ralph, Franklin Co. Public Health, and Administrative Assistant Melanie Barnette attended online.

Chair Stewart led the Pledge of Allegiance.

## **GUEST SPEAKERS:**

David Reutter, Franklin Co. Soil & Water Conservation and Nathan Ralph, Franklin County Health Department, provided an update on NPDES Stormwater management plan and requested any comments on it. Mr. Reutter said a new 5-year permit term has begun. They will be providing outreach information for newsletters. Mr. Reutter requested participation in Stormwater Awareness Week. Mr. Ralph said he continues to conduct inspections of sewage nuisances or concerns brought to his attention.

## **TRUSTEES COMMENTS:**

None

## **MINUTES:**

### **Res. 226-21 Approve the October 4, 2021, Meeting Minutes**

Mr. Angelou moved to approve the October 4, 2021, Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White said she has written a letter to Franklin County objecting to annexations; however, they have not responded. She said she received a response to her letter to COCIC from Jake Hiestand in which he said the COCIC would try to acquire those properties for Mifflin Township. Mr. Cavener inquired if there would be a benefit to attending the annexation hearings in-person. Administrator White suggested having legal counsel Julie Donnan, Brosius, Johnson and Griggs, LLC, address the trustees about the matter. Administrator White agreed to schedule her for a meeting soon.

## **CORRESPONDENCE:**

Administrator White presented letters from Dayspring Christian Community Development Corporation making notification of future development. She said it would have no impact to Mifflin Township. Fiscal Officer Duff said they are making upgrades to public housing using low-income tax credits from the City of Columbus and the State of Ohio; the notification is a formality to ensure there are no objections.

Fiscal Officer Duff said the COCIC contacted him as to whether the township would like to acquire property at 2559 Milford Avenue, currently owned by them. He said there has been some interest from the public in purchasing. He said there does not appear to be a reason for

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annexation to Columbus. Mr. Angelou said he does not think the township should be in the real estate business.

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

Fiscal Officer Duff said the annual Auditor's delinquent land sale is soon. He said Mifflin Township has no properties for sale this year. He said the first payroll with the pension pickup change for Fire has occurred; it went smoothly.

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

Administrator White requested the approval of the nomination of Ron Grossman, Jackson Township, as the Franklin County Township Association Representative on the SWACO Board of Trustees.

## **Res. 227-21 Approve the nomination of Ron Grossman of Jackson Township as the Franklin County Township Association Representative on the SWACO Board of Trustees**

Chair Stewart moved to approve the nomination of Ron Grossman, Jackson Township, as the Franklin County Township Association Representative on the SWACO Board of Trustees. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White said she attended a meeting with Franklin County Engineer's Office representatives: Steve Buskirk, Utilities Supervisor; Jim Ramsey, Drainage Engineer, Jim Jewell, Chief Deputy of Operations; and Franklin Co. Economic Development and Planning representatives: Jenny Snapp, Assistant Director, and Matt Brown, Planning Administrator, about Leonard Park drainage. She said short of a moratorium on future development, there does not appear to be much that can be done. She said the Franklin Co. Engineer's Office has issued a RFQ for engineering of the drainage project. She said a decision will be made in two weeks as to what company they have selected. She said \$360,000 is needed for the planning project, but she is not confident the money will be available from the Franklin Co. Commissioners. Administrator White proposed doing a joint project with Franklin County, with the township contributing some money towards the project planning. She is sending a letter to the commissioners inquiring. She is hopeful they will pay for it all, but it may be more palatable to the commissioners if the township contributes also. Chair Stewart said she would like them to control the builders. Administrator White said that letters and e-mails have been sent to Kenric Homes about items that need completed. Mr. Angelou said rather than piecemeal, the County should create a 20-year development plan in place as there will be many years of ongoing development. Administrator White said FCEO has provided Kenric Homes with a "punch list" for the development related to drainage and other outdoor requirements. She said she was informed there is bond money to complete the project if the project is not completed by Kenric Homes. Mr. Boggs said there is only a few outstanding items remaining in the front of the homes and if the builder can be kept on track, the items can be completed in two weeks. The drainage project is \$1.9M; which includes a catch basin at every driveway. Chair Stewart said it may make sense to place a moratorium on future building. Administrator White suggested meeting with James Schimmer, Franklin Co. Development Director, to discuss this matter before they issue any more occupancy permits

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for these homes. Chair Stewart requested that Administrator White report at the next meeting as to the status of this situation to determine what else needs done.

Administrator White provided an update on the progress of the Finance Office changes due to the retirement of Rebecca Rousseau. She said she is meeting regularly as a team with Chief Kauser, Fiscal Officer Duff, Hollie Wonderly and Christy Prokop. She said guidelines have been drafted. She is in the process of documenting with plans for implementation occurring upon completion of the documentation. The guidelines will be put into practice and adjusted, if necessary, she said.

Administrator White said she will present performance evaluations at the next meeting for HR Director Becky Kadel, Administrative Assistant Melanie Barnette. She will also propose a pay rate change for Accounting Assistant Hollie Wonderly.

## **HUMAN RESOURCES:**

Ms. Kadel requested the approval to attend the National Public Employee Labor Relations Association Conference in November 2021 in New Orleans, Louisiana in the amount of \$2,494.52. She said the cost of this conference is in her budget.

## **Res. 228-21 Approve Ms. Kadel's attendance to the National Public Employee Labor Relations Association Conference in November 2021 in the amount of \$2,494.52.**

Mr. Cavener moved to approve Ms. Kadel's attendance to the National Public Employee Labor Relations Association Conference in November 2021 in the amount of \$2,494.52. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Kadel said vaccine tracking is available in Paycor. Ms. Kadel reminded the trustees that Jon Hastings, Assured Partners, will be a guest speaker at the November 19<sup>th</sup> meeting at 11 a.m. Ms. Kadel reminded employees to schedule their wellness checks with their doctors or LabCorp as soon as possible.

## **PIO:**

Ms. Rapp said she has been posting on our website and social media about Stormwater Awareness Week and Clean-up Days. She said a drug take back day in conjunction with SWACO will take place on October 23<sup>rd</sup>. She is working on an online Fire Permit packet to eliminate the hardcopies used during the application process.

Ms. Rapp said she has been working with the new graphics designer, Gayle Holton Design, to develop templates. She provided a sample of a brand style guide as an example of what to expect from her. Ms. Rapp said her personal preference for the letterhead design style is option #4, but she could live with any of them. Mr. Angelou said he liked style option #4 also as it emphasized the text on the page. The consensus was that style option #4 was the best option. The font selection was also option #4. Ms. Rapp requested approval of brand style guide in the amount of \$3,000. This is within her budget, she said.

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**Res. 229-21 Approve the Brand Style Guide of Gayle Holton Design in the amount of \$3,000.**

Chair Stewart moved to approve the Brand Style Guide from Gayle Holton Design in the amount of \$3,000. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Rapp said she expects to have the Brand Style Guide to share with the trustees within the next month.

**SERVICE:**

Mr. Boggs requested approval to begin the process of hiring a full-time Service Specialist 2/Step 4, up to \$24.47/hr. He said the position will require 3-5 years of experience with a CDL. He said the position will be funded from his carryover. He would like to hire as soon as possible.

**Res. 230-21 Approval to begin the hiring process for a full-time Service Specialist, up to \$24.47/hr.**

Mr. Angelou moved to begin the hiring process for a full-time Service Specialist, up to \$24.47/hr. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs presented a draft of the meeting hall rental policy modified from November 2019. It was tabled for Mr. Boggs to edit the hours of operation, definition of “adequate supervision”, elimination of equipment usage, etc. Mr. Boggs recommended that at this time the trustees should postpone their decision to use the meeting hall for memorial services; the trustees agreed.

Mr. Boggs said his department is finishing up spreading topsoil, seeding and straw at Leonard Park.

**CODE ENFORCEMENT:**

Mr. Boggs requested the approval of the code violation of high grass in the amount of \$900 to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for the following properties:

- 2103 Genessee Ave., High Grass, \$300
- 2157 Agler Rd., High Grass, \$300
- 2494 Parkwood, High Grass, \$300

**Res. 231-21 Approve the code violation of high grass in the total amount of \$900 (\$300/each) to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2103 Genessee Ave., 2157 Agler Rd., and 2494 Parkwood.**

Chair Stewart moved to approve the code violation of high grass in the amount of \$900 (\$300/each) to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2103 Genessee Ave., 2157 Agler Rd., and 2494 Parkwood. Mr. Angelou seconded. All voted yea. Motion carried.

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A request was made of Mr. Boggs for approval of the purchase of the iWorQ software in the amount of \$16,000. After the initial set-up of \$16,000, there would be an annual renewal of \$6,000. Due to security questions of IT Director Craig Main, the request was tabled for consideration at a future meeting. Chair Stewart asked if there is a charge for the project management and implementation guide. Mr. Boggs agreed to research if there is a cost for the guides and provide his plan for project management and implementation.

### **POLICE:**

Acting Chief Briggs requested the approval of full-time employees who have vacation time left, to be permitted to carryover the balance of their vacation time to 2022 due to the critical staffing levels and not being able to take time off.

### **Res. 232-21 Approve the carryover of the balance of vacation time to 2022 for full-time police employees.**

Mr. Cavener moved to approve the carryover of the balance of vacation time to 2022 for full-time police employees. Mr. Angelou seconded. All voted yea. Motion carried.

Acting Chief Briggs requested approval to be released from his probationary period and be paid a rate of \$23.50/hr. He said his performance evaluation has been completed in Paycor.

### **Res. 233-21 Approval for Acting Chief David Briggs to be released from his probationary period and be paid a rate of \$23.50/hr., effective October 19, 2021.**

Mr. Cavener moved to approve Acting Chief David Briggs be released from his probationary period and be paid a rate of \$23.50/hr., effective October 19, 2021. Chair Stewart seconded. All voted yea. Motion carried.

Acting Chief Briggs requested the approval of the contract for the Franklin Co. Sheriff's Office to continue taking fingerprints, photographs, and DNA for violent subjects arrested.

### **Res. 234-21 Approval of the contract with the Franklin Co. Sheriff's Office for the continuance of fingerprinting, photographs and DNA for violent subjects arrested at \$50/per person with a cap of \$30,000 per year.**

Mr. Cavener moved to approve the contract with the Franklin Co. Sheriff's Office for the continuance of fingerprinting, photographs and DNA for violent subjects arrested at \$50/per person with a cap of \$30,000 per year. Mr. Angelou seconded. All voted yea.

Acting Chief Briggs requested the approval of the hiring of Dimaris Medina-Cortes as a part-time Officer, \$18/hr., effective November 14, 2021.

### **Res. 235-21 Approve the hiring of Dimaris Medina-Cortes as a part-time Officer, \$18/hr., effective November 14, 2021.**

Mr. Cavener moved to approve the hiring of Dimaris Medina-Cortes as a part-time Officer, \$18/hr., effective November 14, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

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Acting Chief Briggs requested the acceptance of the resignation of Chief Tammy Phillips, effective October 30, 2021.

**Res. 236-21 Accept the resignation of Chief Tammy Phillips, effective October 30, 2021.**

Mr. Cavener moved to accept the resignation of Chief Tammy Phillips, effective October 30, 2021. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Cavener said Acting Chief David Briggs should be promoted to Interim Chief, effective October 30, 2021.

**Res. 237-21 Approve the promotion of Acting Chief David Briggs to Interim Chief, effective October 30, 2021.**

Mr. Cavener moved to approve the promotion of Acting Chief David Briggs to Interim Chief, effective October 30, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Acting Chief Briggs provided updates. (See Referral File.)

**FIRE DIVISION:**

Chief Kauser acknowledged Captain Tom Lee and Deputy Fire Chief Jeff Wright on their hard work designing and working with the officers and staff of Station 132 to develop a plan for a fire station that will serve the community and staff for decades. He appreciates their countless hours, creativity and effort expended on the project.

Chief Kauser requested the approval of additional Fire Station 132 construction funding in the amount of \$1,600,000.

**Res. 238-21 Approve the additional Fire Station 132 construction funding in the amount of \$1,600,000.**

Chair Stewart moved to approve additional Fire Station 132 construction funding in the amount of \$1,600,000. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of additional Ops Center construction funding in the amount of \$400,000.

**Res. 239-21 Approve the additional Ops Center construction funding in the amount of \$400,000.**

Chair Stewart moved to approve the additional Ops Center construction funding in the amount of \$400,000. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of funding and the use of debt services in the amount of \$2,000,000.

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**Res. 240-21 Approve the funding and the use of debt services in the amount of \$2,000,000.**

Chair Stewart moved to approve the funding and the use of debt services in the amount of \$2,000,000. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of supplemental funding for Moody Nolan Architects in the amount not to exceed \$75,000.

**Res. 241-21 Approve supplemental funding for Moody Nolan Architects in the amount not to exceed \$75,000.**

Chair Stewart moved to approve supplemental funding for Moody Nolan Architects in the amount not to exceed \$75,000. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the GMP (Guaranteed Maximum Price) proposal for Fire Station 132 with Elford, in the amount not to exceed \$4,373,858. Chief Kauser said if there are any overages, they are the responsibility of Elford. If there are savings, the funds would be returned to the township.

**Res. 242-21 Approve the GMP proposal for Fire Station 132 with Elford, in the amount not to exceed \$4,373,858.**

Chair Stewart moved to approve the GMP proposal for Fire Station 132 with Elford, in the amount not to exceed \$4,373,858. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the part-time hire of Steve Welsh to the Prevention Bureau, \$27.13/hr. (Step 3), effective November 1, 2021.

**Res. 243-21 Approve the part-time hire of Steve Welsh to the Prevention Bureau, \$27.13/hr. (Step 3), effective November 1, 2021.**

Chair Stewart moved to approve the part-time hire of Steve Welsh to the Prevention Bureau, \$27.13/hr. (Step 3), effective November 1, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the purchase of two replacement thermal imager cameras from All American Fire Equipment in the amount of \$11,090.00, a budgeted request.

**Res. 244-21 Approve the purchase of two replacement thermal imager cameras from All American Fire Equipment in the amount of \$11,090.00.**

Chair Stewart moved to approve the purchase of two replacement thermal imager cameras from All American Fire Equipment in the amount of \$11,090.00. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval to purchase one replacement CPR Lucas Device from Stryker in the amount of \$15,694.85, a budgeted request.

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**Res. 245-21 Approve the purchase one replacement CPR Lucas Device from Stryker in the amount of \$15,694.85.**

Mr. Angelou moved to approve the purchase one replacement CPR Lucas Device from Stryker in the amount of \$15,694.85. Mr. Cavener seconded. All voted yea. Motion carried.

**OPS CENTER:**

No requests.

**MIFFLIN TECHNOLOGY:**

Chief Kauser requested the approval to renew the annual Kronos Telestaff software and license in the amount of \$6,966.70, a shared expense.

**Res. 246-21 Approve the renewal of the annual Kronos Telestaff software and license in the amount of \$6,966.70.**

Mr. Angelou moved to approve the Kronos Telestaff software and license in the amount of \$6,966.70. Chair Stewart seconded. All voted yea. Motion carried.

IT Director Main provided an update on the 911 Center. He said he has been working through a couple open issues with a couple telecom providers. Most have been resolved. The issues, however, prohibited training that was planned for this week, he said. He said plans are to move forward with the setup of the system so that training can occur next week.

**OLD BUSINESS:**

None.

**VISITORS COMMENTS:**

None.

At 5:30 p.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, licensee, 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 5:55 p.m. and the meeting adjourned at 5:56 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