

RECORD OF PROCEEDINGS

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

Held

November 16,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order at 3:30 p.m. on Tuesday, November 16, 2021, with 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, and IT Director Craig Main in attendance. Franklin County Sheriff Deputy Ken Upton attended. Administrative Services Coordinator Melanie Barnette attended online. Trustee Kevin Cavener was absent due to a scheduled vacation. Police Chief David Briggs was out of the office on official police business. Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Mr. Angelou said he has a lot to be thankful for over the past year. Chair Stewart said she hopes everyone has a terrific Thanksgiving.

MINUTES:

Res. 260-21 Approve the November 1, 2021, Meeting Minutes

Mr. Angelou moved to approve the November 1, 2021, Meeting Minutes. Chair Stewart seconded. Both voted yea. Motion carried.

CORRESPONDENCE:

None.

FISCAL OFFICER'S REPORT:

None.

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White said she recently learned through the State Auditor's Office that a resolution is necessary to accept the ARPA federal funds. Administrator White requested the ARPA federal funds be accepted.

Res. 261-21 Accept the ARPA federal funds.

Mr. Angelou moved to accept the ARPA federal funds. Chair Stewart seconded. All voted yea. Motion carried.

Chair Stewart reminded the department heads to provide their recommendations on the use of the ARPA funds at the December 6th trustees meeting.

Administrator White said she will have the new wage schedule and job descriptions for the Finance reorganization available to the trustees before the December 6th trustees meeting.

Administrator White said a community meeting has been planned for December 2nd, 6:30 p.m. – 7:30 p.m. at the meeting hall at 155 Olde Ridenour Road to discuss the Leonard Park development. Information about the meeting will be posted on the township's website and flyers will be distributed in the Leonard Park area. She said virtual participation will also be available. Administrator White said items to be discussed at the meeting will include a drainage plan which will affect the entire area. She said, if feasible, sidewalks and street

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

Held

November 16,

2021

lighting will be done. She said easements will be placed for the drainage and recorded in the deeds. Also at the meeting, COCIC will announce that residents may apply through MORPC for weatherization of their homes. She said management of future development will also be discussed. Administrator White said Kenric Fine Homes has made a request for a sanitary tap for new properties. She said she learned through the FCEO that there are several items incomplete on Kenric Fine Homes' three current properties. She said the FCEO's stance is that until the current punch list has been remedied, no more permits will be issued. The trustees agreed with the FCEO's stance. Chair Stewart requested the FCEO document what needs to be done for Kenric Fine Homes and future development. Administrator White agreed to communicate this to the FCEO. Administrator White also agreed to provide the agenda for the Leonard Park Community Meeting to the trustees prior to the meeting.

Administrator White said an inquiry was received as to whether there was a moratorium on medical marijuana dispensaries within the township. She said the caller indicated an application would be submitted to Franklin County Zoning for a Morse Road address. Fiscal Officer Duff said that in the past when another inquiry arose, the Mifflin Police did not take issue with a dispensary being in the township. Chair Stewart and Trustee Angelou agreed that a moratorium on medical marijuana dispensaries is unnecessary as they are legal businesses within the State. Fiscal Officer Duff said the dispensaries are regulated by the State Board of Pharmacy. If an issue would arise, a complaint would be made to the Board of Pharmacy.

Administrator White said Julie Donnan, BJG Law, will be a guest speaker at the December 6th trustees meeting to discuss annexations and options, if any, to curtail annexations to the City of Columbus.

HUMAN RESOURCES:

Ms. Kadel reminded the trustees that Mr. Jon Hastings, Assured Partners, will attend the December 6th meeting at 11:00 a.m. to discuss options to reduce health insurance costs to the township.

Ms. Kadel said she is processing new hires in the Police department: Demaris Medina-Cortes and Michael Kiser; along with a potential new hire in the Service department.

PIO:

Ms. Rapp provided a media and digital communications update. She said the social and digital media this month includes posts about last night's vaccine and booster clinic in which 40 or more people attended; SWACO's America Recycles Day; Veterans' Day and a Drug Take Back Day opportunity.

Ms. Rapp said she is working on upcoming events. She said she is creating a flyer and social media posts for the upcoming Leonard Park community meeting; planning and writing for the upcoming holiday/seasonal posts such as office closings, safety messaging and events this month and next.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 16,

2021

Ms. Rapp said she continues to work with the designer on templates for commonly created documents and brand guidelines for the new logo. She included in the trustees' packet designs for the new business cards. She said she tried to keep the design like what had been approved in the past, but still reflect the centered format of the letterhead. It was decided that dashes rather than dots should be used in the phone numbers of the business cards. Other than that, Chair Stewart and Trustee Angelou said they liked the design of the business cards. Ms. Rapp said she would check with Trustee Cavener to ensure he likes the design also.

Ms. Rapp said she will be working with Chief Briggs to assemble a list of residents in need of a holiday ham for the week before the Christmas holiday. Ms. Rapp said she and Service Director Boggs will be discussing whether there is a need to continue with the cemetery committee or recruit additional members to participate after the first of the year.

SERVICE:

Service Director Boggs reviewed the revised meeting room rental policy with the trustees. The trustees recommended modifications be made to the document removing the option to use township A/V equipment other than the use of the projector screen. Mr. Boggs said the fee will be \$50/hour with a minimum of two hours, with no evening rentals. Chair Stewart said the document should be modified so that all the information is contained within the Agreement. The trustees requested Mr. Boggs also add language to the Agreement to provide case-by-case determination for civic associations to use the room free-of-charge or a reduced fee. Mr. Boggs agreed to do so.

Service Director Boggs said although he included a memo with his recommendations as to how the ARPA funds should be spent, he will save his comments until the December 6th meeting, when feedback is due to the trustees.

Service Director Boggs requested the approval of the contingent hire of Justin Jones, full-time Service Specialist 2, Step 4, \$24.47/hr., effective November 29, 2021. Mr. Boggs said Mr. Jones has six years of experience and a Class A CDL.

Res. 262-21 Approve the contingent hire of Justin Jones, full-time Service Specialist 2, Step 4, \$24.47/hr., effective November 29, 2021.

Mr. Angelou moved to approve the contingent hire of Justin Jones, full-time Service Specialist 2, Step 4, \$24.47/hr., effective November 29, 2021. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs provided updates. He said he will be following up with the Franklin Co. inspectors, Mr. Steve Buskirk and Mr. Danny Parker, about the unfinished work in the Leonard Park area. The crossover of the catch basins at Earl Avenue and East Linden is finished. The Service department has been repairing the storm drain on Allwine Ave. including replacing a 12' piece of storm tile at a residence. Mr. Boggs said cemetery burials and sales are up approximately \$43,000 over last year. He said Tecstone completed the headstone community project for Lucy Starrett. He said Tecstone has requested the usage of the meeting hall on December 3rd for a ceremony and video presentation of Lucy Starrett as

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 16,

2021

to why she was chosen for a headstone. He said he will get more information from Mary Rodgers at TecStone and update the trustees.

CODE ENFORCEMENT:

Service Director Boggs requested the code violation for excessive trash removal for 2347 Park Court be placed as a lien on the tax duplicate per ORC §505.87(B)(2) in the amount of \$300.00.

Res. 263-21 Approve the code violation for excessive trash removal for 2347 Park Court be placed as a lien on the tax duplicate per ORC §505.87(B)(2) in the amount of \$300.00.

Chair Stewart moved to approve the code violation for excessive trash removal for 2347 Park Court be placed as a lien on the tax duplicate per ORC §505.87(B)(2) in the amount of \$300.00. Mr. Angelou seconded. All voted yea. Motion carried.

Service Director Boggs requested the code violation for excessive trash removal for 3029 Perdue Avenue be placed as a lien on the tax duplicate per ORC §505.87(B)(2) in the amount of \$2,910.00 for the clean-up labor and the cost of two dumpsters.

Res. 264-21 Approve the code violation for excessive trash removal for 3029 Perdue Avenue to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) in the amount of \$2,910.00.

Chair Stewart moved to approve the code violation for excessive trash removal for 3029 Perdue Avenue to be placed as a lien on the tax duplicate per ORC §505.87(B)(2) in the amount of \$2,910.00. Mr. Angelou seconded. All voted yea. Motion carried.

Service Director Boggs requested the approval to purchase iWorQ Systems code enforcement software and set-up fees to include the second year in the amount of \$16,000.00 with the intent of carrying over \$6,000 into next year. He said the first year will include a \$4,000 implementation fee and \$6,000 for the annual maintenance fee for a total of \$10,000. Chair Stewart said the requested amount should be \$10,000 for this year only.

Res.265-21 Approve the purchase of iWorQ Systems code enforcement software, including implementation and maintenance, in the amount of \$10,000 this year.

Chair Stewart moved to approve the purchase of iWorQ Systems code enforcement software, including implementation and maintenance, in the amount of \$10,000 this year. Mr. Angelou seconded. Both voted yea. Motion carried.

Mr. Boggs said his staff has been tagging homes and cleaning up properties. They are preparing for snow plowing as they have practiced driving their routes. He will attend the Franklin Co. Sheriff's Office emergency snowplow meeting on Friday morning to coordinate efforts due to the shortage of snowplow drivers.

POLICE:

Administrator White provided updates in lieu of Chief Briggs' absence.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

November 16,

2021

FIRE DIVISION:

Chief Kauser requested the approval to purchase the 4th quarter EMS supplies from Bound Tree in the amount of \$30,550.54. He said this amount will carry over into the first quarter of 2022.

Res. 266-21 Approve the purchase of the 4th quarter EMS supplies from Bound Tree in the amount of \$30,550.54.

Chair Stewart moved to approve the 4th quarter EMS supplies from Bound Tree in the amount of \$30,550.54. Mr. Angelou seconded. Both voted yea. Motion carried.

Chief Kauser requested approval of the Bi-Annual Sick Leave Incentive in the amount of \$54,500.00. He said 63 staff members qualified and 75% of staff used no sick leave.

Res. 267-21 Approve the Bi-Annual Sick Leave Incentive in the amount of \$54,500.00.

Chair Stewart moved to approve the Bi-Annual Sick Leave Incentive in the amount of \$54,500.00. Mr. Angelou seconded. Both voted yea. Motion carried.

Chief Kauser requested authorization of the Chair to approve the 2022-2023 for MECC EMS Contract executed to the MECC Regional Council of Governments. He said it is a \$25,000 budgeted fee.

Res. 268-21 Authorize the Chair to approve the 2022-2023 MECC EMS Contract executed to the MECC Regional Council of Governments.

Chair Stewart moved to authorize the Chair to approve the 2022-2023 MECC EMS Contract executed to the MECC Regional Council of Governments. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser said the Fire Division will be participating in the Holiday Lights Celebration and Santa's visit to the Royal Manor subdivision. He said a 4' x 8' sign designed by the architect will be erected at the new Station 132 lot. He said a private ribbon-cutting event will take place soon, followed by an Open House public event after the station is completed.

Chief Kauser requested an opportunity to make a formal presentation of the 2022 Fire budget as well as 2022 through 2030 budget planning. It was decided that the special meeting will take place on Tuesday, December 14th 10 a.m., at the Ops Center. Chief Kauser said the meeting should include the trustees, his chiefs, Hollie Wonderly, Christy Prokop, and the Fiscal Officer. Chair Stewart confirmed for Mr. Main that the A/V equipment will need to be moved to the Ops Center for this meeting.

OPS CENTER:

No requests.

MIFFLIN TECHNOLOGY:

Mr. Main said on November 18th, Chief Briggs will host a Criminal Justice Information Services (CJIS) audit. He said the audit has a strong IT focus so he will be in attendance for this. Administrator White said this is the first time that this type of audit has been done,

RECORD OF PROCEEDINGS

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

Held **November 16,** **2021**

choosing Mifflin Township and Clinton Township as the first departments to be audited. Mr. Main said the first MECC radio console has been moved to the Ops Center and successfully installed. He said Solacom is completing the station installations. Mr. Main said overall good progress is being made for the upcoming move. There was discussion about possible move dates.

OLD BUSINESS:

None.

VISITORS COMMENTS:

No comments.

There being no further business, Chair Stewart moved to adjourn today's meeting. Mr. Angelou seconded. Both voted yea. Motion carried. The meeting adjourned at 4:41 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer