

RECORD OF PROCEEDINGS

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

Held

December 21,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order at 3:30 p.m. on Tuesday, December 21, 2021, with Trustee Richard Angelou, Trustee Kevin Cavener, Fire Chief Fred Kauser, Human Resources Director Becky Kadel, Service Director Roger Boggs, PIO Melissa Rapp, IT Director Main, and Financial Consultant Nancy White in attendance. Accounting/Payroll Assistant Rick Duff and Administrator Services Coordinator Melanie Barnette attended online. Police Chief David Briggs was absent to tend to emergency police business.

Chair Stewart led the Pledge of Allegiance. Mr. Angelou led a prayer.

TRUSTEES COMMENTS:

Mr. Cavener thanked the staff for their hard work. He thanked the residents for his reelection.

MINUTES:

Res. 278-21 Approve the December 6, 2021, Meeting Minutes

Mr. Angelou moved to approve the December 6, 2021, Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 279-21 Approve the December 14, 2021, Fire Budget Special Meeting Minutes

Mr. Cavener moved to approve the December 14, 2021, Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE:

None.

FISCAL:

Ms. White provided the temporary appropriations for 2022 for review. She said this will allow Mifflin Township to operate until budgets are finalized.

ADMINISTRATIVE BUSINESS:

Ms. White reminded the trustees of the filing deadline for levies to be placed on the ballot is February 2, 2022. She said that at the next meeting a resolution must be passed to request that the Franklin Co. Auditor estimate what the levies will generate. She said that at the following meeting a resolution would be needed to place the levy on the ballot, allowing it to be filed in a timely manner. Also, in the event that there are any corrections that may need made, it will prevent missing the deadline. Ms. White said that at the January 3rd meeting, swearing-in of the newly elected trustees will take place at the beginning of the Organizational meeting.

HUMAN RESOURCES:

Ms. Kadel said she has been finalizing the updated performance reviews for the township-wide launch in the new year. She has also been working on the Paycor Advisor Pro for open enrollment and township-wide use in 2022. Ms. Kadel said the first few months of the year will be busy with open enrollment and working on the Cordico mental health and wellness app implementation.

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PIO:

Ms. Rapp said Chief Briggs, Sgt. Hardway, and she delivered over two dozen hams to residents in the unincorporated area yesterday, and the residents were most grateful for the gift. Ms. Rapp said she included in the trustees' packet the proposed budget for 2022. The one additional cost for next year which was outlined in the cover letter was for a social media archiving service. Otherwise, the budget remains similar to last year's budget request, she said. She said she researched four organizations which all provide a similar archiving service. Eight other area governmental agencies all use this service and have no complaints with it. She said the primary reason for using this service is that:

- Social media accounts are creating public records for our organization, whether it's content we post, or responses received from others.
- If we do not preserve our social media records, we are out of compliance with state records regulations.
- Social media websites (like Facebook, Twitter, NextDoor) do not archive content like user comments, revisions or deleted content for us. They are not bound by public laws and have no legal obligation to retain posts as public records.
- By archiving our content, we ensure we are following state records law and can easily respond to records requests. It also gives us the ability to moderate content in accordance with our social media policies and provides us with a record that we could defend ourselves with should we have that need.

Mr. Main said Gahanna, Whitehall and New Albany uses this software. He said ultimately Ms. Rapp is responsible for archiving the data and favors keeping the software purchase within her department's budget. Ms. Rapp said she selected the lowest priced option with the fewest features.

Res. 280-21 Approve the Archive Social software purchase in the amount of \$3,000 as presented by Ms. Rapp.

Chair Stewart moved to approve the Archive Social software purchase in the amount of \$3,000 as presented by Ms. Rapp. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Rapp said included in the trustees' packet is the brand standards manual that she has been working on with the graphic designer. The first 4-5 pages is primarily graphic designer and printer instructions include detailed information to provide to other vendors who may create materials with the new brand. It provides logo standards, approved color palette, fonts, etc. The second half of the manual has templates for commonly used business materials, such as letters, meeting agendas, business cards, envelopes, flyer templates, report covers, and even email signatures. She said with the trustees' permission, she would like to roll this out to our staff, with digital Word templates provided in a shared folder in SharePoint and instructions on how to utilize the templates. All branded materials should be used beginning with the new year. Any additional templates that need created should be done so with her assistance so that they can be added to the standards manual going forward.

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Ms. Rapp said she will provide the brand standards manual to the web developer to incorporate the brand logo into the newsletter template for the website. She said she will produce a completed newsletter in January and roll it out, with ongoing monthly digital and hardcopy newsletters.

SERVICE:

Service Director Mr. Boggs requested the acceptance of the resignation of Hunter Blankenship, effective December 31, 2021.

Res. 281-21 Accept the resignation of Hunter Blankenship, effective December 31, 2021.

Chair Stewart moved to accept the resignation of Hunter Blankenship, effective December 31, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs provided updates. (See Referral File.)

Mr. Boggs said he plans to have the Meeting Hall rental policy drafted for review at the next meeting on January 3, 2022. He said the meeting hall will be used for government meetings, CPR training and non-profit groups. Chair Stewart requested at the next meeting that Mr. Boggs present his draft and provide his research as to whether the meeting hall can be used as a chapel for burials.

Mr. Cavener inquired about the home building in the Leonard Park area. The builder, Mr. Brengartner of Kenric Fine Homes, has not fulfilled the punch out list, however, he has started working on it. The work in the backyard areas continue to need work. Mr. Boggs said Mr. Brengartner has applied for two new gas taps but until the punch out list is completed the permit applications for the gas taps will not be approved by the county. Ms. White said Franklin Co. Economic Development & Planning and the Franklin Co. Engineer's Office are working together to ensure items are completed before permitting is approved. She is unsure as to when they will have a checklist completed but agreed to contact the departments to inquire on this. Ms. White said she recently saw Franklin Co. Engineer Cornell Robertson and thanked him as his office appears to be more vigilant. Mr. Angelou said it is important that we have a checklist from the county so that building is not unduly delayed.

CODE ENFORCEMENT:

Mr. Boggs provided updates. (See Referral File.)

Mr. Boggs requested code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for the following properties: 2981 Woodland Avenue, Trash, \$600.; 3034 Woodland Avenue, High grass & trash, \$300.00; 2517 Perdue Avenue, Trash, \$300.00; and 2175 Aberdeen Avenue, Trash, \$300.00.

Res. 282– 21 Place code violations as a lien on the tax duplicate per ORC §505.87(B)(2) for the following properties: 2981 Woodland Avenue, Trash, \$600.; 3034 Woodland Avenue, High grass & trash, \$300.00; 2517 Perdue Avenue, Trash, \$300.00; and 2175 Aberdeen Avenue, Trash, \$300.00.

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Mr. Angelou moved to place code violations as a lien on the tax duplicate per ORC §505.87(B)(2) for the following properties: 2981 Woodland Avenue, Trash, \$600.; 3034 Woodland Avenue, High grass & trash, \$300.00; 2517 Perdue Avenue, Trash, \$300.00; and 2175 Aberdeen Avenue, Trash, \$300.00. Mr. Cavener seconded. All voted yea. Motion carried.

POLICE:

Mr. Cavener said the police department has been busy. He said a shooting occurred yesterday on Agler Road.

FIRE DIVISION:

Chief Kauser requested the approval of the annual fitness incentive in the amount not to exceed of \$65,000. 65 staff members qualified for the incentive he said.

Res. 283-21 Approve the annual fitness incentive in the amount not to exceed \$65,000.00.

Chair Stewart moved to approve the annual fitness incentive in the amount not to exceed \$65,000.00. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said we are losing two firefighters to the City of Columbus. Chief Kauser requested the acceptance of the resignation of Firefighter Devon Lee, effective December 26, 2021.

Res. 284-21 Accept the resignation of Firefighter Devon Lee, effective December 26, 2021.

Chair Stewart moved to accept the resignation of Firefighter Devon Lee, effective December 26, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the acceptance of the resignation of Firefighter Gregory Parks, effective December 26, 2021.

Res. 285-21 Accept the resignation of Firefighter Gregory Parks, effective December 26, 2021.

Chair Stewart moved to accept the resignation of Firefighter Gregory Parks, effective December 26, 2021. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser said on behalf of the entire Fire Division, dispatchers, and support staff they are sincerely grateful for the bonus provided by the Board of Trustees for their efforts through this on-going pandemic. He said they were humbled, grateful, shocked, and surprised over the recognition for their sacrifices and contributions to the organization and the residents of Mifflin Township.

Chief Kauser said he will work with the Fiscal Consultant to evaluate a proposed operating levy millage. He is also working on the ballot language. Ms. White said there will be a proposed question on the ballot to replace the current Police levy, which is specifically for

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building purposes, with a levy which would permit uses for vehicles, buildings, and personnel at the same levy amount with no additional costs to the residents.

The trustees said it must be made clear, possibly on signage, that there is no extra cost for this replacement levy.

Chief Kauser said the MECC is up and operating. He conveyed his thanks to IT Director Craig Main and Capt. Higgins in particular. A formal event will be planned for February 2022 in which all those involved with the transition will be formally thanked. He plans to present a proposal to utilize a formal event planner. Chief Kauser said he met with Moody Nolan; the building permit has been issued for Station 132. He said a bi-weekly meeting will begin the first week of January to kick off the construction phase between the Fire Division, our staff, Moody Nolan and Elford. He said a private groundbreaking will occur sometime in January with elected officials, staff, the contractor, and the vendors involved. He said a public ceremony will take place at the end of construction, hopefully in August or September 2022. Chief Kauser said the Lieutenant promotional process has been completed. A list of finalists has been published. Two Lieutenant promotions are imminent and will be brought to the trustees in January. A swearing-in ceremony is being planned and will catch up some recent promotions also. Chief Kauser said he plans to support the team doing the final inspection on E133 in January; delivery is planned for late January or early February with plans to be in service around the first of March at the Beecher Road fire station. Chief Kauser said staff vehicles are in different stages of completion.

Mr. Main said that on December 7th the City of Gahanna's police department dispatch moved into the new dispatching center. On December 15th, MECC dispatching moved in also. Everything went very well; no calls were lost. He said he is working to clean up a few miscellaneous open items. He said additional software upgrades will be implemented over the next few months which will help the dispatchers and the community. Mr. Main said he would like to thank the people at the City of Gahanna that helped with the transition as well as the dispatchers for their flexibility in their schedules, staying late, and accommodating last minute required schedule changes. He said it was great teamwork.

Mr. Main provided an SSI helpdesk service update. He said the help desk vendor SSI has been doing good work. They offered their assistance with the dispatching transition, if needed.

On behalf of the board, Chair Stewart thanked Mr. Main and Chief Kauser for their hard work on the transition.

Chief Kauser said it will be 45-60 days until planning will take place to dismantle the former dispatch location. He said there is so much integrated into that site that it will take a few months to plan and a couple months to execute. He said he expects to be in the former space for at least the next 4 months or so. Chief Kauser said there has been some interest in the space by other parties.

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Mr. Hastings, Assured Partners, presented medical insurance rate options for the 2022 contract period. A committee of departments heads, as well as Mr. Hastings, will look at the 2023 insurance program. A meeting has been scheduled for January 4th at 10:30 a.m., at 155 Olde Ridenour Road to discuss insurance and finalize a decision on coverages and wellness plan. Lunch will be provided.

VISITORS COMMENTS:

No visitors.

There being no further business, Chair Stewart moved to adjourn today's meeting. Mr. Cavener seconded. All voted yea. Motion carried. The meeting adjourned at 5:24 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman