

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

December 6,

2021

Chair Lynn Stewart called the Mifflin Township Board of Trustees Meeting to order at 10 a.m. on Monday, December 6, 2021, with Trustee Richard Angelou, Trustee Kevin Cavener, Fire Chief Fred Kauser, Police Chief David Briggs, Human Resources Director Becky Kadel, Service Director Roger Boggs, PIO Melissa Rapp and Nancy White in attendance. Franklin County Sheriff Deputy Kenneth Upton attended online.

Chair Stewart led the Pledge of Allegiance.

Mr. Cavener administered the Oath of Office to Police Chief David Briggs.

Julie Donnan, BJB Law, was a guest speaker on the topic of annexations.

ADMINISTRATIVE BUSINESS:

Ms. White requested approval of the updated Administrative Pay Schedule.

Res. 269-21 Approve the updated Administrative Pay Schedule

Mr. Cavener moved to approve the updated Administrative Pay Schedule to be effective the first pay period of 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Chair Stewart requested approval of the re-hiring of Mr. Rick Duff as the Accounting/Payroll Assistant, part-time, up to 20 hrs./week, at the rate of \$23/hr., effective December 6, 2021. Chair Stewart said Mr. Duff's intent is to work Monday, Wednesday, and Friday up to 11 hours per week. He will prepare the payroll, enter receipts, and oversee investments.

Res. 270-21 Approve the re-hiring of Mr. Rick Duff as the Accounting/Payroll Assistant, part-time, up to 20 hrs./week, at the rate of \$23/hr. effective December 6, 2021.

Mr. Angelou moved to approve the re-hiring of Mr. Rick Duff, who resigned as Fiscal Officer on December 4, as an Accounting/Payroll Assistant, part-time, up to 20 hrs./week, at the rate of \$23/hr., effective December 6, 2021. Mr. Cavener seconded. All voted yea. Motion carried.

Chair Stewart requested the re-hiring of Nancy White as a financial consultant for the period of December 2, 2021 – January 2, 2022, up to 25 hrs./week, at the current Fiscal Officer pay rate of \$32.02/hr. She said Ms. White would help with the end of the year processes. Chair Stewart indicated that she will make a recommendation at the January 3rd trustees meeting to appoint Ms. White as the Fiscal Officer. Chair Stewart said Hollie Wonderly will be named Assistant to the Fiscal Officer.

Res. 271-21 Approve the re-hiring of Nancy White as a financial consultant for the period of December 2, 2021 – January 2, 2022, up to 25 hrs./week, at the current Fiscal Officer rate of \$32.02/hr.

Chair Stewart moved to approve the re-hiring of Nancy White as a Financial Consultant for the period of December 2, 2021 – January 2, 2022, up to 25 hrs./week, at the current Fiscal Officer pay rate of \$32.02/hr. Mr. Angelou seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

December 6,

2021

Chair Stewart said Melanie Barnette is in the new role of Administrative Services Coordinator. Ms. Barnette will oversee the administrative office, coordinate meetings, and handle any necessary items for Fire Administration as well as assisting HR, PIO and the trustees.

Ms. White requested the approval of the MOU between Mifflin Township and the City of Gahanna.

Res. 272-21 Approve the MOU between Mifflin Township and the City of Gahanna.

Chair Stewart moved to approve the MOU between Mifflin Township and the City of Gahanna. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. White requested the approval to repair the chiller condenser compressor by Speer Mechanical in the amount of \$35,285.00.

Res. 273-21 Approve the repair of the chiller condenser compressor by Speer Mechanical in the amount of \$35,285.00.

Mr. Angelou moved to approve the repair of the chiller condenser compressor by Speer Mechanical in the amount of \$35,285.00. Mr. Cavener seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

Each of the trustees thanked every employee for their hard work this year. Chair Stewart said she would like to apologize for the insensitive remark she made at a past trustees meeting in which she hurt the feelings of others. She said she is sincerely sorry.

MINUTES:

Res. 274-21 Approve the November 16, 2021, Meeting Minutes

Mr. Cavener moved to approve the November 16, 2021, Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE:

None.

FISCAL:

Ms. White requested the approval of the CLOUT membership renewal with a fee of \$200.00.

Res. 275-21 Approve the CLOUT membership renewal in the amount of \$200.00.

Chair Stewart moved to approve the CLOUT membership renewal, in the amount of \$200.00. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. White said the 2021 proceeds from the Gahanna TIFF were \$205,039, up from \$164,200 the year prior. Ms. White said the Franklin Co. Auditor refunded \$26,516.92 in auditor fees for 2021.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

December 6,

2021

There was discussion as to how the remaining ARPA funds should be used. Ideas from the department heads included: employee wages, stormwater drainage, premium holiday, and vaccine bonuses. Ms. Kadel referred to her memo containing two proposals. (See Referral File.)

Upon consideration of all the suggestions, Chair Stewart said the trustees support Chief Kauser's recommendation to provide a one-time monetary bonus to all Township employees to thank them for their hard work, dedication, and cooperation over the last two difficult pandemic years. She said the amounts are as follows: \$3,490 for all full-time employees and \$1,745 for all part-time employees to be paid out in December 2021. Chair Stewart said the Fire Division's bonuses should be paid out of EMS funds and the others should be paid out of ARPA funds. Newly hired employees will receive a pro-rated amount. Chair Stewart said this will not come out of taxpayer dollars. She said the balance remaining will be used for the Cordico Wellness mental health application tool that Ms. Kadel recommended, as well as drainage improvements projects.

Res. 276-21 Approve a one-time bonus in the amount of \$3,490 for Fire Division's full-time employees and \$1,745 for all part-time employees to be paid out of EMS funds, as well as one-time bonuses in the same amounts for all full-time and part-time employees in Police, Service and Township Administration to be paid out of ARPA funds in December 2021. Newly hired employees will receive a pro-rated amount. \$18,500 of ARPA funds will be used for the purchase of one-year of mental health application from Cordico Wellness, and the remaining balance will be used for drainage projects as determined by Service Director Boggs.

Chair Stewart moved approve a one-time bonus in the amount of \$3,490 for the Fire Division's full-time employees and \$1,745 for all part-time employees to be paid out of EMS funds, as well as one-time bonuses in the same amounts for all full-time and part-time employees in Police, Service and Township Administration to be paid out of ARPA funds in December 2021. Newly hired employees will receive a pro-rated amount. \$18,500 of ARPA funds will be used for the purchase of one-year of mental health application from Cordico Wellness, and the remaining balance will be used for drainage projects as determined by Service Director Boggs. Mr. Angelou seconded. All voted yea. Motion carried.

HUMAN RESOURCES:

Ms. Kadel provided updates. She said Jon Hastings, Assured Partners, will not be here today as originally planned as he is awaiting information. Ms. Kadel said Jon Hastings from Assured Partners will not be attending today but plans to provide insurance options at the meeting on December 21, 2021.

SERVICE:

Mr. Boggs provided updates.

CODE ENFORCEMENT:

Mr. Boggs said he has been meeting with iWorQ software company about the code enforcement software. It is planned to be launched during the first two weeks of January.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

December 6,

2021

POLICE:

Being that no other officer can use former Chief Phillips' bulletproof vest, Chief Briggs requested former Chief Phillips' bulletproof vest be sold to her for \$1 in as-is condition.

Res. 277-21 Approve the sale of Chief Phillips' bulletproof vest to her in the amount of \$1 in as-is condition.

Mr. Cavener moved to approve the sale of Chief Phillips' bulletproof vest to her in the amount of \$1 in as-is condition. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs provided updates. (See Referral File.)

PIO:

Ms. Rapp said that the branding for all templates is being finalized and expects to have the branding guidelines and template packet completed and ready to roll out to staff by the end of the month.

Ms. Rapp said the Starrett headstone presentation occurred last Friday with the great, great granddaughters of Lucy Starrett and the staff from Tecstone who donated the headstone. She said they shared family history and what they have learned during this process, as well as walked to the plot to view the headstone. Ms. Rapp said she will be working on a press release this week to send to the local paper regarding the addition to the cemetery.

Ms. Rapp said she has received several complaints through the website's online "Contact Us" form regarding a house on Baughman Avenue. Mr. Boggs responded that he was aware of the property and has spoken with a complainant multiple times. He indicated that this property is somewhere in the process of court proceedings. Ms. Rapp said she will follow up with those who have complained to let them know that Franklin County Code Enforcement is aware and acting on these complaints.

FIRE DIVISION:

Chief Kauser provided updates. (See Referral File.)

VISITORS COMMENTS:

No comments.

There being no further business, Mr. Angelou moved to adjourn today's meeting. Mr. Cavener seconded. Both voted yea. Motion carried. The meeting adjourned at 12:03 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Trustee

Kevin J. Cavener, Vice Chairman

Rick Duff, Fiscal Officer