

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 3,

2022

Trustee Richard Angelou called the Organizational meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on Monday, January 3, 2022, with Lynn Stewart, Kevin Cavener, Nancy White, Fire Chief Fred Kauser, Police Chief David Briggs, Service Director Roger Boggs present. IT Director Craig Main, Public Information Officer Melissa Rapp, and HR Director Becky Kadel, Administrative Services Coordinator Melanie Barnette, Accounting/Payroll Assistant Rick Duff, and Sheriff Deputy Ken Upton attended virtually.

The Organizational Meeting began with Trustee Angelou swearing-in two elected trustees: Lynn Stewart and Kevin Cavener.

Trustee Angelou led the Pledge of Allegiance.

Res. 1-22 Approve Lynn Stewart as Chairman

Mr. Angelou nominated Ms. Stewart as Chairman of the Board of Trustees for 2022. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Angelou turned the meeting over to Ms. Stewart.

Chair Stewart requested a motion to appoint a Fiscal Officer.

Res. 2-22 Appoint Nancy White as the Fiscal Officer for the remainder of the term expiring in 2024.

Mr. Angelou moved to appoint Nancy White as the Fiscal Officer for the remainder of the term expiring in 2024. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Angelou swore-in Ms. White as the Fiscal Officer.

Res. 3-22 Approve Richard Angelou as Vice-Chairman

Chair Stewart moved to nominate Mr. Angelou as Vice-Chairman of the Board of Trustees for 2022. Mr. Cavener seconded. Mr. Cavener and Ms. Stewart voted yea. Mr. Angelou abstained. Motion carried.

Mr. Cavener inquired if the trustees could be paid bi-weekly rather than monthly. Mr. Duff said he had researched this and found nothing in the Ohio Revised Code (ORC) permitting bi-weekly installments of the salaries. Fiscal Officer White said another option is on a per diem basis.

Res. 4-22 Pay Trustees' and Fiscal Officer's Salaries

Chair Stewart moved to pay the Trustees' and Fiscal Officer's salaries in equal monthly installments as permitted by the ORC and Resolution #19-81. Payment will be made the end of each month for that month's services. Mr. Cavener seconded. All voted yea. Motion carried.

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Res. 5-22 Reimburse Trustees and Fiscal Officer for Expenses

Mr. Angelou moved to allow payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscription for the 2021 Township Association will be paid from the General Fund. Also, mileage, at the rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township office. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 6-22 Adopt Current Regulations on Business Expenses

Mr. Cavener moved to adopt the current regulations on business expenses modified to conform to the current guidelines established by the ORC and IRS and the regulations on business travel per diem rates as amended by Res. #147-02. Future modifications will be made to conform with ORC and IRS guidelines as they occur. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 7-22 Approve Holding Regular Meetings on Third Tuesday of Each Month at 3:30 p.m. and Staff Meetings on the First Monday of Each Month at 10:00 a.m. or as designated.

Mr. Cavener moved to hold the Regular Township Meetings on the third Tuesday of each month at 3:30 p.m. and Staff Meetings on the First Monday of each month at 10:00 a.m. or as designated. Chair Stewart seconded. All voted yea. Motion carried.

Res. 8-22 Adopt Personnel Procedures Evidenced in Employee Handbook

Mr. Angelou moved to adopt the current personnel procedures as evidenced by the Employee Handbook that was effective September 6, 2016, and any revisions thereof. Chair Stewart seconded. All voted yea. Motion carried.

Res. 9-22 Approve Offering Insurance Package and Opt-Out Insurance Provision to Full-time Employees and Elected Officials

Mr. Cavener moved to approve offering the Insurance Package including Health, Dental, Vision and Life and the Opt-Out Insurance Provision to Full-time Employees and Elected Officials. Chair Stewart seconded. All voted yea. Motion carried.

Res. 10-22 Approve Continuing to Pick-up the Employees Retirement Contribution for OPERS excluding the Fire Division Staff for 2022

Mr. Angelou moved to continue picking up the employees' retirement contribution for OPERS excluding Fire Division Staff for 2022. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 11-22 Approve ORC §505.86 as it Applies to the Rehab of Fire Damaged Properties

Mr. Cavener moved to approve ORC §505.86 as it applies to the rehab of Fire Damaged Properties. Chair Stewart seconded. All voted yea. Motion carried.

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Res. 12-22 Approve Authorizing Chairman to Sign Contracts or Vice Chairman in the Absence of the Chairman

Mr. Angelou moved to approve authorizing the Chairman to sign contracts or the Vice Chairman in the absence of the Chairman. Mr. Cavener seconded. All voted yea. Motion carried.

The Organizational Meeting concluded at 10:13 a.m.

Chair Stewart called the **Regular Meeting** to order with the same roll call attendance as the Organizational meeting.

TRUSTEES COMMENTS:

The trustees discussed the COVID/mask wearing policy. Chair Stewart said the COVID/mask wearing policy which follows the State of Ohio guidelines has not changed. She said we may have become lax on it but since the Omicron variant has taken hold, everyone needs to be made aware again of this policy. Chair Stewart requested input on any changes that may need made; there were none.

Chair Stewart requested an Executive Session at the end of today's meeting 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 also requested the Executive Session per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

MINUTES & WARRANTS:

Res. 13-22 Approve December 21, 2021, Meeting Minutes

Mr. Angelou moved to approve the December 21, 2021, Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 14-22 Approve January 2022 Warrants

Mr. Cavener moved to approve the January 2022 Warrants. Mr. Angelou seconded. All voted yea. Motion carried.

ADMINISTRATIVE BUSINESS:

Fiscal Officer White provided an update on Leonard Park. She said Kenric Fine Homes has not completed its punch out list, therefore the Franklin County Engineer's Office (FCEO) is not issuing any further permits to them. She said that due to the holidays, she

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has been unable to obtain a specific checklist from the FCEO or the building department. She said if the builder is following all the guidelines, they will be issued the necessary permits. She said a builder on Emmons Avenue has followed all the required guidelines and has been issued permits to move forward. Fiscal Officer White hopes to have the checklist by the next trustees meeting. Mr. Boggs said Kenric Fine Homes could be delayed due to the rainy weather impeding the grading that needs done, but work could be done to complete the punch list. He said he has photos of items remaining incomplete.

Fiscal Officer White reminded the trustees of the filing deadline of February 2 at 4:00 p.m. for levies to be placed on the ballot. She said we anticipate placing two on the ballot: a replacement levy for Police; and a new levy for Fire. She said the Fire levy, a 2.55 mill, will generate approximately \$3,264,332.27. Ms. White said she will need to officially make a request to the Franklin County Auditor's Office for the amount for the Police levy as it is a replacement, not a new levy, to which she was provided incorrect information. She anticipates it being approximately \$100,000. Mr. Duff agreed with that amount.

Fiscal Officer White explained the difference between a new levy and a replacement levy. The township will be seeking a replacement levy for the Police levy that was passed two years ago and replace it with updated levy language which will allow the generated money to be used in a broader manner. She said there will be no additional costs to the residents of the unincorporated areas who approved the original levy. She said the Board of Elections will provide the replacement levy language. We will need to publicize that the levy will impose no additional costs; the Board of Elections will not put that information in the wording on the ballot, however. Fiscal Officer White said we can provide information about the levy on our website and social media, but we are not permitted to promote it in any way using Township funds. Mr. Angelou requested that the replacement levy be explained at every Trustees meeting up to the election day. Fiscal Officer White agreed to do so. Mr. Duff said a key point is that the existing levy will remain in the event that the replacement levy does not pass. Mr. Cavener said this should be stressed in the information relayed to the public.

FISCAL OFFICER'S REPORT:

Fiscal Officer White requested a resolution to request certification from the Franklin Co. Auditor's Office to determine the amount a replacement 3.00 Mill Police levy will generate as required by law.

Res. 15-22 Approve a resolution to request certification from the Franklin Co. Auditor's Office to determine the amount a replacement 3.00 Mill Police levy will generate as required by law.

Mr. Cavener moved to approve a resolution to request certification from the Franklin Co. Auditor's Office to determine the amount a replacement 3.00 Mill Police levy will generate as required by law. Chair Stewart seconded. All voted yea. Motion carried.

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Fiscal Officer White requested a resolution to request certification from the Franklin Co. Auditor's Office to determine the amount a new 2.55 Mill Fire levy will generate as required by law. This levy would be voted on by Mifflin Township and Gahanna residents.

Res. 16-22 Approve a resolution to request certification from the Franklin Co. Auditor's Office to determine the amount a new 2.55 Mill Fire levy will generate as required by law.

Chair Stewart moved to approve a resolution to request certification from the Franklin Co. Auditor's Office to determine the amount a new 2.55 Mill Fire levy will generate as required by law. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White said she would provide these resolutions today to the Auditor's Office as they are expecting them.

Fiscal Officer White requested a resolution to approve the 2022 Temporary Appropriation.

Res. 17-22 Approve a resolution to approve the 2022 Temporary Appropriation.

Chair Stewart moved to a resolution to approve the 2022 Temporary Appropriation. Mr. Cavener seconded. All voted yea. Motion carried.

HUMAN RESOURCES:

Ms. Kadel said she is working on a required bi-yearly EEO report that is due tomorrow. She said approximately 85 Fire Fighter applications were received. She is reviewing them for minimum qualifications.

PUBLIC INFORMATION OFFICER:

Ms. Rapp said the hardcopy media placements for December 2021 will be placed in the binder in the Trustees office today as she was out sick last week. She said the Archive Social account has been created for social media posts. Ms. Rapp said she plans to roll out the new brand style guide this week.

SERVICE:

Mr. Boggs said that at some point a dumpster was placed on Berrell Avenue by parties unknown. It was struck three times by passing cars. The owner of the damaged dumpster could not be found. He said on advice from legal counsel, upon advertising it, after thirty days the township can take possession of it. It has been moved to Riverside Cemetery. Mr. Boggs said he would like to donate it to a dumpster company, Dump-N-Deez, LLC, as they provided help with relocating it to the cemetery and in lieu of them not charging for the move from Berrell Avenue to Riverside Cemetery. Mr. Boggs said Dump-N-Deez can fix the damage and use the dumpster. Mr. Boggs requested the dumpster be declared surplus so it may be donated to Dump-N-Deez, LLC.

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Res. 18-22 Declare the abandoned dumpster as surplus.

Mr. Angelou moved to declare the abandoned dumpster as surplus. Chair Stewart seconded. All voted yea. Motion carried.

Res. 19-22 Approve donating an abandoned dumpster to Dump-N-Deez, LLC.

Mr. Angelou moved to approve donating an abandoned dumpster to Dump-N-Deez, LLC. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs said he has revamped the Meeting Hall rental policy from the original. He said the meeting hall will be rented Monday through Friday, 8:00 a.m. – 4:00 p.m. for non-profit and government agencies.

Res. 20-22 Approve the Meeting Hall rental policy.

Mr. Angelou moved to approve the Meeting Hall rental policy. Mr. Cavener seconded. All voted yea. Motion carried.

There was discussion about staffing, door signage and security for the meeting hall usage.

There was discussion about using the meeting hall for private sector business or service groups. It was determined that more information is needed.

Fiscal Officer White said AARP Tax-Aide would like to use the 155 Olde Ridenour Road as a drop-off location for tax documentation. A person with AARP would be there to receive the tax documentation; the township would not be involved in the collection of documentation. It was suggested that the small conference room next to the meeting hall be utilized for this.

Mr. Boggs said he will finalize a policy to use the meeting hall as a chapel for memorials now that he has received approval for its usage from the City of Gahanna. He said he needs to do more research about what to charge and what staffing is needed.

CODE:

Mr. Boggs provided updates. He said he has received complaints about the junkyard at Baughman and Denune Avenue. He said the case is at the Prosecutor's Office to be heard.

POLICE:

Chief Briggs discussed the need for a new police cruiser and feasibility of the purchase of one vehicle. He said the inventory of available new cruisers for purchase is very limited. He said he did find a dealer in Pennsylvania with 2021 models that are brand new and approximately \$10,000 less expensive than 2022 models; a rough estimate including outfitting is approximately \$33,000 for a Dodge Durango. The trustees advised Chief Briggs to proceed in his research for a new vehicle with plans to purchase it from the police budget. He was instructed to present the trustees with a quotation and

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requisition for possible purchase approval at the next trustees meeting. Fiscal Officer White said the vehicle could be financed through the line of credit with Heartland Bank reducing the impact on his budget.

There was discussion about permitting Sgt. Dustin Hardway to take his assigned police vehicle home as he is the first to be dispatched as a first-line supervisor per policy. He added that another benefit is that response time would improve with a take home vehicle as the Sergeant would have lights and sirens available allowing him to circumvent traffic delays to the scene of an accident, emergency, or crime in progress. He is requesting this on a trial basis and the costs would be evaluated. Chair Stewart and Mr. Cavener requested he research how many times per month Sgt. Hardway is called out to determine if it is cost prohibitive and before authorizing the trial. Mr. Angelou requested a protocol for take home vehicles. Chief Briggs agreed to provide more information at the meeting on January 18th for consideration.

Chief Briggs provided updates. (See Referral File.) He said there is illegal dumping occurring in Leonard Park. He said a citation was issued to a subcontractor for illegal dumping at the dead end of Minnesota Avenue. This subcontractor had been working for another contractor in the area and had been recently fired. Chief Briggs said illegal dumping is happening more frequently. Officers have increased their patrols in the area. Chair Stewart requested a letter on behalf of the trustees be drafted thanking the reporting party for reporting the crime. Also, Ms. Stewart requested Ms. Rapp to post on social media that Mifflin Township is cracking down on illegal dumping. Ms. Rapp agreed to do both tasks.

FIRE DIVISION:

Chief Kauser requested the approval of the promotions of Firefighter Brad Crosson and Firefighter Seth Penn to the rank of Fire Lieutenant effective January 9, 2022.

Res.21-22 Approve the promotions of Firefighter Brad Crosson and Firefighter Seth Penn to the rank of Fire Lieutenant effective January 9, 2022.

Chair Stewart moved to approve the promotions of Firefighter Brad Crosson and Firefighter Seth Penn to the rank of Fire Lieutenant effective January 9, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said the 2.55 Mill is being proposed for a permanent operating levy to be placed on the ballot for the next 8 – 10-year operating cycle.

Chief Kauser requested approval to authorize the Fiscal Officer to execute a 20-year, \$2.1 million dollar loan Agreement with Park National at an interest rate of 2.89%. He said the annual payments are estimated to be \$70,000. He said the debt service is part of a previously approved request from October 19, 2021, to make up the difference in the costs associated with the two construction projects: Fire Station 132; and a small supplementation for the Ops Center for the next phase due to the current conditions and

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climate. Chair Stewart requested the township's current outstanding debt total. Fiscal Officer White agreed to provide this at the next meeting.

Res. 22-22 Approve the authorization of the Fiscal Officer to execute a 20-year, \$2.1 million dollar Agreement with Park National.

Chair Stewart moved to approve the authorization of the Fiscal Officer to execute a 20-year, \$2.1 million dollar Agreement with Park National. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval to authorize the Board Chairman to execute the Stormwater Agreement with the City of Columbus for the Fire Station 132 Project located at 2458 Agler Road. He said the Agreement has been reviewed by legal counsel.

Res. 23-22 Approval to authorize the Board Chairman to execute the Stormwater Agreement with the City of Columbus for the Fire Station 132 Project.

Mr. Cavener moved to approve the authorization of the Board Chairman to execute the Stormwater Agreement with the City of Columbus for the Fire Station 132 Project. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser said because of the increase of Covid infections, his administration staff is rotating working from home to avoid infections. This will be reevaluated on January 10th.

Chief Kauser provided updates. (See Referral File.)

INFORMATION TECHNOLOGY:

Chief Kauser provided project updates. (See Referral File.)

OPERATIONS CENTER:

Chief Kauser provided project updates. (See Referral File.)

Mr. Main said over the last couple weeks, very few changes have been made in the Dispatch Center due to vendors being on vacation with the holidays.

MECC RCOG:

Chief Kauser provided updates. (See Referral File.)

Fiscal Officer White said the township may need to look at hosting the VIP accounting software so it may be accessed remotely as staff continues to work from home due to the pandemic. She said this is a project that should be started as soon as possible. She said she received a quote of \$1,200/month to host the township's portion of VIP and \$600/month for the RCOG. Ms. White said we currently pay \$400.65/quarter to host VIP for RCOG. For the township, it is the same plus an additional \$300 or so for hosting DocCentral. DocCentral was purchased through Modern Office Methods. She emphasized this needs to be resolved soon due to the issues being encountered. Chair

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Stewart agreed and requested Ms. White work with Mr. Main and Chief Kauser on this matter and provide a recommendation at the next meeting.

VISITORS COMMENTS:

None.

At 11:45 a.m., Chair Stewart requested 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 also requested the Executive Session per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Mr. Cavener seconded. All voted yea. Motion carried.

The trustees came out of Executive Session at 12:30 p.m. and Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer