

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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Held

January 18,

2022

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Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on Tuesday, January 18, 2022, with Trustees Richard Angelou and Kevin Cavener, Fiscal Officer Nancy White, Fire Chief Fred Kauser, Police Chief David Briggs, Service Director Roger Boggs, HR Director Becky Kadel, Public Information Officer Melissa Rapp present. IT Director Craig Main, Administrative Services Coordinator Melanie Barnette, Accounting/Payroll Assistant Rick Duff attended virtually.

Chair Stewart led the Pledge of Allegiance.

## **MINUTES & WARRANTS:**

### **Res. 27-22 Approve January 3, 2022, Organizational & Regular Meeting Minutes**

Mr. Angelou moved to approve the January 3, 2022, Organization and Regular Meeting Minutes. Mr. Cavener seconded. All voted yea. Motion carried.

### **Res. 28-22 Approve January 4, 2022, Special Meeting on Insurance Renewal Meeting Minutes**

Mr. Cavener moved to approve the January 4, 2022, Special Meeting on Insurance Renewal Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

### **Res. 29-22 Approve February 2022 Warrants**

Mr. Angelou moved to approve the February 2022 Warrants. Chair Stewart seconded. All voted yea. Motion carried.

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

Fiscal Officer White requested a resolution for the advance income tax payments.

### **Res. 30-22 Approve the resolution for requesting the advance payment of property tax settlements.**

Chair Stewart moved to approve the resolution for requesting the advance of property tax settlements. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer White presented a resolution declaring the necessity to proceed with the election on the question of a replacement 3.0 mill tax in excess of the 10-mill limitation for a continuing period of time for the Police Department. Mr. Angelou said there is absolutely no increase in the millage whatsoever. Chair Stewart said it is the same millage that was approved last time. Mr. Cavener said the replacement levy is to broaden the usage of the levy funds for additional purposes at the Police department. Fiscal Officer White said only those residents in the unincorporated will vote on this replacement levy.

### **Res. 31-22 Approve a resolution declaring the necessity to proceed with the election on the question of a replacement 3.0 mill tax in excess of the 10-mill limitation for a continuing period of time for the Police Department.**

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Mr. Cavener moved to approve a resolution declaring the necessity to proceed with the election on the question of a replacement 3.0 mill tax in excess of the 10-mill limitation for a continuing period of time for the Police Department. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White presented a resolution declaring the necessity to proceed with the election on the question of a 2.55 mill tax in excess of the 10-mill limitation for a continuing period of time for the Fire Division.

**Res. 32-22 Approve a resolution declaring the necessity to proceed with the election on the question of a 2.55 mill tax in excess of the 10-mill limitation for a continuing period of time for the Fire Division.**

Mr. Angelou moved to approve a resolution declaring the necessity to proceed with the election on the question of a 2.55 mill tax in excess of the 10-mill limitation for a continuing period of time for the Fire Division.

Fiscal Officer White said the resolutions will be filed within the next couple days allowing time for corrections if necessary.

Fiscal Officer White provided a breakdown of the township debt. She said a correction on the Service Department breakdown shows a vehicle that has been transferred to the Fire Division. (See Referral File.)

Fiscal Officer White requested approval of the 2021 Sick Leave Incentive for Police, Service, and Administration in the total amount of \$7,600. (See Referral File.) Chair Stewart said the incentives for Police and Service are taken out of their respective budgets; Administration is taken out of the General Fund.

**Res. 33-22 Approve the 2021 Sick Leave Incentive for Police, Service, and Administration in the total amount of \$7,600.**

Mr. Cavener moved to approve the 2021 Sick Leave Incentive for Police, Service, and Administration in the total amount of \$7,600. Mr. Angelou seconded. Chair Stewart abstained. Mr. Cavener and Mr. Angelou voted yea. Motion carried.

Fiscal Officer White said she spoke with Steve Buskirk, Franklin Co. Engineer's Office, about their permitting process and her request for a checklist. She said he sent her an email explaining the process outlined here: The Building Department issues building permits. A building permit is not needed to obtain Right-of-Way permit. The Right-of-Way permit only pertains to work in the Right-of-way. The building permit pertains to the work behind the Right-of-Way. The current situation with Leonard Park is a little different as we would not normally have building taking place such a long time after a subdivision was created. A bond is required to obtain a permit depending on the impact to the Right-of-Way. Issuing a building permit does not depend on a Right-of-Way permit; they are independent of each other.

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Fiscal Officer White said there are many other permits that follow for the different stages of the build. There was lengthy discussion about the issues created by one builder, not all.

Fiscal Officer White said according to Matt Brown, Franklin Co. Economic Development & Planning, they need plans with elevations, etc. for what is being built to issue a building permit; construction inspections take place along the way.

Fiscal Officer White said the Franklin County Township Association annual meeting has been rescheduled to April due to the COVID pandemic. She shared information about Deputy Chief Wright's retirement luncheon.

Fiscal Officer White said she is working with Assistant to the Fiscal Officer Hollie Wonderly on closing out the year and opening the new year. She said we are now operating in 2022.

Fiscal Officer White said she placed the final statement of cash position from revenue and expense and the report that was sent to the County Auditor's Office reporting those balances at their respective places.

### **HUMAN RESOURCES:**

Ms. Kadel said she will be attending in-person the annual OHPELA conference February 7 – 8, 2022.

Ms. Kadel requested the approval of the Lexipol annual renewal in the amounts of \$1,482 from Human Resources and \$7,841.60 from the Division of Fire, totaling \$9,323.60.

### **Res. 34-22 Approve the Lexipol annual renewal in the amounts of \$1,482 from Human Resources and \$7,841.60 from the Fire Division.**

Mr. Angelou moved to approve the Lexipol annual renewal in the amounts of \$1,482 from Human Resources and \$7,841.60 from the Fire Division, totaling \$9,323.60. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Fiscal Officer White said we will get a \$1,000 rebate through OTARMA (insurance) for the Fire Division's portion of the Lexipol annual renewal fee. This will also be the case at the time of the Police Department Lexipol as well.

There was discussion about the COVID Policy as it relates to when someone has been exposed to the virus and what is required to return to work. Ms. Kadel said an employee who has contracted the COVID virus must stay home for 10 days from the date that he/she tests positive. If the employee was symptomatic, she counts two days prior to the date they became symptomatic for a total of 10 days. She said she would have to research the process for direct exposures as it has continued to change and evolve. She will follow up with the process. Chief Kauser said the Division of Fire is following

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CDC guidelines with a public safety exception if staffing levels fall below a certain level, a five-day isolation versus a 10-day isolation. He said that has not been used yet. He said we are back to full regular staff unlike two weeks ago. Ms. Kadel agreed to follow-up with the process. Chief Kauser said Kenny King is not part of the reporting process for employees' exposures or infections. He assists with acquiring test kits and vaccinations. There is a staff member, Brian Roy, who is certified to manage the infection control for the Fire Division, Chief Kauser said.

Ms. Kadel said she has reviewed the applications for the next firefighter recruit class; a total of 74 candidates have made it through the initial screening.

Ms. Kadel said preparations are underway to get the online benefits platform ready for Open Enrollment which will be 2/8 – 2/10/2022, 8:30 a.m. – 5 p.m. She said arrangements will be made for those who are out-of-town. Information will be universally communicated as to how to schedule an appointment.

### **PUBLIC INFORMATION OFFICER:**

Ms. Rapp said she included a digital copy of the December media packet since she hadn't been able to create it for the first January meeting after having been ill.

Ms. Rapp said in the digital files is an example of the social media report she will include in the future. It is an export of all posts and comments from a specific date range. This will take much less time to produce since it's a simple search in the new ArchiveSocial account and will be more efficient with time and resources. She said going forward she will provide this in the trustees' packets.

Ms. Rapp said she included a very nice post in Take Back Gahanna from a mother whose child was saved from choking by a nearby medic. She said when she saw the post that day, she responded to it and promised to pass along the mother's kind words to our Division of Fire and other leadership. She said since oftentimes people tend to use groups like Take Back Gahanna to complain rather than compliment, she said she thought it was a complimentary post and wanted to share.

Ms. Rapp said she included today's agenda on the new branding materials to start the year. She said she and Melanie Barnette have been adding to the brand standards guidelines as we use the new materials to ensure that all pertinent instructions are provided for anyone else who may be reading the guidelines in the future.

Ms. Rapp said she is working on a newsletter template for a January newsletter and any departments who have contacts that they would like added to the newsletter distribution list should forward the information to her.

### **SERVICE:**

Mr. Boggs provided updates and cemetery totals. (See Referral File.) There was discussion about increasing the number of columbariums.

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## **CODE:**

Mr. Boggs requested a code violation be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300.00, for 2454 Parkwood Avenue for excessive trash.

### **Res. 35-22 Approve a code violation be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300.00, for 2454 Parkwood Avenue for excessive trash.**

Mr. Angelou moved to approve a code violation be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300.00, for 2454 Parkwood Avenue for excessive trash. Mr. Cavener seconded. All voted yea. Motion carried.

## **POLICE:**

Chief Briggs requested approval of the contingent hire of Tammy Scott as a full-time police officer, \$25/hr., effective January 28, 2022. He said with her two decades of experience, he would like to skip the probationary rate and start her at \$25/hr. He said this is budgeted.

### **Res. 36-22 Approve the contingent hire of Tammy Scott as a full-time police officer, \$25/hr., effective January 28, 2022.**

Mr. Cavener moved to approve the contingent hire of Tammy Scott as a full-time police officer, \$25/hr., effective January 28, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs requested the purchase of a police vehicle, 2021 Dodge Durango SUV, from Shorkey Chrysler Dodge in the amount of \$33,585, and new equipment in the amount of \$11,872.32, plus wrapped with decals in the amount of \$3,780 from Parr Public Safety Equipment, all totaling \$49,237.32. He said this total is about \$10,000 - \$12,000 less expensive than a 2022 model and only has 22 miles on it.

### **Res. 37-22 Approve the purchase of a police vehicle, 2021 Dodge Durango SUV, from Shorkey Chrysler Dodge in the amount of \$33,585, and new equipment in the amount of \$11,872.32, plus wrapped with decals in the amount of \$3,780 from Parr Public Safety Equipment, all totaling \$49,237.32 and to obtain the necessary financing.**

Mr. Cavener approved the purchase of a police vehicle, 2021 Dodge Durango SUV, from Shorkey Chrysler Dodge in the amount of \$33,585, and new equipment in the amount of \$11,872.32, plus wrapped with decals in the amount of \$3,780 from Parr Public Safety Equipment, all totaling \$49,237.32 and to obtain the necessary financing. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs said he will be calling or sending a note to the resident who reported illegal dumping. Ms. Rapp said she will be posting on social media and the newsletter that the township is cracking down on illegal dumping.

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Chief Briggs said his Sergeant averages 2- 3 times a month in which he takes his police vehicle home. He believes the response time warrants the Sergeant doing so, but he plans to gather more information for the trustees.

### **FIRE DIVISION:**

To keep up with the vacancies and retirements, Chief Kauser requested the provisional appointments of Sam Kruse, Brice Maple, and Lucas Welsh as Firefighters with an effective date to be determined. The appointments are contingent on their passing of the PFPF medical physical, drug screening, and a psychological battery and examination.

### **Res. 38-22 Approve the provisional appointments of Sam Kruse, Brice Maple, and Lucas Welsh as Firefighters with an effective date to be determined.**

Chair Stewart moved to approve the provisional appointments of Sam Kruse, Brice Maple, and Lucas Welsh as Firefighters with an effective date to be determined. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the 25 long-term, multi-year annual service Agreements as listed. He said none of the Agreements require going to bid. He said the intent is to streamline the process. He said any change in vendors or amounts would be presented to the Board for approval.

### **Res. 39-22 Approve the 25 annual service Agreements as listed.**

Chair Stewart moved to approve the 25 annual service Agreements as listed. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested approval of the 2-year EMS services Agreement with the RCOG.

### **Res. 40-22 Approve the 2-year EMS service Agreement with the RCOG.**

Chair Stewart moved to approve the 2-year EMS service Agreement with the RCOG. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the acceptance of the resignation of Firefighter Nicholas Leidheiser, effective January 17, 2022. He said he will be starting at the Columbus Division of Fire on January 18, 2022. Firefighter Leidheiser's letter of resignation was presented to the trustees.

### **Res. 41-22 Accept the resignation of Firefighter Nicholas Leidheiser, effective January 17, 2022.**

Mr. Cavener moved to accept the resignation of Firefighter Nicholas Leidheiser, effective January 17, 2022. Chair Stewart seconded. All voted yea. Motion carried.

Chief Kauser said the Station 132 project is continuing as scheduled. The sign design was finalized and should be erected soon. A private groundbreaking will be scheduled once the sign is erected, and the site has been cleared and prepared.

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Chief Kauser said he met with Fiscal Officer White to issue the check to finalize the purchase of 384 W. Johnstown Road. Township legal counsel will provide a release of mortgage.

Chief Kauser said he has been meeting with the Franklin County Engineer's Office about the full closure of the Agler Road bridge at Sunbury Road which is scheduled to occur in the summer of 2022. Chair Stewart requested Chief Briggs discuss the impact of this with Chief Kauser.

Chief Kauser met with Gahanna Schools Superintendent and staff and Chief of Police to review several site plans. Additional meetings are being planned.

Chief Kauser said he would like to have a meeting with the trustees to discuss the levy.

Chief Kauser said he will be traveling to Pierce at the end of the month to do a final inspection/sign-off on E133. He said there was a recent fire at the Horton plant, but none of our vehicles were in production.

Chief Kauser said he is working on final appropriations for 2022. He expects to have them ready for the first meeting in February.

Chief Kauser thanked the Service Department for their snow removal response to the Ops Center. He said he is grateful for the work they do.

### **OPS CENTER:**

Chief Kauser said he is finalizing the funding for Phase III. Gahanna PD is fully moved in, and all is going well.

### **MIFFLIN DISPATCH:**

He received a very nice letter about Mory Fuhrmann who assisted an agency in northern Ohio that lost an employee. Mory filled in while the staff paid their respects. He said this reflects the culture of our dispatchers and their contributions that extend well beyond our own community.

Chair Stewart inquired about the hosting of VIP software and DocCentral software. Fiscal Officer White said she is working with Mr. Main on this and has contacted both companies. She is hoping to have this resolved by the end of next month. She said Mifflin VIP, DocCentral, and the RCOG VIP software are being hosted by KeyTel Systems. Fiscal Officer White said ideally it will be stored in the cloud to maintain control of the software. The Mifflin VIP is being backed-up through Software Solutions, a backup of the backup. This however is not the case with DocCentral.

### **VISITORS COMMENTS:**

None.

