

RECORD OF PROCEEDINGS

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

Held

February 7,

2022

Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10 a.m. on Monday, February 7, 2022, with Trustees Richard Angelou and Kevin Cavener, Fiscal Officer Nancy White, Fire Chief Fred Kauser, Police Chief David Briggs, Service Director Roger Boggs, PIO Melissa Rapp, and IT Director Craig Main present. Administrative Services Coordinator Melanie Barnette, and Accounting/Payroll Assistant Rick Duff attended virtually. HR Director Becky Kadel was absent to attend a conference.

Chair Stewart said she would like to have an Executive Session at the end of today's meeting. Chair Stewart led the Pledge of Allegiance.

MINUTES & WARRANTS:

Res. 45-22 Approve January 18, 2022, Meeting Minutes & January 31, 2022, Special Meeting Minutes.

Mr. Cavener moved to approve the January 18, 2022, Meeting Minutes & January 31, 2022, Special Meeting Minutes. Mr. Angelou seconded. All voted yea. Motion carried.

Res. 46-22 Approve March 2022 Warrants

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

FISCAL OFFICER'S REPORT:

Fiscal Officer White said the Permanent Appropriations will need to be submitted to the Auditor's Office by the end of March. She said she received the First Amended Certificate of Estimated Resources from the Auditor's Office. She said a correction is needed for the Police and she will be working with the Auditor's Office to get the correction made; her estimate is \$995,000. She said the township's budget will be \$31,000,000.

It was determined that the next trustees meeting be rescheduled from February 15th to Tuesday, February 22, 2022, at 3:30 p.m. at the Township Hall, 155 Olde Ridnour Road.

Fiscal Officer White said the levy petitions for the Police 3.0 replacement levy and the Fire 2.55 additional levy were approved by the Franklin County Prosecutor's Office.

Fiscal Officer White said financing was sought for the construction of Station 132 and Phase III of the OPS Center (meeting room, café, etc.)

Fiscal Officer White requested a resolution providing for the issuance of not to exceed \$400,000 township administration building bonds, series 2022 to pay part of the costs of acquiring, constructing, and improving a building and land adjacent thereto, along with furniture, fixtures, and equipment therefore, to be used for township administrative offices and other township purposes, and matters related thereto. Chair Stewart said this financing is in the Fire budget.

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Res. 47-22 Resolution providing for the issuance of not to exceed \$400,000 township administration building bonds, series 2022 to pay part of the costs of acquiring, constructing, and improving a building and land adjacent thereto, along with furniture, fixtures, and equipment therefore, to be used for township administrative offices and other township purposes, and matters related thereto.

Mr. Cavener moved to approve a resolution providing for the issuance of not to exceed \$400,000 township administration building bonds, series 2022 to pay part of the costs of acquiring, constructing, and improving a building and land adjacent thereto, along with furniture, fixtures, and equipment therefore, to be used for township administrative offices and other township purposes, and matters related thereto. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White requested a resolution providing for the issuance of not to exceed \$1,700,000 fire station bonds, series 2022 to pay part of the costs of constructing, and improving a new township fire/police station, along with furniture, fixtures, and equipment therefore, and matters related thereto.

Res. 48-22 Resolution providing for the issuance of not to exceed \$1,700,000 fire station bonds, series 2022 to pay part of the costs of constructing, and improving a new township fire/police station, along with furniture, fixtures, and equipment therefore, and matters related thereto.

Mr. Angelou moved to approve the Resolution providing for the issuance of not to exceed \$1,700,000 fire station bonds, series 2022 to pay part of the costs of constructing, and improving a new township fire/police station, along with furniture, fixtures, and equipment therefore, and matters related thereto. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer White requested a resolution consolidating two bond issues of the township of Mifflin, County of Franklin, Ohio into a consolidated bond issue, and establishing the terms of such consolidated bond issue.

Res. 49-22 Resolution consolidating two bond issues of the township of Mifflin, County of Franklin, Ohio into a consolidated bond issue, and establishing the terms of such consolidated bond issue.

Chair Stewart moved to approve the resolution consolidating two bond issues of the township of Mifflin, County of Franklin, Ohio into a consolidated bond issue, and establishing the terms of such consolidated bond issue. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White reminded everyone to schedule their Open Enrollment phone call with SES to enroll or make changes to their medical benefits and supplemental insurance. She said the insurance remains the same as in years past. This year the spouse does not have to be on the Open Enrollment phone call.

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Fiscal Officer White said she had a phone call with Franklin Co. Engineer Cornell Robertson about the closing of the Agler Road bridge, west of Sunbury Road. Franklin County is unable to cover any of the cost or any assistance with the closing of the bridge. She said the original plan was to leave one lane open, but that is impossible as it would be too narrow of a lane causing a danger to the workers. The original engineering estimate increased by 10%, but the bids returned 25% higher than the estimations. She said to save money, they will close the bridge completely, but there will be an incentive for the contractors to complete the project early. It is expected to be closed 160 days. She would like to invite Mr. Robertson to attend the next trustees meeting on February 22nd to speak on the matter. Chief Kauser said although he understands the county's dilemma, the fire trucks will be unable to go back and forth without the bridge. He said the residents will be negatively impacted. Resources and response times will be negatively impacted as well. He said the response times will be outside the acceptable limits. Chief Kauser and the City of Columbus have met with the county numerous times. The City of Columbus cannot resolve our challenges as we do not dispatch for them and vice versa. He said he will draft a letter to the county engineer, copying the trustees and the county commissioner, outlining the implications of a cardiac arrest or fire within the unincorporated area of the township during that six-month period. He said an 8-minute response time will increase to 10 minutes or longer with the bridge closed. Mr. Cavener said the county should not value money over lives. Chief Briggs said he expects the bridge closure to add 7 – 10 minutes to response times. Chief Briggs said he has spoken with the Deputy Chief at Gahanna Police and the Deputy Chief has agreed to assist in patrolling Leonard Park when the bridge is closed. Arrangements need to be finalized, he said. Chief Kauser said he will make a modest request for solutions at the county level. Chief Kauser will provide the draft for the trustees' review. Chair Stewart said she hopes the county will reconsider once they learn of our police department and division of fire's predicament. She said she looks forward to hearing from the county at our next meeting.

PUBLIC INFORMATION OFFICER:

Ms. Rapp provided copy of the article regarding the levy which ran late last week in *ThisWeek News*. She is working on a fact sheet for the public which will be shared on our website and social media pages for the public to obtain information on both the replacement police levy and additional fire levy. She said this month she is running a different type of social media report from the archiving service we are contracting with. This report is much more time efficient, she said. Ms. Rapp said a few events were derailed due to the inclement weather. Last week's blood drive, coordinated with our fire division, will be rescheduled in weeks. Ms. Rapp said she has many projects going on the website including coordinating with the service provider of the new cemetery software to plan for portal access from our website as well as the new service for residents interested in searching for graves and code enforcement. Additionally, she said she is working with the fire inspectors to create an online fire inspection form. Ms. Rapp said ongoing branding implementation is taking place and she hopes to have a digital newsletter available at the February 22nd meeting.

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SERVICE:

Mr. Boggs requested the acceptance of the resignation of Kris Krumm, effective February 1, 2022.

Res. 50-22 Accept the resignation of part-time Office Assistant Kris Krumm Kuhn, effective February 1, 2022.

Chair Stewart moved to accept the resignation of part-time Office Assistant Kris Krumm Kuhn, effective February 1, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs requested approval of TruGreen Contracts for 155 Olde Ridenour Road, and both Mifflin and Riverside Cemeteries, totaling \$5,726.70. This will be for the same services that have been performed in years past.

Res. 51-22 Approve the TruGreen Contracts for 155 Olde Ridenour Road, and both Mifflin and Riverside Cemeteries, in the total amount of \$5,726.70.

Mr. Angelou moved to approve the TruGreen Contracts for 155 Olde Ridenour Road, and both Mifflin and Riverside Cemeteries, in the total amount of \$5,726.70. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs researched estimates from two cleaning companies to clean the offices at 155 Olde Ridenour Road. He received an estimate from J Ross Cleaners for just over \$1,000 per month for two cleanings. He requested approval of a one-year contract with Coverall cleaning services in the amount not to exceed \$6,600.00. He said this the 1-year cleaning service includes twice a week cleanings and two deep cleans (floor to ceiling) separate from the normal weekly cleaning.

Res. 52-22 Approve the one-year contract with Coverall cleaning services for 155 Olde Ridenour Road in the amount not to exceed \$6,600.00.

Mr. Angelou moved to approve the one-year contract with Coverall cleaning services at 155 Olde Ridenour Road in the amount not to exceed \$6,600.00. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs said since his part-time office assistant recently resigned, he would like to hire a full-time office assistant to work regular office hours. This is planned and budgeted.

Mr. Boggs requested the approval to hire a full-time office assistant to support the Service department, Cemeteries and Code Enforcement. He will review the current job description to determine if it needs updated with more details.

Res. 53-22 Approve the hiring of a full-time office assistant for Service, Cemeteries, and Code Enforcement.

Mr. Angelou moved to approve the hiring of a full-time office assistant for Service, Cemeteries, and Code Enforcement. Chair Stewart seconded. All voted yea. Motion carried.

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Mr. Boggs said he will present his budget at the next meeting. Mr. Boggs made the trustees aware of an accident that occurred during the snowstorm in which one of our snowplows was rear-ended by an unlicensed, uninsured motorist. There were no injuries. A police report was made, and insurance was contacted. The plow is expected to have \$5,000 - \$7,000 in damages, but he will obtain an official insurance estimate. It cannot be used for salting but can still be used to plow snow until repaired. Mr. Boggs provided updates. (See Referral File.)

CODE ENFORCEMENT:

Mr. Boggs provided updates. (See Referral File.) He said code enforcement software will be available to the public on our website within the next two weeks.

POLICE:

Chief Briggs requested the acceptance of the resignation of Officer Michael Kiser, effective February 3, 2022. He will not be replaced.

Res. 54-22 Accept the resignation of Officer Michael Kiser, effective February 3, 2022.

Mr. Cavener moved to accept the resignation of Officer Michael Kiser, effective February 3, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs said he spoke to the county about the closure of the Agler Road bridge. He said the traffic lights at Sunbury Road and Cassidy Avenue, and Sunbury Road and Agler Road will have a pattern change which may affect traffic. He said the estimated delay to respond (with the Agler Road bridge closure) to Leonard Park is an additional 7 – 10 minutes. He said he spoke with the Deputy Chief with the City of Gahanna who said they are willing to respond to alarm drops or life safety calls (priority calls). He said we would need to make the request through Franklin County Communications to call the Gahanna Police for response. He plans to meet with the Deputy Chief in June and will provide an update at that time. Chief Briggs said patrolling of the Leonard Park area has increased due to on-going issues. He said the midnight shift officer found the fire on Genessee while on patrol in the area. Chief Briggs provided estimated statistics from June – December 2021, however they are not accurate; the numbers are lower than what they should be due to a change in the reporting system. Chair Stewart requested he keep statistics on any of our officers placed at risk. Chief Briggs said for the time being they will be going down to part-time operational hours (8 am – 2 am), until the new officer is off probation. Mr. Cavener said we must protect our officers; they are doing an outstanding job.

FIRE DIVISION:

Chief Kauser thanked the Service department and facility director for their work removing snow and ice.

Chief Kauser requested the acceptance of the retirement of Deputy Chief Jeff Wright, effective February 5, 2022.

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Res. 55-22 Accept the retirement of Deputy Chief Jeff Wright, effective February 5, 2022.

Chair Stewart moved to accept the retirement of Deputy Chief Jeff Wright, effective February 5, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

Chair Stewart said Deputy Chief Wright will be missed and she sincerely thanks him for all he has done for the township and its residents.

Chief Kauser requested the approval to surplus the turnout gear that is aged beyond its maximum life or is damaged. He said the Quarter Master has the detailed records and serial numbers, etc. maintained for the gear.

Res. 56-22 Approval to surplus 10 set of turnout gear including helmets.

Chair Stewart moved to approve the surplus 10 sets of turnout gear including helmets. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser provided Fire Division updates along with the 2022 final budgets for fire, EMS, and dispatching. Chief Kauser provided Information Technology updates, Operation Center Project updates, and MECC Regional Council of Governments updates. (See Referral File.)

Chief Kauser said a new organizational chart with photos will be available very soon. He said Battalion Chief Scott Davis is assuming the Deputy Chief's role in fire administration. He is in the chain of command for dispatching as well as fire prevention.

Mr. Main said Bexley plans to cut-over on Wednesday, February 9th, and Whitehall plans to cut-over on Thursday, February 10th. He said that a decision needs to be made on DocCentral and VIP. He will meet with Chief Kauser and Fiscal Officer White about this and will have a recommendation at the trustees meeting on February 22. Mr. Main said he will be out of the office February 9 – 15.

VISITORS COMMENTS:

None.

At 11:16 a.m., Chair Stewart made a motion to go into an Executive Session per ORC §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. Mr. Angelou seconded. All voted yea. Motion carried.

At 12:26 p.m., the trustees came out of Executive Session and authorized Fiscal to research obtaining a part-time temporary clerical position for Fiscal and Township Administration.

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Res. 57-22 Authorize Fiscal to research obtaining a part-time temporary clerical position for Fiscal and Township Administration.

Chair Stewart moved to authorize Fiscal to research obtaining a part-time temporary clerical position for Fiscal and Township Administration. Mr. Angelou seconded. All voted yea. Motion carried.

At 12:30 p.m., Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer