

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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Held

**March 15,**

**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, March 15, 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, PIO Melissa Rapp, and IT Director Craig Main present. Accounting/Payroll Assistant Rick Duff and Administrative Services Coordinator Melanie Barnette attended virtually.

Chair Stewart led the Pledge of Allegiance.

## **TRUSTEES COMMENTS:**

### **MINUTES:**

Chair Stewart requested a motion to approve the meeting minutes of March 7, 2022.

### **Res. 74-22 Approve the meeting minutes of March 7, 2022**

Mr. Angelou moved to approve the meeting minutes of March 7, 2022. Mr. Cavener seconded. All voted yea.

## **CORRESPONDENCE:**

Administrator White presented the Ohio Division of Liquor Control Legislative Notice to determine if a hearing is needed for the liquor license transfer from Sunoco Stelzer LLC Sunoco Stelzer Express LLC. The trustees and Police Chief Briggs had no issues with the request for the license transfer and do not require a hearing.

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

Fiscal Officer White presented the Permanent Appropriation and requested its approval. She said it is in line with the Certificate of Estimated Resources from the Franklin County Auditor's Office.

### **Res. 75-22 Approve the Permanent Appropriation.**

Chair Stewart moved to approve the Permanent Appropriation in the amount of \$32,026,793.33. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White requested approval of City of Columbus' Deed of Easement pertaining to the stormwater easement at Station 132.

### **Res. 76-22 Approve the City of Columbus' Deed of Easement pertaining to the stormwater easement at Station 132.**

Mr. Cavener moved to approve the City of Columbus' Deed of Easement pertaining to the stormwater easement at Station 132. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White said she and Mr. Main have been researching a solution to host document management in the Cloud. She requested approval of a three-year subscription with Modern Office Methods in the amount of \$12,495, which is a significant cost savings versus a one-year subscription.

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**Res. 77-22 Approve Modern Office Methods' contract hosting of Content Central in the amount of \$12,495.00 for three years.**

Chair Stewart moved to approve Modern Office Methods' contract hosting of Content Central in the amount of \$12,495.00 for three years. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer White said she has requested a quote from Software Solutions for the hosting of township's VIP accounting software. She said the Regional Council of Governments (RCOG) has already contracted with Software Solutions for hosting. She said she hopes to bring this for approval at the next meeting.

Fiscal Officer White said the Fire Division had previously approved the Speer Mechanical contract for the Ops Center. She said we now have the quotes for the remaining buildings of the township: fire stations, Service department/155 Olde Ridenour Rd., and police station, for a total amount of \$11,196.00 for the upcoming year. She said the Police portion is \$508; Service Department is \$1,292.00; and the remainder is for the fire stations.

**Res. 78-22 Approve the Speer Mechanical contract in the amount of \$11,196 for the fire stations, Service department/155 Olde Ridenour Rd., and the police station in the amount of \$11,196.00.**

Chair Stewart moved to approve the Speer Mechanical contract in the amount of \$11,196 for the fire stations, Service department/155 Olde Ridenour Rd., and the police station in the amount of \$11,196.00. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White said that on October 19, 2021, the trustees had approved supplemental funding for Moody Nolan Architects in the amount not to exceed \$75,000. She clarified that \$55,000 was for Station 132 and \$25,000 was for the Ops Center Phase 3.

Fiscal Officer White said she spoke with her contact at the Franklin County Auditor's Office about how the Treasurer's Office determines delinquent property as it relates to delinquent property taxes. She was referred to a contact person in the Treasurer's Office. She said she will continue to pursue an answer.

Fiscal Officer said Chair Stewart had assigned her the task to develop a policy handbook for the Finance Office. She said today, Chief Kauser, Chair Stewart and she met with Steve Julian of Julian & Grube Inc. about documenting expectations of the Fiscal Officer, the processes, and what needs done. She expects it to be completed by the end of Summer. She said the handbook will be shared.

Fiscal Officer White said Ms. Barnette, Ms. Kadel and she are meeting with a candidate for an interview tomorrow for the temporary Office Assistant position in the Township Administration department.

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Chair Stewart requested an update on the street light project. Fiscal Officer White said Mr. Boggs and she were doing research. Mr. Boggs said a solar streetlight would cost approximately \$11,000. He said he will continue to research other vendors for better pricing.

## **HUMAN RESOURCES:**

Ms. Kadel presented the revised Physician Verification of Annual Visit Form, incorporating the requested changes from the last meeting. The trustees were satisfied with the changes that were made.

Ms. Kadel said the deposits for the HRA/HSA new plan year were made last Friday, except for HRA accounts. Chard Snyder discovered a problem with the renewal of the HRA accounts that may cause some disruption but expects it to be resolved by Wednesday.

## **PUBLIC INFORMATION OFFICER:**

Ms. Rapp said she included in the trustees' packet a draft design for a postcard to be mailed to the unincorporated area about the police levy informing voters of the purpose of the wording change to the levy language. She said she and Chair Stewart made some changes to the language earlier today, so she provided the latest version. In addition to this language, a page will go live on our website with information on both the police and fire levy facts. There was discussion about additional changes to the levy wording, the order of information, and formatting of the postcard. Ms. Rapp said the postcard will include a QR code so that recipients of the postcard can scan it and read more detail if they are interested.

Ms. Rapp said the newsletter is ready for distribution. IT Director Main is assisting with importing all the employee emails into the distribution list. Once that is completed, Ms. Rapp said she will distribute it this week.

## **SERVICE:**

Mr. Boggs provided a few updates. He said the Service department used 60 tons of rock salt, down from 79 tons the year prior. He said he checked on the property that has been cutting through cemetery. He said the property sold in 2018 to a new local company. He believes there will be issues if a land swap is done, therefore, he plans to meet with attorney Jack Reynolds for legal counsel. Mr. Boggs said he called the Franklin County Prosecutor's Office about the property on Boughman and Denune Avenues to determine if he needed to be present for the case hearing. Mr. Boggs said the assistant prosecutor, Mrs. Fields, told him it was unnecessary as she has been to the site and is very familiar with the case. Mr. Boggs said the court date is March 24, 2022. Mr. Boggs said the Lindale case will also go to court on March 24, 2022, also. Mr. Boggs said Mrs. Fields also provided many suggestions for the code enforcement department. She offered to add the township to the Matrix system and provide training. This system will allow him to contact the prosecutor's office directly through it, expediting the case by bypassing the Franklin County Code Enforcement office. Police Chief Briggs said they use the same software.

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Mr. Boggs said he is in the process of conducting interviews for the Office Assistant position. He said that he and his foreman have conducted five interviews together.

Mr. Boggs said he received the link for Ms. Rapp to place the code enforcement software on the website. This will allow residents to start a case and log his/her complaint.

There was discussion about the need for signage changes to advertise the meeting hall as the Spanovich Meeting Hall.

Mr. Boggs said he will continue to find new members for the cemetery committee. He would like this added to the website. Chair Stewart said she liked that idea.

### **POLICE:**

Chief Briggs said he told the property owner at Denune and Baughman Avenues that anything left on the easement would be tagged with a 48-hour notice on Friday and towed on Monday. The property owner assured Chief Briggs that the easement will be cleared up by Friday. Chief Briggs also warned him about his chickens that were running in the street. There was further discussion about chicken and rooster ownership within the township.

### **FIRE DIVISION:**

Chief Kauser requested the approval of firefighter Brian Roy's retirement, effective March 30, 2022. He said Brian has been with the township for almost 31 years and has been a great employee.

### **Res. 79-22 Approve the retirement of firefighter Brian Roy, effective March 30, 2022.**

Mr. Angelou moved to approve the retirement of firefighter Brian Roy, effective March 30, 2022. Mr. Cavener seconded. All voted yea. Motion carried. The trustees thanked Mr. Roy for his service.

### **OPS CENTER:**

Chief Kauser requested approval of the annual cleaning contract for the second-floor area of the Ops Center to Master Clean in the amount of \$47,796.00. He said this is a shared expense with the Gahanna Police.

### **Res. 80-22 Approve the annual cleaning contract for the second-floor area of the Ops Center to Master Clean in the amount of \$47,796.00.**

Mr. Cavener moved to approve the annual cleaning contract for the second-floor area of the Ops Center to Master Clean in the amount of \$47,796.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser said he is working on the draft letter to the Franklin County Engineer's Office regarding the Agler Road bridge closure. Chief Kauser said decommissioning of the former MECC Dispatch Center at 81 Mill Street has begun, expecting 6 – 8 weeks until completion. He said he will eventually bring some items forward for surplus

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approval. Ongoing hiring of firefighters continues, he said. Station 132 groundbreaking is eminent; the architect is working with Ms. Rapp to coordinate a date and time for the event. Chief Kauser said the search is on-going for the missing teenager. Gahanna's State of the City address is on March 24<sup>th</sup> with several people from the township registered to attend. A ribbon-cutting date for the new dispatch center has been tentatively scheduled on Wednesday, May 18<sup>th</sup>, 9 am – 11 am, also a Fire retirement ceremony is scheduled for Thursday, May 19<sup>th</sup>, in the evening.

## **INFORMATION TECHNOLOGY:**

Mr. Main said he continues to finalize the Solacom project. Solacom's support has been good, and the project is going as planned.

Mr. Duff reminded the department heads that notice of an employee's retirement from the township must be made six months in advance, unless for disability, per the Employee Handbook township policy. He said this policy should be addressed or the employees should be made aware of the policy. Ms. Kadel agreed to research this.

## **VISITORS COMMENTS:**

There were no visitors.

At 4:30 p.m., Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

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Lynn M. Stewart, Chair

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Richard J. Angelou, Vice Chairman

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Kevin J. Cavener, Trustee

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Nancy White, Fiscal Officer