

RECORD OF PROCEEDINGS

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

Held

April 19,

2022

Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order at 2:30 p.m. on Tuesday, April 19, 2022. Chair Stewart moved to go into 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. Mr. Angelou seconded. All voted yea. Motion carried.

At 2:31 p.m., the trustees and Fiscal Officer White entered Executive Session.

At 3:30 p.m., they came out of Executive Session. Chair Stewart led the Pledge of Allegiance. Fiscal Officer White performed the roll call: Trustees Lynn Stewart, Richard Angelou, Kevin Cavener; Fire Chief Fred Kauser, Police Chief David Briggs, Service Director Roger Boggs, HR Director Becky Kadel, PIO Melissa Rapp, and Accounting/Payroll Assistant Rick Duff were present. Administrative Services Coordinator Melanie Barnette attended online. IT Director Craig Main was absent from the meeting as he was on vacation.

TRUSTEES COMMENTS:

The trustees welcomed the students from Gahanna Lincoln High School: Alissa Keirns and Malea Erick. Mr. Angelou provided information on the history of Mifflin Township and township government.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes of April 4, 2022.

Res. 90-22 Approve the meeting minutes of April 4, 2022.

Mr. Angelou moved to approve the meeting minutes of April 4, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White shared information received via e-mail from Columbia Gas about the Columbia Gas North Columbus High Pressure Project which will replace aging infrastructure HP gas lines beginning in 2023 through 2025. (See Referral File.)

FISCAL OFFICER'S REPORT:

Fiscal Officer White requested the approval for Software Solutions, Inc. to provide cloud hosting services for Mifflin Township's VIP Program in the amount of \$9,960/year.

Res.91-22 Approve Software Solutions, Inc. to provide cloud hosting services for Mifflin Township's VIP Program in the amount of \$9,960/year.

Chair Stewart moved to approve Software Solutions, Inc. to provide cloud hosting services for Mifflin Township's VIP Program in the amount of \$9,960/year. Mr. Cavener seconded. All voted yea. Motion carried.

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Fiscal Officer White agreed to contact the Franklin County Treasurer's Office again for more information as to what can be done to recover the delinquent property taxes.

Fiscal Officer White requested approval to hire an intern via the Mid-Ohio Regional Planning Commission (MORPC) Program for assistance in the Fiscal Office.

Res. 92-22 Approve the hiring of a MORPC Intern.

Mr. Cavener moved to approve the hiring of a MORPC Intern. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White reminded the trustees about the Franklin County Township Association annual dinner meeting on April 28th at the Hollywood Casino. She also informed the trustees that she will be on vacation beginning the week of May 9th.

HUMAN RESOURCES:

Ms. Kadel provided a follow-up to the March 22nd trustees meeting in which she was requested to research the outdated personnel policy #300. This policy currently states that the "Township Administrator, at the recommendation of the Department Head, has the sole discretion to place an employee on paid administrative leave pending an investigation." She said being that the township no longer has a Township Administrator, the policy needs updated, removing the reference to the Township Administrator. Chair Stewart requested Ms. Kadel contact legal counsel for assistance in this policy update. Ms. Kadel also discussed policy #510 in which the retirement policy states, "an employee should file his/her notice of intent to retire with the Department Head six months prior to the effective date of retirement and the Department Head will then forward the information to the Trustees." Mr. Duff has expressed that the six-month notification of retirement is not being provided; notification has been significantly less. The trustees discussed the matter and decided that going forward the six-month notice will be required to provide adequate time to fill the vacated position.

Ms. Kadel provided activity updates. (See Referral File.)

PUBLIC INFORMATION OFFICER:

Ms. Rapp said the damage to the cemetery caused by a drunk driver caught the attention of residents, most particularly on social media. She posted a statement and video on the township's social media pages and monitored the groups and answered questions. Additionally, she said she reached out to Jessie Thompson, the lone member of the cemetery committee, to explain what took place and what we were doing to take care of the damage. She said based on this recent situation, others have expressed interest in being on the Cemetery Committee. Ms. Rapp said WCMH-TV Channel 4 included the story on their website using our social media post and video.

Ms. Rapp said she had an inquiry from ThisWeek on the levy, which provided her the opportunity to reinforce the key messages and direct residents to the township's website for information.

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Ms. Rapp said last week was National Public Safety Telecommunicators Week. She said a fair amount of positive feedback on our social media pages was received for the employees of the MECC center recognizing their hard work over the year.

Ms. Rapp said at the last meeting she was asked to reach out to a church that hosts a food bank within the unincorporated area to possibly receive a monetary donation from Mifflin Township. She said she is in contact with the United Faith International Baptist Church and is working to connect with the Food Bank director, to determine how many persons they serve. She plans to have this information by the next meeting.

SERVICE:

Mr. Boggs requested acceptance of the resignation of Hunter McKnight, Service Specialist 1, effective April 15, 2022. Mr. Boggs said although the resignation letter stated Mr. McKnight's last day would be April 22nd, Mr. McKnight verbally requested his last day be April 15th, one week earlier than planned.

Res. 93-22 Accept the resignation of Hunter McKnight, effective April 15, 2022.

Chair Stewart moved to accept the resignation of Hunter McKnight, effective April 15, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs requested to surplus the Durapatcher, 20' Rox Trailer, and Walk-behind WeedEater.

Res. 94-22 Approve the surplus of Durapatcher, 20' Rox Trailer, and Walk-behind WeedEater.

Mr. Angelou moved to approve the surplus the Durapatcher, 20' Rox Trailer, and Walk-behind WeedEater. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs requested approval of the Full-time Service Office Assistant Pay Schedule.

Res. 95-22 Approve the Full-time Service Office Assistant Pay Schedule.

Chair Stewart moved to approve the Full-time Service Office Assistant Pay Schedule. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs provided updates. (See Referral File.)

CODE ENFORCEMENT:

Mr. Boggs said the new code enforcement software is live for residents to use from the township's website.

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POLICE:

Chief Briggs requested the renewal of Lexipol in the amount of \$6,868.12.

Res. 96-22 Approve the renewal of Lexipol in the amount of \$6,868.12.

Mr. Cavener moved to approve the renewal of Lexipol in the amount of \$6,868.12. Chair Stewart seconded. All voted yea. Motion carried. Fiscal Officer White said OTARMA will refund \$1,000 of this amount.

Chief Briggs provided updates. (See referral file.)

FIRE DIVISION:

Chief Kauser requested the approval of the additional Fire Station 132 Appropriations (Change Orders) up to \$390,000. He said this request is the result of two unforeseen circumstances that amount to approximately \$290,000. The first includes approximately \$130,000 in costs related to unanticipated costs related to meeting building code requirements. The balance of \$160,000 is the result of unanticipated lumber and materials prices. This request includes \$100,000 in additional contingency funds. This amount will be funded from EMS/General Fire Operations reserved funds.

Res. 97-22 Approve additional Fire Station 132 Appropriations, up to \$390,000.

Mr. Cavener moved to approve additional Fire Station 132 Appropriations, up to \$390,000. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of the Fire Inspection Compensation Schedule. He said the objective is to eliminate Part-Time (supplemental) classifications and instead utilize a full time equivalent (FTE) system for appointing and compensating non-full time classified employees. He said this is necessary to maintain a roster of technically qualified staff where a fulltime position is not required. It also permits flexibility over time for job-sharing and/or converting two FTE positions into a single position. He said it will be flexible enough to accommodate a variety of technical areas under the scope of Fire and EMS Certification.

Res. 98-22 Approve the Fire Inspection Compensation Schedule.

Chair Stewart moved to approve the Fire Inspection Schedule. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chair Stewart requested that Chief Kauser present at the next meeting the five (5) classifications of the Vehicle and Equipment Maintenance position and the associated pay range for each classification. Chief Kauser agreed to do so.

Chief Kauser requested the approval of the Vehicle Maintenance – Compensation Package Only.

Res. 99-22 Approve the compensation package only for the Vehicle Maintenance position.

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Chair Stewart moved to approve the compensation package only for the Vehicle Maintenance position. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval to contingently hire Zach McDougle as a fire fighter.

Res. 100-22 Approve the contingent hire of Zach McDougle as a fire fighter.

Chair Stewart moved to approve the contingent hire of Zach McDougle as a fire fighter. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser provided updates. (See Referral File.)

OPS CENTER:

Chief Kauser provided updates. (See Referral File.)

MECC REGIONAL COUNCIL OF GOVERNMENTS:

Chief Kauser said the May 18th ribbon-cutting event for the dispatch center has been postponed and a new date will be announced.

VISITORS COMMENTS:

None

At 5:10 p.m., Chair Stewart 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