

# RECORD OF PROCEEDINGS

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

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Held

May 2,

2022

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Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on Monday, May 2, 2022, in the Joseph F. Spanovich Meeting Hall. Chair Stewart led the Pledge of Allegiance. Fiscal Officer White took the roll call 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 online.

## **TRUSTEES COMMENTS:**

Trustees Stewart and Angelou said they enjoyed the Franklin County Township Association annual dinner meeting on April 28<sup>th</sup>.

## **MINUTES:**

Chair Stewart requested a motion to approve the meeting minutes of April 19, 2022.

## **Res. 101-22 Approve the meeting minutes of April 19, 2022.**

Mr. Angelou moved to approve the meeting minutes of April 19, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

## **CORRESPONDENCE:**

Fiscal Officer White provided an announcement from the Ohio Township Association about the OneOhio Recovery Foundation Board. (See Referral File.) She said this board will utilize opioid funds to implement strategies for community recovery from the opioid crisis and establish a mechanism to disburse settlement proceeds from opioid litigation into Ohio's communities to help abate the opioid crisis. Chair Stewart requested Fiscal Officer White provide a letter of support and requested Chief Kauser confirm the availability of Community Paramedic Kenny King to be the representative to the statewide Foundation Board. Chief Kauser agreed to do so.

Fiscal Officer White said in a letter from Franklin County Engineer Cornell Robertson he notifies the township that they will be updating the stormwater system in the Leonard Park area.

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

Fiscal Officer White said she spoke with the Franklin County Treasurer's office again about the delinquent property taxes. Of the ten (10) properties of issue, three (3) are in foreclosure and the other properties were purchased but have fallen into delinquency again, requiring one year before commencing legal proceedings against them. If it is a vacant property, however, the wait time to begin legal proceedings is reduced to six months. She has requested a list of nuisance properties from Service Director Boggs and Chief Briggs.

Fiscal Officer White said for the firefighters who are in the military and have been deployed, under PERS, the federal guidelines are used for military service. The federal government's year is runs October 1 – September 30. She said the township pays 408 hours for time away performing military work; the same as Ohio Police and Fire. After 408 hours, the township

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does not report or collect any retirement contributions. The affected firefighters do not accrue service time in OP&F, but they can apply for it after the fact through a military grant, however. Fiscal Officer White said she spoke with Assistant Chief Dunlevy about the matter. Chair Stewart requested the personnel policy be updated to state that it follows the federal guidelines as it relates to military service, payments, and pension.

### **HUMAN RESOURCES:**

Ms. Kadel requested approval of the revised Public Employee Conduct Policy 300 of the Employee Handbook. Ms. Kadel changed the wording under Policy 300.1.1 to the following: *The Department Head – in conjunction with the Board of Trustees Chair – shall be given the authority to place an employee on paid administrative leave pending an investigation and provided the full Board of Trustees ratifies the decision at a subsequent meeting.* Chair Stewart said she was concerned with the wording “subsequent meeting”. Chair Stewart said if a trustee on the board does not agree with the decision, this is a problem; the Chair has already approved and most likely implemented it in conjunction with the Department Head. She questioned, if there are dissenting votes and the Board does not agree, what happens then? Mr. Angelou said the Chair is a majority vote. Chair Stewart requested Ms. Kadel to contact legal counsel about this. Ms. Kadel agreed to do so. She said she would also look into developing a policy for Military Leave.

Ms. Kadel requested approval of the revised Retirement Policy 510.1 of the Employee Handbook. Ms. Kadel said it now requires a six-month minimum notification in writing of their intent to retire. Ms. Kadel said the consequences for not providing notice were also added: *Failure to provide written intent to retire at least six (6) months in advance or at all will result in the retirement being treated as a regular resignation with regard to sick leave payout eligibility (see Separation Pay Policy 105).* She also added additional language: *In the event retirement is due to a disability or unusual circumstance, the 6-month requirement may not be possible and therefore can be waived by action of the Board of Trustees.*

### **Res. 102-22 Approve the revised Retirement Policy 510.1 of the Employee Handbook.**

Mr. Cavener moved to approve the revised Retirement Policy 510.1 of the Employee Handbook. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Kadel requested approval of the revised Separation Pay Policy 105 of the Employee Handbook. Ms. Kadel said the policy was affected by the Retirement Policy changes. She added the words in italics: *Provided a written notice of intent to retire is submitted to the Department Head at least six (6) months prior to the retirement date (see Retirement Policy 510),* an employee shall be paid for a percentage of his/her unused earned and accrued sick leave.

### **Res. 103-22 Approve the revised Separation Policy 105 of the Employee Handbook.**

Mr. Angelou moved to approve the revised Separation Policy 105 of the Employee Handbook. Mr. Cavener seconded. All voted yea. Motion carried.

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Ms. Kadel provided updates. (See Referral File.) At the request of Chair Stewart, Ms. Kadel agreed to define and provide the goals of the Medical Benefits Committee at the next meeting.

## **PUBLIC INFORMATION OFFICER:**

Ms. Rapp said the township obtained recent coverage in the Gahanna ThisWeek News of the levies on the ballot impacting fire and police, and she also shared that information via the social media pages last week. Additionally, she is working with our Fire and Police Chiefs on our responses regarding the outcome of the levies. She said she will be providing those statements to our trustees later today for review.

Ms. Rapp said she is also working with the committee to plan the MECC Center Open House event including invitation, Save-the-Date, and other collaterals. Ms. Rapp said that since updating the website and adding a Contact Us form, she found that the township now receives public information requests or resident communications through a variety of avenues including the forms that come through the website, email, phone calls, as well as social media posts and direct messages. We receive an average of 8-12 Contact Us messages a month, but she expects those to continue to increase. For example, last week we received a message through FB messenger about someone cutting trees and burning off property on Drake Rd. Ms. Rapp said she tries to reconnect with those residents as soon as possible. In this instance, Service Director Boggs was helpful in looking into the cutting and burning, and he connected with our fire personnel in the area to have them stop by and check on the situation. She said she wanted the trustees to know that with a variety of communications avenues, it gives our residents multiple ways to reach us, but it also demands that someone respond as soon as possible when those messages come in.

## **SERVICE:**

Mr. Boggs requested the approval to post for the full-time Service Specialist 2 position as this will be a replacement position.

## **Res. 104-22 Approval to post for the full-time Service Specialist 2 position.**

Chair Stewart moved to approve posting of the full-time Service Specialist 2 position. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs provided an update on the cemetery vandalism damage. (See Referral File.)

## **CODE ENFORCEMENT:**

Mr. Boggs requested code violations be placed as liens on the tax duplicate per ORC §505.87(B)(2) for 2043 Loretta Avenue and 2836-2850 Baughman Avenue for mowing and excessive trash in the amount of \$300 each, totaling \$600.00.

## **Res. 105-22 Approve code violations be placed as liens on the tax duplicate per ORC §505.87(B)(2), for 2043 Loretta Avenue and \$2836-2850 Baughman Avenue for mowing and excessive trash in the amount of \$300 each, totaling \$600.00.**

Chair Stewart moved to approve code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2) for 2043 Loretta Avenue and \$2836-2850 Baughman Avenue for

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mowing and excessive trash in the amount of \$300 each, totaling \$600.00. Mr. Angelou seconded.

Mr. Boggs agreed to contact Jason Collins, Project Administrator, City of Gahanna, as to whether they will be resurfacing Olde Ridenour Road as it was not clear in the 2022 Street Program letter he sent to the township.

## **POLICE:**

Chief Briggs said he had nothing to report.

## **FIRE DIVISION:**

Chief Kauser provided updates. (See Referral File.)

## **INFORMATION TECHNOLOGY:**

Mr. Main said he and Chief Kauser met with Sophisticated Systems to review the past year and to discuss the upcoming contract renewal. He said that at the next meeting he will present the contract renewal and expects the cost to be less as some services were removed. Mr. Main said Sophisticated Systems will provide free documentation for cyber security training that will be required of every employee. Mr. Main said the township will require two-factor identification verification security protocol as he has seen an increase in attempted cyber breaches.

Chief Kauser expressed his gratefulness for the investment in an Information Technology Director and the ability to move from a small managed services provider to a large, robust managed services provider with the resources we have today.

## **OPS CENTER:**

Chief Kauser requested the approval of the contract with Kean Construction in the amount of \$15,600 for the improvements at 400 W. Johnstown Road (Phase 3). This will be covered by budgeted Capital Funds.

## **Res. 106-22 Approve the contract with Kean Construction in the amount of \$15,600 for the improvements at 400 W. Johnstown Road (Phase 3).**

Mr. Angelou moved to approve the contract with Kean Construction in the amount of \$15,600 for the improvements at 400 W. Johnstown Road (Phase 3). Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said he is working with DJ Tharp, Facilities Director, to get pricing to grind and apply a 2" overlay of the asphalt in the parking lot and replace the lighting with LED lights. The parking lot would be a shared expense but not the LED lighting, however.

Chief Kauser said he submitted a letter to 384 W. Johnstown Road to vacate the lease effective May 31, 2022. The building may be repurposed.

Chief Kauser said the Blues and Jazz Festival is June 17 – 19, 2022.

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Chief Kauser said he will be attending the meeting about the Agler Road bridge closure. He said provisions may be made available for an open lane for emergency vehicles. Chair Stewart requested Chief Kauser request the timeframe as to when the bridge will be taken down rendering the lane unavailable. Chief Kauser agreed to do so.

## **MECC REGIONAL COUNCIL OF GOVERNMENTS:**

Chief Kauser provided an update. (See Referral File).

## **VISITORS COMMENTS:**

None

At 11:13 a.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