

# RECORD OF PROCEEDINGS

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

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Held

May 17,

2022

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Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order in the Joseph F. Spanovich Meeting Hall at 2:00 p.m. on Tuesday, May 17, 2022. Chair Stewart moved to go into 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 2:01 p.m., the trustees, Fiscal Officer White, and Melanie Barnette entered Executive Session.

At 3:15 p.m., they came out of Executive Session. At 3:30 p.m., 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, Assistant Fire Chief Brian Dunlevy, Police Chief David Briggs, Service Director Roger Boggs, HR Director Becky Kadel, PIO Melissa Rapp, IT Director Craig Main, and Administrative Services Coordinator Melanie Barnette were present. Accounting/Payroll Assistant Rick Duff attended online.

### **TRUSTEES COMMENTS:**

Mr. Angelou directed Service Director Roger Boggs to ensure that both cemeteries are prepared for the Memorial Day services.

### **MINUTES & WARRANTS:**

Chair Stewart requested a motion to approve the meeting minutes of May 2, 2022.

### **Res. 107-22 Approve the Meeting Minutes of May 2, 2022.**

Mr. Angelou moved to approve the Meeting Minutes of May 2, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the warrants of June 2022.

### **Res. 108-22 Approve the Warrants of June 2022.**

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

### **VISITORS COMMENTS:**

Chair Stewart welcomed Mr. Jerry McClary and his daughter Ms. Hannah McClary, 2731 Perdue Avenue, to the meeting. They spoke about the water drainage issue near and around the grave of Mr. McClary's son in Riverside Cemetery. Mr. Boggs said there has been lots of rain this spring. Because the grave is at the bottom of a hill and the soil is sandy, it tends to hold water. He and his staff have been working to direct the water south and west away from the grave. He said the low spots have been filled with dirt with plans to add topsoil and grass seed next week. Mr. Angelou directed Mr. Boggs to continue the efforts to fix erosion issues. Mr. Boggs agreed to do so. There was discussion as to the decorations at the McClary grave. Mr. Boggs said as an exception to the rules and regulations, a few decorations can be kept at the head of the grave until a headstone is in place. Chair Stewart told the McClarys that the

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grave will be maintained. Mr. Boggs directed Mr. McClary to contact the funeral home with his expressed vault sealing concerns as this is the responsibility of the funeral director or the hearse driver if the funeral director is absent. Mr. McClary said he would like to purchase a grave next to his son for his own burial someday. Mr. Boggs agreed to put a renewable 30-day hold on the grave so he can purchase it within six months. Mr. Boggs said the grave would not be sold to anyone else as long as Mr. McClary is interested in purchasing it and continues to renew the 30-day hold until it is purchased. The McClarys thanked the Trustees and offered their assistance in the cemetery.

## **CORRESPONDENCE:**

Fiscal Officer White said she received the annual report of the Franklin County EMA and Homeland Security. It is available for review.

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

Fiscal Officer White requested approval to hire a part-time Accounting Assistant in the Finance Office. She said we have been unsuccessful utilizing a temporary agency for staffing needs. She said she would like to extend an offer to an external candidate who has submitted a résumé and an application.

### **Res. 109-22 Approval to extend an offer to hire a part-time Accounting Assistant.**

Mr. Cavener moved to approve extending an offer to hire a part-time Accounting Assistant. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White presented the performance evaluation of Hollie Wonderly, Assistant to the Fiscal Officer. She requested an increase to \$27.80/hr., effective May 15, 2022.

### **Res. 110-22 Approve the merit increase for Hollie Wonderly, Assistant to the Fiscal Officer, in the amount of \$27.80/hr., effective May 15, 2022.**

Mr. Cavener moved to approve the merit increase for Hollie Wonderly, Assistant to the Fiscal Officer, in the amount of \$27.80/hr., effective May 15, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White requested the approval to request the 2<sup>nd</sup> Half Tax Settlement Advances from the Franklin County Auditor's Office.

### **Res. 111-22 Approval to request the 2<sup>nd</sup> Half Tax Settlement Advances from the Franklin County Auditor's Office.**

Mr. Cavener moved to approve the request of the 2<sup>nd</sup> Half Tax Settlement Advances from the Franklin County Auditor's Office. Chair Stewart seconded. All voted yea. Motion carried.

## **HUMAN RESOURCES:**

Ms. Kadel requested approval of the revised Public Employee Conduct Policy §300.1.1. The new language, provided by legal counsel, is as follows: *The Department Head – in consultation with the Board of Trustees Chair – shall be given the authority to place an*

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---

*employee on paid administrative leave pending an investigation and provided the full Board of Trustees ratifies the decision at a subsequent meeting.*

**Res. 112-22 Approve the revised Public Employee Conduct Policy §300.1.1.**

Chair Stewart moved to approve the revised Public Employee Conduct Policy §300.1.1. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Kadel provided an update on the military leave policy. (See Referral File.) She included the current policy in the packet. She said she would provide guidance to navigate through the military leave process. Chief Kauser said his request is to do more than what is minimally required by the federal government. Per the pension system guidelines, he said however that the pension contributions cannot exceed more than the federally mandated requirements. The two firefighters will not get credit for their service time while acting in the military. Ms. Kadel provided updates. (See Referral File.)

Chair Stewart requested Ms. Kadel provide defined, written goals of the medical benefits committee. She advised that Ms. Kadel not confuse the committee's tactics for goals. Ms. Kadel agreed to provide the written goals.

**PUBLIC INFORMATION OFFICER:**

Ms. Rapp said there was media coverage in ThisWeek News and the Columbus Dispatch on the passing of the police and fire levies. She presented a handout from the Franklin County Board of Elections showing the voting statistics. She said she did not put out any public statements regarding the recovered body in Big Walnut Creek as it remains under investigation. She said she did share the Gahanna Police's public statement on social media. Ms. Rapp said she is working with MECC and Fire preparing messaging and remarks for the upcoming Dispatch open house celebration. She said she is also planning the next quarterly edition of the township newsletter for June distribution. She requested article ideas from the department heads. She said this past Sunday was Police Officers Memorial Day, and this week is National Police Week and EMS Week. She will post information as it becomes available about the Memorial Day events.

**SERVICE:**

Mr. Boggs said his Office Assistant Janna Lealand has submitted her resignation, effective May 16, 2022.

**Res. 113-22 Accept the resignation of Janna Lealand, effective May 16, 2022.**

Mr. Angelou moved to accept the resignation of Janna Lealand, effective May 16, 2022. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs said he met with Mark Mullenax, Franklin County Resurfacing Engineer, to discuss parking lot repairs at the OPS Center and pavement on Paul Drive and Baughman Avenue (between Baughman and Denune) utilizing a cold mix "tar and chip". He said this is an effective and lower cost option to repairing the pavement. Mr. Boggs requested approval of the resurfacing of a new cold mix pavement process for Paul Dr. and Baughman Ave.

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---

through the County Resurfacing Program in the amount not to exceed \$25,000.00. He said he made the request for more than what is currently needed due to anticipated price increases. He said the bids go out on Thursday, causing urgency of his request. Mr. Angelou said this pavement method will be a good cost-savings to the township. Mr. Boggs said the work would be done during the fall of this year.

**Res. 114-22 Approve the resurfacing of a new cold mix pavement process for Paul Dr. and Baughman Ave. through the County Resurfacing Program in the amount not to exceed \$25,000.00.**

Mr. Angelou moved to approve the resurfacing of a new cold mix pavement process for Paul Dr. and Baughman Ave. through the County Resurfacing Program in the amount not to exceed \$25,000.00. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs said the Franklin County Engineer's Office may also be willing to do some repairs to the OPS Center parking lot pavement.

**CODE ENFORCEMENT:**

Mr. Boggs said 2399 Lindale Road has a compliance date of August 31<sup>st</sup> to clear everything from the property, otherwise the property owner will be fined. He said this is the property that has a storage shed, debris and trash. Mr. Boggs said he was told that the property owner was buying the land on a land contract, however, he is staying at a homeless shelter. Mr. Boggs said if the property is not cleaned up by the deadline, the Franklin County Prosecutor's Office will assign a company to do it and the property owner will be billed for the work. Mr. Boggs agreed to contact Ms. Cherry Manns with an update on the nuisance properties.

Mr. Boggs said he has been receiving complaints about high grass throughout the township; this may be attributed to the heavy rains. He said his crew has been mowing vacant lots and trying to keep up with the growing season.

**POLICE:**

Chief Briggs provided updates. He said the drug house on Lindale Road is now vacant. There was an armed robbery at Bob's Market last week. The robber has been incarcerated and indicted. Chief Briggs said he is working on the ARPA grant with Officer Cortes and will be sending it to Lexipol for review prior to submission. The funds would be used to hire an officer and provide retention bonuses. He said he is awaiting information from the Gahanna Police Department on mutual aid in Leonard Park following the Agler Road bridge closure. He said he virtually attended the meeting with the Franklin County Engineer's Office about the upcoming bridge closure.

**FIRE DIVISION:**

Chief Kauser requested the acceptance of the resignation of Firefighter/Paramedic Thomas Coyne, effective May 29, 2022.

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**Res. 115-22 Accept the resignation of Firefighter/Paramedic Thomas Coyne, effective May 29, 2022.**

Chair Stewart moved to Accept the resignation of Firefighter/Paramedic Thomas Coyne, effective May 29, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of the Bi-Annual Sick Leave Incentive for the period of November 1, 2021, through April 30, 2022, in the amount of \$43,200.00.

**Res. 116-22 Approve the Bi-Annual Sick Leave Incentive for the period of November 1, 2021, through April 30, 2022, in the amount of \$43,200.00.**

Mr. Cavener moved to approve the Bi-Annual Sick Leave Incentive for the period of November 1, 2021, through April 30, 2022, in the amount of \$43,200.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser withdrew his third agenda item pertaining to the Fleet Maintenance Program. It will be discussed later in a workshop.

Chief Kauser requested approval of a new psychological services provider, The Center for Resilience and Wellness, located in Bexley, Ohio, for primarily firefighter and dispatch staff for mental health checks and behavioral health needs, occupationally.

**Res. 117-22 Approve the psychological services provider, The Center for Resilience and Wellness.**

Mr. Angelou moved to approve the psychological services provider, The Center for Resilience and Wellness. Mr. Cavener seconded. All voted yea. Motion carried.

**INFORMATION TECHNOLOGY:**

Chief Kauser requested the approval of the Annual Technology Manager Services Contract with Sophisticated Systems, in the amount of \$44,800.00. He said this is a reduced annual amount as it realigned with the calendar year. This is a shared expense among the departments.

**Res. 118-22 Approve the Annual Technology Manager Services Contract with Sophisticated Systems, in the amount of \$44,800.00.**

Chair Stewart moved to approve the Annual Technology Manager Services Contract with Sophisticated Systems, in the amount of \$44,800.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser provided updates. (See Referral File.) In addition,

**OPS CENTER:**

Chief Kauser provided updates. (See Referral File). In addition, Chief Kauser said Ms. Barnette received a flag which was flown over the U.S. Capitol in 2018 to celebrate the centenarian birthday of a Gahanna resident, Cecilia Marie Stanulonis, who passed away at home in 2019 in Gahanna Oaks. She was presented with the flag and her family did not have

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a place to display it. Chief Kauser would like to display it in the hallway, in the stairwell, at the OPS Center. He would like to have a plaque and ceremony with elected officials in the future. The trustees approved.

Chief Kauser attended a meeting about how Gahanna Schools will manage the high school during the construction. He said he made the school aware of the township's property on Carpenter Road and at 385 Rocky Fork Boulevard for possible use during construction.

Chief Kauser said remains were recovered in Big Walnut Creek and identification is underway. He is optimistic that this can provide closure to the family. Columbus Police is handling the case currently.

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

Chief Kauser provided updates. (See Referral File.)

Chief Kauser requested an 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. He said Assistant Chief Dunlevy would attend the session.

Mr. Cavener moved to enter 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 4:49 p.m., the trustees and Assistant Chief Dunlevy entered Executive Session.

At 5:13 p.m., the trustees exited the Executive Session. At 5:14 p.m., Chair Stewart moved to issue and approve the recommended discipline for employee 13-1212 of a 2-day unpaid suspension and a follow-up session with The Center for Resilience and Wellness. Mr. Cavener seconded. All voted yea. Motion carried.

At 5:22 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