

RECORD OF PROCEEDINGS

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

Held

June 21,

2022

Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order in the Joseph F. Spanovich Meeting Hall at 3:30 p.m. on Tuesday, June 21, 2022.

Fiscal Officer White performed the roll call: Trustees Lynn Stewart, Richard Angelou, Fire Chief Fred Kauser, Police Chief David Briggs, Service Director Roger Boggs, HR Director Becky Kadel, PIO Melissa Rapp, and IT Director Craig Main. Accounting/Payroll Assistant Rick Duff attended online. Trustee Kevin Cavener was absent due to illness. Franklin Co. Sheriff Deputy Ken Upton was also present.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Both trustees Stewart and Angelou said the cemetery looks nice; the flowers at the gates are a nice touch.

MINUTES & WARRANTS:

Chair Stewart requested a motion to approve the meeting minutes of June 6, 2022.

Res. 126-22 Approve the Meeting Minutes of June 6, 2022.

Mr. Angelou moved to approve the Meeting Minutes of June 6, 2022. Chair Stewart seconded. All voted yea. Motion carried.

Res. 127-22 Approve the warrants of July 2022.

Chair Stewart moved to approve the warrants for July 2022. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White provided a bulletin about the Agler Road closing for the bridge replacement. She said it started yesterday and will be closed for the next 145 days.

Fiscal Officer White provided a memo from Nathaniel Vogt, MORPC, who oversees the OPWC grants. She said infrastructure grants are available in Franklin County. The deadline for submission is September 2nd at 5:00 p.m.

Fiscal Officer White said on Thursday, 2:30 pm – 2:45 pm, Gahanna will be having their annual TIRC meeting for the TIFs and CRAs for Gahanna-Jefferson. She said she will be attending.

Fiscal Officer White provided a letter from Franklin County Engineer Cornell Robertson about the collaboration with Mifflin Township. She said his letter outlines the aide provided to the Townships including Mifflin Township.

Mr. Boggs said that on June 9th, he met with the State and Franklin County on the drainage in Leonard Park. He said he is looking into Mifflin Boulevard and Mason Run. The State owns some of the rights-of-way on Mifflin Boulevard on both the west and east sides. He said it

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was never turned over to the trustees after construction. He said, in the words of the State, “that page is missing from their book.” The State is now researching what they can do to clean up Mason Run as well as replacing the guard rail that runs the length of Mifflin Boulevard. He said he had gotten estimates 2-3 years ago and it was \$25,000 to replace it all. The State is also researching what is needed to chip seal Mifflin Boulevard to bring it back up to State standards. Once the work is down, Mifflin Boulevard will be turned over to Mifflin Township. Mason Run will be turned over to Franklin County. Fiscal Officer said the FCEO had submitted a letter and documentation to the County Commissioners requesting ARPA funds. She said Leonard Park is ranked #1 on their list. She prepared a letter to the County Commissioners which Chair Stewart signed supporting their request for the Leonard Park drainage project for ARPA funding.

FISCAL OFFICER’S REPORT:

Fiscal Officer said the 2023 budget submission needs to be completed. She said Ms. Rapp will advertise the public hearing scheduled for July 6. Immediately following, the trustees can pass it or wait until the meeting on July 19th, in time for its submission on July 20th. Fiscal Officer White offered her assistance to the department heads and said the budgeting spreadsheet will be sent out to the department heads. The budget includes actual numbers of prior two years, actual and estimates for current year and estimates for next year. The department heads are asked to provide an estimate for next year. Fire income will increase for next year with the passage of the levy. Police remain the same but will have the ability to budget differently.

Chair Stewart said she received a hand-delivered letter today from GRIN. She said she had requested at the time of the township’s donation for Brenda Johnston, Executive Director of GRIN, to research as to whether any of those funds would be used to serve the residents in the unincorporated area of the township. Chair Stewart said that in the letter Ms. Johnston confirmed that it would not serve the unincorporated area as it serves residents in the Gahanna zip code only. (See Referral File.)

FIRE:

Chief Kauser requested item #3 on the Fire agenda be tabled until a future meeting, “a request to authorize the Fire Division to create and publish social media information on a Fire Division site related to emergency incidents, relevant training activities, public safety messages and information of interest supplement to those being issued by the Township PIO”. He said that after having conversations with Ms. Rapp it was determined that detailed discussions are warranted about implications. He said he is wanting to identify some short-term alternatives while working out a long-term solution.

Chief Kauser requested the renewal of CE Solutions 2-year software agreement in the amount of \$9,520.00. He said the software is used division-wide for state-required continuing education certificates to maintain paramedic certification.

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Res. 128-22 Approve the renewal of CE Solutions 2-year software agreement in the amount of \$9,520.00.

Chair Stewart moved to approve the renewal of CE Solutions 2-year software agreement in the amount of \$9,520.00. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the retroactive approval of the emergent repair of Ladder 131 by Coughlin in the amount of \$6,178.34. He said he did receive approval by policy from Chair Stewart.

Res. 129-22 Approve the retroactive emergent repair of Ladder 131 by Coughlin in the amount of \$6,178.34.

Mr. Angelou moved to approve the emergent repair of Ladder 131 by Coughlin in the amount of \$6,178.34. Chair Stewart seconded. All voted yea. Motion carried.

Chief Kauser requested the approval of a mid-year 2022 and budget year 2023 pay rate adjustment as part of a comprehensive response to recruitment and retention. There was discussion about the rates of the 40-hour support staff (Administrative Office Manager, Public Safety Technology Director, and the Facility Director). It was decided to hold any pay changes on these three positions until a later date after which the trustees have reviewed and adjusted the compensation schedule of the administrative staff in all departments to prevent further disparity in wages.

Res. 130-22 Approve the pay rates for 2022 and 2023 as presented by Chief Kauser for the uniformed fire staff, effective pay period 7/10/2022 and pay period 1/8/2023.

Chair Stewart moved to approve the pay rates for 2022 and 2023 as presented by Chief Kauser for the uniformed fire staff. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested approval for the Fleet Maintenance Program and to advertise for a Diesel Mechanic. Chair Stewart said she would like to table this request until a meeting in which Trustee Cavener is present but does not foresee issues preventing the approval. Mr. Angelou said if it does pass, he would like to see reporting showing the comparison of cost savings for at least the first three years. Chief Kauser said that it would be tracked closely, but he knows already that it will be less than what is currently being spent because of the rate of labor is two or three times our cost of labor.

Chief Kauser provided updates. (See Referral File.) The trustees raised an issue with lack of privacy and noise traveling in the township administration area and requested that Chief Kauser make this a priority in his Phase 3 renovations of the OPS Center. Chief Kauser agreed to do so.

Chief Kauser said the garage at 384 W. Johnstown Road will be taken down due to its condition. The house will be assessed as to whether it has value to the community or the township. If not, it may be razed as well at some point in the future.

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Chief Kauser said that during the power outage, Station 134 was without power for two periods (14 hours each). The Joseph F. Spanovich Meeting Hall was designated as a cooling station, along with the City of Gahanna office. It was unstaffed, a sign was displayed requesting the public to call a phone number if the cooling center was needed. Chief Kauser said, to his knowledge, no one requested the use of the cooling centers. It was decided not to open any hydrants because he found no children outside playing, they were either inside or at a pool. He said information was disseminated about CO² danger from generators and danger from lit candles. He said 14 residential facilities in the district with generators were inspected.

Chair Stewart excused Chief Kauser from the meeting to continue work on tomorrow's dispatch center opening celebration.

HUMAN RESOURCES:

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

Ms. Kadel provided a friendly reminder to employees about the \$50 annual health screen benefit available through The Standard's voluntary Accident, Critical Illness, and Hospital Indemnity insurance policies.

Chair Stewart said she is preparing to have an HR audit performed and had discussed this with Ms. Kadel. She requested Fiscal Officer White obtain a quote and request this at the next meeting for approval.

PUBLIC INFORMATION OFFICER:

Ms. Rapp said that with last week's heat and power outages, she engaged the public with quite a few health and safety reminders both on our website and social media on topics including heat safety tips (staying cool and hydrated, and checking on neighbors); never leaving pets or children in cars in this heat; safely using generators (carbon monoxide poisoning); using burning candles, etc. She said she also had reminders go out to the public about the closure of Agler Rd. in the unincorporated community as well as the fire over in the Goshen Lane area. Chair Stewart said not only did our firefighters battle the fire, but they battled the fire in the sweltering heat.

Ms. Rapp said the Communications Center Opening Celebration is tomorrow and that has taken a significant amount of her time in terms of writing and designing the invitation, writing proclamations, writing key messages for the event, coordinating the logistics for the event and many other items. She said she is excited to see it all come together tomorrow. Guests arrive at 9 a.m. so the trustees may want to come earlier.

Ms. Rapp shared a schedule for Safety Saturday put on by Firefighter Dave Brizius, replacing Safety Town this year, in case any of the trustees would like to attend.

SERVICE:

Mr. Boggs requested Justin Jones, Service Specialist II, be removed from probation.

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Res. 131-22 Approve Justin Jones, Service Specialist II, be removed from probation, effective June 26, 2022.

Mr. Angelou moved to approve Justin Jones, Service Specialist II, be removed from probation, effective June 26, 2022. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs requested the Service Specialist II, Step 5, be increased from \$25.26 to \$26.02/hr.

Res. 132-22 Approval for the Service Specialist II, Step 5 position be increased from \$25.26 to \$26.02/hr., effective June 26, 2022.

Chair Stewart moved to approve increasing the Service Specialist II, Step 5 position from \$25.26 to \$26.02/hr., effective June 26, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Boggs requested Justin Jones, Service Specialist II, move from Step 4 to Step 5, \$26.02/hr., effective June 26, 2022.

Res. 133-22 Approve Justin Jones, Service Specialist II, move from Step 4 to Step 5, \$26.02/hr., effective June 26, 2022.

Mr. Angelou moved to approve Justin Jones, Service Specialist II, move from Step 4 to Step 5, \$26.02/hr., effective June 26, 2022. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs requested to amend the appropriation of the Gas Tax account to \$93,000 to cover the salary of one employee.

Res. 134-22 Approval to amend the appropriation of the Gas Tax account to \$93,000.

Mr. Angelou moved to amend the appropriation of the Gas Tax account to \$93,000. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs requested the contingent hires of Justin Parker and Brandon Brehm, Service Specialist II, Step 1 (on probation) at the rate of \$22.40/hr., effective July 11, 2022

Res. 135-22 Approve the contingent hires of Justin Parker and Brandon Brehm, Service Specialist II, Step 1 (on probation) at the rate of \$22.40/hr., effective July 11, 2022.

Mr. Angelou moved to approve contingent hires of Justin Parker and Brandon Brehm, Service Specialist II, Step 1 (on probation) at the rate of \$22.40/hr., effective July 11, 2022. Chair Stewart seconded. All voted yea. Motion carried.

Mr. Boggs provided updates. The trustees told Mr. Boggs to proceed with proposed new signage.

Mr. Boggs said he has been in touch with Admirals Flag Company about replacing the flag poles at the Service building and the OPS Center. He is awaiting a call back.

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CODE ENFORCEMENT:

Mr. Boggs said his department is actively tagging houses and working closely with the prosecutor's office. He has learned from speaking with the other townships that our rates are less than most for code violations. He said there is an increase in resident involvement since installing the new iWorx code enforcement software.

POLICE:

Chief Briggs requested the approval to surplus cruiser 16, a 2015 Ford Police Sedan.

Res. 136-22 Approve to declare cruiser 16, a 2015 Ford Police Sedan, as surplus.

Chair Stewart moved to declare cruiser 16, a 2015 Ford Police Sedan, as surplus equipment. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs requested to sell cruiser 16, a 2015 Ford Police Sedan, to the New Lexington Police Department for \$10,000.

Res. 137-22 Approve the sale of cruiser 16, a 2015 Ford Police Sedan, to the New Lexington Police Department for \$10,000.

Mr. Angelou moved to approve the sale of cruiser 16, a 2015 Ford Police Sedan, to the New Lexington Police Department for \$10,000. Chair Stewart seconded. All voted yea. Motion carried. Fiscal Officer White said the cruiser does not need to be auctioned as it is being sold to another political entity.

Chief Briggs provided updates. (See Referral File.) Chief Briggs said he expects to lose two officers to employee attrition by the end of summer, but he has no applicants in the pipeline due to the low pay rates. He is meeting with the Fiscal Officer to discuss his budget due to the prohibitive cost of gas and ammunition. He is also looking into other grant opportunities.

INFORMATION TECHNOLOGY:

Mr. Main said he has a fully executed new agreement with SSI. He said he continues to move forward with multiple projects: separation of the Mifflin and MECC networks; and cyber security training are two of his largest projects. Fiscal Officer White said the MECC RCOG VIP accounting software is now in the Cloud as well as Mifflin Township's VIP accounting software. DocCentral is also now in the Cloud.

Mr. Angelou said the next meeting is at 10 a.m. on Wednesday, July 6th. At 4:45 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