

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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Held

July 19,

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 3:30 p.m. on Tuesday, July 19, 2022. Chair Stewart led the Pledge of Allegiance.

Fiscal Officer White performed the roll call: Chair Lynn Stewart, Vice Chair Richard Angelou, Trustee Kevin Cavener, A/C Brian Dunlevy, Police Chief David Briggs, HR Director Becky Kadel, and IT Director Craig Main were present. PIO Melissa Rapp was on vacation. Service Director Roger Boggs was out due to illness. Franklin Co. Sheriff Deputy Ken Upton was in attendance. Administrative Services Coordinator Melanie Barnette attended online.

## **TRUSTEES COMMENTS:**

None.

## **MINUTES & WARRANTS:**

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

### **Res. 148-22 Approve the Meeting Minutes of July 6, 2022.**

Mr. Angelou moved to approve the Meeting Minutes of July 6, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

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

### **Res. 149-22 Approve the Warrants of August 2022.**

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

## **CORRESPONDENCE:**

Fiscal Officer White said the trustees received an invitation from the Columbus Metropolitan Library to attend a hardhat tour of the new Gahanna library site on Wednesday, August 17<sup>th</sup> at 3:00 p.m.

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

Fiscal Officer White said that last year Mr. Rick Duff found inside millage for the Roads department. To continue receiving the funds, Ms. White requested a resolution seeking additional funds via the release of available inside millage to the Mifflin Township Roads Department and collection of revenue for the repair, maintenance, and constructions of roads, and for equipment for those purposes.

### **Res. 150-22 Approve a Resolution seeking additional funds via the release of available inside millage to the Mifflin Township Roads Department and collection of revenue or the repair, maintenance, and constructions of roads, and for equipment for those purposes.**

Chair Stewart moved to approve a resolution seeking additional funds via the release of available inside millage to the Mifflin Township Roads Department and collection of revenue

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for the repair, maintenance, and constructions of roads, and for equipment for those purposes. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White said she will be submitting the 2023 Tax Budget to the Franklin County Auditor.

Fiscal Officer White said the township is to receive the second installment of the American Rescue Plan funds in the amount of \$136,667.00.

Fiscal Officer White said the OneOhio Distributor Settlement (Opioid Settlement) will distribute funds in the amount of \$7,914.18. There are guidelines for usage of these funds. (See Referral File.)

**Res. 151-22 Accept the OneOhio Distributor Settlement distribution in the amount of \$7,914.18 and place it in a separate fund to be used for approved purchases as required by OneOhio.**

Chair Stewart moved to accept the OneOhio Distributor Settlement distribution in the amount of \$7,914.18 and place it in a separate fund to be used for approved purchases as required by OneOhio. She said it will be determined on a future date as to how the funds will be used. Mr. Cavener seconded. All voted yea. Motion carried.

Chair Stewart said she would like to meet with Fiscal Officer White and Chief Kauser to discuss the Administrative and Fiscal pay schedules on July 26<sup>th</sup> at 2:00 p.m.

Fiscal Officer White said the auditors from Julian & Grube, Inc. will begin with the duties and responsibilities of the Fiscal Officer and the processes for paying invoices, preparing the tax budget, department budgets, etc. Chair Stewart said Julian & Grube, Inc. will be documenting the fiscal process and procedures. She said a similar study will be done for HR by Clemans Nelson & Associates, reviewing job descriptions, employee handbook, pay schedules, etc. Ms. Kadel said she will be working directly with Clemans Nelson to provide the needed documents.

**HUMAN RESOURCES:**

Ms. Kadel requested approval of the updated COVID-19 policy. She said it follows the CDC guidelines.

**Res. 152-22 Accept the updated COVID-19 policy.**

Mr. Angelou moved to accept the updated COVID-19 policy. Mr. Cavener seconded. All voted yea. Motion carried.

Ms. Kadel provided updates. (See Referral File.) She said the Fleet Maintenance Technician position has been posted.

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## **PUBLIC INFORMATION OFFICER:**

Ms. Rapp is on vacation.

## **SERVICE:**

Mr. Boggs is out sick. Fiscal Officer White presented on Mr. Boggs' behalf the letter to the Franklin County Engineer's Office for previously approved ditch improvement work on Genessee Avenue. The trustees approved Mr. Boggs' letter.

## **CODE ENFORCEMENT:**

Fiscal Officer White requested a code violation lien be placed on the tax duplicate per ORC §505.87(B)(2), totaling \$300.00 on 2634 Baughman Drive for high grass.

### **Res. 153-22 Approval for a code violation lien be placed on the tax duplicate per ORC §505.87(B)(2), totaling \$300.00 on 2634 Baughman Avenue for high grass.**

Mr. Angelou moved to approve the code violation lien be placed on the tax duplicate per ORC §505.87(B)(2), totaling \$300.00 on 2634 Baughman Avenue for high grass. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer White said JJ Price, MORPC intern, has been working code enforcement-related tasks. She said that at the upcoming Trustees Meeting on August 1<sup>st</sup>, Mr. Price will present to the trustees on the possibility of the township's adoption of an international maintenance code. Fiscal Officer White said that she and Mr. Boggs have concluded that an additional person would be needed for this effort, most likely in a part-time capacity.

Fiscal Officer White said that on August 3<sup>rd</sup>, at 9:30 a.m., a risk control review will take place through OTARMA. A review of the Police department will be conducted along with a tour of the OPS Center and departments.

## **FIRE:**

Assistant Chief Dunlevy requested the approval to purchase EMS supplies from Boundtree in the amount of \$16,696.96.

### **Res. 154-22 Approve the purchase EMS supplies from Boundtree in the amount of \$16,696.96.**

Chair Stewart moved to approve purchase EMS supplies from Boundtree in the amount of \$16,696.96. Mr. Cavener seconded. All voted yea. Motion carried.

A/C Dunlevy announced the Fire Prevention Open House is scheduled for October 9<sup>th</sup>, 12 p.m. – 3:00 p.m., at Station 131, 475 Rocky Fork Blvd. He said the event is being led by B/C Davis.

## **OPS Center:**

A/C Dunlevy requested the approval for architectural and engineering services for Phase III of the Operations Center to Moody Nolan in the amount of \$19,600.00.

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**Res. 155-22 Approve the architectural and engineering services for Phase III of the Operations Center to Moody Nolan in the amount of \$19,600.00.**

Chair Stewart moved to approve the architectural and engineering services for Phase III of the Operations Center to Moody Nolan in the amount of \$19,600.00. Mr. Cavener seconded. All voted yea. Motion carried.

B/C Dunlevy explained that the Fire Prevention division is now referred to as the Community Risk Reduction division, an updated name as they do more than fire prevention, e.g., helping schools with safety plans, tornado plans, etc.

**INFORMATION TECHNOLOGY:**

Mr. Main said met with Mr. Willis of Sedgwick for a cyber security audit. A report will be provided for review and planning purposes.

Mr. Main said the cost of the new UPS device was \$3,000 less than planned and the approved amount, a cost savings. Mr. Main would like to review the 5-year plan once more with Chief Kauser, prior to bringing it before the Board. Chair Stewart requested that he present the 5-year plan at a Monday staff meeting. Mr. Main said he is on vacation on Monday, August 1<sup>st</sup>, but he will present it soon.

**POLICE:**

Chief Briggs requested the acceptance of the resignation of Officer Matt Peddicord, effective July 22, 2022.

**Res. 156-22 Accept the resignation of Officer Matt Peddicord, effective July 22, 2022.**

Mr. Cavener moved to accept the resignation of Officer Matt Peddicord, effective July 22, 2022. Chair Stewart seconded. All voted yea. Motion carried.

Chief Briggs provided updates. (See Referral File.) He said he is in the process of renewing the traffic grant which provided \$40,000 in funding last year for overtime and traffic enforcement.

Chair Stewart requested an Executive Session per ORC §121.22 (G) (1) to consider the employment of a public employee. Mr. Angelou seconded. All voted yea. Motion carried.

At 4:09 p.m., the trustees, Ms. Kadel and Police Chief Briggs entered Executive Session.

At 5:01 p.m., the trustees returned from Executive Session and 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