

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

August 16,

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, August 16, 2022. Chair Stewart led the Pledge of Allegiance.

Administrative Services Manager Melanie Barnette performed the roll call: Chair Lynn Stewart, Trustee Kevin Cavener, HR Director Becky Kadel, PIO Melissa Rapp, Service Director Roger Boggs, Fire Chief Fred Kauser, IT Director Craig Main, and Police Chief David Briggs. Vice Chair Richard Angelou attended online due to illness. Fiscal Officer Nancy White was on vacation. Violet Township Fire Chief Michael Little and Franklin Co. Sheriff's Office Deputy Ken Upton were present also.

TRUSTEES' COMMENTS:

Chair Stewart reminded everyone of the Fire Division's blood drive on August 25th, 12 pm – 6 pm, in the truck bay at 475 Rocky Fork Blvd. She said the trustees received a thank you letter from former intern JJ Price. She said he will be missed.

MINUTES & WARRANTS:

Chair Stewart requested a motion to approve the meeting minutes of August 1, 2022, with a correction requested by Ms. Kadel to page 2, paragraph 2, changing the sentence from "There was discussion about dropping the pension pickup and wellness benefits and including it in the hourly rate." to "There was discussion about incorporating the pension pickup and a portion of the HSA dollars into the hourly rate."

Res. 162-22 Approve the corrected Meeting Minutes of August 1, 2022.

Chair Stewart moved to approve the corrected Meeting Minutes of August 1, 2022. Mr. Cavener seconded. Both voted yea. Motion carried.

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

Res. 163-22 Approve the Warrants of September 2022.

Mr. Cavener moved to approve the warrants of September 2022. Chair Stewart seconded. Both voted yea. Motion carried.

CORRESPONDENCE:

None.

FISCAL OFFICER'S REPORT:

None.

HUMAN RESOURCES:

Ms. Kadel requested to attend the Ohio Society of Human Resources (SHRM) annual conference, September 21 – 23, 2022, in the amount of \$1,500.00.

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Res. 164-22 Approve HR Director Becky Kadel to attend the Ohio Society of Human Resources (SHRM) annual conference, September 21 – 23, 2022, in the amount of \$1,500.00.

Chair Stewart moved to approve HR Director Becky Kadel to attend the Ohio Society of Human Resources (SHRM) annual conference, September 21 – 23, 2022, in the amount of \$1,500.00. Mr. Cavener seconded. Both voted yea. Motion carried.

On behalf of Fiscal Officer White, Ms. Kadel provided the trustees with a memo updating them on the new pay rates for the Administration and Finance Offices, effective August 7, 2022. (See Referral File.)

Ms. Kadel said she will be meeting with the HR Audit team from Clemans Nelson & Associates on Wednesday afternoon.

PUBLIC INFORMATION OFFICER:

Ms. Rapp provided an activity updates and highlights memo. (See Referral File.) She said in response to Chair Stewart's request at the August 1, 2022, meeting, she met with all department heads and developed an outline-format handout showing the types of social media posts and examples for each department. She said all the department heads are comfortable with the type and volume of shared posts, aside from the Fire Division. Chief Kauser would like to see fires, accidents and major incidents posted immediately. She said she will continue to meet with Chief Kauser and will update the board on the progress. She plans to develop a policy to maintain consistency in the posts.

Chair Stewart requested that the Police quarterly runs statistics be posted. Ms. Rapp agreed to develop a visually interesting graphic to show the stats for social media.

SERVICE:

Mr. Boggs requested the approval of his letter requesting Franklin County to assist in the process of applying for funding through the OPWC program.

Res. 165-22 Approval of Mr. Boggs' letter requesting Franklin County to assist in the process of applying for funding through the OPWC program.

Chair Stewart requested the approval of Mr. Boggs' letter requesting Franklin County to assist in the process of applying for funding through the OPWC program. Mr. Cavener seconded. Both voted yea. Motion carried. (See Referral File.)

Mr. Boggs updated the trustees that this week AEP will be installing 13 additional LED streetlights on the existing poles in the East Linden area. He said the township will be setting aside \$2,000 annually to cover the cost of the usage of the new lighting estimated to be \$1,400 per year. He said the electricity is currently at each pole. If this lighting is successful, he plans to add more lights in the future. Chair Stewart requested Ms. Rapp post this on social media. She agreed to do so.

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Mr. Boggs said his department will be starting tree trimming in the alleyways. He said they will also be doing catch basins, ditch projects, etc., items he would normally ask the county to do. This will prevent projects from being stalled due to having to obtain separate approval letters for each project.

Mr. Boggs provided an update on the status of the junkyard on Denune Avenue. He said it went to court on August 9th and the property owner was given a compliance date of September 9th. If not cleaned up by then, the property owner can be charged daily fines until the property is cleaned. The county will clean up the property and charge the property owner. Trustee Cavener asked if the county will start the clean up on September 10th or will they wait another two weeks to begin. Mr. Boggs said he will contact the prosecutor's office to inquire. Chief Briggs said the property owner is actively cleaning up the property. There is nothing sitting outside the gates now for a prolonged period, but he still has chickens and roosters. There was also a complaint that a backhoe was being used to dismantle a semi-truck at 1:00 a.m. recently. There was discussion as to whether the township could have a noise ordinance. Chief Briggs said a noise ordinance is not an option as only municipalities with their own court have noise ordinances. He said Mifflin Township police issue citations for disordering conduct for disturbances that can be heard from 200 feet away after midnight.

Mr. Boggs also reported on the Lindale Road nuisance property. He said the property owner wrote a letter that he cannot comply with the clean-up. The county will have to do the clean up as the property owner does not have the means to do so.

CODE ENFORCEMENT:

Mr. Boggs requested the approval for the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900:

2220 Rankin Ave. – High Grass	\$300
2745 Berrell Ave. – High Grass	\$300
3034 Woodland Ave. – High Grass & Trash	\$300

Res. 166-22 Approve the following code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900: 2220 Rankin Ave., High Grass \$300; 2745 Berrell Ave. – High Grass \$300; and 3034 Woodland Ave. – High Grass & Trash \$300.

Mr. Cavener moved to approve following code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900: 2220 Rankin Ave. – High Grass \$300; 2745 Berrell Ave. – High Grass \$300; and 3034 Woodland Ave. – High Grass & Trash \$300.

Chair Stewart seconded. Both voted yea. Motion carried.

Mr. Boggs said he plans to speak with Fiscal Officer White about the funding for a Code Enforcement Officer position. He said he hopes to move forward with this position and the International Property Maintenance Code within the next month.

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POLICE:

Chief Briggs provided updates. Chief Briggs said he will need funding to upgrade the Motorola radios. He said all but three radios will need to be replaced in 2023: all radios with serial numbers ending in BN, at a cost of \$4,000 - \$8,000 each. He is also aware they are on a 12 – 18-month backorder.

Chair Stewart requested a Special Meeting to discuss Police department finances be rescheduled to August 24th at 1:00 p.m. at the OPS Center, 1st Floor Conference Room.

FIRE:

Chair Stewart welcomed Chief Little of Violet Township. Chief Kauser said he is finishing the 10-year budget cycle for the Regional Council of Governments (RCOG) that funds the dispatching center and staff. Currently, there are only enough dispatchers to staff on duty to start the day; when someone is off on vacation or for other reasons, it creates a vacancy that must be filled. The original model from ten years ago used part-time dispatchers. Prior to COVID, there was difficulty filling the part-time dispatcher positions due to the amount of technology, complications of the job, stress, and hours available. Chief Kauser said it is even more difficult now. He thought that at the end of this budget cycle and moving into the new facility we would begin adding the three dispatchers sooner. This was tasked to the ELP (the equivalent of a department head for the RCOG). Because there are five agencies, there are five appointees, collectively making up one department head. Mifflin Township has the responsibility to authorize the additional staff, to hire them and employ them, but the RCOG has the responsibility to fund and approve the positions, which was done at their last meeting. Chief Kauser provided a document at the last RCOG meeting that included the projected budget for 2023 demonstrating there is sufficient funding to support the three positions and another document that provided justification for the positions. Chief Kauser requested the authorization to hire three additional full-time Dispatchers. Chief Little thanked the trustees for the invitation to speak on behalf of the RCOG. Chief Little said he has also spoken with the Fire Chief of Whitehall. Whitehall does not currently have a seat on the RCOG, but they are part of the dispatching group. He said Whitehall is on board with the costing structure. Chief Little said all six agencies believe the hiring will make a great dispatch center even better. The full-time dispatchers will be on shifts and will reduce overtime stress on the budget. Chief Little said the cost, including benefits, of the three full-time dispatchers will be split equally across the six entities.

Res. 167-22 Authorize the hiring of three additional full-time dispatchers.

Mr. Cavener moved to authorize the hiring of three additional full-time dispatchers. Chair Stewart seconded. Both voted yea. Motion carried.

Chief Kauser said the dispatch center transitioned over to a full-time staff member, Chief Davis, as a primary focus. Chief Davis thanked the trustees for the additional dispatchers. He said it will help with morale. Chair Stewart thanked the dispatchers for their hard work.

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Chief Kauser said he has met with PIO Rapp a couple times. He predicts he is going to pull his agenda item off as they are having rich conversation about how to meet some of the Fire Division's needs in terms of social media postings of active incidents in a timely fashion.

Chief Kauser said the concrete repairs bid openings will occur at the September 6th meeting, rather than today.

Chief Kauser requested the provisional appointment of Michael Hankinson as Fleet Mechanic at a pay rate of \$38.11/hour. He will be on probation. His start date is to be determined. He must pass all drug testing, background checks, and psychological testing.

Chair Stewart requested Chief Kauser provide a monthly report of Mr. Hankinson's activity and cost savings on an on-going basis. Chief Kauser agreed to do so. Mr. Cavener inquired as to the number of applicants for the position. Chief Davis said four applications were received and three applicants were interviewed. Chief Davis said Mr. Hankinson has experience working on medic/fire vehicles for about 15 years. He possesses experience that the other applicants did not have. He is eligible to work on the fire pumps from the very start; this is a rarity that someone has that important certification from the start. Chief Davis said Mr. Hankinson will be reporting to him initially. Mr. Cavener said he hopes he takes pride in and care of our equipment. Chief Davis is familiar with his work ethic. Chief Kauser said he expects that eventually Mr. Hankinson will maintain the Police and Service vehicles also.

Res. 168-22 Approve the provisional appointment of Michael Hankinson as Fleet Mechanic at a pay rate of \$38.11/hour, with a start date to be determined.

Chair Stewart moved to approve the provisional appointment of Michael Hankinson as Fleet Mechanic at a pay rate of \$38.11/hour, with a start date to be determined. Mr. Cavener seconded. Both voted yea. Motion carried.

Chief Kauser requested approval of the provisional lateral Firefighter/Paramedic appointments:

1. Eric Music, City of Lima Division of Fire
2. Kale Wierwille, City of Lima Division of Fire
3. Gabriel Sutton, City of Lima Division of Fire
4. Zachery Heinfeld, City of Lima Division of Fire
5. Beau Hammock, Jefferson Township Fire Department, Franklin County

Chief Kauser said each candidate came recommended. He said there are seven full-time vacancies and another 6 or 7 vacancies are expected over the next year. Chief Kauser said a start date is to be determined after the medical and psychological examinations are complete.

Res. 169-22 Approve the provisional lateral Firefighter/Paramedic appointments as listed by Chief Kauser.

Chair Stewart moved to approve provisional lateral Firefighter/Paramedic appointments as listed by Chief Kauser. Mr. Cavener seconded. Both voted yea. Motion carried.

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Chief Kauser requested the approval of the change order for Fire Station 132 in the amount of \$38,936.12 for required water line and tap related fees. The original plans called for a 3-inch line and tap which is no longer being manufactured, requiring a change to 4-inch.

Res. 170-22 Approve the change order for Fire Station 132 in the amount of \$38,936.12.

Mr. Cavener moved to approve the change order for Fire Station 132 in the amount of \$38,936.12. Chair Stewart seconded. Both voted yea. Motion carried.

Chief Kauser requested to declare one treadmill located at Fire Station 132 as surplus so it can be publicly auctioned.

Res. 171-22 Declare one treadmill located at Fire Station 132 as surplus so it can be publicly auctioned.

Mr. Cavener moved to declare one treadmill located at Fire Station 132 as surplus so it can be publicly auctioned. Chair Stewart seconded. Both voted yea. Motion carried.

Chief Kauser said he plans to request an executive session at the next meeting on September 6th as a result of strategic planning that potentially involves some land acquisition to secure future fire station locations in the community.

Chief Kauser provided updates. (See Referral File.)

INFORMATION TECHNOLOGY:

Mr. Main said he will be meeting with Chief Kauser about the 5-year Plan at the end of the week. He said he expects he will have a revamped plan available at one of the next couple of trustees meetings.

OPS CENTER:

Chief Kauser provided updates. (See Referral File.)

MECC Regional Council of Governments:

None.

At 4:37 p.m., Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded. Both voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer