

# RECORD OF PROCEEDINGS

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

---

Held **September 6,** **2022**

---

Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order in the Joseph F. Spanovich Meeting Hall at 10:00 a.m. on Tuesday, September 6, 2022. Chair Stewart led the Pledge of Allegiance.

Fiscal Officer Nancy White performed the roll call: Chair Lynn Stewart, Vice Chairman Richard Angelou, Trustee Kevin Cavener, HR Director Becky Kadel, Service Director Roger Boggs, Fire Chief Fred Kauser, IT Director Craig Main, and Police Chief David Briggs. Accounting/Payroll Assistant Rick Duff and Administrative Services Manager Melanie Barnette attended virtually.

## **TRUSTEES' COMMENTS:**

Mr. Cavener congratulated the Police department for its receipt of the Lexipol Silver Award for excellence in law enforcement policy and online training management.

## **MINUTES:**

Chair Stewart requested a motion to approve the meeting minutes of August 16, 2022.

### **Res. 173-22 Approve the Meeting Minutes of August 16, 2022.**

Mr. Angelou moved to approve the meeting minutes of August 16, 2022. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Angelou requested the special meeting minutes of August 24<sup>th</sup> be amended to include his name in the roll call. Chair Stewart requested a motion to approve the amended special meeting minutes of August 24, 2022.

### **Res. 174-22 Approve the amended Special Meeting Minutes of August 24, 2022.**

Mr. Cavener moved to approve the amended special meeting minutes of August 24, 2022. Chair Stewart seconded. All voted yea. Motion carried.

## **CORRESPONDENCE:**

Fiscal Officer White reviewed several invitations to events:

- Franklin Co. Township Association Legislative Meeting, Prairie Twp. Community Center, Thursday, September 15<sup>th</sup>, 6:00 p.m. – 8:00 p.m.
- Big Walnut Country Club Historical Marker Dedication, Friday, September 16<sup>th</sup>, 4:00 p.m., at Friendship Park, 150 Oklahoma Ave., Gahanna
- Affordable Housing Resource Fair, Saturday, September 17<sup>th</sup>, 1:00 p.m. – 4:00 p.m., East High School, 1500 E. Broad St., Columbus
- Mifflin Township's Adventure Day at Station 131, Sunday, October 9<sup>th</sup>, 1:00 p.m. - 4:00 p.m., 475 Rocky Fork Blvd., Gahanna

Fiscal Officer White said a letter was received from Jeff Keener, Sewer Maintenance Supervisor, City of Columbus, commending Chief Briggs for assistance with traffic during a road repair on Innis Road. (See Referral File.) Fiscal Officer White presented a letter of

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES** Meeting

---

Held

**September 6,**

**2022**

---

resignation from Melissa Rapp, Public Information Officer, whose resignation was accepted at the August 24<sup>th</sup> special trustees meeting. (See Referral File.) Fiscal Officer White confirmed with the Board of Trustees that the next trustees' meeting will occur on Monday, September 19<sup>th</sup> at 4:00 p.m. at the Joseph F. Spanovich meeting hall.

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

Fiscal Officer White said she is anticipating a prepared document from Julian & Grube, Inc., documenting the fiscal process and procedures this week. She said the finished product is expected in October.

ODOT (Ohio Department of Transportation) received a federal grant to do a study for revenue alternatives to replace or otherwise supplement the motor fuel user fees collected in Ohio. The study is using this grant to recommend the next steps needed to pilot and implement an alternative user base revenue program in Ohio. This study will be used to determine long term sustainable revenue sources (fuel tax, vehicle fees, direct usage fees, mileage based, indirect user fees, external fees, and other fees) to replace the current motor vehicle user fee. Chair Stewart requested Fiscal Officer White complete more research on this matter.

Fiscal Officer White said adjustments will be made for the absence of a Public Information Officer since the resignation of Melissa Rapp. She said she is also looking for additional support in the Fiscal Office. A recommendation will be made to the Board of Trustees as to personnel adjustments.

Ms. Kadel said she met with the Clemans-Nelson audit team on August 17<sup>th</sup> and 19<sup>th</sup>. She continues to gather requested documents for the team. Prior to going on vacation, she sent all requested documents to the audit team. Another audit meeting will occur later this month, but the date and time is yet to be determined.

## **HUMAN RESOURCES:**

Ms. Kadel provided the requested updated position description for the PIO position. She provided updates. (See Referral File.) She said the Cordico mental health and wellness marketing prints have arrived. She said she is in the final revision stages with the app. Once the app is ready, she will work on the roll-out. Becky said the medical benefits committee will be meeting again next Wednesday. She said she foresees having a recommendation on the medical benefits by early next year, December at the earliest. We are in the current medical plan for 22 months. Fiscal Officer White said everyone on the committee has learned more about the plan, reaching a full understanding has taken some time, slowing things down. Chair Stewart encouraged Ms. Kadel to make the recommendation based solely on the research of the committee and not what she thinks the trustees' opinions may be. Chair Stewart said Ms. Kadel's recommendation should be the recommendation of the committee. Ms. Kadel agreed and said the committee will recommend what is right for the township.

Chair Stewart brought to everyone's attention that she received a letter from OPERS stating her vision service provider had changed. She said this caused confusion as she initially thought it was referring to her vision service provider with the township. Chair Stewart said

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

---

Held

September 6,

2022

---

to please disregard the letter in relation to the township. Fiscal Officer White said it was a notice sent out to members of OPERS.

## **SERVICE:**

Mr. Boggs requested the approval for the contingent hiring of Alex Gowans, Service Specialist II, Step 1, at \$22.40/hr., effective September 19, 2022. Mr. Boggs said Mr. Gowans' hiring is contingent on the approval of his background check.

## **Res. 175-22 Approve the hiring of Alex Gowans, Service Specialist II, Step 1, at \$22.40/hr., effective September 19, 2022, contingent upon approval of his background check.**

Mr. Angelou moved to approve the hiring of Alex Gowans, Service Specialist II, at \$22.40/hr., effective September 19, 2022, contingent upon the approval of his background check. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs provided updates. (See Referral File.) He said Fall Clean-up will be each Friday in October, 8 a.m. – 2:00 p.m. The dumpsters will be picked up by 3:00 p.m. each Friday. The tire drive will be on October 28<sup>th</sup> at 218 Agler Road. He said the overlay on Paul Drive has been completed as well as the streetlights installation in the East Liden area. He said the 13 lights are providing more needed lighting in that area. There were no offers made on the Dura-Patcher through Gov Deals. He said the McClean company may either purchase the truck or will assist in selling it.

## **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:

2566 Parkwood Ave. – High Grass   \$300  
2209 Denune Ave. – Bulk Trash     \$300  
2836 Baughman Ave. – Bulk Trash   \$300

Mr. Boggs said all these property owners are repeat code enforcement violators. There was discussion about raising the violation fees and posting photos on our website.

## **Res. 176-22 Approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900: 2566 Parkwood Ave., High Grass \$300; 2209 Denune Ave. – Bulk Trash \$300; and 2836 Baughman Ave. – Bulk Trash \$300.**

Mr. Angelou moved to approve following code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900 for 2566 Parkwood Ave., High Grass \$300; 2209 Denune Ave. – Bulk Trash \$300; and 2836 Baughman Ave. – Bulk Trash \$300. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. Boggs provided updates. (See the Referral File.) Chair Stewart said Mr. Boggs is due for his annual performance review. She suggested that she and Mr. Cavener evaluate Mr. Boggs

## RECORD OF PROCEEDINGS

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

---

Held

September 6,

2022

---

independently and provide feedback to Mr. Angelou. Ms. Kadel agreed to provide the review form to the trustees.

### **POLICE:**

Chief Briggs requested the acceptance of the resignation of Police Officer Tammi Scott, effective September 13, 2022.

### **Res. 177-22 Accept the resignation of Police Officer Tammi Scott, effective September 13, 2022.**

Mr. Cavener moved to accept the resignation of Police Officer Tammi Scott, effective September 13, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs requested approval to post a full-time police officer's position on jobs boards as he does not have any applicants. He would like to post the position on the FOP website, Ohio Association of Chiefs of Police, and others.

### **Res. 178-22 Approve the posting of a full-time police officer's position at Chief Briggs' request.**

Mr. Cavener moved to approve the posting of a police officer's position at Chief Briggs' request. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Barnette agreed to change the posting on the township's website from part-time to full-time.

Chief Briggs said an audit was conducted on the \$40,000 annual traffic grant. He thanked Ms. Wonderly, Assistant to the Fiscal Officer, for her outstanding work. He said he is incredibly grateful to her for the help.

Chief Briggs provided a letter from Franklin Co. Chief Deputy Sheriff James Gilbert outlining the services the Franklin Co. Sheriff's Office will cover when Mifflin Township Police is not available. (See Referral File.) Chief Briggs said the department's new hours are 7 a.m. – 11 p.m., Monday through Friday, due to lack of adequate staffing.

A special trustees' meeting to discuss police finances was scheduled for September 28, 1:00 p.m., at the OPS Center. Fiscal Officer White said she is expecting the Franklin Co. Auditor's Office's Certificate of Estimated Resources any day. Chair Stewart requested a PO Box be established for the township due to the ongoing U.S. mail delivery issues. Fiscal Officer White agreed to do so.

Chief Briggs said he has received praise for the Service Department for their work on the alleys' pothole repairs, alley cleanup, and sidewalk cleanup. Chief Briggs provided updates.

## RECORD OF PROCEEDINGS

*Minutes of*

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

*Meeting*

---

**Held**

**September 6,**

**2022**

---

### **FIRE:**

There was a lengthy discussion following Chief Kauser's request for additional job offer provisions (leave time benefits) for the approved Fleet Mechanic position. Considering the need to entice qualified applicants to these specialized positions, it was acknowledged that provisions may need to be made equal to or greater than what the selected applicant is receiving at his/her current employer. Per current township policy, which follows the Ohio Revised Code, only credit for township-to-township public service is accepted. There is not a township policy in place for accepting credit for any other public service, nor is there is township policy in place for accepting service credit from the private sector. The trustees agreed that a policy change may need to be considered to provide competitive offers to qualified applicants. Ms. Kadel said this was a long, overdue conversation and it is unsettling to attempt to resolve this today. Fiscal Officer White suggested seeking advice from legal counsel. Chair Stewart requested Ms. Kadel research how many employees would be affected by a policy change which accepts service credit from public service entities other than townships. Chair Stewart also requested Ms. Kadel seek a written legal opinion from attorney Marc Fishel explaining what the township can and cannot do. Chair Stewart said until we have that, the trustees are not prepared to move forward and must table Chief Kauser's request to approve the job offer provisions for the recently hired Fleet Mechanic. If he would like to start employment with Mifflin Township, he may do so with the standard benefits package. So not to mislead the Fleet Mechanic in any way, Chair Stewart requested that his offer letter include a sentence that stipulates there is no expectation of additional benefits. Chair Stewart said lateral transfers for firefighter-paramedics were approved in August; the Fleet Mechanic was not approved for a lateral transfer. Chair Stewart requested Ms. Kadel report on the number of employees affected by a policy change of this nature, the anticipated impact on each department, the impact on the township in general, and her recommendation to which will be discussed at the next trustees' meeting. Ms. Kadel agreed to do so and to make this research her top priority. Fiscal Officer White suggested that the trustees consider recognizing all public service entities, rather than only townships, for the transfer of service time.

Chief Kauser said no bids were received for the concrete repairs at Station 131 and 134. Chair Stewart said she understands that the bidding was not advertised in any publications, but only on our website. Fiscal Officer White said that in the past, bids were advertised on the Dodge Report and the Building Industry Association. Chief Kauser said the bid was mailed to the township's architects and at least 12 or 14 companies in the region. He said the feedback was that the bid was too complicated compared to the scope of the project. He is unsure that the cement work can be done yet this year, but he plans to simplify and repeat the bidding process as the concrete work needs to be done as soon as possible.

Chief Kauser requested an Executive Session to consider the purchase of real estate by division of (G)(2) of §121.22 of the Revised Code.

Chief Kauser provided updates. (See Referral File.) There was discussion about Ruscilli Construction using the Fire annex building at 475 Rocky Fork Blvd., as the construction office for the High School construction. He said that in trade, Ruscilli Construction would increase the size of the building. Ruscilli Construction is ready to proceed with an Agreement. He said

# RECORD OF PROCEEDINGS

Minutes of

**MIFFLIN TOWNSHIP BOARD OF TRUSTEES**

Meeting

---

Held

**September 6,**

**2022**

---

the surface lot at Carpenter Road will be spaced for construction workers to park their personal vehicles. Workers would then be shuttled to the High School. He said the permitted parking would only be for personal passenger vehicles, not construction vehicles or staging of heavy equipment. Chief Kauser said parking will need to be monitored or temporary passes issued at the expense of Ruscilli Construction. Chair Stewart requested an Agreement that covers this. Mr. Cavener requested a locking gate that would be secured at the end of the day. Fiscal Officer White suggested signage that reads, "Authorized vehicles only with Gahanna Code designation." Chief Kauser agreed to present an Agreement for consideration at a future trustees' meeting.

## **INFORMATION TECHNOLOGY:**

Mr. Main said that on July 18<sup>th</sup>, he met with Aaron Willis, Ohio Township Association Risk Management Authority, about procedures related to cyber security. Shortly after which he provided Mr. Main with five recommendations that he is working on. Mr. Main said he is providing Security Awareness training to a small audience with more groups to be trained soon. He said two-factor identification will be implemented to prevent phishing and password hacks.

## **OPS CENTER:**

Chief Kauser provided updates. (See Referral File.)

## **MECC Regional Council of Governments (RCOG):**

There was discussion about lateral hiring and advertising for the approved three full-time dispatcher positions for the RCOG.

At 12:53 p.m., Chair Stewart moved to go into Executive Session to consider the purchase of real estate by division (G)(2) of section 121.22 of the Revised Code. Mr. Angelou seconded. All voted yea. Motion carried.

At 1:09 p.m., the trustees came out of Executive Session and Chair Stewart made a motion to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting was adjourned.

---

Lynn M. Stewart, Chair

---

Richard J. Angelou, Vice Chairman

---

Kevin J. Cavener, Trustee

---

Nancy White, Fiscal Officer