

## RECORD OF PROCEEDINGS

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

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Held

September 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 4:00 p.m. on Monday, September 19, 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, Service Director Roger Boggs, Fire Chief Fred Kauser, Assistant Chief Brian Dunlevy, IT Director Craig Main, and Administrative Services Manager (ASM) Melanie Barnette. HR Director Becky Kadel was out on bereavement. Police Chief David Briggs was on a police call.

### **TRUSTEES' COMMENTS:**

Mr. Angelou recognized the recent Labor Day holiday and congratulated everyone on their excellent work over the last two years. Mr. Cavener echoed his remark.

Chair Stewart said she had a meeting with Fiscal Officer White, Chief Kauser, and ASM Melanie Barnette to discuss the reorganization of the Administration and Finance departments. She said we will have final details within the next few weeks. She said she believes the consideration will be for two departments: 1) Finance department with Fiscal Officer White as the head of the department. Working for Ms. White will be Rick Duff, Hollie Wonderly and one other person (to be hired). Chair Stewart said the other department will be the Administration department, headed up by ASM Melanie Barnette. This department will include Ms. Kadel and a new Administrative Assistant. She said once the Administrative Assistant is hired, it will free Ms. Barnette to assume the duties of the Public Information Officer, as well as managing the department. Chair Stewart requested job descriptions for the positions and a cost analysis from Ms. White and Ms. Barnette for the next trustees meeting.

Chair Stewart reminded the department heads about the memo from Ms. Kadel which said that all offers of employment must come through Human Resources, no exceptions. Chair Stewart said an HR audit is underway. When complete, the need for additional policies may become known.

Chair Stewart said the township's attorney Marc Fishel will be here today at 4:45 pm to provide an overview of his written opinion regarding the benefits options. After which, Mr. Fishel will attend an Executive Session to discuss the current lawsuit.

### **MINUTES & WARRANTS:**

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

### **Res. 179-22 Approve the Meeting Minutes of September 6, 2022.**

Mr. Angelou moved to approve the meeting minutes of September 6, 2022. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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Chair Stewart requested a motion to approve the Warrants of October 2022.

**Res. 180-22 Approve the Warrants of October 2022.**

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

**CORRESPONDENCE:**

There was no correspondence.

**FISCAL OFFICER'S REPORT:**

Fiscal Officer White requested the approval of the Amended Permanent Appropriations Resolution. (See Referral File.) She said that in some cases, the amounts have been increased and in others the amounts have been reduced. Upon approval, she said she will forward the resolution to the Franklin Co. Budget Commission to be certified. She said she will share this, along with the 2023 Certificate of Estimated Resources with the department heads for planning and budgeting purposes.

**Res. 181-22 Approve the Amended Permanent Appropriation Resolution.**

Chair Stewart moved to approve the Amended Permanent Appropriation Resolution as presented by Fiscal Officer White. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested approval of the resolution accepting the amounts and rates as determined by the budget committee. She said this is done every year by October 1<sup>st</sup> for the Franklin County Auditor's Office to collect on the property tax levies that are on the books. She said the estimates typically change by the time of receipt of the first amended certificate, but to make the collections, an approved resolution is necessary.

**Res. 182-22 Approve the Resolution Accepting the Amounts and Rates as determined by the Budget Committee and Authorizing the Necessary Tax Levies and Certifying them to the Franklin County Auditor.**

Mr. Angelou moved to approve the Resolution Accepting the Amounts and Rates as determined by the Budget Committee and Authorizing the Necessary Tax Levies and Certifying them to the County Auditor. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fiscal Officer White presented the credit card user report for approval, which the trustees review every six months as required by law. Chair Stewart had several questions about the various credit and purchasing limits. Fiscal Officer White agreed to make the requested changes and present them again at the next trustees' meeting.

Fiscal Officer White provided updates. She said she is meeting with Steve Julian on Thursday morning to continue work on the Finance policy and procedures. A draft has been submitted to her, but more details need to be added specific to the township and departments. Chair Stewart requested Ms. White ask Mr. Julian if the price for what was expected to be in the report was included in the quote provided by him. Ms. White agreed to inquire about this.

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## **HUMAN RESOURCES:**

On Ms. Kadel's behalf, Fiscal Officer White provided the blank evaluation form for Mr. Boggs to the trustees. She said she has called Clemans-Nelson to inquire as to the status of the HR audit and if anything is needed from the township. She said she and Ms. Barnette will be meeting to work on the job descriptions.

Chair Stewart requested the department heads prepare ideas regarding benefits restructuring by the trustees meeting on October 3<sup>rd</sup>.

## **SERVICE:**

Mr. Boggs provided updates. He said he is now back to full crew. He said the cemetery damage/drunk driver court case is scheduled to go to court tomorrow. He said grave sales and burials have increased.

## **CODE ENFORCEMENT:**

Mr. Boggs said he spoke with Franklin Co. Code Enforcement Officer David Smith last Tuesday. At that time, all but four cars were cleaned up at Denune and Baughman Avenues; a few chickens, roosters, and goats remain but will be removed also. He said the nuisance property on Lindale Road will be cleaned up by Franklin County according to a letter from the prosecutor. The property owner will be assessed for the cleanup efforts.

Mr. Boggs has researched the prices being charged by other townships for code enforcement for comparison. He said Plain Township charges \$300; Truro Township charges \$350; Madison Township charges \$300 but only \$260 for trash removal but use an outside company for their cleanup. He is awaiting calls back from a few other townships.

Fiscal Officer White agreed to contact the Franklin Co. Auditor's Office to determine which properties were included in the settlement as it does not currently specify.

## **POLICE:**

Mr. Cavener said he received a request from Franklin Co. Deputy Chief Jim Gilbert to speak at the next meeting about the police labor shortage and the township's needs for law enforcement coverage during the hours of 11 p.m. – 7 a.m. It was determined that it would be best for Chief Gilbert to arrive at 11 a.m. at the trustees meeting on October 3<sup>rd</sup>. Mr. Cavener said Chief Briggs must be present at this meeting also.

## **FIRE:**

Chief Kauser said he is removing the request for approval of Firefighter-paramedic Kevin Snyder's resignation as he is interested in an unpaid leave of absence which is not covered in the *Employee Handbook*. Chief Kauser said he would seek clarification on this and return with a request at a future meeting.

Chief Kauser requested approval for an item not on the agenda. He said Attorney Jack Reynolds has requested authorization to provide privileged information to other buyer's or seller's legal counsel regarding the purchase or sale of property. He said the trustees would be notified when such information is being requested and provided. He said if the seller or

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---

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buyer does not wish to be publicly disclosed, this is the means from which they can gather information without disclosure.

**Res. 183-22 Authorize attorney Jack Reynolds to discuss and disclose appropriate legal information to the other side's counsel.**

Chair Stewart moved to authorize attorney Jack Reynolds to discuss and disclose appropriate legal information to the other side's counsel. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser requested the approval of the resignation of Firefighter-Paramedic Zachary Burk, effective October 1, 2022.

**Res. 184-22 Approve the resignation of Firefighter-Paramedic Zachary Burk, effective October 1, 2022.**

Chair Stewart moved to approve the resignation of Firefighter-Paramedic Zachary Burk, effective October 1, 2022. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Kauser requested the approval Military Leave for Firefighter-paramedic Steve Fagan, effective October 1, 2022, and for the duration of his deployment.

**Res. 185-22 Approve Military Leave for Firefighter-paramedic Steve Fagan, effective October 1, 2022, and for the duration of his deployment.**

Mr. Cavener moved to approve Military Leave for Firefighter-paramedic Steve Fagan, effective October 1, 2022, and for the duration of his deployment. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Kauser requested the authorization for Chair Stewart to execute the operating Agreement with MCHS for Community Paramedicine services. He said it has been reviewed by the township's legal counsel and returned with clerical/grammatical adjustments. Once the adjustments have been approved, Chair Stewart will be asked to execute the Agreement.

**Res. 186-22 Authorize Chair Stewart to execute the operating Agreement with MCHS for Community Paramedicine services.**

Mr. Angelou moved to authorize Chair Stewart to execute the operating Agreement with MCHS for Community Paramedicine services. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser requested approval for the replacement of the concrete ramp located at Fire Station 131 on Rocky Fork Blvd. to Larry Dore & Associates LLC, in the amount of \$42,896.00. Chief Kauser said the project was too small in scope for the larger concrete firms. He said this is a small piece of the much larger concrete project that will be rebid out at some point. He said no bids were received when the entire project was originally bid out.

# RECORD OF PROCEEDINGS

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---

**Res. 187-22 Approve the replacement of the concrete ramp located at Fire Station 131 on Rocky Fork Blvd. to Larry Dore & Associates LLC, in the amount of \$42,896.00.**

Chair Stewart moved to approve the replacement of the concrete ramp located at Fire Station 131 on Rocky Fork Blvd. to Larry Dore & Associates LLC, in the amount of \$42,896.00. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser requested approval to appropriate an additional \$500,000 out of EMS Funds previously certified reserve funds which will allow to make purchases at the end of this year and for purchases that will occur in the next budget year. Fiscal Officer White said that with the amendment that was passed earlier in the meeting, there is an additional \$400,000 in Fire. In EMS funds, there is more than enough to cover the purchases. No resolution is needed.

Chief Kauser requested the agenda item requesting the approval of the online processing and payment for the Fire Division permits be removed from the agenda. The trustees agreed.

**INFORMATION TECHNOLOGY:**

Chief Kauser requested the approval of the Fire Station 132 alerting and technology from multiple vendors in the amount of \$102,000. This includes a 15% contingency.

Mr. Main said he will be managing the project from the technology perspective. He said he is working with Capt. Lee as well as Elford, Sound Communications, Sophisticated Systems, where appropriate. Mr. Main said he will create a project plan. He said there is no electric yet. Cabling and everything else will happen concurrently with a tentative completion date of January 1<sup>st</sup>.

**Res. 188-22 Approve Fire Station 132 Alerting and Technology**

Chair Stewart moved to approve the Fire Station Alerting and Technology request based upon the direction of the IT Director and Fire Chief and the attached quotation. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File.)

**OPS CENTER:**

Chief Kauser requested approval of the asphalt maintenance for the Ops Center in the amount not to exceed \$216,000. This is a shared expense with the building tenants and the Columbus Metropolitan Library. Facility Director Mr. Tharp will manage the project. Franklin County Engineer identified approved Franklin County asphalt vendors.

**Res. 189-22 Approve asphalt maintenance for the Ops Center to AJ Asphalt in the amount not to exceed \$216,000.**

Chair Stewart moved to approve asphalt maintenance for the Ops Center to AJ Asphalt in the amount not to exceed \$216,000. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser request approval of the parking lot light updates to LED to Watts-Up Electric in the amount of \$8,190.00.

## RECORD OF PROCEEDINGS

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**Res. 190-22 Approve the parking lot light updates to LED to Watts-Up Electric in the amount of \$8,190.00.**

Mr. Angelou moved to approve the parking lot light updates to LED to Watts-Up Electric in the amount of \$8,190.00. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chief Kauser requested approval to replace the acoustic ceiling tiles for the large meeting/conference room to Interior Supply, Columbus in the amount not to exceed \$6,500.00.

**Res. 191-22 Approve the replacement of the acoustic ceiling tiles for the large meeting/conference room to Interior Supply, Columbus in the amount not to exceed \$6,500.00.**

Chair Stewart moved to approve the replacement of the acoustic ceiling tiles for the large meeting/conference room to Interior Supply, Columbus in the amount not to exceed \$6,500.00. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser requested Chair Stewart be authorized to execute on behalf of the Board of Trustees the Amendment 2 with the Columbus Metropolitan Library system to reset the building lease to a 15-year term commencing on January 1, 2023. Chief Kauser said there were no other changes. He said the Amendment has been review and approved by the township's real estate attorney Jack Reynolds and is ready for approval. The trustees all agreed that the library has been a wonderful tenant.

**Res. 192-22 Authorize Chair Stewart to execute on behalf of the Board of Trustees the Amendment 2 with the Columbus Metropolitan Library system to reset the building lease to a 15-year term commencing on January 1, 2023.**

Mr. Cavener moved to authorize Chair Stewart to execute on behalf of the Board of Trustees the Amendment 2 with the Columbus Metropolitan Library system to reset the building lease to a 15-year term commencing on January 1, 2023. Chair Stewart seconded the motion. All voted yea. Motion carried.

Attorney Marc Fishel, of Fishel, Downey, Albrecht, (the township's legal counsel) arrived at 4:50 p.m. He provided legal advice to the trustees as to what benefits could be extended to personnel who are being considered for a lateral transfer.

At 5:33 p.m., Chair Stewart moved to go into Executive Session for the purpose of a conference with the public body's attorney concerning imminent court action by division (G)(3) of §121.22 of the Revised Code. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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At 6:21 p.m., the trustees came out of Executive Session and Chair Stewart made a motion to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned.

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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