

RECORD OF PROCEEDINGS

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

Held

October 3,

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 Monday, October 3, 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, Human Resources Director Becky Kadel, Fire Chief Fred Kauser, Assistant Chief Brian Dunlevy, Police Chief David Briggs, and Administrative Services Manager (ASM) Melanie Barnette. IT Director Craig Main was out on vacation.

TRUSTEES' COMMENTS:

The trustees acknowledged the great response and coordination of efforts of so many communities, public and private sectors, responding to hurricane Ian's aftermath. Ms. Barnette said she attended the Ohio Telecommunicators Emergency Response Taskforce (TERT) briefing meeting at the OPS Center to take photos before the taskforce departed for Lee County, Ft. Myers, Florida. Chief Kauser said Lt. David Stockdale was deployed for 14 days (about 2 weeks) to the state of Florida to provide relief to the 9-1-1 Telecommunicators there.

MINUTES:

Chair Stewart requested a motion to approve the Meeting Minutes of September 19, 2022.

Res. 193-22 Approve the Meeting Minutes of September 19, 2022.

Mr. Angelou moved to approve the Meeting Minutes of September 19, 2022. Mr. Cavener seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

There was no correspondence.

FISCAL OFFICER'S REPORT:

Fiscal Officer White requested the approval of three (3) job descriptions: Administrative Services Manager; Administrative Assistant; and Accounting Assistant. Chair Stewart said that Ms. Barnette has agreed to fulfill a good portion of the Public Information Officer responsibilities in her role as the Administrative Services Manager, however there are details to work out regarding social media and website management. Chair Stewart said that a portion of Ms. Barnette's job description is temporary.

Res. 194-22 Approve three (3) job descriptions: Administrative Services Manager; Administrative Assistant; and Accounting Assistant.

Mr. Cavener moved to approve the (3) job descriptions: Administrative Services Manager; Administrative Assistant; and Accounting Assistant. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White said the two positions, Administrative Assistant and Accounting Assistant, will be advertised on the website as well as other platforms determined by Ms. Kadel.

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Fiscal Officer White presented the revised Credit Card report at the request of Chair Stewart. Fiscal Officer White said it will need the signature of Chair Stewart. Chair Stewart agreed with the revised credit card limits. She also requested that she be issued a credit card. Fiscal Officer White agreed to obtain a credit card for Chair Stewart.

Fiscal Officer White said she, Chief Kauser, and Ms. Barnette have been discussing the current billing process. She said the MECC (Metropolitan Emergency Communications Consortium) RCOG (Regional Council of Governments) is using a billing module within VIP. She said their discussion determined the many items to which Mifflin Township invoices: Library & Gahanna building rental; asphalt billing to the Library, MECC RCOG and some vendors for fire prevention and EMS (Emergency Medical Services) training. She said she has used the software and finds it to be quite easy to use. Fiscal Officer White has requested a quote from Software Solutions but has not received it yet. Fiscal Officer White said it undecided as to who would be doing the billing.

Fiscal Officer White said she and the Services Director Boggs were on a conference call with Attorney Julie Donnan about the International Maintenance Code. Mr. Boggs said Attorney Donnan asked him several questions that he must research. He added that Ms. Donnan said it will require a great deal of administrative work, if implemented, as the violations would need to be submitted to the court system. Chair Stewart requested Fiscal Officer White and Mr. Boggs take time to research and when ready, bring it forward.

Fiscal Officer White said she will be attending the local GFOA conference next week but will be available by phone or can stop by the office if needed.

Fiscal Officer White said she has received the Certificate of Amended Appropriations for 2022 and the Estimated Certificate for 2023. She will be working with the department heads so they can prepare his/her budgets.

ADMINISTRATION OFFICE:

Ms. Barnette said she took the Sunshine Law training as the elected officials' designee on September 15th. She said she will also be taking the online training with ArchiveSocial next week; this is the software company that archives Mifflin Township's social media platforms.

Ms. Barnette provided more details about the Ohio TERT briefing that occurred on the evening of October 2nd. She requested the department heads provide Ms. White with his/her agenda topics for the upcoming trustees by the end of the day, Wednesday, October 12th, as Ms. White will prepare the trustees packets on Ms. Barnette's behalf while she is out on vacation.

At the suggestion of Fiscal Officer White, the Trustees decided to move the November 15th meeting date to Monday, November 21st, 3:30 p.m., to provide more days between meetings. Ms. Barnette agreed to make this change on the township's website.

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HUMAN RESOURCES:

Ms. Kadel said she has been out of the office and catching up on her workload. She said she has been onboarding six (6) newly hired employees who all have an effective date of October 1st for medical benefits. She said she has responded to follow-up questions for the Clemans-Nelson HR audit. She said she is preparing an update, not a recommendation, of the Medical Benefits Committee and will provide it at an upcoming meeting. Chair Stewart requested Ms. Kadel provide her recommendation by memo, with the department heads' input, on the hiring benefits for the next meeting on October 18th, if possible.

SERVICE:

Mr. Boggs provided updates. (See Referral File.)

CODE ENFORCEMENT:

Mr. Boggs requested code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$2,400: 2129 Aberdeen Avenue, \$300 for mowing and trash; 2080 Aberdeen Avenue, \$300 for mowing and trash; and 2542 Ferris Park Drive South, \$1,800, for mowing and trash. He said this last property took 6 hours, thus the higher fee.

Res. 195-22 Approve code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$2,400: 2129 Aberdeen Avenue, \$300 for mowing and trash; 2080 Aberdeen Avenue, \$300 for mowing and trash; and 2542 Ferris Park Drive South, \$1,800, for mowing and trash.

Mr. Angelou moved to approve code violations be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$2,400: 2129 Aberdeen Avenue, \$300 for mowing and trash; 2080 Aberdeen Avenue, \$300 for mowing and trash; and 2542 Ferris Park Drive South, \$1,800, for mowing and trash. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Angelou requested a pay raise for Mr. Boggs to \$39.35/hr. considering his job performance and excellent performance evaluation.

Res. 196-22 Approve the pay increase for Mr. Boggs to \$39.35/hr., effective October 16, 2022.

Mr. Angelou moved to approve the pay increase for Mr. Boggs to \$39.35/hr., effective October 16, 2022. Chair Stewart seconded the motion. All voted yea. Motion carried.

FIRE:

Assistant Chief Dunlevy requested one-year leave of absences for Firefighter/Paramedics Kevin Snyder and Zach Burk. The trustees tabled these requests considering unanswered questions. The trustees requested Assistant Chief Dunlevy gather information to prepare a memo outlining a leave of absence departmental policy. Assistant Chief Dunlevy agreed to do so.

Assistant Chief Dunlevy requested the approval of Fire Fighter John Hoffman's retirement, effective June 11, 2023. He said Mr. Hoffman has served over 34 years with the township and will retire in good standing.

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Res. 197-22 Approve the retirement of Fire Fighter John Hoffman, effective June 11, 2023.

Chair Stewart moved to approve the retirement of Fire Fighter John Hoffman, effective June 11, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested the approval to purchase furnishings for the new Fire Station 132 from King Business Interiors and Dennis Summer Company in the amount not to exceed \$40,000.00.

Res. 198-22 Approve the purchase of furnishings for the new Fire Station 132 from King Business Interiors and Dennis Summer Company in the amount not to exceed \$40,000.00.

Chair Stewart moved to approve the purchase of furnishings for the new Fire Station 132 from King Business Interiors and Dennis Summer Company in the amount not to exceed \$40,000.00. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy said the Fire Open House is Sunday, October 9th, 1 - 4 p.m. at Station 131. Assistant Chief Dunlevy provided updates. (See Referral File.)

INFORMATION TECHNOLOGY:

No requests.

OPS CENTER:

Assistant Chief Dunlevy provided updates. (See Referral File.)

MECC REGIONAL COUNCIL OF GOVERNMENTS:

Assistant Chief Dunlevy provided updates. (See Referral File.)

Fiscal Officer White said the MECC RCOG is going through an audit with the State Auditor's Office and expects it to be completed within the next week or so.

POLICE:

Chair Stewart acknowledged the attendance of Chief Deputy Jim Gilbert of the Franklin Co. Sheriff's Office (FCSO), and Attorney Marc Fishel of Fishel, Downey, Albrecht law firm.

Chair Stewart dismissed the meeting for a five-minute break.

Upon returning from the break, Chief Briggs provides updates. He said violent crimes and fatal overdoses are increasing. There was a gang-related shooting on Milford Avenue; the victim survived. Chief Briggs explained that with a coordination of efforts with FCSO Detective Bureau, BCI&I, and SWAT, the assailant was taken into custody within 12 hours. He said he has applied for a grant for body cameras in the amount of \$36,000. He said he expects to be notified of an award decision within the next month or two.

Franklin Co. Sheriff Chief Deputy Gilbert discussed the services the Sheriff's office provides to augment and support the unincorporated areas of the township and surrounding areas. He

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said he is highly aware of the police shortage crisis and the FCSO is attempting to staff accordingly for the safety of all. Chair Stewart said the Trustees are very aware of the crisis also.

Due to the length of today's meeting, the planned Executive Session did not occur.

Chair Stewart made a motion to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 12:55 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy M. White, Fiscal Officer