

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

October 18,

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, October 18, 2022.

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, Assistant Chief Brian Dunlevy, IT Director Craig Main, Police Chief David Briggs, and Administrative Services Manager (ASM) Melanie Barnette. Fire Chief Frederick Kauser was out on vacation.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Mr. Angelou complimented the organizers of the Fire Open House. He said the event brought a large attendance of children and their families.

GUEST SPEAKER:

Mr. Dave Reutter, Urban Conservation Specialist, Franklin Soil and Water District, provided information and literature about ways to keep our stormwater clean. Ms. Barnette said she will post the information on the township's website.

Res. 199-22 Declare October 16 – 22, 2022 Stormwater Awareness Week for Mifflin Township.

Chair Stewart moved to declare October 16 – 22, 2022 Stormwater Awareness Week for Mifflin Township. Mr. Cavener seconded the motion. All voted yea. Motion carried.

MEETING MINUTES & WARRANTS:

There were no meeting minutes to approve.

Res. 200-22 Approve the Warrants for November 2022.

Mr. Cavener moved to approve the warrants for November 2022. Mr. Angelou seconded the motion. All voted yea. Motion carried.

TRUSTEES' COMMENTS:

None.

CORRESPONDENCE:

Fiscal Officer White said Columbia Gas provided notice that they would be entering our property for the purpose of conducting surveys and examination at 155 Olde Ridenour Road between October 10 – 30, 2022.

FISCAL OFFICER'S REPORT:

Fiscal Officer White said she, Ms. Barnette, and Chief Kauser recently met to discuss billing. She said the MECC RCOG purchased the billing module which complements the VIP accounting program, for its billing and has worked very well. She requested approval to purchase the VIP Billing Module for Mifflin Township to use for its billings at a cost of \$11,250.00, to cover programming and licensing. Ongoing, there is a \$2,800 annual fee. She

RECORD OF PROCEEDINGS

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MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

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said she believes it will be a shared expense with Fire, but that is yet to be determined. It is not a budgeted item for either department. Fiscal Officer White said she can present more information as to how the expense would be shared at the next meeting on November 7th.

Fiscal Officer White said she is working on the Fiscal Policies and Procedures. She said she is awaiting an update of the Clemans-Nelson HR audit.

Fiscal Officer White said that at last week's conference she learned of a social media company that will make posts for companies on all social media platforms. She would like to obtain more information of its services.

Fiscal Officer White said she and Ms. Wonderly will be attending the SSI Conference on Wednesday through Friday. Also, Ms. Prokop will attend a few sessions. She said she will be evaluating Invoice Cloud and an accounts payable product. This will allow the Finance Office to generate payments directly to the vendor from the bank account which would alleviate the USPS delivery issues. Fiscal Officer White said she will also research services available through the township's bank for similar offerings.

Fiscal Officer White said applications are coming in for the two posted positions. The applications will be reviewed, and applicants will be selected for interviews.

ADMINISTRATION OFFICE:

Ms. Barnette said that tomorrow she will be meeting with Mr. Josh Watters, BrandLogic LLC, and Jay Louks, Community Risk Reduction, to organize and streamline permitting on their webpage. Chair Stewart said if payments are to be made through the website, Mr. Main will need to provide input and it will need to come before the Board of Trustees for approval. Ms. Barnette said at that same meeting, Mr. Wilhelm, CPR Program Coordinator, will discuss his webpage for needed enhancements. She said the button to register for a CPR class is at the very bottom of the page making it hard to find.

Ms. Barnette said at the end of the week she will be having an online meeting with a service manager from ArchiveSocial software to ensure the archiving of all social media posts and public comments as required by law.

Ms. Barnette said the carpeting cleaning will take place in the large second floor conference room and the Dispatch Center on Friday, October 28th.

Ms. Barnette said the Ohio TERT returned home from Lee County, Ft. Myers, Florida today. They have been there the past eleven days fielding over 7,000 dispatching calls. She will post this story to the township's website and Facebook. She said since her return from vacation, she has been catching up with updating certifications into Paycor and creating payroll change forms for the recent payroll actions such as promotions, step increases, and longevity.

HUMAN RESOURCES:

Ms. Kadel provided a draft recommendation, in collaboration with the department heads, of benefits changes for new employees with prior service. She said the Ohio Revised Code

RECORD OF PROCEEDINGS

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October 18,

2022

requires that an employee receive credit for other Ohio township service. Her draft recommendation for calculating Vacation leave time provides service credit up to 10 years for those new employees coming from a public sector entity other than an Ohio township. The amount of service credit would be at the recommendation of the department head and Board of Trustees approval. She said a new employee coming from private sector would have his/her vacation time determined on a case-by-case basis, with the recommendation from the department head and Board of Trustees approval. The trustees requested she edit the wording of her vacation leave recommendation for clarity. She agreed to do so.

Ms. Kadel said regarding the Holiday leave time, her draft recommendation removes the six-month waiting period for new employees as it is archaic rendering Mifflin Township less competitive, as most organizations do not have a waiting period.

Ms. Kadel said regarding the Separation policy, a new employee must complete one full year of service with Mifflin Township to receive the additional service credit payout upon separation. Fiscal Officer White recommended a two-year Mifflin Township service requirement to receive the service credit payout in hopes of preventing a “revolving door” as observed in the Police Department and Fire Division. She said the Vacation policy should require two years of Mifflin Township service for payout as well. Mr. Angelou and the department heads agreed with requiring two years of Mifflin Township service for service credit payout. Assistant Chief Dunlevy advised Ms. Kadel to confirm the legality of this requirement.

Ms. Kadel provided activity updates and highlights. (See the Referral File.) She said she included the “Physician Verification of Annual Preventive Visit” form as a reminder to provide the form to his/her doctor for signature and then submit it to her no later than December 31, 2022.

SERVICE:

Mr. Boggs requested Service Foreman John Jones receive a step increase from Step 1 to Step 2 at the pay rate of \$30.53/hr., effective October 16, 2022. He said this equates to a 3% raise.

Res. 201-22 Approve a pay increase for Service Foreman John Jones from Step 1 to Step 2 in the amount of \$30.53/hr., effective October 16, 2022.

Mr. Angelou moved to approve a pay increase for Service Foreman John Jones from Step 1 to Step 2 in the amount of \$30.53/hr., effective October 16, 2022. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs said he is brainstorming a plan to restructure his department. Chair Stewart advised that he consider his budget to ensure his plan can sustain long-term.

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

CODE ENFORCEMENT:

Mr. Boggs requested to place the code violation as a lien on the tax duplicate per ORC §505.87(B)(2), for 2552 Parkwood Avenue for mowing and trash in the amount of \$300.00.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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October 18,

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Res. 202-22 Approve placing the code violation as a lien on the tax duplicate per ORC §505.87(B)(2), for 2552 Parkwood Avenue for mowing and trash in the amount of \$300.00.

Mr. Angelou moved to place the code violation as a lien on the tax duplicate per ORC §505.87(B)(2), for 2552 Parkwood Avenue for mowing and trash in the amount of \$300.00. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said he is still reviewing the International Property Maintenance Code.

Fiscal Officer White said Mr. Curtiss Williams, President and CEO, Central Ohio Community Improvement Corporation (COCIC), will be at the next meeting to discuss plans for the unincorporated area.

POLICE:

Chief Briggs requested the approval of the Franklin County DUI Task Force Contract.

Res. 203-22 Approve the Franklin County DUI Task Force Contract.

Mr. Cavener moved to approve the Franklin County DUI Task Force Contract. Mr. Angelou seconded the motion. All voted yea. Motion carried.

FIRE:

Assistant Chief Dunlevy requested the approval of the resignation of Fire Fighter Henry Oberling, retroactive to October 4, 2022.

Res. 204-22 Approve the resignation of Fire Fighter Henry Oberling, retroactive to October 4, 2022.

Chair Stewart moved to approve the resignation of Fire Fighter Henry Oberling, retroactive to October 4, 2022. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested the authorize the Fire Chief to implement a lateral hiring process for the position of Telecommunicator/Dispatcher. He said the lateral transfers in the Fire Division have been successful. He said the core policy items would be identically applied to the lateral Fire Fighter program including the following provisions for applicants having at least two years of full-time experience with another government agency:

- Matching current salary (closest base salary on our pay schedule)
- Matching vacation accrual or close to existing established levels at the time of appointment
- Allowing the transfer of up to 1,000 hours (about 16 weeks) of sick leave (as long as no payout is received by the candidate)
- Allowing the transfer of vacation time (funds paid to Township by transferring agency)

The trustees discussed raised concerns as to how this would be administratively managed. In addition, there was discussion about concerns over the amount of sick leave in the requested provision.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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October 18,

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Chair Stewart requested that Assistant Chief Dunlevy and Ms. Kadel reevaluate the recommendation of the 1,000 hours of sick leave. They both agreed to do so. Ms. Kadel said she will look at the entirety of the provisions. Assistant Chief Dunlevy said he may bring this request or a modified request forward later upon his research.

Assistant Chief Dunlevy requested the approval of an Apprentice Program and authorize the hiring up to three (3) Fire Fighter/EMT-B positions, effective November 1, 2022, contingent upon the legal review. (See Referral File for employment conditions.) There was discussion about the specifications of the EMT-B position.

Assistant Chief Dunlevy said he will work with Ms. Kadel to create a job description for the EMT-B position.

Res. 205-22 Approve the Apprentice Program Classification of Fire Fighter/EMT-B effective November 1, 2022, contingent upon legal review.

Chair Stewart moved to approve the Apprentice Program Classification of Fire Fighter/EMT-B effective November 1, 2022, contingent upon legal review. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Res. 206-22 Approve the hiring of up to three (3) Fire Fighter EMT-Bs, with the caveat that the job description is created, and the position is posted.

Chair Stewart moved to approve the hiring of three (3) Fire Fighter EMT-Bs, with the caveat that the job description is created, and the position is posted. Mr. Cavener seconded the motion. All voted yea. Motion carried.

INFORMATION TECHNOLOGY:

Assistant Chief Dunlevy requested the approval for the replacement of servers/SAN, including incidentals in an amount not to exceed \$100,000. Specifically, the request is to approve the purchase of hardware, professional services, engineering, and installation from All Lines Technology in the amount of \$94,867.61. The balance of the funds would be used for project incidentals/contingency. This purchase would be funded by the MECC RCOG with the funds located with the Mifflin Township accounts. This is a planned and approved (MECC RCOG) expense. Chair Stewart confirmed that the quotation was at State term pricing. Mr. Main confirmed that he checked the references of All Line Technology.

At 5:23 p.m., the trustees took a recess. At 6:00 p.m., the trustees returned to the meeting.

Res. 207-22 Approve the transfer of \$100,000 from Mifflin Township to the RCOG of the reserved funds currently being held by Mifflin Township.

Chair Stewart moved to approve the transfer of \$100,000 from Mifflin Township to the RCOG of the reserved funds currently being held by Mifflin Township. Mr. Cavener seconded the motion. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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Res. 208– 22 Approve IT Director Craig Main to provide a new copy of the quotation in the RCOG’s name from All Lines Technology so the RCOG can appropriate and budget \$100,000 to that vendor, should that be the RCOG’s decision to do so.

Chair Stewart moved to approve IT Director Craig Main to provide a new copy of the quotation in the RCOG’s name from All Lines Technology so the RCOG can appropriate and budget \$100,000 to that vendor, should that be the RCOG’s decision to do so. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart made a motion to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 6:03 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy M. White, Fiscal Officer