

# RECORD OF PROCEEDINGS

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

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Held

November 7,

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 10:00 a.m. on Monday, November 7, 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, Assistant Chief Brian Dunlevy, IT Director Craig Main, Fire Chief Frederick Kauser, Police Chief David Briggs, and Administrative Services Manager Melanie Barnette.

## **TRUSTEES COMMENTS:**

Mr. Angelou and Mr. Cavener encouraged everyone to vote tomorrow.

## **MEETING MINUTES:**

Chair Stewart requested a motion to approve the Meeting Minutes from October 3, 2022.

### **Res. 209-22 Approve the Meeting Minutes from October 3, 2022.**

Mr. Cavener moved to approve the October 3, 2022, Meeting Minutes. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the Meeting Minutes from October 18, 2022.

### **Res. 210-22 Approve the Meeting Minutes from October 18, 2022.**

Mr. Angelou moved to approve the October 18, 2022, Meeting Minutes. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart said considering Mr. Main's need to leave the meeting early, she is rearranging the agenda to allow him to speak first.

## **INFORMATION TECHNOLOGY:**

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

## **CORRESPONDENCE:**

Fiscal Officer White provided the invitation to the Franklin County Engineer's Office/Franklin County Township Association's dinner meeting on November 17, 2022. She also presented a Notice of Filing of Petition for Annexation of 2588 Agler Road, +/- .59 acres.

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

Fiscal Officer White requested the Organizational Meeting and Regular Meeting currently scheduled for January 2, 2023, be rescheduled to January 3, 2023, at 10:00 a.m. considering the New Year's Day holiday observed on January 2, 2023. All trustees agreed with the date change.

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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.

Fiscal Officer White provided information about software she learned about at a recent VIP (Software Solutions) conference that would be beneficial to the Finance department: VIP for general billing; Accounts Payable (AP) Automation; and Invoice Cloud. With AP Automation, she said payments would be sent to CorPay. Once set up, it would pay the vendors more quickly, ensure payment, eliminate the number of checks that we currently write, and it would help with the bank reconciliation. She is seeking a quote for consideration at a future meeting.

Fiscal Officer White said payment of fees such as Fire Prevention's permit fees could go through the township's website using the software module, Invoice Cloud. It will allow payment of a fee by clicking on a link on our website, which eliminates processing the payment through the bank with a credit card. This would make it more convenient for the customer.

Fiscal Officer White said Road & Bridge, Fire, and Police have all received their estimated revenue from the Franklin Co. Auditor's Office. The budget process should begin. Other departments will use the amounts that were submitted in July. She said spending cut off is December 1<sup>st</sup>. She advised that orders be placed soon so the invoice can be paid by the end of the year.

Fiscal Officer White said she is continuing to work on the financial policies. She said many applications were received for the Accounting Assistant and Administrative Assistant positions. Four interviews for each position are scheduled for Tuesday, Wednesday, and Thursday of next week.

## **ADMINISTRATION OFFICE:**

Ms. Barnette requested the approval of the 2023 renewal invoice for ArchiveSocial software in the amount of \$3,137.40.

## **Res. 211-22 Approve the 2023 renewal invoice for ArchiveSocial software in the amount of \$3,137.40.**

Mr. Angelou moved to approve the 2023 renewal invoice for ArchiveSocial software in the amount of \$3,137.40. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Ms. Barnette said she received training on October 21<sup>st</sup> on the ArchiveSocial software and transitioned the account from Melissa Rapp.

Ms. Barnette provided updates on the US mail delivery issues. She said she set up the PO Box 307630 as the new mailing address, modified the township letterhead, and communicated the change to the department heads. She has also communicated with the customer service representative at CityGate who has been helpful in researching our on-going delivery issues.

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Mr. Cavener said that Ms. Barnette is due for a performance review but suggested that since she was recently promoted her review be postponed until her anniversary date of October 10, 2023. Ms. Barnette agreed.

Ms. Barnette provided an update on the holiday food status. Costco may provide a \$100 gift card and donate turkeys. Target is also interested in helping. She said she is applying for a grant through Sam's Club/Walmart. Chief Briggs, Mr. Boggs and the Fire Division will assist in generating a list of residents in need of food donations.

## **HUMAN RESOURCES:**

Ms. Kadel requested approval of the revised policies: Vacation Leave (Policy 505); Holiday (Policy 507); and Separation Pay (Policy 105). She said legal counsel reviewed and approved the changes to the policies.

### **Res. 212-22 Approve the revised policies: Vacation Leave (Policy 505); Holiday (Policy 507); and Separation Pay (Policy 105).**

Chair Stewart moved to approve the revised policies: Vacation Leave (Policy 505); Holiday (Policy 507); and Separation Pay (Policy 105). Mr. Cavener seconded the motion. All voted yea. Motion carried. (See Referral File.)

Ms. Kadel provided updates. (See Referral File.)

## **SERVICE:**

Mr. Boggs requested approval to enroll in the 2023 Mosquito Program with the Franklin County Public Health department.

### **Res. 213-22 Authorize Fiscal Officer Nancy White to approve the 2023 Mosquito Program contract in the amount of \$5,800.52.**

Chair Stewart made a motion that Fiscal Officer Nancy White has the authority to approve the 2023 Mosquito Program contract in the amount of \$5,800.52. Mr. Angelou seconded. All voted yea. Motion carried.

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

## **CODE ENFORCEMENT:**

Mr. Boggs requested to place code violations as a lien on the tax duplicate per ORC §505.87(B)(2), for 3034 Woodland Avenue for mowing and trash removal for \$300.00 and 2745 Berrell Avenue for mowing for \$300.00, totaling \$600.00.

### **Res. 214-22 Place code violations as a lien on the tax duplicate per ORC §505.87(B)(2), for 3034 Woodland Avenue for mowing and trash removal for \$300.00 and 2745 Berrell Avenue for mowing for \$300.00, totaling \$600.00.**

Chair Stewart moved to place code violations as a lien on the tax duplicate per ORC §505.87(B)(2), for 3034 Woodland Avenue for mowing and trash removal for \$300.00 and

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2745 Berrell Avenue for mowing for \$300.00, totaling \$600.00. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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

## **POLICE:**

Chief Briggs said the job posting for a police officer is on the website. He said it will be advertised on a job board platform yet to be decided.

Chief Briggs said overdoses are down, but violent crimes are up.

Chief Briggs said Officer Howard is doing an excellent job. He recently made a traffic stop that yielded a gun connected to a two-year old homicide in which they now have the suspect. He said the detectives are working with the ATF, Columbus Police, and the Franklin Co. Sheriff's Office. At another traffic stop, Officer Howard yielded over 200 grams of fentanyl and cocaine, along with a stolen gun. He also recently extinguished a house fire with children inside. Chief Briggs said he will be recommending Officer Howard for the MADD award as he has made at least seven OVI arrests.

Chief Briggs said he is collaborating with Fiscal Officer White and Rick Duff on a revised pay schedule.

Mr. Cavener requested the General Fund pay the attorney fees incurred while reviewing contracts with the Franklin County Sheriff's Office, approximately \$734.00. Fiscal Officer White said she will check on this tomorrow.

Chief Briggs said tagging a vehicle is now a violation of a person's rights. He is researching other options and will check with the prosecutor's office.

## **FIRE:**

Assistant Chief Dunlevy requested the approval of the resignation of firefighter Kevin Snyder retroactive to October 8, 2022.

## **Res. 215-22 Approve the resignation of firefighter Kevin Snyder retroactive to October 8, 2022.**

Chair Stewart moved to approve the resignation of firefighter Kevin Snyder retroactive to October 8, 2022. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested the approval of conditional offers to full-time Firefighter-Paramedics under the Fire Division's lateral transfer program: Dane Dwenger, Anthony Kroeger, Matt McKean, Josiah Swaney, and Cale Walker and one applicant under the apprenticeship program: Firefighter-EMT Dominic Colatruglio. These will all be provisional appointments contingent on successfully completing the pre-employment physical and psychological assessments and drug testing.

# RECORD OF PROCEEDINGS

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**Res. 216-22 Approve the conditional offers to full-time Firefighter-Paramedics under the Fire Division's lateral transfer program: Dane Dwenger, Anthony Kroeger, Matt McKean, Josiah Swaney, and Cale Walker and one applicant under the apprenticeship program: Firefighter-EMT Dominic Colatruglio. These will all be provisional appointments contingent on successfully completing the pre-employment physical and psychological assessments and drug testing.**

Mr. Cavener moved to approve conditional offers to full-time Firefighter-Paramedics under the Fire Division's lateral transfer program: Dane Dwenger, Anthony Kroeger, Matt McKean, Josiah Swaney, and Cale Walker and one applicant under the apprenticeship program: Firefighter-EMT Dominic Colatruglio. These will all be provisional appointments contingent on successfully completing the pre-employment physical and psychological assessments and drug testing. Chair Stewart seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested the approval of the Lateral Telecommunicator/Dispatcher Hiring Process.

**Res. 217-22 Approve the Lateral Telecommunicator/Dispatcher Hiring Process**

Chair Stewart moved to approve the Lateral Telecommunicator/Dispatcher Hiring Process. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested the approval of two full-time conditional offers of employment for Telecommunicator/Dispatcher to Laura White and Brian Roy contingent on successfully completing pre-employment testing and background checks. The request includes the job offer provisions outlined by the Lateral Hiring Process as follows:

- 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 700 hours of sick leave (if no payment is received by the candidate)
- Allowing the transfer of vacation time (funds paid to Township by transferring agency)

**Res. 218-22 Approve two full-time conditional offers of employment for Telecommunicator/Dispatcher to Laura White and Brian Roy contingent on successfully completing pre-employment testing and background checks. The request includes the job offer provisions outlined by the Lateral Hiring Process.**

Mr. Angelou moved to approve two full-time conditional offers of employment for Telecommunicator/Dispatcher to Laura White and Brian Roy contingent on successfully completing pre-employment testing and background checks. The request includes job offer provisions outlined by the Lateral Hiring Process. Chair Stewart seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested to pre-authorize the purchase of 24 sets of structural firefighting turnout gear from Atlantic Emergency Solutions in an amount not to exceed

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\$115,200. He said this is a planned purchase and will be part of the FY2023-2024 planned expenditures.

**Res. 219-22 Pre-authorize the purchase of 24 sets of structural firefighting turnout gear from Atlantic Emergency Solutions in an amount not to exceed \$115,200.**

Chair Stewart moved to approve the preauthorization of the purchase of 24 sets of structural firefighting turnout gear from Atlantic Emergency Solutions in an amount not to exceed \$115,200. Mr. Cavener seconded the motion. All voted yea. Motion carried. (See Referral File.)

Assistant Chief Dunlevy requested approval to replace 25 chairs at all four fire stations with Lazy-Boy Furniture, Inc. in an amount not to exceed \$30,000. If approved this request would include declaring the current chairs surplus and listing the salvageable chairs on Gov-Deals. Mr. Angelou requested that other departments be offered the old chairs before being auctioned on Gov-Deals. Assistant Chief Dunlevy agreed to do so.

**Res. 220-22 Approve the replacement of 25 chairs at all four stations with Lazy-Boy Furniture, Inc. in an amount not to exceed \$30,000.**

Mr. Angelou moved to approve the replacement of 25 chairs at all four stations with Lazy-Boy Furniture, Inc. in an amount not to exceed \$30,000. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested the purchase of interior signage for The Operations Center from to the Columbus Sign Company in an amount not to exceed \$15,300. (See Referral File.)

**Res.221-22 Approve the purchase of interior signage for The Operations Center from to the Columbus Sign Company in an amount not to exceed \$15,300.**

Mr. Cavener moved to approve the purchase of interior signage for The Operations Center from to the Columbus Sign Company in an amount not to exceed \$15,300. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy provided updates. (See Referral File.) The trustees agreed to interview Assistant Chief Dunlevy for the Fire Chief position on December 5<sup>th</sup>.

Chair Stewart made a motion to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 12:58 p.m.

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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 M. White, Fiscal Officer