

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

December 5,

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, December 5, 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, Assistant Chief Brian Dunlevy, Fire Chief Frederick Kauser, and IT Director Craig Main. Administrative Services Manager Melanie Barnette was absent due to illness. Chief Briggs was absent as he was needed to patrol.

TRUSTEES' COMMENTS:

None

CORRESPONDENCE:

None

FISCAL OFFICER'S REPORT:

Fiscal Officer White said she was contacted by Howard Zeldin of AARP requesting to use the Joseph F. Spanovich meeting hall for tax preparations. Mr. Boggs will schedule a meeting with Mr. Zeldin to outline expectations for the room usage. He will prepare a contract which will outline the days of room usage and will request a \$200 refundable deposit.

ADMINISTRATION OFFICE:

Fiscal Officer White said Ms. Barnette is continuing to work on the Holiday Food drive. Chair Stewart requested employees donate to this cause.

Fiscal Officer White requested a strategic planning meeting in February to discuss various topics such as the International Maintenance Code, the need for a new phone system, retirements, recruiting, duty changes, budget, etc.

HUMAN RESOURCES:

Chair Stewart said Ms. Kadel has decided to separate from the township and is no longer with us. She requested a motion to accept Ms. Kadel's resignation.

Res. 227-22 Accept the resignation of HR Director Becky Kadel.

Mr. Angelou moved to accept the resignation of HR Director Becky Kadel. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart said for the time being we will rely on consultants, Fiscal Officer White and the department heads.

SERVICE:

Mr. Boggs said he will be bringing the meeting room rental policy to the next meeting for the trustees' review. The trustees said they would like to dedicate the meeting hall at a trustees' meeting in March, inviting his family to attend.

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Mr. Boggs said he will be adjusting the pay schedule for the Service Department and will be bringing it forward at a future meeting. He will also be bringing information forward on the ARPA funding uses. He said that the drunk driving damaged headstone case has been closed and resolved.

Mr. Boggs is working with Franklin Co. Public Health on a private sanitary line along the back of the homes on Perdue Avenue. He is awaiting mapping but expects to have it today. The whole line may need to be cleaned or replaced. He is researching and will return with more information.

CODE ENFORCEMENT:

Mr. Boggs said all tagged homes have complied.

POLICE:

No report. Mr. Cavener said Sgt. Hardway is out due to the passing of his father. He said we extend our condolences to him.

FIRE:

Assistant Chief Dunlevy requested the approval of the conditional offer to Natalie Charles as an entry level Dispatcher. The appointment is contingent on successfully completing the pre-employment drug screening and psychological assessments.

Res. 228-22 Approve the conditional offer to Natalie Charles as an entry level Dispatcher.

Chair Stewart moved to approve the conditional offer to Natalie Charles as an entry level Dispatcher. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested the approval of the Annual Fitness Incentive in the amount of \$59,000.00. He said a total of 59 staff members qualified for the incentive.

Res. 229-22 Approve the Annual Fitness Incentive in the amount of \$59,000.00.

Chair Stewart moved to approve the Annual Fitness Incentive in the amount of \$59,000.00. Mr. Angelou seconded the motion. All voted yea. Motion carried.

IT:

Assistant Chief Dunlevy requested approval to declare outdated unrepairable electronic devices (listed on the attachment) as surplus. Any equipment of value will be auctioned on GovDeals.com.

Res. 230-22 Declare the outdated unrepairable electronic devices (listed on the attachment) as surplus.

Chair Stewart moved to declare the outdated unrepairable electronic devices (listed on the attachment) as surplus. Mr. Angelou seconded the motion. All voted yea. Motion carried.

IT Director Craig Main said he expects to have the Cyber Security Training wrapped up by the end of the month.

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Assistant Chief Dunlevy said Station 132 is progressing well. March 12th will be the date of a small dedication event.

Mr. Angelou made a motion to adjourn the meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried. The meeting adjourned at 10:47 a.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy M. White, Fiscal Officer