

# RECORD OF PROCEEDINGS

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

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Held **December 20,** **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 3:30 p.m. on Monday, December 20, 2022. Chair Stewart led the Pledge of Allegiance. Mr. Angelou said a prayer.

Fiscal Officer Nancy White performed the roll call: Chair Lynn Stewart, Vice Chairman Richard Angelou, Trustee Kevin Cavener, Service Director Roger Boggs, Fire Chief Frederick Kauser, Police Chief David Briggs, IT Director Craig Main, Administrative Services Manager Melanie Barnette, and Assistant Chief Brian Dunlevy.

## **TRUSTEES' COMMENTS:**

Chair Stewart invited Ms. Barnette to give a recap of the holiday food baskets deliveries. Ms. Barnette reported that over the month of December, twenty-four baskets were prepared using donation money from employees, Costco, and discounts from Target Easton. The baskets were filled with ham, canned vegetables, canned fruit, applesauce, cranberries, cake mix, mashed potatoes and gravy, making a nice gift for some residents in the Township's unincorporated area. On December 19<sup>th</sup>, Fire Station 132 Lieutenant Crosson, Firefighters Lundak, Parks, and Ms. Barnette delivered most of the baskets. Mr. Boggs and Service Foreman Jones delivered three more baskets today. Residents were deeply grateful and appreciative; some were overcome with emotion. Ms. Barnette posted photos to the township's website and social media. To keep the momentum going and encourage more employee and business participation, Ms. Barnette said that a bank account would be set up to accept donation transactions from online vendors like Zelle and Venmo.

## **MINUTES:**

Mr. Angelou moved to approve the meeting minutes from November 7<sup>th</sup>, 21<sup>st</sup>, 29<sup>th</sup>, and December 5<sup>th</sup>, 2022.

## **Res. 231-22 Approve the meeting minutes from November 7<sup>th</sup>, 21<sup>st</sup>, 29<sup>th</sup>, and December 5<sup>th</sup>, 2022.**

Mr. Angelou moved to approve the meeting minutes from November 7<sup>th</sup>, 21<sup>st</sup>, 29<sup>th</sup>, and December 5<sup>th</sup>, 2022. Mr. Cavener seconded the motion. All voted yea. Motion carried.

## **CORRESPONDENCE:**

Fiscal Officer White shared a save-the-date e-mail received from Franklin Co. Treasurer Cheryl Brooks Sullivan for the Trustees to attend the event on January 13, 2023, called "An Evening of Stars" at the COSI Planetarium, 5:30 p.m. – 8:30 p.m.

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

Fiscal Officer White requested a resolution for the advance of property tax payments.

## **Res. 232-22 Approve the resolution for requesting the advance payment of property tax settlements**

Chair Stewart moved to approve the resolution for requesting the advance of property tax settlements for the year 2023 under section 321.34 of the Ohio Revised Code. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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---

Fiscal Officer White requested a resolution to approve a temporary appropriations budget that would provide for current expenses and other expenditures, allowing Mifflin Township to operate until budgets are finalized.

**Res. 233-22 Approve the Township Temporary Appropriations**

Mr. Cavener moved to approve the township temporary appropriations, allowing Mifflin Township to operate until budgets are finalized. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested a resolution approving a contingent offer of employment letter for the position of Accounting Assistant.

**Res. 234-22 Approve the contingent offer of employment letter for the position of Accounting Assistant, effective January 30, 2023**

Chair Stewart moved to approve the contingent offer of employment letter for the position of Accounting Assistant contingent upon successful outcome of the background check and acceptance of the offer, effective January 30, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested a resolution to purchase VIP AP Automation software with an estimated cost of \$5,274. Ms. White explained that implementing VIP AP Automation's AP vendor, CorPay, would be a cost-effective solution to streamlining the township's accounts payable process.

**Res. 235-22 Approve the purchase of VIP AP Automation software in the amount of \$5,274**

Chair Stewart moved to approve the purchase of software from VIP AP Automation with an estimated cost of \$5,274. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Along with sending an email memo to employees, Fiscal Officer White met with fire department officers from each shift, with three of the four dispatching units, and with service department employees to review health insurance information.

Fiscal Officer White said that health insurance provider Medical Mutual has implemented an out-of-state network that will honor their health insurance card. This new card will be issued beginning January 1, 2023, with no change in coverage, but does change the network for employees traveling outside the state of Ohio.

Fiscal Officer White said the Kroger Company did not renew their contract with Express Scripts. Beginning January 1, 2023, Kroger pharmacies will no longer fill prescriptions at lower rates for those with Medical Mutual health insurance.

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---

Fiscal Officer White said the health insurance program is currently in a 22-month contract period. Beginning March 1, 2023, the contract will begin a 10-month period, which will end December 31, 2023. Beginning January 2024, the health insurance program will be on an annual calendar year basis. Vision and dental are already on an annual calendar year. Open enrollment will begin mid to late January, with the ability to update current coverages, HSA contributions, etc.

Fiscal Officer White requested a resolution approving an extension period through January 2023 for employees to be able to obtain their physical for wellness incentive purposes.

**Res. 236-22 Approve an extension period through the end of January 2023 for employees to obtain their wellness physicals.**

Chair Stewart moved to approve an extension period through the end of January 2023 for township employees to obtain their physicals for wellness incentive purposes. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Upon discussion, it was decided that a Strategic Planning Workshop will be held on Monday, February 13 at 9:30 a.m. at the Joseph F. Spanovich Meeting Hall to discuss the departments' priorities for the year.

**ADMINISTRATION OFFICE:**

Administrative Services Manager Barnette requested a resolution approving a contingent offer of employment letter for the position of Administrative Assistant.

**Res. 237-22 Approve the contingent offer of employment letter for the position of Administrative Assistant, effective January 9, 2023**

Chair Stewart moved to approve the contingent offer of employment letter for the position of Administrative Assistant contingent upon successful outcome of the background check and acceptance of the offer, effective January 9, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Ms. Barnette introduced two software products, the first offered by ArchiveSocial called NextRequest, a robust, comprehensive public records management tool. The second software product called InvoiceCloud would manage electronic invoicing and encrypted payment collection of township fees. Ms. Barnette will continue to research both.

Ms. Barnette stated she continues to catch up the meeting minutes and is also transitioning HR programs and software to keep operations running smoothly.

**HUMAN RESOURCES:**

Fiscal Officer White requested a resolution to approve an HR management consultant agreement with Clemans Nelson & Associates in the amount of \$300 per month.

# RECORD OF PROCEEDINGS

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December 20,

2022

---

**Res. 238-22 Approve the Clemans Nelson & Associates agreement for HR management consulting in the amount of \$300 per month**

Mr. Angelou moved to approve the agreement with Clemans Nelson & Associates for HR management consulting in the amount of \$300 per month. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fire Chief Kauser presented the proposed Township Policy on Compensation and Benefit Changes for approval. Chair Stewart said the document should include the wording “to the Board of Trustees”, added to the first sentence of the Assessing Impact section so that it reads “Prior to presenting (to the Board of Trustees) and revising Department or Township policies involving compensation and employee benefits, an assessment of the impact on current employees will be conducted and reported along with any proposals requesting adoption of a policy change.”

**Res. 239-22 Approve the Township Policy on Compensation and Benefit Changes**

Mr. Cavener moved to approve the Township Policy on Compensation and Benefit Changes with the following verbiage, “... to the Board of Trustees”, added to the first sentence of the Assessing Impact section as specified. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File).

Ms. Barnette asked for clarification on determining employee year end vacation carry-over. The Board clarified that the carry-over rate for employees other than department heads is fifty percent (50%) of their annual accrual. Department heads’ vacation carry-over would also follow the policy, and requests to carry over any additional hours would be decided on a case-by-case basis.

**SERVICE:**

Service Director Boggs requested that remaining American Rescue Plan Act (ARPA) funds in the amount of \$170,558.50 be used to continue making improvements to the stormwater systems that are established within Mifflin Township. Discussion on use of remaining ARPA funds will be deferred to the February 13, 2023, strategic planning meeting.

Mr. Boggs requested a resolution to approve the proposed Mifflin Township meeting room policy.

**Res. 240-22 Approve the Mifflin Township Meeting Room Policy**

Chair Stewart moved to approve the proposed Mifflin Township Meeting Room Policy for the Joseph F. Spanovich Meeting Hall. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File.)

Mr. Boggs requested a resolution to approve a new, restructured Service Department pay schedule for 2023.

# RECORD OF PROCEEDINGS

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---

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---

**Res. 241-22 Approve the 2023 Service Department Pay Schedule contingent upon approval of the Service Department's 2023 Budget.**

Mr. Angelou moved to approve the newly revised 2023 Service Department Pay Schedule contingent upon approval of the Service Department's 2023 Budget. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that he has received no response from the prosecutor on the Lindale Road case, and that no court date has yet been scheduled. Mr. Boggs also reported that there are properties with garages that need to be fixed and will be working with the Franklin County building department to get them remedied.

Mr. Boggs reported that a realty company managing apartments on Perdue Avenue, north of Agler Road, asked permission to blacktop a right-of-way gravel alley. Mr. Boggs would like to inspect the alley to determine if underground utilities exist, and to check with the township's legal department on usage if changed from gravel to blacktop.

**CODE ENFORCEMENT:**

Mr. Boggs requested to place code violations as a lien on the tax duplicate per ORC §505.87(B)(2), for 2400 Parkwood Avenue for mowing and trash removal for \$300.

**Res. 242-22 Place a code violation as a lien on the tax duplicate per ORC §505.87(B)(2), for 2400 Parkwood Avenue for mowing and trash removal in the amount totaling \$300**

Mr. Angelou moved to place a code violation as a lien on the tax duplicate per ORC §505.87(B)(2) for 2400 Parkwood Avenue for mowing and trash removal in the amount totaling \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that code violations are being cleaned up thanks to the help of the Franklin County code enforcement officer.

**POLICE:**

Chief Briggs said that Officer Howard was awarded the Mothers Against Drunk Driving (MADD) Award for exceptional work in making the roads safer.

Chief Briggs communicated Sgt. Hardway's gratitude for the condolence flowers from the township.

**FIRE:**

Assistant Chief Dunlevy requested a resolution to authorize funds for shared services of a Community Social Worker between the Gahanna Police Department and Mifflin Township Fire Department in the amount of \$40,000 annually.

**Res. 243-22 Authorize funds for shared services of a Community Social Worker between the Gahanna Police Department and the Mifflin Township Fire Department in the amount of \$40,000 annually, contingent upon a final Memorandum of Understanding**

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Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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---

**(MOU) that would include providing services to the unincorporated areas of Mifflin Township**

Chair Stewart moved to authorize funds for shares services of a Community Social Worker between the Gahanna Police Department and the Mifflin Township Fire Department in the amount of \$40,000 annually, contingent upon a final Memorandum of Understanding (MOU) that would include providing services to the unincorporated areas of Mifflin Township. Mr. Cavener seconded the motion. All voted yea. Motion carried. (See Referral File).

Assistant Chief Dunlevy requested a resolution to approve a conditional offer of employment under the Firefighter-EMT B Apprenticeship program to candidate Firefighter-EMT Jordan Dunlea.

**Res. 244-22 Approve a conditional offer of employment under the Firefighter-EMT B Apprenticeship program to Firefighter-EMT Jordan Dunlea**

Chair Stewart moved to approve the conditional offer of employment to Firefighter-EMT Jordan Dunlea, contingent upon the successful completion of a pre-employment physical and psychological assessment. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy said that the Emergency Operations Center (EOC) is ramping up staff and determining provisions for township facilities to prepare for a very cold weekend weather pattern, with temperatures expected to be in the negatives.

**IT:**

Mr. Main requested a resolution to advance funds from the Building Fund for the express purpose of replacing and adding technology hardware for the Mifflin Police Department to gain access to the Internet from the new Fire Station 132 with a cost not to exceed \$3,600. Mr. Main also said he would investigate the possible use of Cares Act Fund monies to fund this project.

**Res. 245-22 Approve the advancement of funds from the Building Fund to purchase hardware to provide internet access for the Mifflin Police Department when the fire department moves to the new fire station 132, with a cost not to exceed \$3,600.**

Mr. Cavener moved to approve the advancement of funds from the Building Fund to purchase hardware to provide Internet access for the Mifflin Police Department at the new fire station 132, with a cost not to exceed \$3,600. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chair Stewart gave a reminder of the 2023 Organizational Meeting scheduled for Tuesday, January 3, 2023, at 10:00 a.m. at the Joseph F. Spanovich Meeting Hall.

Mr. Cavener asked about the construction remodel status at 400 Johnstown Road. Chief Kauser said although the progress is slow, the anticipated completion is Spring of 2023.

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Chair Stewart made a motion to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 5:33 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