

RECORD OF PROCEEDINGS

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

Held

April 4,

2022

Chair Lynn Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10:02 a.m. on Monday, April 4, 2022, with Trustees Richard Angelou and Kevin Cavener, Fiscal Officer Nancy White, Fire Chief Fred Kauser, Police Chief David Briggs, Service Director Roger Boggs, PIO Melissa Rapp, and IT Director Craig Main present. Accounting/Payroll Assistant Rick Duff and Administrative Services Coordinator Melanie Barnette attended virtually. HR Director Becky Kadel was absent from the meeting as she was on vacation.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

No comments.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes of March 15, 2022.

Res. 81-22 Approve the meeting minutes of March 15, 2022

Mr. Cavener moved to approve the meeting minutes of March 15, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the Warrants of May 2022.

Res. 82-22 Approve the Warrants of May 2022.

Mr. Angelou moved to approve the Warrants of May 2022. Mr. Cavener seconded. All voted yea. Motion carried.

CORRESPONDENCE:

No correspondence.

FISCAL OFFICER'S REPORT:

Fiscal Officer White requested the approval of the proposal with Julian & Grube, Inc. to develop a Policies and Procedures Manual for the Fiscal Office in the amount not to exceed \$6,800.00.

Res. 83-22 Approve the proposal with Julian & Grube, Inc. to develop a Policies and Procedures Manual for the Fiscal Office in the amount not to exceed \$6,800.00.

Chair Stewart moved to approve the proposal with Julian & Grube, Inc. to develop a Policies and Procedures Manual for the Fiscal Office in the amount not to exceed \$6,800.00. Mr. Angelou seconded. All voted yea. Motion carried.

Fiscal Officer White provided updates. She said the temporary office assistant has been working in the Fiscal Office for three weeks now. This will give us a good idea of what we may need in the way of manpower going forward. She said that at the last meeting there was some discussion about delinquent taxes in the unincorporated area. She said she spoke with the Delinquent Tax Supervisor for the Franklin County Treasurer's Office and was told they

RECORD OF PROCEEDINGS

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MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

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normally act after 18 months of a parcel's delinquency. Fiscal Officer White said she plans to provide the Delinquent Tax Supervisor with a list of parcel numbers to research and will refer them to the prosecutor, if necessary. Fiscal Officer White requested parcel numbers from the department heads as well. Fiscal Officer White said the township has received its first half-year settlement, and it has been processed. She complimented Mr. Duff as he discovered inside millage that was available, allowing Road and Bridge to receive additional funds.

HUMAN RESOURCES:

Fiscal Officer White said the first meeting of the Insurance Benefits Committee has been scheduled for Thursday.

Chair Stewart requested information on the current Township Employee Handbook policy that requires six months' notice of retirement. Fiscal Officer White said she is certain Ms. Kadel will report on this at the next meeting, however she will research it also and send an e-mail to the trustees about the matter.

PUBLIC INFORMATION OFFICER:

Ms. Rapp said the provided media packet showed the coverage on the missing teen. She said at this point any inquiries are turned over to Gahanna Police since it is an ongoing investigation.

Ms. Rapp said she has ordered several internal printed materials needed with the new brand. Besides the new business cards, she said she has ordered new envelopes for both fiscal and plain envelopes, as well as cemetery cards, blank stationery, and some other basic materials.

Ms. Rapp said the postcard for the levies and the list of registered voters in the unincorporated area are ready, however, due to the uncertainty with the May election, she is holding off mailing the postcards until the redistricting commission and Ohio Supreme Court decides if we will have a May election. She would rather time the postcard to go out a month prior to the election, rather than send it and have the election possibly moved to as late as August. Fiscal Officer White said the election is moving forward with all local options. Ms. Rapp said she was unaware of that news. She said she will go ahead then and get the postcards printed and mailed out this week. She said she also has a page on the website about the levies. She agreed to report to Mr. Cavener as to the numbers of hits to this webpage at the next meeting.

Ms. Rapp said next week is National Public Safety Telecommunications Week. She said she will be posting on social media about this. Chair Stewart said it is important that a certificate and lunch be arranged for the dispatchers. Chief Kauser agreed. Fiscal Officer White volunteered to coordinate this event with Battalion Chief Davis.

SERVICE:

Mr. Boggs requested approval of the contingent hiring of Jana Leland as a full-time Office Assistant, \$19.00/hr. This hire would be contingent on the background check and offer letter acceptance. A start date has not yet been determined.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

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April 4,

2022

Res. 84-22 Approve the contingent hiring of Jana Leland as a full-time Office Assistant, \$19.00/hr.

Chair Stewart moved to approve the contingent hiring of Jana Lealand as a full-time Office Assistant, \$19.00/hr. Mr. Cavener seconded. All voted yea. Motion carried.

Fiscal Officer White requested a pay schedule for the Office Assistant position. Mr. Boggs agreed to provide this at the next meeting.

Mr. Boggs provided updates. He said he and his foremen have received several calls concerning artificial flowers and cemetery drainage. He said these calls are being addressed. Mr. Boggs agreed to look into lengthening the time for decorations on the grave. He said he would like to add park benches throughout the cemetery, with one near the water pump. Mr. Boggs has obtained quotes on an additional columbarium in the amount of \$72,000. He said he will need to plan for this purchase to stop the increase in pricing. He said he has reserved funds in the budget for this purchase. Mr. Boggs provided signage samples for review and will provide pricing at a later date when available. Chair Stewart requested he meet with Ms. Rapp about the logo artwork.

Fiscal Officer White said she spoke with the Township Administrator in Clinton Township about their installed solar streetlights. She said she learned the lights cost \$600; however, they do not work well due to the overcast days preventing solar charging. Mr. Boggs added that the lights are not tall enough to be practical.

CODE ENFORCEMENT:

Mr. Boggs said he is considering lengthening the time for a property owner to respond to the tagging of a property. Due to mail delivery issues, some of the property owners are receiving the certified letter after the seven (7) day deadline to respond. Fiscal Officer White suggested he check the Ohio Revised Code to determine if the time can be changed.

Mr. Boggs said he will be contacting the prosecutor's office for a status update on the Denune & Baughman Avenue case that was heard on March 24th.

Fiscal Officer White said she received a call from the prosecutor's office regarding the forged/stolen checks case, however she is unaware of the outcome.

FIRE DIVISION:

Chief Kauser requested the approval of the Locution annual maintenance in the amount of \$12,062.50 for the township's portion of the total \$25,125 that is shared with the partners of the MECC.

Res. 85-22 Approve the Locution annual maintenance in the amount of \$12,062.50.

Chair Stewart moved to approve the Locution annual maintenance in the amount of \$12,062.50. Mr. Angelou seconded. All voted yea. Motion carried.

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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April 4,

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Res. 86-22 Approve the additional military leave benefits of Firefighter Steven Fagen and Captain Matthew Crotty for 2022 and 2023 based upon Fiscal Officer White checking with the Police and Fire Pension Fund to ensure it is done correctly.

Chair Stewart moved to approve the additional military leave benefits of Firefighter Steven Fagen and Captain Matthew Crotty for 2022 and 2023 based upon Fiscal Officer White checking with the Police and Fire Pension Fund to ensure it is done correctly. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said he would like to establish the position of a Fleet Manager to manage repairs and to also approve the job description. He said he has contacted the City of Gahanna and Gahanna Schools of his intentions and the possibility of leasing facility space in the future. He said an existing fire station would be used temporarily. Chief Kauser said we are currently spending \$200,000 to \$300,000/year on fleet maintenance of which 70% is labor costs. He proposed redirecting that labor cost to the township's Fleet Manager for cost-saving maintenance and repairs on the township vehicles. Chief Briggs said the going rate for a diesel mechanic is approximately \$225/hour for labor. Mr. Angelou said he would prefer we not share the employee with any other outside entity based on past unsuccessful attempt in the 1990s. Chief Kauser said it is uncertain at this time as to who would supervise the Fleet Manager; more time is needed to work out the details. The trustees approved Chief Kauser's further exploration of the position.

Chief Kauser said he along with Chief Dunlevy, Chief DeMooy, and Fiscal Officer White attended the State of the City address on March 24th. He said for the first time in several years planned building projects, not including the high school complex, total \$200 million dollars in the first quarter of 2022. He said over 1,000 apartments will be added. MORPC projects the population to increase by an additional one million people by 2050, not including the impact of Intel. He said our community is primed for development and redevelopment which will bring the need for additional fire station locations and the need to protect the township's properties.

Chief Kauser provided updates. (See Referral File.)

OPS CENTER:

Chief Kauser provided updates. (See Referral File). He said a co-hosted ribbon-cutting for MECC Dispatching Center is being organized for May 18th, 9 am – 11 am, with attendance by local government partners. The event will include tours and a luncheon reception. He said the co-sponsors are Mifflin Township, City of Gahanna, and the MECC Regional Council of Governments, plus many others.

Chief Kauser provided updates. (See Referral File.)

POLICE:

Chief Briggs requested the acceptance of the resignation of Officer Darik Breuninger, effective March 29, 2022.

RECORD OF PROCEEDINGS

Minutes of

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

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Res. 87-22 Accept the resignation of Officer Darik Breuninger, effective March 29, 2022.

Mr. Cavener moved to accept the resignation of Officer Darik Breuninger, effective March 29, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Briggs requested approval to contingently hire Seth Howard as full-time police officer at the probationary rate of \$23/hr., effective April 3, 2022. He is awaiting the drug test results.

Res. 88-22 Approve the contingent hiring of Seth Howard as full-time police officer at the probationary rate of \$23/hr., effective April 3, 2022.

Mr. Cavener moved to approve the contingent hiring Seth Howard as full-time police officer at the probationary rate of \$23/hr., effective April 3, 2022. Mr. Angelou seconded. All voted yea. Motion carried.

INFORMATION TECHNOLOGY:

Mr. Main said work has slowed down somewhat in the Dispatch Center allowing him to catch up on other projects.

VISITORS COMMENTS:

Mr. Kenny King, Community Paramedic and Board President of GRIN (Gahanna Residents in Need) requested a donation. He said to celebrate the 50th anniversary of GRIN, a fundraiser is taking place. He said the Firefighters Union donated \$5,000 and requested the trustees match this amount. The trustees agreed to match this amount. Mr. Angelou said Gahanna's portion of the tax dollars will be used fund the donation. Chair Stewart request Ms. Rapp research the churches in the unincorporated area of the township that have food banks to which a proportional donation could be made as well. Ms. Rapp agreed to report her findings at the next meeting. Chair Stewart requested Mr. King investigate whether the unincorporated area of the township could be considered part of the GRIN territory and report his findings at the next meeting.

Res. 89-22 Approve the donation of \$5,000 for GRIN with the condition that Mr. King investigate whether the unincorporated area of the township could be considered part of the GRIN territory and Ms. Rapp investigate donating a proportional amount of money to a church's food bank in the unincorporated area.

Chair Stewart moved to approve the donation of \$5,000 for GRIN with the condition that Mr. King investigate whether the unincorporated area of the township could be considered part of the GRIN territory and Ms. Rapp investigate donating a proportional amount of money to a church's food bank in the unincorporated area. Mr. Cavener seconded. All voted yea. Motion carried.

Mr. King thanked the trustees for their generosity. The trustees thanked Mr. King for his serving the community in so many ways. Mr. King said Kelly Moffet will be serving in a similar capacity with the City of Gahanna and will most likely be sitting on the GRIN board

RECORD OF PROCEEDINGS

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

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April 4,

2022

as well. Mr. King explained how GRIN is spiritually based and the community churches provide much of needed support as well.

Mr. King provided an update on the COVID vaccination status. He said he has the capability to provide the vaccine for any age group available. He said the community is now saturated with the vaccine and many people are choosing to get the vaccine from local various pharmacies. He said last year he provided 498 vaccinations within our area.

At 11:11 a.m., Chair Stewart made a motion to go into an Executive Session per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Mr. Angelou seconded. All voted yea. Motion carried.

The trustees came out of Executive Session at 11:31 a.m. and Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer