

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 17,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on Tuesday, January 17, 2023, with Chair Lynn Stewart, Vice Chair Richard Angelou, Trustee Kevin Cavener, Fiscal Officer Nancy White, Service Director Roger Boggs, Police Chief David Briggs, IT Director Craig Main, Assistant Fire Chief Brian Dunlevy, Administrative Services Manager Melanie Barnette, and Fire Chief Fred Kauser present.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Chair Stewart announced that Fire Chief Fred Kauser's last day would be July 5, 2023, and that Assistant Chief Brian Dunlevy would be appointed as the new fire chief upon Chief Kauser's retirement.

MINUTES & WARRANTS:

Chair Stewart requested a motion to approve the Organizational Meeting Minutes from January 3, 2023.

Res. 13-23 Approve the Organizational Meeting Minutes from January 3, 2023

Mr. Cavener made a motion to approve the Organizational Meeting Minutes from January 3, 2023. Vice Chair Angelou seconded the motion. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the Warrants for February 2023.

Res. 14-23 Approve the Warrants for February 2023

Mr. Angelou moved to approve the Warrants for February 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

VISITOR COMMENTS:

None.

CORRESPONDENCE:

Chair Stewart said she received a letter from the Gahanna Historical Society. The Society requested to hold a three-night, spooky story-telling event during the Halloween season, in the Mifflin Township cemetery, charging admission for the event. Ms. Stewart said she would speak with the Society, reiterating the Board's concerns and disapproval.

FISCAL OFFICER'S REPORT:

Fiscal Officer White said that the fiscal office is working diligently to close fiscal year 2022 and open fiscal year 2023. Temporary appropriations are in place to cover utilities and payroll, with spending limited to emergency needs only. Ms. White said that once corrections to a number of account codes and postings are done and budget carryover amounts are finalized, a permanent appropriations resolution can be submitted to the Franklin County Auditor's Office and the 2023 fiscal year can begin. Ms. White said that the Township has until the end of March to submit the resolution.

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Fiscal Officer White said that after fiscal year 2022 is closed, and with assistance from Julian & Grube Accounting & Auditing Services, the Hinkle Annual Report can be filed with the Ohio Auditor of State's office.

Fiscal Officer White said that department heads are not able to submit their 2023 budgets to the Board until budget carryover amounts are finalized. Vice Chair Angelou said that department heads could discuss their respective budgets at the February 13th strategic planning meeting.

Fiscal Officer White said that Clemans Nelson & Associates can assist in the task of hiring an HR Generalist for the Township and would manage the process, including advertising for the position, writing a job description, and conducting initial interviews, at a cost of up to \$1,500. Ms. White said that the HR Generalist will work under the direction of the HR Director, which is temporarily Clemans Nelson & Associates.

Fiscal Officer White requested a motion to hire Clemans Nelson & Associates to help research and locate an HR Generalist for the Township at a cost of up to \$1,500.

Res. 15-23 Approve hiring Clemans Nelson & Associates to help research and find an HR Generalist for the Township's HR department at a cost of up to \$1,500

Chair Stewart moved to hire Clemans Nelson & Associates to help research and find an HR Generalist for the Township's HR department at a cost of up to \$1,500. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fiscal Officer White said that she and Administrative Services Manager Barnette would like to have a Clemans Nelson representative give hands-on guidance in setting up personnel file records. Chair Stewart agreed on behalf of the Trustees.

Fiscal Officer White said that the Medical Benefits Committee will meet on the 1st of February to research ways to enhance coverage and keep costs down.

FINANCE OFFICE:

Fiscal Officer White said that the new Accounting Assistant would start on January 30th.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette requested approval of the 2022 Annual Sick Leave Incentive for Police, Service, Finance and Administration in the amount of \$3,600. (See Referral File).

Res. 16-23 Approve the 2022 Annual Sick Leave Incentive for Police, Service, Finance, and Administration in the amount of \$3,600

Vice Chair Angelou moved to approve the 2022 Annual Sick Leave Incentive for Police, Service, Finance, and Administration in the amount of \$3,600. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Administrative Services Manager Barnette provided updates. (See Referral File.)

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Administrative Services Manager Barnette asked the Trustees to consider three future meeting dates that may need to be rescheduled: July 3rd, August 15th, and September 4th. The Trustees said they would keep the dates in mind as the calendar year progresses. Ms. Barnette said that the Trustees were scheduled for cyber security training with IT Director Main on January 18th at 1:00 p.m. at the Emergency Operations Center, 400 West Johnstown Road, in the large conference room. IT Director Main said to bring their tablets and cell phones. Ms. Barnette reported that the financial reports are now uploaded to the Township website.

Ms. Barnette said that the Franklin County Township Association Annual Dinner Meeting on Thursday, January 19th, at the Hollywood Casino would begin with registration at 6:00 p.m., followed by dinner at 6:30 p.m.

HUMAN RESOURCES:

No report.

SERVICE:

Service Director Boggs said that the sanitary line installed at Perdue and Aberdeen is a private sanitary line and that a representative from the Franklin County Sanitary Engineer's Office has contacted the property owner to resolve the issue.

Mr. Boggs said he is looking into purchasing a second columbarium similar to what already exists at Mifflin Cemetery and has obtained two quotes, one at a cost of \$53,000 and the other at a cost of \$32,000. Mr. Boggs said the current columbarium holds 80 niches, 40 on each side, and that nearly 60% are sold.

Mr. Boggs said he met with Franklin County drainage engineers and a new contractor who owns six properties in Leonard Park. The property owner wants to build on four of the properties, which are located on the west end of Genesee, between Genesee and Minnesota.

Mr. Boggs said that a long-time resident living on a small parcel of Milford Avenue called to request street lights for a small section of alleyway. Chief Briggs said that the area is a high-crime area and suggested a light be placed at Woodland Avenue and Melrose Avenue. Mr. Boggs said that the cost to add two street lights would stay under what is budgeted for street lights. Mr. Boggs said he would present this to the Trustees once possible locations and costs are known.

CODE ENFORCEMENT:

Service Director Boggs requested approval for the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$1,200:

2836 – 2850 Baughman Avenue, Trash	\$300
2779 Baughman Avenue, Trash	\$300
2170 Aberdeen Avenue, Trash	\$300
2586 Perdue Avenue, Trash	\$300

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Res. 17-23 Approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$1,200: 2836 – 2850 Baughman Ave., Trash \$300; 2779 Baughman Ave., Trash \$300; 2170 Aberdeen Ave., Trash \$300; and 2586 Perdue Ave., Trash \$300

Mr. Angelou moved to approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$1,200: 2836 – 2850 Baughman Ave., Trash \$300; 2779 Baughman Ave., Trash \$300; 2170 Aberdeen Ave., Trash \$300; and 2586 Perdue Ave., Trash \$300. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that Franklin County contacted him to ask if Mifflin Township was an Ohio Utilities Protection Service (OUPS) member. Mr. Boggs said that the service department was responsible for marking only storm drains and storm sewers within the Township. Mr. Boggs said that he would look into OUPS membership.

Mr. Boggs said that the junkyard case got delayed until March 2023, and he has not yet heard a ruling on the Lindale Road case. Mr. Boggs said that neighbors were concerned about dogs, cats, and chickens at the property and possibly rats being present as well. Chief Briggs said that the animals were in crates and that he was waiting to hear from the Franklin County Humane Society.

POLICE:

Police Chief Briggs requested a motion to approve a new pay scale for the police department. (See Referral File.)

Res. 18-23 Approve a new 2023 Pay Scale for the Police Department

Mr. Cavener moved to approve a new pay scale for the police department. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Police Chief Briggs requested a motion to remove the police department's sick leave incentive. Chief Briggs said that eliminating his overtime and holiday pay helps sustain the department's budget.

Res. 19-23 Approve the removal of the Police Department Sick Leave Incentive

Mr. Cavener made a motion to approve the removal of the police department sick leave incentive. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Police Chief Briggs asked to raise Officer Howard to the new Step 2 pay rate of \$32.00 per hour due to his commitment to Mifflin Township and excellent work performance.

Res. 20-23 Approve raising the hourly rate of Police Officer Howard to the Step 2 rate of \$32.00 per hour, effective January 8, 2023

Mr. Cavener moved to approve raising the hourly rate of Police Officer Howard to the Step 2 rate of \$32.00 per hour effective January 8, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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Police Chief Briggs said that the Franklin County Sheriff's Office Detective Bureau was able to solve the homicide at Buck's Platinum on New Year's Eve. One suspect was arrested and charged with one count of murder and four counts of felonious assault, with more charges pending indictment; however, he posted bond the next day. Chief Briggs said that the Mifflin Police Department assisted the Blendon Township Police Department with a homicide that occurred on January 10th on Sunbury Road. Chief Briggs also said that Mifflin Police assisted Columbus Police on January 10th as they attempted to take a homicide suspect into custody; the suspect fled and a pursuit was initiated, but the suspect escaped.

Police Chief Briggs provided a copy of the Mifflin Police Department's 2022 Annual Statistics Report. (See Referral File.)

Chair Stewart asked Chief Briggs what shifts would be covered by Mifflin police. Chief Briggs said that at full staffing, including three officers and himself, coverage would be from 7 a.m. to 2 a.m. Chief Briggs said that he is working with Lexipol on writing a grant for manpower and that there are three federal grants that will become available to apply for within the next three months. Chair Stewart asked if Mifflin Township had a grant writer on staff. Chief Briggs said that there was a person who assisted due to her experience with grant writing, but that due to her full-time job commitment with the Attorney General's office, she is not able to assist on a regular basis. Chair Stewart asked if the Franklin County Sheriff's Office is aware of the police schedule. Chief Briggs said that he spoke with Deputy Gilbert and that they were aware of the shift coverage. Chair Stewart requested that Chief Briggs provide a document showing the police shifts and coverage to Mr. Cavener by Thursday. Chief Briggs said that he would.

Chair Stewart asked for Administrative Services Manager Barnette to prepare a performance review roll-up for Chief Briggs for February 2023. Ms. Barnette said that she would.

FIRE DIVISION:

Fire Chief Kauser said that on behalf of the firefighters and dispatchers, he thanked the Trustees for appointing Assistant Chief Dunlevy to the Fire Chief's position upon Chief Kauser's retirement. Fire Chief Kauser said that succession plans for the other two chief officer positions were in the works and would be presented to the Trustees when they were ready.

Fire Chief Kauser said that the fire budget included in the meeting packet is a financial model that was worked on cooperatively by Fiscal Officer White, Chief Briggs, Mr. Cavener, and himself. A final budget will be presented at the Strategic Planning Workshop on February 13th.

Fire Chief Kauser requested a motion to approve the repair of Tower 131 in the amount of \$11,000.00.

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Res. 21-23 Approve the repair of Tower 131 in the amount of \$11,000.00

Chair Stewart moved to approve the repair of Tower 131 in the amount of \$11,000.00.

Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fire Chief Kauser requested a motion to declare three reserve ambulances and one reserve staff vehicle as surplus to be auctioned off on GovDeals.com.

Res. 22-23 Approve declaring three reserve ambulances and one reserve staff vehicle as surplus to be auctioned on GovDeals.com

Chair Stewart moved to approve declaring three reserve ambulances and one reserve staff vehicle as surplus to be auctioned on GovDeals.com. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fire Chief Kauser provided Fire Division updates, removing item 3. (See Referral File.)

Fire Chief Kauser said that Information Technology Director Main has requested to separate the Mifflin Township ISP from the MECC ISP. This is a shared circuit between Mifflin Township and the Fire Division and would be a shared cost.

Fire Chief Kauser requested a motion to approve OARnet Internet Service Provider to provide internet service for Mifflin Township Administration and the Division of Fire in the amount of \$6,960.00 annually.

Res. 23-23 Approve OARnet Internet Service Provider to provide internet service for Mifflin Township Administration and the Division of Fire in the amount of \$6,960.00 annually

Chair Stewart moved to approve OARnet Internet Service Provider to provide internet service for Mifflin Township Administration and the Division of Fire in the amount of \$6,960.00 annually. Mr. Angelou seconded the motion. All voted yea. Motion carried.

OPERATIONS CENTER:

Fire Chief Kauser provided Operations Center Project Updates. (See Referral File.)

INFORMATION TECHNOLOGY:

IT Director Main said that SSI provided a proposal for a new phone system and would like to meet with Fire Chief Kauser, Assistant Chief Dunlevy, Fiscal Officer White, and Administrative Services Manager Barnette before presenting the proposal to the Trustees.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried. The meeting adjourned at 5:46 p.m.

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Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer