

RECORD OF PROCEEDINGS

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

Held

February 6,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10 a.m. on Monday, February 6, 2023, with Chair Lynn Stewart, Vice Chair Richard Angelou, Trustee Kevin Cavener, Fiscal Officer Nancy White, Service Director Roger Boggs, Administrative Services Manager Melanie Barnette, Police Chief David Briggs, IT Director Craig Main, Assistant Fire Chief Brian Dunlevy, and Fire Chief Fred Kauser present. Accounting/Payroll Assistant Rick Duff attended virtually.

Chair Stewart led the Pledge of Allegiance.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from December 20th, 2022 , the January 3rd, 2023 regular meeting, and the January 17th, 2023 regular meeting.

Res. 24-23 approve the meeting minutes from December 20th, 2022 , the January 3rd, 2023 regular meeting, and the January 17th, 2023 regular meeting

Mr. Angelou moved to approve the meeting minutes from December 20th, 2022 , the January 3rd, 2023 regular meeting, and the January 17th, 2023 regular meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

TRUSTEES COMMENTS:

Chair Stewart said that she met with Gahanna's Mayor Laurie Jadwin and that they will meet quarterly. Chair Stewart also said that she met with Gahanna School Board member Dion Manley.

Chair Stewart said that the Trustees would consider retaining Fire Chief Kauser in some capacity after his official retirement in July, as he has a wealth of knowledge that would benefit Mifflin Township.

VISITOR COMMENTS:

None.

CORRESPONDENCE:

Fiscal Officer White said that a letter was received from Pizzino Engineering regarding an annexation petition for 2594 Johnstown Road to the City of Columbus. (See Referral File.)

Fiscal Officer White said that correspondence was received from Mr. Jim Turner, Senior Utilities Engineer from the Gahanna Engineering Division, regarding the blockage of a stream channel located on the west boundary of the Timbers Condominium at 400 West Johnstown Road. Service Director Boggs said that he spoke with the Gahanna Engineer's Office, the Franklin County Engineer's Office, Assistant Fire Chief Dunlevy, and Facilities Director Tharp. Mr. Boggs said that the service department will rent a mini track hoe with a thumb to clear the obstruction and that the Township will work hand-in-hand with both Gahanna and the condominium should any future issues along the stream channel arise. (See Referral File.)

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Fiscal Officer White provided a copy of the Ohio Township Association Grassroots Clippings February 2023 newsletter. (See Referral File.)

FISCAL OFFICER'S REPORT:

Fiscal Officer White presented the tentative 2023 Mifflin Township Permanent Appropriations for discussion. After a brief discussion, Chair Stewart requested a motion to approve the Mifflin Township Permanent Appropriations for 2023.

Res. 25-23 Approve the Mifflin Township Permanent Appropriations for 2023

Mr. Cavener moved to approve the Mifflin Township Permanent Appropriations for 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White said that she filed with the Franklin County Auditor's Office the Certificate of Total Amount From All Sources Available for Expenditures and Balances for 2023.

FINANCE OFFICE:

Fiscal Officer White said that at the end of February, the new streamlined accounts payable automation rollout would begin and that all AP approvals would be done by Ms. White. Ms. White said that the new General Billing module would do general billing for entities like Gahanna and the Columbus Public Library, etc.

Fiscal Officer White said that with the addition of a new accounting assistant, Ms. White would be meeting with the fiscal employees to define roles and the separation of duties.

Fiscal Officer White said that the fiscal office is working with Fifth Third Bank to set up a credit card transaction service, allowing fire prevention inspection fees and any other fees to be paid for by credit card.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette said that public records request management software company, NextRequest, gave two product demonstrations, which were well received.

Ms. Barnette also said that she is working on finalizing the OPS Center cleaning contract with Master Clean.

HUMAN RESOURCES:

Administrative Services Manager Barnette requested a motion for the approval of previous service credit for the eight listed current employees in the Fire Division, Police Department, Service Department, and Administration Office in accordance with Township policy addressing "Compensation and Benefits Changes":

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1. Firefighter Jacob Naro for 3 years of previous full-time public service
 - Step 4 pay rate and credit for 36 months for vacation level
2. Firefighter Marcus Reineke for 3 years previous full-time public service
 - Step 4 pay rate, credit for 36 months for vacation level, and 612 hours of sick leave
3. Firefighter David Rella for 4 years of previous full-time public service
 - Step 5 pay rate, credit for 48 months for vacation level, and 598 hours of sick leave
4. Fleet Mechanic Mike Hankinson for 10 years of previous full-time public service
 - No change in pay rate and credit 120 months for vacation level.
5. Public Safety Technology Director Craig Main for 3 years of previous full-time public service
 - No change in pay rate and 36 months for vacation credit
6. Police Chief David Briggs for 10 years of previous full-time public service
 - No change in pay rate and 120 months for vacation credit
7. Service Specialist II Justin Jones for 6 years, 3 months of previous full-time public service
 - No change in pay rate and 75 months for vacation credit
8. Admin. Services Manager Melanie Barnette for 10 years of previous full-time public service
 - No change in pay rate and 120 months for vacation credit

Res. 25-23 Approve the previous service credit for the eight listed current employees in the Fire Division, Police Department, Service Department, and Administration Office in accordance with Township policy addressing “Compensation and Benefits Changes”

Mr. Angelou made the motion to approve the request for previous service credit for the eight listed current employees as presented. Mr. Cavener seconded the motion. Chair Stewart abstained, Mr. Cavener voted yea, and Mr. Angelou voted yea. Motion carried.

Administrative Services Manager Barnette said that the 2023 Benefits Open Enrollment was scheduled for February 6th-12th. (See Referral File.) Ms. Barnette said that a consultation meeting was held with Clemans Nelson to review personnel files and discuss the process of finding an HR generalist.

Chair Stewart said that Attorney Pat Kasson had not contacted her as she requested. Fiscal Officer White said that she would provide a phone number.

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SERVICE:

Service Director Boggs said that he requested from AEP an estimate for a new streetlight on Milford Avenue and a new streetlight at Melrose Avenue and Woodland Avenue.

Service Director Boggs said that Mrs. Fields from the Assistant Prosecutor's Office called to notify him that the contempt of court case regarding the junkyard at Baughman Avenue and Denune Avenue was slated to go to court on March 7, 2023. Mr. Boggs also said that the owner of the Lindale Avenue property, which is also in contempt of court, removed only some items from the property. Mr. Boggs said that Mrs. Fields was looking into any funds available through the Franklin County Economic Development Office to help pay for the cost to clean up the Lindale Avenue property and properties like it.

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 \$900:

| | |
|----------------------------|-------|
| 2475 Perdue Avenue, Trash | \$300 |
| 2137 Agler Road, Trash | \$300 |
| 2671 Berrell Avenue, Trash | \$300 |

Res. 27-23 Approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900: 2475 Perdue Ave., Trash \$300; 2137 Agler Rd., Trash \$300; and 2671 Berrell Ave., Trash \$300

Chair Stewart moved to approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900: 2475 Perdue Ave., Trash \$300; 2137 Agler Rd., Trash \$300; and 2671 Berrell Ave., Trash \$300. Mr. Angelou seconded the motion. All voted yea. Motion carried.

POLICE:

Police Chief Briggs said that former Patrol Officer David Wolfel may be returning to the police department on a part-time basis and that Officer Cortes may transition to full-time pending approval by the Trustees at a future meeting.

Mr. Cavener said that Police Chief Briggs's review was done, and he thanked Chief Briggs for the excellent work that the chief has done and continues to do.

FIRE DIVISION:

Fire Chief Kauser said that the dedication of the new Fire Station 132 will be moved from March 13th, 2023, to a date yet to be determined. Chief Kauser said that Oakland Nursery will provide a landscaping draft within the next two weeks.

OPERATIONS CENTER:

Fire Chief Kauser said that the Phase III permit for the OPS Center was approved by the City of Gahanna and that a request to approve the planning fee expenses and the ability to proceed will be forthcoming at the next Trustee meeting.

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Fire Chief Kauser said that Facilities Director Tharp worked with the insurance company on the proof-of-loss for the Annex, and the amount after depreciation was approximately eighty-one thousand dollars (\$81,000.00). Chief Kauser provided the proof-of-loss documents for signatures.

INFORMATION TECHNOLOGY:

IT Director Main requested a motion to dispose of the following Mifflin owned devices:

- 1 MDT – Getac F110 ProOne 600
- 1 All-In-One Workstation – HP G5

Res. 28-23 Approve the disposal of the following Mifflin owned devices: one (1) MDT – Getac F110 ProOne 600, and one (1) All-In-One Workstation – HP G5

Mr. Cavener moved to approve the disposal of the following Mifflin owned devices: one (1) MDT – Getac F110 ProOne 600, and one (1) All-In-One Workstation – HP G5.

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

IT Director Main requested a motion to approve the funding for the statement of work from Sophisticated Systems (SSI) for the development of a Requirements Definition document for a new phone system in the amount of \$7,437.50.

Res. 29-23 Approve the funding for the statement of work from Sophisticated Systems (SSI) for the development of a Requirements Definition document for a new phone system in the amount of \$7,437.50

Mr. Angelou moved to approve the funding for the statement of work from Sophisticated Systems (SSI) for the development of a Requirements Definition document for a new phone system in the amount of \$7,437.50. Mr. Cavener seconded the motion. All voted yea. Motion carried.

IT Director Main said that he will request from SSI two types of proposals: one for a hosted system and the other for a purchased system. Fiscal Officer White said that ongoing phone system support is needed.

Administrative Services Manager Barnette said that she would RSVP on behalf of the Trustees to the invitations to the Gahanna Library Grand Opening Preview on Thursday, March 2nd, 2023, from 5 p.m. to 7:30 p.m., and to the ribbon cutting ceremony on Saturday, March 4th, 2023, at 9:00 a.m., at 310 Granville Street.

Fiscal Officer White reminded those in attendance of the Strategic Planning Meeting on Monday, February 13th, 2023 starting at 9:30 a.m. at the Joseph F. Spanovich Meeting Hall, 155 Olde Ridenour Road. Ms. Barnette said that she would send a reminder.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried. The meeting adjourned at 11:17 a.m.

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Held **February 6,** **2023**

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer