

# RECORD OF PROCEEDINGS

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

Joseph F. Spanovich Meeting Hall – 155 Olde Ridenour Road, Gahanna OH 43230

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Held

February 21,

2023

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Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on Tuesday, February 21, 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, and Assistant Fire Chief Brian Dunlevy present. Information Technology Director Craig Main attended virtually.

Also present were Gahanna Jefferson School District (GJSD) Superintendent Dr. Tracey Deagle and GJSD Board Member Dion Manley.

Chair Stewart led the Pledge of Allegiance.

## **TRUSTEES COMMENTS:**

Chair Stewart introduced the Mifflin Township board members, department heads, and fiscal officer, and each gave a brief summary of their duties and responsibilities. Chair Stewart thanked Dr. Deagle and Mr. Manley for their attendance and for working together with Mifflin Township.

## **VISITOR COMMENTS:**

Dr. Deagle and Mr. Manley introduced themselves on behalf of the Gahanna Jefferson School District and the Gahanna Jefferson School Board. Dr. Deagle extended an invitation to the GJSD State of the Schools Address on Thursday, April 13, 2023, at 7:00 p.m. at the Gahanna High School auditorium.

## **MINUTES:**

Chair Stewart requested a motion to approve the meeting minutes from the February 6, 2023 Regular Meeting.

### **Res. 32-23 Approve the meeting minutes from the February 6<sup>th</sup>, 2023 Regular Meeting**

Mr. Angelou moved to approve the meeting minutes from the February 6<sup>th</sup>, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the meeting minutes from the February 13<sup>th</sup>, 2023 Strategic Planning Meeting.

### **Res. 33-23 Approve the meeting minutes from the February 13<sup>th</sup>, 2023 Strategic Planning Meeting**

Mr. Cavener moved to approve the meeting minutes from the February 13<sup>th</sup>, 2023 Strategic Planning Meeting. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the meeting minutes from the February 15<sup>th</sup>, 2023 Special Meeting.

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**Res. 34-23 Approve the meeting minutes from the February 15<sup>th</sup>, 2023 Special Meeting**

Mr. Cavener moved to approve the meeting minutes from the February 15<sup>th</sup>, 2023 Special Meeting. Chair Stewart seconded the motion. All voted yea. Motion carried.

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

**Res. 35-23 Approve the Warrants for March 2023**

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

**CORRESPONDENCE:**

Fiscal Officer White said that a letter was received from the Columbus Housing Partnership, Inc., dba Homeport, regarding Framingham Village, located in the area of 3443 Agler Road. Ms. White said that the letter was a required notification that Framingham Village, LLC, plans to be the managing member of the residential rental development.

Fiscal Officer White said that a public hearing notice was received from the Northeast Area Commission for a variance request at 2145 Earl Avenue, Columbus.

Service Director Boggs said that both the Framingham Village and Earl Avenue properties border Mifflin Township and the City of Columbus.

Fiscal Officer White received from the Ohio Township Association Risk Management Authority (OTARMA) Mifflin Township's updated property valuations and insurance policy renewal invoice of \$173,011. Ms. White also said that the Township would receive a rebate from OTARMA of approximately \$5,000. (See Referral File.)

Fiscal Officer White requested a motion to approve the Ohio Township Association Risk Management Authority insurance policy renewal in the amount of \$173,011.

**Res. 36-23 Approve the Ohio Township Association Risk Management Authority insurance policy renewal in the amount of \$173,011**

Mr. Angelou moved to approve the Ohio Township Association Risk Management Authority insurance policy renewal in the amount of \$173,011. Mr. Cavener seconded the motion. All voted yea. Motion carried.

**FISCAL OFFICER'S REPORT:**

Fiscal Officer White said that the fiscal office has worked diligently to close out fiscal year 2022 and open fiscal year 2023. Ms. White also said that she and Administrative Service Manager Barnette met with a document management company to discuss digitizing township records, primarily starting with the personnel records. Ms. White said that she and Ms. Barnette would meet with Content Central, the Township's digital records management storage company.

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## **FINANCE OFFICE:**

None

## **ADMINISTRATION OFFICE:**

Administrative Services Manager Barnette said that she filed an OSHA 300A Summary of Injuries Report for 2022 with the Bureau of Worker's Compensation.

## **HUMAN RESOURCES:**

No report.

Chair Stewart requested an Executive Session at the end of the regular meeting to discuss HR matters.

Fiscal Officer White said that she met with Assistant Fire Chief Dunlevy, Fire Chief Kauser, and Administrative Services Manager Barnette to talk about HR. Ms. White also said that a second medical benefits meeting is planned for Wednesday, March 1, 2023.

## **SERVICE:**

Service Director Boggs requested approval for the Sanders Lawn Care separate 3-year contracts for Service, the Ops Center, and Fire, in the amount of \$104,575.

Mr. Cavener asked why the fire stations were not maintaining their own lawns. Assistant Chief Dunlevy said that in the past, the firefighters at each station did the mowing but had difficulty maintaining the equipment, balancing time between mowing and training, and keeping equipment upkeep and repair costs down.

## **Res. 37-23 Approve the Sanders Lawn Care 3-year contracts for Service, the Ops Center, and Fire, in the amount of \$104,575**

Mr. Angelou moved to approve the Sanders Lawn Care 3-year contracts for Service, the Ops Center, and Fire, in the amount of \$104,575. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs requested approval for the TruGreen 1-year contract for Service, the Ops Center, and Fire in the amount of \$9,359.74.

## **Res. 38-23 Approve the TruGreen 1-year contract for Service, the Ops Center, and Fire, in the amount of \$9,359.74**

Chair Stewart moved to approve the TruGreen 1-year contract for Service, the Ops Center, and Fire, in the amount of \$9,359.74. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Mr. Boggs requested approval for the RAR Monument Columbarium purchase with foundation, sidewalks, and benches in the amount of \$35,680.

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**Res. 39-23 Approve the RAR Monument Columbarium purchase with foundation, sidewalks, and benches in the amount of \$35,680**

Mr. Angelou moved to approve the RAR Monument Columbarium purchase with foundation, sidewalks, and benches in the amount of \$35,680. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that a price adjustment for the existing Columbarium may be considered in order to fill all of the available niches. Mr. Boggs also said that the timeframe for the installation of the new columbarium would be a couple of months.

Mr. Boggs said that he received the \$500 deductible from the cemetery drunk driving incident, thereby closing the case.

**CODE ENFORCEMENT:**

Service Director Boggs requested approval for the following code violation to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300:

2022 Denune Avenue, Trash                      \$300

**Res. 40-23 Approve the following code violation to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300: 2022 Denune Avenue, Trash \$300**

Chair Stewart moved to approve the following code violation to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300: 2022 Denune Avenue, Trash \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that a form received from the Ohio Department of Commerce requesting updates to cemetery information required the signature of a Board member. Mr. Angelou signed the form.

**POLICE:**

**Res. 41-23 Approve the resignation of Police Sergeant Dustin Hardway's resignation, effective on March 2<sup>nd</sup>, 2023**

Mr. Cavener moved to approve the resignation of Police Sergeant Dustin Hardway, effective on March 2<sup>nd</sup>, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Mr. Cavener said that Police Chief Briggs would discuss at the next meeting adding the designation of constable to the police officers.

**FIRE DIVISION:**

Fire Chief Kauser requested approval of the annual service agreements for 2023 that exceed the approval authority of the Fire Chief, do not require a public bid, and generally include multi-year and long-term service agreements. (See Referral File.)

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**Res. 42-23 Approve the annual service agreements for 2023 that exceed the approval authority of the Fire Chief, do not require a public bid, generally include multi-year and long-term service agreements, and that a list be provided that includes vendor names, purpose, and amount**

Chair Stewart moved to approve the annual service agreements for 2023 that exceed the approval authority of the Fire Chief, do not require a public bid, generally include multi-year and long-term service agreements, and that a list be provided that includes vendor names, purpose, and amount. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fire Chief Kauser requested approval of the 1<sup>st</sup> quarter EMS replacement supplies in the amount of \$32,470.48.

**Res. 43-23 Approve the 1<sup>st</sup> quarter EMS replacement supplies in the amount of \$32,470.48**

Chair Stewart moved to approve the 1<sup>st</sup> quarter EMS replacement supplies in the amount of \$32,470.48. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fire Chief Kauser said that he received a letter from the Harrison Township Fire Department in Chillicothe asking the fire department to donate three or four surplus day chairs to them. Chair Stewart said that a motion was not necessary and that the donation was approved.

Fire Chief Kauser said that the fire department continues to work with the City of Gahanna Water Service and Engineering to standardize the city's fire hydrants, especially in areas of new development.

## **OPERATIONS CENTER:**

None

## **INFORMATION TECHNOLOGY:**

Fire Chief Kauser said that Sophisticated Systems, Inc. (SSI) will schedule group interviews to gather information on the Township's equipment and usage needs to provide a request for proposal.

Chair Stewart requested an Executive Session per ORC Section 121.22 (G)(1). Purpose: to discuss the appointment of a public employee. Mr. Angelou seconded the motion. All voted yea. Motion carried. At 4:50 p.m. they entered Executive Session.

The Trustees came out of Executive Session at 5:30 p.m. and Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 5:30 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 White, Fiscal Officer