

# RECORD OF PROCEEDINGS

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

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

**Held**

**March 28,**

**2023**

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on Tuesday, March 28, 2023, with Chair Lynn Stewart, Vice Chair Richard Angelou, Trustee Kevin Cavener, Administrative Services Manager Melanie Barnette, Fire Chief Fred Kauser, Police Chief David Briggs, Information Technology Director Craig Main, and Deputy Chief Robert DeMooy present. Fiscal Officer Nancy White attended virtually. Service Director Roger Boggs was absent from the meeting as he was on vacation.

Visitors were Paula & Jerry McCleary, 2731 Perdue Avenue, Columbus, Ohio 43211.

Chair Stewart led the Pledge of Allegiance.

## **TRUSTEES COMMENTS:**

Chair Stewart, Mr. Angelou, and Mr. Cavener all expressed their heartache over the Nashville, Texas school shooting.

## **MINUTES and WARRANTS:**

Chair Stewart requested a motion to approve the meeting minutes from the March 6<sup>th</sup>, 2023 Regular Meeting.

### **Res. 54-23 Approve the meeting minutes from the March 6<sup>th</sup>, 2023 Regular Meeting**

Mr. Angelou moved to approve the meeting minutes from the March 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 Warrants for April 2023.

### **Res. 55-23 Approve the Warrants for April 2023**

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

## **VISITOR COMMENTS:**

Mifflin Township resident Paula McCleary said that in Riverside Cemetery, eight graves were being uprooted by a large tree. She said that water was right up near her son's grave. Chair Stewart recommended that the trustees hold a special meeting at Riverside Cemetery to look at the graves and that Administrative Services Manager Barnette notify Mr. and Mrs. McCleary of the date and time so that they can attend if desired. Chair Stewart said that when Service Director Boggs returned from his vacation, a special meeting would be scheduled.

## **CORRESPONDENCE:**

None.

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

Fiscal Officer White said that the bills are being brought up to date. Ms. White said that the AP Automation program was put on hold while the parent company migrates its banking from Silicon Valley Bank to Fifth Third Bank. Ms. White said she is working with fire prevention on billing templates for the township website in order to take credit card

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payments online. Training for taking credit card payments via a link on the township website would take place in the next week. Ms. White also said that she would be meeting with the web developer who will assist with redesigning and integrating the fire prevention permit applications for this e-commerce project.

### **FINANCE OFFICE:**

Fiscal Officer White said that VSP, the Township's vision plan provider, would be updating the Township's current policy from not enrolling an employee's minor dependent until they reach the age of two to assigning all family members their own vision plan ID number, and that ID cards would be mailed to members. Ms. White said that VSP is updating their network, calling it VSP Plus Affiliates, which will include enhancements to the vision plan.

Fiscal Officer White requested a motion authorizing her to sign the updated vision insurance benefits agreement with The Standard VSP Plus Affiliates Program, effective March 1, 2023.

### **Res. 56-23 Approve authorizing Fiscal Officer Nancy White to sign the updated vision insurance benefits agreement with The Standard VSP Plus Affiliates Program, effective March 1, 2023**

Chair Stewart made a motion authorizing Fiscal Officer Nancy White to sign the updated vision insurance benefits agreement with The Standard VSP Plus Affiliates Program, effective March 1, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fiscal Officer White said that the township's dental provider agreement with Delta Dental was also up for renewal. Ms. White requested a motion authorizing her to sign, effective March 1, 2023. Chair Stewart requested that the Delta Dental program be researched as several dentists are no longer accepting Delta Dental.

### **Res. 57-23 Approve authorizing Fiscal Officer Nancy White to sign the benefits agreement with Delta Dental, effective March 1, 2023**

Chair Stewart made a motion authorizing Fiscal Officer Nancy White to sign the benefits agreement with Delta Dental, effective March 1, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested a motion authorizing her to sign as a member of the Ohio Township Association Retro Group for 2024, the BWC Group Retrospective Rating Program Application, and submit payment for the annual renewal of the Sedgwick service agreement in the amount of \$5,250.

### **Res. 58-23 Approve authorizing Fiscal Officer Nancy White to sign as a member of the Ohio Township Association Retro Group for 2024, the BWC Group Retrospective Rating Program Application, and submit payment for the annual renewal of the Sedgwick service agreement in the amount of \$5,250**

Mr. Angelou moved to authorize Fiscal Officer Nancy White to sign as a member of the Ohio Township Association Retro Group for 2024, the BWC Group Retrospective Rating Program Application, and submit payment for the annual renewal of the Sedgwick service

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agreement in the amount of \$5,250. Chair Stewart seconded the motion. All voted yea. Motion carried.

### **ADMINISTRATION OFFICE:**

Administrative Services Manager Barnette said that she is working on obtaining three quotes for cleaning the OPS Center, with plans to present the findings for consideration at the next trustee meeting.

### **HUMAN RESOURCES:**

Administrative Services Manager Barnette requested a motion to approve the Human Resources Generalist position, job description, pay schedule, and permission to advertise in Indeed.com via Clemans Nelson & Associates. Fire Chief Kauser said that the position description highlights the many responsibilities and that for someone with experience, the position would not be a challenge. Mr. Angelou asked if the starting pay was equal to that of other entities. Chief Kauser said that the pay schedule was precisely the range either in private or government markets.

### **Res. 59-23 Approve the new position of Human Resources Generalist (HR Generalist)**

Chair Stewart moved to approve the new position of Human Resources Generalist (HR Generalist). Mr. Cavener seconded the motion. All voted yea. Motion carried.

### **Res. 60-23 Approve the position description for the position of Human Resources Generalist (HR Generalist) and the advertising of the same on Indeed.com via Clemans Nelson & Associates**

Chair Stewart moved to approve the position description for the position of Human Resources Generalist (HR Generalist) and the advertising of the same on Indeed.com via Clemans Nelson & Associates. Mr. Cavener seconded the motion. All voted yea. Motion carried.

### **Res. 61-23 Approve the pay schedule for the position of Human Resources Generalist (HR Generalist)**

Chair Stewart moved to approve the pay schedule for the position of Human Resources Generalist (HR Generalist). Mr. Angelou seconded the motion. All voted yea. Motion carried.

Administrative Services Manager Barnette said that she, Fiscal Officer White, and Fire Chief Kauser met several times to collaborate on the HR discovery process with the goal of creating sound human resources policies and procedures for the HR department. Chief Kauser said that the HR Director job description was revised and given to Clemans Nelson for review. Chief Kauser also said that as part of the scope of work between the township and contractor, the next step administratively is to sort out and divide the HR tasks and also develop the HR Generalist position.

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## **SERVICE:**

Ms. White said that the home at the bottom of the hill on Alwine Road is getting water in the basement. Ms. White said that it was discovered that at the bottom of Alwine Road the drain tile is blocked and is in need of repair and also needs a catch basin to be added.

Fiscal Officer White requested a motion to approve using ARPA funds for Pro-Hoe Enterprise LLC to replace storm tile and add a catch basin on Alwine Road in the amount of \$21,614.

### **Res. 62-23 Approve using ARPA funds for Pro-Hoe Enterprise LLC to replace storm tile and add a catch basin on Alwine Road in the amount of \$21,614**

Mr. Angelou moved to approve using ARPA funds for Pro-Hoe Enterprise LLC to replace storm tile and add a catch basin on Alwine Road in the amount of \$21,614. Chair Stewart seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested a motion to approve pavement marking improvements to be done by Griffin Pavement Striping at the intersection of Agler Road and Perdue Avenue in the amount of \$5190.70.

### **Res. 63-23 Approve pavement marking improvements to be done by Griffin Pavement Striping at the intersection of Agler Road and Perdue Avenue in the amount of \$5190.70**

Chair Stewart moved to approve pavement marking improvements to be done by Griffin Pavement Striping at the intersection of Agler Road and Perdue Avenue in the amount of \$5190.70. Mr. Angelou seconded the motion. All voted yea. Motion carried.

## **CODE ENFORCEMENT:**

Fiscal Officer White requested approval for the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$600:

2260 Woodward Avenue, Bulk Trash	\$300
2884 Perdue Avenue, Bulk Trash	\$300

### **Res. 64-23 Approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$600: 2260 Woodward Avenue, Bulk Trash \$300, and 2884 Perdue Avenue, Bulk 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 \$600: 2260 Woodward Avenue, Bulk Trash \$300, and 2884 Perdue Avenue, Bulk Trash \$300. Chair Stewart seconded the motion. All voted yea. Motion carried.

## **POLICE:**

Chief Briggs said that Sgt. Hardway's official last day would be Thursday, March 30, 2023, and would end the extension of his formal resignation.

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Chief Briggs asked to designate and move Officer Starrett into an officer in charge supervisory position. Chair Stewart asked Chief Briggs to present an outlined request at the next trustee meeting. Chief Briggs agreed to do so.

Chief Briggs said officers and a pest control company went to the junkyard property on Denune Avenue to remove the chickens but were deterred by the dogs in rickety cages. The property owner was contacted and said they would remove the dogs within the week so that the chickens could be removed.

## **FIRE DIVISION:**

Chief Kauser requested to approve promotions for the following positions, effective on or before July 5<sup>th</sup>, 2023, with the final appointment date to be determined by the Fire Chief and Board Chair:

- Assistant Chief Brian Dunlevy promotion to Fire Chief
- Deputy Chief Robert DeMooy promotion to Assistant Fire Chief
- Battalion Chief Michael Lowe promotion to Deputy Fire Chief

Fiscal Officer White asked if the chiefs would be in “acting” positions. Chief Kauser said no, they would not be in acting positions; that passage of the resolution would hold their spots, and as staffing permits, each would incrementally transition to their new positions.

## **Res. 65-23 Approve promotions for the following positions, effective on or before July 5<sup>th</sup>, 2023, with the final appointment date to be determined by the Fire Chief and Board Chair**

- Assistant Chief Brian Dunlevy promotion to Fire Chief
- Deputy Chief Robert DeMooy promotion to Assistant Fire Chief
- Battalion Chief Michael Lowe promotion to Deputy Fire Chief

Chair Stewart moved to approve promotions for the positions as stated, effective on or before July 5<sup>th</sup>, 2023, with the final appointment date to be determined by the Fire Chief and Board Chair. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser requested to approve promotions for the following positions, effective on or before April 17, 2023, with the final appointment date to be determined by the Fire Chief:

- House Captain Thomas Lee promotion to Battalion Chief
- Lieutenant John Eing promotion to House Captain

## **Res. 66-23 Approve promotions for the following positions, effective on or before April 17, 2023, with the final appointment date to be determined by the Fire Chief**

- House Captain Thomas Lee promotion to Battalion Chief
- Lieutenant John Eing promotion to House Captain

Chair Stewart moved to approve promotions for the positions as stated, effective on or before April 17, 2023, with the final appointment date to be determined by the Fire Chief. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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Chief Kauser requested a motion to approve 3<sup>rd</sup> party promotional exams through the Ohio Fire Chiefs Association in the amount of \$13,400, and the National Training Network Ergometrics in the amount of \$10,850.

**Res. 67-23 Approve third party promotional exams through the Ohio Fire Chiefs Association in the amount of \$13,400, and the National Training Network Ergometrics in the amount of \$10,850**

Chair Stewart moved to approve third party promotional exams through the Ohio Fire Chiefs Association in the amount of \$13,400, and the National Training Network Ergometrics in the amount of \$10,850. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser requested a motion to approve payment to GovDeals to cover the standard 7.5% sellers fee from the recent surplus sales of ambulances, furniture, and staff cars in the amount of \$11,378.97.

**Res. 68-23 Approve payment to GovDeals to cover the standard 7.5% sellers fee from the recent surplus sales of ambulances, furniture, and staff cars in the amount of \$11,378.97**

Mr. Angelou moved to approve payment to GovDeals to cover the standard 7.5% sellers fee from the recent surplus sales of ambulances, furniture, and staff cars in the amount of \$11,378.97. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser requested a motion to approve a Memorandum of Understanding (MOU) with the City of Gahanna for a shared Critical Mental Resource Response Clinician and to authorize the funding share.

Chair Stewart commended Chief Kauser and Mifflin Township on the importance of the agreement, and that this agreement was another example of Chief Kauser's excellent leadership in partnering with entities like the City of Gahanna.

**Res. 69-23 Approve a Memorandum of Understanding (MOU) with the City of Gahanna for a shared Critical Mental Resource Response Clinician and to authorize the funding share**

Chair Stewart moved to approve a Memorandum of Understanding (MOU) with the City of Gahanna for a shared Critical Mental Resource Response Clinician and to authorize the funding share. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chair Stewart recommended that Administrative Services Manager Barnette work with the City of Gahanna public information officer to develop a press release on the subject for publication on the township website and Facebook page.

**OPERATIONS CENTER:**

Chief Kauser requested a motion to approve the following 2023 OPS Center annual preventive maintenance agreements:

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- Sound Communications security access in the amount of \$5,407.35
- Speer Mechanical HVAC in the amount of \$9,910
- Vertiv UPS Service Contract in the amount of \$7,469

**Res. 70-23 Approve the 2023 OPS Center annual preventive maintenance agreement for Sound Communications security access in the amount of \$5,407.35**

Chair Stewart moved to approve the 2023 OPS Center annual preventive maintenance agreement for Sound Communications security access in the amount of \$5,407.35. Mr. Cavener seconded the motion. All voted yea. Motion carried.

**Res. 71-23 Approve the 2023 OPS Center annual preventive maintenance agreement for Speer Mechanical HVAC in the amount of \$9,910**

Chair Stewart moved to approve the 2023 OPS Center annual preventive maintenance agreement for Speer Mechanical HVAC in the amount of \$9,910. Mr. Cavener seconded the motion. All voted yea. Motion carried.

**Res. 72-23 Approve the 2023 OPS Center annual preventive maintenance agreement for Vertiv UPS Service Contract in the amount of \$7,469**

Chair Stewart moved to approve 2023 OPS Center annual preventive maintenance agreement for Vertiv UPS Service Contract in the amount of \$7,469. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Deputy Chief DeMooy requested a motion to authorize additional military leave benefits, if needed, for firefighter Brandon Staneluis in 2023.

**Res. 73-23 Authorize additional military leave benefits, if needed, for firefighter Brandon Staneluis in 2023**

Mr. Angelou moved to authorize additional military leave benefits, if needed, for firefighter Brandon Staneluis in 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Kauser said that Station 132 is ramping up and looking to early May for a final completion date and to June for a dedication ceremony. Chief Kauser said that Engine 133 went to a residence on Riva Ridge to celebrate a resident's 102<sup>nd</sup> birthday.

**INFORMATION TECHNOLOGY:**

IT Director Main said that the technology piece for Station 132 is staged and ready for installation. Mr. Main said that on Monday, April 3<sup>rd</sup>, 2023, the first upgrade of the 9-1-1 system will take place and that there should be no additional work for the dispatchers. Mr. Main said that several months ago Breezeline Cable purchased WOW! and that the IT department is working with Breezeline to migrate services from WOW! to Breezeline. Mr. Main also said that Sophisticated Systems Inc. (SSI) is handling more IT tickets, fixing issues that have occurred, and doing an excellent job. Fiscal Officer White asked if the internet outages experienced at the OPS Center were a result of the switch from WOW! to Breezeline. Mr. Main said that the outages experienced were not related to the Breezeline

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acquisition and that the issues were with WOW!. Mr. Main has asked that WOW! address the issues.

Chair Stewart requested an Executive Session per ORC Section 121.22 (G)(3) for the purpose of a conference with the public body's attorney concerning imminent court action. Mr. Angelou seconded the motion. All voted yea. Motion carried. At 4:30 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. Cavener 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