

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 6,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m., on March 6, 2023, with Chair Lynn Stewart, Vice Chair Richard Angelou, Trustee Kevin Cavener, Fiscal Officer Nancy White, Administrative Services Manager Melanie Barnette, Service Director Roger Boggs, Fire Chief Fred Kauser, Assistant Fire Chief Brian Dunlevy, and Information Technology Director Craig Main present.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

None.

VISITOR COMMENTS:

None.

MINUTES:

Res. 45-23 Approve the February 21st, 2023 Regular Meeting Minutes

Mr. Angelou moved to approve the February 21st, 2023 Regular Meeting Minutes. Chair Stewart seconded the motion. All voted yea. Motion carried.

Res. 46-23 Approve the February 22nd, 2023 Special Meeting Minutes

Mr. Cavener moved to approve the February 22nd, 2023 Special Meeting Minutes. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Res. 47-23 Approve the February 28th, 2023 Special Meeting Minutes

Chair Stewart moved to approve the February 28th, 2023 Special Meeting Minutes. Mr. Angelou seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

None.

FISCAL OFFICER'S REPORT:

Fiscal Officer White requested that Chair Stewart sign the six-month credit card report showing credit card limits and card holders as required.

FINANCE OFFICE:

Fiscal Officer White said that the AP Automation program would be implemented by the end of the month. Ms. White also said that we are working on the bills and hope to be caught up by the end of the week. Also, Fire Prevention is working with the general billing rep in order to get the set-up completed.

ADMINISTRATION OFFICE:

Administrative Services Manager Melanie Barnette requested approval for the OPS Center's three-year janitorial contract with D & J Master Clean, Inc., in the amount of \$54,396 annually. The trustees tabled the request in order for Ms. Barnette to get additional quotes as the current quote was over the \$50,000 bid threshold.

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Ms. Barnette said that training for the administrative office employees was held with the Township's document management software company, Content Central.

HUMAN RESOURCES:

No report.

SERVICE:

Service Director Boggs requested approval for Justin Parker's removal from probation status to Service Specialist Step 1 at the rate of \$25.50/HR, effective March 5, 2023.

Res. 48-23 Approve Justin Parker's removal from probation status to Service Specialist 1 at the rate of \$25.50/HR, effective March 5, 2023

Mr. Angelou moved to approve Justin Parker's removal from probation status to Service Specialist Step 1 at the rate of \$25.50/HR, effective March 5th, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that Rockford Homes and Habitat for Humanity are partnering to build up to seven homes in Mifflin Township and that as part of the project, catch basins would need to be installed.

Mr. Boggs said that after the recent storm, downed tree limbs were cleaned up in Riverside Cemetery. Mr. Boggs also said that the last day to remove all artificial decorations and grave blankets from graves is March 15th, 2023. Mr. Boggs said that any grave decoration of value removed by the Service Department would be tagged by name and stored in the service buildings.

Mr. Boggs said that he is working on updating the cemeteries' rules and regulations signage and also readying the cemeteries for Memorial Day.

CODE ENFORCEMENT:

Mr. Boggs said that March 7th, 2023 is the court date for the Baughman junkyard case at 2136 Myrtle Avenue and that a fine of \$100 dollars a day would be sought until the property is cleaned up. Mr. Boggs also said that he met with the Franklin County Code Enforcement regarding the hoarding conditions at a property on Rankin Avenue.

POLICE:

Police Chief Briggs requested approval for the designation of police constable for the Mifflin Township police officers per the Ohio Revised Code 509.01.

Res. 49-23 Approve the designation of police constable for the Mifflin Township police officers per the Ohio Revised Code 509.01

Mr. Cavener moved to approve the designation of police constable for the Mifflin Township police officers per the Ohio Revised Code 509.01. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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Chief Briggs said that the transition to performing the duties of a constable would take time to implement. Chief Briggs also said that oaths of office would be needed and that constable arrests would be reported to the Trustees. Ms. White asked if the policies and procedures would be updated in Lexipol. Chief Briggs said yes, after approval by the Trustees.

Chief Briggs reported flooding in the department's parking lot french drain and will take photos of the standing water.

Chair Stewart requested an Executive Session at the end of the meeting to discuss a police legal matter.

FIRE DIVISION:

Fire Chief Kauser requested the acceptance of the resignation of firefighter Jacob Naro, effective March 10th, 2023.

Res. 50-23 Accept the resignation of firefighter Jacob Naro, effective March 10th, 2023

Chair Stewart moved to accept the resignation of firefighter Jacob Naro, effective March 10th, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Res. 51-23 Approve the appointment of Fire Chief Fred Kauser to the position of Temporary Acting HR Director, effective March 6th, 2023, to be paid out of the Fire Fund

Chair Stewart made a motion to approve the appointment of Fire Chief Fred Kauser to the position of Temporary Acting HR Director, effective March 6th, 2023, to be paid out of the Fire Fund. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fire Chief Kauser requested approval for the 2022 and 2023 OPS Center Snow Removal Services payment in the amount of \$7,806 for 2022 and \$7,960 for 2023.

Res. 52-23 Approve retroactively the 2022 OPS Center snow removal services payment to Wood Landscape Services in the amount of \$7,806

Chair Stewart moved to approve retroactively the 2022 OPS Center snow removal services payment to Wood Landscape Services in the amount of \$7,806. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Res. 53-23 Approve the 2023 OPS Center snow removal services payment to Wood Landscape Services in the amount of \$7,960

Chair Stewart moved to approve the 2023 OPS Center snow removal services payment to Wood Landscape Services in the amount of \$7,960. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart recommended that the Fire and Service Departments collaborate to resolve snow removal needs.

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INFORMATION TECHNOLOGY:

Information Technology Director Main said that Sophisticated Systems, Inc. (SSI) would be scheduling interviews with staff to gauge new phone system needs. Mr. Main said that by July, SSI should provide a list of vendors and cost estimates.

OPERATIONS CENTER:

No report.

Chair Stewart requested an Executive Session per ORC Section 121.22 (6) Purpose: details relative to the security arrangements and emergency response protocols for a public body or a public office if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. Mr. Cavener seconded the motion. All voted yea. Motion carried. At 10:57 a.m. they entered Executive Session.

The Trustees came out of Executive Session at 11:23 a.m. and Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 11:24 a.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer