

RECORD OF PROCEEDINGS

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

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

Held

April 3,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10:05 a.m. on Monday, April 3, 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, Fire Chief Fred Kauser, and Assistant Fire Chief Brian Dunlevy present. Police Chief Briggs excused himself to attend to a family emergency. Information Technology Director Craig Main was absent due to bereavement.

Trustee Angelou led a prayer. Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

None.

VISITOR COMMENTS:

None.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the March 28th, 2023 Regular Meeting.

Res. 74-23 Approve the meeting minutes from the March 28th, 2023 Regular Meeting

Mr. Angelou moved to approve the meeting minutes from the March 28th, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

None.

FISCAL OFFICER'S REPORT:

Fiscal Officer White said that the fiscal office has finalized the first half real estate tax settlement for 2023, and revenue was slightly up for Fire due to the levy passage and also due to construction happening in Gahanna. Ms. White also said that Road & Bridge and Police revenue were down slightly due to annexations and the decrease in value of the 190 Taxing District. (See referral file).

Mr. Cavener asked if the township could charge fines for property tax delinquencies. Fiscal Officer White said that townships cannot charge fines for property tax delinquencies. Ms. White said that the Franklin County treasurer's office has the authority to charge fines, but that there is an 18-month waiting period for non-payment before charging fines or sending the property to sheriff's auction. Ms. White said that the state legislature has many changes in the works that will impact property tax laws.

FINANCE OFFICE:

Fiscal Officer White said that integration with AP Automation will begin in June 2023. Ms. White also said that the fire prevention department's ability to take credit card payments is progressing, with training scheduled and website integration to be completed.

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Fiscal Officer White requested approval to begin the OPS Center Phase 3 remodel of the fire prevention offices and the OPS café by Keen Construction in the amount of \$48,500.

Res. 75-23 Approve beginning Phase 3 of the OPS Center remodeling of the fire prevention offices and the OPS Center café by Keen Construction in the amount of \$48,500

Mr. Cavener moved to approve beginning Phase 3 of the OPS Center remodeling of the fire prevention offices and the OPS Center café by Keen Construction in the amount of \$48,500.

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

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette requested a motion to approve ABM Industries Inc.'s three-year contract (May 1, 2023 – April 30, 2026) for janitorial services at the OPS Center (1st floor lobby, common area, and entire 2nd floor) in the amount of \$32,915.88 annually, with a \$650 charge for an initial one-time deep clean. This amount will increase by 4% annually for years 2 and 3. Ms. Barnette said that out of the three companies researched, ABM Industries Inc.'s quote was the most competitive, they had excellent references, and they conduct annual BCI/FBI background checks on their workers.

Res. 76-23 Approve ABM Industries Inc.'s three-year contract (May 1, 2023 – April 30, 2026) for janitorial services at the OPS Center (1st floor lobby & common area, and entire 2nd floor) in the amount of \$32,915.88 annually, with a \$650 charge for an initial one-time deep clean. This amount will increase by 4% annually for years 2 and 3

Mr. Cavener moved to approve ABM Industries Inc.'s three-year contract (May 1, 2023 – April 30, 2026), for janitorial services at the OPS Center (1st floor lobby & common area, and entire 2nd floor) in the amount of \$32,915.88 annually, with a \$650 charge for an initial one-time deep clean. This amount will increase by 4% annually for years 2 and 3. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Barnette said that she would be interviewing a resident who had turned 102 years old to include in a future edition of the township newsletter.

HUMAN RESOURCES:

Fire Chief Kauser said that he would be meeting with Sedgwick Managed Care Ohio, the township's injured worker managed care organization (MCO).

Fire Chief Kauser requested approval for the Human Resources (HR) Director position description. Chief Kauser said this new model replaces a single-tier model of one person supported by contractors with a three-tier model: an HR director, vendor support, and HR generalist. Chief Kauser said that this new model builds layers of support and redundancy into the HR department. Chief Kauser also said that a document would be developed to help preserve organizational knowledge for future leadership. Mr. Angelou asked for clarification of the HR director and HR generalist roles. Chief Kauser said that although similar, the job descriptions would clearly delineate levels of responsibility.

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Res. 77-23 Approve the Human Resources (HR) Director position description

Chair Stewart moved to approve the Human Resources (HR) Director position description. Mr. Angelou seconded the motion. All voted yea. Motion carried.

SERVICE:

Service Director Boggs requested a motion to remove Alex Gowans from probation and promote to Step 1, \$25.20/hr., effective March 19, 2023.

Res. 78-23 Approve the removal of Alex Gowans from probation and promote to Step 1, \$25.20/hr., effective March 19, 2023

Mr. Angelou moved to approve the removal of Alex Gowans from probation and promote to Step 1, \$25.20/hr., effective March 19, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said he met with Service Foreman Jones, Police Chief Briggs, a representative from Columbus Pest Control, and the homeowner at 2140 Denune Avenue to remedy the junkyard situation, which included penned up chickens, roosters, and dogs. Mr. Boggs said that the homeowner did not remove the chickens or roosters. Mr. Boggs said that he may need to get Franklin County Animal Control involved to remove the dogs in order to remove the chickens. Mr. Boggs said that the homesteader case at 2399 Lindale Road was closed at the request of the City of Columbus. Mr. Boggs said that he would contact the Franklin County Prosecutor's Office because a storage container still remains on the property.

Mr. Boggs said he had signage ideas for the cemetery properties, including section signs, rules and regulations signs, new posts, etc., and showed examples to the Board for completion by Memorial Day. Mr. Boggs said that he has met with the contractor installing the new columbarium sidewalks and columbarium foundation to get the project started.

Mr. Boggs said that the Franklin County Engineers looked at Ferris Park Drive north and south as part of the 2023 road resurfacing program and returned an estimate of \$98,517 to resurface the same.

Chair Stewart said that, regarding the visitors from the March 28th, 2023 regular trustees meeting, a special trustees meeting would be held at Riverside Cemetery on April 18 at 2:15 p.m. to address their concerns.

CODE ENFORCEMENT:

Mr. Boggs said that he and Fiscal Officer White met to develop a budget for a code enforcement position. Mr. Boggs said that they continue to tag houses for code violations.

POLICE:

Mr. Cavener requested a motion on behalf of Police Chief Briggs to approve moving Patrol Officer Kevin Starrett into an acting role of Sergeant for a period of 60 days to fill the police department supervisor vacancy and receive a pay differential, effective immediately.

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Res. 79-23 Approve moving Patrol Officer Kevin Starrett into an acting role of Sergeant for a period of 60 days to fill the police department supervisor vacancy and receive a pay differential, effective immediately

Mr. Cavener made a motion moving Patrol Officer Kevin Starrett into an acting role of Sergeant for a period of 60 days to fill the police department supervisor vacancy and receive a pay differential, effective immediately. Mr. Angelou seconded the motion. All voted yea. Motion carried.

FIRE DIVISION:

Assistant Chief Dunlevy requested a motion to approve a conditional offer of employment to Kory Carter under the Fire Division lateral transfer program. The provisional appointment is contingent upon successfully completing the pre-employment physical and psychological assessment. Upon approval, Human Resources will provide a contingent offer letter to Mr. Carter.

Res. 80-23 Approve a conditional offer of employment to Kory Carter under the Fire Division lateral transfer program. The provisional appointment is contingent upon successfully completing the pre-employment physical and psychological assessment. Upon approval, Human Resources will provide a contingent offer letter to Mr. Carter.

Chair Stewart moved to approve a conditional offer of employment to Kory Carter under the Fire Division lateral transfer program. The provisional appointment is contingent upon successfully completing the pre-employment physical and psychological assessment. Upon approval, Human Resources will provide a contingent offer letter to Mr. Carter. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy said that interviews are being scheduled for the anticipated vacancy occurring on July 5th, 2023, due to a retirement; that the fire department continues to work with the City of Gahanna on developing a memorandum of understanding (MOU) for fire hydrant standards; and that final details for Station 132 are well underway.

OPERATIONS CENTER:

None.

INFORMATION TECHNOLOGY:

Assistant Chief Dunlevy said that Sophisticated Systems, Inc. (SSI) has scheduled appointments with township departments to review phone usage wants and needs.

Chair Stewart requested an Executive Session per ORC Section 121.22 (G)(6). Purpose: to discuss 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. Angelou seconded the motion. All voted yea. Motion carried. At 11:05 a.m., they entered Executive Session.

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The Trustees came out of Executive Session at 12:25 p.m., and Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 12:30 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer