

RECORD OF PROCEEDINGS

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

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

Held

May 1,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on Monday, May 1st, 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, Police Chief David Briggs, Assistant Fire Chief Brian Dunlevy, and Information Technology Director Craig Main present. Fire Chief Fred Kauser attended virtually.

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 April 18th, 2023 Regular Meeting.

Res. 87-23 Approve the meeting minutes from the April 18th, 2023 Regular Meeting

Mr. Angelou moved to approve the meeting minutes from the April 18th, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White said that an annexation petition was received from property owner Airport Commerce Park, LLC, proposing to annex property at 2893 and 2897 Johnstown Road to the City of Columbus.

Ms. White said that a resolution was received from the Franklin County Engineer's Office for improvements to Innis Road.

Ms. White said that a notice was received from AEP Ohio regarding their Morse – Gahanna – East Broad Transmission Line Rebuild Project, expected to be completed in 2027, that will rebuild and improve approximately nine miles of transmission line and upgrade five substations within Franklin County, including Mifflin Township.

Ms. White said that a claims summary analysis for Mifflin Township was received from employee benefits broker and claims management specialist, Assured Partners. Ms. White said that the overall loss ratio for the current 12-month runs favorably at 75.4% and is slightly better than the prior rolling 12 months at 76.2%, and that Assured Partners would perform a full market analysis in preparation for the upcoming renewal with Medical Mutual of Ohio. (See Referral File.)

POLICE:

Chief Briggs requested a motion to accept the resignation and retirement of unpaid reserve officer Howard Mellon, effective May 1, 2023.

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Res. 88-23 Accept the resignation and retirement of unpaid reserve officer Howard Mellon, effective May 1, 2023

Mr. Cavener moved to accept the resignation and retirement of unpaid reserve officer Howard Mellon, effective May 1, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Briggs requested a motion to approve the new dispatching services agreement between the Franklin County Sheriff's Office and Mifflin Township beginning January 1, 2023, and ending at midnight on December 31, 2024, at the new rate of \$15.99 per dispatched call.

Res. 89-23 Approve the new dispatching services agreement between the Franklin County Sheriff's Office and Mifflin Township beginning January 1, 2023, and ending at midnight on December 31, 2024, at the new rate of \$15.99 per dispatched call

Mr. Cavener moved to approve the new dispatching services agreement between the Franklin County Sheriff's Office and Mifflin Township beginning January 1, 2023, and ending at midnight on December 31, 2024, at the new rate of \$15.99 per dispatched call. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Briggs requested a motion to approve payment to Lexipol for their police policy services, in the amount of \$7,417.56.

Res. 90-23 Approve payment to Lexipol for their police policy services, in the amount of \$7,417.56

Mr. Cavener moved to approve payment to Lexipol for their police policy services, in the amount of \$7,417.56. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Briggs said that a \$1,000 rebate from OTARMA would be forthcoming once the paperwork was completed and submitted to Lexipol.

Chief Briggs said that substantial damage to the interior doors of police cruiser #23 was done by a combative arrestee and that an insurance claim was filed. Chief Briggs also said that police call volume increased 25% from a year ago, that there was an increase in domestic violence and assault calls, but that shootings or shots-fired calls had decreased.

Chief Briggs said that Officer Howard received compliments from the Franklin County Sheriff's Office detective bureau for the excellent work that he is doing, and the trustees expressed their appreciation also.

FISCAL OFFICER'S and FINANCE OFFICE REPORT:

Fiscal Officer White said that she researched the use of American Rescue Plan Act (ARPA) funds for police department use, providing a spending guideline outlining that the funds were temporary and that their use should be applied primarily to non-recurring expenditures. Ms. White recommended that, as an example, the use of ARPA funds by the police department could be used to purchase police radios.

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Ms. White said that the Franklin County Auditor's Office sent a reminder letter that estimated budgets are due to their office by July 20th, 2023 and are based on the prior three years (two years actual and estimated for the current year and for the following year).

Ms. White said that an inquiry was received asking if the township-owned house at 384 W. Johnstown Road could be rented. Chair Stewart asked that the fire department look into the condition of the house.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette said that the OPS Center cleaning contract with ABM Industries, Inc., was approved and signed and that until a permanent cleaner was assigned, the supervisor would be cleaning at night. Ms. Barnette said that she would send a notice to the second-floor OPS Center occupants about after-hours emptying of trash cans outside locked office doors and vacuuming offices with doors remaining open. Ms. Barnette also said that ABM would be cleaning the first-floor common areas (lobby, hallways, stairwells, elevator) and the first-floor conference room.

HUMAN RESOURCES:

Fire Chief Kauser said that the applicant considered for the HR Generalist position from the first group of three that were interviewed withdrew and that, along with another applicant from the first group, Clemans Nelson is providing two additional applicants for consideration.

SERVICE:

Service Director Boggs said that the service department put fresh dirt around the McCleary grave, provided photos of the same, and said that service would check drainage once the dirt settled and the area had time to take root. Fiscal Officer White asked if that area of Riverside Cemetery where the McCleary grave is located would always have drainage problems with heavy downpours. Mr. Boggs said that low areas exist due to the soft, sandy soil that tends to hold water. Mr. Boggs said that the service department would do what it could to improve drainage in that area of the cemetery. Chair Stewart asked about the bench that was being considered for installation, and Mr. Boggs said that he was waiting on concrete pad estimates based on size. Chair Stewart said that the service director was also considering installing benches in both Riverside and Mifflin Cemeteries. Mr. Angelou asked if families are informed of the water drainage at the time of cemetery plot purchase. Mr. Boggs said that he is asked more about lots near family members, trees, or roads. Mr. Boggs said that terrain will change over time and that he can tell families how the area handles waterflow based on past experience. Mr. Boggs said that in preparation for Memorial Day at the cemeteries, topsoil would be added and flowers planted.

Mr. Boggs said that he would be attending two meetings. The first would be with the Franklin County drainage engineer, the Franklin County utilities supervisor for right-of-way, Rockford Homes, and Habitat for Humanity to discuss drainage plan expectations for the COCIC homes being built. The second meeting would be to discuss applying for Ohio Public Works Commission (OPWC) grant funding for infrastructure improvements to areas of

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Leonard Park that are already planned out. Mr. Boggs said that he would update the trustees at the next meeting.

CODE ENFORCEMENT:

Mr. Boggs said that the storage unit that was on the property at 2399 Lindale Road is now gone. Mr. Boggs said that the Franklin County assistant prosecutor is considering seeking judgement, which would stop the fines process and move towards a foreclosure on the property.

Mr. Boggs said that after inspecting drainage issues at a property near Stelzer and Agler, the issue causing the problems was due to the property owner's failing leech bed system. The property owner successfully applied for a grant that will fully fund the replacement of the failing leech bed.

FIRE DIVISION:

Assistant Chief Dunlevy requested a motion to approve a conditional offer of employment to Brodie J. Liming under the fire division's 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 conditional offer letter to Mr. Liming.

Res. 91-23 Approve a conditional offer of employment to Brodie J. Liming under the fire division's lateral transfer program, contingent upon successfully completing the pre-employment physical and psychological assessment, and upon approval Human Resources will provide a conditional offer letter to Mr. Liming

Chair Stewart moved to approve a conditional offer of employment to Brodie J. Liming under the fire division's lateral transfer program, contingent upon successfully completing the pre-employment physical and psychological assessment, and upon approval Human Resources will provide a conditional offer letter to Mr. Liming. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested a motion to approve an illuminated fire division sign for new Station 132 and backlighting from Branham Sign, in the amount not to exceed \$12,296.67

Res. 92-23 Approve an illuminated fire division sign for new Station 132 and backlighting from Branham Sign, in the amount not to exceed \$12,296.67

Chair Stewart moved to approve an illuminated fire division sign for new Station 132 and backlighting from Branham Sign, in the amount not to exceed \$12,296.67. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Assistant Chief Dunlevy requested a motion to approve the purchase of replacement treadmill and workout equipment for Station 132, in the total amount of \$11,891.94:

- From G&G Fitness Equipment – replacement treadmill, \$5,962
- From Bells of Steel USA – 3 belt squat machines and 3 reverse hammer machines, \$5929.94

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Res. 93-23 Approve the purchase of replacement treadmill for Station 132 from G & G Fitness, in the amount of \$5,962

Chair Stewart moved to approve the purchase of replacement treadmill for Station 132 from G & G Fitness, in the amount of \$5,962. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Res. 94-23 Approve the purchase of three belt squat machines and three reverse hammer machines for Station 132 from Bells of Steel USA, in the amount of \$5,939.94

Chair Stewart moved the purchase of three belt squat machines and three reverse hammer machines for Station 132 from Bells of Steel USA, in the amount of \$5,939.94. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the fire chief or his designee access to the fire division's electronic fuel fleet accounts.

Chief Dunlevy said that fuel is a high dollar spend of the fire department's budget, and having access to real-time tracking of fuel costs and fuel cards would assist in the overall management of the fuel program. Fiscal Officer White said that credit cards (including fuel cards) are kept very secure and that the fiscal office is very strict on the management and oversight of credit cards. Ms. White also said that the fuel vendor's web program is difficult to use. Chair Stewart suggested that the fuel card program be a dual authorization of the fire chief or designee and fiscal officer and that it may be time to research a new vendor.

Res. 95-23 Approve the Fire Chief and Fiscal Officer having dual access to the fire division's electronic fuel fleet accounts, including approval and management of the fuel credit cards

Chair Stewart moved to approve the Fire Chief and Fiscal Officer having dual access to the fire division's electronic fuel fleet accounts, including approval and management of the fuel credit cards. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy reminded everyone about the following upcoming events:

- Safety Town is scheduled for May 30th – June 2nd
- Firefighter swearing-in ceremony is scheduled for June 9th at 6 p.m.

Chief Dunlevy said that Station 132 is coming along very well and anticipates a formal opening event in June.

INFORMATION TECHNOLOGY:

Information Technology Director Main said that Sophisticated Systems Inc. (SSI) would be presenting their findings of the telephone project analysis and that Mr. Main expects to contact up to eight vendors for their quotes. Fiscal Officer White asked if there was a possibility to add to the requirements the option to purchase or lease a system. Mr. Main said that he would add this to the list of requirements when sourcing vendors. Mr. Main said that the Plain Township Fire Department shares the current phone system with Mifflin Township and said that he called their fire chief to notify him that Mifflin is proceeding with finding a

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new phone vendor and that Plain would need to decide their course of action regarding their phone system.

OPERATIONS CENTER:

None.

Chair Stewart requested an Executive Session per ORC Section 505.10. Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. Mr. Cavener seconded the motion. All voted yea. Motion carried. At 11:14 a.m. they entered Executive Session.

The Trustees came out of Executive Session at 11:49 a.m., and Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 11:50 a.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer