

RECORD OF PROCEEDINGS

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

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

Held

June 5,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on Monday, June 5th, 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, Police Chief David Briggs, Fire Chief Fred Kauser, and Assistant Fire Chief Brian Dunlevy present. Information Technology Director Craig Main was absent.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Mr. Angelou said that he toured the new Fire Station 132, and the station looks to be in great shape.

VISITOR COMMENTS:

None.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the May 16th, 2023 Regular Meeting.

Res. 113-23 Approve the meeting minutes from the May 16th, 2023 Regular Meeting

Mr. Angelou moved to approve the minutes from the May 16th, 2023 Regular Meeting.
Mr. Cavener seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White said that no action by the trustees was needed regarding a food safety violation warning letter sent from Franklin County Public Health to the Sunoco gas station at 2280 Stelzer Road, Columbus, OH 43219. Service Director Boggs said that code enforcement was working with the property on a high grass issue.

FISCAL OFFICER'S REPORT

Fiscal Officer White, for clarification of issuing the necessary purchase order, requested a motion to approve the annual contract with Sophisticated Systems for the amount of \$76,800 or \$6,400 per month for all Township departments.

Res. 114-23 Approve for clarification of issuing the necessary purchase order, the annual contract with Sophisticated Systems for the amount of \$76,800 or \$6,400 per month for all Township departments

Mr. Cavener moved to approve for clarification of issuing the necessary purchase order, the annual contract with Sophisticated Systems for the amount of \$76,800 or \$6,400 per month for all Township departments. Mr. Angelou seconded the motion. All voted yea. Motion carried.

FINANCE OFFICE REPORT:

Fiscal Officer White said that she met with the finance staff, discussing each member's role, tasks, abilities, and cross-training.

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Ms. White said that the AP Automation program, general billing for fire prevention services, and implementing credit card payments will start soon.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette requested a motion to issue her a credit card with a credit limit of \$1,000.

Res. 115-23 Approve issuing a credit card to Administrative Services Manager Melanie Barnette with a credit limit of \$1,000

Mr. Cavener moved to approve issuing a credit card to Administrative Services Manager Melanie Barnette with a credit limit of \$1,000. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Barnette said that she took photos at a Safety Town session and graduation for posting to the township website and Facebook page.

Ms. Barnette said that she is obtaining quotes for new tables and chairs for the OPS Center EOC A & B meeting rooms.

HUMAN RESOURCES:

Fire Chief Kauser explained the hiring history leading up to making an offer of employment to the final candidate for the HR Generalist position.

Fire Chief Kauser requested a motion to approve the provisional appointment of Mindy Owens to the position of HR Generalist effective June 20th, 2023, contingent on a background examination and reference checks. The request includes recognizing 15 years of previous government experience, advanced placement on the pay schedule and vacation accrual. The requested pay level is Step 3 on the approved schedule, and the requested vacation accrual is 4 (four) weeks (prorated in 2023) beginning in 2024.

Res. 116-23 Approve the provisional appointment of Mindy Owens to the position of HR Generalist effective June 20th, 2023, contingent on a background examination and reference checks. The request includes recognizing 15 years of previous government experience, advanced placement on the pay schedule and vacation accrual. The requested pay level is Step 3 on the approved schedule, and the requested vacation accrual is 4 (four) weeks (prorated in 2023) beginning in 2024

Mr. Cavener moved to approve the provisional appointment of Mindy Owens to the position of HR Generalist as stated in the resolution. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fire Chief Kauser requested a motion to approve advancing the Administrative Services Manager to pay Step 2, effective the next pay period, at a rate of \$32.91/hr., and is based on performance and additional job responsibilities.

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Res. 117-23 Approve advancing the Administrative Services Manager to pay Step 2, effective the next pay period, at a rate of \$32.91/hr., and is based on performance and additional job responsibilities

Mr. Angelou moved to approve advancing the Administrative Services Manager to pay Step 2, effective the next pay period, at a rate of \$32.91/hr., and is based on performance and additional job responsibilities. Mr. Cavener seconded the motion. Mr. Cavener and Mr. Angelou voted yea. Chair Stewart abstained. Motion carried.

Chief Kauser said that he will be reviewing all pay schedules and position descriptions with the department heads. Chief Kauser also said that he is working with attorney Marc Fishel on options for the HR department. Chair Stewart, on behalf of the Board, expressed thanks to all of Mifflin Township's employees for the great job and effort put forth in their daily job duties.

SERVICE:

Service Director Boggs said that Gahanna Parks & Recreation requested use of the parking lot at 155 Olde Ridenour for overflow parking on July 3, 2023, and that he would have more details at the next meeting.

Mr. Boggs said that he has requested an Ohio Public Works Commission (OPWC) member attend the July 18th, 2023, trustees meeting to discuss the grant application process. Mr. Boggs said that he would work with Administrative Services Manager Barnette to coordinate a community meeting to share the plans for the OPWC grant and to allow public comments on the project. Mr. Boggs also said that he would be requesting the use of American Rescue Plan Act (ARPA) funds for the grant.

Mr. Boggs said the Memorial Day remembrance services at the Mifflin and Riverside cemeteries went well and that the service department placed nearly 1,300 flags.

Mr. Boggs said that he and Administrative Services Manager Barnette would be finalizing the job posting for the Service Specialist II position.

CODE ENFORCEMENT:

Mr. Boggs said the planning for the Fall Cleanup is underway, that dates would be scheduled, and dumpsters lined up.

POLICE:

Police Chief Boggs said the past two weeks have been busy and violent, as LT Starrett, Officer Howard, and he were assaulted. Chief Briggs said that a Clinton Township officer was also assaulted. Chief Briggs said that there were two armed robberies in the last week.

Chief Briggs gave kudos to Officer Wolfel for apprehending a shooting suspect on a routine red light violation traffic stop.

Mr. Cavener said he spoke with Franklin County Sheriff Dallas Baldwin, and the Franklin County Commissioners decided that the Franklin County dispatchers would remain at their

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building. Mr. Cavener also said that he and Sheriff Baldwin would keep lines of communication open.

FIRE DIVISION:

Assistant Chief Dunlevy gave reminders of the upcoming events:

- firefighters/dispatchers swearing-in, June 9th, 6:00 p.m., Gahanna Sanctuary
- new fire station 132 ribbon cutting, June 11th, 2:00 p.m., 2452 Agler Road
- officers swearing-in, June 20th, 3:00 p.m., Joseph F. Spanovich Meeting Hall

INFORMATION TECHNOLOGY:

None

OPERATIONS CENTER:

None

Fiscal Officer White gave some additional updates:

- the tax budget will be due to the Franklin County Auditor's Office on July 20th, with department budgets due and a public hearing to be scheduled for July 5th
- the Ohio Township Association Grassroots Clippings newsletter lists the 2024 Compensation Chart for fiscal officers and trustees

Fiscal Officer White said that a formal dedication ceremony for the Joseph F. Spanovich Meeting Hall had not been done. The trustees agreed that it would be good to do so and that an appropriate date would be decided based on the availability of Mr. Spanovich's family. Ms. White agreed to contact his family for date options.

Mr. Angelou asked about the Gahanna July 4th parade details, and Chief Dunlevy said that he would have more information at a later date.

Chair Stewart requested an Executive Session per Ohio Revised Code Section 121.22(G)(8) for the purpose of considering confidential information related to the marketing plans, specific business strategy, and trade secrets of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance, that is to be provided or administered pursuant to Sections 3735.65-70. The Executive Session is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the proposed economic development project.

At 11:05 a.m. the trustees went into an Executive Session. At 11:45 a.m. the trustees came out of Executive Session.

Res. 118-23 Approve the hiring of Julie Donnan of Brosius, Johnson & Griggs, LLC (BJG Law) to represent Mifflin Township regarding the Schottenstein property project with reimbursement of legal fees by the developer

Mr. Angelou moved to approve the hiring of Julie Donnan of Brosius, Johnson & Griggs, LLC (BJG Law) to represent Mifflin Township regarding the Schottenstein property project with

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reimbursement of legal fees by the developer. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 11:49 a.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer