

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 20,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on Tuesday, June 20th, 2023, with Chair Lynn Stewart, Vice Chair Richard Angelou, Trustee Kevin Cavener, Fiscal Officer Nancy White, Administrative Services Manager Melanie Barnette, Police Chief David Briggs, Information Technology Director Craig Main, HR Generalist Mindy Owens, and Fire Chief Fred Kauser present. Service Director Roger Boggs was absent due to being on vacation.

Chair Stewart led the Pledge of Allegiance. Vice Chair Angelou read a devotional and led a prayer.

TRUSTEES COMMENTS:

Chair Stewart said that this meeting was Fire Chief Kauser's last and that he would always be part of Mifflin Township. Trustee Cavener said that the month of June was busy with the opening of the new fire station 132 and also a new chain of command with the promotion of the new fire officers. Vice Chair Angelou said that with the promotion of new firefighters and fire officers, there is a great infusion of energy into the department.

MINUTES & WARRANTS:

Chair Stewart requested a motion to approve the meeting minutes from the June 5th, 2023 Regular Meeting.

Res. 119-23 Approve the meeting minutes from the June 5th, 2023 Regular Meeting

Mr. Angelou moved to approve the minutes from the June 5th, 2023 Regular Meeting.

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

Chair Stewart requested a motion to approve the Warrants for July 2023.

Res. 120-23 Approve the Warrants for July 2023

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

CORRESPONDENCE:

Administrative Services Manager Barnette read into the record a "contact us" message from James Leonard, 2796 Woodland Avenue South, regarding his safety concerns for children walking to school at Woodland and Agler roads. (See Referral File).

Chair Stewart asked Fiscal Officer White to research the requirements for installing no parking signs and for installing sidewalks.

FISCAL OFFICER'S REPORT:

Fiscal Officer White said that she, Fire Chief Dunlevy, and Battalion Chief Davis met with the township's insurance representative to review and update fire department equipment needing insurance coverage. Chair Stewart requested that Ms. White provide a copy of the invoice at the next trustees meeting. Ms. White agreed to do so.

Fiscal Officer White requested a motion to approve coverage of insurance adjustment for the changes and upgrades to fire equipment in the amount of \$16,000.

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Res. 121-23 Approve coverage of insurance adjustment for the changes and upgrades to fire equipment in the amount of \$16,000

Chair Stewart moved to approve coverage of insurance adjustment for the changes and upgrades to fire equipment in the amount of \$16,000. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Ms. White said that she would be meeting with Chief Kauser, Chief Dunlevy, Accounting Assistant Rick Duff, and one additional member from the fire department to review and reconcile the expenses and credits for the new Station 132. Ms. White said that originally, two different bonds were borrowed at a cost of \$4.3 million. Change orders increased the cost to \$4.6 million.

Ms. White asked if there would be participation from trustees in the upcoming Gahanna July 4th parade. Mr. Angelou and Mr. Cavener said that they were participating.

Ms. White said that the new AP Automation program and the general billing program for fire prevention were close to being ready for implementation. Ms. White said that she and the department heads would be working on preparing the tax budget, which is an estimated budget based on the prior two years actual, current year, and following year estimates, and that the public hearing for the tax budget was advertised for the July 5th trustees meeting.

Ms. White said that she would be meeting with Standard & Poor's on June 21st at 1:00 p.m. to review the township's fiscal creditworthiness rating, which currently has an A+ rating. Ms. White also said that the Finance Office is looking at using a different payroll company for processing payroll.

FINANCE OFFICE REPORT:

None.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette said that unauthorized changes to the ordering process and monthly spending limit for the township's Amazon business account were restored to the proper parameters. Chair Stewart recommended that the monthly spending limit remain at the current limit until such a time that it may need to be increased on a case-by-case basis.

Ms. Barnette said that she is working on finalizing the OPS Center main conference room chairs and tables, obtaining sample swatches, and that Fire Marshal Strohmeyer will provide seating capacity for the different room configurations available for the space.

Ms. Barnette said a number of small projects were completed: a personnel records sign-out/sign-in sheet was implemented for the HR office; a new seal embosser for certificates with the township's "M" logo was ordered; and the Records Commission met to review and approve the deletion of old meeting recordings according to the approved records retention schedule for the media type.

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HUMAN RESOURCES:

Chief Kauser welcomed Mindy Owens and said that the crux of activity over the last two months was hiring for the HR Generalist position while envisioning a new model for delivering HR services to the township. Chief Kauser said that Ms. Owens would be onboarding and working together administratively now and through the fall, making improvements, getting to know the staff, formulating what the new HR model could look like, and patiently developing a solid plan.

Chief Kauser said that he is permitted and willing to volunteer his time to the township during his absence from employment. Chief Kauser also said that at the next trustee meeting, final recommendations from counsel would be presented regarding proper succession and appointing an acting HR Director. Lastly, Chief Kauser said that the HR work is getting done and that administratively, the staff has a good handle on what is needed.

SERVICE:

No updates reported due to Service Director Boggs was on vacation. (See Referral File).

CODE ENFORCEMENT:

Res. 122-23 Approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900: 2347 Park Court, Mowing \$300, 2745 Burrell Ave, Mowing \$300, 2390 Parkwood Ave, Trash \$300

Mr. Angelou motioned to approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$900: 2347 Park Court, Mowing \$300, 2745 Burrell Ave, Mowing \$300, 2390 Parkwood Ave, Trash \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

POLICE:

Chief Briggs said that he was not able to officially document Officer Seth Howard's performance review due to issues with entering it into the software program, thereby delaying Officer Howard's release from his probationary period. Ms. Barnette clarified that after performance reviews were completed (either electronically or in paper form, filed in the HR office), recommendations could be made to the trustees as warranted, and that the trustees could view the completed reports at the HR office should they wish to.

Chief Briggs requested a motion to approve releasing Officer Seth Howard from his probationary period and move him to Step 3 on the pay scale at a rate of \$33.82/hr., effective the next pay period.

Res. 123-23 Approve releasing Officer Seth Howard from his probationary period and move him to Step 3 on the pay scale at a rate of \$33.82/hr., effective the next pay period

Mr. Cavener moved to approve releasing Officer Seth Howard from his probationary period and move him to Step 3 on the pay scale at a rate of \$33.82/hr., effective the next pay period. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Updates – See Referral File.

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FIRE DIVISION:

As he gave his last departmental report, Fire Chief Kauser thanked the trustees, saying that he has learned a lot and that he has appreciated the supportiveness, honesty, and openness of the trustees. Chief Kauser also thanked the trustees for their progressiveness in allowing the development of internal candidates, making for a smooth, strong transition of leadership, and making Mifflin Township a desirable place to work.

Chief Kauser presented a letter from the Gahanna-Jefferson Schools administration expressing interest in using the property at 475 Rocky Fork Boulevard as a location for their GJPS Alternative School. Chief Kauser said that he would meet with Fiscal Officer White to discuss the request and potential use of the property, and that he would return to the trustees for further discussion.

Chief Kauser said that he was honored to receive an invitation from the Gahanna Lions Club to be the Grand Marshal in this year's Fourth of July Parade.

Chief Kauser said that work is progressing on station improvements at the other firehouses now that Station 132 is complete.

Chief Kauser asked what the trustees would like to see regarding a dedication of the OPS Center and a flag, and that a plaque was designed for the occasion with dates needing to be filled in. Chief Kauser also said that, as funding allows, a small section of the café and the OPS Center signage with the Mifflin "M" logo would be completed.

Chief Kauser requested an Executive Session.

INFORMATION TECHNOLOGY:

Information Technology Director Main said that five quotes were received for a new phone system, that he has reviewed one quote to date due to the extensive requirements listed in each quote, and that it would be at least July before a quote would be ready to present for consideration. Chair Stewart requested a contingency plan for the phone system at the next meeting. Mr. Main said that he would do so.

Mr. Main said that he received a proposal from IP Pathways (formerly SSI) for significant network updates. Mr. Main said that he will meet with the department heads affected by the updates to review and modify as needed. Mr. Main said that this network update project would be significant because of the HR system and to make the final separation between the Metropolitan Emergency Communication Consortium (MECC) and Mifflin Township.

OPERATIONS CENTER:

Chief Kauser requested a motion to approve the annual preventative maintenance and service agreement for the OPS Center Uninterrupted Power Supply (UPS) system by Vertiv Corporation in the amount of \$7,536.58.

Mr. Main said that the agreement was not due for payment until February, 2024, and that the request could be tabled until then. Chief Kauser withdrew the request.

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Chief Kauser requested an Executive Session pursuant to Ohio Revised Code Section 121.22(G)(1) for the purpose of considering the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, license, or regulated individual, unless the public employee, official, license, or regulated individual requests a public hearing. Chair Stewart made the motion to enter into Executive Session. Mr. Angelou seconded the motion. All voted yea. Motion carried. At 4:39 p.m. they entered Executive Session.

The trustees came out of Executive Session at 5:14 p.m.

Chief Kauser requested a motion to suspend without pay for one 24-hour shift a firefighter who refused a mandated hold-over.

Res. 124-23 Approve to suspend without pay for one 24-hour shift a firefighter who refused a mandated hold-over

Chair Stewart moved to suspend without pay for one 24-hour shift a firefighter who refused a mandated hold-over. 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 5:14 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer