

RECORD OF PROCEEDINGS

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

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

Held

July 5,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on July 5th, 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, Fire Chief Brian Dunlevy, and Information Technology Director Craig Main present. Accounting Payroll Assistant Rick Duff was remote. Police Chief David Briggs was absent due to being on vacation.

Vice Chair Angelou led a prayer.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Vice Chair Angelou said that the City of Gahanna's 4th of July parade was beautiful, with great community attendance. Chair Stewart said that it was an honor to have Fire Chief Kauser as the parade's Grand Marshal. Trustee Cavener gave a shout out to Gahanna for their fantastic fireworks display on July 3, 2023. Fiscal Officer White complimented the Mifflin Township firefighters for their help with the fireworks event and also for assisting with parade driving for the elected officials.

Chair Stewart acknowledged July 5th, 2023, as Chief Kauser's last day with Mifflin Township Fire.

VISITOR COMMENTS:

None.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the June 20th, 2023 Regular Meeting.

Res. 125-23 Approve the meeting minutes from the June 20th, 2023 Regular Meeting

Mr. Angelou moved to approve the minutes from the June 20th, 2023 Regular Meeting.

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

2024 BUDGET HEARING:

Fiscal Officer White said that this meeting was advertised in a publication of general circulation as required for the 2024 Budget Hearing before submission to the Franklin County Auditor by July 20th, 2023. Ms. White said that a draft of the proposed 2024 Budget had been provided to the trustees and that copies would be provided to the department heads for their review. Ms. White added that the final budget would be presented for approval at the July 18th, 2023 trustees Regular meeting.

CORRESPONDENCE:

Ms. White said that the township's legal counsel asked the trustees about their interest in meeting with a developer looking to add Columbus water and sewer services without annexing to a parcel located in Mifflin Township. Chair Stewart said that the trustees may be interested. Ms. White said that she would facilitate arranging a meeting with the developer.

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FISCAL OFFICER'S REPORT:

Fiscal Officer White said that after a series of productive meetings that studied the township's current employee medical benefits and also reviewed and studied like entities, the Medical Benefits Committee developed recommendations for a three-to-five-year employee medical benefits management plan. (See Referral File.) Chair Stewart requested a meeting with the trustees and the Medical Benefits Committee to review the plan. A Special Meeting was scheduled for Tuesday, July 18th, 2023, at 2:30 p.m. at the Joseph F. Spanovich Meeting Hall.

Ms. White said that the AP Automation program is ready to launch, as is the ability for general billing through the VIP program and the township's website, and that the Finance Office is awaiting the forms from the fire prevention department.

FINANCE OFFICE REPORT:

Fiscal Officer White said that at the end of July, the township's independent fiscal auditor, Julian & Grube, will begin auditing the township's 2021 – 2022 fiscal records.

Chair Stewart asked Ms. White if the development of finance policies and guidelines would be completed in 2023, and Ms. White said that they would be.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette asked for a motion to formally approve the promotions of the following fire officer positions: Assistant Chief Brian Dunlevy to the position of Fire Chief, Deputy Chief Robert DeMooy to the position of Assistant Chief, and Battalion Chief Michael Lowe to the position of Deputy Chief, effective July 5, 2023.

Res. 126-23 Formally approve the promotions of the following fire officer positions: Assistant Chief Brian Dunlevy to the position of Fire Chief, Deputy Chief Robert DeMooy to the position of Assistant Chief, and Battalion Chief Michael Lowe to the position of Deputy Chief, effective July 5, 2023

Chair Stewart moved to formally approve the fire officer promotions to the positions as stated in the motion, effective July 5, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Barnette said that she and new HR Generalist Mindy Owens have good synergy working together, and that Ms. Owens is working fully on the HR tasks.

HUMAN RESOURCES:

Chief Kauser said that he echoed the sentiments of Ms. Barnette in that Ms. Owens was doing a great job of catching up on the details and understanding the township's operating structure. Chief Kauser said that he and Ms. Owens met together, that she has developed a project list of priorities for her HR responsibilities, and that through her efficiency, she has already completed several projects on the list. Chief Kauser said that Ms. Owens would be meeting with attorney Marc Fishel as she continues her HR generalist onboarding, and that Mr. Fishel and consultant Clemans Nelson would be available as needed.

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In light of his last day of employment, Chief Kauser requested to transfer and appoint the Interim HR Director position to Administrative Services Manager Melanie Barnette until such time in the future the position is filled or resolved.

Res. 127-23 Approve the transfer and appointment of the Interim HR Director position to Administrative Services Manager Melanie Barnette, effective July 5, 2023

Mr. Cavener moved to approve the transfer and appointment of the Interim HR Director position to Administrative Services Manager Melanie Barnette, effective July 5, 2023. Mr. Angelou seconded the motion. Mr. Cavener and Mr. Angelou voted yea. Chair Stewart abstained. Motion carried.

SERVICE:

Service Director Boggs requested a motion to approve a replacement heating/ventilation/air-conditioning (HVAC) system by York, for installation by Engineered Temperature Solutions, with the cost not to exceed \$50,000.

Res. 128-23 Approve a replacement heating/ventilation/air-conditioning (HVAC) system by York, for installation by Engineered Temperature Solutions (ETS), with the cost not to exceed \$50,000

Mr. Angelou moved to approve a replacement heating/ventilation/air-conditioning (HVAC) system by York, for installation by Engineered Temperature Solutions (ETS), with the cost not to exceed \$50,000. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs requested a motion to approve electrical work for the replacement HVAC system to be done by Watts-Up Electric Inc., with the cost not to exceed \$5,000.

Res. 129-23 Approve electrical work for the replacement HVAC system to be done by Watts-Up Electric Inc., with the cost not to exceed \$5,000

Mr. Angelou moved to approve electrical work for the replacement HVAC system to be done by Watts-Up Electric Inc., with the cost not to exceed \$5,000. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that on July 4, 2023, a complaint was received through the township website's iWorQ code enforcement complaint reporting software regarding the property at 2140 Denune Avenue. The complaint stated that trucks were coming and going at all hours of the night, that drugs were being sold, and that junk was everywhere.

Mr. Boggs said that on June 30, 2023, he happened to be driving past 2140 Denune Avenue and stopped to speak with the property owner after observing a JB Hunt semi-trailer parked out front. The property owner said that because his property is zoned commercial, semi-trailer drivers illegally drop their trailers overnight there to avoid paying the parking fees at commercial lots that allow overnight parking. Mr. Boggs also said that the property owner contacted JB Hunt, and JB Hunt said that they had tried for two weeks to locate the same trailer because the driver responsible for it did not return it and that the trailer would be picked up. Mr. Boggs also observed high weeds and vegetation on both sides of the property's privacy fence and asked the property owner to come into compliance by mowing. Mr. Boggs said that

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he would pass along the other concerns in the complaint to the police department and also watch the property for future illegally parked semi-trailers. Mr. Boggs said that he would contact and update the person who made the complaint.

Mr. Boggs said that applications were being received for the Service Specialist II position.

Mr. Boggs also said that cement pads were being poured for the installation of a visitor cemetery bench at both the Mifflin and Riverside cemeteries and that Ms. Barnette will place an article on the township website once the project is completed.

Mr. Boggs said that he would be meeting with the Franklin County Engineer's Office regarding the Ferris Road resurfacing project and would have more information at the next trustees meeting.

CODE ENFORCEMENT:

Mr. Boggs said that the number of properties with trash violations has increased and that the service department continues to work with residents to bring properties into compliance.

POLICE:

No report.

FIRE DIVISION:

Chief Dunlevy requested an Executive Session.

Chief Dunlevy requested approval to replace the carpeting at fire stations 131, 133, and 134 to L.L. Davis Floors, Inc., in the amount of \$44,879.54, with the amount including a 5% contingency.

Res. 130-23 Approve replacing the carpeting at fire stations 131, 133, and 134 to L.L. Davis Floors, Inc., in the amount of \$44,879.54, with the amount including a 5% contingency

Mr. Cavener moved to approve replacing the carpeting at fire stations 131, 133, and 134 to L.L. Davis Floors, Inc., in the amount of \$44,879.54, with the amount including a 5% contingency. Mr. Angelou seconded the motion. All voted yea. Motion carried.

See Referral File for Fire updates.

OPERATIONS CENTER:

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

Res. 131-23 Approve the annual preventative maintenance and service agreement for the OPS Center Uninterrupted Power Supply (UPS) system to Vertiv Corporation in the amount of \$7,536.58

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Chair Stewart moved to approve the annual preventative maintenance and service agreement for the OPS Center Uninterrupted Power Supply (UPS) system to Vertiv Corporation in the amount of \$7,536.58. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the Phase III OPS Center fire alarm and fire protection modifications to VFP Fire Systems in the amount of \$7,140, with the amount including a 5% contingency.

Res. 132-23 Approve the Phase III OPS Center fire alarm and fire protection modifications to VFP Fire Systems in the amount of \$7,140, with the amount including a 5% contingency

Mr. Angelou moved to approve the Phase III OPS Center fire alarm and fire protection modifications to VFP Fire Systems in the amount of \$7,140, with the amount including a 5% contingency. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chief Dunlevy's request to approve the Phase III OPS Center HVAC modifications to Speer Mechanical in the amount of \$19,646.55, with the amount including a 5% contingency, was tabled.

Chair Stewart asked that Speer Mechanical adjust the air circulation throughout the other departments. Chief Dunlevy said that he would obtain a second quote for HVAC services for the OPS Center from Engineered Temperature Solutions (ETS).

See Referral File for OPS Center updates.

INFORMATION TECHNOLOGY:

Information Technology Director Main requested a motion to approve the network redesign project to IP Pathways in the amount of \$16,830.

Chair Stewart asked about the discretionary changes to the project schedule. Mr. Main emphasized that he would monitor the schedule closely to ensure the work was done in a timely manner.

Mr. Angelou asked about the duration of the project and whether changes would be needed in the future. Mr. Main said that the network's current funnel design causes issues but that the hub-and-spoke network redesign will greatly improve current operations and the ability to add locations.

Res. 133-23 Approve the network redesign project to IP Pathways in the amount of \$16,830

Chair Stewart moved to approve the network redesign project to IP Pathways in the amount of \$16,830. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Mr. Main said that in answer to Chair Stewart's question at the previous trustee meeting regarding a contingency plan in case of failure of the current PBX phone system, Mr. Main verified with the SIP provider, Call Tower, that they would be able to temporarily redirect

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township phone numbers to cell phones in a short amount of time. Mr. Main also said that if needed, extra cell phones could be ordered for overnight arrival and programming. Ms. Barnette asked if a few cell phones could be purchased and activated as needed to prevent employees from having to use their personal cell phones. Ms. White said that she would check with Verizon.

Mr. Main said that he is reviewing requests for proposals from phone system vendors and hopes to present two vendors for consideration by the end of July. Chair Stewart asked if any of the vendors had state-term contracts, and Mr. Main said that the vendors had not stated as such and that he would verify with the vendors.

Fiscal Officer White said that in the month of June, there were a number of times when internet connectivity was lost. Mr. Main said that the outage could have been due to the WOW network's switch over to Breezeline, but that an issue with the New Albany Police Department's fiber line was also a factor.

Ms. White inquired of the department heads about a trend of vendors asking for down payments recently. After much discussion, Chair Stewart asked Fiscal Director White to develop and define policies for working with vendors to include the following assumptions: budgeted amounts are known up front, there are no down payments, and the funds are allocated. Ms. White agreed to develop the policies.

Chief Kauser requested a motion authorizing the fiscal officer to increase appropriations to the Dispatching budget by \$25,000.

Res. 134-23 Approve authorizing the fiscal officer to increase appropriations to the Dispatching budget by \$25,000

Chair Stewart moved to approve authorizing the fiscal officer to increase appropriations to the Dispatching budget by \$25,000. Mr. Cavener seconded the motion. All vote yea. Motion carried.

Chief Dunlevy requested an Executive Session per Ohio Revised Code Section 121.22(G)(2) 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 in accordance with Section 505.10 of the Revised Code, 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.

At 11:53 a.m. the trustees went into an Executive Session. At 12:59 p.m. the trustees came out of Executive Session.

Res. 135-23 Approve authorizing Chair Stewart to negotiate the purchase of property adjacent to the fire station 134 up to the amount of \$85,000

Mr. Cavener moved to authorize Chair Stewart to negotiate the purchase of property adjacent to the fire station 134 up to the amount of \$85,000. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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Res. 136-23 Approve soliciting for a request for proposal for roof and any repairs of 485 Rocky Fork Boulevard, and buildout of building per specifications

Mr. Cavener moved to approve soliciting for a request for proposal for roof and any repairs of 485 Rocky Fork Boulevard, and buildout of building per specifications. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 1:06 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer