

# RECORD OF PROCEEDINGS

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

OPS Center 400 W Johnstown Rd, Gahanna OH 43230

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Held

July 18,

2023

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Chair Stewart called the Regular Meeting of the Mifflin Township Board of Trustees to order at 3:40 p.m. on July 18<sup>th</sup>, 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 Brian Dunlevy, Police Chief David Briggs, HR Generalist Mindy Owens, and Information Technology Director Craig Main present. Administrative Assistant Becky Swingle was also present.

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

## **TRUSTEES COMMENTS:**

None.

## **VISITOR COMMENTS:**

None.

## **MINUTES & WARRANTS:**

Chair Stewart requested a motion to approve the meeting minutes from the July 5<sup>th</sup>, 2023 Regular Meeting.

### **Res. 137-23 Approve the meeting minutes from the July 5<sup>th</sup>, 2023 Regular Meeting**

Mr. Angelou moved to approve the minutes from the July 5<sup>th</sup>, 2023 Regular Meeting.

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

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

### **Res. 138-23 Approve the Warrants for August 2023**

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

## **CORRESPONDENCE:**

Administrative Services Manager Barnette said that information was received from the National Fitness Campaign regarding their community outdoor fitness court program. (See Referral File.)

## **FISCAL OFFICER'S REPORT:**

Fiscal Officer White requested a motion to approve the 2024 Mifflin Township Annual Budget for submission to the Franklin County Auditor's Office by July 20<sup>th</sup>, 2023.

### **Res. 139-23 Approve the 2024 Mifflin Township Annual Budget**

Mr. Angelou moved to approve the 2024 Mifflin Township Annual Budget as presented. Chair Stewart seconded the motion. All voted yea. Motion carried.

## **FINANCE OFFICE REPORT:**

Fiscal Officer White said that she would update the Purchasing Policy Guidelines to include the following as discussed: obtain three quotes for purchases over \$10,000; seek RFPs or bids for purchases over \$75,000; and check state-term pricing with vendors.

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## **ADMINISTRATION OFFICE:**

Administrative Services Manager Barnette requested a motion to remove Administrative Assistant, Rebecca Swingle, from the 6-month new hire probation and advance her to Step 3, \$29.69/hr., effective July 9, 2023.

### **Res. 140-23 Approve removing Administrative Assistant Rebecca Swingle from the 6-month new hire probation and advance her to Step 3, \$29.69/hr., effective July 9, 2023**

Mr. Cavener motioned to approve removing Administrative Assistant, Rebecca Swingle, from the 6-month new hire probation and advance her to Step 3, \$29.69/hr., effective July 9, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

## **HUMAN RESOURCES:**

Administrative Services Manager Barnette requested a motion to accept the retirement of Fire Chief Fred Kauser, effective July 6, 2023.

### **Res. 141-23 Accept the retirement of Fire Chief Fred Kauser, effective July 6, 2023**

Mr. Cavener moved to accept the retirement of Fire Chief Fred Kauser, effective July 6, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Barnette said that she and Ms. Owens were working together on the open enrollment planner, on the benefits process, and on reorganizing the personnel files.

## **SERVICE:**

Service Director Boggs requested a motion to approve Engineered Temperature Solutions to replace 16 feet of ductwork for the HVAC system at the Joseph F. Spanovich Meeting Hall in the amount of \$5,000.

### **Res. 142-23 Approve Engineered Temperature Solutions to replace 16 feet of ductwork for the HVAC system at the Joseph F. Spanovich Meeting Hall in the amount of \$5,000**

Mr. Angelou moved to approve Engineered Temperature Solutions to replace 16 feet of ductwork for the HVAC system at the Joseph F. Spanovich Meeting Hall in the amount of \$5,000. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Service Director Boggs requested a motion to approve continuing services with Coverall Cleaning Services at the Joseph F. Spanovich Meeting Hall in the amount of \$6,000.

### **Res. 143-23 Approve continuing services with Coverall Cleaning Services at the Joseph F. Spanovich Meeting Hall in the amount of \$6,000**

Mr. Angelou moved to approve continuing services with Coverall Cleaning Services at the Joseph F. Spanovich Meeting Hall in the amount of \$6,000. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that the Ferris Park North and South road resurfacing project was scheduled for August 15–17, 2023. Mr. Boggs said that the Habitat For Humanity/Rocky Fork Homes Project drainage issues on Burrell and Earl Avenues were currently at the Franklin County Engineer's Office and that the existing pipes would need to be brought up to today's standards. Chair

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Stewart said that she would confer with counsel. Mr. Boggs also said that Franklin County was cashing Kenric Fine Homes \$100,000 bond to finish the Leonard Park storm drain project.

## **CODE ENFORCEMENT:**

Service Director Boggs requested a motion to approve code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$900 – 2639 Woodland Ave S, high grass \$300; 2194 Aberdeen Ave, bulk trash \$300; and 2320 Rankin Ave, bulk waste \$300.

## **Res. 144-23 Approve code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$900 – 2639 Woodland Ave S, high grass \$300; 2194 Aberdeen Ave, bulk trash \$300; and 2320 Rankin Ave, bulk waste \$300**

Mr. Angelou moved to approve code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$900 – 2639 Woodland Ave S, high grass \$300; 2194 Aberdeen Ave, bulk trash \$300; and 2320 Rankin Ave, bulk waste \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that numerous complaints were being received, primarily for unmowed grass, via the township website's violation reporting link.

## **POLICE:**

Chief Briggs said that a Mifflin Township police cruiser was involved in a crash and that Patrol Officer Howard was at fault. Chief Briggs said that Mifflin Township officers participated in Operation Unity, a multi-agency operation in the north and east Linden area, with 60-plus officers being sworn in as Special Deputies. Chief Briggs said that during Operation Unity, officers apprehended and arrested persons involved in narcotics, violent offenders, and those with high-risk warrants. Chief Briggs also said that although call volumes were up, violent calls were down.

## **FIRE DIVISION:**

Chief Dunlevy requested a motion to approve the purchase of the 2<sup>nd</sup> quarter EMS supplies from Bound Tree Medical in the amount of \$30,859.33.

## **Res. 145-23 Approve the purchase of the 2<sup>nd</sup> quarter EMS supplies from Bound Tree Medical in the amount of \$30,859.33**

Chair Stewart moved to approve the purchase of the 2<sup>nd</sup> quarter EMS supplies from Bound Tree Medical in the amount of \$30,859.33. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy said that bids were solicited for repairs to be done at 485 Rocky Fork, with the bids due on August 4<sup>th</sup>, 2023, by 12:00 p.m., and that the bids would be opened at the August 7<sup>th</sup>, 2023, trustees meeting at 10:00 a.m. Chief Dunlevy also said that improvements were being planned for stations 131, 133, and 134.

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## **OPERATIONS CENTER:**

Chief Dunlevy requested a motion to approve the Phase III OPS Center HVAC modifications by Engineered Temperature Solutions in the amount not to exceed \$15,697.50, with the amount including a 5% contingency. Chief Dunlevy said that a down payment was not required.

### **Res. 146-23 Approve the Phase III OPS Center HVAC modifications by Engineered Temperature Solutions in the amount not to exceed \$15,697.50, with the amount including a 5% contingency**

Chair Stewart moved to approve the Phase III OPS Center HVAC modifications by Engineered Temperature Solutions in the amount not to exceed \$15,697.50, with the amount including a 5% contingency. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the purchase and installation of eight doors in the Phase III OPS Center Fire Prevention Suite by Ohio Commercial Door Co. in the amount not to exceed \$31,323.60, with the amount including a 5% contingency.

### **Res. 147-23 Approve the purchase and installation of eight doors in the Phase III OPS Center Fire Prevention Suite by Ohio Commercial Door Co. in the amount not to exceed \$31,323.60, with the amount including a 5% contingency**

Chair Stewart moved to approve the purchase and installation of eight doors in the Phase III OPS Center Fire Prevention Suite by Ohio Commercial Door Co. in the amount not to exceed \$31,323.60, with the amount including a 5% contingency. Mr. Cavener seconded the motion. All voted yea. Motion carried.

See Referral File for OPS Center updates.

## **INFORMATION TECHNOLOGY:**

Information Technology Director Main requested a motion to declare the following item as Surplus: 1 Cisco 48 Port Switch C3560.

### **Res. 148-23 Approve declaring the following item as Surplus: 1 Cisco 48 Port Switch C3560**

Chair Stewart moved to approve declaring the following item as Surplus: 1 Cisco 48 Port Switch C3560. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Main said that IP Pathways revised their contract document, removing the 50% deposit requirement. Mr. Main also said that he reviewed all the phone vendor RFQs and would be scheduling a meeting with department heads to preview the recommended vendor proposals.

See Referral File for IT updates.

Chief Dunlevy requested an Executive Session per Ohio Revised Code Section 121.22(G) Purpose: consider 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, licensee, or regulated individual requests a public hearing.

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At 4:54 p.m. the trustees went into an Executive Session. At 5:26 p.m. the trustees came out of Executive Session.

**Res. 149-23 Approve placing a dispatcher on a 2-day unpaid suspension**

Mr. Cavener moved to approve placing a dispatcher on a 2-day unpaid suspension. Mr. Angelou 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 5:26 p.m.

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Lynn M. Stewart, Chair

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Richard J. Angelou, Vice Chairman

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Kevin J. Cavener, Trustee

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Nancy White, Fiscal Officer