

RECORD OF PROCEEDINGS

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

OPS Center 400 W Johnstown Rd, Gahanna OH 43230

Held

August 7,

2023

Chair Stewart called the Regular Meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on August 7th, 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, Information Technology Director Craig Main, and HR Generalist Mindy Owens present.

Also present were Franklin County Drainage Project Engineer-in-Training, Abigail Obert, E.I., and a New Albany High School student that was shadowing Ms. Obert to earn credit for his graduation requirements.

Chair Stewart led the Pledge of Allegiance.

GUEST SPEAKER COMMENTS:

Ms. Obert gave a brief overview of the Franklin County Genessee Avenue Storm Sewer Improvements Project, consisting of two separate projects referred to as (1) the West Genessee Avenue Project and (2) the East Genessee Avenue Project:

West Genessee Avenue Project

- was platted in 1914
- at present, 6-inch plastic tile that flows to 12-inch clay tile used for road drainage is undersized and deteriorating
- 900 feet of storm sewer replacement planned for between Parkwood Ave and Perdue Ave

East Genessee Avenue Project

- was platted in 1925 as part of Leonard Park
- no existing roadway drainage system
- each road will be planned separately
- 1,600 feet of new storm sewer planned for between Stelzer Rd and Mifflin St

Ms. Obert said that the engineering plan design phase is being completed and that construction is scheduled to begin late in the summer of 2024, lasting approximately two months. Ms. Obert said that in September, the Franklin County Drainage Engineer's Office would apply on Mifflin Township's behalf for grant funds through the Ohio Public Works Commission, with funding being awarded in December 2023, and that a bond would be sought from the developer to help fund the project.

TRUSTEES COMMENTS:

None.

VISITOR COMMENTS:

None.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the July 18th, 2023 Special Meeting, the July 18th Regular Meeting, and the July 28th Special Meeting.

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Res. 152-23 Approve the meeting minutes from the July 18th, 2023 Special Meeting, the July 18th Regular Meeting, and the July 28th Special Meeting

Mr. Angelou moved to approve the minutes from the July 18th, 2023 Special Meeting, the July 18th Regular Meeting, and the July 28th Special Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

Administrative Services Manager Barnette shared a flyer regarding the upcoming Mifflin Township Fire Department Blood Drive that will be held on Thursday, August 17, 2023, from 12:00 noon to 6:00 p.m. at the Meeting Room #1 of the Gahanna Public Library.

FISCAL OFFICER'S REPORT:

Fiscal Officer White requested a motion to approve the Mifflin Township Purchase Policy, revised as of July 31, 2023.

Res. 153-23 Approve the Mifflin Township Purchase Policy, revised as of July 31, 2023

Chair Stewart moved to approve the Mifflin Township Purchase Policy, revised as of July 31, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

FINANCE OFFICE REPORT:

Fiscal Officer White said that the finance office is undergoing the annual audit that occurs every two years by the Franklin County Auditor's Office, with the results being finalized in the next week or two.

Ms. White said that the township budget was submitted to the Franklin County Auditor's Office (FCAO) on July 20, 2023, and that after the Budget Commission meets, she expects to receive the FCAO Certificate of Estimated Resources so that the department heads can begin to formulate their budgets for 2024.

Ms. White said that the finance office began using the AP Automation program with great success, saving steps, time, and money in the invoice payment process. Ms. White also said that the process for accepting online credit card payments for permits and inspections will begin soon.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette said that she attended the Mid-Ohio Regional Planning Commission's (MORPC) 2023 Social Media Summit, where the topics included social media best practices and an introduction to integrating artificial intelligence (AI) and Chat GPT for local government. Ms. Barnette said that she would take a more in-depth look into best practices for integrating these communication strategies.

Ms. Barnette said that she has concentrated the last month on the HR office, working closely with Ms. Owens to complete several projects, including reorganizing the personnel files, expediting the workplace injury reporting process using easily accessible web-based forms, and streamlining the employee performance review process.

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HUMAN RESOURCES:

Administrative Services Manager Barnette requested a motion for approval of an FLSA Status Change from Non-Exempt to Exempt for the following positions: Administrative Services Manager, and Human Resources Generalist.

Res. 154-23 Approve an FLSA Status Change from Non-Exempt to Exempt for the following positions: Administrative Services Manager, and Human Resources Generalist, effective August 6, 2023

Mr. Cavener moved to approve an FLSA Status Change from Non-Exempt to Exempt for the following positions: Administrative Services Manager, and Human Resources Generalist, effective August 6, 2023. Mr. Angelou seconded the motion. Mr. Cavener and Mr. Angelou voted yea. Chair Stewart abstained. Motion carried. (See Referral File.)

Ms. Barnette requested a motion to approve the following updates to the Voluntary Insurance Benefits for the upcoming 2024 Open Enrollment:

1. Provide new employees with only Voluntary Life/AD&D at the current Guaranteed Issue amounts of \$50,000 for employees; \$25,000 for spouses; and \$10,000 for children, with no option to purchase additional increments of coverage nor the option to enroll in any of the other voluntary insurance products at time of hire or Open Enrollment.
2. Continue voluntary insurance coverages for employees who are currently enrolled in the voluntary insurance products but with no option to increase coverage amounts for the employee or family members nor the option to enroll in additional insurance offerings at Open Enrollment.

Res. 155-23 Approve the updates to the Voluntary Insurance Benefits for the upcoming 2024 Open Enrollment as presented

Chair Stewart moved to approve the updates to the Voluntary Insurance Benefits for the upcoming 2024 Open Enrollment as presented. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File.)

SERVICE:

Service Director Boggs provided updates. (See Referral File.)

CODE ENFORCEMENT:

Service Director Boggs requested a motion to approve the following code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$1,200: 2552 Parkwood Avenue, high grass \$300, 2559 Milford Avenue, high grass \$300, Genessee Avenue Parcel 190-000479, high grass \$300, and 2699 Woodland Avenue, high grass \$300.

Res. 156-23 Approve the following code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$1,200: 2552 Parkwood Avenue, high grass \$300, 2559 Milford Avenue, high grass \$300, Genessee Avenue Parcel 190-000479, high grass \$300, and 2699 Woodland Avenue, high grass \$300

Mr. Angelou moved to approve the following code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$1,200: 2552 Parkwood Avenue, high grass \$300,

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2559 Milford Avenue, high grass \$300, Genessee Avenue Parcel 190-000479, high grass \$300, and 2699 Woodland Avenue, high grass \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that the Franklin County Code Enforcement office was contacted regarding several Mifflin Township property owners who are keeping roosters and chickens on their properties. Mr. Boggs said that the county should contact the property owners to advise them on the permitting process and guidelines for keeping those kinds of animals on their properties.

Mr. Boggs said that properties with high grass violations and property trash and junk violations had risen this year.

Fiscal Officer White said that she attended a virtual meeting regarding trash collection, that the township's trash collection and recycling contract would be up for bid in 2024, and that the trustees could consider switching consortiums when the time comes. Chair Stewart said that it would be good to start researching options and consulting with other townships on the advantages and level of satisfaction experienced with their trash and recycling service providers. Ms. White agreed to do so.

POLICE:

Chief Briggs said that in the Ferris Park area, the department recently arrested an individual accused of committing several violent acts. Chief Briggs also said that the department is pursuing hiring an additional officer.

FIRE DIVISION & OPS CENTER:

Chief Dunlevy provided updates. (See Referral File.)

INFORMATION TECHNOLOGY:

IT Director Main said that two final phone system vendors were being scheduled to demonstrate their product within the next two weeks, with one being a hosted solution and one being an on-site solution.

Mr. Main also said that the lengthy Regional Council of Government (RCOG) Computer Aided Dispatching (CAD) replacement project would be underway soon.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried. The meeting adjourned at 11:05 a.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer