

RECORD OF PROCEEDINGS

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

OPS Center 400 W Johnstown Road, Gahanna OH 43230

Held

August 22,

2023

Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on August 22, 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, and Information Technology Director Craig Main. Human Resources Generalist Mindy Owens was also present. Police Chief David Briggs was absent due to a police matter.

Also present were Sherri and Daniel Rogers, 3103 Berkley Pointe Drive, Columbus, OH, 43230.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Vice Chair Angelou expressed his appreciation to those who signed his and Fiscal Officer White's ballot petitions.

MINUTES & WARRANTS:

Chair Stewart requested a motion to approve the meeting minutes from the August 7, 2023 Regular Meeting.

Res. 157-23 Approve the meeting minutes from the August 7, 2023 Regular Meeting

Mr. Angelou moved to approve the meeting minutes from the August 7, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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

Res. 158-23 Approve the Warrants for September 2023

Mr. Cavener moved to approve the Warrants for September 2023. Chair Stewart seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White shared an invitation received from Habitat for Humanity inviting a township representative to attend their MidOhio 9/11 Day of Service event. Chair Stewart requested that an administrative staff member from the fire department attend.

FISCAL OFFICER'S REPORT:

Fiscal Officer White requested an Executive Session at the conclusion of regular business to discuss per Ohio Revised Code Section 121.22 (G)(1) 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.

Ms. White recommended changing the township's payroll software vendor, citing numerous benefits to making the change. (See Referral File.) Chair Stewart requested that a document be provided with the proposed vendor specifications addressing the township's payroll needs to be presented for consideration at the next trustees meeting. Ms. White agreed to do so.

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Mr. Angelou asked the number of payroll vendors during Ms. White's career at Mifflin Township, and Ms. White said only one vendor.

Ms. White said that the AP Automation bill pay and the fire prevention general billing (with the ability to take credit card payments) were up and running and going well.

FINANCE OFFICE REPORT:

Ms. White said that she is awaiting the Certificate of Estimated Resources from the Auditor's Office.

VISITOR COMMENTS:

Mifflin Township residents Daniel and Sherry Rogers said that they purchased property on Genessee Avenue and asked about water and sewer services on Minnesota Avenue. Service Director Boggs advised contacting Franklin County (FC) Soil & Water and the FC Engineer's Office about the roadway. Chair Stewart also advised contacting FC Building & Development.

ADMINISTRATION OFFICE & HUMAN RESOURCES:

Administrative Services Manager Barnette requested a motion to approve the draft offer letter and re-hiring of Frederick L. Kauser, Jr. to the full-time position (30 hours per week) as the Human Resources Director (Policy), at a pay rate of \$43.58 per hour, exempt status, with benefits, effective September 25, 2023.

Res. 159-23 Approve the draft offer letter and re-hiring of Frederick L. Kauser, Jr. to the full-time position (30 hours per week) as the Human Resources Director (Policy), at a pay rate of \$43.58 per hour, exempt status, with benefits, effective September 25, 2023

Mr. Cavener moved to approve the draft offer letter and re-hiring of Frederick L. Kauser, Jr. to the full-time position (30 hours per week) as the Human Resources Director (Policy), at a pay rate of \$43.58 per hour, exempt status, with benefits, effective September 25, 2023. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Barnette said that CPR/AED training for the administrative staff would be scheduled with Firefighter/CPR Instructor Chuck Wilhelm. She asked if the Trustees were interested in attending.

Ms. Barnette asked the trustees about resuming trustee meetings at the Joseph F. Spanovich Meeting Hall beginning in September. The trustees agreed to resume meetings at the hall, provided the work being done on the HVAC system was completed. Mr. Boggs said that he is hopeful the work will be completed by then.

SERVICE:

Service Director Boggs requested a motion to approve the installation of a "No Parking Here To Corner" sign on Woodland Avenue, south from Agler Road, on the west side of the road. Mr. Boggs said that the police department can enforce the sign 30 days after it is installed.

Res. 160-23 Approve the installation of a "No Parking Here To Corner" sign on Woodland Avenue, south from Agler Road, on the west side of the road

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Mr. Cavener moved to approve the installation of a “No Parking Here To Corner” sign on Woodland Avenue, south from Agler Road, on the west side of the road. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chair Stewart asked about the cemetery signage project. Mr. Boggs said that all new cemetery signage and posts were installed at both the Mifflin and Riverside Cemeteries. Mr. Boggs also said that new concrete pads were installed, with delivery of new benches expected this week at both cemeteries, and that the new columbarium was installed at Mifflin Cemetery.

Mr. Boggs requested a motion to approve the hiring of Ronald Larimer to the Service Specialist II position at the rate of \$24.47/hr., contingent upon the successful completion of the required pre-employment drug and background checks.

Res. 161-23 Approve the hiring of Ronald Larimer to the Service Specialist II position at the rate of \$24.47/hr., contingent upon the successful completion of the required pre-employment drug and background checks

Mr. Angelou moved to approve the hiring of Ronald Larimer to the Service Specialist II position at the rate of \$24.47/hr., contingent upon the successful completion of the required pre-employment drug and background checks. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that he has researched columbarium pricing, that at present Mifflin Cemetery pricing does not need to be adjusted, and that the niches in the new columbarium could begin to be sold.

Mr. Boggs said that interest in residential building in the Leonard Park area has started again, with lots priced at approximately \$68,000 and sized at 50’ x 120’. Mr. Boggs also said that there were possibly fourteen lots on Minnesota Avenue without water or sewer. Chair Stewart requested that the Trustees and Fiscal Officer White meet with Franklin County to discuss the lack of water or sewer. Mr. Boggs said that he will reach out to them regarding this.

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 \$600: Perdue Avenue Parcel 190-000778-00, high grass \$300, and 2745 Berrell Avenue, high grass \$300.

Chair Stewart asked if the lien amounts could be increased, and Mr. Cavener asked if the township could take back the properties for repeat code violations. Mr. Boggs agreed to research and report at the next trustees' meeting.

Res. 162-23 Approve the following code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$600: Perdue Avenue Parcel 190-000778-00, high grass \$300, and 2745 Berrell 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 \$600: Perdue Avenue Parcel 190-000778-00, high

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grass \$300, and 2745 Berrell Avenue, high grass \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

POLICE:

Mr. Cavener gave a brief review of Police Chief Brigg's detailed report for Operation Unity 2023 and thanked the chief and department for their hard work.

FIRE DIVISION:

Chief Dunlevy requested a motion to accept the resignation of Firefighter Othmane Guendouz, effective August 22, 2023.

Res. 163-23 Accept the resignation of firefighter Othmane Guendouz, effective August 22, 2023

Chair Stewart moved to accept the resignation of firefighter Othmane Guendouz, effective August 22, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a conditional offer of employment to Firefighter/EMT-B Piercen Shull under the Apprenticeship program, contingent upon successfully completing the pre-employment physical and psychological assessment.

Res. 164-23 Approve a conditional offer of employment to Firefighter/EMT-B Piercen Shull under the Apprenticeship program, contingent upon successfully completing the pre-employment physical and psychological assessment

Chair Stewart moved to approve a conditional offer of employment to Firefighter/EMT-B Piercen Shull under the Apprenticeship program, contingent upon successfully completing the pre-employment physical and psychological assessment. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a 2-day EMS advanced airway training class hosted by the Mifflin Township Division of Fire in the amount of \$10,560 by SafeTec Training. The class would be held on October 4th & 5th, 2023, with 3-5 participants from Mifflin Township attending free of charge. Chief Dunlevy said that since Mifflin Township is hosting the class, he anticipates full reimbursement through paid registrations from other agencies.

Res. 165-23 Approve a 2-day EMS advanced airway training class hosted by the Mifflin Township Division of Fire in the amount of \$10,560 by SafeTec Training

Chair Stewart moved to approve a 2-day EMS advanced airway training class hosted by Mifflin Township Division of Fire in the amount of \$10,560 by SafeTec Training. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a conditional offer of employment to Taylor Mount as a full-time lateral transfer dispatcher, contingent upon successfully completing pre-employment testing and background checks.

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Res. 166-23 Approve a conditional offer of employment to Taylor Mount as a full-time lateral transfer dispatcher, contingent upon successfully completing pre-employment testing and background checks

Chair Stewart moved to approve a conditional offer of employment to Taylor Mount as a full-time lateral transfer dispatcher, contingent upon successfully completing pre-employment testing and background checks. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy said that a land survey was being scheduled for the property just east of Station 132 and that the owner had accepted a purchase offer by the township. Chair Stewart requested that a land survey price quote be presented at the next trustee meeting for approval. Chief Dunlevy agreed to do so.

Chief Dunlevy asked to hold a firefighter swearing-in ceremony before the start of the September 19th, 2023 trustees regular meeting at 3:00 p.m. The trustees were in agreement to do so.

Chief Dunlevy said that the Creekside management company has released the MECC Dispatch Center from its lease with the plan to vacate the Creekside location by October 1, 2023. Ms. White said that Creekside should provide a final lease closing document.

Chief Dunlevy provided additional updates. (See Referral File.)

OPERATIONS CENTER:

Chief Dunlevy provided updates. (See Referral File.)

INFORMATION TECHNOLOGY:

IT Director Main said that he along with Ms. White, Ms. Barnette, and Chief Dunlevy were able to preview demonstrations of two different phone systems, met again to discuss the positive and negative features of each system, and are waiting on an updated quote from the preferred vendor addressing additional needs.

Mr. Main said that he would be attending a two-day cyber-security response workshop in Union County, presented by Texas A&M. Mr. Main also said that he was meeting with IP Pathways to review the network design in preparation for the final disconnect from the old dispatch center location to the current dispatch center.

Fiscal Officer White requested an Executive Session per Ohio Revised Code Section 121.22 (G)(1) 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.

At 4:55 p.m. the trustees went into an Executive Session. At 5:35 p.m. the trustees came out of Executive Session.

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Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried. The meeting was adjourned at 5:35 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer