

# RECORD OF PROCEEDINGS

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

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

---

**Held** **September 19,** **2023**

---

A swearing-in of fire officers and firefighters took place at 3:00 p.m. prior to the start of the regular meeting of the Mifflin Township Board of Trustees.

Chair Stewart called the regular meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on September 19, 2023, with Chair Lynn Stewart, Vice Chair Richard Angelou, Trustee Kevin Cavener, Fiscal Officer Nancy White, Service Director Roger Boggs, Administrative Services Manager Melanie Barnette, Fire Chief Brian Dunlevy, Police Chief David Briggs, and Information Technology Director Craig Main, and Human Resources Generalist Mindy Owens present.

Also present were Gahanna residents Eric Rogers, 3103 Berkley Point Drive, Columbus, OH, 43230, Kari Hawk, 765 Tabon Court, Gahanna, OH, 43230, Vice-President of the Gahanna Historical Society, and Mitch Dawson, Business Consultant, and Trent Dunlap, Vice President of HR Butler.

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

## **TRUSTEES COMMENTS:**

Mr. Angelou said that the swearing-in ceremony was a nice one. Mr. Cavener said that October was fire prevention month and that he hoped there would be a good turnout for the open house at fire station 131 on Sunday, October 8, 2023, from 1:00 p.m. to 4:00 p.m.

## **MINUTES:**

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

### **Res. 171-23 Approve the meeting minutes from the September 5, 2023 Regular Meeting**

Mr. Angelou moved to approve the meeting minutes from the September 5, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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

### **Res. 172-23 Approve the Warrants for October 2023**

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

## **CORRESPONDENCE:**

Administrative Services Manager Barnette said that correspondence was received from the Gahanna Historical Society requesting permission to organize and give tours of the cemetery during the Halloween season. Chair Stewart said that two years ago, when tours took place without the trustees' knowledge, some residents said it was disrespectful, expressing their outrage.

Gahanna Historical Society Vice-President Kari Hawk apologized for not requesting permission to give tours two years ago and said that they would like to work together to offer

# RECORD OF PROCEEDINGS

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

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

---

**Held** **September 19,** **2023**

---

6:00 p.m. tours in Mifflin cemetery, giving the history of historical names buried there, and then walking back to their historical buildings for cider.

Chair Stewart said that the activity violates the cemetery by-laws and that the only gatherings allowed at the township's cemeteries are for burials or mourning services. Chair Stewart also said that the cemetery closes at dark, and that it would not be good for a group of people to walk on or across the graves in the oldest part of the cemetery, as burials then were not in steel or cement vaults but wooden graves.

Service Director Boggs said that at a recently attended Ohio Township Association session on the same topic, the consensus was not to allow gatherings other than burials or mourning services in township cemeteries. Mr. Boggs said that Mifflin Township's cemeteries are active cemeteries, and in his tenure, he has denied five requests for weddings in the cemeteries due to the cemetery rules.

Mr. Angelou said that, as a history major himself, he appreciates the work of the Gahanna Historical Society but must agree with the cemetery rules and regulations. Mr. Cavener said that the families of the people buried in the cemeteries deserve respect and that holding an event in the cemeteries would be disrespectful.

Chair Stewart recommended that a Gahanna Historical Society member walk through the cemetery during daylight hours to take photos and then hold an educational event at another site. Chair Stuart thanked Ms. Hawk for volunteering and donating her time to attend the meeting and to the Gahanna Historical Society.

## **VISITOR COMMENTS:**

Mr. Eric Rogers asked about tying into storm drainage for a new housing construction project on Genessee Avenue. Service Director Boggs said that all drainage from the property would need to tie into the front drainage ditch and that the builder or property owner would be financially responsible for the cost. Mr. Boggs also said that a Community Development Block Grant (CDBG) for stormwater improvement was recently approved for Genessee Avenue which would add new storm sewers and driveway culverts, etc. that new construction would need to connect to.

## **FISCAL OFFICER | FINANCE REPORT:**

Fiscal Officer White requested a motion to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

## **Res. 173-23 Accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor**

Chair Stewart moved to accept the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor. Mr. Angelou seconded the motion. All voted yea. Motion carried.

# RECORD OF PROCEEDINGS

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

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

---

**Held** **September 19,** **2023**

---

Ms. White introduced Trent Dunlap and Mitchel Dawson from HR Butler, who presented key highlights of HR Butler's payroll and Human Resources Information Systems (HRIS) services: a dedicated payroll processor and dedicated sales rep, a 3-year price guarantee (no contract), competitive pricing, 24-hour assistance, payroll and HRIS automation, customized processes and templates for each department, pension and retirement system reporting, secure cloud-based software with a single database that includes software integration, electronic employee onboarding, benefits enrollment, employee handbook sign-off, certification, and asset tracking.

Chair Stewart asked that HR Butler provide a detailed quote for setup, specifications, and all services that are included for both the payroll services and HRIS services. Mr. Dunlap agreed to do so.

Fiscal Officer White requested an Executive Session per Ohio Revised Code Section 121.22 (G)(1) Purpose: consider compensation of a public employee or official.

## **ADMINISTRATION OFFICE:**

Administrative Services Manager Barnette said that due to the resignation of the person assigned to clean the OPS Center, cleaning vendor ABM is vetting a new cleaning person for the OPS Center, and that the background checks should be done soon.

Ms. Barnette said that she and Fire Chief Dunlevy visited Loth, Inc., an office furniture and workplace design company, to look at conference room tables and chairs for the OPS Center large meeting space and for additional furniture for the remodeled fire prevention suite.

Ms. Barnette said that she is working with Gahanna Jefferson schools to electronically distribute to parents the fire prevention open house flyer.

## **HUMAN RESOURCES:**

Administrative Services Manager Barnette said that an open enrollment introduction letter would be mailed this week and that premium rates should be available by the beginning of October.

## **SERVICE:**

Service Director Boggs said that Mifflin Township was awarded the Community Development Block Grant (CDBG) for stormwater improvements on Genessee Avenue in East Linden and also on East Genessee and Minnesota Avenues in Leonard Park. Mr. Boggs said that he has received the storm sewer rebuilding plans for West Genessee Avenue.

Mr. Boggs said that he is continuing to research the trash consortium options and has researched other area townships' programs. Mr. Boggs said that he would like to add bulk pickup to regularly scheduled trash pickups rather than residents having to call separately.

Mr. Boggs said that he is waiting to hear from Franklin County Assistant Prosecutor Fields about options for dealing with code violation repeat offenders. Mr. Boggs said that Franklin County's code enforcement files complaints with the court against repeat offenders.

# RECORD OF PROCEEDINGS

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

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

---

Held

September 19,

2023

---

Mr. Boggs said that he would like to follow the same process of filing a complaint with the court before placing liens on tax duplicates. Chair Stewart recommended that Mr. Boggs document policy and procedures in order to keep the community informed. Mr. Boggs agreed to do so.

## **CODE ENFORCEMENT:**

Service Director Boggs requested a motion to approve the following code violation to be placed as a lien on the tax duplicate per ORC §505.87(B)(2): 2542 Ferris Park Drive, for high grass in the amount of \$300.

### **Res. 174-23 Approve the following code violation to be placed as a lien on the tax duplicate per ORC §505.87(B)(2): 2542 Ferris Park Drive, for high grass in the amount of \$300**

Mr. Angelou moved to approve the following code violation to be placed as a lien on the tax duplicate per ORC §505.87(B)(2): 2542 Ferris Park Drive, for high grass in the amount of \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

## **POLICE:**

Police Chief Briggs requested a motion to approve extending a conditional offer of employment to Dustin Robison, a full-time officer, lateral transfer, starting at the Step 2 rate of \$32.00 per hour, with three weeks of vacation, pending the completion of the background investigation. The request includes recognizing over 21 years in law enforcement and supervision, and a diverse background in Communications, Patrol Operations, Investigations, Narcotics, Tactical Operations, Training, and Supervision.

### **Res. 175-23 Approve extending a conditional offer of employment to Dustin Robison, a full-time officer, lateral transfer, starting at the Step 2 rate of \$32.00 per hour, with three weeks of vacation, pending the completion of the background investigation**

Mr. Cavener moved to approve extending a conditional offer of employment to Dustin Robison, a full-time officer, lateral transfer, starting at the Step 2 rate of \$32.00 per hour, with three weeks of vacation, pending the completion of the background investigation. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chief Briggs said that with the assistance of an evidence technician specialist from Franklin County and Lieutenant Starrett, a full audit of the police department evidence room was completed. Chief Briggs said that he is working through the process to properly dispose of evidence and at a future date, he will request a forfeiture of evidence for destruction and disposal.

Chief Briggs also said that at the Sunoco gas station at Agler and Stelzer Roads, an officer using a taser was able to wrestle a gun away from an intoxicated male who was randomly firing shots and take him into custody.

# RECORD OF PROCEEDINGS

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

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

---

Held September 19, 2023

---

## **FIRE DIVISION:**

Chief Dunlevy requested a motion to accept the resignation of firefighter Jordan Dunlea, effective September 4, 2023.

### **Res. 176-23 Accept the resignation of firefighter Jordan Dunlea, effective September 4, 2023**

Mr. Cavener moved to accept the resignation of firefighter Jordan Dunlea, effective September 4, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a pay step increase to \$47.80 for Plans Reviewer and Fire Inspector, Paul (Russell) Welsh, effective September 17, 2023.

### **Res. 177-23 Approve a pay step increase to \$47.80 for Plans Reviewer and Fire Inspector, Paul (Russell) Welsh, effective September 17, 2023**

Mr. Angelou moved to approve a pay step increase to \$47.80 for Plans Reviewer and Fire Inspector, Paul (Russell) Welsh, effective September 17, 2023. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a pay step increase to \$40.95 for Fleet Mechanic Mike Hankinson, effective September 17, 2023.

### **Res. 178-23 Approve a pay step increase to \$40.95 for Fleet Mechanic Mike Hankinson, effective September 17, 2023**

Mr. Cavener moved to approve a pay step increase to \$40.95 for Fleet Mechanic Mike Hankinson, effective September 17, 2023. Chair Stewart seconded the motion. All voted yea. Motion carried.

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

## **OPERATIONS CENTER:**

Chief Dunlevy said that Mario Landscape would be cleaning up the overgrown brush and landscape mulch around the OPS Center sign area.

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

## **INFORMATION TECHNOLOGY:**

IT Director Main said that there was a significant change to the network due to the former Creekside dispatching being removed from the network. Mr. Main expressed his thanks to vendors IP Pathways and Team Fishel for their work on the project.

Mr. Main said that the last phone system product demonstration was scheduled and that the vendor would be selected soon.

Chair Stewart moved to enter into Executive Session. Vice Chair Angelou seconded the motion. Executive Session was held per Ohio Revised Code Section 121.22 (G)(1) Purpose: consider the appointment, employment, dismissal, discipline, promotion, demotion, or

# RECORD OF PROCEEDINGS

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

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

---

**Held** **September 19,** **2023**

---

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 5:05 p.m. the trustees went into an Executive Session. At 5:46 p.m. the trustees came out of Executive Session.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried. The meeting was adjourned at 5:46 p.m.

---

Lynn M. Stewart, Chair

---

Richard J. Angelou, Vice Chairman

---

Kevin J. Cavener, Trustee

---

Nancy White, Fiscal Officer