

RECORD OF PROCEEDINGS

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

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

Held

October 2,

2023

Chair Stewart called the regular meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on October 2, 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 Human Resources Director (Policy) Fred Kauser present. Information Technology Director Craig Main and Human Resources Generalist Mindy Owens attended virtually.

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

TRUSTEES COMMENTS:

Mr. Cavener gave a reminder of the Fire Prevention Open House on Sunday, October 8, 2023, from 1:00 p.m. to 4:00 p.m. at Station 131, 475 Rocky Fork Blvd.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the September 19, 2023 Regular Meeting.

Res. 179-23 Approve the meeting minutes from the September 19, 2023 Regular Meeting

Mr. Angelou moved to approve the meeting minutes from the September 19, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White said that a construction notice, and letter of notification were received from AEP Ohio regarding their proposed electric transmission project called the East Broad Street Bexly Cut-In Project, expected to begin in early 2024 and conclude in August 2024. Ms. White also said that a letter was received from Alum Creek Homes regarding their plan to submit an application to utilize multifamily funding programs from the Ohio Housing Finance Agency (OHFA) for development of a residential rental development located in or within a one-half mile radius of Mifflin Township.

VISITOR COMMENTS:

None.

FISCAL OFFICER | FINANCE REPORT:

Fiscal Officer White requested a motion to approve a pay increase for Stacy Lapso to \$29.69/hr., effective September 17, 2023.

Res. 180-23 Approve a pay increase for Stacy Lapso to \$29.69/hr., effective September 17, 2023

Mr. Angelou moved to approve a pay increase for Stacy Lapso to \$29.69/hr., effective September 17, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested a motion to approve the HR Butler Human Capital Management Service Agreement, contingent upon review by the township's legal counsel.

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Res. 181-23 Approve the HR Butler Human Capital Management Service Agreement, contingent upon review by the township's legal counsel

Mr. Cavener moved to approve the HR Butler Human Capital Management Service Agreement, contingent upon review by the township's legal counsel. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. White also said that in the absence of Mr. Duff, she and Ms. Lapso worked together to process payroll. Ms. White also said that she and HR Generalist Owens worked on additional payroll items and planned to confer with a representative from Julian & Grube.

ADMINISTRATION OFFICE:

On behalf of Information Technologies Director Main, Administrative Services Manager Barnette presented the proposed replacement phone system project for consideration. Chair Stewart tabled the requests for approval until Mr. Main has the master services agreement reviewed by legal counsel and funding is determined.

Ms. Barnette said that as the trustees' designee, she attended a virtual Ohio Sunshine Laws training, meeting the compliance requirement to do so. Ms. Barnette said that she will meet with the department heads to begin updating the township's public records retention schedule for their respective departments.

Ms. Barnette said that promotion on social media of the upcoming fire prevention open house event was well underway. Chair Stewart asked Fire Chief Dunlevy to consider hosting next year's fire prevention activities in the unincorporated area of the township. Chief Dunlevy agreed to do so.

Ms. Barnette said that planning would begin for this year's holiday food drive and that with vendor donations, she hoped that this year's reach could be expanded to provide a holiday meal to even more township residents in need.

Ms. Barnette said that the upcoming National Drug Take Back Day is scheduled for October 28, 2023. Police Chief Briggs said that the police department did not have a designated drug drop-off box and that those interested in turning in expired drugs could check with other area police departments.

HUMAN RESOURCES:

Human Resources Director (Policy) Fred Kauser gave a brief report, calling attention to addressing HR audit items, strategic planning, and township policy and process updates for completion in 2024. (See Referral File.)

Mr. Kauser said that pre-open enrollment information was distributed to employees, with the actual enrollment packets scheduled for distribution at the end of October. Open enrollment for the trustees will take place immediately following the trustees meeting on November 6, 2023.

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SERVICE:

Service Director Boggs said that on October 13th, the service department would attend safety training sponsored by the Franklin County Township Association at the Franklin County fairgrounds. Mr. Boggs said that the first township cleanup day is scheduled for November 6, 2023, from 8:00 a.m. to 2:00 p.m. in Leonard Park. A dumpster would be placed on a township owned lot for trash collection on cleanup day.

Fiscal Officer White said that she and Mr. Boggs were working on the solid waste trash consortium options. The township is set to move forward with the recycling program renewal with Rumpke. They agreed to research why bulk trash is not picked up during the regular trash pickup. There was discussion about the possibility of joining a township solid waste consortium.

Mr. Boggs said that he and service foreman John Jones met with a group from the City of Columbus to discuss collaborating in different ways, with salt purchasing and snow and ice removal on smaller, dead-end-type streets that border Columbus and Mifflin Township. Mr. Boggs said that he would review and present, at a future meeting, sample agreements that Columbus has with other entities.

CODE ENFORCEMENT:

Service Director Boggs said that he spoke with Franklin County's code enforcement officer, who suggested the township write a policy requiring court appearances for property owners that are issued repeat code violations.

POLICE:

Chief Briggs requested a motion to approve the use of American Rescue Plan Act (ARPA) funds to purchase new Axon body worn cameras, in the amount of \$22,241.86.

Res. 182-23 Approve the use of American Rescue Plan Act (ARPA) funds to purchase new Axon body worn cameras, in the amount of \$22,241.86, contingent upon a requisition being submitted to the Fiscal office

Mr. Cavener moved to approve the use of American Rescue Plan Act (ARPA) funds to purchase new Axon body worn cameras, in the amount of \$22,241.86, contingent upon a requisition being submitted to the Fiscal office. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Briggs requested a motion to approve the use of American Rescue Plan Act (ARPA) funds to purchase new Axon tasers, in the amount of \$24,447.60.

Res. 183-23 Approve the use of American Rescue Plan Act (ARPA) funds to purchase new Axon tasers, in the amount of \$24,447.60, contingent upon a requisition being submitted to the Fiscal office

Mr. Cavener moved to approve the use of American Rescue Plan Act (ARPA) funds to purchase new Axon tasers, in the amount of 24,447.60, contingent upon a requisition being submitted to the Fiscal office. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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Chief Briggs requested a motion to approve obtaining certification information from the Franklin County Auditor's Office to determine the current amount that the 5 Mill and 8.8 Mill police levies generate and what those levies would generate if replaced. Chair Stewart asked Fiscal Officer White to obtain the information. Ms. White agreed to do so.

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

FIRE DIVISION:

Chief Dunlevy requested a motion to approve the promotion of firefighter Richard Parks to the position of Lieutenant, effective October 1, 2023.

Res. 184-23 Approve the promotion of firefighter Richard Parks to the position of Lieutenant, effective October 1, 2023

Chair Stewart moved to approve the promotion of firefighter Richard Parks to the position of Lieutenant, effective October 1, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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

INFORMATION TECHNOLOGY:

Chief Dunlevy said that there were no new updates.

OPERATIONS CENTER:

Chair Stewart asked about the landscape work that was to be done around the OPS Center signage. Chief Dunlevy said that Mario Landscape cleaned up the overgrown brush, landscaped and mulched.

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

Chair Stewart moved to enter into Executive Session per Ohio Revised Code Section 121.22 (G)(3) Purpose: to discuss confidential documentation received from an attorney (attorney client privilege) concerning disputes involving the public body that are the subject of pending or imminent court action. Vice Chair Angelou seconded the motion. All voted yea. Motion carried.

At 11:10 a.m. the trustees went into Executive Session. At 11:28 a.m. the trustees came out of Executive Session.

Chair Stewart moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting was adjourned at 11:28 a.m.

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Held **October 2,** **2023**

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer