

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 17,

2023

Chair Stewart called the regular meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on October 17, 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, Information Technology Director Craig Main, and Human Resources (Policy) Fred Kauser present. Police Chief David Briggs attended to police business and arrived late. Human Resources Generalist Mindy Owens attended virtually.

Also present were David Reutter, Urban Conservation Specialist of Franklin Soil & Water Conservation District; Nathan Ralph, Water Quality Supervisor of Franklin County Public Health; and Jon Hastings of Assured Partners.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Chair Stewart said that the fire prevention open house was a fun event, that the event was well planned and well attended, and that she especially enjoyed the Sparky costumed character this year, worn by the fire chief's daughter.

VISITOR COMMENTS:

Mr. Reutter thanked Mifflin Township for partnering with Franklin Soil & Water Conservation District in stormwater conservation per the National Pollutant Discharge Elimination System (NPDES) stormwater permit. Mr. Reutter said that numerous resources were available to assist the township in raising community awareness and to help promote events like the statewide annual Stormwater Awareness Week.

Mr. Ralph said that Franklin County Public Health has a robust water quality operations maintenance program; forty-three discharging systems are inspected annually in Mifflin Township. Residents can call his department if they see or smell anything out of the ordinary with stormwater or sewage.

GUEST SPEAKER:

Mr. Hastings gave an overview of the 2024 insurance plan renewal options and said that claims have increased 15% over the past year, both in number of claims and in cost per claim, and that pharmacy costs have also increased. Mr. Hastings said that for Medical Mutual of Ohio (MMO), there were two options to consider: the first option being a no rate increase/flat 1 year renewal option for 2024 and then repeating the renewal cycle for 2025; the second option being a 6% increase for the next two years and then repeating the renewal cycle for 2026.

Mr. Hastings said that regarding dental coverage, there was little difference in Delta Dental's premiums. Mr. Hastings also said that all other ancillary coverages remained the same with one exception: the voluntary election hospital indemnity rate decreased in 2023, resulting in a reduction for 2024.

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Res. 185-23 Approve the Medical Mutual of Ohio Insurance Renewal with an increase of 6% for 2024 and 2025

Mr. Cavener moved to approve the Medical Mutual of Ohio Insurance Renewal with an increase of 6% for a two-year renewal for 2024 and 2025. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File.)

There was discussion, based on the recommendation of the medical benefits committee, to raise the employee premium contribution percentage for medical benefits to 10% for both the Single Tier (currently at 7%) and the Family Tier (currently at 9%).

Res. 186-23 Approve raising the 2024 employee premium contribution percentage for medical benefits to 10% for both the Single Tier and the Family Tier

Mr. Cavener moved to approve raising the 2024 employee premium contribution percentage for medical benefits to 10% for both the Single Tier and the Family Tier. Chair Stewart seconded the motion. All voted yea. Motion carried.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the October 2, 2023 Regular Meeting.

Res. 187-23 Approve the meeting minutes from the October 2, 2023 Regular Meeting

Mr. Cavener moved to approve the meeting minutes from the October 2, 2023 Regular Meeting. Chair Stewart seconded the motion. All voted yea. Motion carried.

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

Res. 188-23 Approve the Warrants for November 2023

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

CORRESPONDENCE:

Fiscal Officer White said that two companies, Connect Realty, LLC, and WODA Cooper Companies, sent letters of notification advising that they were planning to build residential rental developments in or within a one-half-mile radius of Mifflin Township: a 52-unit Westerville Road complex and a 76-unit Brentnell Avenue complex, respectively. (See Referral File.)

Ms. White also said that an Order to Control Lead Hazards notification letter was received from Franklin County Public Health, requiring the owners of the property located at 2670 Berrell Avenue to mitigate the lead paint hazards identified at that property within 90 days from the date of issue. (See Referral File.)

FISCAL OFFICER | FINANCE REPORT:

Fiscal Officer White said that the agreement with HR Butler is moving forward. Implementation of the AP Automation is working well. She is working with the department heads on their 2024 budgets.

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Chair Stewart asked Ms. White if the changes to property valuations were due to property reappraisals for both the unincorporated and incorporated areas of the township. Ms. White said that she would check with the Auditor's office and also take a sampling of areas experiencing growth, like Leonard Park and the East Linden areas.

Ms. White said that the Franklin County auditor's office had not yet responded to her inquiry about what the two existing police levies are currently generating and what they would generate if replaced. She said she hoped to have a response back by the next trustees meeting.

Ms. White also said that in light of Payroll Assistant Rick Duff's absence, she and Accounting Assistant Stacy Lapso were making progress in documenting the payroll procedures and processes.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette said that she and Administrative Assistant Becky Swingle were also documenting administrative procedures and processes. Ms. Barnette said that from October 25th-27th, she would be attending the 2023 Software Solutions fall conference to learn more about the VIP Accounting System software, along with the fiscal staff.

Ms. Barnette said that plans for the annual holiday food drive were underway, that she had procured a gift card donation from Costco, and that she will be contacting other retailers and vendors for donations to benefit the food drive. Ms. Barnette said that she contacted the Ohio Attorney General's charitable law section for guidance. Chair Stewart asked about ways that the township employees could participate. Ms. Barnette said that she is exploring options for employees to voluntarily contribute to the holiday food drive via donations of food items or monetary donations.

Ms. Barnette said that at the next trustees meeting she will present for approval an updated public records policy for required posting in the lobby of each township building.

HUMAN RESOURCES:

HR Director (Policy) Kauser asked for clarification that Chair Stewart had the authority to sign the health benefits renewal approved by resolution earlier in the meeting. Chair Stewart said that she had the authority to sign the renewal.

Mr. Kauser said the HR department was ready to move ahead with the newly improved and streamlined employee performance evaluations. Chair Stewart said that the Board would need to review and approve the newly revised documents before they are implemented.

SERVICE:

Service Director Boggs said that he continues to negotiate an agreement with the City of Columbus to trade winter road salt for plowing thirteen miles of Columbus roads located in or bordering the township, many of them dead-end type roads. Mr. Boggs said that of the thirteen road miles discussed, four miles would be plowed regularly during inclement weather and that nine miles would need to be plowed if four or more inches of snow was falling or

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was on the ground. Mr. Boggs also said that if the snow plowing was not approved, the township would still be able to purchase salt at county pricing. Mr. Boggs said that he hoped to have a proposed agreement with cost comparisons for the next trustees meeting.

Mr. Boggs said that a resident reported that her husband was mowing the yard, his leg fell through a hole in a stormwater grate due to a broken rung. Chair Stewart asked if the resident was hurt. Mr. Boggs said that the resident said her husband was scraped up and bruised but did not need medical help. She asked that the grate be fixed. Mr. Boggs said that the grate was replaced and that he would follow up with the resident.

CODE ENFORCEMENT:

Service Director Boggs said that properties with code violations are still being tagged and that violations have slowed down. Mr. Boggs said that the first community clean-up day held in Leonard Park went well and that two 30-yard dumpsters were filled. Mr. Boggs said that the next two clean-ups with one dumpster will be at the old fire station property at 2459 Agler Road, first for the Northglen residents on October 20th and then for the East Linden residents on October 27th.

POLICE:

Police Chief Briggs removed his request from the agenda to accept and execute the 2024 Franklin County DUI Task Force Contract as he needed to check with the Franklin County Sheriff's Office regarding the section titled "Section III. Fringe Rate". He said he will reintroduce the contract for approval at the next trustees' meeting.

Chief Briggs gave an overview of the police department's statistics showing activity for the month of September, including vehicle impounds, gun and narcotics seizures, arrests, and major cases. (See Referral File.) Chair Stewart acknowledged that the police department was very busy in September.

Chief Briggs reported the following:

- A home invasion occurred on Mecca Road, where a subject broke into a residence armed with a handgun, threatened the owner, stole a few items, and fled the scene. During the investigation, a suspect was identified. Detectives from the Franklin County Sheriff's Office (FCSO) were contacted to assist with the case. The suspect was taken into custody a few hours later by officers of Mifflin and Clinton Townships and the FCSO SWAT team.
- A domestic disturbance occurred on Baughman Avenue and turned into an attempted murder when the suspect shot the victim. The suspect fled the area prior to law enforcement's arrival. The FCSO Detective Bureau is working the case, and warrants have been issued for the suspect's arrest.
- Mifflin Township police worked on a child abuse case referred by Children's Services, and during the course of the investigation, the FCSO Detective Bureau was contacted for assistance. The suspect was arrested and charged with felony child endangerment.

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FIRE:

Chief Dunlevy requested a motion to approve the voluntary donations of Sick, Vacation, Holiday, and Compensatory accrued time to a firefighter. Chief Dunlevy said that sick leave donations must be matched 1:1 with earned time, that the firefighter's personal accrued time must be exhausted prior to accessing donated time, and that donated time must be submitted for each payroll period and may not be "banked".

Res. 189-23 Approve the voluntary donations of Sick, Vacation, Holiday, and Compensatory accrued time to a firefighter

Chair Stewart moved to approve the voluntary donations of Sick, Vacation, Holiday, and Compensatory accrued time to a firefighter. Mr. Angelou seconded the motion. All voted yea. Motion carried.

OPERATIONS CENTER:

Chief Dunlevy requested a motion to approve the purchase of desks, chairs, and cabinets for the OPS Center Fire suite and tables and chairs for the OPS Center large conference room from Loth Incorporated in the amount of \$89,214.81.

Chief Dunlevy said that the quote meets the state bid pricing and that a down payment or deposit was not required. Chief Dunlevy thanked Ms. Barnette and Mr. Kauser, and all those involved, for their help with the OPS Center furniture project.

Res. 190-23 Approve the purchase of desks, chairs, and cabinets for the OPS Center Fire suite and tables and chairs for the OPS Center large conference room from Loth Incorporated in the total amount of \$89,214.81

Chair Stewart motioned to approve the purchase of desks, chairs, and cabinets for the OPS Center Fire Suite and tables and chairs for the OPS Center large conference room from Loth Incorporated in the total amount of \$89,214.81. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to accept the five-year service agreement from Ring Central for a cloud-based phone system to replace the current system, with a one-time setup and programming fee in the amount of \$5,724, and a \$1,422.50 monthly fee thereafter.

Res. 191-23 Accept the five-year service agreement from Ring Central for a cloud-based phone system to replace the current system, with a one-time setup and programming fee in the amount of \$5,724, and a \$1,422.50 monthly fee thereafter

Chair Stewart motioned to accept the five-year service agreement from Ring Central for a cloud-based phone system to replace the current system, with a one-time setup and programming fee in the amount of \$5,724, and a \$1,422.50 monthly fee thereafter. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File.)

INFORMATION TECHNOLOGY:

IT Director Main said that along with working on the phone project, he is working on some projects for the Regional Council of Governments (RCOG).

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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 4:58 p.m.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Nancy White, Fiscal Officer