

RECORD OF PROCEEDINGS

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

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

Held **November 6,** **2023**

Chair Stewart called the regular meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on November 6, 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 Police Chief David Briggs. Human Resources Generalist Mindy Owens attended virtually.

Also present were Arthur Davis, pastor of Mt. Nebo Baptist Church, 2100 Aberdeen Avenue, and Lori Hall-Diaz, owner of Affinity Memorial Chapel, 1370 E. Main Street.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Vice Chair Angelou encouraged all to get out and vote in the upcoming election. Mr. Cavener congratulated the Gahanna Lincoln High School football team for their recent win and wished them continued success in their upcoming game.

VISITOR COMMENTS:

Pastor Davis said that the church was selling three parcels of land to Affinity Memorial Chapel for the purpose of building a funeral home and that he was seeking a zoning change for those parcels from residential to commercial and also a letter of support from the trustees. Chair Stewart said that notification was appreciated and that the church would need to contact Franklin County for zoning changes. The trustees said they would like to see evidence of support from neighbors of the church. Mr. Cavener asked to see the building plans. Fiscal Officer White recommended that Pastor Davis contact Matt Brown from the Franklin County Planning and Economic Development office for rezoning options. Police Chief Briggs and Service Director Boggs were supportive of the project.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the October 17, 2023 Regular Meeting.

Res. 192-23 Approve the meeting minutes from the October 17, 2023 Regular Meeting

Mr. Angelou moved to approve the meeting minutes from the October 17, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White said that a notice was received from the Department of Commerce Liquor Control asked if the trustees would like to request a hearing regarding a request to change the liquor license at Bob's Market from C1-C2 to C1-C2 and adding B. The trustees agreed that a hearing is unnecessary.

Ms. White said that an invitation was received from the Franklin County Engineer's Office inviting community leaders to their annual meeting of the Township and County authorities on November 16, 2023, with an R.S.V.P. due by November 10, 2023. Chair Stewart asked Ms. White to R.S.V.P. Ms. White agreed to do so.

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FISCAL OFFICER | FINANCE REPORT:

Fiscal Officer White requested a motion to approve a resolution declaring the necessity to replace the current 8.8 mill tax levy in excess of the 10 mill limitation, which would enable the Franklin County Auditor's Office to officially prepare an estimate to replace this levy.

Ms. White said that the auditor's office provided information on what the current 5 mill and 8.8 mill police levies generate and estimates of what they would generate if replaced. (See Referral File.) Ms. White said that increased property valuations do not increase levy collection rates. She said that if neither levy were replaced, the effective collection rates would continue to be based on the appraised valuation at the time the levies were originally passed, and that collections would increase only for new construction. Ms. White recommended that a levy fact sheet be added to the township website, explaining what township levy collections are based on and what happens once a levy is passed.

Ms. White said that once the official estimate is received from the auditor's office, the next step would be to pass a resolution to place the levy on the ballot and meet the filing deadline of December 20, 2023, for the March 19, 2024 election.

Res. 193-23 Approve a resolution declaring the necessity to replace the current 8.8 mill tax levy in excess of the 10 mill limitation

Mr. Cavener moved to approve a resolution declaring the necessity to replace the current 8.8 mill tax levy in excess of the 10 mill limitation. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. White said that she will be meeting with HR Butler to begin implementation of the new payroll software. Ms. White asked that the department heads have their budgets ready by the first trustees meeting in December. Ms. White said that a two-year look-back of the fire department's payroll was started and would be completed by the first quarter of 2024, and that beginning with the next pay period, the fire department's payroll would transition to an hour-for-hour schedule based on the Federal Department of Labor's FLSA Section 7(K) requirements. Mr. Angelou asked if there was any issue with the fire union. Ms. White said that the union did not have issues after reviewing the changes with Chief Dunlevy.

Fiscal Officer White requested an Executive Session per Ohio Revised Code 121.22 (G)(1) Purpose: consider the possible discipline of a public employee.

ADMINISTRATION OFFICE:

Administrative Services Manager Barnette requested a motion to approve the updated public records request policy and process, effective immediately.

Res. 194-23 Approve the updated public records request policy and process, effective immediately

Mr. Cavener moved to approve the updated public records request policy and process, effective immediately. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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Ms. Barnette asked that the date for the first trustees' meeting in 2024 be rescheduled. The trustees rescheduled the first trustees' meeting, which is also the organizational meeting, to January 2, 2024, at 10:00 a.m., at which time Vice Chair Angelou will be sworn in.

Ms. Barnette said that for visual organization purposes, and with trustee approval, the "M" graphic on departmental memos would each be updated to a solid color using the new brand colors. The trustees agreed to red for Administration, green for Finance, and blue for Service.

Ms. Barnette said that the delivery and installation of the new furniture for the OPS Center conference room and fire prevention areas are tentatively scheduled for November 22nd and December 26th, respectively.

Ms. Barnette said that the Gahanna Holiday Lights event was scheduled for November 19th, 2023, from 3:00 p.m. to 6:30 p.m. Ms. Barnette also said that planning was underway for the holiday dinner food drive.

HUMAN RESOURCES:

On behalf of HR Director (Policy) Kauser, Ms. Barnette requested a motion to authorize the HR Director to suspend current performance appraisal process, effective December 1, 2023.

Res. 195-23 Authorize the HR Director to suspend the current performance appraisal process, effective December 1, 2023

Mr. Angelou moved to authorize the HR Director to suspend the current performance appraisal process, effective December 1, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

On behalf of HR Director (Policy) Kauser, Ms. Barnette requested a motion to approve the updated and revised performance appraisal measures and tool, effective December 1, 2023.

Res. 196-23 Approve the updated and revised performance appraisal measures and tool, effective December 1, 2023

Mr. Cavener moved to approve the updated and revised performance appraisal measures and tool, effective December 1, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

On behalf of HR Director (Policy) Kauser, Ms. Barnette requested a motion to approve the revised performance period and annual appraisal schedule, effective December 1, 2023.

Res. 197-23 Approve the revised performance period and annual appraisal schedule, effective December 1, 2023

Mr. Angelou moved to approve the performance period and annual appraisal schedule, effective December 1, 2023. Mr. Cavener seconded the motion. All voted yea. Motion carried.

On behalf of HR Director (Policy) Kauser, Ms. Barnette requested a motion to approve the revised FLSA Overtime Policy, effective November 7, 2023. Ms. Barnette relayed that, per Mr. Kauser, some descriptive language would be added to a final version of the policy. Chair

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Stewart asked that the final, revised document be presented for possible amendments if needed at the next trustees' meeting. Ms. Barnette, on behalf of Mr. Kauser, agreed to do so.

Res. 198-23 Approve the revised FLSA Overtime Policy, effective November 7, 2023

Chair Stewart moved to approve the FLSA Overtime Policy, effective November 7, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Barnette said that Mr. Kauser included additional HR updates for review. (See Referral File).

SERVICE:

Service Director Boggs requested a motion to approve the purchase of a 2023 Ford F250 Super Duty Crew Cab with Plow from Ricart Ford in the amount of \$60,901.00. (See Referral File.)

Res. 199-23 Approve the purchase of a 2023 Ford F250 Super Duty Crew Cab with Plow from Ricart Ford in the amount of \$60,901.00

Mr. Angelou moved to approve the purchase of a 2023 Ford F250 Super Duty Crew Cab with Plow from Ricart Ford in the amount of \$60,901.00. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart asked about the decaling of the new truck. Mr. Boggs said that all the service department vehicle decals will be replaced with the new township logo.

Mr. Boggs said that he was exploring adding a code enforcement officer position to the service department, that the position could possibly be filled by an off-duty Mifflin police officer knowledgeable of the Ohio Revised Code, and that he would have more details at a future trustee meeting. Mr. Boggs also said that the Ferris Park neighborhood clean-up day went well.

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 \$1,800: 2500 Parkwood Ave., trash \$300; 2590 Parkwood Ave., mowing \$300; 2685 Berrell Ave., mowing \$300; Melrose Ave. Parcel 190-001292, mowing \$300; Rankin Ave. Parcel 190-001552-00, mowing \$300; 2326 Rankin Ave., mowing \$300.

Mr. Cavener asked if any of the properties were repeat code enforcement offenders. Mr. Boggs said that one of the properties was, and that he was still waiting on a response from the Franklin County prosecutor's office on dealing with repeat code violation offenders. Chair Stewart asked Mr. Boggs to make this a priority. Mr. Boggs agreed to do so.

Res. 200-23 Approve the following code violations to be placed as a lien on the tax duplicates per ORC§505.87(B)(2), totaling \$1,800: 2500 Parkwood Ave., trash \$300; 2590 Parkwood Ave., mowing \$300; 2685 Berrell Ave., mowing \$300; Melrose Ave. Parcel 190-001292, mowing \$300; Rankin Ave. Parcel 190-001552-00, mowing \$300; 2326 Rankin Ave., mowing \$300

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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 \$1,800: 2500 Parkwood Ave., trash \$300; 2590 Parkwood Ave., mowing \$300; 2685 Berrell Ave., mowing \$300; Melrose Ave. Parcel 190-001292, mowing \$300; Rankin Ave. Parcel 190-001552-00, mowing \$300; 2326 Rankin Ave., mowing \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs asked to be added to the Executive Session requested by Fiscal Officer White, per Ohio Revised Code 121.22 (G)(1) Purpose: consider the possible discipline of a public employee.

POLICE:

Police Chief Briggs requested a motion to accept and execute the Franklin County DUI Task Force Contract for fiscal year 2024. Chair Stewart asked if the contract was effective for the township. Chief Briggs said that the contract was effective, enabling posting the overtime incurred for traffic enforcement and getting intoxicated drivers off of the roadways.

Res. 201-23 Accept and execute the Franklin County DUI Task Force Contract for fiscal year 2024

Mr. Cavener moved to accept and execute the Franklin County DUI Task Force Contract for fiscal year 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

FIRE:

Chief Dunlevy requested a motion to approve a conditional offer of employment to Firefighter-Paramedic Jonathan Garcia under the Lateral Transfer program, contingent upon successful completion of the background check, pre-employment physical and psychological assessment.

Res. 202-23 Approve a conditional offer of employment to Firefighter-Paramedic Jonathan Garcia under the Lateral Transfer program, contingent upon successful completion of the background check, pre-employment physical and psychological assessment

Chair Stewart moved to approve a conditional offer of employment to Firefighter-Paramedic Jonathan Garcia under the Lateral Transfer program, contingent upon successful completion of the background check, pre-employment physical and psychological assessment. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a conditional offer of employment to Full-Time Firefighter-EMT/B Bridget McGuire and Colton Foor under the Apprenticeship program, contingent upon successful completion of the background check, pre-employment physical and psychological assessment.

Res. 203-23 Approve a conditional offer of employment to Full-Time Firefighter-EMT/B Bridget McGuire and Colton Foor under the Apprenticeship program, contingent upon successful completion of the background check, pre-employment physical and psychological assessment

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Chair Stewart moved to approve a conditional offer of employment to Full-Time Firefighter-EMT/B Bridget McGuire and Colton Foor under the Apprenticeship program, contingent upon successful completion of the background check, pre-employment physical and psychological assessment. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the purchase of eleven replacement Mobile Dispatch Computers with fifth-generation iPads to include rugged covers from CDW-G in the amount of \$14,214.64. (See Referral File.)

Res. 204-23 Approve the purchase of eleven replacement Mobile Dispatch Computers with fifth-generation iPads to include rugged covers from CDW-G in the amount of \$14,214.64

Chair Stewart moved to approve the purchase of eleven replacement Mobile Dispatch Computers with fifth-generation iPads to include rugged covers from CDW-G in the amount of \$14,214.64. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the purchase of Mobile Dispatch Computer vehicle mounts from PARR Emergency Supplies in the amount of \$6,468.16. (See Referral File.)

Res. 205-23 Approve the purchase of Mobile Dispatch Computer vehicle mounts from PARR Emergency Supplies in the amount of \$6,468.16

Chair Stewart moved to approve the purchase of Mobile Dispatch Computer vehicle mounts from PARR Emergency Supplies in the amount of \$6,468.16. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the surplus of assorted weight equipment and exercise machines that are at their end of life:

- Lat Pull Down Machine - unknown age/manufacturer, good working condition with no tears in vinyl padding, approximately 300 lbs., no bar is included
- True PSX Performance Elliptical - good working condition with mild surface rust, includes a heart rate monitor
- Leg Press – unknown manufacturer, good working condition with no rips or tears noted in the vinyl
- Hoist Back Extension Machine – good working condition, small tear

Res. 206-23 Approve the surplus of assorted weight equipment and exercise machines that are at their end of life as listed in the motion

Chair Stewart moved to approve the surplus of assorted weight equipment and exercise machines that are at their end of life as listed in the motion. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a 3-year service and maintenance agreement with Zoll to cover all nine Zoll heart monitors in the amount of \$17,595 per year, provisional upon legal review of the agreement. (See Referral File.)

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Res. 207-23 Approve a 3-year service and maintenance agreement with Zoll to cover all nine Zoll heart monitors in the amount of \$17,595 per year, provisional upon legal review of the agreement

Chair Stewart moved to approve a 3-year service and maintenance agreement with Zoll to cover all nine Zoll heart monitors in the amount of \$17,595 per year, provisional upon legal review of the agreement. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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

OPERATIONS CENTER:

No updates given.

INFORMATION TECHNOLOGY:

IT Director Main said that he made changes to the meeting recording microphones in order to pick up the audio better and that he is working with the recording machine vendor to enable backup meeting recordings to a portable flash drive. Mr. Main said that he will also be sourcing three additional microphones so that each person sitting at the trustees dais has one and also one for guests.

Mr. Main said that the new phones were received and that a project manager from Parallel Technologies was assigned to begin the phone installation process. Ms. White asked Mr. Main if he had planned on purchasing sound equipment with recording capability for the OPS Center conference room. Mr. Main said that he had started a list of what may be needed for future use but had not yet sourced any equipment.

Use of the OPS Center conference room was discussed. Chair Stewart asked that future use by outside entities be put on hold for the time being until security issues are discussed, the current policy reviewed, and recommendations made.

Chair Stewart moved to enter into Executive Session per Ohio Revised Code Section 121.22(G)(1) Purpose: to 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, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Mr. Angelou seconded the motion. All voted yea. Motion carried.

At 11:25 a.m. the trustees went into Executive Session. At 12:42 a.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 12:42 a.m.

