

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 21,** **2023**

Chair Stewart called the regular meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on November 21, 2023, with Chair Lynn Stewart, Trustee Kevin Cavener, Fiscal Officer Nancy White, Service Director Roger Boggs, Administrative Services Manager Melanie Barnette, Police Chief David Briggs, Information Technology Director Craig Main, HR Director (Policy) Fred Kauser, and Fire Chief Brian Dunlevy present. Human Resources Generalist Mindy Owens attended virtually. Vice Chair Richard Angelou was absent due to illness.

Also present were visitors Melanie and Zachary Beitzel, 529 Woodside Lake Drive.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES' COMMENTS:

Mr. Cavener said that the Gahanna Holiday Lights on November 19th, 2023, was a nice event and well attended.

MINUTES & WARRANTS:

Chair Stewart requested a motion to approve the meeting minutes from the November 6, 2023 Regular Meeting.

Res. 208-23 Approve the meeting minutes from the November 6, 2023 Regular Meeting

Mr. Cavener moved to approve the meeting minutes from the November 6, 2023 Regular Meeting. Chair Stewart seconded the motion. Both voted yea. Motion carried.

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

Res. 209-23 Approve the Warrants for December 2023

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

VISITOR COMMENTS:

Mr. Beitzel said he is attending today's the meeting as a requirement of his government class at Gahanna Lincoln High School.

POLICE:

Police Chief Briggs said that residents expressed their appreciation for the cleaning up of several alleys in the township by the service department employees, which helped make them passable. Chief Briggs also said that he will be requesting a lifesaving award be given to Officer Howard for helping sustain the life of a non-responsive person with no pulse by providing CPR compressions and other life saving measures until the paramedics arrived.

Fiscal Officer White said that the Estimate of Collections for replacing the 8.8 mill police levy was received from the Franklin County Auditor's office. Ms. White said that the resolution to place the levy on the next ballot would be presented at the next trustees meeting.

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Chair Stewart asked Administrative Services Manager Barnette to add to the agenda of the next trustees meeting the department heads budget presentations for the upcoming year. Ms. Barnette agreed to do so.

CORRESPONDENCE:

Fiscal Officer White said that correspondence received from the Franklin County Engineer's Office listed snow and ice control material pricing for the upcoming winter season and also listed the three locations where the materials would be provided. (See Referral File.)

FINANCE:

Fiscal Officer White said that the finance department and HR Butler were meeting weekly to review and finalize the department's processes, including payroll. Ms. White said starting next week, meetings would be scheduled with the department heads to review department budgets. Ms. White also said that she and Mr. Kauser met to discuss future HR organization and planning and will schedule workshops in early 2024 to discuss with the trustees.

ADMINISTRATION:

Administrative Services Manager Barnette requested a motion to approve the Authorization to Seek Legal Counsel Policy, effective November 21, 2023.

Res. 210-23 Approve the Authorization to Seek Legal Counsel Policy, effective November 21, 2023

Mr. Cavener moved to approve the Authorization to Seek Legal Counsel Policy, effective November 21, 2023. Chair Stewart seconded the motion. Both voted yea. Motion carried.

Ms. Barnette said that the office staff, including Ms. White and IT Director Main, met to talk through the new phone system call routing for regular office hours from 8:00 a.m. to 4:30 p.m., for evening hours, and for holidays. Ms. Barnette said that the OPS Center conference room furniture would be delivered on November 22nd. Ms. Barnette said that the Holiday Dinner Drive letter on behalf of the trustees was emailed to the employees. She requested residents addresses for the donations from Police Chief Briggs, Fire Chief Dunlevy and Service Director Boggs by December 15th. Ms. Barnette also said that she would attend a free Ohio Township Association (OTA) training on Levy/Auditor of State Campaign Guidance and best practices regarding communicating township financial needs in an informative and non-promotional way. Lastly, Ms. Barnette asked the trustees' opinion on who should be responsible for the billing of tenants at the OPS Center. Chair Stewart said that it made sense to have billing fall under the finance department.

HUMAN RESOURCES:

Mr. Kauser said that Ms. Owens is ready to take on the full role of managing HR services, and that shifting Ms. Owens's role enables him to devote 100% of his time to updating the HR policy documents.

HR Director (Policy) Kauser requested a motion to approve a title change for Mindy Owens from the title of HR Generalist to the title of HR Manager, effective November 21, 2023.

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Res. 211-23 Approve a title change for Mindy Owens from the title of HR Generalist to the title of HR Manager, effective November 21, 2023

Mr. Cavener moved to approve a title change for Mindy Owens from the title of HR Generalist to the title of HR Manager, effective November 21, 2023. Chair Stewart seconded the motion. Both voted yea. Motion carried.

Mr. Kauser said that 8 out of 13 items on the Clemans Nelson audit list have been addressed and that they will be invited back in December to do a review. Mr. Kauser said that the 2024 employee benefits open enrollment, done in a completely new format that included a pre-enrollment launch, was completed and that the process would be reviewed next year.

SERVICE:

Service Director Boggs requested the trustees' signatures on the Leonard Park Genessee Avenue Drainage Project Plan title sheet that the Franklin County Engineer's Office will present to the Franklin County Commissioners. Chair Stewart and Trustee Cavener signed the title sheet. Mr. Boggs said that as soon as he could get Vice Chair Angelou's signature, the title sheet would be returned to the engineer's office. Mr. Boggs said that the grant options changed from an OPWC grant for four roads to a CBDG grant for one road due to the building of new, higher-priced homes. Mr. Boggs said that the other three roads may still get grant approval at a later date.

Mr. Boggs said that on behalf of the township, he would notify Franklin County Public Health that the township intends to participate in their two-year mosquito management program at a cost of \$13,701.75. Mr. Boggs said that the mosquito contract would be presented at a later trustees meeting.

Mr. Boggs requested the trustees' signatures on the City of Columbus Salt Contract, approved on the contingency that the contract be reviewed by the township's legal counsel. Mr. Boggs said that the pricing was very competitive, the salt was accessible 24/7, and the proximity to replenish salt would keep the service department trucks within a half-mile of the township footprint. Mr. Boggs said that assisting Columbus by plowing their city roads located within the township would add approximately one additional hour of plowing and salting to the service crew's three-hour route. Chair Stewart and Trustee Cavener signed the contract.

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: 2170 Aberdeen Avenue, mowing and trash \$300; 2779 Baughman Avenue, mowing and trash \$300.

Res. 212-23 Approve the following code violations to be placed as a lien on the tax duplicates per ORC§505.87(B)(2), totaling \$600: 2170 Aberdeen Avenue, mowing and trash \$300; 2779 Baughman Avenue, mowing and trash \$300

Mr. Cavener 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: 2170 Aberdeen Avenue, mowing and trash \$300; 2779 Baughman Avenue, mowing and trash \$300. Chair Stewart seconded the motion. Both voted yea. Motion carried.

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Mr. Cavener asked if Mr. Boggs was able to speak with the assistant prosecutor. Mr. Boggs said that he spoke with Assistant Prosecutor Fields regarding repeat code violation offenders and that Ms. Fields advised him to continue tagging the properties and also to provide her with the details so that she can present evidence to the court to increase the penalties against the repeat offenders. Mr. Cavener asked what was the maximum lien amount that could be placed before the property could be foreclosed upon. Ms. White said that depending on the total amount of liens placed against a property, if the liens and taxes were not paid within a year and a half (or six months for vacant property), the foreclosure process can begin.

Mr. Boggs said that the property at 2140 Denune Avenue had resumed weekly code violation activities such as commercial trucks parking in the residential area and in the right-of-way. Mr. Boggs said that the police department could tag the trucks to be towed if they were not moved within 48 hours. Mr. Cavener asked that Mr. Boggs confirm the 48-hour wait period before towing. Mr. Boggs agreed to do so. Mr. Boggs said that he would look into posting “no commercial vehicle parking” signage.

Mr. Boggs also said that 2136 Myrtle Avenue, with liens on the property, was sold by sheriff’s auction in October for \$20,600.

FIRE:

Chief Dunlevy said that the fire department participated in Gahanna’s Holiday Lights parade, helping escort Santa from Clark Hall to Mill Street, with an estimated 6,000 people attending.

Chief Dunlevy said that in the last 30 days, the department has responded to approximately 19 working fires, some in the township and some by giving mutual aid to neighboring communities. Chief Dunlevy said that one recent fire in the unincorporated area of the township was due to the overloading of an electrical outlet, and that he spoke with Ms. Barnette as the Public Information Officer (PIO) to publish some public service announcements regarding electrical outlet safety in light of the upcoming holiday season. Chief Dunlevy said that a fire in Gahanna was arson-related, with a suspect being arrested and charged.

Chief Dunlevy said that the station generator at Station 131 broke an internal piston and that due to age (having been installed in 1989), there were no parts available. Chief Dunlevy said that Facilities Director Tharp and the department’s fleet mechanic, certified to rebuild engines, were sourcing parts to do an engine re-build.

OPS CENTER:

Chief Dunlevy said that the fire prevention office suite was scheduled to have doors delivered the first week of December and that the furniture was scheduled for delivery and installation on December 26th.

Chief Dunlevy said that he would work with Facilities Director Tharp and Service Director Boggs to develop a snow removal plan for the OPS Center in the coming winter season.

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INFORMATION TECHNOLOGY:

IT Director Main said that the township's servers have been hosted in a cloud environment for several years by WOW Business. Contingent upon legal review of the documents being presented for approval and having obtained several quotes, Mr. Main would like to migrate and have the township's cloud-based servers hosted by IP Pathways. Chair Stewart asked whose budget the project would be paid from. Mr. Main said that the expense would be split between fire and the township administration general fund.

IT Director Main requested a motion to approve the Master Service Agreement with IP Pathways, effective November 8, 2023 contingent upon legal review.

Res. 213-23 Approve the Master Service Agreement with IP Pathways, effective November 8, 2023 contingent upon legal review

Mr. Cavener moved to approve the Master Service Agreement with IP Pathways, effective November 8, 2023 contingent upon legal review. Chair Stewart seconded the motion. Both voted yea. Motion carried.

IT Director Main requested a motion to approve, as part of the Master Service Agreement with IP Pathways, the Statement of Services Schedule between IP Pathways and Mifflin Township, effective December 1, 2023 in the amount of \$895.11 per month contingent upon legal review.

Res. 214-23 Approve, as part of the Master Service Agreement with IP Pathways, the Statement of Services Schedule between IP Pathways and Mifflin Township, effective December 1, 2023 in the amount of \$895.11 per month contingent upon legal review

Chair Stewart moved to approve, as part of the Master Service Agreement with IP Pathways, the Statement of Services Schedule between IP Pathways and Mifflin Township, effective December 1, 2023 in the amount of \$895.11 per month contingent upon legal review. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

IT Director Main requested a motion to approve the Adaptive Cloud Migration by IP Pathways in the amount of \$6,732.

Res. 215-23 Approve the Adaptive Cloud Migration by IP Pathways in the amount of \$6,732

Chair Stewart moved to approve the Adaptive Cloud Migration by IP Pathways in the amount of \$6,732. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Mr. Main said that implementation of the new phone system is moving along and that he has gathered call trees from departments to submit to the phone service provider. Mr. Main said that he is sourcing additional new microphones for the trustee meeting set-up and working with the audio recording equipment manufacturer to source a backup recording system.

Chair Stewart moved to adjourn the meeting. Mr. Cavener seconded the motion. Both voted yea. Motion carried. The meeting was adjourned at 4:37 p.m.

