

# RECORD OF PROCEEDINGS

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

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

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**Held** **December 19,** **2023**

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Chair Stewart called the regular meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m. on December 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, Information Technology Director Craig Main, and HR Director (Policy) Fred Kauser present.

Chair Stewart led the Pledge of Allegiance.

## **TRUSTEES' COMMENTS:**

The trustees said that 2023 was a good year and expressed their appreciation to all the township employees, wishing everyone happy holidays.

## **MINUTES & WARRANTS:**

Chair Stewart requested a motion to approve the meeting minutes from the December 4, 2023 Regular Meeting.

### **Res. 222-23 Approve the meeting minutes from the December 4, 2023 Regular Meeting**

Mr. Angelou moved to approve the meeting minutes from the December 4, 2023 Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the Warrants for January 2024.

### **Res. 223-23 Approve the Warrants for January 2024**

Mr. Cavener moved to approve the Warrants for January 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

## **VISITOR COMMENTS:**

None.

## **CORRESPONDENCE:**

None.

## **FINANCE:**

Fiscal Officer White requested a motion to approve a temporary appropriations budget for 2024 that would provide for current expenses and other expenditures, allowing Mifflin Township to operate until budgets are finalized.

### **Res. 224-23 Approve the 2024 Township Temporary Appropriations**

Chair Stewart moved to approve the 2024 township temporary appropriations, allowing Mifflin Township to operate until budgets are finalized. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested a motion to approve requesting the 2024 Tax Settlement Advances from the Franklin County Auditor's Office.

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**Res. 225-23 Approve requesting the 2024 Tax Settlement Advances from the Franklin County Auditor's Office**

Chair Stewart moved to approve requesting the 2024 Tax Settlement Advances from the Franklin County Auditor's Office. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Fiscal Officer White requested a motion to approve a revised resolution declaring the necessity to replace the current 8.8 mill tax levy in excess of the ten mill limitation. Ms. White said that verbiage required by the prosecutor's office was added to the resolution language.

**Res. 226-23 Approve a revised resolution declaring the necessity to replace the current 8.8 mill tax levy in excess of the ten mill limitation**

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

Ms. White said that the payroll transfer to HR Butler is going well and should be ready for implementation with the first pay of 2024. Chair Stewart asked about the FLSA project. Ms. White said that after year-end is completed, the finance staff will concentrate on the project.

**ADMINISTRATION:**

Administrative Services Manager Barnette said that she attended an Ohio Township Association (OTA) webinar on updated levy campaign guidance for local governments, presented by the Bricker Graydon law firm. Ms. Barnette distributed a handout of slides from the presentation. (See Referral File.)

Ms. Barnette said that the holiday dinners drive was going well, with generous donations received and staff willing to help. The ALDI store in Gahanna donated refrigerator storage space for the hams until the dinner bags were fully assembled and ready for distribution on Wednesday, December 20<sup>th</sup>, 2023 with assistance from the fire department.

**HUMAN RESOURCES:**

HR Director (Policy) Kauser requested a motion to accept the resignation of Accounting-Payroll Assistant Rick Duff, effective December 14, 2023.

**Res. 227-23 Accept the resignation of Accounting-Payroll Assistant Rick Duff, effective December 14, 2023**

Chair Stewart moved to accept the resignation of Accounting-Payroll Assistant Rick Duff, effective December 14, 2023. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Mr. Kauser requested on behalf of the fire chief, a motion to approve reclassifying the Facilities Manager 30-hrs/week position with standard township benefits like my 30-hr full-time position prorated benefits.

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**Res. 228-23 Approve reclassifying the Facilities Manager 30-hrs/week position with standard township benefits like Mr. Kauser's 30-hr full-time position prorated benefits.**

Mr. Angelou moved to approve reclassifying the Facilities Manager 30-hrs/week position with standard township benefits like Mr. Kauser's 30-hr full-time position prorated benefits. Mr. Cavener seconded the motion. All voted yea. Motion carried.

**SERVICE:**

Service Director Boggs requested the trustees' signatures on a title sheet for West Genessee Avenue in East Linden (from Parkwood Avenue to Perdue Avenue) for the drainage rebuild project.

Service Director Boggs requested a motion to approve moving Justin Parker to Service Specialist II, Step 2, at the rate of \$25.96/hr., effective December 10, 2023.

**Res. 229-23 Approve moving Justin Parker to Service Specialist II, Step 2, at the rate of \$25.96/hr., effective December 10, 2023**

Mr. Angelou moved to approve moving Justin Parker to Service Specialist II, Step 2, at the rate of \$25.96/hr., effective December 10, 2023. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs provided additional updates. (See Referral File)

**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 \$900: 2717 Berrell Ave, trash \$300; 2722 Berrell Ave, trash \$300; 2362 Parkwood Ave, trash \$300.

**Res. 230-23 Approve the following code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$900: 2717 Berrell Ave, trash \$300; 2722 Berrell Ave, trash \$300; 2362 Parkwood Ave, trash \$300**

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 \$900: 2717 Berrell Ave, trash \$300; 2722 Berrell Ave, trash \$300; 2362 Parkwood Ave, trash \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

**POLICE:**

Police Chief Briggs requested a motion to approve the carry-over of vacation balances remaining in 2023 to 2024 for LT Starrett, Officer Howard, and Chief Briggs.

**Res. 231-23 Approve the carry-over of vacation balances remaining in 2023 to 2024 for LT Starrett, Officer Howard, and Chief Briggs**

Mr. Cavener moved to approve the carry-over of vacation balances remaining in 2023 to 2024 for LT Starrett, Officer Howard, and Chief Briggs. Chair Stewart seconded the motion. All voted yea. Motion carried.

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Chief Briggs said that November call volumes had increased significantly overall. Chief Briggs said that the department was able to solve a rash of theft cases, apprehending the thief and the person fencing the stolen property. Chief Briggs also said that the department was able to help solve a swatting case that included incidents in Mifflin Township and Gahanna. Chief Briggs thanked the township administrative assistant, Becky Swingle, for helping update state-required forms for Marsy's Law and the crime of strangulation. Chief Briggs said that the neighborhood at Denune and Perdue Avenues expressed their thanks to the service department for cleaning up the intersection. Chief Briggs provided additional updates. (See Referral File.)

## **FIRE:**

Chief Dunlevy requested a motion to adjust the effective retirement date of firefighter Patrick Ike from January 2, 2024 to January 6, 2024.

### **Res. 232-23 Approve the adjusted effective retirement date of firefighter Patrick Ike from January 2, 2024 to January 6, 2024**

Chair Stewart moved to approve the adjusted effective retirement date of firefighter Patrick Ike from January 2, 2024 to January 6, 2024. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to accept Deputy Chief Michael Lowe's notice of retirement, effective February 17, 2024.

### **Res. 233-23 Accept Deputy Chief Michael Lowe's notice of retirement, effective February 17, 2024**

Mr. Cavener moved to accept Deputy Chief Michael Lowe's notice of retirement, effective February 17, 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a two (2) year lease with the Gahanna-Jefferson School Board for use of the lot located at 219 Carpenter Road, Gahanna, OH 43230 at the rate of \$500/month, for the purpose of parking the construction worker's personal vehicles during the hours of 6:00 a.m. to 6:00 p.m., effective February 1, 2024.

### **Res. 234-23 Approve a two (2) year lease with the Gahanna-Jefferson School Board for use of the lot located at 219 Carpenter Road, Gahanna, OH 43230 at the rate of \$500/month, effective February 1, 2024**

Mr. Angelou moved to approve a two (2) year lease with the Gahanna-Jefferson School Board for use of the lot located at 219 Carpenter Road, Gahanna, OH 43230 at the rate of \$500/month, effective February 1, 2024. Mr. Cavener seconded the motion. All voted yea. Motion carried. (See Referral File.)

## **OPS CENTER:**

No updates at this time.

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## **INFORMATION TECHNOLOGY:**

Chief Dunlevy requested a motion to approve a replacement 48-port switch for station 132 at a cost not to exceed \$9,000 and to relocate the existing 24-port switch to station 133.

### **Res. 235-23 Approve a replacement 48-port switch for station 132 at a cost not to exceed \$9,000 and to relocate the existing 24-port switch to station 133**

Chair Stewart moved to approve a replacement 48-port switch for station 132 at a cost not to exceed \$9,000 and to relocate the existing 24-port switch to station 133. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Information Technology Director Main said that Parallel Technologies was working to complete the new phone system back-end programming, including testing of the fire stations' paging system, and that with a target completion date of January 17, 2024, training would be scheduled for January 8 – 10, 2024.

IT Director Main requested an Executive Session per Ohio Revised Code Section 121.22 (G)(6) Purpose: consider details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office.

Chair Stewart moved to enter into Executive Session per Ohio Revised Code Section 121.22(G)(6) Purpose: consider details relative to the security arrangements and emergency response protocols for a public body or a public office, if disclosure of the matters discussed could reasonably be expected to jeopardize the security of the public body or public office. Mr. Cavener seconded the motion. All voted yea. Motion carried.

At 4:32 p.m. the trustees, Fiscal Officer White, Administrative Services Manager Barnette, and IT Director Main went into Executive Session. At 5:00 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 5:00 p.m.

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Lynn M. Stewart, Chair

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Richard J. Angelou, Vice Chairman

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Kevin J. Cavener, Trustee

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Nancy White, Fiscal Officer