

# 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 4,

2023

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Chair Stewart called the regular meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on December 4, 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, Police Chief David Briggs, Human Resources Manager Mindy Owens, and Fire Chief Brian Dunlevy present. Information Technology Director Craig Main and HR Director (Policy) Fred Kauser were absent.

Chair Stewart led the Pledge of Allegiance.

## **TRUSTEES' COMMENTS:**

None.

## **MINUTES:**

Chair Stewart requested a motion to approve the meeting minutes from the November 21, 2023 Regular Meeting.

## **Res. 216-23 Approve the meeting minutes from the November 21, 2023 Regular Meeting**

Mr. Cavener moved to approve the meeting minutes from the November 21, 2023 Regular Meeting. Chair Stewart seconded the motion. All voted yea. Motion carried.

## **VISITOR COMMENTS:**

None.

## **CORRESPONDENCE:**

Fiscal Officer White said that a notice of the annual billing rates for legal resource Brosius, Johnson & Griggs for the year 2024 was received. (See Referral File.)

## **FINANCE:**

Fiscal Officer White requested a motion to approve a resolution declaring the necessity to proceed with the election on the question of a replacement eight point eight (8.8) mill tax in excess of the ten mill limitation for a continuing period of time.

Ms. White provided copies of Resolution 193-23, approved at the November 6, 2023, trustees' meeting, declaring the necessity to replace the current 8.8 mill tax levy in excess of the ten mill limitation, and also copies of the Certificate of Estimated Property Tax Revenue received from the Franklin County Auditor's Office. (See Referral File.) Mr. Cavener said that the replacement police levy would include present-day property valuation, and if not passed, the levy would continue to collect at the same rate as when originally voted on.

## **Res. 217-23 Approve a 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 resolution declaring the necessity to replace the current 8.8 mill tax levy in excess of the ten mill limitation. Chair Stewart seconded the motion. All voted yea. Motion carried.

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Fiscal Officer White requested a motion to approve the nomination of Ron Grossman as the representative of the Franklin County townships on the SWACO Board of Trustees.

**Res. 218-23 Approve the nomination of Ron Grossman as the representative of the Franklin County townships on the SWACO Board of Trustees**

Mr. Cavener moved to approve the nomination of Ron Grossman as the representative of the Franklin County townships on the SWACO Board of Trustees. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer White said that copies of department budgets were provided in the meeting packets and suggested the trustees review them and meet with the department heads if they have questions. (See Referral File.) Ms. White said that the budgets could be approved with either a permanent or a temporary appropriations resolution at the December 19<sup>th</sup>, 2023, meeting, depending on whether the final year-end carry-over balances are determined by then. Ms. White also suggested holding a strategic planning meeting in early 2024. Chair Stewart said that she had planned to suggest the same.

Ms. White said that the fiscal department was moving forward with implementing the new payroll system and has had several meetings with them. Ms. White suggested that the department heads review their pay rates, both hourly and overtime, when preparing their overall budgets. Chair Stewart asked whose budget the OPS Center fell under. Ms. White said that the OPS Center budget fell under the General Fund.

Vice Chair Angelou said that performance reviews were done for Service Director Boggs and Administrative Services Manager Barnette and that step-raises were being recommended for both. Chair Stewart said that Ms. Owens' title change from HR Generalist to HR Manager should also include a step-raise. Ms. White suggested that motions to approve all three step raises be presented at the December 19, 2023, trustees' meeting. Chair Stewart agreed.

Ms. White said that she serves on the Ohio Public Works Integrating Committee (OPWIC) and that at their recent meeting, the Franklin County Sanitary Engineer applied for money for Mifflin Township. Mr. Boggs said that sanitary would be separate from storm water and that he would look into what the money would be used for.

**ADMINISTRATION:**

Ms. Barnette said that the OPS Center conference room furniture was delivered and installed, and the crew was professional and swift. Ms. Barnette said that the fire prevention suite furniture would be delivered on December 26<sup>th</sup>. Ms. Barnette said that on behalf of the elected officials, she R.S.V.P.'d to Gahanna City Council member Mrs. Karen Angelou's retirement celebration.

**HUMAN RESOURCES:**

HR Manager Owens said that she will continue to offer support to Ms. White and the fiscal department with the transition of payroll and HR services to HR Butler and with year-end. Ms. Owens said that the benefits open enrollment was done, Paycor updates were complete, and the health savings account (HSA) deductions report was ready. Ms. Owens said that based

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on recommendations from HR consulting firm Clemans Nelson, she would like to meet with the department heads to begin updating personnel job descriptions, with a target completion of sixty (60) days. Ms. Owens said that she is working to have the Paycor ACA filing report (1095-C benefits enrollment) completed by the end of December. Additional updates were provided. (See Referral File.)

## **SERVICE:**

Service Director Boggs requested the trustees' signatures on additional Leonard Park Drainage Project Plan title sheets for Minnesota Avenue and Emmons Avenue that the Franklin County Engineer's Office will present to the Franklin County Commissioners. The trustees signed the title sheets.

Mr. Boggs said that service would try installing a few more cemetery foundations depending on the weather, and that service was completing a few projects and finishing up the cemeteries for the year.

## **CODE ENFORCEMENT:**

Service Director Boggs said that he would present a resolution for code violations at the next trustees meeting and that the assistant prosecutor's office is being copied on all violations sent to the Franklin County code enforcement officer. Mr. Boggs said that he is still developing a plan for the position of part-time township code enforcement officer.

## **POLICE:**

At 8:45 a.m., Police Chief Briggs stepped out to attend to a police matter. Chief Briggs provided updates. (See Referral File.)

## **FIRE:**

Chief Dunlevy requested a motion to accept the retirement of firefighter Patrick Ike, effective January 2, 2024.

### **Res. 219-23 Accept the retirement of firefighter Patrick Ike, effective January 2, 2024**

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

Chief Dunlevy requested a motion to approve the Mifflin Township Division of Fire 2023-2026 Compensation Proposal, effective the first full pay period of 2024, paid on January 26, 2024. (See Referral File.)

### **Res. 220-23 Approve the Mifflin Township Division of Fire 2023-2026 Compensation Proposal, effective the first full pay period of 2024, paid on January 26, 2024**

Chair Stewart moved to approve the Mifflin Township Division of Fire 2023-2026 Compensation Proposal, effective the first full pay period of 2024, paid on January 26, 2024. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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## **OPS CENTER:**

Chief Dunlevy requested a motion to approve the retroactive repairs to the OPS Center Liebert data room HVAC system by Engineered Temperature Solutions in the amount of \$9,375.49

## **Res. 221-23 Approve the retroactive repairs to the OPS Center Liebert data room HVAC system by Engineered Temperature Solutions in the amount of \$9,375.49**

Mr. Cavener moved to approve the retroactive repairs to the OPS Center Liebert data room HVAC system by Engineered Temperature Solutions in the amount of \$9,375.49. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy said that the fire department responded to a two-alarm fire at a business in Columbus and, after containment, discovered that the business processed toxic chemical waste. Chief Dunlevy said that the Emergency Management Agency (EMA) of Franklin County was working with the department to replace all of the contaminated firefighter turnout gear and some air pack straps exposed to the chemicals.

Chief Dunlevy said that all hydrants in the township were checked and pumped for the winter, with a few needing follow-up by the fire crews. Chief Dunlevy said that the station 131 generator was being rebuilt by the department's fleet mechanic. Chief Dunlevy also said that the OPS Center interior signage was installed and that the company representative stopped in to document the minor corrections needed.

Vice Chair Angelou asked Chief Dunlevy if he had figures on the fleet mechanic savings. Chief Dunlevy said that at the next trustees meeting, he would provide a year-end report that would include those figures.

## **INFORMATION TECHNOLOGY:**

No updates at this time.

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 10:38 a.m. the trustees went into Executive Session. At 11:00 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 11:00 a.m.

