

RECORD OF PROCEEDINGS

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

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

Held February 5, 2024

Chair Stewart called the Regular Meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. on February 5, 2024, with Chair Lynn Stewart, Vice Chair Kevin Cavener, Trustee Richard Angelou, Fiscal Officer Nancy White, Service Director Roger Boggs, Administrative Services Manager Melanie Barnette, Police Chief David Briggs, Information Technology Director Craig Main, and Fire Chief Brian Dunlevy present. Human Resources Director (Policy) Fred Kauser was absent.

Chair Stewart led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Vice Chair Cavener read a resignation letter from HR Director (Policy) Fred Kauser, with the effective date to be corrected from March 14, 2023, to March 14, 2024. (See Referral File.) Mr. Kauser will take accrued time off until then. The trustees expressed their well-wishes and thanked Mr. Kauser for his service.

Res. 44-24 Accept the resignation of Human Resources Director (Policy) Fred Kauser, effective March 14, 2024

Vice Chair Cavener moved to accept the resignation of Human Resources Director (Policy) Fred Kauser, effective March 14, 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

VISITOR COMMENTS:

None.

MINUTES:

Chair Stewart requested a motion to approve the meeting minutes from the January 10, 2024, Special Meeting. Vice Chair Cavener requested to table the motion in order to make corrections to the draft minutes. The motion was tabled.

Chair Stewart requested a motion to approve the meeting minutes from the January 16, 2024, Regular Meeting.

Res. 45-24 Approve the meeting minutes from the January 16, 2024, Regular Meeting

Mr. Angelou moved to approve the meeting minutes from the January 16, 2024, Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Stewart requested a motion to approve the meeting minutes from the January 22, 2024, Special Meeting.

Res. 46-24 Approve the meeting minutes from the January 22, 2024, Special Meeting

Mr. Cavener moved to approve the meeting minutes from the January 22, 2024, Special Meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

Fiscal Officer White said that registration information was received from the Mid-Ohio Regional Planning Commission (MORPC) for their upcoming events: the MORPC 2024 State

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of the Region Address, the Pre Commission Luncheon, and the Planning Together Local Government and Schools Luncheon. (See Referral File.)

Ms. White also said that the Franklin County Public Health Department sent an advisory highlighting their upcoming events and initiatives. (See Referral File.)

Mr. Angelou said that Fiscal Officer White was a nominee for the prestigious MORPC William H. Anderson Award, presented at the State of the Region. Mr. Angelou suggested purchasing a Mifflin table for the event.

FINANCE:

Fiscal Officer White said that the transition to the 2024 fiscal year should happen in the next few days. Ms. White said that switching payroll platforms after twenty years and getting payroll up and running was a daunting task. Ms. White thanked the township employees for their patience, thanked IT Director Main for his help with the time clocks, and thanked Accounting Assistant Stacy Lapso for helping move the new payroll program forward. Ms. White said that the employee accrued time would be added and that with some fine-tuning, the payroll platform transition should be complete by the end of the month.

Ms. White said that the holiday payouts and sick leave incentive payouts were done in January. Chair Stewart asked about the status of the FLSA payouts, and Ms. White said that with the payroll project nearly complete, the FLSA payouts should be completed by the end of March.

ADMINISTRATION:

None.

HUMAN RESOURCES:

None.

SERVICE:

Service Director Boggs requested a motion to approve the trustees' signatures on a letter to the Franklin County Engineer's Office for assistance in doing a traffic study at the intersection of Perdue Ave. and Denune Ave. for 4-way stop consideration. (See Referral File.)

Res. 47-24 Approve the trustees' signatures on a letter to the Franklin County Engineer's Office for assistance in doing a traffic study at the intersection of Perdue Ave. and Denune Ave. for 4-way stop consideration

Mr. Angelou moved to approve the trustees' signatures on a letter to the Franklin County Engineer's Office for assistance in doing a traffic study at the intersection of Perdue Ave. and Denune Ave. for 4-way stop consideration. Chair Stewart seconded the motion. All voted yea. Motion carried.

Service Director Boggs requested a motion to approve the 2024 TruGreen contract for nutsedge (2 treatments) and weed control (10 treatments) each at Mifflin and Riverside Cemeteries, in the amount of \$5,987. (See Referral File.)

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Res. 48-24 Approve the 2024 TruGreen contract for nutsedge (2 treatments) and weed control (10 treatments) each at Mifflin and Riverside Cemeteries, in the amount of \$5,987

Mr. Angelou moved to approve the 2024 TruGreen contract for nutsedge (2 treatments) and weed control (10 treatments) each at Mifflin and Riverside Cemeteries, in the amount of \$5,987. Chair Stewart seconded the motion. All voted yea. Motion carried.

Mr. Boggs said that AARP will provide their tax services from the Gahanna Golf Course building. Mr. Cavener suggested placing signage at the outer door of 155 Olde Ridenour directing people to AARP's new phone number and location.

Mr. Boggs said that his new service employee started working, bringing three years of experience in working with a different county's engineer's office and fitting right in with the service crew. Mr. Cavener asked the status of Mr. Boggs' injured employee, and Mr. Boggs said that he should receive an update by March 4, 2024.

CODE ENFORCEMENT:

Mr. Boggs said that although there are multiple code enforcement violation cases active, compliance has increased in the last few weeks, and that the new Franklin County code enforcement officer has submitted multiple cases to the prosecutor's office and is waiting on approval from her office in order to attend and speak at a trustees' meeting.

POLICE:

Chief Briggs thanked Accounting Assistant Lapso for her help with the new iSolved payroll platform. Chief Briggs gave a brief update on police runs and said that although a Clinton Township shooting suspect was taken into custody, the department's call volume and violent crime incidents were down. Chief Briggs said that incidents were starting to rise at the Bucks Platinum establishment and that the police department is monitoring the OVI activity.

FIRE:

Chief Dunlevy requested a motion to accept the resignation of Firefighter Marcus Reineke, retroactive effective February 2, 2024.

Res. 49-24 Accept the resignation of Firefighter Marcus Reineke, retroactive effective February 2, 2024

Chair Stewart moved to accept the resignation of Firefighter Marcus Reineke, retroactive effective February 2, 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve a conditional offer of full-time employment to Firefighter-Paramedic Andrew Chase Hicks under the fire division's lateral program at the rate of \$33.57/hr., contingent upon successfully completing pre-employment testing and a background check, with a start date yet to be determined.

Res. 50-24 Approve a conditional offer of full-time employment to Firefighter-Paramedic Andrew Chase Hicks under the fire division's lateral program at the rate of

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\$33.57/hr., contingent upon successfully completing pre-employment testing and a background check, with a start date yet to be determined

Mr. Cavener moved to approve a conditional offer of full-time employment to Firefighter-Paramedic Andrew Chase Hicks under the fire division's lateral program at the rate of \$33.57/hr., contingent upon successfully completing pre-employment testing and a background check, with a start date yet to be determined. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve commitment of the remaining American Rescue Plan Act (ARPA) funds in the amount of \$76,780.14 to the Fire Division for future upgrading of the 800mhz radios for fire and for Mifflin police. Fiscal Officer White said that an audit was being done on the remaining ARPA funds balance and that she would notify Chief Dunlevy if it should differ.

Res. 51-24 Approve commitment of the remaining American Rescue Plan Act (ARPA) funds in the amount of \$76,780.14 to the Fire Division for future upgrading of the 800mhz radios for fire and for Mifflin police

Chair Stewart moved to approve commitment of the remaining American Rescue Plan Act (ARPA) funds in the amount of \$76,780.14 to the Fire Division for future upgrading of the 800mhz radios for fire and for Mifflin police. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the position, job description, and selection process for a 40-hour EMS Coordinator, which replaces the current Administrative Battalion position, with the rate of pay yet to be determined. (See Referral File.)

Res. 52-24 Approve the position, job description, and selection process for a 40-hour EMS Coordinator, which replaces the current Administrative Battalion position, with the rate of pay yet to be determined

Mr. Cavener moved to approve the position, job description, and selection process for a 40-hour EMS Coordinator, which replaces the current Administrative Battalion position, with the rate of pay yet to be determined. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the purchase of a replacement fleet maintenance vehicle from Coughlin Ford in the amount not to exceed \$65,220. Chief Dunlevy said that the fire department's 20-year-old flatbed vehicle would be traded in.

Res. 53-24 Approve the purchase of a replacement fleet maintenance vehicle from Coughlin Ford in the amount not to exceed \$65,220

Mr. Angelou moved to approve the purchase of a replacement fleet maintenance vehicle from Coughlin Ford in the amount not to exceed \$65,220. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the transfer of the service department's 2010 Chevy 3500 pickup truck to the fire division, with a transfer of \$7,000 from fire division funds

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to the service department. Chair Stewart asked how the transfer amount was determined. Chief Dunlevy said that the transfer amount was determined through discussion between the fire chief, the service director, and the fleet mechanic on the vehicle's usage, mileage, age, and condition.

Res. 54-24 Approve the transfer of the service department's 2010 Chevy 3500 pickup truck to the fire division, with a transfer of \$7,000 from fire division funds to the service department

Mr. Angelou moved to approve the transfer of the service department's 2010 Chevy 3500 pickup truck to the fire division, with a transfer of \$7,000 from fire division funds to the service department. Chair Stewart seconded the motion. All voted yea. Motion carried.

Chief Dunlevy gave a reminder that the swearing-in for new staff and promotions was scheduled for 3:00 p.m. on February 20, 2024, and before the start of the regular trustees' meeting. Chief Dunlevy also said that the 2024 Safety Town was scheduled for June 10-13, tentatively to be held at the new Lincoln Elementary School on Helmbright Rd.

OPERATIONS CENTER:

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

INFORMATION TECHNOLOGY:

IT Director Main requested the trustees' signature on an updated IP Pathways server hosting agreement due to a firewall skew number added to the agreement and that there was no change in pricing from the original agreement. (See Referral File.) The trustees agreed to do so.

Mr. Main requested a motion to approve disposal of the following Mifflin-owned devices by an electronics recycler:

QTY	Device	Make	Model
1	PBX	Samsung	OfficeServ 7400
50-75	Desk Phones	Samsung	SMT-i5210 and 5220

Res. 55-24 Approve the disposal of the following Mifflin-owned devices by an electronics recycler: 1 (one) Samsung OfficeServe 7400 PBX device, and 50-75 (fifty-seventy-five) Samsung SMT-i5210 and 5220 desk phones

Chair Stewart moved to approve the disposal of the following Mifflin-owned devices by an electronics recycler: 1 (one) Samsung OfficeServe 7400 PBX device, and 50-75 (fifty-seventy-five) Samsung SMT-i5210 and 5220 desk phones. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Angelou 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. Cavener seconded the motion. All voted yea. Motion carried.

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At 10:45 a.m. the trustees, Ms. White, Mr. Boggs, Ms. Barnette, Police Chief Briggs, and Fire Chief Dunlevy went into Executive Session. At 11:47 a.m. the trustees came out of Executive Session.

Chair Stewart left the meeting.

Res. 56-24 Approve the rehire of Mindy Owens to the position of Human Resources (HR) Director at the rate of \$38.02/hr., with a start date yet to be determined

Mr. Cavener moved to approve the rehire of Mindy Owens to the position of Human Resources (HR) Director at the rate of \$38.02/hr., with a start date yet to be determined. Mr. Angelou seconded the motion. Mr. Cavener and Mr. Angelou voted yea. Motion carried.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. Mr. Cavener and Mr. Angelou voted yea. Motion carried. The meeting was adjourned at 11:50 a.m.

Lynn M. Stewart, Chairperson

Kevin J. Cavener, Vice Chairperson

Richard J. Angelou, Trustee

Nancy White, Fiscal Officer