

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 20,** **2024**

A swearing-in of fire officers and firefighters took place at 3:00 p.m. prior to the start of the regular meeting of the Mifflin Township Board of Trustees.

Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 3:30 p.m., with Chair Kevin Cavener, Vice Chair Richard Angelou, Fiscal Officer Nancy White, Service Director Roger Boggs, Information Technology Director Craig Main, Fire Chief Brian Dunlevy, and Human Resources Director Mindy Owens present. Police Chief David Briggs arrived late due to police business. Trustee Lynn Stewart was absent. Administrative Services Manager Melanie Barnette was absent due to illness.

Also present were Mr. Dan Rogers and Mr. Eric Rogers, Berkley Point Drive, Columbus, OH 43230, Mr. Shad Morris, Mr. Jim Ramsey from the Franklin County Engineer's Office Drainage Department, and Ms. Maria Schaper from the Mid-Ohio Regional Planning Commission (MORPC).

Chair Cavener led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Trustees Cavener and Angelou wished the injured Mifflin Township police officer a full and speedy recovery from injuries sustained and wished all first responders well and that they stay safe as they do their respective jobs.

Mr. Angelou read a letter from Trustee Lynn Stewart stating her resignation from the position of township trustee, effective March 31, 2024. Mr. Angelou said that her sixteen years of experience would be missed, and Mr. Cavener thanked her for her time as trustee. Mr. Angelou also said that due diligence would be made to find a replacement for the vacant trustee position within thirty days of Ms. Stewart's effective date.

Res. 57-24 Accept the resignation of Lynn Stewart from the position of Mifflin Township Trustee, effective March 31, 2024

Chair Cavener moved to accept the resignation of Lynn Stewart from the position of Mifflin Township Trustee, effective March 31, 2024. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

VISITOR COMMENTS:

Mr. Eric Rogers said that in the process of purchasing a lot and building a house on Genessee Avenue, he had attended two previous trustee meetings and wanted to confirm requirements for the water and storm sewer improvements. Service Director Boggs said that at the first meeting, he explained that the responsibility was on the property owner to ensure that the storm water services were brought up to present-day standards, and that at the second meeting, he explained that the property owner would be financially responsible for the cost to connect to the drainage system.

Mr. Boggs invited Mr. Jim Ramsey from the Franklin County Engineer's Office Drainage Department to explain the county's drainage standards. Mr. Ramsey explained that when properties are subdivided in Franklin County, the subdivider is responsible for building all utilities prior to small lots/plats being approved. Mr. Ramsey said that for a home build using

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a sump pump or a larger building project using a storm water control practice, the builder must install roadway pipe from the new build to connect to the next piped section or natural waterway, which can vary in distance and pipe length.

Mr. Ramsey gave a brief history of Leonard Park and said that the subdivision got approved years ago without the utilities being built, and over the years, water and sanitary sewer service were built but not storm water service.

Mr. Ramsey explained that Mifflin Township initially began the Ohio Public Works Commission (OPWC) grant application process with funds set aside from the American Rescue Plan Act (ARPA) for storm sewer improvements to Genessee Avenue West and then opted to use the ARPA funds as a match in applying for the Community Development Block Grant (CDBG) for both Genessee Avenue West and Genessee Avenue East. The CDBG funding fell through because the maps changed, and Leonard Park is no longer considered a low-income area due to the new homes being built there. Mr. Ramsey said that there may be a possibility that the funding could still be granted after an environmental review by the U.S. Department of Housing and Urban Development (HUD). Mr. Ramsey said that the engineer's office is working with a consultant to design a storm sewer plan for all the roads in Leonard Park, working on roads to be bid on one at a time or in groups to be built as funding becomes available.

Mr. Ramsey said that for the time being, those wanting to build in Leonard Park would require a bond for the construction of the storm sewer, and if funding falls through, the bond would be used to build the storm sewer. Mr. Ramsey said that another option would be for the builder to wait until the storm sewer is built. Mr. Ramsey also said that there is a lengthy ditch petition process that property owners can utilize to petition the county to build the storm sewer, and upon completion, the county would assess the property owners the cost of the build.

Mr. Cavener asked if subsequent home builders could be required to pay back the original builder who funded the building of a storm sewer. Mr. Ramsey said that there is no provision for that in the Ohio Revised Code for storm sewers.

Mr. Morris asked why storm sewers were not installed in Leonard Park at the same time that the water and sanitation sewer systems were installed. Mr. Ramsey said possibly funding for the water and sanitary systems was more readily available since water and sanitary were considered health issues. Mr. Rogers asked why he would need to pay for the storm sewer construction in both directions from his property. Mr. Ramsey said that Mr. Rogers would be financially responsible for the construction from his property downstream to the outlet and that the cost may possibly be shared with another or other property owners doing the same.

Ms. Maria Schaper gave a brief introduction to MORPC and said that the 85-plus local government members of the regional council serve the rural, urban, and suburban communities, focusing on regional transportation and infrastructure, economic development, planning and sustainability, research and mapping, policy and grant development, and community engagement.

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Ms. Schaper said that MORPC's 15-county Metropolitan Planning Organization (MPO) has worked to develop a long-range regional Metropolitan Transportation Plan (MTP) that is projected out to the year 2050, identifies transportation priorities, strategies, and projects, and is updated on a four-year cycle. (See Referral File.)

Mr. Angelou asked if the MTP included studies on first responder impact. Ms. Schaper said that the MTP is conceptual in nature and that once funding is identified, projects enter a design and development phase that includes the impact on safety services. Ms. Schaper said that more information on the MTP can be found on the MORPC website, www.morpc.org.

MINUTES:

Chair Cavener requested a motion to approve the meeting minutes from the January 10, 2024, Special Meeting.

Res. 58-24 Approve the meeting minutes from the January 10, 2024 Special Meeting

Mr. Angelou moved to approve the meeting minutes from the January 10, 2024 Special Meeting. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Chair Cavener requested a motion to approve the meeting minutes from the February 5, 2024, Regular Meeting.

Res. 59-24 Approve the meeting minutes from the February 5, 2024, Regular Meeting

Mr. Cavener moved to approve the meeting minutes from the February 5, 2024, Regular Meeting. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Chair Cavener requested a motion to approve the Warrants for March 2024.

Res. 60-24 Approve the Warrants for March 2024

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

CORRESPONDENCE:

Fiscal Officer White said that a letter of introduction was received from a candidate for the Ohio House District 4 seat, inviting community leaders to meet and discuss issues in their communities. (See Referral File.)

Ms. White also said that a letter was received from ECG Westerville, LP Development Team giving notice of the construction of a new residential development at 3680 Westerville Road, of which a portion of the property is located in Mifflin Township. (See Referral File.)

Mr. Angelou gave a reminder that Fiscal Officer White was a nominee for the prestigious MORPC William H. Anderson Award, presented at the MORPC State of the Region luncheon on March 15, 2024.

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FINANCE:

Fiscal Officer White said that a performance review was done for accounting assistant Stacy Lapso and requested a motion to approve an hourly rate increase for Ms. Lapso to \$31.25/hr., effective February 4, 2024.

Res. 61-24 Approve an hourly rate increase for Stacy Lapso to \$31.25/hr., effective February 4, 2024

Mr. Angelou moved to approve an hourly rate increase for Ms. Lapso to \$31.25/hr., effective February 4, 2024. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Ms. White provided a credit card report, required every six months, listing each credit card holder along with their credit limit. (See Referral File.) Ms. White also said that the new payroll program and processes continue to be worked on and improved.

ADMINISTRATION:

No updates given.

HUMAN RESOURCES:

Human Resources Director Owens said that she is working with Fishel Downey Albrecht & Riepenhoff to revise the employee handbook. Ms. Owens said that she is meeting with vendors of learning management systems for required compliance and custom employee training, such as IT cyber security training.

Mr. Cavener welcomed Ms. Owens to the full-time HR Director position and said that the Human Resources department would be a stand-alone department. Ms. White suggested that a trustee be designated to whom Ms. Owens would report, and Mr. Cavener said that for the time being, Ms. Owens would report to him.

SERVICE:

Service Director Boggs requested a motion to approve the buy-back of Grave 9 and Grave 10 on Lot 30 of Section M, Block 3, from Elizabeth Dillon in the amount of \$700 each, for a total of \$1,400. (See Referral File.)

Res. 62-24 Approve the buy-back of Grave 9 and Grave 10 on Lot 30 of Section M, Block 3, from Elizabeth Dillon in the amount of \$700 each, for a total of \$1,400

Mr. Angelou moved to approve the buy-back of Grave 9 and Grave 10 on Lot 30 of Section M, Block 3, from Elizabeth Dillon in the amount of \$700 each, for a total of \$1,400. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Service Director Boggs requested a motion to approve the 2024-2026 Mosquito Management Services Contract through the Franklin County Public Health Department, in the amount not to exceed \$12,000. (See Referral File.)

Res. 63-24 Approve the 2024-2026 Mosquito Management Services Contract through the Franklin County Public Health Department, in the amount not to exceed \$12,000

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Mr. Angelou moved to approve the 2024-2026 Mosquito Management Services Contract through the Franklin County Public Health Department, in the amount not to exceed \$12,000. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Mr. Boggs said that plans were in the works to remove the very large cottonwood tree that is located in Mifflin Cemetery. Mr. Boggs said that the tree is in a hazardous condition with dead limbs falling, that a permit is not needed due to the tree's condition, and that he is obtaining tree removal estimates. Mr. Boggs said that he is talking with a local excavator for an estimate to remove excess dirt at Riverside Cemetery and that the dirt will need to go to the dump due to clay tile in the dirt. Mr. Boggs hopes to have this done before Memorial Day.

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

CODE ENFORCEMENT:

Mr. Boggs said that compliance for township-issued code enforcement notices was going well and also provided additional updates. (See Referral File.)

POLICE:

Chair Cavener expressed his concern for the department's injured officer as he heals from wounds sustained during a recent altercation. Chief Briggs expressed his appreciation for all the support to the department and to the injured officer.

Chief Briggs said that a grant reimbursing three hundred-plus hours of overtime was applied for and also provided a copy of the department's January statistics report. (See Referral File.)

FIRE:

No updates given.

OPERATIONS CENTER:

No updates given.

INFORMATION TECHNOLOGY:

IT Director Main requested the trustees' signature on a requested agreement originally approved in December but whose original quote had expired before the 2024 fiscal accounting software was available in order to produce an invoice. Chair Cavener agreed to do so.

Chair Cavener asked Mr. Main what was needed to move the trustees' meetings to the OPS Center at 400 W. Johnstown Road. Mr. Main asked about the logistics of allowing public access only during open meetings due to the OPS Center being a secured facility. Ms. White suggested confirming the guidelines before making the decision to move the meetings. Chair Cavener agreed to do so.

Chair Cavener moved to enter into Executive Session per Ohio Revised Code Section 121.22(G)(6) Purpose: to discuss details relative to the security arrangements and emergency protocols for a public body or a public office, if disclosure of the matters discussed could

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reasonably be expected to jeopardize the security of the public body or public office. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

At 5:08 p.m. the trustees, Ms. White, and Mr. Main went into Executive Session. At 5:38 p.m. the trustees came out of Executive Session.

Res. 64-24 Approve the agreement with Mindcrest, Inc., dba DWF Legal Operations, at a cost not to exceed \$4,000

Mr. Cavener moved to approve the agreement with Mindcrest, Inc., dba DWF Legal Operations, at cost not to exceed \$4,000. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. Both voted yea. Motion carried. The meeting was adjourned at 5:10 p.m.

Kevin J. Cavener, Chairperson

Richard J. Angelou, Vice Chairperson

Lynn M. Stewart, Trustee

Nancy White, Fiscal Officer

* Notice: Audio recording of this meeting for the purpose of transcribing meeting minutes may be unintelligible at times due to malfunction of the recording equipment.