

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held

March 4,

2024

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

Chair Cavener led the Pledge of Allegiance.

TRUSTEES COMMENTS:

Trustee Angelou said that moving the trustees' meetings to the OPS Center was a good thing, and Chair Cavener agreed.

MINUTES:

Chair Cavener requested a motion to approve the meeting minutes from the February 20, 2024, Regular Meeting.

Res. 65-24 Approve the meeting minutes from the February 20, 2024, Regular Meeting

Mr. Angelou moved to approve the meeting minutes from the February 20, 2024, Regular Meeting. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

VISITOR COMMENTS:

None.

CORRESPONDENCE:

Fiscal Officer White said that the annual Franklin County Public Health District Advisory Council (DAC) Meeting was scheduled for March 20, 2024, at 6:00 p.m. at their offices located at 280 East Broad Street and would be held in tandem with the Franklin County Township Association Meeting.

Ms. White also said that the Franklin County Public Health Department provided a copy of a warning letter to Star Coffee located in Mifflin Township noting repeat uncorrected violations of the Ohio Uniform Food Safety Code, resulting in their entry into the Food Safety Program enforcement process. (See Referral File.)

Mr. Angelou gave a reminder that Fiscal Officer White was a nominee for the prestigious Mid-Ohio Regional Planning Commission (MORPC) William H. Anderson Award, presented at the MORPC State of the Region luncheon on March 15, 2024.

FINANCE:

Fiscal Officer White received from the Ohio Township Association Risk Management Authority (OTARMA) Mifflin Township's 2024-2025 updated Property, Liability, and Casualty Insurance Policy renewal invoice of \$222,123.00 with an OTARMA distribution of \$9,708.17, for a total annual invoice in the amount of \$212,414.83, for the period of March 1, 2024, to February 28, 2025. (See Referral File.) Ms. White said that the invoice amount was increased from the 2023-2024 coverage period due in part to the increase in fire vehicle

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replacement costs, the increase in the township buildings' appraised values, and the building of the new Fire Station 132. Mr. Main asked if the OTARMA annual invoice included the cyber-security insurance, and Ms. White said that it did. Mr. Main said that he would like to make changes to the cyber-security portion of the coverage policy and would be meeting with OTARMA to discuss them.

Fiscal Officer White requested a motion to approve the renewal of the Property, Liability, and Casualty Insurance through OTARMA for the period of March 1, 2024, to February 28, 2025, in the amount of \$212,414.83.

Res. 66-24 Approve the renewal of the Property, Liability, and Casualty Insurance through OTARMA for the period of March 1, 2024, to February 28, 2025, in the amount of \$212,414.83

Mr. Cavener moved to approve the renewal of the Property, Liability, and Casualty Insurance through OTARMA for the period of March 1, 2024, to February 28, 2025, in the amount of \$212,414.83. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Mr. Angelou asked about insurance on township-owned vacant lots like the lot on Carpenter Road. Ms. White said that there was liability insurance coverage for those lots.

Mr. Cavener asked Mr. Boggs to check with the construction company using the Carpenter Road lot and ask them to install a chain between the two posts of the vehicle entry area. Mr. Boggs agreed to do so.

Ms. White introduced the department head purchasing threshold increase that Fire Chief Dunlevy would later request a motion for, saying that legal guidelines allow purchasing of up to \$10,000 without requiring trustee approval and that she agrees with increasing the current \$5,000 purchase threshold due to the majority of expenses (like vehicle repairs, for example) falling between the two amounts. Mr. Angelou said that he would like the department heads to continue reporting their department's high threshold expenses.

ADMINISTRATION:

Administrative Services Manager Barnette said that in response to her State of Ohio Ethics Commission phone inquiry regarding the township's use of donated benevolence funds to provide a food delivery type of gift card to the township's injured police officer to aid with meals during the officer's recovery, the Commission provided by mail a case law example. (See Referral File.) Ms. Barnette said that based on the case law example, it appears that it would be allowable, but that the Commission recommends checking with legal counsel. Chair Cavener said that he would check with legal counsel and get back with Ms. Barnette.

HUMAN RESOURCES:

Human Resources Director Owens said that health insurance provider Medical Mutual notified her of an error in their Express Scripts prescription medication program. Ms. Owens notified all impacted employees by email. Medical Mutual said that it may take 30–45 days to correct the error. Ms. Owens asked Medical Mutual to keep her updated on the corrections being made and to provide an audit of how the error occurred.

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Ms. Owens said that on March 12th, 2024, on-duty fire department members would attend employee anti-harassment and discrimination training at the OPS Center, which would also be recorded for additional employee training.

Ms. Owens said that employees' accrual balances were loaded into the iSolved payroll software. Ms. Owens also said that she was evaluating programs and processes related to benefits management and had started evaluating HR procedures.

SERVICE:

Service Director Boggs requested a motion to approve that all new hires in the service department be able to carry over up to 120 hours of sick leave from another Ohio public sector if not paid out, effective January 24, 2024.

Res. 67-24 Approve that all new hires in the service department be able to carry over up to 120 hours of sick leave from another Ohio public sector if not paid out, effective January 24, 2024

Mr. Angelou moved to approve that all new hires in the service department be able to carry over up to 120 hours of sick leave from another Ohio public sector if not paid out, effective January 24, 2024. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Mr. Boggs said that after four tree removal estimates and with the City of Gahanna notified, the vendor, Trees Are Our Business, is scheduled to remove the large cottonwood tree in Mifflin Cemetery on or about March 19, 2024, due to the tree being in a hazardous condition with a risk of very large limbs that may fall and cause injury or damage. The tree's removal does not require a permit due to its hazardous condition.

Mr. Boggs said that the service department continues to work on the regrading and regravelling of alleys in the township. Mr. Boggs said that a few years ago, when the building started in Leonard Park, representatives from Franklin County, from the State of Ohio, and from the township met to discuss state-owned Mifflin Boulevard and Mason Run and what help the state could give to maintain those roadways and rights-of-way. Mr. Boggs said that the state will retain ownership of Mifflin Boulevard and, in 2024, they will fix the road with a chip seal and a new guard rail. Mr. Boggs will follow up with the state on the clean-up of Mason Run.

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

CODE ENFORCEMENT:

Mr. 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: 2660 Baughman Ave, trash \$300 and 2429 Melrose Ave, trash \$300.

Res. 68-24 Approve the following code violations to be placed as a lien on the tax duplicates per ORC §505.87(B)(2), totaling \$600: 2660 Baughman Ave, trash \$300 and 2429 Melrose Ave, trash \$300

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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 \$600: 2660 Baughman Ave, trash \$300 and 2429 Melrose Ave, trash \$300. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Mr. Boggs said that a permanent code violation judgment was granted against the property at 2399 Lindale and that if the violations are not corrected by March 22, 2024, fines will be assessed daily. A contempt court date is also scheduled for April 18, 2024.

POLICE:

Chair Cavener reported for Police Chief Briggs and said that the chief and the department were very busy due to being down an officer. Mr. Cavener commended Chief Briggs for the chief's dedication to the department, for the extra hours put in to work patrol, and also for completing the department's administrative duties.

FIRE:

Fire Chief Dunlevy requested a motion to approve increasing the department head spending authority from \$5,000 to \$10,000 in accordance with the ORC Section 507.11(A) to be used in extreme measures.

Res. 69-24 Approve increasing the department head spending authority from \$5,000 to \$10,000 in accordance with the ORC Section 507.11(A) to be used in extreme measures

Mr. Cavener moved to approve increasing the department head spending authority from \$5,000 to \$10,000 in accordance with the ORC Section 507.11(A) to be used in extreme measures. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Chief Dunlevy said that he would present at the next trustees' meeting improvement proposals for the annex building at 485 Rocky Fork, kitchen and flooring improvement proposals for fire stations 131, 133, and 134, and Motorola programming update quotes.

Chief Dunlevy said that the fire department would be preparing for the following 2024 special events:

- Safety Town, June 10-13
- Gahanna Jazz & Blues Fest, June 14-16
- Fireworks (date to be determined)
- Fire Department Open House, October 6
- Gahanna Creepside (date to be determined)

Chief Dunlevy said that the fire administration was working on apparatus replacement schedules and would meet with Fiscal Officer White to discuss budgeting for the same, and that they were also working on researching a new EMS billing vendor due to the current vendor discontinuing their EMS billing program.

Chief Dunlevy said that promotion requests were being planned for due to the June 2024 retirement of Assistant Fire Chief DeMooy. Chief Dunlevy also said that a township pastor's home was struck by a tornado in the recent stormy weather and that there were no injuries but that the house sustained damage.

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OPERATIONS CENTER:

Chief Dunlevy said that the fire administration was drafting a new Facility Agreement Memorandum of Understanding (MOU) between Mifflin Township and the Regional Council of Governments (RCOG) for use of the OPS Center dispatch area.

INFORMATION TECHNOLOGY:

IT Director Main said that the new phone system was working well, that the vendor was very responsive to making changes and corrections as needed, and that the next phase would be to port the fax phone lines over to the new system. Mr. Main said that the fire station visitor call buttons would be reprogrammed to dial into the stations, and if not answered, would then forward to the dispatching center. Mr. Main also said that new signage would be added next to the call buttons.

Mr. Main said that the IP Pathways project moving the township's servers to their cloud was nearing completion and that the RCOG project to move applications from the data center to the OPS Center was also nearing completion.

Mr. Main said that he would present a request for replacement network gear, which would make all network equipment less than three years old.

Mr. Main said that he would be leading a group of township firefighters on a ride for the cancer research fundraiser, Pelotonia, and asked the trustees' permission to utilize township email to communicate scheduling coordination with the firefighters. Trustees Cavener and Angelou gave their permission.

Chair Cavener expressed his appreciation and thanked those who helped move the trustees' desks from the Joseph F. Spanovich Meeting Hall to the OPS Center. Mr. Angelou asked Ms. White what the proper procedure was to change the second meeting of the month's start time. Ms. White said that the trustees could amend the start time.

Res. 70-24 Amend the start time for the trustees' second meeting of the month from 3:30 p.m. to 1:30 p.m.

Mr. Cavener moved to amend the start time for the trustees' second meeting of the month from 3:30 p.m. to 1:30 p.m. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Mr. Main said that he would program the inner front door to remain unlocked while trustees' meetings were in session and that lobby signage would direct visitors to the second-floor meeting room.

Chair Cavener 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. Angelou seconded the motion. Both voted yea. Motion carried.

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At 10:56 a.m. the trustees, Ms. White, and Ms. Owens went into Executive Session. At 11:23 a.m. the trustees came out of Executive Session.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. Both voted yea. Motion carried. The meeting was adjourned at 11:23 a.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.