

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

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Held

April 1,

2024

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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, Police Chief David Briggs, Fire Chief Brian Dunlevy, Information Technology Director Craig Main, Human Resources Director Mindy Owens, and Administrative Services Manager Melanie Barnette present.

Chair Cavener led the Pledge of Allegiance.

Chair Cavener administered the Oath of Office to Nancy White, who was re-elected for another four-year term as Fiscal Officer.

## **TRUSTEES COMMENTS:**

None.

## **MINUTES:**

Chair Cavener requested a motion to approve the meeting minutes from the March 19, 2024, Regular Meeting.

## **Res. 78-24 Approve the meeting minutes from the March 19, 2024, Regular Meeting**

Mr. Angelou moved to approve the meeting minutes from the March 19, 2024, Regular Meeting. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

## **VISITOR COMMENTS:**

None.

## **CORRESPONDENCE:**

Fiscal Officer White said that correspondence from the City of Columbus and the Ohio Department of Transportation (ODOT) introduced proposed improvements that included sidewalks, shared use paths, storm sewers, and pedestrian crossing signals near the intersection of Sunbury Road and Agler Road, and that public comments were welcome through April 27, 2024. (See Referral File.) Ms. White said that the project may impact the fire, police, and service departments. Service Director Boggs said that there may be some minor traffic delays and that work would be in the county's right-of-way. Police Chief Briggs said that traffic flaggers may take traffic down to one lane.

## **FINANCE:**

Fiscal Officer White said that the Fair Labor Standards Act (FLSA) project was very close to completion. Ms. White said that the overtime-to-comp time conversions were reviewed to ensure proper payment to the affected current, resigned, and retired employees, and that she hoped for finalization within the week. Ms. White said that she would speak with the Ohio Police and Fire Pension (OP&F) office regarding the reporting of the payments. Chair Cavener said that the process and calculations going forward made sense and that Ms. White and Fire Chief Dunlevy could finalize the project, and he also expressed his thanks to those affected for their patience.

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Ms. White said that the payroll process updates were nearly complete, with slight adjustments to the dispatchers' pay, for example, the possibility of an A and B platoon payment system, yet to be done. Ms. White said that both the OP&F and the Ohio Public Employers' Retirement System (OPERS) payment reports were good. Ms. White thanked HR Director Owens for her help in finalizing the FLSA numbers. Ms. White said that the outstanding payables were being caught up and asked that the departments review their open purchase orders to minimize duplication and be able to close them.

## **ADMINISTRATION:**

Administrative Services Manager Barnette provided registration information from the Auditor of State's office for the 2024 Ohio Certified Public Records Training. (See Referral File.) The three-hour online training is provided free of charge to township officials and/or their designee. Ms. Barnette said that she would attend as the trustees' designee and that for audit purposes, requested a motion to approve a resolution to do so.

## **Res. 81-24 Approve Administrative Services Manager Melanie Barnette as the trustees' designee to attend the 2024 Ohio Certified Public Records Training for open meetings**

Mr. Cavener moved to approve Administrative Services Manager Melanie Barnette as the trustees' designee to attend the Ohio Certified Public Records Training for open meetings. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Ms. Barnette said that April 14<sup>th</sup>–20<sup>th</sup> was National Public Safety Telecommunicators' Week and that she and Deputy Chief Scott Davis were coordinating appreciation meals for both shifts of dispatchers.

Ms. Barnette provided affected employees with a Police Officers Affidavit form, allowing them to remove their full name from public records and replace it with their initials per Ohio Revised Code (ORC) 149.43, with Chair Cavener expressing interest in doing so.

Ms. Barnette said that she would be on vacation from April 22<sup>nd</sup> to April 26<sup>th</sup>.

Chair Cavener said that at the Gahanna State of the City meeting, a constantly looping video banner of the city's news and images were displayed, and asked Ms. Barnette if it was possible to add a similar feature to the township's website. Ms. Barnette said that she would look into it with the township's web provider, BrandLogic.

## **HUMAN RESOURCES:**

Human Resources Director Owens said that employee performance reviews would be complete in April. Ms. Owens said that Medical Mutual had fixed the errors in prescriptions and medical claims. Ms. Owens confirmed that employees had received notifications and would see their corrected deductible and maximum out-of-pocket accumulations by April 15th. As she updates job descriptions, Ms. Owens will also do a job analysis for the fiscal, admin, and fire admin positions. Chair Cavener asked about the transition to the new insurance broker, Hylant. Ms. Owens said that an introductory email was sent to employees and that implementing Hylant's employee navigator HR portal would take approximately six weeks.

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## **SERVICE:**

Service Director Boggs requested a motion to approve posting an Available Project Bid for Cemetery and Service Department Offices Parking Lot Repaving and Blacktop Services on the township website.

### **Res. 79-24 Approve posting an Available Project Bid for Cemetery and Service Department Offices Parking Lot Repaving and Blacktop Services on the township website, with the bid expiring April 19, 2024**

Mr. Angelou moved to approve posting an Available Project Bid for Cemetery and Service Department Offices Parking Lot Repaving and Blacktop Services on the township website, with the bid expiring April 19, 2024. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Ms. Barnette agreed to post the project bid on the township website.

Mr. Boggs requested a motion to approve and adopt the Solid Waste Authority of Central Ohio (SWACO) Solid Waste Management Plan Support Resolution. (See Referral File.)

### **Res. 80-24 Approve and adopt the Solid Waste Authority of Central Ohio (SWACO) Solid Waste Management Plan Support Resolution**

Mr. Angelou moved to approve and adopt the Solid Waste Authority of Central Ohio (SWACO) Solid Waste Management Plan Support Resolution. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Mr. Boggs said that crews were cleaning litter and trash from township road rights-of-way and alleys, and that the cleanup of grave artificial florals was complete. Mr. Boggs said the pouring of approximately twelve headstone foundations would begin as soon as the weather allowed. Chair Cavener requested to meet with Mr. Boggs to discuss the topic of annexation. Mr. Boggs agreed to do so.

## **CODE ENFORCEMENT:**

Service Director Boggs requested a motion to approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300: 2260 Woodward Ave, trash \$300. (See Referral File.)

### **Res. 82-24 Approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300: 2260 Woodward Ave, trash \$300**

Mr. Angelou moved to approve the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$300: 2260 Woodward Ave, trash \$300. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Mr. Boggs said that he called the Franklin County assistant prosecutor's office to ask about the ongoing problem with the property at Denune and Baughman Avenues and is awaiting a response.

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## **POLICE:**

Chief Briggs said that two construction companies were providing remodeling quotes for areas of the police department building, including adding a prisoner processing room. Chief Briggs said that a traffic enforcement grant approved for the summer months would provide \$21,000 in overtime reimbursement. Chief Briggs said that he continues to work on the Community Oriented Policing Services (COPS) grant application. Chief Briggs also said that the county health department asked to set up mosquito traps behind the police station to test for diseases. Chief Briggs gave his permission for them to do so.

Chair Cavener asked how the search for officers was going. Chief Briggs said that after a ride-along, the first applicant declined, a second applicant was scheduled for a ride-along, and he was reviewing a third application.

## **FIRE:**

Chief Dunlevy requested an Executive Session at the end of the meeting per Ohio Revised Code Section 121.22(G)(1) Purpose: discuss the compensation of a public employee.

Chief Dunlevy requested a motion to approve Trustee Kevin J. Cavener to represent Mifflin Township at all Metropolitan Emergency Communications Consortium (MECC) Regional Council of Government (RCOG) meetings and business decisions.

## **Res. 83-24 Approve Trustee Kevin J. Cavener to represent Mifflin Township at all Metropolitan Emergency Communications Consortium (MECC) Regional Council of Government (RCOG) meetings and business decisions, with Trustee Richard J. Angelou as the Alternate**

Mr. Angelou moved to approve Trustee Kevin J. Cavener to represent Mifflin Township at all Metropolitan Emergency Communications Consortium (MECC) Regional Council of Government (RCOG) meetings and business decisions, with Trustee Richard J. Angelou as the Alternate. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Chief Dunlevy requested a motion to accept the retirement of Assistant Chief Robert DeMooy, effective June 8, 2024.

## **Res. 84-24 Accept the retirement of Assistant Chief Robert DeMooy, effective June 8, 2024**

Mr. Cavener moved to accept the retirement of Assistant Chief Robert DeMooy, effective June 8, 2024. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the following promotions as listed, with the effective date based on the Ohio Police & Fire Pension (OP&F) reporting period:

- Deputy Fire Chief Scott Davis to Assistant Fire Chief
- Battalion Chief Thomas Lee to Deputy Fire Chief
- Captain John Kaltenbach to Battalion Chief
- Lieutenant Bradford Crosson to Captain
- Firefighter Shawn Barnett to Lieutenant

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Chief Dunlevy said that the swearing-in ceremony would take place on April 16, 2024 at 1:00 p.m., before the start of the trustees' regular meeting.

**Res. 85-24 Approve the following promotions as listed, with the effective date based on the Ohio Police & Fire Pension (OP&F) reporting period**

Mr. Cavener moved to approve the following promotions as listed, with the effective date based on the Ohio Police & Fire Pension (OP&F) reporting period. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Chief Dunlevy requested a motion to purchase a replacement battalion vehicle from Kelly Chevrolet in the amount of \$52,495, to be reimbursed per the insurance claim. (See Referral File.)

**Res. 86-24 Approve the purchase of a replacement battalion vehicle from Kelly Chevrolet in the amount of \$52,495, to be reimbursed per the insurance claim**

Mr. Cavener moved to approve the purchase of a replacement battalion vehicle from Kelly Chevrolet in the amount of \$52,495, to be reimbursed per the insurance claim. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the Apprenticeship Paramedic School Tuition Reimbursement Policy. (See Referral File.)

**Res. 87-24 Approve the Apprenticeship Paramedic School Tuition Reimbursement Policy utilizing \$6,500 from EMS funds**

Mr. Cavener moved to approve the Apprenticeship Paramedic School Tuition Reimbursement Policy utilizing \$6,500 from EMS funds. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Chief Dunlevy requested a motion to approve Fire Administrative Assistant Christina Prokop to transition to a 30-hour full-time minimum per week work schedule in compliance with Res. 23-24 and aligned with Policy 100.1.1, with the effective date to be based on the Ohio Public Employees Retirement System (OPERS) pension reporting period.

Chief Dunlevy said that the motion aligned with preparing for Ms. Prokop's retirement within the year and with potentially sharing some of the fire administration responsibilities with the business office. The request was discussed at length. Ms. White voiced her concern about the potential for other employees to request transitioning to a reduced schedule with health benefits. Ms. Owens said that department heads are able to determine any future requests based on their department's operational needs. Ms. White said there should be a policy that states the same.

**Res. 88-24 Approve Fire Administrative Assistant Christina Prokop to transition to a 30-hour full-time minimum per week work schedule in compliance with Res. 23-24 and aligned with Policy 100.1.1, with the effective date to be based on the Ohio Public Employees Retirement System (OPERS) pension reporting period**

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Mr. Cavener moved to approve Fire Administrative Assistant Christina Prokop to transition to a 30-hour full-time minimum per week work schedule in compliance with Res. 23-24 and aligned with Policy 100.1.1, with the effective date to be based on the Ohio Public Employees Retirement System (OPERS) pension reporting period. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

Chief Dunlevy said the department was preparing for the solar eclipse event on April 8<sup>th</sup>, advised that the traffic may increase exponentially.

## **OPERATIONS CENTER:**

No updates given.

## **INFORMATION TECHNOLOGY:**

IT Director Main said that IP Pathways was installing the new network switches at stations 131, 133, and the service department. Mr. Main said that The Fishel Company will splice cable at the Gahanna data center, interrupting service to Mifflin and the dispatch center, and that notification would ensure viable radio communication to the affected entities. Mr. Main also said that on April 11<sup>th</sup> a firewall upgrade would occur.

Mr. Main said that there were large boxes of bike helmets at the police department that he would like to donate to Bikes For All People, a 501(C)(3) organization located at 934 Parsons Avenue. Chair Cavener agreed and asked Mr. Main to deliver them. Mr. Main said that he would do so.

Chair Cavener moved to enter into Executive Session per Ohio Revised Code Section 121.22(G)(1) Purpose: to discuss the compensation of a public employee. Mr. Angelou seconded the motion. Both voted yea. Motion carried. At 11:05 a.m. the trustees, Fiscal Officer White, and Fire Chief Dunlevy entered Executive Session. HR Director Owens joined the Executive Session later.

The trustees came out of Executive Session at 11:33 a.m. and Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. Both voted yea. Motion carried. The meeting adjourned at 11:33 a.m.

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Kevin J. Cavener, Chairperson

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Richard J. Angelou, Vice Chairperson

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vacant, Trustee

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Nancy White, Fiscal Officer