

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held

April 16,

2024

A swearing-in of fire officers and firefighters took place at 1:00 p.m. prior to the start of the regular meeting of the Mifflin Township Board of Trustees. Sworn in were Assistant Fire Chief Scott Davis, Deputy Fire Chief Thomas Lee, Battalion Chief John Kaltenbach, Captain Bradford Crosson, Lieutenant Shawn Barnett, Firefighter Chase Hicks, and Firefighter Harrison Ashcraft.

Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 1:37 p.m., with Chair Kevin Cavener, Vice Chair Richard Angelou, Trustee Jamie Leeseberg, Fiscal Officer Nancy White, Service Director Roger Boggs, Fire Chief Brian Dunlevy, Information Technology Director Craig Main, Human Resources Director Mindy Owens, and Administrative Services Manager Melanie Barnette present. Police Chief David Briggs arrived later.

Chair Cavener led the Pledge of Allegiance.

## **TRUSTEES' COMMENTS:**

Vice Chair Angelou commented on the swearing-in ceremony and said that it was good to see a new chapter begin for the officers and firefighters. Chair Cavener agreed and said that it was great to see the fire personnel move up in rank. Trustee Leeseberg said that he appreciated participating in the swearing-in as his first duty as trustee.

## **VISITORS' COMMENTS:**

None.

## **MINUTES & WARRANTS:**

Chair Cavener requested a motion to approve the meeting minutes from the April 1, 2024, Regular Meeting.

### **Res. 90-24 Approve the meeting minutes from the April 1, 2024, Regular Meeting**

Mr. Angelou moved to approve the meeting minutes from the April 1, 2024, Regular Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Chair Cavener requested a motion to approve the April 3, 2024, 11:00 a.m. and 2:00 p.m. Special Meeting minutes.

### **Res. 91-24 Approve the April 3, 2024, 11:00 a.m. and 2:00 p.m. Special Meeting minutes**

Mr. Angelou moved to approve the April 3, 2024, 11:00 a.m. and 2:00 p.m. Special Meeting minutes. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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

### **Res. 92-24 Approve the meeting minutes from the April 5, 2024, Special Meeting**

Mr. Angelou moved to approve the meeting minutes from the April 5, 2024, Special Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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Chair Cavener requested a motion to approve the meeting minutes from the April 8, 2024 Special Meeting.

**Res. 93-24 Approve the meeting minutes from the April 8, 2024, Special Meeting**

Mr. Angelou moved to approve the meeting minutes from the April 8, 2024, Special Meeting. Mr. Cavener seconded the motion. All voted yea. Motion carried.

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

**Res. 94-24 Approve the Warrants for May 2024**

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

**CORRESPONDENCE:**

Administrative Services Manager Barnette distributed a flyer advertising the 2024 Ohio Township Association (OTA) Golf Outing. (See Referral File.)

**FINANCE:**

Fiscal Officer White said that she met with Fire Chief Dunlevy and HR Director Owens, and that with the help of accountants from Julian and Grube, the FLSA project review is complete. Ms. White said that with a few minor fixes to make, the approximate total is in the \$215,000 range. Ms. White also said that the affected employees will be notified of the results and that the expected payout would occur next Friday, April 26, 2024. Chair Cavener expressed his thanks and appreciation for everyone's hard work in completing the project.

Ms. White requested a motion to approve moving forward with approving the FLSA Review final results with payouts to occur via direct deposit on Friday, April 26, 2024.

**Res. 95-24 Approve the FLSA Review final results with payouts to occur via direct deposit on Friday, April 26, 2024**

Mr. Cavener moved to approve the FLSA Review final results with payouts to occur via direct deposit on Friday, April 26, 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. White said that after a productive three-hour meeting with the HR Butler representative, the payroll process was close to being finalized. Chair Cavener asked if reviewing payroll records each pay would continue. Ms. White said that payroll records are reviewed every pay to ensure the information is accurate.

**ADMINISTRATION:**

Administrative Services Manager Barnette requested a motion to approve a 3-year web service retainer contract renewal with Brand Logic in the total amount of \$38,880. (See Referral File.)

Ms. Barnette said the township's legal counsel had reviewed the contract. Ms. Barnette said Brand Logic was overhauling the fire prevention pages and expanding the online fire permitting, a major change to the website. Chair Cavener asked if the updates could be done

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in-house. Ms. Barnette said a 15-hour monthly retainer was included and that she requested website changes daily. Mr. Leeseberg suggested considering a shorter renewal term if updates could be done in-house. Ms. White said Brand Logic had been very responsive and had uploaded the fire prevention permits to the website in the past year, enabling people to apply online, and would add the ability for online permit payments using a credit card. IT Director Main said Brand Logic had been responsive from past experience, and the hosting cost in the quote seemed reasonable.

### **Res. 96-24 Approve a 3-year web service retainer contract renewal with Brand Logic in the total amount of \$38,880**

Mr. Cavener moved to approve a 3-year web service retainer contract renewal with Brand Logic in the total amount of \$38,880. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Ms. Barnette said that she would post on social media about the upcoming National Public Safety Telecommunicators Week. Ms. Barnette also said that food would be provided to the a.m. and p.m. shift dispatchers.

Ms. Barnette said that she, Fire Marshal Strohmeyer, and Fire Inspector Louks met with the Brand Logic representative to finalize the draft of fire prevention website enhancements for the fire officers and trustees' review. Ms. Barnette said that she assisted CPR instructor Chuck Wilhelm in promoting the upcoming CPR and AED class for the Deaf and Hard of Hearing Community on May 4<sup>th</sup>, 9 a.m. to 12 p.m., at the Joseph F. Spanovich Meeting Hall; promotion efforts included the Gahanna-Jefferson Schools and the Ohio School for the Deaf.

### **HUMAN RESOURCES:**

Human Resources Director Owens said that she emailed employees information about the new insurance broker, Hylant. (See Referral File.) Ms. Owens said that she expects to complete the revised employee policy manual by May 10th and that the department heads will review it before presenting the completed revision to the trustees.

### **SERVICE:**

Service Director Boggs said that he would work with Ms. Barnette to post on the township's social media and website a reminder of the rules and regulations for columbarium decorations. Mr. Boggs said that the decorations encroaching on the nameplates of other niches would be removed for pickup by the niche owners. Mr. Boggs also said that the service staff would speak with people observed decorating a columbarium niche to explain the rules.

Mr. Boggs said that Mr. Peterson of the Gahanna VFW Post 4719 would provide flyers for Memorial Day services at the Mifflin and Riverside cemeteries.

Mr. Boggs said that building continues in Leonard Park and in the township's unincorporated area, and he expects building to also increase in the east Linden area. Mr. Boggs said that the owner of three lots in Leonard Park intends to build one house on those lots and is working with Franklin County and the service department on drainage and septic.

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## **CODE ENFORCEMENT:**

Service Director Boggs said that he spoke with the Franklin County prosecutor regarding the property at 2140 Denune Avenue, that the tax department is filing a foreclosure, and that the prosecutor is filing new charges for trash, for the property's fence, and for inoperable vehicles. Mr. Boggs said that the owner has not responded and continues with a commercial operation inside the property's fenced-in area. Mr. Boggs said that a Melrose Avenue property owner erected a six-foot chain link fence around his property and placed two storage units inside the fence. Mr. Boggs said that the owner applied for and was granted a fence permit, but that the owner is aware that he must remove the storage units. Mr. Boggs also said that the new county code enforcement officer's work in the last two months has helped with good code violation compliance.

## **POLICE:**

Chief Briggs discussed the remodel of the police department building and presented quotes from the architecture firm Aürtec Design Consulting Services and from construction firms Kean Construction and CML Systems LLC. (See Referral File.) After the discussion, it was determined that the project would be advertised for bid.

Chief Briggs requested a motion to approve Aürtec Design Consulting Services to provide the site and building plans and complete construction documents for permit approval in the amount of \$8,000.

## **Res. 97-24 Approve Aürtec Design Consulting Services to provide the site and building plans and complete construction documents for permit approval in the amount of \$8,000**

Mr. Cavener moved to approve Aürtec Design Consulting Services to provide the site and building plans and complete construction documents for permit approval in the amount of \$8,000. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Briggs requested a motion to extend a conditional offer of full-time employment to part-time patrol officer Dimaris Medina-Cortes, at the Step-3 rate of \$33.28, and contingent upon successful completion of the background check, with the effective date to be determined.

## **Res. 98-24 Extend a conditional offer of full-time employment to part-time patrol officer Dimaris Medina-Cortes, at the Step-3 rate of \$33.28, and contingent upon successful completion of the background check, with the effective date to be determined**

Mr. Cavener moved to extend a conditional offer of full-time employment to part-time patrol officer Dimaris Medina-Cortes, at the Step-3 rate of \$33.28, and contingent upon successful completion of the background check, with the effective date to be determined. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Briggs said that the COPS grant writing project was still ongoing and that Lexipol was assisting with the process. Chief Briggs provided the department's February statistics and said that due to being short-staffed, he and Officer Howard responded to 224 calls for service. (See Referral File.) Chief Briggs also said that the injured officer recently returned to full duty.

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## **FIRE:**

On behalf of the fire division, Chief Dunlevy welcomed Mr. Leeseberg to the Board of Trustees and said that he looked forward to working with him. Chief Dunlevy also expressed his appreciation to the trustees for their participation in today's swearing-in ceremony.

Fire Chief Dunlevy requested a motion to accept MECC dispatcher Brian Roy's resignation, effective May 3, 2024.

## **Res. 99-24 Accept MECC dispatcher Brian Roy's resignation, effective May 3, 2024**

Mr. Cavener moved to accept MECC dispatcher Brian Roy's resignation, effective May 3, 2024. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested a motion to approve the purchase of MARCS radio upgrades and portable radio replacements from Motorola in the amount of \$105,089.57. (See Referral File.) Chief Dunlevy said that work on the project began in 2023, that the amount is State of Ohio bid pricing, that the upgrades comply with the MARCS 2025 Security Plan, and that some of the radios are obsolete at twelve or more years old. Chief Dunlevy said that approximately \$76,700 of the American Rescue Plan Act (ARPA) funds would help pay for the project. Chief Dunlevy also said that \$3,000 of the ARPA funds would return to the Mifflin Division of Police budget due to the upgrading of their radios in 2023. Ms. White asked if the dollar amount might increase. Chief Dunlevy said that the amount requested was adequate to be compliant for the MARCS 2025 Security Plan upgrade. Mr. Cavener asked if Motorola would check the condition of each radio. Chief Dunlevy said that B&C Communications completed an audit of all radios.

## **Res. 100-24 Approve the purchase of MARCS radio upgrades and portable radio replacements from Motorola in the amount of \$105,089.57**

Mr. Cavener moved to approve the purchase of MARCS radio upgrades and portable radio replacements from Motorola in the amount of \$105,089.57. Mr. Angelou seconded the motion. All voted yea. Motion carried.

## **OPERATIONS CENTER:**

Chief Dunlevy requested a motion to approve Watson General Contracting to demolish the structure located at 384 West Johnstown Road in the amount not to exceed \$15,300 and includes a 5% contingency. The cost includes the demolition, foundation walls and debris removal, utility capping, permits, and reseeding. (See Referral File.)

## **Res 101-24 Approve Watson General Contracting to demolish the structure located at 384 West Johnstown Road in the amount not to exceed \$15,300 and includes a 5% contingency**

Mr. Cavener moved to approve Watson General Contracting to demolish the structure located at 384 West Johnstown Road in the amount not to exceed \$15,300 and includes a 5% contingency. Mr. Leeseberg seconded the motion. All voted yea. Motion approved.

Chief Dunlevy provided a schedule of upcoming summer and fall events. (See Referral File.)

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## **INFORMATION TECHNOLOGY:**

IT Director Main said that he received quotes from Team Fischel/Columbus Fiber Net and is waiting to schedule moving the fiber connection for the service building and two fire stations from the Gahanna data center to the OPS Center. Mr. Main said that he is preparing several new laptops for distribution. Mr. Main also said that the project to move the MECC equipment and servers from downtown Columbus' WOW! data center to the OPS Center is close to completion.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 2:49 p.m.

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Kevin J. Cavener, Chairperson

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Richard J. Angelou, Vice Chairperson

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Jamie D. Leeseberg, Trustee

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Nancy White, Fiscal Officer