

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held August 5, 2024

Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m., with Chair Cavener, Vice Chair Richard Angelou, Trustee Jamie Leeseberg, Assistant Fiscal Officer Cynthia Lampkins, Fire Chief Brian Dunlevy, Police Chief David Briggs, Human Resources Director Mindy Owens, Service Director Roger Boggs, and Information Technology Director Craig Main, Financial Specialist Rebecca Rousseau, and Administrative Communications Coordinator Becky Swingle present. Fiscal Officer Kelly Cararo and Administrative Services Coordinator Melanie Barnette were absent.

Chair Cavener led the Pledge of Allegiance.

TRUSTEES' COMMENTS:

Chair Cavener welcomed Assistant Fiscal Officer Cynthia Lampkins.

VISITORS' COMMENTS:

No visitors.

MINUTES:

Chair Cavener requested a motion to approve the meeting minutes of the July 16, 2024, Regular Meeting.

Res. 158-24 Approve the meeting minutes of the July 16, 2024, Regular Meeting

Mr. Leeseberg moved to approve the meeting minutes of the July 16, 2024, Regular Meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

None.

FINANCE:

Ms. Rousseau requested the approval of the 2024 Township Amended Appropriations Resolution. She said it fixes the three excesses that were found by Franklin County. She said it shows revenue, but not expenses. Ms. Rousseau said that payroll has not been entered yet for 2024. Chair Cavener inquired if there is enough money to fund another police officer. Without payroll being entered, she said she cannot say there are funds to hire another police officer. She said that until the years 2022 and 2023 are confirmed, and we receive the beginning numbers for 2024, she cannot guess how much the departments' budgets will be. Ms. Rousseau said that in the past, money from the General Fund was transferred to Police. She said if the General Fund has enough in the fund and the Board approves giving the Police department funds from it, then the Chief could start looking for another officer. Chair Cavener confirmed with the Board that it approves using the General Fund for the Police department and directed Chief Briggs to begin looking for another police officer.

Res. 159-24 Approve the 2024 Township Amended Appropriations Resolution.

Mr. Leeseberg moved to approve the 2024 Township Amended Appropriations Resolution. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File.)

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HUMAN RESOURCES:

Ms. Owens requested the adoption of the revised Employee Policy Manual, effective September 1, 2024.

Chair Cavener thanked Ms. Owens for the comprehensive manual. Mr. Angelou requested a section on dismissal be added to the policies. Ms. Owens agreed to do so.

Res. 160-24 Approve the revised Employee Policy Manual, with the future addition of a dismissal section, effective September 1, 2024.

Chair Cavener moved to approve the revised Employee Policy Manual, with the future addition of a dismissal section, effective September 1, 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Owens requested to approve the recognition of the Friday after Thanksgiving as the recognized holiday in lieu of Columbus Day, as indicated in the policy manual, effective in 2024.

Res.161-24 Approve the recognition of the Friday after Thanksgiving as the recognized holiday in lieu of Columbus Day, as indicated in the policy manual, effective in 2024.

Mr. Leeseberg moved to approve the recognition of the Friday after Thanksgiving as the recognized holiday in lieu of Columbus Day, as indicated in the policy manual, effective in 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Owens requested the Regular Trustees Meeting scheduled for September 2, 2024, be rescheduled to Wednesday, September 4, 2024, at 10:00 a.m. due to the conflict with the Labor Day holiday.

Res. 162-24 Approve the rescheduling of the Regular Trustees Meeting on September 2, 2024, to Wednesday, September 4, 2024, at 10 a.m.

Chair Cavener moved to approve the rescheduling of the Regular Trustees Meeting on September 2, 2024, to Wednesday, September 4, 2024, at 10 a.m. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Owens said the Salary and Compensation Plan has been created and will be shared with the trustees for review and will request approval at the first meeting in September.

SERVICE:

Service Director Boggs requested the approve the job description of Service Specialist II – Lead.

Mr. Boggs said while crew members are out on the road working, if he or his foreman are not available, it is important that there is someone available to talk to residents and families in the cemetery. He said the position will take over the duties outside of Mr. Boggs and foreman John Jones. He said the position will act as the foreman in Mr. Jones' absence.

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Res. 163-24 Approve the Job Description for the new position of Service Specialist II –

Lead.

Mr. Angelou moved to approve the Job Description of for the new position of Service Specialist II – Lead. Chair Cavener seconded the motion. All voted yea. Motion carried. (See Referral File.)

Mr. Boggs made the request to approve Shawn Thornton as Service Specialist II – Lead, adding a \$1.50/hr. stipend to his current pay of \$26.74/hr. for a total of \$28.24/hr., effective August 4, 2024. He said Mr. Thornton has the necessary training, licensure, and 26 years of cemetery experience.

Res. 164-24 Approve Shawn Thornton as Service Specialist II – Lead, adding a \$1.50/hr. stipend to his current pay of \$26.74/hr. for a total of \$28.24/hr., effective August 4, 2024.

Mr. Angelou moved to approve Shawn Thornton as Service Specialist II – Lead, adding a \$1.50/hr. stipend to his current pay of \$26.74/hr. for a total of \$28.24/hr., effective August 4, 2024. Chair Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs said there is an issue with storm tile on Allwine Road. He said they found a previously unidentified section of pipe. The resident's septic system has failed requiring them to install a national pollutant elimination system, basically an aeration system that will go into the storm drain. He would like to add a structure on the resident's property and replace the cut ins on each side. He said it would benefit both the resident and the township. He said he has been working on this project with Franklin Co. Public Health and the Franklin Co. Engineer's Office. There was discussion about sanitary drainage issues in the unincorporated areas. Mr. Leeseberg suggested that Mr. Boggs look for Issue 2 grants and grants from the Ohio EPA to avoid property owners' assessments. Mr. Boggs agreed to do so.

Mr. Boggs requested the approval Pro-Hoe LLC to install a structure on Allwine Road in the amount of \$13,000. Mr. Boggs expects the work to start within two weeks upon approval.

Res. 165-24 Approve Pro-Hoe LLC to install a structure on Allwine Road in the amount of \$13,000.

Mr. Leeseberg moved to approve Pro-Hoe LLC to install a structure on Allwine Road in the amount of \$13,000. Chair Cavener seconded the motion. All voted yea. Motion carried. (See Referral File.)

Mr. Boggs said Franklin Co. Public Health and Franklin Co. Soil and Water will be invited to speak at a meeting in September to fulfill the requirement of an annual stormwater meeting.

Mr. Boggs said that last week, he, Becky Rousseau, and Cynthia Lampkins met with the Franklin Co. Drainage department to plan and coordinate for the OPWC grant funding for Genessee Avenue and Minnesota Avenue in Leonard Park. He said he would like to invite the Franklin Co. Drainage department to the August 20, 2024, Regular Trustees meeting to discuss grant pricing, standards, and layouts. They have said that each road in the area will cost \$770,000 for drainage. Mr. Leeseberg advised that the township not mimic the City of

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Columbus' standard. Mr. Boggs said this meeting will need advertised giving 10-day public notice allowing for public comment.

CODE ENFORCEMENT:

Mr. Boggs requested the approval of the following code violations to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$600: 2836 Baughman Avenue for trash in the amount of \$300; and 3780 Genessee Avenue for high grass in the amount of \$300.

Res. 166-24 Approve the following code violations to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$600: 2836 Baughman Avenue for trash in the amount of \$300; and 3780 Genessee Avenue for high grass in the amount of \$300.

Mr. Leeseberg moved to approve the following code violation to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$600: 2836 Baughman Avenue for trash in the amount of \$300; and 3780 Genessee Avenue for high grass in the amount of \$300. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See Referral File.)

There was discussion about repeat offenders and increasing fines. Mr. Leeseberg asked if Mr. Boggs could escalate the fines for repeat offenders. Mr. Boggs said he has been working with the Franklin County Assistant Prosecutor's Office on this. It is preferred that the township continue to turn the same properties in to them to handle. Mr. Boggs said he is meeting next week with the Assistant Prosecutor, Franklin Co. Code Enforcement Officer, and the owner of the property at 2140 Denune to encourage the compliance of the property owner. Mr. Boggs said the owner has informed him that he is in the process of moving due to the increased property taxes. Mr. Angelou inquired about the frequency of the clean-up events. Mr. Boggs said the event is held yearly, typically the first Friday in October along with an annual tire clean-up event. Mr. Boggs suggested having a "Pride in Community" day. Mr. Boggs suggested bringing back a Spring clean-up day also.

POLICE:

Chief Briggs said a Leonard Park resident, Mr. Moses, called to compliment Officer Howard. He said Mr. Moses reported a suspicious person on one of his properties. Officer Howard responded and was able to identify that a man was in a mental health crisis. Officer Howard was able to deescalate the situation and convinced the man to seek treatment. The trustees all thanked Officer Howard for a job well done.

Mr. Boggs said he has applied for a grant through JAG for new computers for the cruisers and Flock cameras. The determination for an award will be made in 4 – 6 weeks. Mr. Boggs said it was a violent weekend with 5 arrests, domestic violence calls, 2 resisting arrests, and a stabbing in Leonard Park.

FIRE:

Chief Dunlevy requested the approval of two full-time firefighters/paramedics conditional offers of employment to applicants Tyler Fellure and Jordan Stemen under the fire division's lateral program with a start date determined by the Fire Chief in coordination with Human Resources, pay step three for Fellure, step four for Stemen of the division of fire's pay scale.

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Their provisional appointments are contingent on successfully completing the pre-employment physical and psychological assessments.

Res. 167-24 Approve the conditional hiring of applicants Tyler Fellure and Jordan Stemen under the fire division's lateral program with a start date determined by the Fire Chief in coordination with Human Resources, pay step three for Fellure, step four for Stemen of the division of fire's pay scale. Their provisional appointments are contingent on successfully completing the pre-employment physical and psychological assessments.

Chair Cavener moved to approve the conditional hiring of applicants Tyler Fellure and Jordan Stemen under the fire division's lateral program with a start date determined by the Fire Chief in coordination with Human Resources, pay step three for Fellure, step four for Stemen of the division of fire's pay scale. Their provisional appointments are contingent on successfully completing the pre-employment physical and psychological assessments. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chair Cavener said he and Chief Dunlevy had a meeting with the library liaison/facility manager for all the library properties to discuss future intentions of use of the first floor of the OPS Center. Chair Cavener said different government entities have expressed interest in leasing space. Chair Cavener said he inquired if the library could downsize, and he learned that the library is in need of more space, not less. Chair Cavener suggested the library find another facility. Chief Dunlevy said the library liaison shared that the library would have a new CEO in December and the library will wait until the new CEO is on board to make any decisions. Mr. Leeseberg suggested the library liaison connect with the City's economic development office about more space offerings.

Chief Dunlevy said the Speedway at Agler and Stygler Roads will be replacing its underground storage tanks beginning today. It may cause a mess at the intersection until the project is completed. Chief Dunlevy said that Fire Prevention is completing school building inspections.

Chief Dunlevy recommended the township maintain its MORPC membership and he presented statistics and benefits of its services. (See Referral File.)

Res. 168-24 Approve the annual membership with MORPC in the amount of \$1,664.00.

Mr. Angelou moved to approve the membership with MORPC in the amount of \$1,664.00. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Mr. Leeseberg said he will be the MORPC liaison for the township.

Chief Dunlevy requested to go into executive session at the end of the meeting per ORC §121.22(G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with §505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

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Chief Dunlevy requested that his request seeking approval for Keller-Williams Great Columbus Realty represent Mifflin Township in the sale of Township property be tabled. The trustees agreed to do so.

INFORMATION TECHNOLOGY:

Mr. Main said he has no formal requests today. He said he will be out of the office next week and is assembling an IT support contact list.

Chair Cavener inquired about the City of Columbus computer hacking and precautions taken to mitigate risk. Mr. Main said the township's recent hacking was similar to the City of Columbus'. He said the township employees must opt-in to receive the 24-month protection coverage as described in the letter that was mailed to those affected by the hacking. Mr. Main said that employees should be on the lookout for hacking of their children's credit information as it usually takes longer to appear.

At 10:55 a.m., Chair Cavener moved to enter into an executive session per ORC §121.22(G)(2) to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with §505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest, and also per ORC §122.22(G)(1) 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 request a public hearing. Except as otherwise provided by law, now public body shall hold an executive session for the discipline of an elected official for conduct related to the performance of the elected official's official duties or for the elected official's removal from office. Mr. Leeseberg seconded the motion. All voted yea. Motion carried. The trustees, along with Chief Dunlevy, Ms. Owens, and Ms. Lampkins went into the executive session. At 11:24 a.m., they came out of executive session.

Chief Dunlevy requested the approval of the reclassification of Lt. Tim Morris to Firefighter Tim Morris, effective at the end of his shift today.

Res. 169-24 Approve the reclassification of Lt. Tim Morris to Firefighter Tim Morris, effective at the end of his shift today.

Chair Cavener moved to approve the reclassification of Lt. Tim Morris to Firefighter Tim Morris, effective at the end of his shift today. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested approval of a letter of intent to purchase 4301 Johnstown Road, 2-lots directly south of station 133. This is not a contractual agreement, only a letter of intent to purchase.

