

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held August 20, 2024

Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 1:30 p.m., with Chair Cavener, Vice Chair Richard Angelou, Trustee Jamie Leeseberg, Fiscal Officer Cararo, Assistant Fiscal Officer Cynthia Lampkins, Fire Chief Brian Dunlevy, Police Chief David Briggs, Human Resources Director Mindy Owens, Service Director Roger Boggs, Information Technology Director Craig Main, Financial Specialist Rebecca Rousseau, and Administrative Communications Coordinator Becky Swingle present.

Visitors and guest speakers include the following:

- Sandra Dallis-Anderson, 308 Woods Edge Loop, Pataskala 43062
- Danielle Dallis-Hairston, 501 Forestwood Drive, Gahanna, 43230
- Shad Morris, Leonard Park
- Nate Green, Montrose Group, 100 E. Broad Steet, Suite 2320, Columbus 43215
- Kelsey Miller, Connect Real Estate, 577 W. Nationwide Blvd., Suite 600, Columbus 43215
- Detective D. Fahy, Franklin Co. Sheriff's Office, 410 S. High St., Columbus 43215
- Abigail Obert, Project Engineer in Training, Franklin Co. Engineer's Office, Drainage Department, 970 Dublin Rd., Columbus 43215
- Ronni Nimps, Planning & Funding Coordinator, Franklin Co. Engineer's Office, 970 Dublin Rd., Columbus 43215
- James Ramsey, Riparian and Environmental Engineer, Franklin Co. Engineer's Office, 970 Dublin Rd., Columbus 43215

Chair Cavener led the Pledge of Allegiance.

TRUSTEES' COMMENTS:

Mr. Angelou acknowledged the good work of the paramedics that assisted him over the weekend.

GUEST SPEAKERS:

Abigail Obert, Project Engineer in Training, Franklin Co. Engineer's Office, Drainage Department; Ronni Nimps, Planning & Funding Coordinator, Franklin Co. Engineer's Office; and James Ramsey, Riparian and Environmental Engineer, Franklin Co. Engineer's Office spoke due to the requirements of the Ohio Public Works Commission grant that is due September 1st. Ms. Obert spoke on the Leonard Park Drainage Improvements Part 1, located in Leonard Park: Genessee Avenue and Minnesota Avenue. Leonard Park was plotted in 1925 without water, sanitary, or stormwater drainage. Franklin County installed water and sanitary services, but at the current time it does not have an existing roadway drainage system. She said there has been an increase in development over the past few years. She said the plans are completed and she provided a brief overview. She said the drainage system will be going down Minnesota Avenue and Genessee Avenue between Stelzer Road and Mifflin Street. Pipes will be running along the north and south sides of the streets giving every property access to storm drainage with a ditch. She said when road cuts are necessary, the asphalt will be repaired. She said the work will be done within the existing right-of-way. If awarded the OPWC grant, construction can begin as early as July 2025, but no later than June 2026. The estimate for Genessee Avenue is \$771,000 and Minnesota Avenue is \$818,000, with the total project cost being approximately \$2,000,000. She said trees that interfere with construction within the road right-of-way may need to be removed. Any disturbed areas will be seeded,

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mulched, and restored to existing conditions. Driveways will be replaced with like materials. The grant could be awarded as early as December but could also be later. There was discussion as to how the grant applications are scored. Mr. Ramsey said there is a 10% contingency. He said the township will need to determine what local match it can contribute by August 30, 2024. Mr. Leeseberg said if the township would only receive a partial award, there are other resources to pursue for the balance of the money needed. Ms. Obert requested today's sign-in sheet and public comment invitation forms. Mr. Leeseberg encouraged today's visiting residents to complete the comment forms.

VISITORS' COMMENTS:

Kelsey Miller, VP of Development, Connect Real Estate, 577 W. Nationwide Blvd., Columbus, Ohio 43215 introduced herself. She said she is following up on a letter about a housing project in Clinton Township. It is at the corner of Westerville and Innis Roads. The former mall there has been converted into a manufacturing plant for modular buildings, a sister company is called Connect Housing Blocks. She said this type of manufacturing is being done to address the housing crisis. Connect Housing Blocks is partnering with Alvis Inc. (a non-profit that serves individuals needing help with re-entry, addiction recovery, childcare, and housing) for a proposed 52-unit, 5-story housing community in Clinton Township and are also vying for the Ohio LIHTC program through the Ohio Housing Finance Agency (OHFA). The housing would be dedicated to the Alvis Amethyst program to help women and their children. She said Connect Housing Blocks is dedicated to employing 10% of the residents at the plant and will earn a livable wage as they continue their journey of sobriety. She requested a letter of support from the Board to proceed with the application; the deadline is September 1st. She will follow up with renderings, plot, drawings, location, etc. Ms. Miller also offered a tour of the plant. Chair Cavener said he would arrange to have Ms. Miller contacted to set up a date/time to review the information.

Ms. Sandra Dallis-Anderson, 308 Wood Edge Loop, Pataskala, Ohio, said she called the office a few times about her previously owned property at 3050 Woodland Avenue. She said it caught fire and was planned to be demolished, but now it is being rehabilitated. She said her insurance company sent a check in the amount of \$19,000 to Mifflin Township. She has sold the property and was advised by her insurance agent to pick up the check from the township. Chief Dunlevy said he would follow-up with the insurance company to coordinate the return of the check to her which is currently being held in escrow. Chief Dunlevy and Ms. Dallis-Anderson exchanged information.

Mr. Nate Green, Montrose Group, 100 E. Broad Street, Suite 2320, Columbus, Ohio 43215, was introduced by Chief Dunlevy to speak about tax increment financing (TIF) and economic development goals. He provided background information about the Montrose Group saying they work with many public sector entities on economic development and strategic planning. He asked the Board what its goals are. Chair Cavener said he wants to stop annexations to protect the township and needs to know the costs involved to do so. Mr. Green said TIF and Joint Economic Development Zone (JEDZ) agreements can be tools to assist with that. Mr. Angelou said he would like to assist the blighted areas of the unincorporated area with affordable housing. Mr. Leeseberg said the township it as a point where it could benefit from TIF. As the township becomes improved, it will also invite development. If we can protect the

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township, we should so. Due to the good relationship the township has with Gahanna, Mr. Green suggested partnering with Gahanna on the JEDZ. Mr. Green will return with a proposal to assist the township. He will communicate with Chief Dunlevy on this matter.

Detective D. Fahy, Franklin Co. Sheriff's Office, introduced himself as the new environmental investigator. He offered "No dumping" signage to Mr. Boggs. He said residents can be referred to the website, www.itsacrime.org, to report illegal dumping, littering and other environmental crimes. Detective Fahy said he will also work with Police Chief Briggs. Det. Fahy said he will handle all investigations. He said that the public's health is of utmost importance. Detective Fahy said he hopes to have Flock cameras to identify the violators.

MINUTES:

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

Res. 171-24 Approve the meeting minutes of the August 5, 2024, Regular Meeting

Mr. Leeseberg moved to approve the meeting minutes of the August 5, 2024, Regular Meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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

Res. 172 -24 Approve the Warrants for September 2024.

Mr. Angelou moved to approve the warrants for September 2024. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

None.

FINANCE:

Fiscal Officer Cararo said she is working on the financial reconciliations.

HUMAN RESOURCES:

Ms. Owens requested approval of the revised vacation accrual policy, effective January 2025.

Res. 173-24 Accept the revised vacation accrual policy, effective January 2025.

Mr. Leeseberg moved to accept the revised vacation accrual policy, effective January 2025. Chair Cavener seconded the motion. All voted yea. Motion carried.

See **XXXVI. VACATION POLICY** below:

- A. Full-time Township employees who were not credited with vacation leave/prior service during their first year of employment will receive their 2024 vacation leave in January 2025 as a lump sum. In addition, beginning January 2025, all full-time employees shall accrue vacation leave on a per pay period basis at the rates established below. The vacation per pay accrual schedule is for the current year and is not credited in arrears.

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The accrual rate is based on an anticipated full year of employment. An employee who is not in active pay status for part of a bi-weekly pay period, or who leaves employment during the year, shall have their vacation leave pro-rated. Employees who are regularly scheduled to work less than eighty (80) hours in a pay period will accrue vacation at a prorated amount of the standard rate multiplied by the ratio of the employee's regular scheduled hours in a pay period to eighty (80) hours. Under no circumstances will an employee accrue vacation at a greater rate than the standard rate.

The higher rate of accrual will begin on the first day of the pay period after which a year of continuous service is completed.

| <u>Service Credit</u> | <u>40-hour employees</u> | | | <u>56-hour employees</u> | | |
|------------------------|--------------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| | <u>Annual Accrual</u> | <u>Per Pay Accrual</u> | <u>Maximum Balance</u> | <u>Annual Accrual</u> | <u>Per Pay Accrual</u> | <u>Maximum Balance</u> |
| Hire date through 1/1 | Pro-rated | Pro-rated | NA | Pro-rated | Pro-rated | NA |
| 12 through 60 months | 80 hours | 3.1 | 120 hours | 192 hours | 7.39 hours | 288 hours |
| 61 through 120 months | 120 hours | 4.6 | 180 hours | 240 hours | 9.24 hours | 360 hours |
| 121 through 180 months | 160 hours | 6.2 | 240 hours | 312 hours | 12 hours | 468 hours |
| 181 through 240 months | 200 hours | 7.7 | 300 hours | 360 hours | 13.85 hours | 540 hours |
| 241+ months | 240 hours | 9.23 | 360 hours | 408 hours | 15.70 hours | 612 hours |

- B. Days specified as paid holidays shall not be charged to an employee's vacation leave.
- C. Newly hired employees may not use accrued vacation for the first 90 days of employment unless approved by the Department Head or designee. Lateral hires do not have a waiting period and may use vacation upon approval by the Department Head or designee. The Department Head, and/or Board of Trustees may deny a vacation leave request based on operational necessity, performance issues, incomplete probationary period, or for any other valid reason to ensure efficient and effective operation of Township services.
- D. Scheduled vacation preferences may, with the Department Head or designee's approval, be changed provided that such change does not result in undue hardships on the part of other employees or the Township department or unit to which the subject employee is assigned.
- E. Fifty-six (56) hour fire personnel may borrow vacation up to the applicable year annual accrual, less any time already used or scheduled for the current year.
- F. An employee may roll over unused vacation leave to the next year. Employees may not exceed the maximum balance as outlined above. Employees who have reached the maximum balance shall forfeit any additional per pay accrued vacation hours as long as they are at the maximum accumulation.
- G. Per ORC 9.44, Mifflin Township must award credit for prior years of service with other Ohio townships for the purpose of determining vacation leave accrual.
 - 1. To attract and retain the best candidates, the Department Head, upon board approval, may offer a candidate up to ten (10) years of full-time public service credit for time spent with the State of Ohio or any political subdivision of the State. Additionally, a Department Head

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may recommend for Board approval to grant up to ten (10) years of full-time credit relevant prior service in the private sector or other government agencies outside of Ohio.

2. The Township, in its sole discretion, may allow a newly appointed lateral firefighter to transfer unused vacation time from their most recent employer - if the employer, or lateral firefighter, assigns payments for unused time to Mifflin Township. Time will be transferred at a one hour for one hour rate.

Qualified service credit will not be used to establish seniority position for annual vacation bidding. The lateral appointment date will be used to determine vacation bidding position.

3. New employees must provide documentation from the employer as proof of qualifying prior service. Credit for prior service shall take effect the first pay period that begins immediately following the date the documentation is received and approved by Human Resources and will not be retroactive. It is the employee's responsibility to provide necessary documentation of prior service.

H. An employee will not be entitled to marry his/her prior service time if he/she has retired from public service with his/her prior employer.

I. VACATION LEAVE INCREMENT USE

- Fire Division employees who work a 56-hour rotating unit may use vacation time in no less than 12- hour increments.
- MECC employees may use vacation in no less than 4-hour increments
- All other eligible Township employees may use vacation in 1-hour increments.

J. VACATION AT SEPARATION

Upon separation from service, an employee who leaves in good standing is entitled to compensation at their current rate of pay for accrued but unused vacation leave. Good standing is defined as submitting a letter of resignation of no less than two weeks' notice, unless otherwise authorized by the department head.

At no time will the payout exceed the maximum balance of unused annual accrual and any unused roll over leave. Employees who separate voluntarily within the first two (2) years of employment will not be entitled to payout of accrued vacation time.

In the event that more time has been taken than their annual accrual as of their separation date, the employee owes the un-accrued time taken, which will be recovered from the employee's final regular pay. If the final pay doesn't cover the time taken, the employee will reimburse the Township by an agreed upon recovery process documented between the Township and employee.

In the case of the death of a Township employee, the unused vacation leave to the credit of the employee shall be paid in accordance with section 2113.04 of the Revised Code, or to the employee's estate.

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Updates

Ms. Owens said retention schedules have been approved and sent to all department heads to share with their department.

SERVICE:

Service Director Boggs requested a resolution authorizing Franklin County Engineer's Office/Mifflin Township to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and Local Transportation Improvement Programs and to execute contracts as required.

Res. 174-24 Approve a resolution authorizing Franklin County Engineer's Office/Mifflin Township to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and Local Transportation Improvement Programs and to execute contracts as required.

Mr. Leeseberg moved to approve a resolution authorizing Franklin County Engineer's Office/Mifflin Township to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement and Local Transportation Improvement Programs and to execute contracts as required. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs requested approval to sell back a grave to Nancy White-Green for Lot 59, Section F, Grave 3 in the amount of \$500.00. He said it was purchased on April 23, 2007, for \$500, but would like to sell it back as the grave is no longer needed.

Res. 175-24 Approve to sell back a grave to Nancy White-Green for Lot 59, Section F, Grave 3 in the amount of \$500.00.

Mr. Angelou moved to approve to sell back a grave to Nancy White-Green for Lot 59, Section F, Grave 3 in the amount of \$500.00. Chair Cavener seconded the motion. All voted yea. Motion carried.

Updates

Mr. Boggs said Franklin Co. Planning and Economic Development provided correspondence (See Referral File) that the property owner of 3601 Agler Road would like to rezone from residential to commercial. There are frequent box trucks parked there. He said the application states the property would be used for a tax business. He said there is industrial zoning around it. Mr. Boggs said his contact at the county did not believe it would increase the chances of annexation to Columbus. Mr. Leeseberg said this goes back to a previous discussion about getting TIF in place. Mr. Leeseberg said the Board needs to look at large blocks of properties and what can be done to protect the township's interest.

Mr. Boggs presented a review of the intersection of Perdue Avenue and Denune Avenue for consideration of an all-way stop and traffic calming measures from the Franklin Co. Engineer's Office. He said an all-way stop is recommended. He said he will begin working on this as it will need to be laid out according to ODOT specifications. He said the cost will be minimal for the necessary signage. He said it will be advertised on the website.

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CODE ENFORCEMENT:

Updates

Mr. Boggs said he met with the Franklin County's Assistant Prosecutor, Code Enforcement Officer, and the property owner of 2140 Denune Avenue about the volume of code violations on-going. It was recommended to the property owner that he apply for a variance to park his vehicles. He said the property owner is wanting to sell the property, but he is working under a 60-day deadline to obtain the variance. Mr. Boggs said the property owner has been cleaning up the property, but it is not enough. He continues to store vehicles and junk on the lot. Mr. Boggs agreed to provide the acreage size of the lot to Mr. Leeseberg.

POLICE:

Chief Briggs tabled a request to approve Officer Seth Howard's annual pay raise to the hourly rate of \$34.61, Step 4, on the pay scale, effective August 4, 2024.

Updates

Chief Briggs said Officer Cortes is finished with her field training program and is working the roads solo now. Chief Briggs said Officer Howard responded to a crash on Agler Road off I-270 that resulted in very serious injuries. The paramedics at Station 134 reached out to provide a letter of recognition to Officer Howard as it was reported that when Officer Howard arrived on the scene and realized the seriousness of the injuries, he applied a tourniquet on the gentleman's leg ultimately saving his life or at a minimum prevented a more serious outcome. Chief Briggs said he plans to present him with a Certificate of Recognition.

FIRE:

Chief Dunlevy made the request to approve the promotion of Firefighter Jordan Irwin to Lieutenant, effective August 18, 2024.

Res. 176-24 Approve the promotion of Firefighter Jordan Irwin to Lieutenant, effective August 18, 2024.

Chair Cavener moved to approve the promotion of Firefighter Jordan Irwin to Lieutenant, effective August 18, 2024. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Dunlevy made the request 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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INFORMATION TECHNOLOGY:

Updates

Mr. Main said he will be applying for the Cyber Ohio grant funding that is due September 16th.

Chair Cavener moved to go into 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. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

At 2:50 p.m., the trustees, Fire Chief Dunlevy, Fiscal Officer Cararo, Assistant Fiscal Officer Cynthia Lampkins, Police Chief David Briggs, Human Resources Director Mindy Owens, Service Director Roger Boggs, Information Technology Director Craig Main, and Administrative Communications Coordinator Becky Swingle went into executive session. At 2:59 p.m., they came out of executive session.

Chief Dunlevy requested the approval of Keller-Williams Greater Columbus Realty to represent Mifflin Township in the sale of Township property, which was tabled at the August 5, 2024, meeting.

Res. 177-24 Approve Keller-Williams Greater Columbus Realty to represent Mifflin Township in the sale of Township property.

Chair Cavener moved to approve Keller-Williams Greater Columbus Realty to represent Mifflin Township in the sale of Township property. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chair Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. The meeting adjourned at 3:00 p.m.

Kevin J. Cavener, Chairperson

Richard J. Angelou, Vice Chairperson

Jamie D. Leeseberg, Trustee

Kelly Cararo, Fiscal Officer