

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held **September 17,** **2024**

Chair Kevin Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 1:30 p.m. with Vice Chair Richard Angelou, Trustee Jamie Leeseberg, Fiscal Officer Kelly Cararo, Assistant Fiscal Officer Cynthia Lampkins, Fire Chief Brian Dunlevy, 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. Deputy Fire Chief Lee joined later. Police Chief Briggs was absent. Chair Cavener led the Pledge of Allegiance.

TRUSTEES' COMMENTS:

Chair Cavener thanked everyone for their well wishes during his recovery from surgery.

VISITORS' COMMENTS:

Nate Green, The Montrose Group, LLC, arrived later at the meeting.

MINUTES & WARRANTS: (Consent Agenda)

Via consent agenda, Chair Cavener requested a motion to approve the meeting minutes of the September 4, 2024, Regular Meeting, and the October 2024 Warrants.

Res. 186-24 Approve the meeting minutes of the September 4, 2024, Regular Meeting, and the Warrants of October 2024.

Mr. Angelou moved to approve the meeting minutes of the September 20, 2024, Regular Meeting, and the Warrants of October 2024. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

CORRESPONDENCE:

There was no discussion about the correspondence.

FINANCE:

Fiscal Officer Cararo did not act on the agenda item to request the resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor.

Ms. Cararo said the 2021 records have been identified and are complete. She said her team has identified source documents for 2022 and 2023. The goal is to enter and reconcile 2023 by the end of September. Ms. Cararo said she communicates with Julian & Grube Inc. regularly.

HUMAN RESOURCES:

Ms. Owens requested to adopt a resolution delegating authority to department heads and Human Resources for certain administrative matters.

Res. 187-24 Adopt a resolution delegating authority to department heads and Human Resources for certain administrative matters.

Mr. Leeseberg moved to adopt a resolution delegating authority to department heads and Human Resources for certain administrative matters. Mr. Angelou seconded the motion. All voted yea. Motion carried. (See attachment.)

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Ms. Owens requested to adopt the new Fire Inspector/Fire Investigator job description.

Res. 188-24 Adopt the new Fire Inspector/Fire Investigator job description.

Chair Cavener moved to adopt the new Fire Inspector/Fire Investigator job description. Mr. Leeseberg seconded the motion. All voted yea. Motion carried. (See attachment.)

Ms. Owens said she is working with the insurance broker, Hylant, on improving programs: tobacco cessation, short-term disability, and HSA. She said she is prepping with Hylant for benefits enrollment in November utilizing the new employee online navigator tool. Ms. Owens said dental rates will be froze for 2025, aligning with medical and vision in 2026.

SERVICE:

Service Director Boggs requested to accept the resignation of Ron Larimer, effective September 6, 2024.

Res. 189-24 Accept the resignation of Ron Larimer, effective September 6, 2024.

Mr. Angelou moved to accept the resignation of Ron Larimer, effective September 6, 2024. Chair Cavener seconded the motion. All voted yea. Motion carried. (See attachment.)

Service Director Boggs requested to adopt a resolution to move John Jones from Step 3 to Step 4 as Foreman on the pay scale, effective September 15, 2024.

Res. 190-24 Adopt a resolution to move John Jones from Step 3 to Step 4 as Foreman on the pay scale, effective September 15, 2024.

Mr. Angelou moved to adopt a resolution to move John Jones from Step 3 to Step 4 as Foreman on the pay scale, effective September 15, 2024. Chair Cavener seconded the motion. All voted yea. Motion carried. (See attachment.)

Mr. Boggs said he will be replacing the Service Specialist II position. He said the OPWC grant application was accepted with no errors and he is awaiting award status. Mr. Boggs said he has been in discussions with the City of Columbus on the salt/snow removal program. He said he has opted out of snow removal on Columbus streets located in the township but is still interested in purchasing salt from the City of Columbus. He is also seeking salt pricing from Franklin County. Mr. Boggs said there has been an uptick in Leonard Park's ongoing development.

CODE ENFORCEMENT:

Mr. Boggs said there have been no violations; the drought has been helpful in keeping overgrown vegetation down. He said trash and debris pile-ups have slowed down. Mr. Boggs said a dead deer was disposed of or covered with lime.

POLICE:

Chair Cavener said the Police department received a \$58,000 traffic safety grant award that begins October 1, 2024, through September 30, 2025.

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The trustees agreed to sign the Franklin County OVI Task Force Contract.

FIRE:

Chief Dunlevy said that a representative from the Montrose Group would arrive after the Executive Session to give a presentation on a TIF and JEDZ proposal.

Chief Dunlevy requested an Executive Session per ORC §121.22 (G) (2) Purpose: 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.

Chief Dunlevy said the State Fire Marshal published a notice of extreme drought conditions enacting a 24/7 statewide burn ban effective September 13, 2024. Chief Dunlevy provided a reminder of the Fire Prevention Week Open House, October 6, 1 – 4 pm, Station 131, 475 Rocky Fork Drive.

Chief Dunlevy said that in December, the department will go through an ISO rating, which is performed every 3 years. Last year, the rating received was 2.2, with 1 being the best and 10 the worst. This year's goal is to achieve a 1 rating. This insurance safety measurement rating is used to determine homeowners' insurance rates, he said.

Chief Dunlevy said the Division of Fire will be applying for EMS supplement grant funds and BWC grant funds to purchase additional Lucas devices (used to perform CPR more effectively than humans).

Chair Cavener said he has had discussions with the City of Gahanna to remove the concrete island at the Stygler Road in/out to the OPS Center and erect a gate or fence to deter the cutting-through of vehicles traveling to Johnstown Road. He said the City of Gahanna did not approve, but Fire Chief Dunlevy will contact Gahanna's engineer for further discussion.

INFORMATION TECHNOLOGY:

Mr. Main said an IT grant was submitted for a \$20,000 award with three separate projects. The grant would fund one of the projects. He said he was able to request a \$3,600 refund from Spectrum and is awaiting resolution of the matter.

Chair Cavener moved to go into an Executive Session per ORC §121.22 (G) (2) Purpose: 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. Angelou seconded the motion. All voted yea. Motion carried.

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At 2:10 p.m., the trustees, along with Fiscal Officer Cararo, Assistant Fiscal Officer Cynthia Lampkins, Chief Brian Dunlevy, Roger Boggs, Becky Swingle, and Rebecca Rousseau went into Executive Session. They exited the Executive Session at 2:20 p.m. The meeting continued with Deputy Chief Lee attending.

Mr. Nate Green of The Montrose Group, LLC gave a brief presentation of economic development services' four phases:

1. Review of economic development tools
2. Benchmarking
3. Targeted planning
4. Implementation

Res. 191-24 Adopt a resolution to enter a month-to-month contract at \$4,000/month with The Montrose Group, LLC.

Chair Cavener moved to adopt a resolution to enter a month-to-month contract at \$4,000/month with The Montrose Group, LLC. Mr. Leeseberg seconded the motion. All voted yea. Motion carried. (See attachment.)

Chair Cavener moved to adjourn the meeting. Mr. Leeseberg seconded the motion. All voted yea. The meeting adjourned at 2:30 p.m.

Kevin J. Cavener, Chairperson

Richard J. Angelou, Vice Chairperson

Jamie D. Leeseberg, Trustee

Kelly Cararo, Fiscal Officer