

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held **January 21,** **2020**

Chair Stewart called the Mifflin Township Board of Trustees Meeting to order at 3:30 p.m. on Tuesday, January 21, 2020 with Trustee Angelou, Trustee Cavener, Township Administrator White, and Fiscal Officer Spanovich present.

Also present:

Fred Kauser,	Fire Chief
William Price,	Police Chief
DJ Tharp,	Service Director
Becky Kadel,	Human Resources Director
Melissa Rapp,	Public Information Officer
Rick Duff,	Assistant to the Fiscal Officer

TRUSTEES COMMENTS:

None.

MINUTES:

Res. 14-20 Approve the Meeting Minutes of December 17, 2019

Mr. Angelou moved to approve the Meeting Minutes of December 17, 2019. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 15-20 Approve the Special Meeting Minutes of December 26, 2019

Mr. Angelou moved to approve the Meeting Minutes of December 26, 2019. Mr. Cavener seconded. All voted yea. Motion carried.

Res. 16-20 Approve the Organizational Meeting Minutes of January 2, 2020

Mr. Angelou moved to approve the Organizational Meeting Minutes of January 2, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

WARRANTS:

Res. 17-20 Approve the February 2020 Warrants

Mr. Cavener moved to approve the February 2020 Warrants. Mr. Angelou seconded. All voted yea. Motion carried.

CORRESPONDENCE:

Franklin Co. Economic Development & Planning:

- 2363 Mecca Road Paul T. & Kerrie Patton
- 2357 Mecca Road VB One LLC
- 2280-2300 Stelzer Road Northland 3 Stelzer LLC
- 2277 Mecca Road Zachary & Kimberlee Vantassel
- 2884 Woodland Avenue Arlavaches Ltd.
- 2557 S. Ferris Park Drive Brenda Gonzalez Rodriguez

FISCAL OFFICER'S REPORT:

Mr. Duff requested the approval of the Sick Leave Incentive for Administration, Police and Service Department staff totaling \$4,400.00.

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Res. 18-20 Approve the Sick Leave Incentive for Administration, Police, and Service Department staff in the amount of \$4,400.00.

Mr. Angelou moved to approve the Sick Leave Incentive for Administration, Police, and Service Department staff in the amount of \$4,400.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

TOWNSHIP ADMINISTRATOR'S REPORT:

Administrator White requested the approval to transfer \$100,000 from the General Fund to the Cemetery Fund.

Res. 19-20 Approve the Transfer of \$100,000 from the General Fund to the Cemetery Fund.

Chair Stewart moved to approve the transfer of \$100,000 from the General Fund to the Cemetery Fund. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White requested the approval to transfer \$100,000 from the General Fund to the Police Fund.

Res. 20-20 Approve the Transfer of \$100,000 from the General Fund to the Police Fund.

Mr. Cavener moved to approve the transfer of \$100,000 from the General Fund to the Police Fund. Chair Stewart seconded. All voted yea. Motion carried.

Administrator White said the bond sale closed today and the money was deposited into the township's account. She said everything went well. She recommended the money be moved to a StarOhio account. She said she has the required application ready for submission. She said the recent interest rate for Certificates of Deposit was 1.65% for a 4-week period; 1.6% for a 13-week period and 1.55% for a 26-week period. She said StarOhio's overnight yield was 1.8%.

Administrator White requested approval to apply for a StarOhio account. She said she is placing herself, the Fiscal Officer and the Fiscal Officer-elect on the account.

Res. 21-20 Approve Administrator White to apply for a StarOhio account.

Chair Stewart moved to approve Administrator White to apply for a StarOhio account. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White said a Right of Entry Agreement was signed with the Columbus Metropolitan Library so that the City of Gahanna can extend the fiber to the Library Operations building. She indicated that the library plans to have all personnel moved out of the second floor of the building by the end of February. Administrator White said she and the Library's CFO will have a discussion later this month to determine if they are still on track and will schedule the closing accordingly.

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Administrator White said she plans to move forward with a job description and pay schedule for the IT Director. She will work with Ms. Kadel and present it to the trustees at the next meeting.

Administrator White presented a request from the U.S. Census to use the meeting hall for meetings on April 3rd and April 8th, 9 am – 5:00 pm. She said they would need to change their hours to conform with our workhours of 8:00 am – 4:30 pm.

Res. 22-20 Approve the U.S. Census to use the meeting hall during business hours on April 3rd & 8th, 2020.

Chair Stewart moved to approve the U.S. Census to use the meeting hall during business hours on April 3rd & 8th, 2020. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

HR:

Ms. Kadel requested approval of the 2020-2021 benefits package. Ms. Kadel said only Delta Dental had an increase in premium, but no change in coverage.

Res. 23-20 Approve the 2020-2021 benefits package as presented by Ms. Kadel, HR Director.

Chair Stewart moved to approve the 2020-2021 benefits package as presented by Ms. Kadel, HR Director. Mr. Angelou seconded. All voted yea. Motion carried.

Ms. Kadel requested the approval to renew the Lexipol Annual Subscription in the amount of \$8,079.00 with \$6654 of the subscription for Fire and \$1,425 to be paid out of the General Fund. Administrator White said she will apply for a \$1,000 credit from OTARMA to apply towards the payment for the Fire Department's portion of the Lexipol subscription.

Res. 24-20 Approve the annual renewal of the Lexipol subscription in the amount of \$8,079.00.

Mr. Angelou moved to approve the annual renewal of the Lexipol subscription in the amount of \$8,079.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Ms. Kadel said the open enrollment sessions are underway; the first one was this morning. She said the sessions will continue this evening and then on Thursday at 10 am and 7 pm, and next week on Tuesday and Thursday, at 10 am and 7 pm.

Ms. Kadel said she is working on the total compensation letter and will present it to the trustees at the next trustees' meeting for their review and approval.

Ms. Kadel made a clarification to the HR portion of the December 17, 2019 trustees meeting minutes from "She said in the future if an employee takes parental leave, they will not qualify for the sick leave incentive." to "She said in the future if an employee

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takes leave under the Parental Leave policy and chooses to use their sick leave, they will not qualify for the sick leave incentive.”

PIO:

Ms. Rapp said she and Administrator White reviewed eight (8) proposals for the website redesign and chose three for interviews which have been completed. Ms. Rapp said she and Administrator White were pleased with the quality of each proposal and the choice may be difficult to make. She said the agencies’ deadline for their quotes or revised quotes is Wednesday, January 29th. Ms. Rapp said between January 30th and February 3rd, their final submissions will be reviewed, and one finalist will be selected. Ms. Rapp said the finalist will be presented for the trustees’ approval on February 18th for the selected agency to begin work on March 1st. Chair Stewart said it is important that the IT Director has input.

Ms. Rapp said there will be no community meeting in the unincorporated area today as it has been cancelled. She said township representatives will attend the meeting in February meeting.

Ms. Rapp said she has received a resume for a MORPC intern who she and Administrator White will interview.

SERVICE:

Mr. Tharp requested the lawn care and landscaping maintenance contracts with Sanders Lawn Care be tabled until his permanent budget is approved. Chair Stewart agreed.

Mr. Tharp said Landmark Way was annexed to the City of Columbus, reducing our township roads to 13.870 miles.

CODE:

Mr. Tharp said requested clean-up billing to be approved in the total amount of \$3,050.00 under ORC 505.87 for 2246 Aberdeen Avenue at \$2,450.00 and 2660 Perdue Avenue at \$600.

Res. 25-20 Approve the clean-up billing for 2245 Aberdeen Ave. and 2660 Perdue Avenue in the total amount of \$3,050.00.

Mr. Cavener moved to approve the clean-up billing for 2245 Aberdeen Ave. and 2660 Perdue Avenue in the total amount of \$3,050.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White said she expected to have our first amended certificate by now; it was not addressed at the Auditor’s December meeting as originally planned. She said it should be addressed at their next meeting on January 27th and expects to have the first amended certificate at that time. She said the department heads can then make the subsequent adjustments to their budgets eliminating the need of having to re-do

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previously passed budgets. She said the budgets will be presented to the trustees for approval at the February 3rd Trustees meeting assuming the new certificate is received.

POLICE:

Chief Price requested the carry-over of 82.5 hours of vacation and 25.5 hours for Lt. Phillips. Chief Price said they plan to take the vacation time before June of 2020.

Res. 26-20 Approve the carry-over of 82.5 hours of vacation for Chief Price and 25.5 hours for Lt. Phillips to be used by June 2020.

Mr. Angelou moved to approve the carry-over of 82.5 hours of vacation for Chief Price and 25.5 hours for Lt. Phillips to be used by June 2020. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Chief Price requested the acceptance of the resignation of part-time officer Seth Pinney effective January 24, 2020. Chief Price said he is leaving to join a neighboring jurisdiction that offers health insurance for part-time officers. Chair Stewart said the health insurance matter needs addressed very soon as we are losing officers for medical benefits.

Res. 27-20 Accept the resignation of part-time officer Seth Pinney effective January 24, 2020.

Chair Stewart accepted the resignation of Seth Pinney effective January 24, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Price requested the approval to pay the body camera contract from Axon Enterprises in the amount of \$4,272.

Res. 28-20 Approve the body camera contract payment to Axon Enterprises in the amount of \$4,272.

Chair Stewart moved to approve the body camera contract payment to Axon Enterprises in the amount of \$4,272. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Price requested the approval to purchase a new 2020 Dodge Durango cruiser from Greve Chrysler, not to exceed \$41,868.00, and to finance it through Park National Bank.

Res. 29-20 Approve the purchase of a new 2020 Dodge Durango cruiser from Greve Chrysler, not to exceed \$41,868.00, and to finance it through Park National Bank.

Mr. Angelou moved the approve the purchase of a new 2020 Dodge Durango cruiser from Greve Chrysler, not to exceed \$41,868.00, and to finance it through Park National Bank. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Price said the graphics for the cruiser will be an additional expense.

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FIRE:

Chief Kauser said he is in the process of reviewing the detailed sections of the budget for Fire/EMS with the Fiscal staff.

MECC:

No report.

VISITORS COMMENTS:

A visitor spoke about the increased drug activity and a recent shooting on Ferris Park Drive South. Chief Price said he is aware and will continue to increase police presence on the street.

There being no further business, Mr. Cavener moved to adjourn. Mr. Angelou seconded. All voted yea. Motion carried. The meeting adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Joseph F. Spanovich, Fiscal Officer