

# RECORD OF PROCEEDINGS

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

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Held **February 18,** **2020**

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Chair Stewart called the Mifflin Township Board of Trustees Meeting to order at 3:30 p.m. on Tuesday, February 18, 2020 with Trustee Angelou and Township Administrator White present. Mr. Spanovich and Mr. Cavener were absent.

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

Visitors included students Bilal Tahir, Jaxon Henthorn and Caylee Charge; and residents Iona Higginbotham, Doug and Helen Frazee, and one other unidentified gentleman.

The Pledge of Allegiance was recited.

Chair Stewart welcomed Gahanna students and all other visitors.

## **MINUTES:**

### **Res. 31-20 Approve the Staff Meeting Minutes of January 6, 2020, Regular Meeting Minutes of January 21, 2020 and Staff Meeting Minutes of February 3, 2020**

Mr. Angelou moved to approve the Staff Meeting Minutes of January 6, 2020, Regular Meeting Minutes of January 21, 2020 and Staff Meeting Minutes of February 3, 2020. Chair Stewart seconded. All voted yea. Motion carried.

## **WARRANTS:**

### **Res. 32-20 Approve the March 2020 Warrants**

Mr. Angelou moved to approve the March 2020 Warrants. Chair Stewart seconded. All voted yea. Motion carried.

## **CORRESPONDENCE:**

Franklin Co. Economic Development & Planning:

- |                                |                                     |
|--------------------------------|-------------------------------------|
| • 2064 Republic Avenue         | Iva L. Hatten                       |
| • 2301 Oakland Park Avenue     | New Jerusalem Church of God         |
| • 2428 Mecca Road              | Kenneth H. & Karen A. Blackwell Sr. |
| • 2058 Briarwood Avenue        | Occupant                            |
| • 2884 Woodland Avenue         | Occupant                            |
| • Stelzer Road & Armuth Avenue | Midwest Land Company                |

Administrator White said correspondence was received from the Franklin County Auditor's Office stating the township should expect the first half settlement during the first week in March.

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## **FISCAL OFFICER'S REPORT:**

Administrator White presented a revised 2020 Permanent Appropriation resolution that encompasses the department budgets that were submitted as well as the bond proceeds which have been invested in StarOhio and requested approval as the Budget Commission will be meeting on February 24.

## **Res. 33-20 Approve the 2020 Permanent Appropriation Resolution**

Mr. Angelou moved to approve the 2020 Permanent Appropriation Resolution. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

## **TOWNSHIP ADMINISTRATOR'S REPORT:**

Administrator White requested the approval of the OTARMA insurance renewal including the current updated equipment. She said the Library Operations Center and new Fire Station 132 will be added when acquired. A cost has not yet been determined as the value of the property and a copy of the lease is required. Administrator White said she will get these requirements submitted to determine the premium for the Library Operations Center building. The township will be receiving a rebate within the next few months for an undetermined amount, possibly several thousands of dollars.

Administrator White requested the approval of the OTARMA insurance renewal in the amount of \$138,587.

## **Res. 34-20 Approve the OTARMA insurance renewal in the amount of \$138,587**

Mr. Angelou moved to approve the OTARMA insurance renewal in the amount of \$138,587. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White said an annexation petition for 1835 Stelzer Road was received.

Administrator White said the Library Operations Center closing is tentatively scheduled for March 31<sup>st</sup> at Landsel Title.

There was discussion with visitors about the condition of Drake Road. Administrator White explained that by April the township should get the determination as to whether it will be receiving the OPWC small government grant. Mr. Tharp said Franklin County will resurface the road this fall. The road will receive a new base followed by the new surface. He said any needed drains will be added at that time. Mr. Tharp agreed to notify the residents on Drake Road when the work will begin.

Chief Price said he would increase patrols with radar on Drake Road to curtail speeding. He said he will also look into borrowing a speed trailer to park along the road to slow traffic.

## **HR:**

HR Manager Kadel presented the updated total compensation to the Trustees for approval. The trustees approved the total compensation letter and statement. A formal motion was unnecessary.

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Ms. Kadel requested the approval of the position description for the Director of Public Safety Information Technology with a minor change to increase the lifting requirements from 25 pounds to 50 pounds.

**Res. 35-20 Approve the Position Description for the Director of Public Safety Information Technology**

Chair Stewart moved to approve the position description for the Director of Public Safety Information Technology, including the minor change to the physical lifting requirements, as presented by Ms. Kadel. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Ms. Kadel said she learned on Friday afternoon, February 14<sup>th</sup>, that the service agreement with Sedgwick, the third-party administrator that manages our Family Medical Leave claims, will no longer be providing service. She said as of July 1<sup>st</sup>, Sedgwick will cease managing our claims. Ms. Kadel said the same has happened to Jefferson Township and Upper Arlington. Ms. Kadel said finding a new third-party administrator will be a new priority.

Chair Stewart reminded Ms. Kadel that Delta Dental has been using the Social Security number as an employee's identification number. Chair Stewart said in the interest of preventing identity theft she would like Ms. Kadel to work with Jon Hastings, Assured Partners, and Delta Dental to cease this practice. She said she would like this change for all employees rather than at the request of an employee. Ms. Kadel agreed to work with Jon Hastings on Delta Dental's identification numbers and to also make the change to identification numbers with VSP, if needed.

**PIO:**

Ms. Rapp said her revised budget now reflects the proposed MORPC intern.

Ms. Rapp shared a spreadsheet that compares the three finalists for the website redesign. She said although she is awaiting a few more referral phone calls, she would like to move forward with selecting Brand Logic. She said each of the three choices would be a terrific selection, but she felt that Brand Logic was impressive and is the best fit for the township's website redesign project.

Administrator White echoed Ms. Rapp's comments and added that Brand Logic fits best within the township's budget. She also said they seem to be a company we could grow with as they grow. She said Brand Logic seems to be more in tune with the township's needs than the other two companies and came highly recommended. She said she liked hearing that Brand Logic has been a company that has rescued other website designs that have failed. Administrator White said Brand Logic has a Communications person on staff that would be an added benefit as to how information is presented on the website. Ms. Rapp said Brand Logic comes recommended by the City of Gahanna and MORPC.

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Chair Stewart requested Ms. Rapp provide additional information on her final selection: headquarter location, sales revenue and number of technical staff. Ms. Rapp agreed to obtain this information, unless it is proprietary.

Chair Stewart and Mr. Angelou both recommended vetting of Brand Logic by the new IT Director, if timing permits.

Ms. Rapp said that tonight Chief Price will be attending the community meeting at the Centenary Church to answer questions and distribute fliers about the levy.

### **SERVICE:**

Mr. Tharp requested the acceptance of the resignation of Gabriel Gerhart effective February 12, 2020.

### **Res. 36-20 Accept the resignation of Gabriel Gerhart effective February 12, 2020.**

Chair Stewart moved to accept the resignation of Gabriel Gerhart effective February 12, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Tharp requested the approval of the three-year contract with Sanders Lawn Care in the amounts of \$36,581.00 for the lawn care for the cemetery, \$1,170.00 for the lawn care at 155 Olde Ridenour Road, \$1,430.00 for the lawn care at the fire department, \$3,255.00 for the landscaping at 155 Olde Ridenour Road, and \$13,635.00 for landscaping at the fire department.

### **Res. 37-20 Approve of the three-year contract with Sanders Lawn Care in the amounts of \$36,581.00 for the lawn care for the cemetery, \$1,170.00 for the lawn care at 155 Olde Ridenour Road, \$1,430.00 for the lawn care at the fire department, \$3,255.00 for the landscaping at 155 Olde Ridenour Road, and \$13,635.00 for landscaping at the fire department.**

Mr. Angelou moved to approve the three-year contract with Sanders Lawn Care in the amounts of \$36,581.00 for the lawn care for the cemetery, \$1,170.00 for the lawn care at 155 Olde Ridenour Road, \$1,430.00 for the lawn care at the fire department, \$3,255.00 for the landscaping at 155 Olde Ridenour Road, and \$13,635.00 for landscaping at the fire department. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Tharp requested the approval for the driveway resurfacing at Mifflin Cemetery by Franklin Co. Engineer's Office in the amount not to exceed \$15,000.00.

### **Res. 38-20 Approve the driveway resurfacing at Mifflin Cemetery by Franklin County Engineer's Office in the amount not to exceed \$15,000.00.**

Mr. Angelou moved to approve the driveway resurfacing at Mifflin Cemetery by Franklin County Engineer's Office in the amount not to exceed \$15,000.00. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

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### **CODE:**

Mr. Tharp requested approval to bill 2585 Perdue Avenue for property clean-up in the amount of \$300.00.

### **Res. 39-20 Approve the clean-up billing at 2585 Perdue Avenue in the amount of \$300.00.**

Chair Stewart moved to approve the clean-up billing at 2585 Perdue Avenue in the amount of \$300.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

### **POLICE:**

No report.

### **FIRE:**

Chief Kauser requested the approval of the 2020 Mt. Carmel Health Systems Firefighter Occupational Physicals in the amount of \$45,000.00.

### **Res. 40-20 Approve the 2020 Mt. Carmel Health Systems Firefighter Occupational Physicals in the amount of \$45,000.00.**

Chair Stewart moved to approve the 2020 Mt. Carmel Health Systems Firefighter Occupational Physicals in the amount of \$45,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested a 3-year OSU Occupational/Physical Therapy Program in the amount of \$34,000.00.

### **Res. 41-20 Approve the 3-year OSU Occupational/Physical Therapy Program in the amount of \$34,000.00.**

Chair Stewart moved to approve the 3-year OSU Occupational/Physical Therapy Program in the amount of \$34,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of 1<sup>st</sup> Quarter EMS supplies from Bound Tree in the amount of \$33,020.89.

### **Res. 42-20 Approve the 1<sup>st</sup> Quarter EMS supplies from Bound Tree in the amount of \$33,020.89.**

Chair Stewart moved to approve the 1<sup>st</sup> Quarter EMS supplies from Bound Tree in the amount of \$33,020.89. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested approval of the Community Paramedic Program Delivery with OSU.

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**Res. 43-20 Approve the Community Paramedic Program Delivery with OSU.**

Mr. Angelou moved to approve the Community Paramedic Program Delivery with OSU. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval to rebid the Fire Annex interior renovation. He said the project is not expected to exceed \$225,000.00.

**Res. 44-20 Approve to rebid the Fire Annex interior renovation.**

Chair Stewart moved to approve the rebid of the Fire Annex interior renovation. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of the renovation of the Mifflin Township Government Center proposal located at 101 W. Johnstown Road with Township Architect Moody Nolan Inc. Chief Kauser said this will start the finalizing of engineering plans, preparing for bids, and ultimate construction.

**Res. 45-20 Approve the contract with Moody Nolan Inc. for the renovation and construction of the Mifflin Township Government Center located at 101 W. Johnstown Road.**

Mr. Angelou moved to approve the contract with Moody Nolan Inc. for the renovation and construction of the Mifflin Township Government Center located at 101 W. Johnstown Road. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of the proposal with Moody Nolan Inc. for the construction of Fire Station 132 and Mifflin Police headquarters located at 2459 Agler Road, Columbus.

**Res. 46-20 Approve of the proposal with Moody Nolan Inc. for the construction of Fire Station 132 and Mifflin Police headquarters located at 2459 Agler Road, Columbus.**

Mr. Angelou moved to approve the proposal with Moody Nolan Inc. for the construction of Fire Station 132 and Mifflin Police headquarters located at 2459 Agler Road, Columbus. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

**MECC:**

Chief Kauser requested the approval of the annual radio console software maintenance for the Mifflin Township Dispatching consoles with Motorola in the amount of \$51,996.10.

Chief Kauser said radio consoles were purchased in 2007 jointly with Gahanna Police. He said it came with an annual maintenance requirement that Motorola neglected to bill. Chief Kauser said this is a request to make whole the 2018 – 2020 portion of the bill. He said this bill will be paid out of the RCOG in the amount of \$32,497.57 and Gahanna Police will reimburse Mifflin the amount of \$19,498.54.

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**Res. 47-20 Approve the Annual Motorola Radio System Annual Maintenance in the amount of \$51,996.10.**

Chair Stewart moved to approve the Annual Motorola Radio System Annual Maintenance in the amount of \$51,996.10. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of the annual CAD software maintenance for Mifflin Township Dispatching with Central Square in the amount of \$146,146.05. He said this is a shared expense with MECC and Licking County. He said Licking County's portion is \$105,000 and the MECC RCOG's portion is \$41,146.05.

**Res. 48-20 Approve the annual CAD software maintenance with Central Square in the amount of \$146,146.05.**

Chair Stewart moved to approve the annual CAD software maintenance with Central Square in the amount of \$146,146.05. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser said the City of Gahanna approved a \$100,000 contract to put redundant fiber in the library system. He said a piece of broken conduit was found and must be repaired to pass the fiber through to the Library Operations building. Chief Kauser requested the approval of the repair in the amount of \$4,388.

Chair Stewart said that since this amount is within the Administrator's spending limit, he could approve the repairs.

Chief Kauser requested an executive session per ORC Section 121.22 (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 complains against a public employee, official, license, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing.

At 4:55 p.m., Chair Stewart moved to enter into executive session at 4:55 p.m. per ORC Section 121.22 (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 complains against a public employee, official, license, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Mr. Angelou seconded. All voted yea. Motion carried.

At 5:33 p.m., the trustees returned from executive session.

**Res. 49-20 Approve the hiring of Craig Main for the IT Director position contingent upon his acceptance of the compensation package.**

Chair Stewart moved to hire Craig Main for the IT Director position contingent upon his acceptance of the compensation package. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

