

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

January 6,

2020

Chair Stewart called the Mifflin Township Board of Trustees **Staff Meeting** to order at 9:00 a.m. on Monday, January 6, 2020 with Trustee Angelou, Trustee Cavener and Township Administrator White present.

Also present were:

- 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

Fiscal Officer Spanovich was absent.

The Pledge of Allegiance was recited.

Administration:

Building Projects

Administrator White said the Library Operations building purchase will close early in March, after which remodeling can take place. Locker rooms and showers will be added. She said she is also getting ideas from Gahanna police detectives and dispatching. She said administrative personnel will be taking a tour of the building tomorrow morning at 10 a.m.

Administrator White said the architects are making final modifications to the plans for Station 132 and the bid specifications will soon be ready for bid solicitations. She said as the police station and fire station are to be built on the existing site, it may present some logistical issues while under construction.

Administrator White said we did not get the OPWC grant for Drake Road improvements, but the township will be applying for the small government grant through the State of Ohio.

Bond Closing

Administrator White said Mifflin Township received an AA+ bond rating and a very good rate has been negotiated on the bond sale which will be closing on January 21st. She said documentation will need to be signed by the trustees and fiscal officer to be submitted by the end of next week.

Administrator White recommended investing the approximate \$9.5 million dollars awaiting the closing of the Library Operations building and the start of payments for Station 132. Rather than private banking, Administrator White suggested investing in the StarOhio program, via the State Treasurer's Office, with fixed rates as good or possibly better than the banks, with less required paperwork and greater desired liquidity. She said she will get more information about this.

RECORD OF PROCEEDINGS

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IT Director

Administrator White said there is a need to have someone oversee the IT-related planning necessary for the upcoming relocation to the Library Operations building. She said Chief Kauser has been doing this, but it is not his job and requires someone dedicated to overseeing the large upcoming IT projects. Currently, Gahanna is in the process of extending the fiber to the Library Operations building. She said AT&T will install the trunk lines. She said in addition to new wiring, there will be a new key card system, Wi-Fi, MECC, XT911, Audio/Visual and CAD installations required. She said the move will be a big project in addition to many other upcoming IT-related projects such as the ones at the new police/Station 132 building. She said it is time we hire someone to oversee these projects and work with KeyTel on a permanent basis due to the ongoing large projects. She said, for example, with Gahanna Police Dispatching moving into the MECC area, other entities may possibly want to join as well. She said we may also consider hosting other entities' data. Chief Kauser said the IT person should have advanced planning and logistical experience, much beyond technician-level experience. Chair Stewart said we should not delay. Administrator White said will work with Ms. Kadel, HR Director, on a position description and have her research salaries. Administrator White said Chief Kauser has agreed to fund the position. Chief Kauser said other townships and municipalities could share in the funding of the position ongoing. He said hiring someone with familiarity of the current operations is important and he has a couple candidates from other agencies in mind.

2020 General Fund Budget

Administrator White said she is very comfortable with the personnel part of the general fund budget, but she does not know what the operating expenses will be in the new building. She said she has used reasonable figures, but they may need adjusting once we have moved into the new building. She said the current Admin building has been well maintained and will be funded by the Service department. She said meeting hall rental fees may be used to offset the expenses, such as new carpeting and general maintenance, of the current Admin building.

Police:

Levy

Chief Price said he is waiting to hear from some new members of the committee. He said he has reached out to them but has not heard back perhaps due to the holidays. He said he will continue to reach out to them.

Hiring

Chief Price said he has one applicant, but he is awaiting background checks. He said he has two (2) part-time officers that are training currently. He said during this training period, he will seek applicants with experience. He said he believes Mifflin Township is not receiving more applicants because of low wages. He said a neighboring agency is offering benefits plus guaranteeing 32 hours per week. He said he would like to entertain doing the same. The trustees brainstormed ideas to recruit more applicants and encouraged Chief Price to discuss any possible solution with them.

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Lexipol

Chief Price said there are about thirty (30) policies waiting to be reviewed by the officers.

2020 Police Budget

Chief Price said he is unsure about his insurance numbers as they may increase this year.

Human Resources:

Total Compensation Statement

Ms. Kadel provided a cover letter to accompany the Total Compensation Statement. She said she is working with Mr. Duff to generate the statement in Excel that will pull information into each customized statement. Chair Stewart complimented Ms. Kadel on the cover letter.

Parental Leave Policy

Ms. Kadel said the policy was amended to address the Sick Leave Incentive by which those eligible for Sick Leave Incentive who use sick leave under the Parental Leave policy to bond with their newborn child will not be eligible for the Sick Leave Incentive if that method of leave is chosen. Chief Kauser said he would like to review it and think about the small implications in terms of the dollar amounts and employee impact. After discussion amongst the trustees, Chair Stewart requested Chief Kauser work with Ms. Kadel on another possible solution. If no other solution is presented, the trustees will vote on the amendment at the next meeting.

Workers Comp Training

Ms. Kadel said the training was wrapped up in December. She will review her notes taken in the meetings and will identify any action items.

Supervisory Training

Ms. Kadel said supervisory training will be a primary focus for 2020. Topics she plans to cover are Family Medical Leave, HIPPA, injury reporting and leave management, performance reviews, interdepartmental communications and ADA compliancy. She said she is unsure as to the length of the training, possibly 1 or 2 days or multiple half day sessions.

FMLA Training

Ms. Kadel said she intends to provide FMLA training this year, similar to the injury reporting and leave management training.

New or Amended Policies

Ms. Kadel said she is working on obtaining outstanding policy acknowledgements from employees.

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DOT Drug and Alcohol Testing

Ms. Kadel said the Federal Motor Carrier Safety Administration has mandated new DOT drug and alcohol testing requirements effective today. She is working with Mr. Tharp to ensure he understands the requirements. She said in addition to the regular background checks for new hires, CDL operator applicants are to be checked through a clearinghouse for prior alcohol or drug-related offenses. Ms. Kadel said the clearinghouse requirement requires that any drug or alcohol-related offense be reported to the clearinghouse. Ms. Kadel said the township will also be required to conduct an annual clearinghouse check of our active CDL employees. She said the DOT testing pool increased from 25% to 50%, in which our CDL employees will need to be notified, and she will be looking into having a formal DOT Drug Free Safety Program policy written. There was discussion about our current testing protocol.

2020 HR Budget

There were no questions or comments about the budget.

PIO:

Bond Rating

Ms. Rapp said she has put together a press release about the bond rating to be sent out this week. She said she would target business outlets such as *Business First*. She said she will provide a draft copy for review.

Website Redesign/Branding

Ms. Rapp said she will be scheduling interviews for the website redesign/branding project. She plans to select three for consideration by the next staff meeting.

Community Church Meeting

Ms. Rapp said she will contact the Community Church group in the unincorporated area to see if they would like township representation at their January meeting on January 21st. It was discussed that it may be a good venue to share levy information also. Ms. Rapp said she would inquire as to how many township residents will attend and what topics are on their agenda.

Media Opportunities

Ms. Rapp inquired if there were any media opportunities forthcoming. She said she is trying to be more proactive in scheduling posts and seasonal holiday information. Administrator White suggested a press release in conjunction with the Columbus Metropolitan Library about the upcoming closing on the library building.

Chief Kauser requested assistance with the public relations for the levy.

Communications Intern

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Ms. Rapp said she has a resume for a possible communications intern from MORPC. Ms. Rapp said she did not include an intern in her budget, therefore, it will need to be amended.

Township Newsletter

Ms. Rapp said she is working on a newsletter template in both printed and electronic form with links directing to the website. She plans to have the first newsletter go out on March 1st.

2020 PIO Budget

There were no questions or comments about the budget.

Service:

Mr. Tharp said he, Administrator White and Mr. Boggs will be attending a meeting today with the Franklin Co. Engineer Cornell Robertson to gather information on the ditch petition and the process involved.

Mr. Tharp said for 2019, there were 109 burials, 66 foundations poured, and 48 graves sold which include the columbariums.

Mr. Tharp said he would answer questions about his 2020 Service Budget; there were none.

Code:

Mr. Tharp said over 200 houses were tagged last year. He said he continues to deal with a few hoarders and squatters within the township.

Mr. Tharp said Mifflin Township did not receive the OPWC grant for the repair/replacement of Drake Road. He said he will be working with the Franklin County Engineer's Office to get pricing if the second grant award is not received. There was discussion as to a remedy for the situation concerning the use of the road as a cut-through short-cut to the airport by a rental car company. Chair Stewart suggested Mr. Tharp speak to the Franklin Co. Engineer's Office about making Drake Road a "dead-end" street. Mr. Tharp agreed to make the request, but he said the residents will not like a "dead-end" street. Mr. Tharp said it would require a traffic study by the county prior to any changes. He said he will get quotes for filling the potholes also. Chief Price said the road is being patrolled for speed only.

Fire:

Concrete Repairs & Signage

Chief Kauser said concrete repairs and signage for Stations 131 and 134 are being reviewed by the City of Gahanna.

Library Operations Center

Chief Kauser said the updates to the new floor plan for the library building are in progress. Once a floor plan is agreed upon, he said each of the occupant groups (Admin, Fire, Dispatch Center, etc.) will address any design specifications for their area. Chief Kauser said it is a 90-day process to prepare for bidding specifications.

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Station 132

Chief Kauser said Station 132 is awaiting the City of Columbus Parks Department to articulate permission to do a lot-exchange to stay on-site and save a considerable amount of money.

Community Education Center

Chief Kauser said the Community Education Center or “Annex” is being revised as the scope has changed and should be half of what was budgeted.

2020 Fire Budget

Chief Kauser said his 2020 budget contains a cost of living adjustment increase. He said three ambulances are on schedule to be replaced in April. Chief Kauser said there are two firefighter vacancies and he is expecting up to three more in the 2020-2021 timeframe. Chief Kauser said he is continuing to work on his budget.

Occupational Physical Therapy

Chief Kauser said as part of the employees’ health and wellness initiatives, workers’ compensation reimbursements will be used to contract for the next three years of occupational physical therapy services via OSU CarePoint for preventative care and exercise direction. Chief Kauser said he is checking on the usage of the current SuperFit facility and will report back.

Smart Communications

Chief Kauser said they will be partnering with City of Columbus on Smart Communications program which controls traffic signals. The Fire Department will be purchasing a low-cost piece of equipment to participate.

Carpenter Road

Chief Kauser said the Carpenter Road development is on hold until the new administration is in place at the City of Gahanna. He said the one-acre parcel with a single-family house in front of the library operations center on Johnstown Road is available and should be purchased by the township. He said currently the public is cutting through the lot to bypass traffic. Chief Kauser said the entrance off Stygler Road could be secured from public access; township employees would have access via an RFID card.

MECC:

Chief Kauser said they are working very closely with five local police agencies to identify which services and resources could be shared. The data center could be considered a shared service to other government agencies.

IT:

Administrator White said because of the domain controller outage, a decision was made to move to Wow Business Services. Chief Kauser said software upgrades will be made to

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Windows 10 in the first quarter of 2020. He said an inventory needs to be completed prior to upgrading.

Fiscal:

Administrator White said an annual report will be filed by March 1, 2020; it is called the Hinkle System. She said the work is being done by Julian & Grube.

There being no further business, Mr. Angelou moved to adjourn. Mr. Cavener 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