

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

February 3,

2020

Chair Stewart called the Mifflin Township Board of Trustees **Staff Meeting** to order at 9:00 a.m. on Monday, February 3, 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.

Chair Stewart reminded the other trustees and department heads that social media comments or responses about the township should be handled by Public Information Officer Melissa Rapp.

Administration:

Budget

Administrator White provided the recently received 2020 First Amended Certificate. She has shared the updated figures with the department heads in the event that they need to make the necessary adjustments so the trustees can approve the appropriations at the February 18th meeting.

CLOUT Membership

Administrator White provided a resolution for a membership to the Coalition of Large Ohio Urban Townships (CLOUT). She said it requires a township population over 15,000 or a budget over \$3 million. She said the organization assists townships with legislation as it relates to townships; CLOUT is a forum of townships that share similar issues. She said the membership is \$200 per year.

Res. 30-20 Approve the membership to the Coalition of Large Ohio Urban Townships (CLOUT) in the amount of \$200/year.

Mr. Cavener moved to approve the membership to the Coalition of Large Ohio Urban Townships (CLOUT) in the amount of \$200/year. Mr. Angelou seconded. All voted yea. Motion carried.

Building Projects

Administrator White said she will be meeting with Ms. Lauren Hagen, CFO, Columbus Metropolitan Library, about the Library Operations Center on February 14th for a walk-through to discuss furniture, utilities billing, and other mechanicals as well as closing date.

Annexation Filing

Administrator White said she received an annexation filing for Codet Road. She said the property owner is New Salem Missionary Baptist Church.

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IT Director

Administrator White said the HR Director and Fire Chief have created a job description and salary range for the IT Director position. Administrator White said it is important that the selected candidate have a public safety background. She said the salary range is \$90,000 to \$120,000. It was requested that HR Director Kadel contact the City of Gahanna to determine the salary of their IT Director.

Police:

Levy

Chief Price said he is promoting the levy. He said postcards and flyers are being created to be mailed out to the registered and absentee voters. He said a few yard signs will also be created.

Ms. Rapp said Reverend Holloway has offered support in the promotion of the levy. Chief Price said he will attend the Linden-area community meeting on February 18th.

Insurance for Part-time Officers

Chief Price said he will have more information at the next meeting. He said his budget could support medical, dental and vision insurance for part-time officers. Chair Stewart requested Ms. Kadel research the legality of offering the benefits to only police part-timers and not other township part-time staff.

Hiring

Chief Price said he does not have any promising candidates for police officers, but he will continue looking.

Chief Price said there was a drug-related shooting at the Circle K.

Human Resources:

Total Compensation Statement

Ms. Kadel said she is finalizing the Total Compensation Statement.

Parental Leave Policy

Ms. Kadel said the Parental Leave policy will be on the agenda for the next trustees meeting.

Open Enrollment

Ms. Kadel said the open enrollment sessions have been completed. She said the turn-out was not as good as the last two years. Chair Stewart questioned the need to have Open Enrollment sessions when nothing has changed with the insurance. Ms. Kadel said the time may be better served to engage the employees at the sessions with small incentives to promote the understanding of their medical benefits. Administrator White suggested that the

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little-known benefits such as discounts with Global Fit and WW memberships be promoted more.

New or Amended Policies

Ms. Kadel said she is working on obtaining outstanding policy acknowledgements from employees. She said she will complete an audit report.

Supervisory Training

Ms. Kadel said she plans to begin the supervisory training within the next month. She said she will draft an agenda and brainstorm for content.

PIO:

Website Redesign/Branding

Ms. Rapp said she has received three (3) revised quotes from the finalists. She said she will be contacting references to find nuances as they are all excellent finalists. She said the quotes varied in price which will also be considered for selection. She said she expects the website to be finished within six months.

Social Media

Ms. Rapp said the Columbus Police Department tagged us in their posts recognizing our officers for their help following a jewelry store robbery.

Community Church Meeting

Ms. Rapp said there was no meeting in January, but the church is planning for a meeting on February 18th. Chief Price will attend to discuss the police/fire levy.

Media Opportunities

Ms. Rapp said she has created a press release about the township's bond rating. She said she will provide it to the trustees for review and feedback.

Communications Intern

Ms. Rapp said she has received another resume' for a possible communications intern from MORPC who may be more well-suited. Ms. Rapp said she will modify her budget, if necessary, to include a part-time temporary intern.

Service:

Mr. Tharp said he, Administrator White and Mr. Boggs have been attending meetings at Franklin County Economic Development and Planning regarding Leonard Park development.

Mr. Tharp said he is awaiting a response to the small government grant application for the Drake Road repairs which will occur in April. He said he spoke with Mr. Mark Mullinax, Chief Resurfacing Technician of Franklin County, about the condition of Drake Road and it was determined that the only remedy would be a full deck repair requiring a new base.

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2020 Service Budget

Mr. Tharp provided the trustees with a revised budget.

Fire:

Fire Levy

Chief Kauser said the fire levy is the first capital levy in the department's history; all fire stations and assets have been purchased via operating funds. He said the last operating levy was approved in 2011 and was projected to provide funding for eight years. Chief Kauser said the purpose of the levy is for the maintenance and upkeep of the current fire stations, department buildings and fire apparatus. He said the .6 mill capital levy would extend the current operating levy for at least two years. He said the cost to residents is approximately \$21 per year per \$100,000 valuation, generating \$600,000 annually.

Community Education Center "Annex" Building

Chief Kauser said he will be providing a re-bid at the next trustees meeting.

Station 132/Police Station

Chief Kauser said Columbus City Parks Department has agreed to negotiate a land swap. He said the township would be required to replace playground equipment and provide some tree removal, which could be done in-house. Chief Kauser showed renderings including floor plans of the combined fire station/police station. He said the plan is to keep it low-profile and basic. Chief Kauser said a meeting will occur with the Northeast Area Commission to obtain their approval. Chief Kauser said he is working with counsel on jurisdictional issues that will need to be resolved with Columbus Police. He said the new building will be in Columbus, Mifflin Township.

Library Operations Center

Chief Kauser showed floor plans of the Library Operations Center. There was discussion about public access and security. Chief Kauser said the next step is to meet with the architect and designer to ensure offices and layout are appropriate for each department. He said the next 60 days will be spent finalizing details. Chief Kauser expects staff, excluding dispatchers, to move into the building this fall. Dispatching will follow in the Spring of 2021.

Chief Kauser described a fire that occurred on January 30th at 748 Taylor Road.

Fire/EMS/Dispatching 2020 Budgets

Chief Kauser said he will have updated budgets for the trustees' review at the next trustees meeting.

MECC:

Administrator White said a MECC RCOG meeting is scheduled for March 19th. Administrator White said she will be meeting tomorrow with three fire chiefs on the VIP accounting program to get them onboard.

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IT:

Chief Kauser said he is continuing to define the job description for the IT Director with Ms. Kadel.

Fiscal:

Administrator White said progress is being made on the annual report which is due by March 1st.

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