

# RECORD OF PROCEEDINGS

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

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Held

**March 2,**

**2020**

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Chair Stewart called the Mifflin Township Board of Trustees **Staff Meeting** to order at 9:00 a.m. on Monday, March 2, 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.

Lieutenant Timothy Morris was sworn-in by Chair Stewart.

## **Administration:**

### Building Update

Administrator White said the closing on the Library Operations Center is scheduled for March 31, 2020 at Landsel Title Agency at 10:00 a.m.

Chief Kauser said a final floor plan from the architect will be available at the next trustees meeting.

Chief Kauser said Station 132 is progressing very well. He said the current focus is on the roof pitch. He is working with the Columbus Parks department on a Memorandum of Understanding. Chief Kauser said he expects bidding to begin on the construction at the Library Operations Center and Station 132/Police Station in May.

### Leonard Park

Administrator White said she and Mr. Tharp have been meeting with COCIC, Franklin County Economic Development and Planning, Franklin County Engineer's Office, and the Neighborhood Design Center about Leonard Park and to address issues with the development that is happening there. She has invited COCIC and Franklin County Economic Development and Planning to present information at the trustees meeting on March 17, 2020. She said no decision has been made by any entity on how it will be developed, but we need to address what will happen if there is continued building in Leonard Park and what the township's responsibility will be. Also, information will be provided on how COCIC will participate.

Administrator White said information about the meeting has been posted on the township's website, NextDoor, and Facebook.

### IT Director

Administrator White provided a compensation package for the IT Director position for future consideration.

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## **Police:**

### Levy

Chief Price said he continues to promote the police levy. He said he and Chief Kauser will attend the community meeting tonight at the Centenary Methodist Church.

### Insurance for Part-time Officers

Chief Price said he has been working with Ms. Kadel and Mr. Hastings. Mr. Hastings is researching questions and he plans to regroup this week.

### Hiring

Chief Price said he does not have any applications.

### Drake Road

Chief Price said a couple citations have been written for speeding. He said his officers are working on traffic enforcement. Chief Price said the speed trailer was helpful but has been returned. He said Mr. Tharp received a complaint about the condition of the road and the caller said there was no way anyone could speed on the road due to its condition.

## **Human Resources:**

### Total Compensation Statement

Ms. Kadel said the Total Compensation Statements were mailed out and should have been received.

### Parental Leave Policy

Ms. Kadel said a decision on the Parental Leave Policy amendment has not been made. Chair Stewart requested it be placed on the agenda for the March 17<sup>th</sup> meeting for a vote.

### FMLA Vendor

Ms. Kadel has not sought a new vendor yet. Chair Stewart suggested inquiring of a referral from our legal counsel.

### Delta Dental

Ms. Kadel said Delta Dental has issued an alternative ID for all employees in lieu of using their Social Security numbers. Ms. Kadel said she plans to create a memo explaining to the employees how to use the alternative ID; it will be each employee's decision to do so. The trustees requested Ms. Kadel research if the social security numbers could be removed entirely.

### Supervisory Training

Ms. Kadel said she does not have an update on this due to her workload.

### Benefits Administration

Ms. Kadel said Paycor offers products beyond payroll and is interested in Paycor's onboarding module and benefits module. Ms. Kadel said the benefits module will provide

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reporting that currently cannot be easily obtained otherwise. Administrator White said it would provide online Open Enrollment and would provide insurance coverage information; reporting on premiums; and document generation to populate the payroll component. Mr. Duff said it will save time and provide accuracy by not having to manually enter information. Administrator White said it will also connect directly to the insurance carrier if we wish. Ms. Kadel said it is the right time of the year to start this project. She said looking ahead to next year's open enrollment, kinks will be worked out by then.

## **PIO:**

### Website Redesign/Branding

Ms. Rapp shared an updated sheet containing the three choices of vendors for the website redesign project. She said two of the three declined to provide their overall revenue and was not included on the sheet. Chair Stewart said the relevancy of the revenue question is to determine the stability of the corporation. Mr. Cavener said ongoing support is important as well as customer service. Ms. Rapp and Administrator White said their choice is Brand Logic as they have the best rate, came highly recommended as they "bailed out" Gahanna and MORPC when their websites needed overhauled. Ms. Rapp said they are also a minority-based business.

### Central Ohio Public Information Officers Network

Ms. Rapp said on March 18<sup>th</sup> she will be hosting other PIOs from within Franklin County, a group called the Central Ohio Public Information Officers Network. A guest speaker from the Ohio Attorney General's Office will be speaking after lunch on public records. She said lunch will be provided.

### Social Media

Ms. Rapp said information has been posted on the website and in the social media about the levy as well as in *This Week News*, in which an article and video feature Chief Kauser promoting the levy. Ms. Rapp said signage is also being used to promote the levy.

### Communications Intern

Ms. Rapp said she has interviewed the intern from MORPC. She said the township has offered her part-time employment and is awaiting her decision.

## **Service:**

### Drake Road

Mr. Tharp said he is working on the Small Government Grant for the Drake Road improvements with the Franklin County Engineers Office.

### New Shared Service Vehicle

Mr. Tharp said he is considering replacing the Chevy Equinox service department vehicle due to escalating mechanical issues. He said he is contemplating purchasing a new van or small pickup truck which would also be shared with Administration. Mr. Tharp said he would evaluate a few options and return to the board with them.

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## Hiring

Mr. Tharp requested the hiring of Marcus “Tyler” Cobb for the Service Specialist 1 position at \$17.71 per hour, effective today, March 2, 2020. Mr. Tharp said he comes with necessary experience and is in the process of obtaining his CDL.

## **Res. 50-20 Approve the hiring of Marcus “Tyler” Cobb for the Service Specialist 1 position at \$17.71 per hour, effective March 2, 2020.**

Mr. Cavener moved to approve the hiring of Marcus “Tyler” Cobb for the Service Specialist 1 position at \$17.71 per hour, effective March 2, 2020. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Tharp said he plans to request a pay raise for the part-time cemetery records employee Kristina Kuhn from \$15 per hour to \$18 per hour. He said it has been two years since her last pay raise. He said rather than paying her wage from the General Fund as done in the past, he would like to split the cost of her wage between General and Cemetery.

## **Fire:**

### Fire Levy

Chief Kauser said the fire levy is going well. He said he is looking for donations to help fund mailers.

### Facility Updates

Chief Kauser said he returned the contracts to the architect. He said the revised contracts should be here in time for the next trustees meeting for finalization.

Chief Kauser said he received Mr. Kneeland’s resignation as he had to come off of the payroll by the end of the month. He said the Mr. Kneeland completed his work up to this point on the network for the 911 system. Mr. Kneeland may need to return in 60 – 90 days to work on other issues.

### Station 131 and 134

Chief Kauser said he is continuing to work with the City of Gahanna on the required approvals, including the concrete and signage for both.

Chief Kauser said he has begun planning for the operating levy for 2022. He said during the process, he will look at staffing levels, payroll costs, capital improvements, etc. over the next 10 years. He said he expects the levy to provide for the next 7 – 8 years.

Chief Kauser said a strategic planning workshop would be helpful for necessary projections. There was some discussion about the Chief’s vision for the future equipment and staffing needs of the fire department.

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Chief Kauser said he also plans to bring to the next meeting the topic of full sick leave payouts when given two years notice of an employee's upcoming retirement. He said this will assist with planning and staffing for the vacancy.

### Station 131

Chief Kauser said at the end of the next budget cycle, the township will need to start plans for replacing Station 131.

### 2020 Pay Schedule

Chief Kauser will be requesting approval of a 2020 fire division pay schedule.

### Training

Chief Kauser will be requesting approval for trainings, workshops, classes and conferences needed for his staff.

### MECC:

Chief Kauser said he will have software and technology-related contracts to bring for annual renewal. He said the 911 system will be upgraded as well as the dispatch system, currently being shared with Licking County. Chief Kauser said Licking County has selected another vendor and will also be shared.

### Fiscal:

Mr. Duff said the HSA deposits will be made. He said he is expecting the township's 1<sup>st</sup> half settlement this week. He said the 2<sup>nd</sup> Amended Certificate from Franklin County, including the bond money, has also been received.

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

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Lynn M. Stewart, Chair

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Richard J. Angelou, Vice Chairman

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Kevin J. Cavener, Trustee

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Joseph F. Spanovich, Fiscal Officer