

# RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

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Held

June 16,

2020

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Chair Stewart called the meeting of the Mifflin Township Board of Trustees to order via an advertised conference call at 3:30 p.m. on Tuesday, June 16, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff, Fire Chief Fred Kauser, Police Chief William Price, Human Resources Director Becky Kadel, Public Information Officer Melissa Rapp, and Service Foreman Roger Boggs.

**Res. 101-20 Approve the Meeting Minutes of June 1, 2020 and June 8, 2020**

Mr. Angelou moved to approve the meeting minutes of June 1, 2020 and June 8, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

**Res. 102-20 Approve the July 2020 Warrants**

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

**TRUSTEES COMMENTS:**

None.

**CORRESPONDENCE:**

Administrator White requested the approval of the resolution for the Coronavirus Aid, Relief, and Economic Security (CARES) Act for relief for COVID19-related expenditures.

Mr. Duff said the federal government will provide reimbursement for COVID19-related expenditures through the State of Ohio. He said the State will provide funds to the counties, and the counties to the townships. He said the accounting must be done to the federal government guidelines. He said the amount of eligible reimbursement is not significant compared to other entities. He said those entities must submit their expenditures by November. If there is money left over, it will be redistributed.

**Res. 103-20 Approve the Coronavirus Aid, Relief, and Economic Security (CARES) Act Resolution**

Chair Stewart moved to approve the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Mr. Angelou seconded. All voted yea. Motion carried. (See Resolution File.)

Administrator White said during the pandemic, the COCIC sent an e-mail about a resident on Genessee Avenue who is interested in purchasing an adjacent vacant property: 2120 Genessee Avenue. Administrator White said the COCIC offers the property first to the township for purchase. She said the trustees determined they do not have any interest this property. Administrator White said the future property owner would be required to maintain the property as part of the purchase agreement. Chair Stewart said to let the record show that the trustees turned down the offer to purchase the property. Chair Stewart said it could be sold to the adjacent property owner.

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

Fiscal Officer Duff said the 2021 budget is due to be turned in. He said the budget will be voted on at the July 6, 2020 Trustees Meeting. Administrator White said she refers to this version of the budget as a "guesstimate".

Chair Stewart requested that the township trustees' meetings revert to two meetings per month: the first Monday and third Tuesday of the month. It was decided the upcoming meetings will occur on Monday, July 6<sup>th</sup> at 9:00 a.m. and Tuesday, July 21<sup>st</sup> at 3:30 p.m.

The trustees discussed whether to have future meetings in person rather than by virtually. It was decided the department heads and trustees will meet in-person. If anyone from the public attends the meeting, staff will step out of the meeting hall to accommodate the group limit of no more than ten people in a group, which complies with the Governor's COVID19 guidelines. It was also decided the trustees meetings will continue to be held virtually over the Internet. Mr. Duff suggested the public submit their questions online, prior to the meetings, if possible.

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

Administrator White shared the list of purchases she approved over \$2,500, but less than \$5,000.01.

Administrator White request the approval of the maintenance contract for Speer Mechanical is in the amount of \$8,897 for May 1, 2020 through April 30, 2021. This will be paid out of the Fire fund.

## **Res. 104-20 Approve the maintenance agreement for Speer Mechanical in the amount of \$8,897 (May 1, 2020 through April 30, 2021).**

Chair Stewart moved to approve the annual maintenance Agreement for Speer Mechanical in the amount of \$8,897 (May 1, 2020 through April 30, 2021). Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White reminded the trustees that their packet included information regarding her performance review.

## **HUMAN RESOURCES:**

Ms. Kadel requested the adoption of the Department of Transportation Drug & Alcohol Testing Policy. She said this would only apply to the Service Department employees that hold a commercial driver's license and operate vehicles requiring a commercial driver's license.

## **Res. 105-20 Adopt the DOT Drug & Alcohol Testing Policy**

Mr. Cavener moved to adopt the DOT Drug & Alcohol Testing Policy. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Ms. Kadel said she is preparing for the information roll-out with our new family medical leave vendor, YourLeave.

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### **PUBLIC INFORMATION OFFICER:**

Ms. Rapp provided an update on the new website. She said she has been working with the web designer on many tasks: getting access to the current website, providing analytics, forms development, rearranging and deleting old content and providing added content for the new website framework. She said she plans to provide a look at the new website in rough draft format at the July 21<sup>st</sup> meeting.

Ms. Rapp reviewed several options for the new logo: a sunrise with rolling hills; an “M” for Mifflin Township;

Mr. Angelou said Ms. Rapp should check to see what logos are being used at the other Mifflin Townships in Ohio and Pennsylvania. Ms. Rapp agreed to do so.

Ms. Rapp requested feedback on the logos options. She said the logo could be applied to the website also. Chair Stewart said she would like to see something more specific to the township as she has expressed at a previous meeting. Chair Stewart would like to see an oval around an “M” with 1811 date, including the words: peace, safety and welfare. Administrator White agreed to research if those are the words in the ORC. Mr. Cavener preferred the “M” but requested another style and color.

Mr. Main, IT Director, cautioned against using the logo on so many places that future logo changes could become expensive.

After discussion, Ms. Rapp agreed to return to the next meeting with modifications to the three logos.

### **SERVICE:**

Mr. Boggs said the seasonal employee, Hunter McKnight, has started working for the Service Department and is doing well. Mr. Boggs said they are all caught up on the footer foundations for the headstones. He said they are also working on the gravel alleys in East Linden to restore to safe conditions.

Mr. Boggs said they will begin installing signs on behalf of the State of Ohio grant in the amount of \$13,000. He said the State sent out different reports to many townships about the traffic and accidents in the area. He said quite a few accidents have occurred at some of the intersections in the unincorporated area due to outdated signage. He said 269 outdated stop signs, caution signs and miles per hour signs will be replaced with post reflection, high intensity signage. Mr. Boggs said the grant requires no matching funds.

Mr. Boggs said Drake Road work is expected to begin in the fall. He said patching and repairs are on-going until then.

Chair Stewart requested Mr. Boggs become educated with the plans for Drake Road by discussing with Mr. Tharp and Ms. White. Mr. Boggs agreed to do so. Chair Stewart said the trustees made a commitment to its residents to replace Drake Road this year.

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### **POLICE:**

Chief Price said he was having connectivity problems on during this meeting and could not hear Ms. Rapp. Chair Stewart requested Mr. Main, IT Director, create a memo of instructions on “How to Connect” to the virtual call. Mr. Main agreed to do so. Mr. Main also agreed to meet with Chief Price to determine the connectivity issue.

Administrator White said she spoke on the phone with Ms. Mary Pinor. Mr. Angelou suggested a daily drive by to show her we are patrolling the area. Chief Price said in the past she has been very angry as she thinks we are not patrolling. He said he and Lt. Phillips have had several conversations with Ms. Pinor.

### **FIRE:**

Chief Kauser requested the approval of the annual software renewal of the Image-Trend EMS reporting in the amount of \$17,901.73.

### **Res. 106-20 Approve the Image-Trend annual software renewal in the amount of \$17,901.72.**

Mr. Cavener moved to approve the Image-Trend annual software renewal in the amount of \$17,901.72. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval of the software renewal for CE Solutions in the amount of \$13,680.00.

### **Res. 107–20 Approve the software renewal for CE Solutions in the amount of \$13,680.00.**

Mr. Angelou moved to approve the software renewal for CE Solutions in the amount of \$13,680.00. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the authorization for the Chairman of the Board of Trustees to execute the Agreement between Mifflin Township and Moody Nolan for the bidding and construction of Station 132/Mifflin Police.

### **Res. 108–20 Authorize the Chairman of the Board of Trustees to execute the Agreement between Mifflin Township and Moody Nolan for the bidding and construction of Station 132/Mifflin Police.**

Mr. Angelou moved to authorize the Chairman of the Board of Trustees to execute the Agreement between Mifflin Township and Moody Nolan for the bidding and construction of Station 132/Mifflin Police. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser requested the authorization for the Chairman of the Board of Trustees to execute the Agreement between Mifflin Township and Moody Nolan for the bidding and remodeling of the former Library Operations Center.

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**Res. 109-20 Authorize the Chairman of the Board of Trustees to execute the Agreement between Mifflin Township and Moody Nolan for the bidding and remodeling of the former Library Operations Center.**

Mr. Cavener moved to authorize the Chairman of the Board of Trustees to execute the Agreement between Mifflin Township and Moody Nolan for the bidding and remodeling of the former Library Operations Center. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the approval to declare surplus office and support furniture acquired from the purchase of the Library Operations Center for the purposes of auction and/or disposal.

**Res. 110-20 Approve the declaration of surplus office and support furniture acquired from the purchase of the Library Operations Center for the purposes of auction and/or disposal.**

Mr. Cavener moved to approve the declaration of surplus office and support furniture acquired from the purchase of the Library Operations Center for the purposes of auction and/or disposal. Mr. Angelou seconded. All voted yea. Motion carried.

**MIFFLIN DISPATCH:**

No report.

**IT:**

No report.

Chief Kauser requested an Executive Session per ORC Section 121.22 (G) (2) Purpose: to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest.

At 5:05 p.m., the trustees went into Executive Session. At 5:06 p.m., they returned from Executive Session.

**Res. 111-20 Approval to proceed with negotiation to purchase real estate.**

Mr. Angelou moved to proceed with negotiations to purchase real estate. Mr. Cavener seconded. All voted yea. Motion carried.

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Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting was 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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Rick Duff, Fiscal Officer