

# RECORD OF PROCEEDINGS

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

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Held

July 6,

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 9:00 a.m. on Monday, July 6, 2020 with Trustee Richard Angelou, Trustee Kevin Cavener, Township Administrator Nancy White, Fiscal Officer Rick Duff, Fire Chief Fred Kauser, Police Chief William Price, Public Information Officer Melissa Rapp, IT Director Craig Main, and Service Director DJ Tharp attending in-person.

Human Resources Director Becky Kadel was absent.

### **Res. 112-20 Approve the Meeting Minutes of June 16, 2020**

Mr. Angelou moved to approve the meeting minutes of June 16, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

### **Res. 113-20 Approve the August 2020 Warrants**

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

### **TRUSTEES COMMENTS:**

Mr. Cavener said we should remember how important the police and fire departments are in keeping us safe; defunding is not the way to do that. Chair Stewart said there were never intentions to defund.

### **CORRESPONDENCE:**

Administrator White reviewed the following correspondence from Franklin County Economic Development and Planning:

2568 Johnstown Road	ST Equity Properties LLC	Zoning Compliance
1900 N. Cassady Ave.	Thomas & Connie Garner	Fence Repair

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

No report.

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

Administrator White said Continental Office will be at the Operations Center dismantling the cubicles. She said upon approval the construction of walls in the Administration Suite will begin on Wednesday.

Administrator White presented the 2021 General Fund Budget for the upcoming Tax Budget. (See Referral File).

Administrator White said when the Operations Center was purchased, she contacted OTARMA about insuring 101 S. Stygler Road in the amount of \$10,303.00. She said the building is valued at \$12,010,000. Chair Stewart said the trustees saved the taxpayers a lot of money as the building was purchased for \$5,000,000.

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Administrator White requested the approval to purchase insurance coverage for 101 S. Stygler Road from OTARMA in the amount of \$10,303.00.

**Res. 114-20 Approve the purchase of insurance coverage from OTARMA for 101 S. Stygler Road in the amount of \$10,303.00.**

Chair Stewart move to approved purchase of insurance coverage from OTARMA for 101 S. Stygler Road in the amount of \$10,303.00. Mr. Cavener seconded. All voted yea. Motion carried.

Administrator White said Mifflin Township was awarded the OPWC Small Government Grant for improvements to be made on Drake Road in the amount of \$161,560 or 67% of the total project costs. She said that going forward someone needs to be designated to sign-off on the paperwork. She said since Mr. Tharp will be retiring at the end of the month, she is requesting to be appointed as the project CEO to enter into agreements with OPWC in order to continue moving forward with the project.

**Res. 115-20 Authorize Township Administrator Nancy White be appointed as the project CEO pertaining to the OPWC Small Government Grant for improvements on Drake Road.**

Mr. Angelou moved to authorize Township Administrator Nancy White to be appointed as the project CEO pertaining to the OPWC Small Government Grant for improvements on Drake Road. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chair Stewart requested Mr. Tharp send a letter to the affected residents with the pertinent Drake Road project information. Mr. Tharp agreed to do so.

Administrator White presented performance evaluations and requested step increases for Rebecca Rousseau and Hollie Wonderly, effective June 28, 2020 as stated in her memo. She said next year, Fiscal Officer Duff will be doing the performance review for Ms. Rousseau as she will be reporting to him.

**Res. 116-20 Accept the performance evaluation and approve a step increase for Ms. Rebecca Rousseau effective June 28, 2020.**

Mr. Cavener moved to accept the performance evaluation and approve a step increase for Ms. Rebecca Rousseau effective June 28, 2020. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

**Res. 117-20 Accept the performance evaluation and approve a step increase for Ms. Hollie Wonderly effective June 28, 2020.**

Mr. Cavener moved to accept the performance evaluation and approve a step increase for Ms. Rebecca Rousseau effective June 28, 2020. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Administrator White said that on July 1, 2020 Franklin County deposited \$93,000.00 into Mifflin's account from the CARES Act. She said this is money from the Federal government that was transferred to the State, then to Franklin County, then to the

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townships. She said any qualifying COVID19-related expenses incurred from March 1st until the end of the year can be reimbursed, such as Workers' Compensation claims, COVID19 testing and unemployment claims. She said payroll expenses must be unbudgeted to qualify for reimbursement.

### **HUMAN RESOURCES:**

As Becky Kadel, Human Resources Director, was absent from today's meeting, Administrator White agreed to present on her behalf.

Administrator White presented Ms. Kadel's Paycor Benefits Advisor Pro proposal and requested approval to purchase Paycor's application for future benefits processing. She said changes will be made by the employee via Paycor for life events such as marriage, birth of a child, divorce, etc. She said this eliminates a lot of paperwork. It will take 12 – 16 weeks to set up. She said the application would be ready to use by Open Enrollment at the end of January or the beginning of February 2021.

Chair Stewart said she liked Ms. Kadel's project proposal; it was precise.

### **Res. 118–20 Approve the purchase of Paycor's Benefits Advisor Pro application in the amount of \$7,870.00 based on 130 employees.**

Mr. Cavener moved to approve the purchase of Paycor's Benefits Advisor Pro application in the amount of \$7,870.00 based on 130 employees. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Duff thanked the Trustees for approving the application. He said it will prevent a lot of payroll issues.

### **PUBLIC INFORMATION OFFICER:**

Ms. Rapp shared additional logo designs for consideration. She said at the next meeting she will show the new website. Mr. Cavener requested wording be added to the "M" logo and requested an updated rendition of the logo at the next meeting. Mr. Angelou liked the logo which had Mifflin Township spelled out. Mr. Angelou requested "1811" be added below it. Both Mr. Cavener and Mr. Angelou said they did not care for the sunrise logo. Chair Stewart said we may not want to rush into selecting a logo until we come to a decision about signage/branding for the new building. The Trustees selected a temporary logo, the big M, for usage on the website for the time being. Chair Stewart said she would like the department heads' opinions on a logo also.

Chair Stewart requested Ms. Rapp check the old website for outdated information, for example, replacing Mr. Spanovich with Mr. Duff's information. Ms. Rapp said we are in a transition phase with the website, so it is helpful to point out information that needs updated or corrected so she can change it on the old and new website.

Ms. Rapp said her intern, Ms. Regan Nagel, has been working on the monthly report, but is a little bit behind on it. Ms. Rapp said she and Ms. Nagel have been posting a lot of

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information on social media. Ms. Rapp said she will include information from the monthly Gahanna Police meetings.

### **SERVICE:**

Mr. Tharp said Franklin Co. Public Health received a grant for removing trash tires. This will take place in the township on Saturday, August 15<sup>th</sup>, 9:00 a.m. – 12:00 p.m. at Station 132. Mr. Tharp said post cards will be sent advertising this and Ms. Rapp said she will post the information on the website and social media.

Mr. Tharp said 31 foundations have been poured this year; 78 burials have taken place; and 48 graves have been sold.

Mr. Tharp said Station 133 now has hot water as the hot water tank quit working and was recently replaced. He requested a retroactive approval of the hot water system repair in the amount of \$8,000 for Station 133.

### **Res. 119-20 Approve retroactively the purchase of a hot water system repair in the amount of \$8,000 for Station 133.**

Mr. Cavener moved to retroactively approve the purchase of a hot water tank in the amount of \$8,000 for Station 133. Mr. Angelou seconded. All voted yea. Motion carried.

Mr. Tharp said Franklin County is currently resurfacing the cemetery driveway.

Mr. Tharp requested the purchase of two graves from Mr. Larry Wiles in the amount of \$300.00 each, Lot 110, Section M, Block 4, Grave 1 and 2.

### **Res. 120-20 Approve the purchase of two graves from Mr. Larry Wiles in the amount of \$300.00 each, Lot 110, Section M, Block 4, Grave 1 and 2.**

Chair Stewart moved to approve the purchase of two graves from Mr. Larry Wiles in the amount of \$300.00 each, Lot 110, Section M, Block 4, Grave 1 and 2. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Tharp requested the approval of renovations in the Administration Suite of the Operations Center by Kean Construction in the amount of \$25,750.00.

### **Res. 121-20 Approve the renovations at the Operations Center by Kean Construction in the amount not to exceed \$25,750.00.**

Mr. Angelou moved to approve the renovations at the Operations Center by Kean Construction in the amount not to exceed \$25,750.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File)

Mr. Tharp recommended that upon his retirement at the end of this month that Mr. Roger Boggs be named Service Director. Following today's meeting, the trustees decided they would like to meet with Mr. Boggs to discuss the position prior to making their decision.

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### **POLICE:**

Chief Price presented his 2021 budget. (See Referral File.)

### **FIRE:**

Chief Kauser presented his 2021 budget. (See Referral File.)

Chief Kauser requested the approval of sick leave donation for firefighter Diehl. Mr. Angelou said for the record these requests are reviewed and decided on a case-by-case basis.

There was discussion about possibly increasing the maximum accrual limit of sick leave next year.

### **Res. 122-20 Approve donation of accrued time to Firefighter Mike Diehl.**

Chair Stewart moved to approve the donation of accrued time to Firefighter Mike Diehl. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser said there is a need to have houses where new recruits can train on live fires. He said houses are hard to find for live burns. Chief Kauser requested approval for live fire training on two homes on Armuth Avenue that were offered by Mr. Fred Kenimer.

Mr. Tharp said he would estimate the demolition of the Armuth Avenue homes to cost \$10,000 - \$15,000 each, if not burned in the live fire training.

### **Res-123-20 Approve live fire training/demolition of homes on Armuth Avenue.**

Chair Stewart moved to approve live fire training/demolition of two homes on Armuth Avenue. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the replacement of 16 desktop and 5 Locutions Public Address Fire Station computers from CDW-G in the amount of \$18,375.00.

### **Res. 124-20 Approve the replacement of 16 desktop and 5 Locutions Public Address Fire Station computers from CDW-G in the amount of \$18,375.00.**

Mr. Angelou moved to approve the replacement of 16 desktop and 5 Locutions Public Address Fire Station computers from CDW-G in the amount of \$18,375.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Mr. Main said he expects to get 5 – 7 years of life from the computers.

### **OPERATIONS CENTER:**

Chief Kauser requested the approval to purchase a Locutions PA System for the Operations Center in the amount of \$9,605.00.

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**Res. 125-20 Approve the purchase of a Locutions PA System for the Operations Center in the amount of \$9,605.00.**

Chair Stewart moved to approve the purchase of a Locutions PA System for the Operations Center in the amount of \$9,605.00. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser said in order to get the computer hardware up and running at the Operations Center, he is requesting the approval to purchase six network switches and engineering services from Affiliated Resource Group in the amount of \$27,537.88. He said each Suite will have its own switch.

**Res. 126-20 Approve the purchase of six network switches and engineering services from Affiliated Resource Group in the amount of \$27,537.88.**

Mr. Cavener moved to approve the purchase of six network switches and engineering services from Affiliated Resource Group in the amount of \$27,537.88. Mr. Angelou seconded. Chair Stewart abstained. Mr. Cavener and Mr. Angelou voted yea. Motion carried. (See Referral File.)

Chief Kauser requested approval to purchase and expand the existing Milestone brand video security system (operated by the City of Gahanna) from Sound Communications in the amount of \$42,690.05. This cost will include hardware and licensing.

**Res. 127-20 Approve the purchase and expansion of the existing Milestone brand video security system (operated by the City of Gahanna) from Sound Communications in the amount of \$42,690.05.**

Mr. Cavener moved to approve the purchase and expansion of the existing Milestone brand video security system (operated by the City of Gahanna) from Sound Communications in the amount of \$42,690.05. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested the approval to purchase and install the public address system (Locutions) and speakers for the Fire Administration Suite and the Emergency Operations Center (EOC) from B and C Communications in the amount of \$18,000.00.

**Res. 128-20 Approve the purchase and installation of the overhead public address system (Locutions) and speakers for the Fire Administration Suite and EOC from B and C Communications in the amount of \$18,000.00.**

Mr. Cavener moved to approve the overhead public address system (Locutions) and speakers for the Fire Administration Suite and EOC from B and C Communications in the amount of \$18,000.00. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

There was discussion about process efficiencies to keep the Operations Center project on-time. The trustees discussed that awaiting required trustees' approvals for expenditures could pose delays. As a solution, Chair Stewart requested Administrator White research whether Chair Stewart has authorization to approve expenditures up to \$50,000. Chair

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Stewart requested Fiscal Officer Duff, Chief Kauser and Administrator White define a process to approve expenditures and create reporting of such spending for back-up documentation and transparency. They agreed to do so.

Chief Kauser said he is “very close to driving a stake in the ground” regarding no more changes to the Operations Center project. He said further delays will prolong revenue.

Chief Kauser said he is seeing a rise in active COVID19 cases within the community. He said because of COVID19, the Fire Prevention Open House has been cancelled. He said he will work with Ms. Rapp to create public service announcement videos featuring staff and community, equipment, and the fire houses. He plans to have the trustees’ involvement and their approval to release the videos.

Mr. Cavener said he understands the reasoning but does not like that the Fire Prevention Week was cancelled as it has been a tradition and so many people have enjoyed it in the past.

Chief Kauser said he is looking into options to house Station 132 firefighters temporarily until the new station is built. He said the Police staff may need to be relocated. Chief Price said he is fine with that if necessary.

Chief Kauser requested to appropriate previously certified funds and insurance disbursements in the amount of \$58,000 into Fire Fund account #2191-220-523234 (Facility Repairs). He said this amount will fund previously approved repairs to the flat roof of Station 131, the replacement of the hot water system at Station 133 and anticipated repairs to the roof at the Annex 485 Rocky Fork Boulevard.

**Res. 129-20 Appropriate previously certified funds and insurance disbursements in the amount of \$58,000 into Fire Fund account #2191-220-523234**

Chair Stewart moved to appropriate previously certified funds and insurance disbursements in the amount of \$58,000 into Fire Fund account 2191-220-523234. Mr. Cavener seconded. All voted yea. Motion carried.

Chief Kauser said to expect at an upcoming meeting a request to approve a construction manager proposal for new building.

**MIFFLIN DISPATCH:**

No report.

**IT:**

No report.

Chair Stewart requested an Executive Session per ORC Section 121.22 (G) (1)

Purpose: to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, license, or regulated individual,

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unless the public employee, official, licensee, or regulated individual requests a public meeting.

At 10:00 a.m., the trustees went into Executive Session. At 11:03 a.m., they returned from Executive Session.

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