

RECORD OF PROCEEDINGS

Minutes of *MIFFLIN TOWNSHIP BOARD OF TRUSTEES* Meeting

Held

July 21,

2020

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, July 21, 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, IT Director Craig Main, and Service Director DJ Tharp attending in-person.

Cemetery Foreman Roger Boggs was also in attendance.

Res. 130-20 Approve the Meeting Minutes of July 6, 2020

Chair Stewart moved to approve the meeting minutes of July 6, 2020. Mr. Cavener seconded. All voted yea. Motion carried.

TRUSTEES COMMENTS:

The trustees each commented that Mr. Tharp will be greatly missed upon his upcoming retirement.

Mr. Angelou requested that everyone be careful and stay safe during the COVID-19 outbreak.

CORRESPONDENCE:

None.

FISCAL OFFICER'S REPORT:

Fiscal Officer Duff made the trustees aware of the Annexation Petition for the property at the corner of Johnstown Road and Stelzer Road. Administrator White said there are plans for development of an office building or complex in the property.

Fiscal Officer Duff said he received confirmation the Franklin County Auditor received the trustees' resolution for advance payments to the township.

Fiscal Officer Duff requested the approval of the estimated 2021 Tax Budget.

Res. 131-20 Approve the estimated 2021 Tax Budget

Mr. Angelou moved to approve the estimated 2021 Tax Budget. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

TOWNSHIP ADMINISTRATOR'S REPORT:

Chair Stewart said after the last trustees meeting, they interviewed Mr. Boggs for the position of Service Director to replace Mr. Tharp upon his retirement on July 31, 2020. Chair Stewart said the trustees unanimously agreed to promote Mr. Boggs to the position effective August 1, 2020 with a 6-month probationary period.

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Administrator White requested the promotion of Mr. Boggs to the position of Service Director effective August 1, 2020, at the pay rate of \$29.64 per hour with a 6-month probationary period.

Res. 132-20 Approve the promotion of Mr. Boggs to the position of Service Director effective August 1, 2020, at the pay rate of \$29.64 per hour with a 6-month probationary period.

Chair Stewart moved to approve the promotion of Mr. Boggs to the position of Service Director effective August 1, 2020, at the pay rate of \$29.64 per hour with a 6-month probationary period. Mr. Angelou seconded. All voted yea. Motion carried.

Administrator White said progress is being made at the Operations Center in the Administration Suite as well as cabling and security camera installations, plus many other IT-related items. She said furniture is being selected for where there is none. Administrator White said work is also being done to ensure the reception area has ballistic resistance. She said Mr. Tharp has been working with the electrician whose doing electrical work in the walls. She said the CMAR Request for Quotation (RFQ) has been reviewed by legal counsel.

Administrator White said she is awaiting information from legal counsel as to whether Chair Stewart may approve expenditures up to \$50,000 on a regular basis. Administrator White said she did find information that the Chair could approve expenditures up to \$50,000 if an emergency has been declared, such as the pandemic, tornado, etc. She hopes to have an answer at the next meeting.

Chair Stewart told Chief Kauser that in an abundance of caution, until she receives confirmation from legal counsel, anything needing immediate approval will require an emergency meeting. The trustees committed to being available within 48 hours, allowing the necessary time to advertise, for an emergency meeting.

Mr. Cavener asked about getting temporary signage to cover the library signage at the Operations Center. Chair Stewart said new signage is contingent on several items: address change, the exact name of the building, and the incorporation of branding on the sign. Chief Kauser said once everyone is relocated to the new building the new signage will be made, taking approximately six weeks or less. Chair Stewart said if a banner is necessary in the interim, it should not be an issue and could be discussed at that time. She said Chief Kauser's project plan indicates that when we are ready to move into the building the signage will have been updated. Chief Kauser affirmed.

HUMAN RESOURCES:

Ms. Kadel said the new family medical leave vendor, YourLeave, is effective July 1, 2020.

Ms. Kadel thanked the trustees for approving the purchase of Paycor's Benefits Advisor Pro. She said an implementation meeting has been scheduled for August 4, 2020. Ms.

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Kadel confirmed there is a mobile app. Ms. Kadel said she also purchased Paycor's onboarding platform, which is very reasonable, \$186 for the year. Paycor waived the implementation fee as well as the first three-months of premium. She said as the township enters the online HR world, this software will help with the remote processing of new hires and rehires, eliminating paperwork that has become cumbersome through the COVID-19 pandemic.

PUBLIC INFORMATION OFFICER:

Ms. Rapp said considering the cancelled fire prevention open house, she will promote fire education virtually instead. Ms. Rapp shared additional logo ideas with one incorporating the words "peace, safety and welfare". (See Referral File.) Chair Stewart requested on behalf of the trustees that the "M" logo be closed on the edges. Ms. Rapp agreed to have this done by the web designer. Mr. Angelou said he thought one of the logos too closely resembled water, like Gahanna's logo. Ms. Rapp presented a one-color, two-color and three-color "M" logo. The trustees discussed adding "Est. 1811" to the logo. Chair Stewart said Ms. Rapp is getting closer to what they want for a logo; more tweaking is needed.

Ms. Rapp showed a rough draft website displaying the movement behind the home page. She showed where the drop-down menus and tabs will be located. She also showed online forms on the website. Ms. Rapp said content needs to be loaded into the website. She agreed to have a prototype to share at the August 18th meeting with plans for a Labor Day launch.

Ms. Rapp said the trustees can expect to receive a media update after the next trustees meeting.

SERVICE:

Mr. Tharp said the cemetery driveway has been completed. He recommended it be done again next year to help level out any uneven areas. He said it should be repeated every 3-4 years. He said Riverside Cemetery should be done also as the drainage issues have been resolved. He said traffic at the Mifflin Cemetery has been less since the gate is used after hours. He said Riverside Cemetery traffic has stayed consistent. Mr. Tharp said the parking lot should be resealed every three years.

CODE:

Mr. Tharp said several houses have been tagged. He said re-inspections are taking place this week.

POLICE:

Chief Price said he will be on vacation July 31 – August 10, 2020. He said Lt. Phillips will be the acting Chief.

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Chief Price said his department assisted the Franklin County Sheriff's Office with a barricade situation this morning where two deputies were shot. He said both deputies should recover from their injuries.

FIRE:

Chief Kauser requested the approval of sick leave donation for firefighter Kovacs requiring surgery for work-related injuries.

Res. 133-20 Approve donation of accrued time to Firefighter Rob Kovacs.

Mr. Angelou moved to approve the donation of accrued time to Firefighter Rob Kovacs. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Fiscal Officer Duff said although Chief Kauser had property tax levy funds advancement on the agenda, the resolution was passed last month.

Chief Kauser requested the purchase of 3rd quarter EMS supplies from Bound Tree in the amount of \$26,880.69.

Res. 134-20 Approve the purchase of 3rd quarter EMS supplies from Bound Tree in the amount of \$26,880.69.

Chair Stewart moved to approve the purchase of 3rd quarter EMS supplies from Bound Tree in the amount of \$26,880.69. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested to temporarily relocate Mifflin Division of Police to the Fire Suite at the Operations Center after August 1st for the construction of a new police and fire station. He explained why this appears to be the best option.

Chief Price said the temporary police relocation is a doable solution. He said he does not think it is a sacrifice to the employees or the citizens of the township as any part of the township can be reached safely in a reasonable amount of time. He said his officers are excited about the change.

Chief Kauser said as part of the request, the exact date of the move would be based on the completion of preparation work inside the operations center and proper public notifications and signage.

Res. 135-20 Approve the temporary relocation of Mifflin Division of Police to the Operations Center.

Chair Stewart moved to approve the temporary relocation of the Mifflin Division of Police to the Operations Center. Mr. Angelou seconded. All voted yea. Motion carried.

Chief Kauser requested the agenda items be tabled: "Request for Mifflin Division of Fire to Take Possession of the Mifflin Police Building"; "Request to Approve Funds to

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Modify Police Building for Fire Occupancy”; and “Request to Approve Funds to Construct a Post Frame Storage Building”.

Chief Kauser made the administrative request to declare any parts of the existing fire station 132 that will not be transferred into the new facility as surplus. He said this includes the 80-foot radio tower, generator and switch, bay doors, HVAC systems, furnishings, and other salvageable building components as they become available during demolition.

Res. 136-20 Declare Surplus Fire Station 132 Building Components

Mr. Angelou moved to declare surplus fire station 132 building components as specified by Chief Kauser. Mr. Cavener seconded. All voted yea. Motion carried. (See Referral File.)

OPERATIONS CENTER:

Chief Kauser requested approval the purchase and installation of security cages for the Data Suite from Conveyer & Caster in an amount not to exceed \$13,000.00.

Res. 137-20 Approve the purchase and installation of security cages for the Data Suite from Conveyer & Caster in an amount not to exceed \$13,000.00.

Mr. Cavener moved to approve the purchase and installation of security cages for the Data Suite in the amount not to exceed \$13,000.00. Chair Stewart seconded. All voted yea. Motion carried. (See Referral File.)

Chief Kauser requested approval to solicit a Construction Manager At Risk (CMAR) RFQ for the Fire/Police Station to protect and preserve its interest when managing so many types of construction projects of such size and scope. He said a construction manager at risk will watch for errors and omissions, project overruns, keep within budget while working closely with the township architect.

Res. 138-20 Approve the solicitation of a Construction Manager at Risk (CMAR) RFQ for the Fire/Police Station.

Chair Stewart moved to approve the solicitation of a Construction Manager at Risk (CMAR) RFQ for the Fire/Police Station. Mr. Angelou seconded. All voted yea. Motion carried. (See Referral File.)

MIFFLIN DISPATCH:

No report.

IT:

Mr. Main shared his IT report handout of completed and upcoming projects. (See Referral File.)

Chair Stewart moved to enter into an Executive Session per ORC Section 121.22 (G) (1) Purpose: to consider the appointment, employment, dismissal, discipline, promotion,

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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, unless the public employee, official, licensee, or regulated individual requests a public meeting. Mr. Cavener seconded. All voted yea. Motion carried.

At 4:56 p.m., the trustees went into Executive Session. They returned from Executive Session at 5:45 p.m.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded. All voted yea. Motion carried. The meeting was adjourned.

Lynn M. Stewart, Chair

Richard J. Angelou, Vice Chairman

Kevin J. Cavener, Trustee

Rick Duff, Fiscal Officer