

# RECORD OF PROCEEDINGS

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

The OPS Center, 400 W. Johnstown Rd., Gahanna OH 43230

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Held **January 10,** **2024**

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Chair Stewart called the Special Meeting of the Mifflin Township Board of Trustees to order at 11:11 a.m. on January 10, 2024, with Chair Lynn Stewart, Vice Chair Kevin Cavener, Trustee Richard Angelou, Administrative Services Manager Melanie Barnette, and Human Resources Director (Policy) Fred Kauser in attendance. Fiscal Officer Nancy White was unable to attend.

Chair Stewart moved to enter Executive Session per Ohio Revised Code 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, licensee, or regulated individual, unless the public employee, official, licensee, or regulated individual requests a public hearing. Mr. Angelou seconded the motion. All voted yea. Motion carried.

At 11:11 a.m., the trustees, Mr. Kauser, and Ms. Barnette went into Executive Session. At approximately 11:30 a.m., Chair Stewart and Ms. Barnette excused themselves from the meeting.

At 1:32 p.m., the trustees came out of Executive Session.

**Res. 21-24 Authorize the HR Director to establish a director-level (Department Head) classification, job description, and the position for the previously approved Administration Services Department renamed as Township Operations.**

Mr. Cavener moved to authorize the HR Director to establish a director-level (Department Head) classification, job description, and the position for the previously approved Administration Services Department renamed as Township Operations. Mr. Angelou seconded the motion. Both voted yea. Chair Stewart was not present. Motion carried. (See Referral File for documentation.)

**Res. 22-24 Approve the change in the classification of the department head for Administrative Services from Manager to Director of Township Operations, effective January 7, 2024. This request includes moving the Administrative Services Manager to the current Service Director pay schedule Step 2, \$37.10, and eliminating future pay steps for all department head positions in order to switch to percentage-based pay increases instead.**

Mr. Angelou moved to approve the change in the classification of the department head for Administrative Services from Manager to Director of Township Operations effective January 7, 2024. This request includes moving the Administrative Services Manager to the current Service Director pay schedule Step 2, \$37.10, and eliminating future pay steps for all department head positions in order to switch to percentage-based pay increases instead. Mr. Cavener seconded the motion. Both voted yea. Chair Stewart was not present. Motion carried.

At Mr. Cavener's request, Chair Stewart and Ms. Barnette returned to the meeting.

Mr. Kauser said that an offer letter will be extended to Ms. Barnette for the Director of Township Operations position. Ms. Barnette said she cannot accept the offer at this time but

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requested some additional time to consider the offer to which Mr. Cavener and Mr. Angelou agreed.

Mr. Kauser requested the approval to change the definition of full-time township employee from a minimum of 40-hours per week to a minimum of 30-hours per week. This request clarifies that all Employee Benefits (published and practiced) are extended to 30-hour fulltime employees and further that certain benefits are prorated.

**Res. 23-24 Approve 30-Hour Fulltime Work Week with certain benefits prorated as described in Policy 100.1.1.**

Mr. Cavener moved to approve the change of the definition of full-time township employee from a minimum of 40-hours per week to a minimum of 30-hours per week with certain benefits prorated as described in Policy 100.1.1. Mr. Angelou seconded the motion. Both voted yea. Chair Stewart abstained. Motion carried. (See the Referral File for the Policy 100.1.1)

Mr. Kauser requested to authorize the HR Director to revise the classification of Facility Director to Facility Manager and approve the proposed job description. This is a title change only and does not result in changes in role, scope, or compensation.

**Res. 24-24 Authorize the HR Director to revise the classification of Facility Director to Facility Manager and approve the proposed job description. This is a title change only and does not result in changes in role, scope, or compensation.**

Mr. Cavener moved to authorize the HR Director to revise the classification of Facility Director to Facility Manager and approve the proposed job description. This is a title change only and does not result in changes in role, scope, or compensation. Mr. Angelou seconded the motion. Both voted yea. Chair Stewart abstained. Motion carried. (See Referral File.)

Mr. Kauser requested the approval of step increases for the following employees effective pay period starting January 7, 2024, with the understanding that funds have been appropriated by each department:

- Chief of Police David Briggs: Current: Step 1, \$43.50 to Step 2, \$45.00
- Service Director Roger Boggs: Current: Step 4, \$39.36 to Step 5, \$40.59
- Admin. Assistant Becky Swingle: Current: Step 3, \$29.69 to Step 4, \$31.25

**Res. 25-24 Approve the step increases for the above listed employees effective pay period starting January 7, 2024, as described above with the understanding that funds have been appropriated.**

Mr. Cavener moved to approve the Step Increases for the above listed employees effective pay period starting January 7, 2024, as described above with the understanding that funds have been appropriated. Mr. Angelou seconded the motion. Both voted yea. Chair Stewart abstained. Motion carried.

Mr. Kauser requested to approve the resignation of Human Resources Manager Mindy Owens, effective the end of the day on January 19, 2024.

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**Res. 26-24 Approve the resignation of Human Resources Manager Mindy Owens, effective the end of the day on January 19, 2024.**

Mr. Cavener moved to approve the resignation of Human Resources Manager Mindy Owens, effective the end of the day on January 19, 2024. Mr. Angelou seconded the motion. Both voted yea. Chair Stewart abstained. Motion carried. (See Referral File.)

Mr. Kauser requested to authorize the Human Resources Director to identify temporary contracted human resources staffing services (HR Director-level service – third party) and to post a vacancy for a Human Resources Generalist.

**Res. 27-24 Authorize the Human Resources Director to solicit for HR Director-level staffing services, temporary contracted human resources staffing services, and to post a vacancy for a Human Resources Generalist.**

Mr. Cavener moved to authorize the Human Resources Director to identify temporary contracted human resources staffing services (HR Director and general staffing service – third party) and to post a vacancy for a Human Resources Generalist. Mr. Angelou seconded the motion. Both voted yea. Chair Stewart abstained. Motion carried.

Mr. Cavener adjourned the meeting at 2:10 p.m.

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Lynn M. Stewart, Chairperson

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Kevin J. Cavener, Vice Chairperson

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Richard J. Angelou, Trustee

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Nancy White, Fiscal Officer