

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

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Held **April 19,** **2024**

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Chair Cavener called the Special Meeting of the Mifflin Township Board of Trustees to order at 11:00 a.m., with Chair Kevin Cavener, Vice Chair Richard Angelou, Trustee Jamie Leeseberg, Human Resources Director Mindy Owens, Administrative Services Manager Melanie Barnette, and Administrative Assistant Becky Swingle present. Fire Chief Brian Dunlevy arrived later.

Also present was Ms. Meghan Needham from the accounting firm Julian & Grube, who arrived at 12:00 noon.

Cost-reduction solutions regarding the Brand Logic 3-year web service retainer contract renewal was discussed. Mr. Cavener said that the overall cost seemed high. Ms. Barnette suggested a shorter contract renewal term. Mr. Cavener suggested doing the updates in-house. Mr. Angelou asked about website analytics and usage reports. Ms. Owens said that she would ask Brand Logic to provide them. Mr. Leeseberg said that a web usage survey and visitor data would be beneficial. Ms. Owens said that Brand Logic was accommodating and provided her with administrative access in order to publish web updates, and that the process was not difficult to do. Mr. Leeseberg asked about Brand Logic's hourly rate, and Ms. Barnette said the proposed renewal contract rate is \$90 per hour. Mr. Angelou said that it would be good to seek alternatives and that Brand Logic could re-quote the renewal contract. Ms. Barnette said that Brand Logic will continue to provide domain/host management for the next year. Mr. Cavener asked Ms. Owens to work out an hourly contract with Brand Logic. Ms. Owens agreed to do so.

**Res. 102-24 Rescind approval of Res. 96-24: 3-year web service retainer contract renewal with Brand Logic in the total amount of \$38,880**

Mr. Cavener moved to rescind approval of Res. 96-24: 3-year web service retainer contract renewal with Brand Logic in the total amount of \$38,880. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

**Res. 103-24 Approve retaining the services of Brand Logic at an hourly rate yet to be determined**

Mr. Cavener moved to approve retaining the services of Brand Logic at an hourly rate yet to be determined. Mr. Angelou seconded the motion. All voted yea. Motion carried.

At 11:40 a.m. Chair Cavener recessed the meeting to 12:00 p.m. Ms. Barnette was excused from the meeting.

At 12:00 p.m. the meeting resumed. Ms. Meghan Needham, representing accounting firm Julian & Grube, joined the meeting.

Mr. Cavener asked about the status of the township's 2021-2022 financial audit and said that the discussion was a learning session for the trustees.

Ms. Needham said that the 2021-2022 financial audit was submitted and filed as unaudited and that the reconciliation team at Julian and Grube was waiting on responses from the township's

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finance office, recommending a May 31<sup>st</sup> deadline to complete the reconciliation. Julian and Grube's auditing team would complete the audit and refile as audited.

Ms. Needham said that Julian and Grube would work on reconciling, auditing, and filing the township's 2023 financial budget. A discussion on operating on a temporary budget, the lack of a permanent budget, and the payment of late fees, sales tax, and interest on invoices followed.

Ms. Needham said that although a temporary budget is passed, a permanent budget should be submitted for approval in the first quarter of the year. Ms. Needham said that the payment of late fees, sales tax, and interest is not an appropriate use of taxpayer funds and would be deemed recoverable by the state auditor. Ms. Needham suggested that Mr. Cavener contact Adam Lesch from Julian and Grube's auditing team to discuss. Mr. Cavener agreed to do so.

Ms. Needham recommended that a trustee act as a liaison between the finance department and the trustees, reviewing reports monthly, such as the bank statements and reconciliation reports, investment statements, revenue and expense reports, budget to actual cash position report by fund, and a list of all transactions. Ms. Needham also recommended a quarterly review of financials, enabling quarterly budget amendments as needed.

Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. Both voted yea. The meeting adjourned at 12:50 p.m.

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Kevin J. Cavener, Chairperson

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Richard J. Angelou, Vice Chairperson

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Jamie D. Leeseberg, Trustee

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Nancy White, Fiscal Officer, absent