

# 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** **May 21,** **2024**

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Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 1:30 p.m., with Chair Kevin Cavener, Vice Chair Richard Angelou, Trustee Jamie Leeseberg, Fire Chief Brian Dunlevy, Service Director Roger Boggs, Information Technology Director Craig Main, Human Resources Director Mindy Owens, Administrative Services Manager Melanie Barnette, and Police Chief David Briggs present. Fiscal Officer Nancy White was absent.

Attorney Marc Fishel also attended.

Chair Cavener led the Pledge of Allegiance.

## **TRUSTEES' COMMENTS:**

None.

## **VISITORS' COMMENTS:**

None.

## **MINUTES:**

Chair Cavener requested a motion to approve the meeting minutes from the May 6, 2024, Regular Meeting.

### **Res. 113-24 Approve the meeting minutes from the May 6, 2024, Regular Meeting**

Mr. Leeseberg moved to approve the meeting minutes from the May 6, 2024, Regular Meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chair Cavener requested a motion to approve the Warrants for June 2024.

### **Res. 114-24 Approve the Warrants for June 2024**

Mr. Angelou moved to approve the Warrants for June 2024. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

## **CORRESPONDENCE:**

None.

## **FINANCE:**

No report given.

## **ADMINISTRATION:**

Administrative Services Manager Barnette said that she distributed a new records retention schedule for department heads to review and that she is documenting procedures for tracking records requests. Ms. Barnette said that yard signs created for Ohio First Responders' Day will be posted at all stations on May 24th. Ms. Barnette also provided the trustees with a list of events they may be interested in attending.

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## **HUMAN RESOURCES:**

HR Director Owens requested a motion to approve reclassifying Becky Swingle from Administrative Assistant to Administrative and Communications Coordinator, effective May 26, 2024. (See Referral File.)

### **Res. 115-24 Approve to reclassify Becky Swingle from Administrative Assistant to Administrative and Communications Coordinator, effective May 26, 2024**

Mr. Leeseberg moved to approve reclassifying Becky Swingle from Administrative Assistant to Administrative and Communications Coordinator, effective May 26, 2024. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Owens requested a motion to approve a pay increase for Becky Swingle of \$32.50/hr., upon approval of a permanent appropriations budget, with the increase retroactive to May 26, 2024. (See Referral File.)

### **Res. 116-24 Approve a pay increase for Becky Swingle of \$32.50/hr., upon approval of a permanent appropriations budget, with the increase retroactive to May 26, 2024**

Mr. Angelou moved to approve a pay increase for Becky Swingle of \$32.50/hr., upon approval of a permanent appropriations budget, with the increase retroactive to May 26, 2024. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Ms. Owens requested a motion to reclassify Melanie Barnette from Administrative Services Manager to Administrative Services Coordinator, effective May 26, 2024, with no change in pay. (See Referral File.)

### **Res. 117-24 Approve to reclassify Melanie Barnette from Administrative Services Manager to Administrative Services Coordinator, effective May 26, 2024, with no change in pay.**

Mr. Angelou moved to approve reclassifying Melanie Barnette from Administrative Services Manager to Administrative Services Coordinator, effective May 26, 2024, with no change in pay. Mr. Leeseberg seconded the motion.

Ms. Owens requested a motion to approve the Administrative Services Coordinator and Administrative and Communications Coordinator job descriptions and pay schedules. (See Referral File.)

### **Res. 118-24 Approve the Administrative Services Coordinator and Administrative and Communications Coordinator job descriptions and pay schedules.**

Mr. Leeseberg moved to approve the Administrative Services Coordinator and Administrative and Communications Coordinator job descriptions and pay schedules. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Ms. Owens said that registration for Ohio Sunshine Laws Certification Online Training was available for June 5th or August 7th and encouraged department heads, chiefs, and directors to attend. Ms. Owens said that the Hylant platform for new hire registration and benefits enrollment may be ready by July 1<sup>st</sup>. Ms. Owens also said that she is reviewing a draft of the

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policy manual revised by Fishel Downey and that she would meet with the department heads for review and feedback.

## **SERVICE:**

Service Director Boggs said that the cleanup of the property at 2399 Lindale Road was underway. Mr. Cavener asked about the process for removing the property owner. Mr. Boggs said that to his understanding, once a certain property tax lien dollar amount is reached, a foreclosure filing can be done. Mr. Boggs said that with the service department's clean-up, 2399 Lindale Road will reach \$6,000 in tax liens.

Mr. Boggs said that the Mifflin Cemetery fence was hit two separate times, in two different areas on the same night, and that service had cleaned up the debris. Mr. Boggs also said that the township's insurance company and a fence company were contacted for repair estimates.

Mr. Boggs said that the Central Ohio Community Improvement Corporation (COCIC) caught up with the mowing of their properties, that they hired a new mowing company to track the COCIC properties within the township, and that they would provide their mowing plan to the service department.

Mr. Boggs said that he was meeting with Franklin County, COCIC, and Rockford Homes regarding properties within the township that were built without meeting the stormwater drainage requirements that were outlined during the county permitting process. Mr. Boggs said that in some instances, improper drainage methods were installed, which will require being brought up to code.

Mr. Boggs said that on behalf of the township, the Franklin County Engineer's Office Drainage Department has refiled for the Community Development Block Grant (CDBG). Mr. Boggs also said that representatives from the CDBG and from the county drainage office will speak at the July 16<sup>th</sup> trustees' regular meeting.

Mr. Boggs said that the cemeteries were being cleaned up in preparation for the upcoming Memorial Day holiday.

## **CODE ENFORCEMENT:**

Service Director Boggs said that the county's Economic Development and Planning office will mail an "Official Warning of Notice of Violation(s)" letter to all Leonard Park residents, notifying them they have until June 16, 2024, to correct violations or face fines. (See Referral File.)

Mr. Boggs requested a motion to approve the following code violation to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$300: 2566 Parkwood Avenue, mowing and trash \$300.

**Res. 119-24 Approve the following code violation to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$300: 2566 Parkwood Avenue, mowing and trash \$300.**

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Mr. Angelou moved to approve the following code violation to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$300: 2566 Parkwood Avenue, mowing and trash \$300. Mr. Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs asked that a backup plan to load the postage machine with funds be in place as he spent forty minutes at the post office mailing certified letters. Ms. Barnette said that postage machine update procedures were shared with her, and she would be able to do so.

## **POLICE:**

Police Chief Briggs said that the department has seen a spike in violent crimes, including resisting arrest, domestic violence, assaults, and robberies.

Chief Briggs said that the Community Oriented Policing Services (COPS) grant application is on hold and awaiting information from the fiscal office by the end of May in order for Lexipol to complete the grant writing process by the end of June.

Chief Briggs said that Officer Medina-Cortes' full-time duty started May 15th; she is training with Officer Howard and is doing well. Chief Briggs said that he and Officer Howard revamped the department's Field Officer Training Program (FTO). Officer Medina-Cortes is the first to go through the revised program.

## **FIRE:**

Chief Dunlevy requested a motion to accept the Medicount Management Inc. EMS Billing Agreement. (See Referral File.)

## **Res. 120-24 Accept the Medicount Management Inc. EMS Billing Agreement**

Mr. Cavener moved to accept the Medicount Management Inc. EMS Billing Agreement. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested an Executive Session at the end of the meeting per Ohio Revised Code Section 121.22(G)(1) Purpose: to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing.

Chief Dunlevy gave additional updates, including introducing the new "Fire Safety Saturdays" fire prevention education program to be held at Gahanna schools throughout the summer. Chief Dunlevy said that the first annual fire report encompassing 2023 was completed and asked the trustees permission to publish it. The trustees gave their approval. (See Referral File.)

Chief Dunlevy said that Station 132 responded to a mutual aid run with Columbus and it turned into a 10-3 firefighter-in-trouble situation. Due to the quick action of the Columbus and MECC dispatchers, additional fire units and police responded. Chief Dunlevy commended the dispatchers for picking up on the radio traffic.

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## **OPERATIONS CENTER:**

Chief Dunlevy also said that demolition of the property at 384 Johnstown Road begins tomorrow, May 22<sup>nd</sup> and that it would take three days to finish.

## **INFORMATION TECHNOLOGY:**

IT Director Main requested a motion to approve the surplus/disposal of the following Mifflin owned devices:

<b>Qty</b>	<b>Device</b>	<b>Make</b>	<b>Model</b>
1	All In One PC	HP	Elite One 800 (screen went bad)
4	iPad	Apple (broken screens and won't charge)	

## **Res. 121-24 Approve the surplus/disposal of the following Mifflin owned devices:**

<b>Qty</b>	<b>Device</b>	<b>Make</b>	<b>Model</b>
1	All In One PC	HP	Elite One 800
4	iPad	Apple	

Mr. Cavener moved to approve the surplus/disposal of the Mifflin owned devices as listed. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Mr. Main said that the anticipated completion of the Team Fishel Company project that includes splicing fiber cable from Gahanna to the OPS center would be complete by the end of summer.

Trustee Leeseberg moved to enter into Executive Session per Ohio Revised Code Section 121.22(G)(1) Purpose: to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. Mr. Angelou seconded the motion. All voted yea. Motion carried. At 2:17 p.m. Chair Cavener, Vice Chair Angelou, Trustee Leeseberg, Human Resources Director Owens, IT Director Main, and Attorney Marc Fishel went into Executive Session.

The trustees came out of Executive Session at 3:00 p.m. and Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. The meeting was adjourned at 3:01 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