

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

---

Held June 18, 2024

---

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, Human Resources Director Mindy Owens, Service Director Roger Boggs, Fire Chief Brian Dunlevy, and Police Chief David Briggs present. Trustee Jamie Leeseberg, Fiscal Officer Nancy White, Information Technology Director Craig Main, and Administrative Services Coordinator Melanie Barnette were absent.

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 June 3, 2024, Regular Meeting.

### **Res. 132-24 Approve the meeting minutes from the June 3, 2024, Regular Meeting**

Mr. Angelou moved to approve the meeting minutes from the June 3, 2024, Regular Meeting. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

Chair Cavener requested a motion to approve the meeting minutes from the June 11, 2024, Special Meeting.

### **Res. 133-24 Approve the meeting minutes from the June 11, 2024, Special Meeting**

Mr. Angelou moved to approve the meeting minutes from the June 11, 2024, Special Meeting. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

### **Res. 134-24 Approve the Warrants for July 2024**

Mr. Cavener moved to approve the Warrants for July 2024. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

## **CORRESPONDENCE:**

None.

## **FINANCE:**

No report given.

## **ADMINISTRATION:**

No report given.

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

---

Held June 18, 2024

---

## **HUMAN RESOURCES:**

HR Director Owens said that effective July 3, 2024, former fiscal employee Becky Rousseau has agreed to return on a part-time temporary basis to assist in the fiscal department.

Ms. Owens said that notice of the Fiscal Officer vacancy was sent to one hundred ninety-two certified public accountants residing in Gahanna, that discussion with interested candidates was ongoing, and that a recommendation would be made soon. Ms. Owens said that she had discussions with an interested candidate for the position of Assistant Fiscal Officer, managing the day-to-day operations of the fiscal and administration offices.

Ms. Owens said a Certificate of Transition document submitted to Chair Cavener by Fiscal Officer Nancy White was incomplete and that the document was provided to the Auditor of State's (AOS) office for review. The AOS compliance department recommended if the document is not completed and accurate as required by statute that the township's legal counsel file a complaint for the AOS to investigate.

Ms. Owens said that the human resources information system (HRIS) software is finalized, and that online onboarding and benefits enrollment is active. Ms. Owens also said that the Working Partners drug free workplace policy was revised and will be added to the employee policy manual.

## **SERVICE:**

Service Director Boggs gave a brief update and said that the cleanup of the property at 2399 Lindale Road was ongoing, that the new service building parking lot was installed, and that the township's insurance company approved the contractor's pricing to repair the two sections of Mifflin Cemetery fence knocked down by two separate vehicle crashes.

Mrs. Boggs said that Service Specialist II Shawn Thornton's start date was June 24<sup>th</sup>. Mr. Boggs thanked HR Director Owens for her help in expediting Mr. Thornton's hiring.

## **CODE ENFORCEMENT:**

Service Director Boggs requested a motion to approve the following code violations to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$1,500: 2542 Ferris Park Dr, \$300, Mowing; 2625 Perdue Ave, \$300, Mowing; Parcel 190-000479, \$300, Mowing; 2103 W Genessee Ave, \$300, Mowing; 2552 Parkwood Ave, \$300, Mowing and Trash.

**Res. 135-24 Approve the following code violations to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$1,500: 2542 Ferris Park Dr, \$300, Mowing; 2625 Perdue Ave, \$300, Mowing; Parcel 190-000479, \$300, Mowing; 2103 W Genessee Ave, \$300, Mowing; 2552 Parkwood Ave, \$300, Mowing and Trash**

Mr. Angelou moved to approve the following code violations to be placed as a lien on the tax duplicate per ORC§505.87(B)(2), totaling \$1,500: 2542 Ferris Park Dr, \$300, Mowing; 2625 Perdue Ave, \$300, Mowing; Parcel 190-000479, \$300, Mowing; 2103 W Genessee Ave, \$300, Mowing; 2552 Parkwood Ave, \$300, Mowing and Trash. Mr. Cavener seconded the motion. Both voted yea. Motion carried.

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

---

Held **June 18,** **2024**

---

Mr. Boggs said that the code enforcement letter sent by Franklin County to Leonard Park residents sparked a great amount of attention and questions and that with explanation, property owners were pleased for the positive change to clean up their neighborhoods. Mr. Boggs also said that service was actively tagging properties and following up on resident complaints.

## **POLICE:**

Police Chief Briggs gave a review of the department's May 2024 Stats. (See Referral File.)

Chief Briggs said that the Community Oriented Policing Services (COPS) grant application was submitted.

Chief Briggs said that on June 13, 2024, Mifflin police participated in an Operation Unity joint operation in the Mifflin Township/Clinton Township area with several police agencies,

## **FIRE:**

No report given.

## **OPERATIONS CENTER:**

No report given.

## **INFORMATION TECHNOLOGY:**

No report given.

Chair Cavener moved to enter into Executive Session per Ohio Revised Code Section 121.22(G)(1) Purpose: to consider the appointment of a public official. Mr. Angelou seconded the motion. Both voted yea. Motion carried. At 3:00 p.m. Chair Cavener, Vice Chair Angelou, Human Resources Director Owens, and Fire Chief Dunlevy went into Executive Session.

The trustees came out of Executive Session at 3:39 p.m. and Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. Both voted yea. The meeting was adjourned at 3:40 p.m.

---

Kevin J. Cavener, Chairperson

---

Richard J. Angelou, Vice Chairperson

---

Jamie D. Leeseberg, Trustee, absent

---

Nancy White, Fiscal Officer, absent

\* Notice: Audio of this meeting not recorded due to malfunction of the recording equipment.