

# 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 January 6, 2025

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Trustee Cavener called the Organizational Meeting of the Mifflin Township Board of Trustees to order at 10:02 a.m. on Monday, January 6, 2025, with Trustee Kevin Cavener, Trustee Richard Angelou, Trustee Jamie Leeseberg, Fiscal Officer Kelly Cararo, Assistant Fiscal Officer Cynthia Lampkins, Service Director Roger Boggs, Police Chief David Briggs, Assistant Fire Chief Scott Davis, and Deputy Fire Chief Tom Lee present. Administrative Communications Coordinator Becky Swingle also attended. Human Resources Director Mindy Owens attended remotely. Fire Chief Brian Dunlevy and IT Director Craig Main were absent.

### **Res. 2-25 Approve Kevin Cavener as Chairperson**

Mr. Angelou nominated Mr. Cavener as Chairperson of the Board of Trustees for 2025. Mr. Leeseberg seconded the motion. Mr. Angelou and Mr. Leeseberg voted yea. Mr. Cavener abstained. Motion carried.

### **Res. 3-25 Approve Jamie Leeseberg as Vice Chairperson**

Mr. Cavener nominated Mr. Leeseberg as Vice Chairperson of the Board of Trustees for 2025. Ms. Angelou seconded the motion. Mr. Cavener and Mr. Angelou voted yea. Mr. Leeseberg abstained. Motion carried.

### **Res. 4-25 Pay Trustees' and Fiscal Officer's Salaries**

Mr. Leeseberg moved to pay the Trustees' and Fiscal Officer's salaries in equal monthly installments as permitted by the ORC and Resolution #19-81. Payment will be made at the second payment of each month for that month's services. Mr. Angelou seconded the motion. All voted yea. Motion carried.

### **Res. 5-25 Reimburse Trustees and Fiscal Officer for Expenses**

Mr. Angelou made a motion to allow payment of parking and other expenses incurred by the Trustees and Fiscal Officer while on Township business. The dues and subscriptions for the 2025 Ohio Township Association will be paid from the General Fund. Also, mileage, at the rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township office. Mr. Cavener seconded the motion. All voted yea. Motion carried.

### **Res. 6-25 Adopt Current Regulations on Business Expenses**

Mr. Cavener moved to adopt the current regulations on business expenses modified to conform to the current guidelines established by the ORC and IRS and the regulations on business travel per diem rates as amended by Res. 147-02. Future modifications will be made to conform with ORC and IRS guidelines as they occur. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

### **Res. 7-25 Approve to hold Staff Meetings on the First Monday of Each Month at 10:00 a.m. and Regular Meetings on the Third Tuesday of Each Month at 1:30 p.m. or as Designated.**

Mr. Leeseberg made a motion to hold Staff Meetings on the first Monday of each month at 10:00 a.m. and Regular Meetings on the third Tuesday of each month at 1:30 p.m. or as designated. Mr. Angelou seconded the motion. All voted yea. Motion carried.

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**Res. 8-25 Adopt Personnel Procedures Evidenced in Employee Handbook**

Mr. Angelou moved to adopt the current personnel procedures as evidenced by the Employee Handbook that was effective September 1, 2024, and any revisions thereof. Mr. Cavener seconded the motion. All voted yea. Motion carried.

**Res. 9-25 Approve Offering the Insurance Package and Opt-Out Insurance Provision to Full-time Employees and Elected Officials**

Mr. Cavener moved to approve the offering of the Insurance Package including Health, Dental, Vision and Life and the Opt-Out Insurance Provision to Full-time Employees and Elected Officials. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

**Res. 10-25 Approve Continuing to Pick-up the Employees Retirement Contribution for OPERS excluding the Fire Division Staff for 2025**

Mr. Angelou moved to continue picking up the employees' retirement contribution for OPERS excluding the Fire Division staff for 2024. Mr. Cavener seconded the motion. All voted yea. Motion carried.

**Res. 11-25 Approve ORC §505.86 as it Applies to the Rehab of Fire Damaged Properties**

Mr. Leeseberg moved to approve ORC §505.86 as it applies to the rehab of Fire Damaged Properties. Mr. Angelou seconded the motion. All voted yea. Motion carried.

**Res. 12-25 Approve Authorizing the Chairperson to Sign Contracts or the Vice Chairperson in the Absence of the Chairperson**

Mr. Angelou moved to approve authorizing the Chairperson to sign contracts or the Vice Chairperson in the absence of the Chairperson. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Mr. Cavener moved to adjourn the meeting. The motion passed. The Organizational Meeting adjourned at 10:10 a.m.

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Kevin J. Cavener, Chairperson

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Jamie Leeseberg, Vice Chairperson

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Richard J. Angelou, Trustee

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Kelly Cararo, Fiscal Officer



**MIFFLIN TOWNSHIP**  
**Peace. Safety. Welfare.**

**ORGANIZATIONAL AND REGULAR TRUSTEES MEETING AGENDAS**

**Monday, January 6, 2025, 10:00 a.m.**

**OPS Center**

**400 W. Johnstown Road**

1. Call Organizational Meeting to Order
2. Prayer and Pledge
3. Roll Call
4. Commence Organizational Meeting
5. Adjourn

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1. Call Regular Meeting to Order
  2. Roll Call
  3. Trustees' Comments
  4. Visitors' Comments
  5. Minutes
    - December 17, 2024, Regular Meeting Minutes
    - December 26, 2024, Special Meeting Minutes
    - January 2, 2025, Special Meeting Minutes
  6. Correspondence
    - Columbia Gas of Ohio Notice re: 25-002022, 218 Agler Rd., of Agler NCHP Pipeline Project
    - Certificates of Estimated Property Tax Revenue
    - Thank you letter from Mid-Ohio Food Collective for the donation of \$2,746.00.
  7. Finance
    - No requests or updates
  8. Human Resources
    - No requests or updates
  9. Service
    - No requests or updates

10. Code Enforcement

- No requests or updates

11. Police Division

- Request to amend Officer Cortes' resignation date from December 13, 2024, to December 15, 2024.
- November, December, and year end stats

12. Fire Division

- Request to accept the resignation of Firefighter Jacob Baugess, effective January 2, 2025.
- Request to approve the retirement of Lieutenant Mark Hendricks, effective January 3, 2025.
- Request to accept the resignation of Firefighter Shaun Mosedale, effective January 17, 2025.
- Request to discuss the upcoming levy ballot language.
- Request to go into Executive Session pursuant to ORC §121.22 to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property in accordance with section 505.10 of the Revised Code, if premature disclosure of information would give an unfair competitive or bargaining advantage to a person whose personal, private interest is adverse to the general public interest. No member of a public body shall use division (G)(2) of this section as a subterfuge for providing covert information to prospective buyers or sellers. A purchase or sale of public property is void if the seller or buyer of the public property has received covert information from a member of a public body that has not been disclosed to the general public in sufficient time for other prospective buyers and sellers to prepare and submit offers.

13. OPS Center

- No requests or updates

14. Information Technology

- No requests or updates

15. Adjourn

Reminders:

1. January 20, 2025 - Martin Luther King Jr. Day – Office Closed
2. January 21, 2025 - Trustees Regular Meeting, 1:30 pm, OPS Center
3. January 28, 2025 - Public Hearing, TIF Incentive District 1, 3:00 pm, OPS Center
4. January 29 – 31, 2025, OTA Winter Conference & Trade Show