# RECORD OF PROCEEDINGS MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Minutes of

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held March 3. 2025

Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. with Vice Chair Jamie Leeseberg, Trustee Richard Angelou, Assistant Fiscal Officer Cynthia Lampkins, Police Chief David Briggs, Service Director Roger Boggs, HR Director Mindy Owens, IT Director Craig Main and Fire Chief Brian Dunlevy present. Assistant Fire Chief Scott Davis was in attendance also. Fiscal Officer Kelly Cararo was absent.

#### **TRUSTEES' COMMENTS:**

None.

#### **VISITORS' COMMENTS:**

Ms. Darlene Wildes, 256 Muskingum Drive, Gahanna, attended.

#### **MINUTES & WARRANTS:**

# Res. 42-25 Via Consent Agenda, approve the meeting minutes of February 18, 2025, Regular Meeting, and February 26, 2025, Special Meeting.

Via Consent Agenda, Mr. Angelou moved to approve the meeting minutes of February 18, 2025, Regular Meeting, and February 26, 2025, Special Meeting.

## **CORRESPONDENCE:**

None.

#### **FINANCE:**

Ms. Lampkins said that reconciliation will be done on paper for the remainder of the 4<sup>th</sup> quarter of 2024 and January and February of 2025. Going forward, a balance sheet will be available at the 2<sup>nd</sup> Trustees meeting of the month.

#### **HUMAN RESOURCES:**

Ms. Owens provided updates. (See attachment.)

#### **SERVICE:**

Mr. Boggs requested adding Eddystone Ave. and Oakland Park Ave. to the 2025 Franklin County Road Surfacing Program in an amount not to exceed \$40,000. He said the cost is \$37,819 and is in his budget.

# Res. 43-25 Approve the addition of Eddystone Ave. and Oakland Park Ave. to the 2025 Franklin County Road Surfacing Program in an amount not to exceed \$40,000.

Mr. Leeseberg moved to approve the addition of Eddystone Ave. and Oakland Park Ave. to the 2025 Franklin County Road Surfacing Program in an amount not to exceed \$40,000. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Mr. Boggs said the guard rail at Denune Avenue and Berrell Avenue was hit again. He is obtaining an insurance estimate to replace it. Mr. Boggs said he contacted Tim Spat, Director of Pro Boundary Land Surveyors as he has someone looking at property in Leonard Park who is asking the township to vacate the right-of-way. They would like to build on the 6,000 square

Meeting

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Meeting

Held March 3. 2025

feet of land if permitted to do so. Chair Cavener stated that he would need to see pictures. Mr. Boggs showed pictures, but the Trustees requested more information before deciding. Mr. Leeseberg said he knows Mr. Spat and will contact him.

Mr. Boggs provided updates. (See attachment.)

#### **CODE ENFORCEMENT:**

Mr. Boggs said residents have been following the clean-up directives when asked to do so. He said the Franklin County Code Enforcement Officer is solely maintaining ten townships and does not have help; response time may slow down until she gets additional help.

#### **POLICE:**

Chief Briggs said Officer Howard will be receiving two lifesaving awards coming from 2023 and Lt. Starrett will receive the 2024 Officer of the Year award. He said a gun that was found was seized up (requiring it to be sent away to be unseized). It was loaded with live rounds. There was a double homicide in 2019, but he is unsure if this gun is related to that case. There was also a homicide in 2023, he said.

#### FIRE:

Fire Chief Dunlevy requested the approval of the Economic Development Plan.

## Res. 44-25 Approve the Economic Development Plan.

Mr. Leeseberg moved to approve the Economic Development Plan. Chair Cavener seconded the motion. All voted yea. Motion carried.

Chief Dunlevy said he will seek approval of the Tax Increment Financing (TIF) at a later date. He said that Mr. Green's letter was reviewed and will be mailed out to the residents who opted out of the TIF.

Chief Dunlevy requested the approval of the Stelzer Road real estate contract, upon the review of legal counsel.

# Res. 45-25 Approve the Stelzer Road real estate contract, upon the review of legal counsel.

Chair Cavener moved to approve the Stelzer Road real estate contract, upon the review of legal counsel. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Dunlevy said the Stelzer Road buyer is asking for a 60-day extension from the original deadline date of January 14, 2025, to move to March 10, 2025. Attorney Reynolds recommended rewriting the contract to say that the buyer will cover all legal fees to make this adjustment.

#### **INFORMATION TECHNOLOGY:**

Mr. Main said the training numbers have dropped. He plans to send an e-mail reminder to keep up to date with the training. He will be updating computers from Microsoft 10 to Microsoft 11 as there will be no patching after September 2025. He said he is in the middle of

# RECORD OF PROCEEDINGS MIFFLIN TOWNSHIP BOARD OF TRUSTEES Meeting

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Held	March 3,	2025						
the 6 <sup>th</sup> phishing expedition. He said smishing is when a scammer uses text messages to deceive victims into clicking malicious links or giving up sensitive information.								
At 10:30 a.m., Mr. Cavener moved to adjourn the meeting. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.								
Kevin J. Cavener, Chairperson	Jamie D. Leeseberg	, Vice Chairperson						
Richard J. Angelou, Trustee	Kelly Cararo, Fiscal	Officer (Absent)						



#### TRUSTEES REGULAR MEETING AGENDA

Monday, March 3, 2025, 10:00 a.m.
OPS Center
400 W Johnstown Rd
2<sup>nd</sup> Floor, EOC Conference Room B

- 1. Call Meeting to Order
- 2. Prayer and Pledge
- 3. Roll Call
- 4. Trustees' Comments
- 5. Visitors' Comments
- 6. Minutes (Consent Agenda)
  - February 18, 2025, Regular Meeting Minutes
  - February 26, 2025, Special Meeting Minutes
- 7. Correspondence
  - None
- 8. FINANCE
  - No Requests
  - Updates
- 9. HUMAN RESOURCES
  - No Requests
  - Updates

#### 10. SERVICE DEPARTMENT

- Request to add Eddystone Ave. and Oakland Park Ave. to the 2025 Franklin County Road Resurfacing Program in the amount not to exceed \$40,000.
- Updates

Kevin J. Cavener, Chair • Jamie D. Leeseberg, Vice Chair • Richard J. Angelou, Trustee • Kelly Cararo, Fiscal Officer

#### 11. CODE ENFORCEMENT

- No Requests
- Updates

#### 12. POLICE

- No requests
- Updates

## 13. FIRE DIVISION

- Request to approve the Economic Development Plan
- Request to approve the Stelzer Road real estate contract, upon review of legal counsel

## 14. INFORMATION TECHNOLOGY

- No Requests
- Updates

## 15. Adjourn

#### Reminders:

- 1. March 18, 2025, 1:30 p.m., Regular Trustees Meeting, OPS Center
- 2. March 21, 2025, 11 a.m. 1:30 p.m., MORPC 2025 State-of-the-Region, Hilton Downtown



# Human Resources Department March 3, 2025

## **Requests:**

1. None

#### **Updates:**

- 1. The agreement with Paychex to implement the learning management system (LMS) was signed on 2/26. An implementation call is being scheduled. The LMS includes soft skill and leadership courses. Custom courses will be created for policy training, and annual compliance courses. I'll work with department heads prior to rolling out to employees.
- 2. Paychex onboarding module implementation is completed.
- 3. Implementation for the feed between Paychex and Employee Navigator is in process.



# M E M O

DATE:

3/3/2025

TO:

Mifflin township Trustees

FROM:

Service Director - Roger Boggs

**SUBJECT: Updates & Requests** 

#### Service Dept. Request

 Request to add Eddystone Ave. and Oakland Park Ave. to the Franklin County Road Resurfacing Program for 2025. The total amount of these projects come in at \$37,819.00, I would ask to be approved at \$40,000.00 for any unforeseen that may come with the project.

#### **Updates**

- The Service Dept. Crew has been working on the grass alley between perdue and woodland south to clear and trim all brush, debris and trash in the alley.
- Salt usage totals so far this season are at 95 tons.

#### **Code Enforcement**

No Request

#### <u>Updates</u>

The Service Dept. is still actively tagging properties that are not in compliance and following up on All complaints that come in from our residents.



#### '25 Mifflin Twp Resurfacing Estimate

From Mark G. Mullenax <mmullenax@franklincountyengineer.org>

Date Mon 2/3/2025 10:19 AM

To Roger Boggs <boggsr@mifflin-oh.gov>

CAUTION: This email originated from outside of the Mifflin Township domain. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Roger,

Below is an estimate for the work requested by the township for the 2025 program.

Please let me know as soon as possible how the township would like to proceed.

#### **EDDYSTONE AVENUE** - BITUMINOUS COLD MIX OVERLAY

254 SPC	PAVEMENT PLANING, ASPHALT CONCRETE, (1.50") BITUMINOUS COLD MIX OVERLAY	20 870	SQ YD SQ YD	\$3.00 \$19.00	\$60.00 \$16,530.00
					\$16,590.00
<u>OAKL</u>	AND PARK AVENUE - BITUMINOUS COLD MIX OVERLAY				
254	PAVEMENT PLANING, ASPHALT CONCRETE, (1.50")	20	SQ YD	\$3.00	\$60.00
SPC	BITUMINOUS COLD MIX OVERLAY	851	SQ YD	\$19.00	\$16,169.00
					\$16.229.00

SUB-TOTAL: \$32,819.00

MISCELLANEOUS: (FLAGGER, CONTINGENCY, MOT, and %

BOND)

\$5,000.00

TOTAL ESTIMATE: \$37,819.00



Mark G. Mullenax Senior Resurfacing Technician 970 Dublin Road Columbus, Ohio 43215 (614) 525-4504 mmullenax@franklincountyengineer.org www.franklincountyengineer.org Requisition Page: Requisition Number:

**Date:** 02/27/2025

25-Service-00027-A

Mifflin Township Mifflin Township 400 W. Johnstown Road P.O. Box 307630 Gahanna, Ohio 43230

Franklin County Engineer Franklin County Engineer 970 DUBLIN ROAD COLUMBUS, OHIO 43215

Lin Description	Account	Quantity   UOM	Unit Price	Amount
001 2025 Road Resurfacing Project for Eddystone Ave	2231-335-525901	0	.00	40000.00
and Oakland Park Ave.				

Page Requisition 2025 Road Resurfacing Project for Eddystone Ave and Oakland Park Total Ave.. Ok to Pay upon Completion. Roger \$40,000.00



# MIFFLIN TOWNSHIP

Brian P. Dunlevy Fire Chief Scott Davis Assistant Fire Chief

#### **BOARD OF TOWNSHIP TRUSTEES MEETING**

March 3, 2025

## **Fire Division Requests:**

## Request to approve Economic Development Plan

**03032025.1** Fire Division Requests to approve Township Economic Development Plan. Attachment A

## Request to approve Stelzer Road contract amendment

**03032025.3** This is a request to amend the Stelzer Road real estate contract executed on January 14, 2025, upon the review of legal counsel.



# MIFFLIN TOWNSHIP, OHIO

ECONOMIC DEVELOPMENT PLAN TAX INCREMENT FINANCING (TIF) DISTRICTS

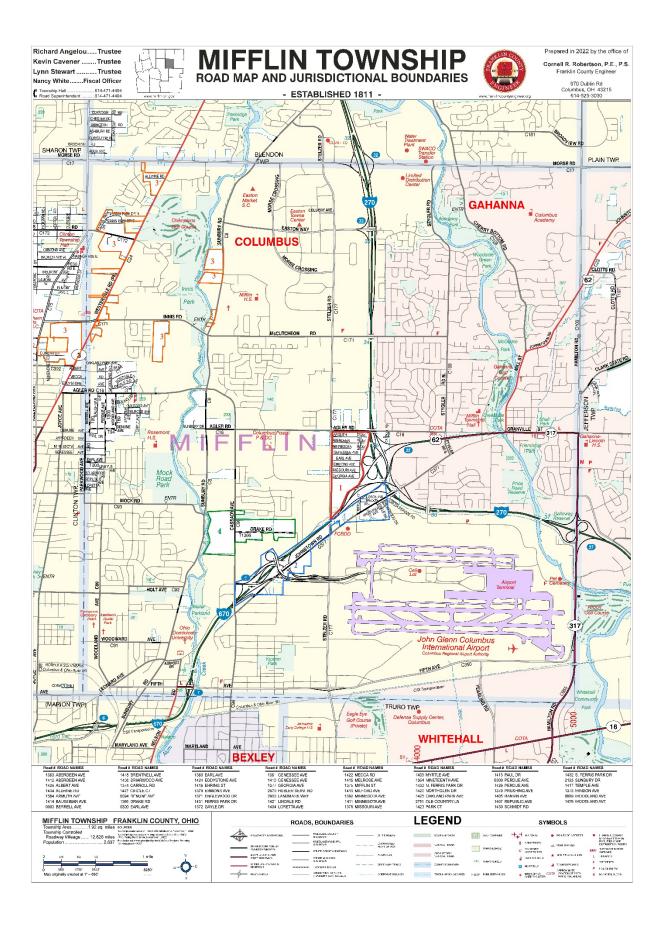
**JANUARY 2025** 

#### **Economic Development Area**

Mifflin Township includes a 3.9-square-mile unincorporated area in northeast Franklin County. Within the boundaries of Mifflin are the incorporated areas of City of Gahanna and the City of Columbus. Mifflin Township provides fire services to the residents of Mifflin Township and the City of Gahanna. As Franklin County has experienced significant growth over the last two decades unincorporated areas of the Township have been annexed into the City of Columbus and the City of Gahanna. With its close proximity to Interstate 670 and Interstate 270 as its main transportation corridors, the Township will continue to experience these development pressures. As these pressures increase, the need to create a well-planned and enforceable approach regarding development that will drive the future character of the Township becomes critical.

The Township has identified four (4) targeted development areas identified on the map below:

- 1. Stelzer Rd Corridor from Agler Rd to I-670 and bordered by I-270 on the east. This corridor is experiencing growth pressures from mixed-use and multi-family development as large tracts of land have been purchased by developers on the west side of the corridor. The east side of the corridor is still in Mifflin Township, and it includes a tract of land owned by the Township.
- 2. Johnstown Rd Corridor from I-270 to Cassady Ave along I-670. The Columbus Regional Airport Authority owns several parcels in the corridor and as the CRAA redevelops the airport terminal and its runways, these parcels are primed for industrial and commercial development in line with the current sectors active in the corridor.
- 3. Innis, Westerville, and Sunbury Road Corridor from the township's northern border south to Innis Rd. This corridor has experienced residential, mixed-use development, and multi-family development over the past decade. This growth is expected to continue as the area becomes more dense with mixed-use and multi-family development.
- 4. **Drake and Cassady Corridor**. This area has the potential for future growth as mixed-use and multi-family development that has occurred to the south of this area makes it way north.



#### **Public Infrastructure Improvements**

The impact of residential, mixed-use, multi-family, and commercial development on the public infrastructure is substantial. Therefore, in order for the public infrastructure to serve future development, the Township must improve its infrastructure by constructing roadway improvements for each new development area.

Mifflin Township does not control the provision of sewer and water services within the Township; it is controlled by the City of Columbus or the City of Gahanna. However, Mifflin Township controls and is responsible for roadway improvements and ongoing maintenance of the roads within the Township. In each of the four targeted development areas, the sewer and water services will be provided by the City of Columbus or the City of Gahanna.

In order to provide the roadway infrastructure needed in these development areas, Mifflin Township will need to utilize economic development incentives to fund these roadway improvements in conjunction with site developers. The cost of the public infrastructure improvements will vary per development area.

The current infrastructure serving these areas is inadequate for the development and growth that is projected for the four development areas. In particular, Area number 1, along Stelzer Rd, lacks roadways, sewer, and water infrastructure and is largely the last "rural" area of Mifflin Township. The township will need to make a significant investment to prepare this area for development.

#### **Economic Development Plan**

The purpose of this Economic Development Plan (the "Plan") is to satisfy the requirement of Section 5709.40(A)(5)(f) of the Revised Code, which requires that an economic development plan is in place with evidence that the public infrastructure serving a residential incentive district created in connection with tax increment financing, is inadequate to meet the development needs of that district.

The Township must employ the following public financing tools to provide public infrastructure improvements to the four targeted development areas.

1. **Tax Increment Financing District**. Tax Increment Financing (TIF) Districts allow a Township to redirect new real estate property taxes to pay for public infrastructure. The real property taxes that would otherwise go to the tax levy districts in an area (school district, joint vocational schools) instead go to pay for public infrastructure. A TIF can exempt up to 100% of real estate taxes for up to 30 years with school board approval. A Township that seeks to have a TIF greater than 75% or 10 years must seek school board approval with potential compensation to the school district. TIF can pay for infrastructure that includes, but is not limited to, public roads and highways; water and sewer lines; the continued maintenance of those public roads and highways and water and sewer lines; environmental remediation; land acquisition, including acquisition in aid of

industry, commerce, distribution, or research; demolition, including demolition on private property when determined to be necessary for economic development purposes; stormwater and flood remediation projects, including such projects on private property when determined to be necessary for public health, safety, and welfare; the provision of gas, electric, and communications service facilities, including the provision of gas or electric service facilities owned by nongovernmental entities when such improvements are determined to be necessary for economic development purposes; the enhancement of public waterways through improvements that allow for greater public access; and offstreet parking facilities, including those in which all or a portion of the parking spaces are reserved for specific uses when determined to be necessary for economic development purposes.

There are two kinds of TIFs that a Township may establish and the steps to establish that TIF follow.

#### a. 5709.73(B) TIF.

- i. TIF Ordinance/resolution: A township, by ordinance or resolution, may create a parcel TIF and declare improvements to parcels to be a public purpose and exempt from taxation per ORC Section 5709.73(B).
- ii. Notification to the school district. If the TIF is for more than 75% and more than 10 years, the township must notify the school district 45 days before the Village Council adopts the ordinance.
- iii. The notice shall identify the parcels for which improvements are to be exempted from taxation, provide an estimate of the actual value in money of the improvements, specify the period for which the improvements would be exempted from taxation and the percentage of the improvement that would be exempted, and indicate the date on which the legislative authority intends to adopt the ordinance.
- iv. If the TIF is 100%, for 30 years, the school district must pass a resolution agreeing to this exemption per ORC section 5709.73 (D).
- v. The board of education shall certify its resolution to the legislative authority not later than fourteen days prior to the date the legislative authority intends to adopt the ordinance as indicated in the notice.
- vi. Per ORC section 5709.73(D), the school district may waive its right to a 45-day notice period.
- vii. Filing of DTE-24. Upon adoption of the Village's TIF resolution, the property owner and/or the Village must file a DTE-24 form with the Licking County Auditor requesting that the parcels be exempt from taxation for the TIF. The Licking County Auditor, upon certification of the TIF resolution and the TIF parcels with the Licking County Treasurer, shall forward the DTE-24 form to the Ohio Department of Taxation for certification.

## b. TIF 5709.73(C)(1)

i. A board of township trustees may adopt a resolution creating an incentive district and declaring improvements to parcels within the district to be a public purpose.

- ii. "Incentive district" means an area not more than three hundred acres in size enclosed by a continuous boundary in which a project is being, or will be, undertaken and having one or more of the following distress characteristics:
  - 1. At least fifty-one percent of the residents of the district have incomes of less than eighty percent of the median income of residents of the political subdivision in which the district is located, as determined in the same manner specified under section 119(b) of the "Housing and Community Development Act of 1974," 88 Stat. 633, 42 U.S.C. 5318, as amended;
  - 2. The average unemployment rate in the district during the most recent twelve-month period for which data are available is equal to at least one hundred fifty percent of the average unemployment rate for this state for the same period.
  - 3. At least twenty percent of the district's residents live at or below the poverty level as defined in the federal Housing and Community Development Act of 1974, 42 U.S.C. 5301, as amended, and regulations adopted under that act.
  - 4. The district is a blighted area.
  - 5. The district is in a situational distress area as designated by the director of development under division (F) of section 122.23 of the Revised Code.
  - 6. As certified by the engineer for the political subdivision, the public infrastructure serving the district is inadequate to meet the development needs of the district, as evidenced by a written economic development plan or urban renewal plan for the district that the legislative authority of the subdivision has adopted.
  - 7. The district is comprised entirely of unimproved land located in a distressed area as defined in section 122.23 of the Revised Code.
- iii. A unanimous vote of the board shall adopt the resolution.
- iv. A township that has a population that exceeds twenty-five thousand, as shown by the most recent federal decennial census, may not adopt a resolution that creates an incentive district if the sum of the taxable value of real property in the proposed district for the preceding tax year and the taxable value of all real property in the township that would have been taxable in the prior year were it not for the fact that the property was in an existing incentive district and therefore exempt from taxation exceeds twenty-five percent of the taxable value of real property in the township for the preceding tax year.
- v. The parcels in the incentive district may not be currently exempted as part of a County TIF district.
- vi. A Township can create more than one incentive district, and the resolution may generate more than one incentive district.
- vii. The township must conduct a public hearing No more than 30 days before adopting a resolution under division (C)(1).

- viii. No more than 30 days before the public hearing, the board shall give notice of the public hearing and the proposed resolution by first class mail to every real property owner whose property is located within the boundaries of the proposed incentive district that is the subject of the proposed resolution. The notice shall include a map of the proposed incentive district on which the board of township trustees shall have delineated an overlay.
  - ix. The notice shall inform the property owner of the owner's right to exclude the owner's property from the incentive district if both of the following conditions are met
    - 1. The owner's entire parcel of property will not be located within the overlay.
    - 2. The owner has submitted a statement to the board of county commissioners of the county in which the parcel is located indicating the owner's intent to seek a tax exemption for improvements to the owner's parcel under division (A) or (B) of section 5709.78 of the Revised Code within the next five years.
    - 3. When both of the preceding conditions are met, the owner may exclude the owner's property from the incentive district by submitting a written response by division (C)(2)(b) of this section. The notice also shall include information detailing the required contents of the response, the address to which the response may be mailed, and the deadline for submitting the response.
    - 4. Any owner who wishes to exclude their property from the incentive district must submit a written response to the board of township trustees 45 days from the postmark of the TIF notice by first class mail or in person at the public hearing.
  - x. The TIF resolution shall specify the life of the incentive district and the percentage of the improvements to be exempted. It shall also designate the public infrastructure improvements made, to be made, or in the process of being made that benefit or serve parcels in the district or, once made, will benefit or serve parcels in the district.
  - xi. The TIF resolution also shall identify one or more specific projects being undertaken in the district that place additional demand on the public infrastructure improvements designated in the resolution.
- xii. Except with the approval of the local school district's board of education, the term of the incentive district may not exceed 10 years, and the rate may not exceed 75%.
- xiii. No more than 45 business days before adopting a resolution, the Board of Township Trustees shall deliver to the Board of Education a notice stating its intent to adopt a TIF resolution.
- xiv. The Board of Education shall certify its resolution to the Board of Township Trustees not later than fourteen days before the date the Board of Township Trustees intends to adopt the resolution, as indicated in the notice.

- xv. The board of education may approve the exemption for the period or the exemption percentage specified in the notice, may disapprove the exemption for the number of years over ten, may disapprove the exemption for the percentage of the improvements to be exempted more than 75%, or both; or may approve the exemption on the condition that the board of township trustees and the board of education negotiate an agreement providing for compensation to the school district equal in value to a percentage of the amount of taxes exempted in the eleventh and subsequent years of the exemption period or, in the case of exemption percentages over 75%, compensation equal in value to a percentage of the taxes that would be payable on the portion of the improvements over 75% was that portion to be subject to taxation, or other mutually agreeable compensation.
- xvi. If a proposed TIF resolution under division (C)(1) of this section exempts improvements for more than 10 years, or the percentage exceeds 75% no more than forty-five business days before adopting the resolution, the township trustees shall deliver to the county commissioners a notice that states its intent to create an incentive district.
- xvii. The county commissioners, by resolution adopted by a majority of the board, may object to the exemption for the number over 10 years, the percentage above 75%, or both.
- xviii. If the board of County Commissioners objects, the Board may negotiate a mutually acceptable compensation agreement with the board of Township Trustees.
- xix. If the county commissioners do not object to or fail to certify its resolution objecting to an exemption within 30 days after receipt of the notice, the township trustees may adopt its resolution, and no compensation shall be provided to the board of county commissioners.
- xx. An exemption from taxation granted under this section commences with the tax year specified in the resolution so long as the year specified in the resolution commences after the effective date of the resolution or the resolution may provide that the exemption commences in the tax year in which the value of an improvement exceeds a specified amount or in which the construction of one or more improvements is completed, provided that such tax year commences after the effective date of the resolution.
- 2. **Joint Economic Development District.** JEDDs are special-purpose districts created by a contract between a combination of municipal corporations and townships. JEDDs allow for the levying of a district-wide income tax and the provision of municipal services in unincorporated areas. The JEDD is structured so the contracting party must be contiguous to at least one other party. JEDD territory must be within the territory of one or more contracting parties. It may not include existing residential areas or areas zoned for residential use if it is part of a mixed-use development. The JEDD Board consists of contracting parties: one person representing all municipalities, one person representing all townships, a business owner, a representative for workers in JEDD, and a chair selected

by the board. JEDD powers include:

- a. Levy an income tax within the JEDD at a rate not higher than the highest rate being levied by a municipality that is a contracting party
- b. JEDD must tax employees and businesses within the JEDD on the same basis and cannot tax only the employees within its territory
- c. Make infrastructure and other investments in the JEDD
- d. Zoning and other land-use regulations, building codes, permanent public improvements
- e. Limit and control annexation of unincorporated territory within the JEDD
- f. Limit property tax abatements and other tax incentives within the JEDD
- g. Other powers provided by the contract