

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held **April 7,** **2025**

Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 10:00 a.m. with 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. Vice Chair Jamie Leeseberg arrived at 10:40 a.m. Also in attendance were Assistant Fire Chief Scott Davis, Deputy Fire Chief Thomas Lee, and Accounting Clerk Abriona Hill. Fiscal Officer Kelly Cararo was absent.

TRUSTEES' COMMENTS:

Chair Cavener welcomed Abriona Hill to the township as the new employee to the Fiscal Office.

VISITORS' COMMENTS:

No visitors.

CORRESPONDENCE:

No correspondence.

MINUTES:

Res. 59-25 Approve the meeting minutes of March 18, 2025, Regular Meeting.

Mr. Leeseberg moved to approve the meeting minutes of March 18, 2025, Regular Meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried.

FINANCE:

Due to the recent passing of the Fiscal Officer's father, the budget updates will be moved to the second meeting of the month. The department is currently working on posting transactions to the accounting software. Also, the new payroll software is still in the process of creating a report so the payroll can be posted to the software manually. Fiscal will contact Just Grants regarding the needed information; the process can be started to hire a new officer.

HUMAN RESOURCES:

There was discussion on the service provided by Sedgwick, a third-party administrator, and their guidance on cost management. They are providing information for 2026 and are anticipating an increase in premium.

An FMLA snapshot of totals for 2024 and 2025 was provided. We currently have a lot of open cases.

SERVICE:

Mr. Boggs requested the acceptance of the resignation of Justin Parker, effective April 4, 2025.

Res. 60-25 Accept the resignation of Justin Parker, effective April 4, 2025.

Mr. Angelou moved to accept the resignation of Justin Parker, effective April 4, 2025. Mr. Leeseberg seconded the motion. All 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 April 7, 2025

Mr. Boggs requested the approval of the Vector Disease Control 2024 – 2026 Contract Renewal in the amount of \$13,701.75.

Res. 61-25 Approve the Vector Disease Control 2024 – 2026 Contract Renewal in the amount of \$13,701.75.

Mr. Leeseberg moved to approve the Vector Disease Control 2024 – 2026 Contract Renewal in the amount of \$13,701.75. Mr. Angelou seconded the motion. All voted yea. Motion carried.

There was discussion on hiring seasonal workers for mowing cemeteries as was done in the past. It was noted that this would be a good summer job for those who enjoy working outside. The community cleanup initiative, proposed by Katherine Leach, was discussed, with concerns about liability and logistics. It was suggested to have a dumpster strategically placed so residents can drop their items off into the dumpster. There was uncertainty about larger items, however. Mr. Boggs will contact Ms. Leach and see if it can take place in the first week of June.

Mr. Boggs said he has posted for the Service Specialist II position vacancy.

CODE ENFORCEMENT:

Mr. Boggs said there were no updates or major violations.

POLICE:

Chief Briggs requested the approval of Lt. Starrett's pay to \$42.22/hour and backdate it to March 16, 2025.

Res. 62-25 Approve the pay of Lt. Starrett to \$42.22/hour and backdate it to March 16, 2025.

Chair Cavener moved to approve the pay of Lt. Starrett to \$42.22/hour and backdate it to March 16, 2025. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Briggs requested the approval of a salary increase for himself to \$48.55/hour, effective March 30, 2025.

Res. 63-25 Approve Chief Briggs' salary increase to \$48.55/hour, effective March 30, 2025.

Chair Cavener moved to approve Chief Briggs' salary increase to \$48.55/hour, effective March 30, 2025. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Briggs said he has received a grant for \$27,000 for the purchase of new computers for police cruisers. He will purchase the computers then get reimbursed or if they disburse the funds, they can purchase them. Also, he said the township will receive four flock cameras, a system that can read license plates and give police alerts.

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held April 7, 2025

FIRE:

Fire Chief Dunlevy requested approval of a Resolution creating the Mifflin Township Tax Increment Financing Incentive District 1; declaring improvements to the parcels within the Incentive District to be a public purpose and exempt from real property taxation; requiring the owners of those parcels to make service payments in lieu of taxes; establishing a township public improvement tax increment equivalent fund for the deposit of those service payments; and specifying the public infrastructure improvements to be made that directly benefit the parcels.

Res. 64-25 Approve the Resolution creating the Mifflin Township Tax Increment Financing Incentive District 1.

Chair Cavener moved to approve the Resolution creating the Mifflin Township Tax Increment Financing Incentive District 1. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Fire Chief Dunlevy requested the approval of the Agreement for the sale of 384 W. Johnstown Road.

Res. 65-25 Approve the Agreement for the sale of 384 W. Johnstown Road.

Mr. Leeseberg moved to approve the Agreement for the sale of 384 W. Johnstown Road. Chair Cavener seconded the motion. All voted yea. Motion carried.

Fire Chief Dunlevy requested the approval of the Agreement for the sale of 3829 E. Armuth Ave. and Mifflin Avenue.

Res. 66-25 Approve the Agreement for the sale of 3829 E. Armuth Ave. and Mifflin Avenue.

Mr. Leeseberg moved to approve the Agreement for the sale of 3829 E. Armuth Ave. and Mifflin Avenue. Chair Cavener seconded the motion. All voted yea. Motion carried.

Deputy Chief Lee is working on taxes to correct exemptions and get reimbursement of previous taxes paid on properties that should have been exempt.

Fire Chief Dunlevy requested approval to declare six Motorola radios as surplus. The radios will be donated to the Eastland Career Center.

Res. 67-25 Declare six Motorola radios as surplus.

Chair Cavener moved to declare six Motorola radios as surplus. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Updates

Fire Chief Dunlevy said the Gahanna Citizens Academy/Mifflin Fire is April 29, 6:30 pm – 9 pm. He said 20 -25 residents will be attending. Chair Cavener requested an invitation to attend.

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held April 7, 2025

INFORMATION TECHNOLOGY:

Mr. Main requested approval to amend several sections of XLIV. Computer Use and Cybersecurity policy in the Employee Policy Manual.

Res. 68-25 Approve amending several sections of XLIV. Computer Use and Cybersecurity policy in the Employee Policy Manual.

Mr. Leeseberg moved to approve of amending several sections of XLIV. Computer Use and Cybersecurity policy in the Employee Policy Manual. Chair Cavener seconded the motion. All voted yea. Motion carried.

Mr. Main said he is starting to move forward with updating computers from Windows 10 to Windows 11.

Fire Chief Dunlevy requested to go into an executive session per ORC Section 121.22(G)(2) Purpose: 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.

Chair Cavener moved to enter into an executive session per ORC Section 121.22(G)(2) Purpose: 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. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

At 11:15 a.m., the Trustees, Fire Chief Dunlevy, Deputy Chief Thomas Lee, and Assistant Fiscal Officer Cynthia Lampkins entered into an Executive Session. At 11:30 a.m., they came out of Executive Session. Chair Cavener mentioned that the next meeting will be April 22, 2025, at 1:30 p.m.

Chair Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. All voted yea. Motion carried. The meeting adjourned at 11:35 a.m.

Kevin J. Cavener, Chairperson

Jamie D. Leeseberg, Vice Chairperson

Richard J. Angelou, Trustee

Kelly Cararo, Fiscal Officer (Absent)



MIFFLIN TOWNSHIP
Peace. Safety. Welfare.

TRUSTEES REGULAR MEETING AGENDA

Monday, April 7, 2025, 10:00 a.m.

OPS Center

400 W Johnstown Rd

2nd 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
 - March 18, 2025, Regular Meeting Minutes

7. Correspondence

8. FINANCE
 - Updates

9. HUMAN RESOURCES
 - Updates

10. SERVICE DEPARTMENT
 - Request to accept the resignation of Justin Parker, effective April 4, 2025
 - Request to approve the Vector Disease Control 2024-2026 Contract Renewal in the amount of \$13,701.75.
 - Updates

11. CODE ENFORCEMENT
 - Updates

12. POLICE

- Request to approve the increase of Lt Starrett's pay to \$42.22 / hr., and back date it to March 16th.
- Request to approve the increase of Chief Briggs' salary to \$48.55 / hr.
- Updates

13. FIRE DIVISION

Township Requests

- Request to approve the Mifflin Township Tax Increment Financing Incentive District
- Request to approve the Agreement for the sale of 384 W. Johnstown Rd.
- Request to approve the Agreement for the sale of 3829 E. Armuth Avenue and 2 adjacent parcels on Mifflin Blvd. through ReMax Connection Realty.

Fire Division Requests

- Request to declare 6 Motorola portable radios as surplus.
- Request to go into an executive session per ORC Section 121.22 (G) (2) Purpose: 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.
- Updates

14. INFORMATION TECHNOLOGY

- Request to amend several sections of the XLIV. Computer Use and Cybersecurity policy in the employee handbook.

15. Adjourn

Reminders:

1. April 22, 2025, 1:30 p.m., Regular Trustees Meeting, OPS Center

Human Resources Department
April 7, 2025



Requests:

1. None

Updates:

1. Annual performance reviews are in process and are due April 30. Notification has been sent and reminders will be continued throughout April.
2. Met with Sedgwick for an overview of our BWC claims. Anticipating an increase in the 2026 premium from \$151,410 to \$208,548.

Claims				
2021	2022	2023	2024	2025 (Jan-Mar)
10	2	10	15	3
\$13,257	\$7,525	\$132,588	\$68,880	Pending

3. FMLA Update

Snapshot of Totals for 2024 and 2025

Reason	Status	2024	2025	Total
Bonding	Closed	9	2	11
	Open		2	2
Bonding Total		9	4	13
Employee Health Condition	Closed	18		18
	Open	8	5	13
Employee Health Condition Total		26	5	31
Family Health Condition	Closed	8	1	9
	Open	1	2	3
Family Health Condition Total		9	3	12
Grand Total		44	12	56

Current Open Cases

Reason	Status	Leave Type	2024	2025	Total
Bonding	Open	Consecutive		2	2
Bonding Total				2	2
Employee Health Condition	Open	Consecutive	5	3	8
		Intermittent	3	2	5
Employee Health Condition Total			8	5	13
Family Health Condition	Open	Consecutive		1	1
		Intermittent	1	1	2
Family Health Condition Total			1	2	3
Grand Total			9	9	18



M E M O

DATE: 4/7/2025

TO: Mifflin township Trustees

FROM: Service Director – Roger Boggs

SUBJECT: Updates & Requests

Service Dept. Request

- Justin Parker – Resignation effective 4/4/2025.
- Vector Disease Control 2024-2026 Contract Renewal – In the amount of \$13,701.75

Updates

- Katherine Leach submitted a proposal for a clean-up.
- We have posted for the job replacement of the Service Specialist II position.

Code Enforcement

- No Request

Updates

- We are working with Franklin County Code Enforcement on a few cases at this time.

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.

2024-2026 Mosquito Management Services Contract - Pricing and Participation

Broschart, Charles D. <CharlieBroschart@franklincountyohio.gov>

Tue 11/14/2023 1:59 PM

To: Roger Boggs <boggsr@mifflin-oh.gov>; Melanie Barnette <barnettem@mifflin-oh.gov>; Nancy M. White <whiten@mifflin-oh.gov>

Cc: Stewart, Richard G. <RichardStewart@franklincountyohio.gov>; Holbert-Watson, Zach Z. <ZachHolbert-Watson@franklincountyohio.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.

Participating Jurisdiction:

Franklin County Public Health has received and evaluated two proposals for Mosquito Management Services for 2024-2026. The proposers were Clarke Environmental Mosquito Management (Clarke) and Vector Disease Control, International (VDCI). We evaluated the proposals in two categories, responses to the RFP and pricing. VDCI scored highest on the RFP responses and had the lowest pricing proposal, therefore VDCI was the successful proposer. VDCI previously held this contract until 2018 when Clarke was awarded the contract, so they are familiar with Franklin County and the mosquito program. FCPH is taking on additional responsibilities from the contractor for 2024-2026 to try and hold down costs which includes, performing WNV testing, setting BG Sentinel traps, and conducting pesticide resistance testing, and managing all data and mapping. As expected, there was still an increase in costs. It is important to understand that the 2019-23 costs from Clarke were similar to VDCI's costs from 2014-18. We understood at the time that Clarke underbid the contract for 2019-2023. Essentially, we have not seen a significant adjustment or increase in nearly 10 years.

Below are two tables. The one is the current pricing for 2023 and the other is the pricing for 2024-2026. **Please review the pricing for 2024-2026 within your organization and please let FCPH know if your jurisdiction intends to participate in mosquito management program for 2024-2026 by November 27th.** Once that decision has been made, please click on this link <https://arcg.is/qXJ4P> to provide to us your jurisdiction's intent to participate in the 2024-2026 Mosquito Management Program and what optional services you may want that are available with this contract. A draft version of the contract and final pricing between FCPH, Jurisdiction, and VDCI should be available by early December. FCPH also understands that there are requirements, processes, and formal approvals that must take place in each jurisdiction in order to be able to enter into a contract and appropriate funding. As always, FCPH will work with your jurisdiction and help in any way.

Please reach out to me with any questions or concerns and let me know if I can be of any further assistance.

MIFFLIN TOWNSHIP			
Disease Mosquito Management	Quantity	Cost per Unit	2023 Total Cost
Larvae/Pupal Treatment	All Inclusive Price - (Enter Total Cost Only)		\$ 283.31
Storm Drain/Catch Basin Treatment	65	\$ 5.04	\$ 327.46
CDC Light Traps	1	\$ 1,052.98	\$ 1,052.98
BG Sentinel 2 Traps	1	\$ 1,011.77	\$ 1,011.77
Gravid Traps	1	\$ 881.97	\$ 881.97
RAMP WNV Testing	25	\$ 24.62	\$ 615.56
Additional RAMP WNV Testing	0	\$ 24.62	\$ -
Disease/Barrier/Event Spraying	All Inclusive Price - (Enter Total Cost Only)		\$ 1,383.35
	Disease Program Total		\$ 5,556.40
Floodwater/Nuisance Mosquito Management	Quantity	Cost per Unit	
Additional CDC Light Traps	0	\$ 1,052.98	\$ -
Floodwater/Nuisance Spraying	All Inclusive Price - (Enter Total Cost Only)		\$ 244.12
	Floodwater/Nuisance Program Total		\$ 244.12
	DISEASE & NUISANCE TOTAL		\$ 5,800.52

MIFFLIN TOWNSHIP			
Disease Mosquito Management	Quantify	Cost per Unit	Annual Cost 2024-26
Larvae/Pupal Treatment	All Inclusive Price (Enter Total Cost Only)	\$ 2,655.05	\$ 2,655.05
CDC Light Traps	1	\$ 1,763.00	\$ 1,763.00
Gravid Traps	1	\$ 1,623.00	\$ 1,623.00
RAMP Test Kits	25	\$ 24.22	\$ 605.50
Additional RAMP Test Kits	0	\$ 24.22	\$ -
Disease/Special Event Spraying	All Inclusive Price (Enter Total Cost Only)	\$ 5,291.40	\$ 5,291.40
	Disease Program Total		\$ 11,937.95
Floodwater/Nuisance Mosquito Management	Quantify	Cost per Unit	
Additional CDC Light Traps	0	\$ 1,763.00	\$ -
Floodwater/Nuisance Spraying	All Inclusive Price (Enter Total Cost Only)	\$ 1,763.80	\$ 1,763.80
	Floodwater/Nuisance Program Total		\$ 1,763.80
	DISEASE & NUISANCE TOTAL		\$ 13,701.75

PO 24-0000197 CC _____

Charlie Broschart, REHS
 Division Manager – Environmental Health
 Franklin County Public Health
 280 East Broad Street
 Columbus, Ohio 43215-4562
CharlieBroschart@franklincountyohio.gov
 (614) 525-3849
 (614) 561-3324 cell

OK TO PAY YES ☒ NO _____CLOSE PO YES ☒ NO _____

For COVID-19 information visit our website at vax2normal.org/
 For general information visit our website at myfcph.org/

The information contained in this electronic mail message, medical or otherwise, is intended for the personal and confidential use of the designated recipient(s) named above. If you have received this information in error, NOTIFY FRANKLIN COUNTY PUBLIC HEALTH at (614) 525-3160. If you are not the designated recipient(s), do not review or copy any of the message text or attached document(s). Disclosure of this information to any party other than the intended recipient(s) and the use of this information for other than the stated purpose(s) is prohibited. When your records are destroyed or archived, this electronic mail and attached document(s) must be stored or disposed of in the same manner.

MIFFLIN TOWNSHIP COMMUNITY CLEAN UP

Prepared by Kate Leach, Mifflin Township resident

Objective

Organize a community cleanup day to enhance the cleanliness and safety of our township, while fostering community spirit and engagement.

Goals

- Remove litter from roadways and other public spaces
- Provide residents with the opportunity to dispose of trash and large items that serve as code violations
- Engage with residents and promote a sense of ownership and community investment.

Event Location and Time

Location: Mifflin Township Police Station

Potential Dates: Saturday May 3rd, Saturday May 10th, Saturday May 24th, Saturday May 31st (these are just suggestions, but this event should take place on a weekend day).

Materials Provided by Mifflin Township

- Trash bags
- Gloves
- Dumpsters

Materials Provided by Outside Donations

- Trash picker tools
- High visibility vests
- Refreshments for participants (bottled water)
- Incentives for participants (coupons etc.)

Project Outline

Planning for this event will take place over the two to three weeks leading up to the cleanup. This includes finalizing the event date, securing necessary permits and insurance, and ensuring materials like trash bags, gloves, safety vests, recycling bins, and refreshments are available. Volunteer recruitment will also be a priority, targeting local residents, businesses, and community groups. In addition, partnerships with local businesses will be sought for sponsorships or donations to support the event.

To promote the event, flyers will be distributed to residents and local businesses, schools, and an online registration option may be set up for volunteers to sign up and receive updates.

On the day of the event, volunteers will check in at a designated location, where they will receive orientation, materials, and information about their assigned cleanup zones. Cleanup will take place from 9:30 AM to 12:30 PM, with volunteers collecting trash and recycling, directing people to dumpster locations and assisting residents with the disposal of larger items into dumpsters. A final sweep will occur from 12:30 PM to 1:00 PM, ensuring that all collected trash is disposed of properly. Dumpsters will be collected at the conclusion of the event to avoid additional trash from building up around dumpsters after the event's conclusion.

3/24/2025

Dear Roger Boggs,

Please accept this letter as my formal notification that I am leaving the Mifflin service department; my last day will be 04/04/2025.

I would like to take this opportunity to thank you for the knowledge and experience I have gained working here. I am very grateful for the time I have spent here and the relationships that I have built.

Sincerely,

Justin Parker

Melanie Barnette

From: David Briggs
Sent: Thursday, April 3, 2025 3:22 PM
To: Melanie Barnette
Subject: Agenda

Follow Up Flag: Follow up
Flag Status: Flagged

request:

Request to increase Lt Starretts's pay to \$42.22 / hr, and back date it to March 16th. This is his annual raise and an adjustment to the Lieutenants pay scale.

Request to have increase Chief Briggs salary to \$48.55 / hr. This increase is to cover 2024's annual raise that was not provided and an adjustment to the Chief's pay scale.

These adjustments to the pay scale are based on recent surveys conducted on salary ranges for local agencies as well as MORPC information. These increases have been approved by fiscal and fit the police departments 2025 budget.

Updates.

Get [Outlook for iOS](#)



MIFFLIN TOWNSHIP

Brian P. Dunlevy
Fire Chief

Scott Davis
Assistant Fire Chief

BOARD OF TOWNSHIP TRUSTEES MEETING

April 7, 2025

TOWNSHIP REQUEST:

Request to Approve the Mifflin Township Tax Increment Financing Incentive District:

04072025-1. This is a request to approve a resolution creating the Mifflin Township Tax Incentive Financing Incentive District. Please see attachment for all parcels included in this request. If approved, the resolution will need posted to the Township website for a 2-week period. This is an administrative request.

Request to Approve Agreement for the Sale of 384 Johnstown Rd:

04072025-2. This is a request to enter into an agreement with ReMax Connection Realty, for the sale of 384 W. Johnstown Rd. This is vacant property adjacent to the Operations Center and is not being utilized by the Township. This is an administrative request

Request to Approve Agreement for the Sale of Armuth and Mifflin Blvd:

04072025-3. This is a request to approve the sale of 3829 E Armuth Ave and 2 adjacent Parcels on Mifflin Blvd, through ReMax Connection Realty. This is an administrative request.

FIRE DIVISION REQUESTS:

Request to Surplus Motorola Portable Devices:

04072025-4. This is a request to declare 6 Motorola portable radios as surplus. Please see attachment for individual serial number logs. The devices are obsolete and cannot be utilized for emergency communications. If approved as surplus the Eastland-Fairfield Career Center has requested the donation of these items for their Fire and EMS educational programs. This is an administrative request.

Request to Move to Executive Session:

04072025-5. This is a request to adjourn into executive session ORC Section 121.22 (G) (2) Purpose: 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 interests.

UPDATES

Gahanna Citizens Academy

April 29, 2015 6:30PM

Community Battery Replacement Program

Attended the State of the City

RCOG and GPD dispatch coordination planning

Attended the Harrison Pond HOA meeting

Planning for 2025 community events

Budget and Planning presentation to staff

RESOLUTION NO. _____

A RESOLUTION CREATING THE MIFFLIN TOWNSHIP TAX INCREMENT FINANCING INCENTIVE DISTRICT 1; DECLARING IMPROVEMENTS TO THE PARCELS WITHIN THE INCENTIVE DISTRICT TO BE A PUBLIC PURPOSE AND EXEMPT FROM REAL PROPERTY TAXATION; REQUIRING THE OWNERS OF THOSE PARCELS TO MAKE SERVICE PAYMENTS IN LIEU OF TAXES; ESTABLISHING A TOWNSHIP PUBLIC IMPROVEMENT TAX INCREMENT EQUIVALENT FUND FOR THE DEPOSIT OF THOSE SERVICE PAYMENTS; AND SPECIFYING THE PUBLIC INFRASTRUCTURE IMPROVEMENTS TO BE MADE THAT DIRECTLY BENEFIT THE PARCELS.

WHEREAS, Ohio Revised Code Sections 5709.73, 5709.74, and 5709.75 (collectively the "Tax Increment Financing TIF Statutes") authorize a Board of Township Trustees, by resolution, to declare the improvement to each parcel of real property to be a public purpose and exempt from taxation, require the owner of each parcel to make service payments in lieu of taxes, establish a redevelopment tax equivalent fund for the deposit of those service payments to be used to make payments to school districts affected by that exemption from taxation or to pay costs of constructing or repairing the public infrastructure improvements benefiting the parcels subject to that exemption from taxation, and specify public infrastructure improvements made or to be made or in the process of being made that directly benefit, or that once made will directly benefit, each parcel; and

WHEREAS, Ohio Revised Code Section 5709.73(A)(4) permits a township to adopt a TIF resolution in an "Incentive district", which 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 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 has been adopted by the legislative authority of the subdivision; and

WHEREAS, the Ohio Revised Code Section 5709.73 (C)(1) permits the legislative authority of a township to adopt a resolution creating an incentive district, delineate the boundary of the proposed district and specifically identify each parcel within the district, and declaring improvements to parcels within the district to be a public purpose unless the population of the township exceeds twenty-five thousand, as shown by the most recent federal decennial census or includes a parcel that has been exempted from taxation under Ohio Rev. Code Sec. 5709.78 or that is or has been within another district created under this division, and permits the township to 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 preceding year were it not for the fact that the property was in an existing incentive district and therefore exempt from taxation exceeds twenty-five per cent of the taxable value of real property in the township for the preceding tax year; and

WHEREAS, the Mifflin Township, Ohio Board of Township Trustees (the "Board" or "Trustees"), has determined to create the Mifflin Township Tax Incentive District 1 (the "Incentive District 1") the boundaries of which will be coextensive with the boundaries of, and will include, the parcels of real property specifically identified and depicted in **EXHIBIT A** attached hereto (as

currently or subsequently configured, the “Parcels”, with each of those parcels referred to herein individually as a “Parcel”); and

WHEREAS, the Township’s Engineer has certified to the Township that Incentive District 1 is less than 300 acres in size and enclosed by a contiguous boundary, as described in **EXHIBIT A** attached hereto; and

WHEREAS, this Board has determined to provide for the construction of the public infrastructure improvements described in **EXHIBIT B** attached hereto (the "Public Infrastructure Improvements"), which, once made, will directly benefit the Property; and

WHEREAS, this Board has passed an economic development plan for Incentive District 1 attached herein as **Exhibit C**; and

WHEREAS, notice of this proposed resolution has been delivered to the Board of Education of the Gahanna-Jefferson Public Schools (the “School District”) and the Eastland-Fairfield Career Center (the "JVSD") in accordance with and within the time period prescribed in R.C. Section 5709.83, or such notice has been waived; and

WHEREAS, the Township conducted a public hearing on January 28, 2025 on this proposed resolution, and notice has been given 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 pursuant to section 5709.73 (C)(2)(a) of the Revised Code; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Mifflin Township, Franklin County, State of Ohio, that:

Section 1. **Creation of Incentive District.** This Board finds and determines that forthcoming construction projects, including the construction of residential properties in Incentive District 1 will place additional demand on the Public Infrastructure Improvements. These residential plans will significantly expand the Township’s infrastructure needs and necessitate the construction of roadway improvements. This Board further finds that the sum of the taxable value of real property in Incentive District 1 for tax year 2024 and the taxable value of all real property in the Township that would have been taxable in tax year 2024 were it not for the fact that the property was in an existing incentive district and therefore exemption from taxation, does not exceed twenty-five percent of the taxable value of real property within the Township for tax year 2024. Pursuant to the TIF Statutes, this Board creates Incentive District 1, the boundaries of which are coextensive with the boundaries of and include the Parcels specifically identified and depicted in **EXHIBIT A**.

Section 2. **Public Infrastructure Improvements.** This Board designates the Public Infrastructure Improvements described in **EXHIBIT B** attached hereto, and any other public infrastructure improvements hereafter designated by resolution, as public infrastructure improvements made, to be made or in the process of being made

by the Township that benefit or serve, or that once made will benefit or serve, the Parcels.

Section 3. **Authorization of Tax Exemption: Life of Incentive District.**

Pursuant to and in accordance with the provisions of Section 5709.73(C)(1) of the Ohio Revised Code, this Board hereby declares that seventy-five percent (75%) of the increase in assessed value of each Parcel subsequent to the effective date of this Resolution (which increase in assessed value is hereinafter referred to as the "Improvement," as defined in Section 5709.73(A) of the Ohio Revised Code) is a public purpose and exempt from taxation for a period coextensive with the life of Incentive District 1. The life of Incentive District 1 commences with the first tax year that begins after the effective date of this Resolution and in which an Improvement attributable to a new structure would first appear on the tax list and duplicate of real and public utility property for any Parcel within Incentive District 1 were it not for the exemption granted in this Resolution and ends on the earlier of (a) ten (10) years after such commencement or (b) the date on which the Township can no longer require service payments in lieu of taxes, all in accordance with the requirements of the TIF Statutes.

Section 4. **Service Payments and Property Tax Rollback Payments.**

Pursuant to Section 5709.74 of the Ohio Revised Code, the owner of each Parcel is hereby required to make annual service payments in lieu of taxes with respect to the Improvement to that Parcel to the Treasurer of Franklin County, Ohio (the "County Treasurer") on or before the final dates for payment of real property taxes. Each service payment in lieu of taxes, including any penalties and interest at the then current rate established for real property taxes (collectively, the "Service Payments"), will be charged and collected in the same manner and in the same amount as the real property taxes that would have been charged and payable against the Improvement if it were not exempt from taxation pursuant to Section 3 of this Resolution. The Service Payments, and any other payments with respect to each Improvement that are received by the County Treasurer in connection with the reduction required by Sections 319.302, 321.24, 323.152 and 323.156 of the Ohio Revised Code, as the same may be amended from time to time, or any successor provisions thereto as the same may be amended from time to time (the "Property Tax Rollback Payments"), will be deposited and distributed in accordance with Section 6 of this Resolution.

Section 5. **TIF Fund.** This Board of Township Trustees establishes, pursuant to and in accordance with the provisions of Ohio Revised Code Section 5709.75, the Mifflin Township Incentive District Township Public Improvement Tax Increment Equivalent Fund (the "TIF Fund"). The TIF Fund shall be maintained in the custody of the Township and shall receive all distributions to be made to the Township pursuant to Section 6 of this Resolution. Those Service Payments and Property Tax Rollback Payments received by the Township with respect to the Improvement of each Parcel and so deposited pursuant to Ohio Revised Code Section 5709.74 shall be used solely for the purposes authorized in the TIF Statutes or this Resolution (as it may be amended or supplemented). The TIF Fund shall remain in existence so long as such Service Payments and Property Tax Rollback Payments are collected and used for the aforesaid purposes, after which time the TIF Fund shall be dissolved and

any incidental surplus funds remaining therein transferred to the Township's General Fund, all in accordance with Ohio Revised Code Section 5709.74.

Section 6. Distribution of Service Payments and Property Tax Rollback

Payments. The County Treasurer shall make semi-annual payments to the School District and JVSD, solely from the Service Payments, collectively in the amount equal to twenty-five (25%) of property tax payments that the School District and JVSD would otherwise have received from the Improvements had the Improvements not been exempted pursuant to this Resolution. The County Treasurer shall remit all remaining Service Payments to the Township for deposit in the Fund established in Section 5 hereof. Pursuant to the TIF Statutes, the County Treasurer is requested to distribute the Service Payments and the Property Tax Rollback Payments to the Township for deposit into the TIF Fund to be used to pay costs of the Public Infrastructure Improvements. All distributions required under this Section 6 are to be made at the same time and in the same manner as real property tax distributions.

Section 7. Non-Discriminatory Hiring Policy. In accordance with Section 5709.823 of the Ohio Revised Code, this Board hereby determines that no employer located upon the Parcel shall deny any individual employment based solely on the basis of race, religion, sex, disability, color, national origin or ancestry.

Section 8. Further Authorizations. This Board hereby authorizes and directs any of the Board Chair, Service Director, Fiscal Officer or other appropriate officers of the Township, to make such arrangements as are necessary and proper for collection of the Service Payments. This Board further hereby authorizes and directs the Board Chair, Service Director, Fiscal Officer or other appropriate officers of the Township to prepare and sign all agreements and instruments and to take any other actions as may be appropriate to implement this Resolution.

Section 9. Filings with Ohio Department of Development. Pursuant to Section 5709.73(I) of the Ohio Revised Code, the Administrative Services Coordinator is hereby directed to deliver a copy of this Resolution to the Director of the Ohio Department of Development within fifteen (15) days after its effective date. Further, and on or before March 31 of each year that the Exemption set forth in this Resolution remains in effect, an authorized officer of the Township shall prepare and submit to the Director of Development of the State of Ohio the status report required under Ohio Revised Code Section 5709.73(I).

Section 10. Tax Incentive Review Board. The Tax Incentive Review Board established by the County shall review annually all exemptions from taxation resulting from the declarations set forth in this Resolution and any other such matters as may properly come before that Board, all in accordance with Section 5709.85 of the Ohio Revised Code.

Section 11. Open Meetings. This Board finds and determines that all formal actions of this Board and any of its committees concerning and relating to the adoption of this Resolution were taken in an open meeting of this Board or committees, and that all deliberations of this Board and any of its committees that resulted in those formal actions were in meetings open to the public, all in compliance with the law, including Section 121.22 of the Ohio Revised Code.

Vote on Passage of Resolution:

Motion by: _____ 2nd: _____

Roll Call:

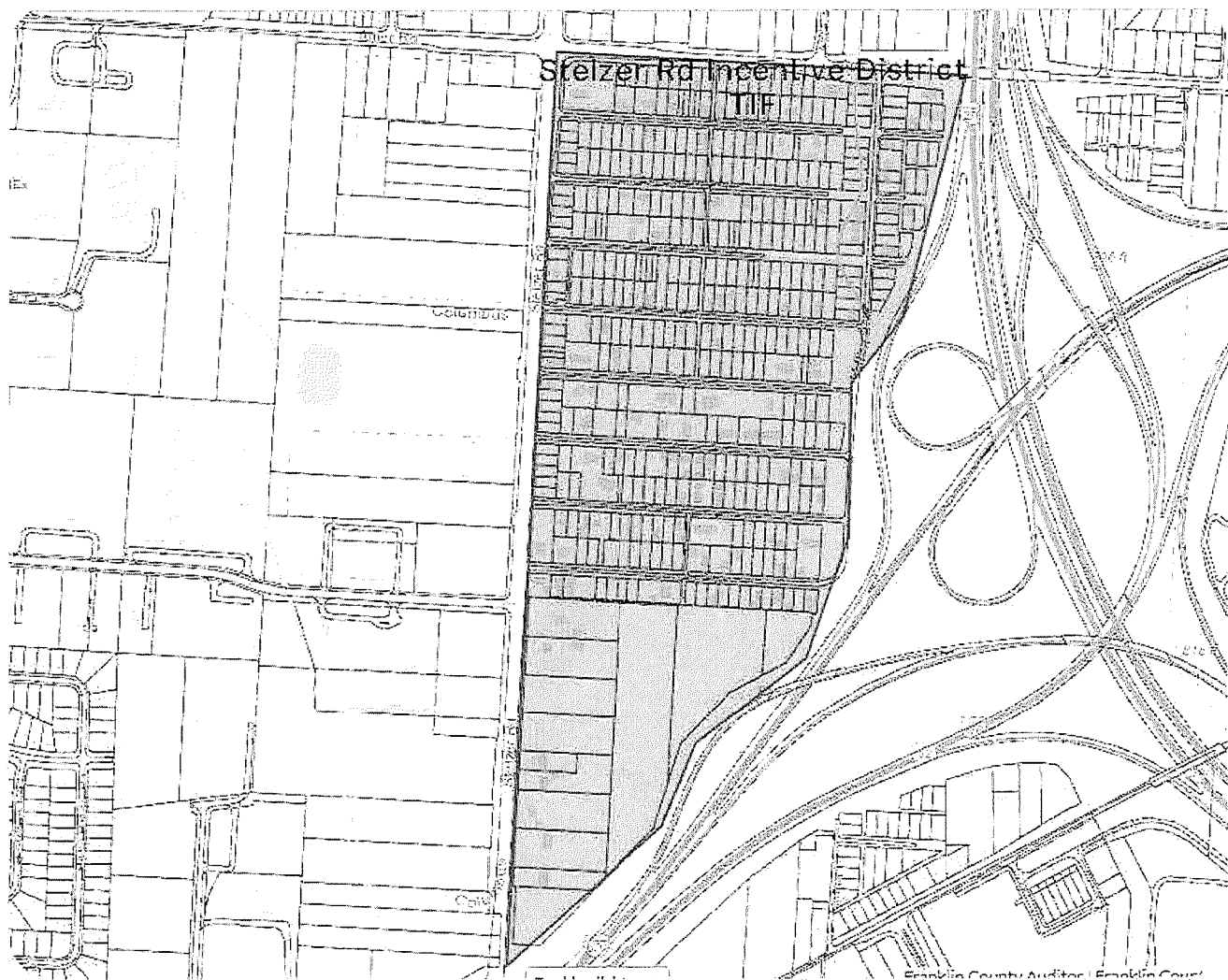
___ Kevin J. Cavener ___ Jamie D. Leeseberg ___ Richard J. Angelou

Adopted this ___ day of _____, 2025.

Approved as to Form:

Township Solicitor

EXHIBIT A
IDENTIFICATION AND MAP OF TIF DISTRICT 1 PARCELS



TIF DISTRICT 1 PARCELS
DESCRIPTION OF PARCELS AFFECTED BY THE IMPROVEMENT

The Project Site is the real estate situated in the Mifflin Township, County of Franklin and State of Ohio consisting of the tax year 2024 parcel number(s) listed below (and including any subsequent combinations and/or subdivisions of the current parcel numbers), depicted on the map and attached hereto:

445-296107	191-001183	191-000474	191-000485	191-000371	191-000690	191-000459
191-001409	191-000391	191-000482	191-000641	191-000725	191-000493	191-000380
191-000047	191-001184	191-003321	191-000719	191-000726	191-000520	191-000381
191-001366	191-000389	191-000423	191-000640	191-000843	191-000463	191-000572
191-000708	191-000420	191-000473	191-000664	191-000491	191-000290	191-000675
191-001410	191-001185	191-000643	191-000298	191-000292	191-000318	191-000674
191-001475	191-001236	191-003320	191-000412	191-000293	191-000729	191-000516
191-001375	191-001237	191-000424	191-000580	191-000465	191-000461	191-000617
191-001407	191-001239	191-000542	191-000311	191-000522	191-000462	191-000615
191-000710	191-001291	191-003322	191-000356	191-000610	191-000289	191-000571
191-000651	191-000274	191-000416	191-000469	191-000521	191-000574	191-000618
191-000653	191-000232	191-000601	191-000470	191-000692	191-000518	191-000322
191-000594	191-000711	191-000602	191-000468	191-000492	191-000377	191-000499
191-000596	191-000706	191-000603	191-000369	191-000635	191-000686	191-000734
191-000537	191-000712	191-000484	191-000607	191-000316	191-000687	191-000285
191-000538	191-000655	191-000529	191-000608	191-000406	191-000320	191-000570
191-000476	191-000658	191-000530	191-000296	191-000691	191-000731	191-000512
191-002481	191-000657	191-000584	191-000638	191-000433	191-000732	191-000677
191-000477	191-000475	191-000642	191-000694	191-000494	191-003327	191-000456
191-000451	191-000540	191-000545	191-000410	191-000259	191-002722	191-000569
191-001181	191-000531	191-000425	191-000523	191-000576	191-000402	191-000626
191-000620	191-000262	191-000355	191-000265	191-001241	191-000526	191-000490
191-000501	191-000343	191-000357	191-000263	191-000281	191-000559	191-000483
191-000325	191-001287	191-000358	191-000268	191-000278	191-000544	191-000500
191-000560	191-001288	191-000359	191-000267	191-000279	191-000619	191-000497
191-000561	191-000348	191-000372	191-000260	191-000287	191-000613	191-000502
191-000282	191-000353	191-000376	191-000264	191-000288	191-000612	191-000504
191-000283	191-000354	191-000383	191-000266	191-000875	191-000597	191-000487
191-000568	191-000368	191-000848	191-000252	191-000291	191-000578	191-000486
191-000510	191-000373	191-000388	191-000258	191-000313	191-000591	191-000489
191-003317	191-001187	191-000367	191-001242	191-000307	191-000604	191-000718
191-000503	191-000339	191-000382	191-000280	191-000319	191-000611	191-000650
191-000453	191-000341	191-000385	191-000871	191-000321	191-000614	191-000705
191-000387	191-000342	191-000384	191-000286	191-000862	191-000454	191-000717
191-000328	191-000344	191-000375	191-000284	191-000867	191-000455	191-000704
191-000271	191-000349	191-000374	191-000294	191-000208	191-000842	191-000688
191-001186	191-000350	191-000255	191-000308	191-000312	191-000458	191-000727
191-001295	191-000351	191-000256	191-000310	191-000309	191-000460	191-000716
191-001341	191-000352	191-000257	191-000314	191-000562	191-000464	191-000728
191-001340	191-000345	191-000253	191-000315	191-000839	191-000471	191-000730
191-003318	191-000346	191-000254	191-000317	191-000519	191-000467	191-000733
191-000262	191-000347	191-000269	191-001240	191-000528	191-000472	191-000405

191-000434	191-000401	191-000496	191-000335	191-000046
191-000439	191-000403	191-000495	191-000393	
191-000400	191-000397	191-003329	191-000418	
191-000429	191-000398	190-003182	191-000592	
191-001234	191-000841	191-000633	191-000652	
191-000417	191-000404	191-001235	191-000654	
191-000415	191-000407	191-001128	191-000419	
191-000845	191-000408	191-001289	191-000303	
191-000426	191-000840	191-001290	191-000305	
191-000435	191-000430	191-001131	191-000304	
191-000884	191-000880	191-001129	191-000306	
191-000440	191-000627	191-001130	191-000478	
191-000441	191-000630	191-001182	191-000422	
191-000436	191-000631	191-001292	191-000479	
191-000438	191-000629	191-000334	191-000480	
191-000437	191-000639	191-000275	191-000535	
191-000443	191-000632	191-000276	191-000536	
191-000427	191-000634	191-000277	191-000593	
191-000432	191-000648	191-000331	191-000534	
191-000428	191-000649	191-000332	191-000595	
191-000399	191-000656	191-000333	191-000019	

191-00044500, 191-00033600, 191-00033700, 191-00033800, 191-00034000, 191-00036500, 191-00036600, 191-00038600, 191-00033000, 191-00045200, 191-00039400, 191-00039500, 191-00039600, 191-00044400, 191-00044600, 191-00044700, 191-00044800, 191-00044900, 191-00045000, 191-00030200, 191-00036300, 191-00036400, 191-00048800

EXHIBIT B
TAX INCREMENT FINANCING DISTRICT
PUBLIC INFRASTRUCTURE IMPROVEMENTS

The Public Infrastructure Improvements include, but are not limited to, any or all of the following improvements that will directly benefit the Property and all related costs of permanent improvements (including, but not limited to, those costs listed in R.C. Section 133.15(B)):

- Construction, reconstruction, extension, opening, improving, widening, grading, draining, curbing or changing of the lines and traffic patterns of, highways, streets, intersections, bridges (both roadway and pedestrian), sidewalks, bikeways, medians and viaducts accessible to and serving the public, and providing signage (including traffic signage and informational/promotional signage), lighting systems, signalization, and traffic controls, and all other appurtenances thereto.
- Signage, artwork, sculpture and other related items that enhance, compliment and beautify the Project Area and the Public Infrastructure Improvements located in the public right-of-way or within public easements.
- Construction, reconstruction, extension, opening, improving, widening, grading, draining or curbing of walking and/or multipurpose paths.
- Construction, reconstruction, or installation of public utility improvements (including any underground Township owned utilities), storm and sanitary sewers (including necessary site grading therefor), water and fire protection systems, including, but not limited to, tap, and connection improvements for accessing the water, storm and sanitary sewers, or fire protection systems, and all appurtenances thereto.
- Construction, reconstruction or installation of gas, electric and communication service facilities (including any underground lines or other facilities), and all appurtenances thereto.
- Construction, reconstruction and installation of stormwater and flood remediation projects and facilities, including such projects and facilities on private property when determined to be necessary for public health, safety, and welfare.
- Continued and ongoing maintenance, paving, repaving, striping, grading and related work on roads, highways, streets, water, and sewer lines constructed as part of the Public Infrastructure Improvements.
- Construction or installation of streetscape and landscape improvements including trees, tree grates, signage, curbs, sidewalks, scenic fencing, street and sidewalk lighting, trash receptacles, benches, newspaper racks, burial of overhead utility lines and related improvements, together with all appurtenances thereto, including, but not limited to streetscape improvements in conjunction with and along the roadway improvements described above.

- Acquisition of real estate or interests in real estate (including easements) (a) necessary to accomplish any of the foregoing Public Infrastructure Improvements or (b) in aid of industry, commerce, distribution or research, including, but not limited to, any acquisition of land in connection with the Township's taking title to any Public Infrastructure Improvements.
- Any other public infrastructure improvements constructed or maintained by or on behalf of the Township that are determined by the Township to benefit the Property.

**EXHIBIT C
INCENTIVE DISTRICT 1
ECONOMIC DEVELOPMENT PLAN**

On file with the Mifflin Township Fiscal Officer



EXCLUSIVE RIGHT TO SELL OR
LEASE LISTING AGREEMENT
(NON-MLS) Commercial — Multi-Family — Land



PARTIES:

I, Mifflin Township Board of Trustees (Owner and/or Lessor), agree to market
through REMAX Connection (Brokerage) & Tina Wedebrook (Agent) (Broker)

In consideration of the agreement of the Broker and Owner and/or Lessor as set forth herein concerning:

Property/Premises Address: 384 West Johnstown Road, Columbus, OH 43230
Parcel Number(s): 025-000870-00 County: Franklin County

Owner and/or Lessor Broker agree to the following:

1. Listing/Lease Period:

Owner and/or Lessor hereby grant(s) to the Broker the exclusive right to ☒ sell ☐ exchange ☐ lease the Property
and/or Premises commencing List Date Date Signed through Expiration Date 6 months.

Owner and/or Lessor offers the property at a price of \$359,313.42 on the following terms:

To be determined with the buyer's contract.

2. Brokerage Fee:

- A. Owner and/or Lessor hereby agrees to pay the Broker a fee of 2% of the selling price of the Property, if the Property is 1) sold or exchanged or 2) a written offer on the terms provided herein is submitted to the Owner and/or Lessor signed by a ready, willing and able purchaser during the term of this listing.
- B. Owner and/or Lessor hereby agrees to pay the Broker a fee of _____ of the gross rent due during the lease term if the Premises is 1) leased or 2) a written offer to lease on the terms provided herein is submitted to the Lessor signed by a ready, willing and able Tenant during the term of this listing.

In addition, Owner and/or Lessor shall pay brokerage fee as follows: (these terms to be included in Lease):

- 1) A fee of _____ of the gross amount due during the lease term for extension of renewals, payable on extension of renewal.
- 2) A fee of _____ of the gross amount due during the lease term if Tenant leases additional space in building from Landlord or enters into subsequent lease of Premises.
- 3) A fee of _____ of the selling price of the Property if sold to Tenant during terms or within _____ days after term or renewal or extension, with credit given for the unearned portion of any lease commission already paid.

If the Owner and/or Lessor and a Buyer and/or Lessee sign a Purchase Agreement, Option to Purchase Real Estate, or an Agreement to Lease during the term of this Agreement, but the closing of the sale (lease) of the Property/Premises will not take place until after the original term of this Listing Agreement, then Owner's and/or Lessor's Obligation to pay a fee, as stated in this Listing and/or Lease Agreement, shall be extended to coincide with the closing date. This commission shall be payable in cash at closing or upon full lease execution.

- C. Above stated fees shall be paid if the Property Premises is sold, exchanged or leased or a contract is entered into for the sale, exchange or lease, within 30 days (Protection Period) after the expiration of this Listing Contract (or any extension thereof) to any person or entity with whom the Broker has had negotiations prior to expiration, provided the Broker notifies Owner and/or Lessor of the names of such person (s) or entities, in writing, prior to Listing Agreement (or any extension thereof) expiration.

D. Owner and/or Lessor authorizes the Broker to compensate other Brokers as subagent, buyer-broker or tenant-broker from the fee paid Yes No
Initials Initials

3. **Marketable Title:** Owner and/or Lessor agrees, in the event of a sale or exchange, to furnish satisfactory evidence of marketable title to the Property and convey the Property by transferrable and recordable warranty deed with release of dower, if any, or fiduciary deed as appropriate.

4. **Owner's Cooperation:**

- A. Owner and/or Lessor hereby authorizes Broker to place a marketing sign on said property/premises and remove all other "For Sale" and/or "For Lease" signs. Further, Owner and/or Lessor authorizes Broker and all salespersons authorized by listing Broker to have access to the property/premises at all reasonable times for the purpose of showing it.
- B. Owner and/or Lessor does ☒ does not ☐ authorize the listing agent and brokerage to grant access to the seller's property to licensed/certified appraisers, property & environmental inspectors, contractors, and other professionals without a real estate licensee present for purposes related to the marketing or sale or lease of their property.
- C. If Owner and/or Lessor consents above, Owner and/or Lessor will be notified in advance when such authorized individuals will be entering their property.
- D. Owner and/or Lessor also understands and agrees that the Buyer and/or Lessee may attend the appointment with the authorized individuals.
- E. If Owner and/or Lessor consents above, Owner and/or Lessor agrees to hold the listing/leasing agent/brokerage and the buyer's/lessee's agent and brokerage harmless for any damages, including but not limited to, real or personal property damages, loss, theft, or injury to others that may occur while such individuals are at their property.

5. **Owner's Acknowledgements:**

- A. It is illegal, pursuant to the Ohio Fair Housing Law, Division (H) of Section 4112.02 of the Revised Code, and the Federal Fair Housing Law, 42 U.S.C.A. 3601, as amended, to refuse to sell, transfer, assign, rent, lease, sublease, or finance housing accommodations; refuse to negotiate for the sale or rental of housing accommodations; or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status, as defined in Section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, or national origin or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services.

It is also illegal, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

- B. Owner and/or Lessor acknowledges that there are no other listing agreements for lease or sale of the property and/or premises.
- C. Electronic Surveillance Devices. Seller does ☐ does not ☒ (check one) have surveillance equipment located on the property. Seller understands that under Ohio law the seller cannot use electronic, mechanical or any other device to listen, record or otherwise acquire the content of the oral communications of other persons without the consent of at least one party to the communication. **Seller agrees that if such surveillance is present on the property that the seller will turn off any audio feature of the equipment when other persons are present on the property.** This applies to all showings and any other appointments at which prospective purchasers, real estate licensees, inspectors, appraisers, contractors or others are on the property.

Seller is advised to consult with an attorney regarding the use of such surveillance devices under Ohio law. Seller also agrees to indemnify, defend and hold the listing brokerage and its affiliated licensees harmless from and against any and all claims, demands, actions, losses, damages, or judgments arising out of the seller's use of surveillance devices.

6. **Copyright:** In the event Owner and/or Lessor provides agent any photos, floor plans or other copyrightable material related to the Listed property/Premises (collectively, the "Content"), Owner and/or Lessor hereby grants to Agent's Broker an irrevocable, non-exclusive and fully sub-licensable right (through multiple tiers) to use, reproduce, modify, adapt, publish, create derivative works from, distribute, perform and display any such Content (in whole or in part) worldwide and/or to incorporate any such Content (in whole or in part) in other works in any form, media, or technology now known or later developed.

7. **Advertising:** Owner and/or Lessor authorizes and directs Brokerage, at the Brokerage's discretion, to advertise the listing and/or lease, to list the property in the chosen Commercial Information Exchange (CIE) subject to the Rules and Regulations of the CIE, to provide timely notice of status changes of the listing to the CIE, and to provide sales information including selling price to the CIE upon sale of the property. Brokerage is further authorized to place information about the Real Estate in any other informational service medium to advertise and promote the sale of the Real Estate. Owner and/or Lessor gives consent to other Columbus

REALTORS Brokerages to include information regarding the Real Estate in their advertising according to State of Ohio regulations and Columbus REALTORS CIE through Internet web sites. The history of listings via the informational service medium currently in use is available to others. Neither the CIE nor the Brokerage has responsibility or liability for the dissemination of such information.

Owner and/or Lessor warrants this Listing Contract, to the best of Seller's and/or Lessor's knowledge, to be correct and accurate.

8. Disclosure & Owner's Covenants: Owner and/or Lessor specifically acknowledges and understands that if Owner and/or Lessor

knows of facts, environmental or other, materially affecting the value and desirability of the property, whether said facts, environmental or other, are readily observable or not, then Owner and/or Lessor is/are under a duty to disclose said facts, set environmental or other to the Buyer, Tenant, and Broker. If Owner and/or Lessor knows of said facts, Owner and/or Lessor shall set them forth by written document attached to this Listing Agreement. Owner and/or Lessor has fully reviewed this Listing Agreement and the document(s) attached, (if any) affecting the property, and Owner and/or Lessor warrants to the best of his/her knowledge the accuracy of said information. Owner and/or Lessor agrees to indemnify and hold harmless Broker and those relying thereon from any and all loss, damages, suites, and other claims including attorney fees and cost of defense resulting from the inaccuracy of said information and from Owner's and/or Lessor failure to disclose any facts, environmental or other, materially affecting the value or desirability of the property and/or premises.

9. Binding Agreement:

This is a legal and binding contract on all parties hereto including their heirs, legal representative, successors, and assigns.

Further conditions:

10. Signature(s)/Remarks:

If Owner and/or Lessor is composed of more than one person, I/we represent that those not signing, if any, have authorized my/our signing on their behalf. Receipt of a copy of this contract is hereby acknowledged.

Only manual or electronic signatures on contract documents, transmitted in original or facsimile (which includes photocopies, faxes, PDF, and scanned documents sent by any method) shall be valid for purposes of this agreement and any amendments or any notices to be delivered in connection with this contract. Only original, manual signed documents shall be valid for deeds or other documents to be delivered at closing. For the purposes of this provision, "contract documents" do not include voice mail or email messages.

11. Miscellaneous:

12. Remarks

Signed this Date

Accepted by

Broker

Salesperson

Signature of Owners and/or Lessors

Address: City State Zip

Telephone Fax Email



RE/MAX[®]

CONNECTION

ADDENDUM TO THE EXCLUSIVE RIGHT TO SELL LISTING CONTRACT

PROPERTY ADDRESS: 384 West Johnstown Road

Columbus, OH 43230

1. **Indemnification Agreement:** The Seller authorizes RE/MAX Connection Realtors and the Seller's Agent to order and procure on the Seller's behalf, the preparation of title policy and deed. Also, if required by the purchase contract, a termite inspection and report, gas line warranty or inspections, well and/or septic inspection and any other inspections or tests or documents necessary to complete the transaction, and/or allow other agents within the office to advertise this listing.

☐ Initials ☐ Initials

2. ~~**Key Release:** The Sellers give permission to release keys to RE/MAX Connection Realtors and/or Buyer's Agents for the purpose of showings to Buyers, Agent familiarity and/or Realtor tours. Additionally, the Seller gives advance authorization for the Seller's Agent to make duplicate key(s), if necessary.~~

☐ Initials ☐ Initials

3. ~~**Mold Disclosure:** Does the Seller know of any current water leakage, water accumulation, excessive dampness or moisture or other defects in the basement/crawl space.~~

Yes ☐ No ☐

~~Has the Seller had any indication of the presence of mold in the house and/or had a mold test conducted.~~

Yes ☐ No ☐

If the answer to either of these questions is yes, then the Seller agrees to disclose all information.

☐ Initials ☐ Initials

4. **Agency and Brokerage Policy:** Seller has had Agency discussed with them and understands the various types of Agency. The Seller's acknowledge that the Seller's have received the brokerage Consumer Guide to Agency Relationships document from RE/MAX Connection Realtors.

☐ Initials ☐ Initials

PROPERTY ADDRESS: 384 West Johnstown Road, Columbus, OH 43230

5. **Fair Housing:** It is illegal, pursuant to the Ohio fair housing law, Divisions (H) of Section 4112.02 of the Revised Code and the Federal Housing Law, 42 U.S.C.A. 3601, to sell, transfer, assign, rent, lease, sublease, or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry disability as defined in that section or national origin; military status as defined in that section; or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provisions of real estate brokerage services; it is also illegal, for profit to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes,
 Initials Initials

6. **Re/Max Brokerage Fee:** Seller agrees to pay the brokerage, Re/Max Connection, a \$195 administrative fee that is charged on all transactions upon closing. This fee is an office charge.
 Initials Initials

The Seller(s) have read, understand, and consent to all the above paragraphs.

RE/MAX Connection Realtors:

Agent

Seller(s):

Date: _____

Date: _____

BROKERAGE EXCLUSIVE WAIVER FORM

The real estate listing company and/or agent named herein has explained to me the advantages of the Multiple Listing Service. I have requested that the exclusive listing for the property identified below shall not be placed on the MLS for reasons identified in the Owner's Remarks.

The MLS often serves as the primary resource for listing data displayed in other informational outlets. I understand this property will NOT appear on ...

- 1. Any MLS search or display
- 2. Realtor.com
- 3. Other websites not affiliated with the listing company, where the data is provided by the MLS

Within one (1) business day of marketing a property to the public, the listing broker must submit the listing to the MLS for cooperation with other MLS participants. Public marketing includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage website displays (including IDX and VOW), digital communications marketing (email blasts), multi-brokerage listing sharing networks, and applications available to the general public.

... until I (owner) grant written permission to submit this property to MLS.

PLEASE NOTE: ALL FIELDS ARE REQUIRED.

Please PRINT clearly in all blanks except for signatures.

Submission Date: 04/01/2025

Listing Address: 384 Johnstown Rd. Unit/Suite #:

Listing City: Columbus, OH Listing Zip code: 43230

Listing Office/Company: REMAX Connection Listing Office Broker #: 2018000804

Listing Company Phone #: 614-478-2121 Extension:

Listing Agent Name: Tina Wedebrook List Price: \$359,313.42

Listing Agent Phone #: 614-937-1507 Extension:

List Date:

AGENT

Agent's Remarks:

Signature of Listing Broker/Manager: (REQUIRED)

Date:

Signature of Listing Agent: (REQUIRED)

Date:

PROPERTY OWNER

Owner's Remarks:

Signature of Owner(s): (REQUIRED)

Address:

City:

State/Zip:

Phone: Date:



Please send the MLS this form within 48 hours of signing the listing contract to either the fax number shown at the top of this form or the e-mail address: mlscorrections@columbusrealtors.com.

Land/Farm Input Form:
Columbus and Central Ohio
Regional MLS

ENTER AS A NEW LISTING: Complete the Residential Work Sheet, Listing Contract
and Remarks. Please send all completed documents to
mlscorrections@columbusrealtors.com
FOR NEW LISTINGS ENTER STATUS AS: Active or Coming Soon* (*Coming
Soon MUST be selected if showings delayed until "Active on MLS" date field below)
MAKE LISTING DATA CORRECTIONS FOR MLS #: Enter Street
address then complete only those data fields to be changed.



General Information

Listing Member

Tina Wedebrook

Co-listing Member

Address Information

Street #

384

Street

PreDirection*

E ☐ N ☐ NE ☐ NW ☐
S ☐ SE ☐ SW ☐
W ☐

Street Name

West Johnstown Road

Street Suffix*

Street

PostDirection*

E ☐ N ☐ NE ☐ NW ☐
S ☐ SE ☐ SW ☐
W ☐

Unit/Suite #

County*

Franklin County

City (Mailing Addr)*

Columbus

State*

OH

Zip Code*

43230

Location & Property Info

List Price

\$359,313.42

Sub-Type*

Development ☐ Farm Crops ☐ Farm Livestock ☐ Industrial ☐ Multi-Family Land ☐ Multiple Use ☒ Office ☐ Other Land ☐ Out Lot ☐ Residential Land ☐ Retail ☐

Complex Name

School District*

Gahanna Jefferson CSD

Between Street (1)

Styglar

Between Street (2)

Johnstown Rd

Dist To Intersxn

Corp LimitPerAuditor*

Gahanna

Township*

Mifflin

Subdiv/Cmplx/Comm

Office/Contract Info

Addl Contact Info

Showing Phone #

Sold Non-MLS*

No ☐ Yes ☒

Possession

MLS Entry Date

Active on MLS

Expire Date

6 months

Listing Agreement Type*

☐ Exclusive Agency ☒ Exclusive Right to Sell ☐ None

Listing Service*

☐ Limited Services ☐ MLS Entry Only

Dir Neg w/Sell Perm*

No ☒ Yes ☐

Contact Phone

For Sale*

No ☐ Yes ☒

Price Per Acre

For Exchange*

No ☒ Yes ☐

Mortgage Balance

For Lease*

No ☒ Yes ☐

Lease Price

Per

Term Desired

Contact Name

General Property Info

Acreage

0.87

Minimum Acreage

Maximum Acreage

Square Feet ATFLS

Minimum SF Avail

Max Contiguous SF Av

Lot Size (Front)

Lot Size (Side)

Tillable Acres

Useable Acres

Previous Use

Traffic Count PerDay

Road Frontage

Residential Dwelling/Other Structure Y/N*

NO

of Dwellings

of Buildings

Building Sq Ft

Year Built

Built Prior to 1978*

No ☒ Yes ☐

Year Remodeled

Tax Info

Tax District

025

Parcel #

025-000870-00

Zoning

COMMERCIAL

Multiple Parcels*

No ☒ Yes ☐

Land/Farm Input Form:
Columbus and Central Ohio
Regional MLS

ENTER AS A NEW LISTING: Complete the Residential Work Sheet, Listing Contract and Remarks. Please send all completed documents to mlscorrections@columbusrealtors.com
FOR NEW LISTINGS ENTER STATUS AS: Active or Coming Soon* (*Coming Soon MUST be selected if showings delayed until "Active on MLS" date field below)
MAKE LISTING DATA CORRECTIONS FOR MLS #: Enter Street address then complete only those data fields to be changed.

Assessment Tax Year 2024 Tax Abatement* NO Abatement End Date
Taxes (Yrly) \$8,057.86 Tax Incentive* No Yes
Addl Parcel Numbers

Remarks & Misc
Property Description
0.87 acre COMMERCIAL lot in Gahanna-Jefferson Schools for sale.
Agt to Agt Remarks

Seller Opt Out: Seller Directs Listing to be Excluded from Internet Seller Directs Address to be Excluded from Internet
Seller Directs Listing to Not Be Used in AVMs on Internet Seller Directs Listing to Not Allow Comments on Internet
Publish this listing to: Zillow Realtor.COM

Content Copyright: 1 req'd Copyright of Content: Yes
Showing Considerations: 1 to 13 req'd
Day Sleeper No Exterior Lighting
Electricity Not On No Interior Lighting
Inconsistent Cell Service Occupied
Limited Visibility from Road Pet(s) on Premises
Minimal Exterior Lighting Remote Location
Minimal Interior Lighting Security System
None Known
Income/Expenses
Gross Income:
Net Operating Income:
Total Expenses:
Addl Acceptance Cond: 1 to 12 req'd
Auction Absolute Estate
Auction Minimum HUD
Bid Online Bidding
Auction Reserve Relo/Corp
BkOwn/REO-DeedNotRec Short Sale
BnkOwnd/REO-Deed Rec VA
Court Approval None Known
Financials
Financials ForYearOf:
Gross Rental Income:
Effective Income:
Other Income:
Vac & Cr Loss:
Expenses
R.E. Taxes:
Property Insurance:
Off-Site Management:
Expenses/Benefits:
Repairs & Maint:
Electricity Expense:
Accounting & Legal:
Advert/Lic/Permits:
Misc Expense:
Personal Prop Taxes:
Property Management:
PayrollOnsitePersnel:
Tax/Workman's Comp:
Gas Expense:
Water Expense:
Leasing Comm Expense:
Supplies:
Contract Svc Expense:
Construction
Block Pre-Engineered
Frame Tilt-Up
Masonry Other
Metal
Sewer
Public Sewer Private Sewer
Services Available
Electric Water
Gas Well
Sanitary Sewer None
Storm Sewer Other
Lot Characteristics
Cul-de-Sac Sloped Lot
Fenced Pasture Split Option Avail
Golf CRS Lot Stream On Lot
Lake Front Water View
Pond Waterfront
Ravine Lot Wooded
Riverfront
Miscellaneous
EPA Study Public Transport
Property Restriction Rail
Survey
Alternate Uses
Commercial Office
Industrial Residential
Multi-Family
New Financing
Assumable Owner
Conventional USDA
Land Contract Other
Auction Info
Auction/Online Bidding Y/N: NO
Auction Date:
Deposit Required:
Conditions:

MLS Primary PhotoSrc: 1 req'd

Printing Services

☐ Print Without Photo

☒ Realtor Provided

☐ Other Print Project - Call

OTHER CHANGES:

☐ EXTENSION THROUGH (MM/DD/YEAR) _____

☐ BACK ON MARKET (Broker/Authorized Signature Required)Status
(Active)

☐ WITHDRAWN TEMPORARILY FROM MLS - does not neeate the provisions
of the Exclusive Listing Contract executed on _____

☐ CANCELLED AND RESCINDED FROM MLS - by separate agreement of the parties
(Broker/Authorized Signature Required)

THE ABOVE DATA IS SUBJECT TO ERRORS, OMISSIONS, OR REVISIONS AND IS NOT WARRANTED!

SellerDateTime

SellerDateTime

Listing AgentDateTime

Listing BrokerDateTime



**RE/MAX
CONNECTION**

CONSUMER GUIDE TO AGENCY RELATIONSHIPS

We are pleased you have selected RE/MAX Connection to help you with your real estate needs. Whether you are selling, buying or leasing real estate, RE/MAX Connection can provide you with expertise and assistance. Because this may be the largest financial transaction you will enter into, it is important to understand the role of the agents and brokers with whom you are working. Below is some information that explains the various services that agents can offer and their options for working with you.

For more information on agency law in Ohio, contact the Ohio Division of Real Estate & Professional Licensing at (614) 466-4100, or online at www.com.ohio.gov/real.

Representing the Sellers

Most sellers of real estate choose to list their home for sale with a real estate brokerage. When they do so, they sign a listing agreement that authorizes the brokerage and the listing agent to represent their interests. As the seller's agent, the brokerage and listing agent must: follow the seller's lawful instructions, be loyal to the seller, promote the seller's best interests, disclose material facts to the seller, maintain confidential information, act with reasonable skill and care, and account for any money they handle in the transaction. In rare circumstances, a listing broker may offer "subagency" to other brokerages, which would also represent the seller's interests and owe the seller these same duties.

Representing Buyers

When purchasing real estate, buyers usually choose to work with a real estate agent as well. Often the buyers want to be represented in the transaction. This is referred to as buyer's agency. A brokerage and agent that agree to represent a buyer's interest in a transaction must: follow the buyer's lawful instructions, be loyal to the buyer, promote the buyer's best interests, disclose material facts to the buyer, maintain confidential information, and account for any money they handle in the transaction. All buyers working with an agent must sign a written agency agreement prior to any of the following: touring of, or making an offer for, any residential property, or signing a residential lease of 18 months or longer. This agreement must include expiration dates, fair housing information, relationship exclusivity, and terms of compensation, as well as a conspicuous statement that broker fees and commissions are not set by law, are fully negotiable, and may be paid by the seller, the buyer, the landlord, the tenant, or a third party, or by sharing or splitting the fees and commissions between brokers.

Dual Agency

Occasionally, the same agent and brokerage that represent the seller also represent the buyer. This is referred to as dual agency. When a brokerage and its agents become "dual agents," they must maintain a neutral position between the buyer and the seller. They may not advocate the position of one client over the best interests of the other client or disclose any personal or confidential information to the other party without written consent.

Representing Both the Buyer & Seller

On occasion, the buyer and seller will each be represented by two different agents from the same brokerage. In this case, the agents may each represent the best interest of their respective clients. Or, depending on company policy, the agents may both act as dual agents and remain neutral in the transaction. When either of the above occurs, the brokerage will be considered a dual agent. As a dual agent, the brokerage and its managers will maintain a neutral position and cannot advocate for the position of one client over another. The brokerage will also protect the confidentiality of all parties.

Working With RE/MAX Connection

RE/MAX Connection does offer representation to both buyers and sellers. Therefore, the potential exists for one agent to represent a buyer who wishes to purchase property listed with another agent in our company. If this occurs, each agent will represent their own client, but RE/MAX Connection and its managers will act as a dual agent.

This means the brokerage and its managers will maintain a neutral position and not take any actions that will favor one side over the other. RE/MAX Connection will still supervise both agents to assure that their respective clients are being fully represented and will protect the parties' confidential information.

In the event that both the buyer and seller are represented by the same agent, the agent and RE/MAX Connection will act as a dual agent but only if both parties agree. As a dual agent, they will treat both parties honestly, prepare and present offers at the direction of the parties, and help the parties fulfill the terms of any contract. They will not, however, disclose any confidential information that would place one party at an advantage over the other or advocate or negotiate to the detriment of either party.

If dual agency occurs, you will be asked to consent to that in writing. If you do not agree to your agent acting as a dual agent, you can ask that another agent in our company be assigned to represent you or you can seek representation from another brokerage.

As a buyer, you may also choose to represent yourself on properties RE/MAX Connection has listed. In that instance, RE/MAX Connection will represent the seller and you would represent your own best interests. Because the listing agent has a duty of full disclosure to the seller, you should not share any information with the listing agent that you would not want the seller to know.

Working With Other Brokerages

When RE/MAX Connection lists property for sale, it may elect to cooperate with, and offer compensation to, other brokerages that represent buyers. RE/MAX Connection does reserve the right, in some instances, to vary the compensation it offers to other brokerages. As a seller, you should understand that just because RE/MAX Connection shares a fee with a brokerage representing the buyer, it does not mean that you will be represented by that brokerage. Instead, that company will be looking out for the buyer and RE/MAX Connection will be representing your interests.

When acting as a buyer’s agent, RE/MAX Connection also accepts compensation offered by the listing broker. If the property is not listed with any broker, or the listing broker does not offer compensation, we will attempt to negotiate for a seller-paid fee.

Fair Housing Statement

It is illegal, pursuant to the Ohio Fair Housing Law, division (H) of Section 4112.02 of the Revised Code and the Federal Fair Housing Law, 42 U.S.C.A. 3601, as amended, to refuse to sell, transfer, assign, rent, lease, sublease or finance housing accommodations, refuse to negotiate for the sale or rental of housing accommodations, or otherwise deny or make unavailable housing accommodations because of race, color, religion, sex, familial status as defined in Section 4112.01 of the Revised Code, ancestry, military status as defined in that section, disability as defined in that section, or national origin or to so discriminate in advertising the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services.

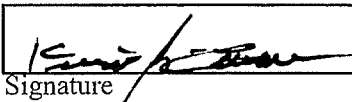
Blockbusting is illegal and defined as, for profit, to induce or attempt to induce a person to sell or rent a dwelling by representations regarding the entry into the neighborhood of a person or persons belonging to one of the protected classes.

We hope you find this information to be helpful to you as you begin your real estate transaction. When you are ready to enter into a transaction, you will be given an Agency Disclosure Statement that specifically identifies the role of the agents and brokerages. Please ask questions if there is anything you do not understand.

Because it is important that you have this information, Ohio law requires that we ask you to sign below to acknowledge receipt of this pamphlet. Your signature will not obligate you to work with our company if you do not choose to do so.

Kevin Cavener, Chairman of the Board of Trustees of Mifflin Township

Printed Name



Signature

Date

Printed Name

Signature

Date



RESOLUTION AUTHORIZING SALE AND CONVEYANCE OF REAL PROPERTY

The undersigned, being all of the duly-elected members of the Mifflin Township Board of Trustees (the “Board”), do hereby certify:

That the Board, by unanimous adoption of Resolution 57-25 on March 18, 2025, authorized and approved the residential sale listing contract for certain parcels of real property with REMAX Connection; and

That pursuant to Resolution 57-25 and Ohio Revised Code §505.10(A)(6), the Board does hereby authorize the transfer and conveyance of the real property commonly known as 3829 East Armuth Avenue/Columbus, Ohio 43219 (“Property One”) and Mifflin Avenue/Columbus, Ohio 43219 (“Property Two”), Property One and Property Two being more fully described in Exhibit “A,” attached hereto and incorporated herein by this reference (the “Sales”) on terms agreed to between the Board and the respective buyers.

It is therefore RESOLVED:

1. That the Board hereby authorizes and directs Trustee **JAMIE LEESEBERG** as Authorized Signatory to complete the sale and conveyance of Property One, and has resolved to authorize and directs Trustee **KEVIN CAVENER** as Authorized Signatory to complete the sale and conveyance of Property Two (the “Signatories”), to do any and all things on behalf and in the name of the Township in connection with the sale of the Property One and Property Two, including but not limited to: execute and deliver any and all documents required to consummate the Sales, including, without limitation, purchase contracts, including offers and counteroffers, deeds, settlement statements, closing disclosures, and any other documents pertaining to the Sales, and to do any and all things which in his discretion they may deem to be necessary or desirable to effectuate the foregoing Resolution and to carry out the purpose thereof; and,
2. That the Signatories be and they hereby are authorized and directed to do all other things and acts, to execute and deliver all other instruments, documents and certificates, and to pay all costs, fees and expenses as may be, in their sole judgment, necessary, proper or advisable in order to carry out and comply with the purposes and intent of these resolutions, and that all acts and deeds of the Signatories that are consistent with the purposes and intent of these resolutions, be, and they each hereby are, in all respects, ratified, approved, confirmed and adopted as the acts and deeds of the Township and the Board.

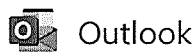
IN WITNESS WHEREOF, the undersigned have executed this Resolution this ____ day of April, 2025.

MIFFLIN TOWNSHIP BOARD OF TRUSTEES

Name: KEVIN CAVENER
Trustee

Name: JAMIE LEESEBERG
Trustee

Name: RICHARD ANGELOU
Trustee



Surplus for BOT meeting

From Scott A. Davis <Daviss@mifflin-oh.gov>
Date Wed 4/2/2025 8:48 AM
To Brian P. Dunlevy <Dunlevyb@mifflin-oh.gov>

XTS 5000 walkie Serial Numbers for surplus:
721CFV5641
721CFC1798
721CHP1217
721CFV5647
721CFV5643
721CFM3808

Scott Davis
Assistant Fire Chief
Mifflin Township Division of Fire
PO BOX 307630
Gahanna,Ohio 43230
400 West Johnstown Rd Suite 210
Office 614-471-0542
Cell 614-774-5008
daviss@mifflin-oh.gov





MIFFLIN TOWNSHIP

Craig Main
Public Safety Technology Director

BOARD OF TOWNSHIP TRUSTEES STAFF MEETING

April 7, 2025

Public Safety Technology Director

Request to Amend Computer Use & Cyber Security Policy.

This is a formal request to amend several sections of the XLIV Computer Use and Cyber Security policy in the employee manual.

These changes to the policy will update the policy to today's standards and expectations as well as help provide guidance to the Mifflin Township Employee as to what to do during a cyber event.

XLIV. COMPUTER USE & CYBERSECURITY POLICY

Township computers and information systems are Township property. They may be used only for explicitly authorized purposes. The Township reserves the right to examine all data stored in or transmitted by their computers and systems. Without notice, the Township and authorized Township supervisors may enter, search, monitor, track, copy, and retrieve any type of electronic file of any employee or contractor. These actions may be taken for business-purpose inquiries including but not limited to theft investigation, unauthorized disclosure of confidential business or proprietary information, excessive personal use of the system, or monitoring workflow and employee productivity.

Employees have no right to privacy with regard to the Internet and email on Township systems (public or private). Authorized designees (as referenced above) may access any files stored on, accessed via, or deleted from computers and information systems. When necessary, Internet, email, and Instant Messenger (IM) usage patterns may be examined for work-related purposes, including situations where there is a need to investigate possible misconduct and to ensure that these resources are devoted to maintaining the highest levels of productivity. All software installed on any Township computer must be licensed to the Township. No Township employee may install, uninstall, or reconfigure any software or hardware owned by the Township without prior authorization from the Township. The use of privately-owned or contractor-owned computers for official Township business must be authorized in advance by the Township.

Employees are required to maintain passwords for their computers. Employees are responsible for safely securing their passwords. Employees shall not share passwords. Employees are required to periodically change passwords. Employees shall follow all IT Guidelines regarding passwords.

Employees are required to complete cybersecurity training throughout the year, and as directed by a supervisor or IT Director.

A. Allowable Uses of Computer and Information Systems for Business Purposes

1. Any Use of Mifflin Township technology shall only be for purposes related to Mifflin Township business.

B. Prohibited Uses of Computers and Information Systems, Including But Not Limited to E-mail, Instant Messaging, and the Internet

1. Violating local, state, and/or federal law.
2. Harassing or disparaging others based on age, race, color, national origin, sex, sexual orientation, disability, religion, military status or political beliefs. Harassment and disparagement include but are not limited to slurs, obscene messages, or sexually explicit images, cartoons, or messages.
3. Threatening others.
4. Soliciting or recruiting others for commercial ventures, religious or political causes, outside organizations, or other matters which are not job related.
5. Using computers or information systems in association with the operation of any for-profit business activities or for personal gain.
6. Sabotage, e.g. intentionally disrupting network traffic or crashing the network and connecting systems or intentionally introducing a computer virus.
7. Vandalizing the data of another user.
8. Forging electronic mail and instant messenger messages.
9. Sending chain letters.
10. Sending rude or obscene messages (anything that would embarrass or discredit the Township).
11. Disseminating, without authorization, confidential or proprietary Township documents or information or data restricted by government laws or regulations.
12. Browsing or inquiring upon confidential records maintained by the Township without substantial business purpose.

Mifflin Township Policy Manual

13. Disseminating (including printing) copyrighted materials, articles, or software in violation of copyright laws.
14. Accessing the Internet in any manner that may be disruptive, offensive to others, or harmful to morale.
15. Transmitting materials (visual, textual, or auditory) containing ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on age, race, color, national origin, gender, sexual orientation, disability, religious or political beliefs.
16. Sending or soliciting sexually oriented messages or images.
17. Using the Internet or instant messenger for political activity.
18. Using the Internet to sell goods or services not job-related or specifically authorized in writing by an approving authority.
19. Downloading and viewing non-work-related streaming audio or video (i.e. listening to radio stations, etc.) that is a distraction to the employee's work and to those around them.
20. Intentionally using Internet facilities to disable, impair, or overload performance of any computer system or network or to circumvent any system intended to protect the privacy or security of another user.
21. Speaking to the media or to the public within any news group or chat room on behalf of the Township if not expressly authorized to represent the Township.
22. Uploading or downloading games, viruses, copyrighted material, inappropriate graphics or picture files, illegal software, and unauthorized access attempts into any system.
23. Using your work email address to register for personal online subscriptions or services. I.e. Amazon, Netflix, Social Media, online bill payment, etc.
24. Combining your work email with personal email on the same app.

NOTE: Whether on working time or not, these prohibitions apply at all times to Township- owned computers and information systems. Personnel cannot expect that the information they convey, create, file, or store in Township computers and information systems will be confidential or private regardless of the employee's intent.

Please remember that there is no expectation of privacy for anything sent by email or IM, and that others can view this information at any time.

Any data created, stored or sent through Township owned equipment or business-related communications conducted on personal devices may be subject to public records requests as set forth in the Ohio Revised Code 149.011 and 149.43.

C. Guidelines for Incidental/Occasional Personal Internet Usage

Generally, the Internet is to be used for work-related purposes. The Township will permit personal use of the Internet with reasonable restrictions as to the amount of time devoted to personal usage and sites visited provided such use does not adversely affect business or productivity. Incidental/occasional use is comparable to time authorized for meals and reasonable breaks during the workday and those times only should be used to attend to personal matters. Personnel are not permitted to utilize the Internet for personal use equal to meal and break times and also take their scheduled meal and breaks. Agency Internet resources must be devoted to maintaining the highest degree of productivity. Personal Internet usage is a privilege, not a right. As such, the privilege may be revoked at any time and for any reason or for no reason. Aside from scheduled breaks and unpaid lunch periods, employees are prohibited from engaging in personal use of the internet while on Township time.

D. Securing Computer Equipment and Electronic Data

Township employees who are responsible for or are assigned portable computer equipment and electronic media (i.e., laptops, flash memory devices, external hard drives, etc.) shall secure those items when not in the office as these items may contain confidential and/or HIPAA information, which could be compromised if lost or stolen. If an employee loses a piece of equipment or it is stolen, they are required to immediately notify their supervisor and the IT Department. Failure to properly secure portable computer equipment and electronic data is subject to disciplinary action.

Employees accidentally sharing Township information, or accessing an improper website, or opening an email with a virus are to immediately notify their supervisors. Employees who receive ransomware, or other malware/virus, are to do the following.

1. Immediately turn off the computer and disconnect it from the network. Turn off Wifi if your computer has wifi.
2. Immediately notify a supervisor.
3. They or their Supervisor must notify IT Immediately.

Employees using a personal mobile device for work shall use password protection to protect the device; Two-Factor Authentication should be used wherever possible. Other devices such as home PC's laptops etc, shall be maintained with all OS security patches. All personal devices shall be accessed with individual accounts with a password that is only known by the Mifflin employee.

E. Employees must immediately report any security breach, or lost equipment, to their immediate supervisor, who will immediately contact the IT Director.