

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held **April 22,** **2025**

Chair Cavener called the Regular Meeting of the Mifflin Township Board of Trustees to order at 1:30 p.m. with Vice Chair Jamie Leeseberg, Trustee Richard Angelou, Fiscal Officer Kelly Cararo, 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. Franklin Co. Sheriff Deputy Upton was in attendance also.

TRUSTEES' COMMENTS:

Chair Cavener acknowledged yesterday's passing of Pope Francis. Vice Chair Leeseberg mentioned all state champions recognized for several sports and Reagan Navarro from Gahanna is the State Champion for wrestling in her weight.

VISITORS' COMMENTS:

No comments.

CORRESPONDENCE:

No comments.

MINUTES & WARRANTS:

Chair Cavener requested a motion to approve the Regular Meeting Minutes of April 7, 2025, and the Warrants for May 2025, via a consent agenda.

Res. 68.1-25 Via a consent agenda, approve the Regular Meeting Minutes of April 7, 2025, and the Warrants for May 2025.

Via a consent agenda, Mr. Angelou moved to approve the Regular Meeting Minutes of April 7, 2025, and the Warrants for May 2025. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

FINANCE:

Fiscal Officer Cararo requested the approval to change the Regular Trustees Meeting date of Monday, September 1 (Labor Day holiday) to Tuesday, September 2, 2025, at 10:00 a.m. After discussion, the request was modified to approve the date change to Wednesday, September 3, 2025, 10:00 a.m.

Res. 69-25 Approve the changing of the Regular Trustees Meeting date from Monday, September 1 to Wednesday, September 3, 2025, at 10:00 a.m.

Chair Cavener moved to approve the changing of the Regular Trustees Meeting date from Monday, September 1 to Wednesday, September 3, 2025, at 10:00 a.m. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer Cararo requested approval to change the Regular Trustees Meeting date from Tuesday, July 15, 2025, to Tuesday, July 22, 2025, to avoid back-to-back meetings.

Res. 70-25 Approve the changing of the Regular Trustees Meeting date from Tuesday, July 15, 2025, to Tuesday, July 22, 2025, at 1:30 p.m.

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Chair Cavener moved to approve the changing of the Regular Trustees Meeting date from Tuesday, July 15, 2025, to Tuesday, July 22, 2025, at 1:30 p.m. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Fiscal Officer Cararo said the permanent appropriations and the 2025 tax budget will be submitted to the county with the tax budget approval set for April 28, 2025. She said all numbers have been uploaded into VIP accounting software.

Fiscal Officer Cararo said the bill from the Auditor's Office for 2021-2022 is estimated at \$30,250, significantly higher than the usual \$12,500, due to the additional work required. She said the 2021 and 2022 audits are nearly complete with the final report expected soon. The reconciliation for 2024 is ongoing and is expected to be completed by the end of the month. The auditors will begin work on the 2023 and 2024 audits shortly.

Fiscal Officer Cararo reminded everyone to submit all invoices promptly to avoid late fees. She said the State is increasing enforcement.

HUMAN RESOURCES:

Ms. Owens provided updates (see attachment). She said there are 46 outstanding performance reviews across departments with efforts underway to complete them soon.

SERVICE:

Mr. Boggs requested to increase the pay of Jeremy Gamble to \$25.24, effective April 27, 2025.

Res. 71-25 Approve the increase in pay of Jeremy Gamble to \$25.24, effective April 27, 2025.

Mr. Angelou moved to approve the increase in pay of Jeremy Gamble to \$25.24, effective April 27, 2025. Chair Cavener seconded the motion. All voted yea. Motion carried.

Mr. Boggs provided updates. (See attachment.)

Mr. Boggs said the cemeteries are being prepared for Memorial Day. He said a project was started by someone else to put new branding on the township flag. The flag will need to be replaced because it is tattered. The trustees decided to go with a white background.

Mr. Boggs said discussions are ongoing with property owners in the East Linden area regarding development, particularly stormwater, sanitary, and utility connections. There is an interest in building affordable homes with potential upgrades to the stormwater infrastructure required.

Mr. Boggs said Leonard Park neighbors are concerned about water running onto their property from the new buildings.

Mr. Boggs said interviews are scheduled to fill the full-time position and there is consideration for hiring seasonal help, including possible collaboration with the VA for candidates.

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Mr. Boggs said a decision as to whether to pursue a grant again this year is pending final budget numbers and will be addressed at the next meeting.

Mr. Boggs said a contractor skilled in granite repairs has been identified for potential cemetery monument repairs.

CODE ENFORCEMENT:

Mr. Boggs provided updates. (See attachment.) He said code enforcement activities continue, including recent inspections in the Woodward Avenue area. He said he is having ongoing communication with the resident and is waiting for a response back.

POLICE:

Chief Briggs requested the acceptance of the resignation of part-time officer Dimaris Medina-Cortes, effective April 30, 2025. The request was tabled due to non-compliance with some court subpoenas. A letter will be sent to her letting her know that the resignation will be changed to a termination if she does not comply with her subpoenas properly. Further action will be considered at a future meeting.

Chief Briggs requested an Executive Session pursuant to Ohio Administrative Code Rule 3358:17-1-04.2, ORC Section 121.22 (G)(1) Purpose: to consider the appointment/employment of a public employee.

Chief Briggs provided updates. (See attachment.) Chief Briggs said that on April 16, 2025, an officer was injured while attempting to take a subject into custody for multiple violations.

Chief Briggs said a recent law passed that allows law enforcement to charge up to \$75 per hour for records requests to release body camera footage. A policy will need to be written.

Chief Briggs said that police officers were sent to a Woodward Avenue address on a drive-by shooting. Upon arrival, the officers did a safety sweep of the house to check for anybody that may be injured. They found evidence of drug trafficking in the house.

Chief Briggs thanked Melanie Barnette for her assistance with public record requests. He said he appreciated her helping him and said she did a great job.

FIRE:

Chief Dunlevy requested the approval of Craig Main's leave of absence from May 5, 2025 to August 28, 2025.

Res. 72-25 Approve Craig Main's leave of absence from May 5, 2025 to August 28, 2025.

Chair Cavener moved to approve Craig Main's leave of absence from May 5, 2025 to August 28, 2025. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Dunlevy moved to approve six sets of structural firefighting equipment from Atlantic Fire Equipment in the amount of \$30,179.34.

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Res. 73-25 Approve six sets of structural firefighting equipment from Atlantic Fire Equipment in the amount of \$30,179.34.

Chair Cavener moved to approve six sets of structural firefighting equipment from Atlantic Fire Equipment in the amount of \$30,179.34. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Dunlevy requested the approval of \$24,000 to Atlantic Emergency Solution for the purchase of parts for damage done to Rescue 134.

Res. 74-25 Approve \$24,000 to Atlantic Emergency Solution for the purchase of parts for damage done to Rescue 134.

Chair Cavener moved to approve \$24,000 to Atlantic Emergency Solution for the purchase of parts for damage done to Rescue 134. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

Chief Dunlevy provided updates. (See attachment.) He said three chiefs met with Gahanna City Council to present the Fire levy, Issue 20. He thought it went well.

Chief Dunlevy said that on Tuesday, April 29, 2025, the Gahanna Citizens Academy will be here at 6:30 pm.

Chief Dunlevy said he is continuing with 2025 community event planning, most are repeats.

INFORMATION TECHNOLOGY:

Mr. Main provided updates. He said he is continuing to work through both the police and fire departments upgrading computers to Windows 11; the deadline is the middle of October 2025. He said a few computers may need to be purchased as some of the current hardware isn't upgradable.

Mr. Main thanked the Board for approving his leave of absence.

Chair Cavener moved to go into an Executive Session pursuant to Ohio Administrative Code Rule 3358:17-1-04.2, ORC Section 121.22 (G)(1) Purpose: to consider the appointment/employment of a public employee. Mr. Leeseberg seconded the motion. All voted yea. Motion carried.

At 2:05 p.m., the Trustees, Police Chief David Briggs, Cynthia Lampkins, and Mindy Owens went into an Executive Session. At 2:25 p.m., they came out of the Executive Session.

At 2:26 p.m., Chair Cavener moved to go back into regular session. Mr. Angelou seconded the motion. All voted yea. Motion carried.

Chief Briggs moved to approve the conditional offer to a police officer candidate upon successful background check.

