

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

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**Held** **July 7,** **2025**

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

Visitors in attendance were Darlene Wildes, 256 Muskingum Dr., Gahanna; John and Rosemarie Moses, 3749 Missouri Ave., Columbus; and Denise Poce, 2780 Schaaf Dr., Columbus.

## **TRUSTEES' COMMENTS:**

Trustee Angelou said it is always a pleasure to see people we serve at the July 4<sup>th</sup> parade. Chair Cavener thanked Mayor Jadwin and the City of Gahanna for the great fireworks display.

## **VISITORS' COMMENTS:**

Township resident John Moses expressed concern for the grove of very old trees, including an oak tree (photo provided) located on township-owned property in Leonard Park (off Stygler Road). He has asked the potential developer to be aware of it and save the trees. Chair Cavener said Trustee Leeseberg will be spearheading efforts to save the grove and will collaborate with the developer.

## **MINUTES & WARRANTS:**

Chair Cavener requested a motion to approve the Regular Meeting Minutes of June 17, 2025.

## **Res. 103-25 Approve the Regular Meeting Minutes of June 17, 2025.**

Chair Cavener moved to approve the Regular Meeting Minutes of June 17, 2025. Mr. Angelou seconded the motion. Both voted yea. Motion carried.

## **CORRESPONDENCE:**

Chair Cavener reviewed correspondence from the following:

- A letter from Gahanna Police Chief Spence and Director of Public Safety Tim Becker in appreciation for the Fire department's assistance in rendering aid in an officer-involved shooting.
- A letter from Charisse Crump, Unity Christian Fellowship Church, to formally document issues with neighboring business vehicles blocking the entrance and taking up space at her church's parking lot. Mr. Boggs, Police Chief Briggs, and Franklin County Code Enforcement are working with the business' building owner and tenants to resolve the issue.

## **FINANCE:**

Fiscal Officer Cararo said the proposed 2026 tax budget meeting is scheduled for July 15, 2025, at 10 a.m. and the document is posted on the township's website. She provided copies of the current, up-to-date financials. She said the last three columns show the estimated revenue and expenses for the remainder of the year. The Cemetery fund is in the "red" due to

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including total estimated remaining expenses, but she is anticipating the total amount will not be used/spent. She said the initial budget analysis identified funds from 2023 and 2024 that could be used to support hiring two part-time police officers; she will confirm which purchase orders can be closed. Ms. Cararo said there were funds available in the general fund; with Board-approval, the funds could be used to hire part-time police officers. Chair Cavener asked if there is any police carryover to replace uniform items and equipment currently being held as evidence in the recent officer-involved shootings. Police Chief Briggs said carryover funds of approximately \$300,000 were available and that replacements were on order with a cost of \$2,000. Ms. Cararo said that after reviewing open purchase orders and identifying available revenue, an amended tax budget may need to be submitted to the county. Chair Cavener thanked Ms. Cararo on behalf of the township for all her hard work on the budget.

## **HUMAN RESOURCES:**

Ms. Owens said she will meet with the township's legal counsel, Pete Griggs, to review policies.

## **SERVICE:**

Mr. Boggs requested to adopt a resolution for "No Commercial Parking" on or along Mifflin Township roads or rights-of-ways.

### **Res. 104-25 Adopt a resolution for "No Commercial Parking" on or along Mifflin Township roads or rights-of-ways.**

Chair Cavener moved to adopt a resolution for "No Commercial Parking" on or along Mifflin Township roads or rights-of-ways. Mr. Angelou seconded the motion. Both voted yea. Motion carried. (See attachment.)

Mr. Boggs said that after a 30-day period with signage placed in various public locations of the township, Mifflin Township Police and Franklin Co. Sheriff's will be able to ticket/tow illegally parked vehicles. He said the signage will be posted in phases and at the township's expense. The posting will begin in the East Linden area from Hudson to Agler Road and then over to Melrose. Mr. Boggs will provide the Administration Office with an explanation and resolution copy, also for posting to the website and social media.

Mr. Boggs requested an annual 3% pay increase, effective July 6, 2025, for all service department employees except Tristin Hankinson as he has not yet met his 6-month probationary period.

### **Res. 105-25 Approve a 3% pay increase, effective July 6, 2025, for all service department employees except Tristin Hankinson as he has not yet met his 6-month probationary period.**

Mr. Angelou moved to approve a 3% pay increase, effective July 6, 2025, for all service department employees except Tristin Hankinson as he has not yet met his 6-month probationary period. Chair Cavener seconded the motion. Both voted yea. Motion carried.

Ms. Cararo requested a list of service employees. Ms. Owens said she would provide the list.

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Mr. Boggs provided updates. He said road resurfacing will be beginning soon at Oakland Park to Eddystone. He said the title transfer for the 2016 Durapatcher will be completed after today's meeting.

## **CODE ENFORCEMENT:**

Mr. Boggs requested approval of the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$3,600 for the following properties:

- 2699 Woodland Ave. – High Grass - \$300.00
- 2194 Aberdeen Ave. – Actual Address 2564 Perdue Ave. – High Grass - \$300.00
- 2194 Aberdeen Ave. – Actual Address 2202 Aberdeen Ave. – High Grass - \$300.00
- 2210 Aberdeen Ave. – High Grass - \$300.00
- 2246 Aberdeen Ave. – High Grass - \$300.00
- 2170 Aberdeen Ave. – Trash - \$300.00
- 3847 E. Windon Ave. – High Grass - \$300.00
- 2586 Perdue Ave. – Actual Address 2570 Perdue Ave. – High Grass - \$300.00
- 2170 Aberdeen Ave. – Actual Address 2202 Aberdeen Ave. – High Grass - \$300.00
- Parcel 190-000479 – Genessee Ave. - High Grass - \$300.00
- 2383 Mecca Rd. – High Grass - \$300.00
- 2917 Perdue Ave. – High Grass - \$300.00

## **Res. 106-25 Approval of the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$3,600 for the following properties:**

- **2699 Woodland Ave. – High Grass - \$300.00**
- **2194 Aberdeen Ave. – Actual Address 2564 Perdue Ave. – High Grass - \$300.00**
- **2194 Aberdeen Ave. – Actual Address 2202 Aberdeen Ave. – High Grass - \$300.00**
- **2210 Aberdeen Ave. – High Grass - \$300.00**
- **2246 Aberdeen Ave. – High Grass - \$300.00**
- **2170 Aberdeen Ave. – Trash - \$300.00**
- **3847 E. Windon Ave. – High Grass - \$300.00**
- **2586 Perdue Ave. – Actual Address 2570 Perdue Ave. – High Grass - \$300.00**
- **2170 Aberdeen Ave. – Actual Address 2202 Aberdeen Ave. – High Grass - \$300.00**
- **Parcel 190-000479 – Genessee Ave. - High Grass - \$300.00**
- **2383 Mecca Rd. – High Grass - \$300.00**
- **2917 Perdue Ave. – High Grass - \$300.00**

Mr. Angelou moved to approve the listed code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2), totaling \$3,600.00 for the listed properties. Chair Cavener seconded the motion. Both voted yea. Motion carried. (See attachment.)

Mr. Boggs said he identified a few properties as repeat offenders. Chair Cavener asked if there was more that could be done about the repeat offenders. Mr. Boggs will research which properties are late in paying taxes in order to go further with actions. Mr. Boggs will also review the Ohio Revised Code to see if code violations fees can be increased.

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Mr. Boggs provided updates. He said the Service department continues to keep up with code enforcement violations and mowing.

### **POLICE:**

Police Chief Briggs requested the approval for Larig Drywall to complete renovations in the amount of \$63,800 that includes a 10% contingency.

### **Res. 107-25 Approve Larig Drywall to complete renovations in the amount of \$63,800 that includes a 10% contingency.**

Chair Cavener moved to approve Larig Drywall to complete renovations in the amount of \$63,800 that includes a 10% contingency. Mr. Angelou seconded the motion. Both voted yea. Motion carried. (See attachment.)

Chief Briggs said the renovations include adding a sally port and prisoner processing area to make prisoner processing safer for the officers. He said permitting and fees are yet to be determined depending on whether the sally port is considered connected to the building or not. Ms. Owens reminded Chief Briggs to vet the contractor on the Auditor of State's website and place the findings with the Fiscal Office. (See attachment.)

Chief Briggs provided updates. He said police coverage is 8 hours/day for 5 days/week. There were high priority runs in June (see attachment), including a domestic violence call where the suspect rounded a corner with a gun in hand. The officers were able to take the suspect into custody without incident. Chief Briggs said he is waiving the current field training policy requirement, a minimum of 8 – 15-week course requiring new hires to ride with two separate field training officers, both of whom are out/off work. With only one full-time officer on duty, Chief Briggs has waived the two-field training officer requirement, and the new officer will be released to full duty after the eighth week which is this week. The new officer will be on a day schedule with Chief Briggs.

### **FIRE:**

Fire Chief Dunlevy requested approval of the annual MECC RCOG EMS Renewal in the amount of \$25,000.

### **Res.108-25 Approve the annual MECC RCOG EMS Renewal in the amount of \$25,000.**

Chair Cavener moved to approve the annual MECC RCOG EMS Renewal in the amount of \$25,000. Mr. Angelou seconded the motion. Both voted yea. Motion carried. (See attachment.)

Fire Chief Dunlevy said MECC RCOG restructured fees which affect other departments not our size. Our fee schedule has not changed but does require acceptance of the new agreement; our dues are due in 2026.

Chief Dunlevy provided updates. He said two people were medically treated at the fireworks and one transported, and one person was treated at the parade. Overall, it was a successful 4<sup>th</sup> of July.

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### **INFORMATION TECHNOLOGY:**

Mr. Main provided updates. He said he is working on the 2026 budget. He said one large purchase will be UPS batteries replacements in the OPS Center; the cost in 2024 was approximately \$15,000. He said Gahanna's dispatching will leave their call reporter in the dispatch center. The call reporter is under a maintenance contract through 2026. Mr. Main said he will have a list of items for surplus at the next meeting. He is upgrading the police vehicle's MDTs to two-factor authentication.

Chair Cavener welcomed Mr. Main back from his leave of absence.

Chair Cavener moved to adjourn the meeting. Mr. Angelou seconded the motion. Both voted yea. Motion carried. The meeting adjourned at 10:56 a.m.

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Kevin J. Cavener, Chairperson

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Jamie D. Leeseberg, Vice Chairperson  
(Absent)

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Richard J. Angelou, Trustee

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Kelly Cararo, Fiscal Officer