

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held

December 16,

2025

I. **CALL TO ORDER**

At 1:30 p.m., Mr. Cavener moved to call the meeting to order. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

II. **PLEDGE OF ALLEGIANCE** – Led by Chair Cavener

III. **ROLL CALL**

Present: Chair Kevin Cavener, Vice Chair Jamie Leeseberg, Trustee Richard Angelou, and Fiscal Officer Darlene Wildes.

Also present: Fire Chief Brian Dunlevy, Police Chief David Briggs, Service Director Roger Boggs, HR Director Mindy Owens, IT Director Craig Main and Asst. Fiscal Officer Cynthia Lampkins.

IV. **GUEST VISITOR**

Mr. Robert Cloud, Consultant, presented results of a strategic development initiative for the Fire Department. The process included staff-led workshops, SWOT analysis, and consensus building. The outcome was a new mission statement, vision, and core values to guide operations, hiring, and performance. The goal is to strengthen identity, improve culture, and align with community needs. Staff engagement was high, and guiding principles will serve as a foundation moving forward.

V. **PUBLIC COMMENTS**

There were no public comments.

VI. **CONSENT AGENDA**

Approval of **Minutes**: Regular Meeting, December 1, 2025

Resolution 205-25

Approval of **Warrants** of 11/27/2025 – 12/12/2025

Approval of **Consent Agenda**

Mr. Angelou moved to approve the Consent Agenda. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

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VII. CORRESPONDENCE

Letters from constituent Thomas Cartwright and realtor Jared Schiff were reviewed.

VIII. NEW BUSINESS

Resolution 207-25 (Fiscal)

Amended the 2025 Permanent Appropriations Resolution.

Mr. Leeseberg moved to approve **Resolution 207-25**. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 208-25 (Fiscal)

Approved the 2026 Temporary Appropriations Resolution.

Mr. Cavener moved to approve **Resolution 208-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 209-25 (Fiscal)

Approved the change to 8:00 AM–4:00 PM hours and exempt status for Police Chief. There was debate on take-home vehicle policy; a decision was tabled pending legal and IRS guidance. The Resolution was passed excluding vehicle provision.

Mr. Leeseberg moved to approve **Resolution 209-25**. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 210-25 (Human Resources)

The updated Police Chief job description was reviewed and approved with minor changes. The position was confirmed as **not at-will**; Chief Briggs and HR collaborated on revisions. Role remains at 40 hours per week, exempt status.

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Mr. Cavener moved to approve **Resolution 210-25**. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 211-25 (Service)

Approved 3% pay increase for Service Specialist Tristan Hankinson, effective **12/8/25 (beginning of pay period)**, raising hourly rate to \$25.20 based on strong performance.

Mr. Angelou moved to approve Resolution 211-25. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 212-25 (Police)

Approved the new pay scale for the Division of Police.

Mr. Leeseberg moved to approve **Resolution 212-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 213-25 (Police)

Approved the Police Chief to attend the Police Executive Leadership College

This is a 3-week course over three months in Columbus. The cost is \$2,725 to be paid by the General Fund after discount. Additional scholarship may reduce cost further. Training covers executive leadership and ethics and is considered essential and is an industry standard for chiefs. No lodging is required.

Mr. Leeseberg moved to approve **Resolution 213-25**. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

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Resolution 214-25 (Fire)

Approved the 2026 Fire Compensation Proposal with a 2% hourly pay increase for all staff, including dispatchers, effective the first full pay period in 2026. A Draft budget was submitted; Fiscal approved.

Mr. Cavener moved to approve **Resolution 214-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 215-25 (Fire)

Approved the Fire/EMS Fee Schedule, including contracted services.

Mr. Cavener moved to approve **Resolution 215-25**. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 216-25 (Fire)

Approved the modification to Resolution #139-25, adjusting Mifflin Township's portion from \$21,000 to \$37,272.

This modification corrects the cost for Lucas CPR devices based on the updated BWC grant calculations. The Grant award was \$40,000. The budgeted amount for 2026 covers the adjustment.

Mr. Cavener moved to approve **Resolution 216-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

IX. UNSCHEDULED BUSINESS

There was no unscheduled business.

X. OLD BUSINESS

There was discussion about the IRS regulations regarding taxation of Donated Leave. Donated leave is only allowed for prolonged medical absence and is

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taxable to the donor if criteria are not met. Light duty (40-hour schedule) is separate from donated leave policy. IRS compliance is required. No policy changes were proposed at this time.

XI. DEPARTMENT REPORTS/TRUSTEE COMMENTS

Fiscal Department – Opening P.O. deadline was Monday, December 15th and the final check run will be on Friday December 19th (except for emergencies).

Human Resources – See attached report. Policy Review: Chief Briggs and team are meeting tomorrow to streamline policies (reduce from 300+ pages to approximately 80 pages). Compliance Training: Ohio Ethics Law courses planned for Q1; training via Ohio Ethics Commission site and quizzes in Paychex LMS. Next Steps: Collect SOGs from departments for compliance updates.

Service Department/Code Enforcement - Weekend Work: Completed two 12-hour shifts and took care of things; operations are in good shape. Issue: A water line burst at Mount Nebo Baptist Church; water was shut off; basement is likely flooded. Unable to contact owner, monitoring situation. Next Steps: Fire department may assist with building access; searching for owner's contact information. Other Updates: SWACO meeting Thursday at 10 a.m. to discuss the rebid process for trash/recycling services. Status: Code enforcement slowing slightly; business as usual otherwise.

Police – See attached report. November Stats: 4 shootings (3 on day shift); 3 gang-related incidents. Recognition: The Service Department assisted with cruiser repairs and facility fixes, saving costs and improving operations.

Fire Division – See attached report. Grants Awarded: \$12,000 BWC grant (firefighter gloves/hoods; \$1,200 match), \$40,000 BWC grant (Lucas CPR devices). Hiring: Finalizing eligibility lists for captain and firefighter candidates (completion in approximately 2 weeks). Prevention Bureau: Working to sign off on the new high school for winter break move. The Superintendent expressed appreciation. Other: Coordinating with Gahanna Development Director on TIFF funding. Support was offered to Reynoldsburg FD after firefighter's passing.

IT – There was no report.

Trustees – Mr. Leeseberg reported on an incident where the Fire department responded to a smoke alarm triggered by a smoke machine during the school photo shoot. The building was cleared quickly. Update: The Wrestling team's opening night was successful. The team is performing strongly in competitions.

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Mr. Angelou thanked Fiscal and all departments for overcoming challenges in 2025, looking forward to a better 2026.

Mr. Cavener thanked the staff for hard work and gave special recognition for efforts to stabilize finances and address police levy challenges. Holiday Schedule: Township offices are closed Dec 25 (Christmas), open full day on December 31; closed January 1 (New Year’s Day). He wished everyone a Merry Christmas and Happy New Year.

XII. ADJOURNMENT

At 3:12 p.m., Mr. Cavener moved to adjourn the meeting. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

BOARD OF TRUSTEES and FISCAL OFFICER
MIFFLIN TOWNSHIP, FRANKLIN COUNTY

Kevin Cavener, Chair _____

Jamie Leeseberg, Trustee _____

Richard Angelou, Trustee _____

Darlene Wildes, Fiscal Officer _____



MIFFLIN TOWNSHIP
Peace. Safety. Welfare.

TRUSTEES REGULAR MEETING AGENDA

Tuesday, December 16, 2025, 1:30 p.m.

OPS Center

**400 W Johnstown Rd., Gahanna
2nd Floor, EOC Conference Room B**

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC COMMENT

Limit to five minutes per person. Township-related business only. (Time cannot be yielded to another person.)

V. APPROVAL OF CONSENT AGENDA

- Approval of Minutes:
 - December 1, 2025, Regular Meeting
- **Resolution 205-25** Warrants of 11/27/2025 – 12/12/2025

VI. CORRESPONDENCE

- Constituent letter from Thomas Cartwright
- Letter from Jared Schiff of Schiff Real Estate Co. re: 4301 E. Johnstown Road

VII. NEW BUSINESS

Resolution 207-25 (Fiscal)

Amend the 2025 Permanent Appropriations Resolution (Note: Exhibit A to follow)

Resolution 208-25 (Fiscal)

Approve the 2026 Temporary Appropriations Resolution

Resolution 209-25 (Fiscal)

Approve the Police Department Reorganization

Resolution 210-25 (Human Resources)

Approve the update to the Police Chief Job Description

Resolution 211-25 (Service)

Approve Compensation Change for Tristin Hankinson, Service Specialist II, effective 12/18/2025

Resolution 212-25 (Police)

Approve the new pay scale for the Division of Police

Resolution 213-25 (Police)

Approve the Police Chief to attend the Police Executive Leadership College

Resolution 214-25 (Fire)

Approve the 2026 Fire Compensation Proposal

Resolution 215-25 (Fire)

Approve the Fire/EMS Fee Schedule

Resolution 216-25 (Police)

Approve the modification to Resolution #139-25, adjusting Mifflin's portion from \$21,000 to \$37,272.

VIII. OLD BUSINESS

- IRS regulations regarding taxation of Donated Leave

IX. UNSCHEDULED BUSINESS

X. DEPARTMENT REPORTS/TRUSTEE DISCUSSION

- Fiscal Department
- Human Resources – See attachment.
- Service Department/Code Enforcement Department
- Police Department - See attachment.
- Division of Fire - See attachment.
- IT – No report.
- Trustees

XI. ADJOURNMENT

Reminders

1. Thursday, December 25 - Township offices closed – Christmas holiday

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Held **December 1,** **2025**

I. **CALL TO ORDER** – 10:00 a.m.

At 10:00 a.m., Mr. Cavener moved to call the meeting to order. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

II. **PLEDGE OF ALLEGIANCE** – Led by Chair Cavener

III. **ROLL CALL**

Present: Chair Kevin Cavener, Vice Chair Jamie Leeseberg, Trustee Richard Angelou, and Fiscal Officer Darlene Wildes.

Also present: Fire Chief Brian Dunlevy, Police Chief David Briggs, HR Director Mindy Owens, IT Director Craig Main and Asst Fiscal Officer Cynthia Lampkins, Assistant Fire Chief Scott Davis, and Deputy Fire Chief Tom Lee.

IV. **VISITORS**

Joe Thomas, Director of Development, Metro Development LLC, 470 Olde Worthington Rd., Westerville, Ohio 43081

V. **PUBLIC COMMENTS**

There were no public comments.

VI. **CONSENT AGENDA**

Approval of **Minutes**: Regular Meeting, November 18, 2025

Resolution 192-25

Approval of **Warrants** of 11/15/2025 – 11/26/2025

Approval of **Consent Agenda**

Mr. Leeseberg moved to approve the Consent Agenda. Mr. Angelou seconded.

Vote	Yes		stain	sent
Cavener	X			
Angelou	X			
Leeseberg	X			

VII. **CORRESPONDENCE**

A letter from COTA Project Manager Mike Anderson was reviewed regarding the COTA East-West Transit Feasibility Study.

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VIII. NEW BUSINESS

Resolution 193-25 (Fiscal)

Approve the transfer of funds from the Police Fund to the General Fund in the amount of \$100,000. This transfer is a reversal of a transfer made from the General Fund to the Police Fund in 2024.

Mr. Leeseberg moved to approve **Resolution 193-25**. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 194-25 (Fiscal)

Authorize Advances from the General Fund to cover any fund in a negative position at year-end.

Mr. Cavener moved to approve **Resolution 194-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 195-25 (Fiscal)

Authorize the Fiscal Officer to request property tax advances in Fiscal Year 2026.

Mr. Leeseberg moved to approve **Resolution 195-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 196-25 (Human Resources)

Establish 2026 Salaries and Method of Compensation for Trustees and Fiscal Officer.

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Mr. Cavener moved to approve **Resolution 196-25**. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 200-25 (Human Resources)

Amend the Salary and Compensation Plan language regarding Step Increases.

Mr. Leeseberg moved to approve Resolution 200-25. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 198-25 (Fire)

Accept the resignation of JaMar L. Perry, effective December 7, 2025.

Mr. Cavener moved to approve **Resolution 198-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 199-25 (Township)

Authorize the Web Services Agreement with Revize LLC and the expenditure of \$4,970 per year for five years for website services.

Mr. Cavener moved to approve **Resolution 199-25**. Mr. Angelou seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

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IX. UNSCHEDULED BUSINESS

Mr. Cavener said he would like to officially state for the record that although he was absent from the November 3rd meeting, he would have voted "No" on Resolution 182-25.

Resolution 201-25 (Fiscal)

Authorize the Fiscal Officer to pay Software Solutions Inc.'s annual software support contract for accounting software and annual cloud subscription fee.

Mr. Cavener moved to approve **Resolution 201-25**. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

X. DEPARTMENT REPORTS/TRUSTEE COMMENTS

Fiscal Department – Fiscal Officer Wildes provided the 2026 revenue estimates and included both 2025 and 2026 budget. Prior to April 1st she plans to have the permanent appropriation resolution passed.

Human Resources – See attached report.

Service Department/Code Enforcement - There was no report as Director Boggs was on vacation.

Police – See attached report.

Fire Division – See attached report.

IT – There was no report.

Trustees – No comments.

XI. EXECUTIVE SESSIONS

Township

At 10:23 am, Mr. Cavener moved to enter into an Executive Session per ORC §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

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unnneeded, obsolete, or unfit-for-use property in accordance with §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 averse to the general public interest. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Present for the Executive Session were trustees Mr. Cavener, Mr. Leeseberg, and Mr. Angelou, Fiscal Officer Darlene Wildes, Police Chief Briggs, Fire Chief Dunlevy, Human Resources Director Mindy Owens, Assistant Fire Chief Davis, Assistant Fiscal Officer Cynthia Lampkins and Joe Thomas.

At 11:05 a.m., Mr. Leeseberg moved to exit the Executive Session. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

At 11:05 a.m., Mr. Leeseberg moved to enter into a regular session meeting. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Police

At 11:08 a.m., Mr. Leeseberg moved to go into an Executive Session per ORC §121.22 (G)(1) Purpose: To consider the employment of a public employee. Mr. Cavener seconded.

Present for the Executive Session were Mr. Cavener, Mr. Leeseberg, and Mr. Angelou, Fiscal Officer Darlene Wildes, Fire Chief Dunlevy, Assistant Fire Chief Davis, Police Chief Briggs, Human Resources Director Mindy Owens, and Assistant Fiscal Officer Cynthia Lampkins.

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Human Resources

At 11:20 a.m., discussion commenced per ORC §121.22 (G)(1) Purpose: To discuss the discipline of a public employee.

Present were Mr. Cavener, Mr. Leeseberg, and Mr. Angelou, Fiscal Officer Darlene Wildes, Human Resources Director Mindy Owens, and Assistant Fiscal Officer Cynthia Lampkins.

At 11:37 a.m., Mr. Leeseberg moved to exit Executive Session. Mr. Cavener seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 202-25 (Human Resources)

Authorize a 3-day unpaid suspension for Employee ID 182, effective the next shift schedule.

Mr. Cavener moved to approve **Resolution 202-25**. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 203-25 (Human Resources)

Authorize a 5-day unpaid suspension for Employee ID 31, effective the next shift schedule.

Mr. Cavener moved to approve **Resolution 203-25**. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

Resolution 204-25 (Police)

Authorize the Police Department to change their operational hours to Monday – Friday, 8:00 a.m. – 4:00 p.m., effective December 21, 2025, and the Chief of Police to implement the staffing schedule.

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Mr. Cavener moved to approve **Resolution 204-25**. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

XII. ADJOURNMENT

At 11:40 a.m., Mr. Cavener moved to adjourn the meeting. Mr. Leeseberg seconded.

Vote	Yes	No	Abstain	Absent
Mr. Cavener	X			
Mr. Angelou	X			
Mr. Leeseberg	X			

BOARD OF TRUSTEES and FISCAL OFFICER MIFFLIN TOWNSHIP, FRANKLIN COUNTY

Kevin Cavener, Chair _____

Jamie Leeseberg, Trustee _____

Richard Angelou, Trustee _____

Darlene Wildes, Fiscal Officer _____

RESOLUTION # 205-25

ACCEPTING WARRANTS

Whereas, the fiscal office is presenting the attached Warrants;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO:

to approve the following Warrants via Consent Agenda:

See Attached

Moved to approve by:

- ☐ Kevin Cavener
☒ Richard Angelou
☐ Jamie Leeseberg

Seconded by:

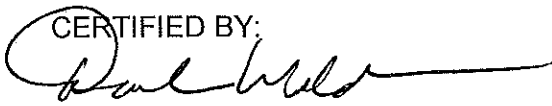
- ☐ Kevin Cavener
☐ Richard Angelou
☒ Jamie Leeseberg

Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

This Resolution shall be in force and become effective immediately upon its execution.

12/16/2025
Date

CERTIFIED BY:



Darlene Wildes, Fiscal Officer



Kevin Cavener, Chair



Jamie Leeseberg, Vice Chair



Richard Angelou, Trustee

Mifflin Township Check Report by Check Number

Banks: All
Payment Method: Checks, ACH, EFT
Vendors: 1-800 Flowers to ZZZZZZZZCoverall North America, Inc.
Checks: All

Check Dates: 11/27/2025 to 12/12/2025
As Of Check Cashed Date: 1/1/1900 to 12/31/2025
Include Voids: No
Check Status: Cashed And Outstanding

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
Bank: 01. A/P BANK - 5/3 Bank A/P								
0000351948	12/05/2025	Coro Medical	Coro Medical	Check	Outstanding		\$0.00	\$250.00
0000351949	12/05/2025	Coughlin	Coughlin	Check	Outstanding		\$0.00	\$204.95
0000351950	12/05/2025	Coverall North Amer	Coverall North America Inc.	Check	Outstanding		\$0.00	\$478.00
0000351951	12/05/2025	Cummins Sales & S	Cummins Bridgeway, LLC	Check	Outstanding		\$0.00	\$2,300.16
0000351952	12/05/2025	FYDA Freightliner C	FYDA Freightliner Columbus, INC.	Check	Outstanding		\$0.00	\$215.76
0000351953	12/05/2025	NAPA	Genuine Parts Company Inc. / Napa Auto Pa	Check	Outstanding		\$0.00	\$103.20
0000351954	12/05/2025	GOODYEAR	Goodyear Auto Service Center	Check	Outstanding		\$0.00	\$949.23
0000351955	12/05/2025	Guardian Alliance T	Guardian Alliance Technologies, Inc.	Check	Outstanding		\$0.00	\$124.00
0000351956	12/05/2025	IBS	INTERSTATE BATTERIES	Check	Outstanding		\$0.00	\$447.00
0000351957	12/05/2025	MetLife	Metropolitan Life Insurance Company	Check	Outstanding		\$0.00	\$396.00
0000351958	12/05/2025	MORPC	Mid-Ohio Regional Planning Commission	EFT	Outstanding		\$0.00	\$1,795.38
0000351959	12/05/2025	Vector LLC	Vector Disease Control International, LLC	Check	Outstanding		\$0.00	\$3,274.06
0000351960	12/05/2025	VSP Insurance	VSP Insurance	Check	Outstanding		\$0.00	\$2,685.90
0000351961	12/12/2025	Coughlin	Coughlin	Check	Outstanding		\$0.00	\$527.59
0000351962	12/12/2025	Franklin County Eng	Franklin County Engineer	Check	Outstanding		\$0.00	\$23,290.75
0000351963	12/12/2025	FOP Deduction	Fraternal Order Of Police-Financial Secy.	Check	Outstanding		\$0.00	\$234.00
0000351964	12/12/2025	Guardian Alliance T	Guardian Alliance Technologies, Inc.	Check	Outstanding		\$0.00	\$40.00
0000351965	12/12/2025	IBS	INTERSTATE BATTERIES	Check	Outstanding		\$0.00	\$586.00
0000351966	12/12/2025	IP Pathways	IP Pathways(Sophisticated Systems)	Check	Outstanding		\$0.00	\$3,129.61
0000351967	12/12/2025	Knox	Knox	Check	Outstanding		\$0.00	\$2,749.00
0000351968	12/12/2025	Matthew (LexisNexi	LexisNexis Matthew Bender	Check	Outstanding		\$0.00	\$309.31
0000351969	12/12/2025	IAFF Deduction	Mifflin Twp. Local IAFF 2818	Check	Outstanding		\$0.00	\$1,780.00
0000351970	12/12/2025	Mistras	Mistras Group Inc	Check	Outstanding		\$0.00	\$3,592.50
0000351971	12/12/2025	OhioHealth WorkHe	OhioHealth Employer Services/Work Health	Check	Outstanding		\$0.00	\$300.00
0000351972	12/12/2025	Red s Automotive S	Reds Automotive Service	Check	Outstanding		\$0.00	\$133.19
0000351973	12/12/2025	Robert John Cloud	Robert Cloud	Check	Outstanding		\$0.00	\$1,600.00
0000351974	12/12/2025	RUMPKE	Rumpke	Check	Outstanding		\$0.00	\$1,958.40
0000351975	12/12/2025	Fire House	The Fire House	Check	Outstanding		\$0.00	\$1,732.00
0000351976	12/12/2025	The Hartford	The Hartford	Check	Outstanding		\$0.00	\$6,402.37
0000351977	12/12/2025	Topline Designs	Topline Designs	Check	Outstanding		\$0.00	\$465.00
0000351978	12/12/2025	ZEP	ZEP Sales & Services	Check	Outstanding		\$0.00	\$2,069.23
0020251208	12/08/2025	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$417.00
0020251209	12/05/2025	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$159.00
0020251210	12/05/2025	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$92.00
0020251213	12/09/2025	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$925.20

As Of Check Cashed Date: 1/1/1900 to 12/31/2025

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0020251214	12/08/2025	Columbus-Storm W	Columbus - City Treasurer	EFT	Outstanding		\$0.00	\$187.92
0020251215	12/08/2025	Cintas	Cintas	EFT	Outstanding		\$0.00	\$1,155.93
0020251216	12/08/2025	7 Eleven Speedway	Wex Bank	EFT	Outstanding		\$0.00	\$9,500.68
0020251217	12/09/2025	MM Self-Insured Ins	Medical Mutual Self-Insured	EFT	Outstanding		\$0.00	\$5,928.34
00202501306	11/28/2025	Child Support Dedu	Ohio Child Support Payment Central	EFT	Outstanding		\$0.00	\$1,505.99
00202501307	11/28/2025	Mifflin Payroll	Mifflin Township Payroll	EFT	Outstanding		\$0.00	\$312,122.69
00202501308	11/28/2025	Payroll TAX	Mifflin Payroll TAX	EFT	Outstanding		\$0.00	\$84,190.99
00202501309	11/28/2025	Columbus-Storm W	Columbus - City Treasurer	EFT	Outstanding		\$0.00	\$246.81
00202501310	11/28/2025	Columbus-Storm W	Columbus - City Treasurer	EFT	Outstanding		\$0.00	\$15.66
00202501317	11/28/2025	Paychex	Paychex	EFT	Outstanding		\$0.00	\$631.52
00202501318	12/02/2025	OPERS	Ohio Public Employees Retirement System	EFT	Outstanding		\$0.00	\$57,014.25
00202501319	12/02/2025	Empower 457 Dedu	Empower 457 Deduction	EFT	Outstanding		\$0.00	\$6,450.00
00202501320	12/02/2025	HSA Employee Pd	HSA Employee Pd Deduction	EFT	Outstanding		\$0.00	\$7,049.52
00202501321	12/03/2025	OPEDC Deduction	Ohio Deferred Compensation	EFT	Outstanding		\$0.00	\$6,440.00
00202501322	12/02/2025	MM Self-Insured Ins	Medical Mutual Self-Insured	EFT	Outstanding		\$0.00	\$9,319.25
00202501323	12/02/2025	OPEDC Deduction	Ohio Deferred Compensation	EFT	Outstanding		\$0.00	\$845.00
00202501324	12/03/2025	Verizon	Verizon	EFT	Outstanding		\$0.00	\$2,122.87
00202501325	12/03/2025	BreezeLine	BreezeLine	EFT	Outstanding		\$0.00	\$277.33
00202501326	12/02/2025	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$138.57
00202501327	12/02/2025	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$94.29
00202501328	12/02/2025	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$1,491.74
00202501329	12/02/2025	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$12,526.53
01. A/P BANK - 5/3 Bank A/P Total:							\$0.00	\$584,971.67
Grand Total:							\$0.00	\$584,971.67

Melanie Barnette

From: Thomas Cartwright <Thomas.Cartwright.1293688385@p2a.co>
Sent: Tuesday, December 2, 2025 12:30 PM
To: Trustees
Subject: Publicly Reject Trump Admin's Hateful Policies that Harm (Not Help) Our Neighbors

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.

My name is Thomas and as your constituent from Columbus, OH, I am deeply alarmed by the Trump administration's hateful reactions to the violent attack on two members of the National Guard on November 26 in Washington, DC.

The Trump administration is exploiting this tragedy to deliver collective punishment and further an already-extreme anti-refugee, anti-asylum, anti-immigrant policy agenda. We have witnessed the vilification of the entire Afghan and Afghan-American community, based on the actions of one individual. Casting blame on Afghans, refugees, or immigrants writ large is not sound national security policy, and it does not bring justice to the grieving families.

The sweeping, extremist policy changes include not only an immediate halt to visa issuances and "immigration related requests" for Afghan nationals – and a call for reexamining the cases all Afghans who came to the United States during the Biden administration – but also an abrupt halt to all asylum application decisions, and a review of lawful permanent residents from nineteen "countries of concern." This is in addition to the re-review of all refugee arrivals under the Biden administration, announced just last week – up to and including those who have already been granted legal permanent residence in the United States. Perhaps most alarming are suggestions that the administration seems prepared to strip citizenship from any naturalized U.S. citizens deemed undesirable.

I urge you to take immediate action and:

- (1) Issue public statements against hateful, xenophobic rhetoric and policies from President Trump and his administration.
- (2) Hold the administration accountable to rescind these policies and demand full transparency into how they are being implemented.
- (3) Speak out publicly and do everything in their power to safeguard immigrant and refugee communities in their jurisdiction.

Hate must not beget hate, and violence must not beget violence. Thank you for your urgent attention to this important matter.

Best,
Thomas

Melanie Barnette

From: Jared L. Schiff <js@schiffre.com>
Sent: Thursday, December 11, 2025 1:17 PM
To: Trustees
Subject: 4301 E. Johnstown Rd.

Importance: High

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.

Hello,
I noticed this is owned by MIFFLIN TOWNSHIP BOARD OF TRUSTEES. I like the area and have interest in this property - would you sell?

Looking forward to hearing from you.

My best and happy holidays!

Best,
Jared Schiff

THE
SCHIFF
REAL ESTATE COMPANY

Jared Schiff

President & Partner

website: www.schiffre.com

email: js@schiffre.com

phone: [614-221-1808](tel:614-221-1808)

RESOLUTION # 207-25

**RESOLUTION AMENDING MIFFLIN TOWNSHIP PERMANENT APPROPRIATIONS FOR FISCAL
YEAR 2025**

WHEREAS, the Board of Trustees of Mifflin Township, Franklin County, Ohio, adopted the 2025 Permanent Appropriation Resolution pursuant to Ohio Revised Code Section 5705.38; and

WHEREAS, it is necessary to amend said appropriations to reflect changes in the financial needs and obligations of the township; and

WHEREAS, Ohio Revised Code Section 5705.40 authorizes the amendment of appropriations by resolution of the Board of Township Trustees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Mifflin Township, Franklin County, Ohio, that the 2025 Permanent Appropriation Resolution be and is hereby amended as follows:

SECTION 1. The appropriations are hereby amended as set forth in the attached **Exhibit A**, which is incorporated herein by reference.

SECTION 2. This Resolution shall take effect and be in force from and after the earliest period allowed by law.

Moved to approve by:

- ☐ Kevin Cavener
☐ Richard Angelou
☒ Jamie Leeseberg

Seconded by:

- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg

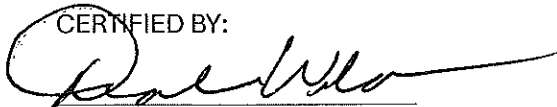
Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

This Resolution shall be in force and become effective immediately upon its execution.

12/16/2025

Date

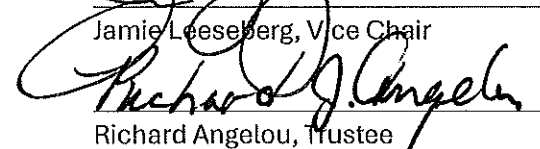
CERTIFIED BY:



Darlene Wildes, Fiscal Officer


Kevin Cavener, Chair


Jamie Leeseberg, Vice Chair


Richard Angelou, Trustee

RESOLUTION 207-25

EXHIBIT A

AMEND THE 2025 PERMANENT APPROPRIATIONS RESOLUTION

Fund Name	2025 Permanent Appropriations Resolution 48-25 March 18, 2025			2025 Amended Permanent Appropriations Resolution 207-25 December 16, 2025			Amendment Amounts		
	Personnel	Other	Total	Personnel	Other	Total	Personnel	Other	Total
1000-GENERAL	780,000.00	1,565,100.91	2,345,100.91	780,000.00	1,565,100.91	2,345,100.91	-	-	-
2011-MOTOR VEHICLE LICENSE TAX	-	57,965.91	57,965.91	-	57,965.91	57,965.91	-	-	-
2021-GASOLINE TAX	285,000.00	91,916.37	376,916.37	285,000.00	91,916.37	376,916.37	-	-	-
2031-ROAD AND BRIDGE	233,000.00	350,070.61	583,070.61	233,000.00	350,070.61	583,070.61	-	-	-
2041-CEMETERY	110,000.00	305,367.12	415,367.12	110,000.00	305,367.12	415,367.12	-	-	-
2081-POLICE DISTRICT	676,000.00	892,879.82	1,568,879.82	676,000.00	892,879.82	1,568,879.82	-	-	-
2191-FIRE	14,700,000.00	2,346,072.85	17,046,072.85	14,856,041.52	3,000,526.67	17,856,568.19	156,041.52	654,453.82	810,495.34
2231-PERMISSIVE TAX	-	128,376.00	128,376.00	-	128,376.00	128,376.00	-	-	-
2251-FEDERAL LAW ENFORCEMENT FUND	-	2,693.95	2,693.95	-	2,693.95	2,693.95	-	-	-
2261-LAW ENFORCEMENT TRUST FUND	-	5,725.58	5,725.58	-	5,725.58	5,725.58	-	-	-
2252-DRUG LAW ENFORCEMENT FUND	-	-	-	-	-	-	-	-	-
2271-ENFORCEMENT AND EDUCATION FUND	-	9,063.80	9,063.80	-	9,063.80	9,063.80	-	-	-
2281-AMBULANCE & EMERGENCY MEDICAL SERVICES	1,020,000.00	497,223.44	1,517,223.44	1,020,000.00	497,223.44	1,517,223.44	-	-	-
2901-MECC CENTER	1,918,000.00	30,000.00	1,948,000.00	1,918,000.00	30,000.00	1,948,000.00	-	-	-
2991-FIRE AND EMERGENCY RESPONSE (SAFER) GRANT	-	-	-	-	-	-	-	-	-
3101-GENERAL BOND/LOAN RETIREMENT-VEHICLES	-	681,819.13	681,819.13	-	681,819.13	681,819.13	-	-	-
3102-GENERAL NOTE RETIREMENT-EQUIPMENT	-	-	-	-	-	-	-	-	-
3103-2020 GENERAL BOND RETIREMENT-BUILDING	-	491,210.53	491,210.53	-	491,210.53	491,210.53	-	-	-
3104-2022 PUBLIC SAFETY BUILDING-FIRE	-	142,224.29	142,224.29	-	142,224.29	142,224.29	-	-	-
3105-PUBLIC SAFETY BUILDING-POLICE	-	-	-	-	-	-	-	-	-
4401-OPWC DCX09 DRAKE ROAD RESURFACE-STATE FUNDED	-	-	-	-	-	-	-	-	-
4403-CARES ACT - COVID 19	-	-	-	-	-	-	-	-	-
4301-PERMANENT IMPROVEMENT FUND	-	-	-	-	-	-	-	-	-
4404-AMERICAN RESCUE PLAN ACT CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS FOR OHIO NEU LOCAL GOVERNMENT	-	16,534.13	16,534.13	-	16,534.13	16,534.13	-	-	-
4405-NATIONAL OPIOID SETTLEMENTS FUND	-	84,608.29	84,608.29	-	84,608.29	84,608.29	-	-	-
4402-SIDEWALK GRANT CDBG 2009	-	-	-	-	-	-	-	-	-
4901-OPS CENTER CAPITAL PROJECTS	-	79,326.14	79,326.14	-	79,326.14	79,326.14	-	-	-
4902-FIRE STA 132 BUILDING - CAPITAL EQUIPMENT	-	6,590.23	6,590.23	-	6,590.23	6,590.23	-	-	-
8001-CEMETERY BEQUEST	-	5,235.66	5,235.66	-	5,235.66	5,235.66	-	-	-
TOTAL	19,722,000.00	7,790,004.76	27,512,004.76	19,878,041.52	8,444,458.58	28,322,500.10	156,041.52	654,453.82	810,495.34

RESOLUTION # 208-25

RESOLUTION AUTHORIZING THE 2026 TEMPORARY APPROPRIATIONS

WHEREAS, the Board of Trustees of Mifflin Township met in regular session on December 16, 2025, and

WHEREAS, the Board of Township Trustees is authorized under **Ohio Rev. Code § 5705.38** to make temporary appropriations for current township expenses and other expenditures; and

WHEREAS, the Certificate of Estimated Resources from the County Budget Commission has been received; and after review, estimated expenditures need to be budgeted on a temporary basis until permanent appropriations are adopted;

NOW, THEREFORE, BE IT RESOLVED by the Mifflin Board of Trustees:

1. That the adoption of the annual appropriation resolution is postponed.
2. That the following sums are hereby temporarily appropriated to meet the ordinary expenses of Mifflin Township during the first three months of fiscal year ending December 31, 2026:

FUNDS	APPROPRIATION AMOUNT
GENERAL FUND	
1000 GENERAL FUND	\$ 250,000.00
Personnel Service	250,000.00
Other Expenses	\$ 500,000.00
GENERAL FUND TOTAL	
SPECIAL REVENUE FUNDS	
2011 MOTOR VEHICLE LICENSE TAX	
Other Expenses	5,000.00
MOTOR VEHICLE LICENSE TAX TOTAL	\$ 5,000.00
2021 GASOLINE TAX	
Personnel Service	50,000.00
Other Expenses	80,000.00
GASOLINE TAX TOTAL	\$ 130,000.00
2031 ROAD AND BRIDGE	
Personnel Service	100,000.00
Other Expenses	225,000.00
ROAD AND BRIDGE TOTAL	\$ 325,000.00
2041 CEMETERY	
Personnel Service	100,000.00
Other Expenses	150,000.00
CEMETERY TOTAL	\$ 250,000.00
2081 POLICE DISTRICT	
Personnel Service	500,000.00
Other Expenses	250,000.00
POLICE DISTRICT TOTAL	\$ 750,000.00
2191 FIRE	
Personnel Service	13,723,000.00
Other Expenses	1,000,000.00
FIRE TOTAL	\$ 14,723,000.00
2231 PERMISSIVE LICENSE TAX FUND	
Other Expenses	50,000.00
PERMISSIVE LICENSE TAX FUND TOTAL	\$ 50,000.00
2251 FEDERAL LAW ENFORCEMENT FUND	
Other Expenses	1,000.00
FEDERAL LAW ENFORCEMENT FUND TOTAL	\$ 1,000.00
2261 LAW ENFORCEMENT TRUST FUND	
Other Expenses	5,000.00
LAW ENFORCEMENT TRUST FUND TOTAL	\$ 5,000.00
2271 ENFORCEMENT AND EDUCATION FUND	
Other Expenses	5,000.00
ENFORCEMENT AND EDUCATION FUND TOTAL	\$ 5,000.00
2281 AMBULANCE & EMERGENCY MEDICAL SERVICES	
Personnel Service	500,000.00
Other Expenses	250,000.00
AMBULANCE & EMERGENCY MEDICAL SERVICES TOTAL	\$ 750,000.00
2901 MECC CENTER	
Personnel Service	500,000.00
Other Expenses	100,000.00
MECC CENTER TOTAL	\$ 600,000.00
2991 FIRE AND EMERGENCY RESPONSE (SAFER) GRANT	
Personnel Service	825,000.00
Other Expenses	-
FIRE AND EMERGENCY RESPONSE (SAFER) GRANT TOTAL	\$ 825,000.00
4405 NATIONAL OPIOID SETTLEMENTS FUND	
Other Expenses	75,000.00
NATIONAL OPIOID SETTLEMENTS FUND TOTAL	\$ 75,000.00
SPECIAL REVENUE FUNDS TOTAL	\$ 18,494,000.00
DEBT SERVICE FUNDS	
3101 GENERAL BOND/LOAN RETIREMENT-VEHICLES	\$ 500,000.00
3102 GENERAL NOTE RETIREMENT-EQUIPMENT	\$ 100,000.00
3103 2020 GENERAL BOND RETIREMENT-BUILDING	\$ 400,000.00
3104 PUBLIC SAFETY BUILDING-FIRE	\$ 1,200,000.00
DEBT SERVICE FUNDS TOTAL	\$ 2,200,000.00
CAPITAL PROJECT FUNDS	
4902 FIRE STA 132 BUILDING- CAPITAL EQUIPMENT	1,000.00
CAPITAL PROJECT FUNDS TOTAL	\$ 1,000.00
FIDUCIARY FUND	
8001 CEMETERY BEQUEST	5,000.00
TOTAL FIDUCIARY FUNDS	\$ 5,000.00
GRAND TOTAL ALL FUNDS	\$ 21,200,000.00

Moved to approve by:

- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg

Seconded by:

- ☐ Kevin Cavener
☒ Richard Angelou
☐ Jamie Leeseberg


Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

This Resolution shall be in force and become effective immediately upon its execution.

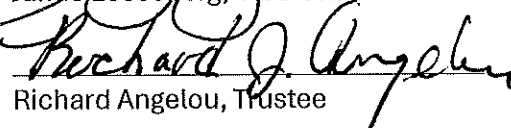
12/16/25
Date

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Kevin Cavener, Chair


Jamie Leeseberg, Vice Chair


Richard Angelou, Trustee

RESOLUTION # 209-25

POLICE DEPARTMENT REORGANIZATION

WHEREAS, the Mifflin Township Board of Trustees recognizes the need to establish consistent operational hours for the Police Department to ensure effective service delivery, community safety and fiscal responsibility; and

WHEREAS, Mifflin Township Board of Trustees voted at the December 1, 2025, board meeting to change the operational hours of the Police Department.

NOW, THEREFORE, BE IT RESOLVED, that effective December 21, 2025, the Police Department shall operate and provide services Monday through Friday, from 8:00 a.m. to 4:00 p.m. as voted on in the December 1, 2025 board meeting;

BE IT FURTHER RESOLVED, that the Police Chief shall be classified as FLSA Exempt;

BE IT FURTHER RESOLVED, that the Chief of Police is authorized and directed to implement this schedule and ensure adequate staffing during these hours;

NOW, THEREFORE, BE IT RESOLVED, by the Mifflin Township Board of Trustees, Franklin County, Ohio, hereby approves the reorganization of the police department.

Moved to approve by:

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☒ Jamie Leeseberg

Seconded by:


- ☒ Kevin Cavener
- ☐ Richard Angelou
- ☐ Jamie Leeseberg


Vote	Yes	No	Abstain	Absent
Mr. Cavener	<input checked="" type="checkbox"/>			
Mr. Angelou	<input checked="" type="checkbox"/>			
Mr. Leeseberg	<input checked="" type="checkbox"/>			

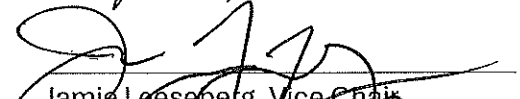
This Resolution shall be in force and become effective immediately upon its execution.

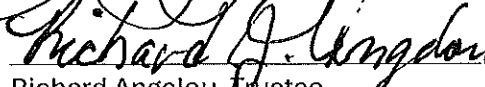
12/16/25
Date

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Kevin Cavener, Chair


Jamie Leeseberg, Vice Chair


Richard Angelou, Trustee

RESOLUTION # 210-25

APPROVE THE UPDATED JOB DESCRIPTION FOR THE POSITION OF POLICE CHIEF

WHEREAS, the Board recognizes the need to maintain accurate and current job descriptions for all positions to ensure alignment with organizational goals, legal compliance, and operational effectiveness; and

WHEREAS, the Police Chief position is critical to the safety and security of the community, requiring clear articulation of responsibilities, qualifications, and performance expectations; and

WHEREAS, the Human Resources Department and Police Chief have reviewed and recommended updates to the Police Chief job description to reflect current best practices, evolving responsibilities, and compliance with applicable laws and regulations.

NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO, to approve the updated job description for the position of Police Chief as presented by the Human Resources Department, effective December 21, 2025.

Moved to approve by:


- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg

Seconded by:

- ☐ Kevin Cavener
☐ Richard Angelou
☒ Jamie Leeseberg

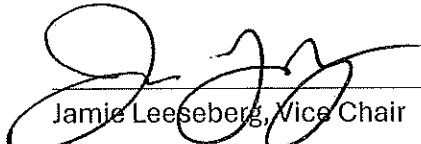
Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

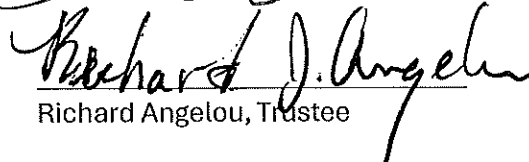
12/16/25
Date


Kevin Cavener, Chair

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Jamie Leeseberg, Vice Chair


Richard Angelou, Trustee

RESOLUTION #211-25

Approve Compensation Change for Tristin Hankinson

WHEREAS, per the Township Salary and Compensation Plan, the Service Director is requesting a 3% pay increase for Tristin Hankinson, Service Specialist II, effective pay period starting 12/18/2025.
08

NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO, approves a 3% increase for Tristin Hankinson, Service Specialist II, effective pay period starting 12/18/2025.
08

Motion:

- ☐ Kevin Cavener
☒ Richard Angelou
☒ Jamie Leeseberg

Seconded by:

- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg

Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			


This Resolution shall be in force and become effective immediately upon its execution.

12/16/25
Date

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Kevin Cavener, Chair


Jamie Leeseberg, Vice Chair


Richard Angelou, Trustee

RESOLUTION #212-25

A RESOLUTION OF ADOPTING THE DIVISION OF POLICE PAY SCHEDULE

WHEREAS, the Division of Police Pay Schedule is revised periodically to stay competitive with the surrounding law enforcement agencies;

Now, Therefore Be it Resolved, by the Mifflin Township Board of Trustees, Franklin County, Ohio, that the attached Division of Police Pay Schedule is hereby adopted.

Moved to approve by:

- ☐ Kevin Cavener
- ☐ Richard Angelou
- ☒ Jamie Leeseberg

Seconded by:


- ☐ Kevin Cavener
- ☒ Richard Angelou
- ☐ Jamie Leeseberg


Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

This Resolution shall be in force and become effective immediately upon its execution.

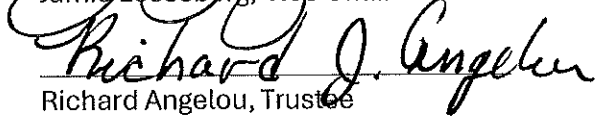
12/16/25
Date

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Kevin Cavener, Chair


Jamie Leeseberg, Vice Chair


Richard Angelou, Trustee

Salary Schedules

Oct 2024 Dec 2025

DEPARTMENT	Title	FLSA Status	Minimum	Maximum	Min Hourly	Max Hourly
Police	Officer	Non-Exempt	\$ 62,400.00	\$ 81,120.00	\$ 30.00	\$ 39.00
Police	Officer, Senior	Non-Exempt			\$1.00/hr on current rate	
Police	Officer PT Patrol	Non-Exempt			\$ 28.00	\$ 30.00
Police	Officer PT Patrol in Training	Non-Exempt			\$ 25.00	-
Police	Officer PT No Patrol/Admin	Non-Exempt			\$ 21.00	\$ 25.00
Police	Lieutenant	Non-Exempt	\$ 87,817.60	\$ 87,817.60	\$ 42.22	\$ 42.22
Police	Chief	Exempt	\$ 100,984.00	\$ 100,984.00	\$ 48.55	\$ 48.55

RESOLUTION #213-25

**RESOLUTION TO APPROVE THE POLICE CHIEF'S ATTENDANCE TO THE
POLICE EXECUTIVE LEADERSHIP COLLEGE**

WHEREAS, Mifflin Township recognizes the need to provide ongoing training for the Police Chief to continue to enhance skills; and

WHEREAS, there is an opportunity for the Police Chief to attend the Police Executive Leadership College, a three-week course, split up over 3 months, at the cost of \$2,725; and

WHEREAS, the Police Chief will develop or enhance his skills in executive leadership, management, ethics, and more; and

WHEREAS, the payment for the training will be paid ~~to~~ out of the general fund;

NOW, THEREFORE BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, to approve the Police Chief's attendance at the Police Executive Leadership College at the cost of \$2,725 with the first week of the classes beginning on April 13, 2026.

Moved to approve by:

- ☐ Kevin Cavener
☐ Richard Angelou
☒ Jamie Leeseberg

Seconded by:

- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg

Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

This Resolution shall be in force and become effective immediately upon its execution.

12/16/25
Date

Darlene Wildes
Darlene Wildes, Fiscal Officer

Kevin Cavener
Kevin Cavener, Chair

Jamie Leeseberg
Jamie Leeseberg, Vice Chair
Richard J. Angelou
Richard Angelou, Trustee

RESOLUTION # 214-25

A Resolution to Increase Fire and MECC Wages by Two Percent (2%) and Adopt a New Pay Scale Reflecting the Increase

WHEREAS, the Township seeks to maintain competitive compensation to support recruitment and retention of qualified personnel; and

WHEREAS, the proposed adjustment includes a two percent (2%) increase to wages for Fire Department and MECC positions and adoption of a new pay scale reflecting this increase; and

WHEREAS, this adjustment shall not apply to any current pay freezes resulting from position changes until the employee's current rate matches the new pay schedule;

NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO hereby approves the two percent (2%) wage increase for Fire and MECC positions and adopts the new pay scale as presented, effective the first full pay period in January 2026, subject to the stated conditions.

Moved to approve by:

- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg


Seconded by:

- ☐ Kevin Cavener
☒ Richard Angelou
☐ Jamie Leeseberg


Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

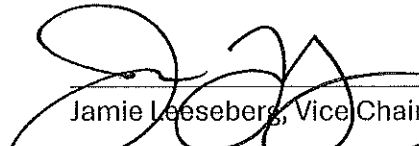
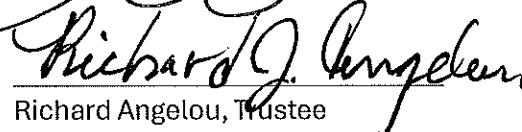
This Resolution shall be in force and become effective immediately upon its execution.

12/16/25
Date


Kevin Cavener, Chair

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Jamie Leeseberg, Vice Chair

Richard Angelou, Trustee

RESOLUTION # 215-25

Approve the Current Fire & EMS Fee Schedule for All Bureaus of the Division of Fire, Including Contracted Services

WHEREAS, the Township maintains a Fire & EMS fee schedule applicable to all bureaus of the Division of Fire, including contracted services; and

WHEREAS, this approval is an administrative formality and does not include any changes to the existing fee schedule at this time;

NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO that the Board of Township Trustees hereby approves the current Fire & EMS fee schedule as presented, effective immediately.

Moved to approve by:

- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg


Seconded by:

- ☐ Kevin Cavener
☐ Richard Angelou
☒ Jamie Leeseberg


Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

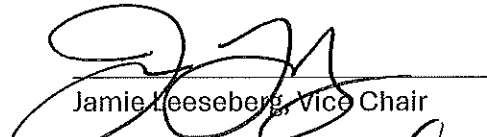
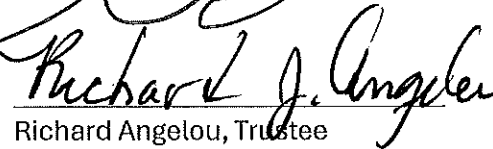
This Resolution shall be in force and become effective immediately upon its execution.

12/16/25
Date


Kevin Cavener, Chair

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Jamie Leeseberg, Vice Chair

Richard Angelou, Trustee

RESOLUTION # 216-25

Modify Resolution #139-25, Adjusting Mifflin Township's Portion of the Grant Allocation

WHEREAS, Resolution #139-25 previously allocated Mifflin Township's portion of the Bureau of Workers' Compensation grant at \$21,000; and

WHEREAS, an error in the initial calculation by the Bureau of Workers' Compensation representative resulted in an incorrect allocation; and

WHEREAS, the corrected allocation for Mifflin Township's portion is \$37,272, as part of the grant awarded to purchase four new Lucas CPR devices totaling \$77,272; and

WHEREAS, this purchase is budgeted for 2026 and will result in savings of approximately \$40,000 for the Township;

NOW, THEREFORE, BE IT RESOLVED, BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES OF FRANKLIN COUNTY, OHIO hereby modifies Resolution #139-25 to reflect Mifflin Township's portion of the grant allocation as \$37,272, effective immediately.

Moved to approve by:

- ☒ Kevin Cavener
☐ Richard Angelou
☐ Jamie Leeseberg


Seconded by:

- ☐ Kevin Cavener
☒ Richard Angelou
☐ Jamie Leeseberg

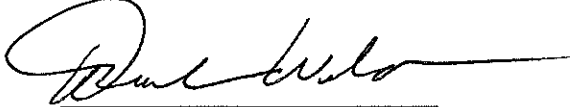
Vote	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

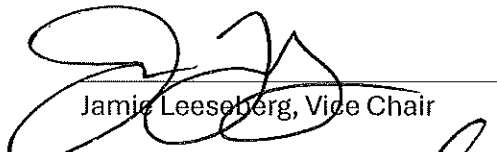
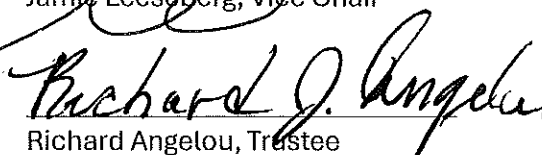
This Resolution shall be in force and become effective immediately upon its execution.

12/16/25
Date


Kevin Cavener, Chair

CERTIFIED BY:


Darlene Wildes, Fiscal Officer


Jamie Leeseberg, Vice Chair

Richard Angelou, Trustee

**Human Resources Department
December 16, 2025**



New Business

1. Request to update the Police Chief job description.

Old Business

1. Trustee Cavener requested at the December 1, 2025, board meeting that the Board be provided with the IRS regulations regarding taxation of donated leave. Attached are the legal guidelines prepared by Peter Griggs, along with a previously shared Compliance Overview for reference.

Updates:

1. Meeting scheduled with the Police Chief on Dec 17 to review the police department policy manual in preparation to submit to legal.
2. In coordination with department heads, Q1 compliance training will focus on the Ohio Ethics Law as outlined on the attached matrix.



JOB DESCRIPTION

Department/Department:	Police
Job Title:	Police Chief
Reports to:	Board of Trustees
Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 40 / week FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt At Will Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SUMMARY

The Police Chief provides administrative direction for the Police Department to plan, direct, and oversee law enforcement and related administrative operations and staff.

The Chief of Police is responsible to the Board of Trustees and is charged with the duty of preserving the peace and good order of the Township, assuring that the laws of the State of Ohio, resolutions of the Township and Rules and Regulations of the Department are carried out in a professional, impartial manner.

SUPERVISORY RESPONSIBILITIES

Direct supervision of department employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Directs, oversees, and evaluates assigned staff: directs work; oversees staff scheduling; counsels and disciplines staff, as needed; completes employee performance appraisals and recommends or approves salary increases; interviews candidates and recommends or makes hiring decisions; processes employee concerns and problems; and trains staff in operations, policies, and procedures.
2. Directs the work of assigned staff, either personally or through subordinate supervisors: provides guidance and direction regarding Township law enforcement and related administrative operations, methods, processes, policies and procedures; directs, coordinates and monitors Police Department activities; ensures activities comply with established policies and standards; and provides guidance, direction, and training regarding interpretation and enforcement of laws, ordinances, policies, and procedures.
3. Develops long- and short-term goals, plans, and objectives for the Police Department: evaluates performance of current Township law enforcement programs, services, and plans in relation to the needs of the Township; evaluates Township's effectiveness in law enforcement service delivery; and identifies and implements needed changes, modifications and/or enhancements.



4. Develops, implements, and updates Department policies and procedures; formulates and develops work methods and practices, policies, standard operating procedures, training programs, and general orders; monitors implementation of rules and regulations; updates guidelines according to federal, state, or local legislation; and oversees training programs.
5. Develops, defends, and administers department budget: forecasts expenditures and revenues; recommends allocations for staffing, supplies, equipment, programs, capital improvements, and other budget outlays; prepares and submits budget documentation and reports; monitors expenditures to ensure compliance with approved budget; and makes adjustments and changes as needed.
6. Ensures work activities are in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures: ensures compliance with Township policies and procedures and industry law enforcement standards; and initiates any actions necessary to correct deviations or violations.
7. Ensures proper enforcement of all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.
8. Consults with Department Heads, Board of Trustees, and other officials as needed to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; reports all major incidents to the Board of Trustees; and makes presentations to the Board, as requested.
9. Receives and responds to requests for information, complaints, and concerns from the public, the Township elected officials, officers and department heads.
10. Performs public relations duties: represents the Township at functions, attends and participates in Township meetings, ceremonies, dedications, and other events; represents the Township's interests
11. Responds to all major/critical incidents as needed: performs command functions at major accidents, emergencies, and disasters as needed; and provides information to the news media.
12. Performs other administrative duties in support of department operations leads and coordinates staff meetings; drafts official correspondence; generates required reports; approves all departmental training; reviews leave requests and accruals; reviews all performance ratings; participates in purchasing activities; and reviews/distributes case law and law enforcement best practices.
13. Compiles and/or monitors various administrative and/or statistical data; performs research; makes applicable calculations; analyzes data and identifies trends; and prepares/generates reports and maintains records.
14. Maintains a comprehensive, current knowledge of applicable policies, procedures, regulations, codes, and criminal/civil case law; maintains an awareness of new technology, products, trends, and advances in the profession; reads professional literature; maintains professional affiliations and certifications; and attends workshops, seminars, and training sessions as appropriate.
15. Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures: prepares, completes, receives, reviews, processes, forwards, or retains, as appropriate, various forms, reports, correspondence, daily reports, invoices and requisitions, timecards, leave and vacation requests, training reports and certifications, investigation reports, records retention schedule. activity reports, annual reports, grant requests and documentation, committee and council reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records according to the records retention schedule.



16. Operates a variety of equipment and tools as necessary to complete essential functions: operates a motor vehicle; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, database, desktop publishing, Internet, e-mail, or other software; and operates general office or other equipment.
17. Demonstrates regular and predictable attendance to ensure continuity of operations and reliability in fulfilling job responsibilities.
18. Works outside of the typical work schedule or standard business hours as required to meet operational needs.
19. Perform other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all Township or departmental policies, practices, and procedures necessary to function effectively in the position.

PERFORMANCE APTITUDES

1. Data Utilization: Requires the ability to integrate, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.
2. Human Interaction: Requires the ability to function in a managerial capacity for an organizational unit; includes the ability to make decisions on procedural and technical levels.
3. Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.
4. Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
5. Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals, fractions and percentages.
6. Functional Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.
7. Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

PHYSICAL REQUIREMENTS

1. Always maintain optimum physical fitness and a body weight that meets medical standards
2. Sometimes wear body armor when on duty
3. Frequently walk, run, jump, climb, crawl, and generally traverse over all types of surfaces and terrains
4. Occasionally lift, carry, push, pull, drag the actual or equivalent weight of an average individual (150-200 pounds)
5. Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
6. Sometimes endure extreme temperatures and weather conditions for prolonged periods of time
7. Sometimes exposed to hazardous substances, conditions, situations, and environments
8. Always able to distinguish color, depth, and good peripheral vision
9. Frequently sit, stand, bend, reach away from body and overhead
10. Always hear, read, write, understand, and clearly articulate the English language



EDUCATION, LICENSURE AND CERTIFICATION REQUIREMENTS

Minimum of 8 years of progressively responsible law enforcement experience, including at least 3 years in a supervisory or command role. Formal education in law enforcement, criminal justice, public administration, or a related field is desired.

All required licenses and certificates must be maintained as a condition of continued employment

- OPOTA
- CPR
- Taser
- LEADS
- Firearm
- Valid Ohio driver's license

This job description is intended to provide some illustrative examples of the duties and essential functions of this position but should not be interpreted to describe all the work or essential duties and responsibilities which may be required of employees holding this position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

PRINT EMPLOYEE NAME:
EMPLOYEE SIGNATURE:
DATE ACKNOWLEDGED:

Mindy Owens

From: Peter Griggs <pgriggs@bjglaw.net>
Sent: Tuesday, December 9, 2025 5:01 PM
To: Mindy Owens
Subject: Sick leave donation

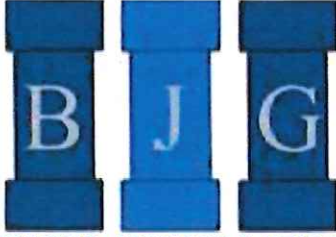
CAUTION: This email originated from outside of the Mifflin Township domain. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This will serve as a follow-up to our previous conversations and e-mails regarding the proposed sick leave donation policy for Township firefighters. The Township is interested in establishing a sick leave donation policy that would allow firefighters to receive donated sick leave even when they are placed on light/transitional duty (40 hours). These employees are unable to perform all of the essential functions of a firefighter and are placed on light duty work until they are able to return to full duty. Some of these light duty assignments involve office type work. In these cases, an employee may be assigned to work forty hours performing light duty during a work week. These hours would be assigned during normal work hours Monday through Friday instead of their normal 24 hours on duty and 48 hours off duty. Currently the Township does not modify the firefighters' hourly rate when they are working in this transitional capacity meaning their weekly pay for 40 hours of work is less than their weekly pay for their normal average of 56 hours per week. If the firefighter has their own sick leave or other paid leave, they are permitted to supplement their 40 hours with the leave so their paycheck is the same as when they are working as a firefighter. Under the proposed sick leave donation policy, a firefighter who has exhausted their paid leave would be allowed to receive and use donated sick leave to be made whole when they are performing transitional work. This proposed arrangement has tax implications under the applicable IRS rules.

The IRS recognizes two types "bona fide" leave-sharing arrangements under "medical emergencies" or "natural disasters" exceptions where the donating employee will not be taxed on the leave donated. The medical condition of the employee or family member must require a "prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available." The IRS ruling *does* include "intermittent absences that are related to the same illness or condition." The IRS ruling defines medical emergency as "major illness or other medical condition (e.g. heart attack, cancer, etc.)." Most, if not all situations where an employee misses part of their work due to an illness or injury that causes them to be unable to perform their duties as a firefighter would qualify as a medical emergency under the IRS ruling. If either of these exceptions are not met, the donating employee will be taxed on the leave donated. Based upon the above, when an employee is placed upon light duty (ie 40 hours), we do not believe this qualifies under either a "medical emergency" since they are working and still receive most of their income. As a result, we believe there would be tax implications for the donating employee.

Lastly as we discussed the Township and Fire Department may implement a policy change that would solve this issue. Instead of sick donation, when an employee is assigned to a 40 hour light duty position the Fire Department can convert the employee's hourly rate from a 56 hour rate to a 40 hour rate. This would avoid a loss of income to the employee working on light duty. We do have some clients that have implemented this type of policy for their Fire Department. (I also believe previous legal counsel conveyed this as well). You will also need to address how other benefits (sick leave, vacation leave, etc...) are accrued. This is a policy decision that needs to be made by the Board of Trustees. I hope you find this helpful. Please let me know if you have any other questions.

Peter N. Griggs, Member



BROSIUS, JOHNSON & GRIGGS, LLC

6797 North High Street, Suite 350

Worthington, Ohio 43085

Telephone: (614) 464-3563

Fax: (614) 224-6221

Email: pgriggs@bjglaw.net

Website: www.BJGlaw.net

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COMPLIANCE OVERVIEW

Employee Leave-sharing and Donation Programs

Employer-sponsored **leave-sharing programs** allow employees to donate some of their accrued paid leave time, such as paid time off (PTO), vacation or sick leave, for the benefit of other employees who are in need of additional paid leave. Employer-sponsored **leave-donation programs** allow employees to forgo their accrued paid leave in exchange for cash donations that the employer makes to charitable organizations.

While these programs can be beneficial to both employers and employees, they need to be carefully structured in order to avoid negative tax consequences for the employees who donate their unused paid leave. The Internal Revenue Service (IRS) has issued guidance on specific types of leave-sharing and donation programs that do not trigger tax consequences for donor employees.

In addition to the tax issues, employers should be aware of other possible areas of concern when considering a leave-sharing or donation program, including the potential cost implications of these programs and privacy concerns.

LINKS AND RESOURCES

- [IRS Notice 2006-59](#) (leave sharing for major disasters)
- [IRS Notice 2016-69](#) (leave donation – Hurricane Matthew)
- [IRS Notice 2016-55](#) (leave donation – Louisiana storms)
- [IRS Notice 2017-48](#) (leave donation – Hurricane Harvey)
- [IRS Notice 2017-52](#) (leave donation – Hurricane Irma)

HIGHLIGHTS

KEY POINTS

- Employers may establish paid leave-sharing or donation programs to allow employees to help those in need.
- Leave sharing allows employees to donate their paid leave to other employees.
- Leave donation allows employees to exchange their paid leave for charitable contributions.

TAX ISSUES

- Unless the program meets IRS guidelines, the donated leave will be taxable to the donor employees.
- The IRS has approved leave sharing for medical emergencies and major disasters.
- The IRS has approved leave donation for specific events, including Hurricanes Harvey and Irma.

LEAVE-SHARING PROGRAMS

Employer-sponsored leave-sharing programs provide employees with the opportunity to donate their accrued PTO, vacation or sick leave for the benefit of other employees who are in need of additional paid leave time. Typically, an employer establishes a leave-sharing “bank” to track the donated employee leave. Employers should determine in advance what criteria must be met in order for an employee to use the donated leave. Employers should also require employees to submit an application to use the donated leave and implement a process for determining whether an employee’s application satisfies the program’s criteria.

Leave-sharing programs can be advantageous to both employees and employers by enhancing employee morale and camaraderie in the workplace while also reducing employee turnover and productivity losses. However, these programs must be carefully structured in order to avoid negative tax consequences for the employees who donate their accrued leave.

General Tax Rule: As a general rule, donating leave under an employer-sponsored leave-sharing program is treated as an assignment of income that is **taxable to the employee who is donating the leave** (that is, included in the donor employee’s wages on his or her Form W-2) and is subject to income tax and employment tax (that is, FICA and FUTA) withholding.

The IRS recognizes two types of leave-sharing programs where employees can donate their unused paid leave without incurring negative tax consequences—programs for **medical emergencies** and **natural disasters**. Under these programs, employees are not taxed on the leave that they donate to be used by their fellow employees. Rather, the donated leave is taxable to the employee who receives the leave. The donor employees may not claim a tax deduction or charitable contribution for any of the leave that they donate under one of these programs.

Leaving-sharing for Medical Emergencies

According to the IRS (Revenue Ruling 90-29), a leave-sharing program that allows donated leave to be used only for medical emergencies results in taxation to the leave recipients, and not to the leave donors. The leave-sharing arrangement that the IRS reviewed involved these main components:

- ✓ Employees requesting the additional leave are required to submit a written application describing the medical emergency to the employer.
- ✓ After the application is approved and the employee exhausts all of his or her paid leave, the employee is eligible to receive paid leave (at his or her normal rate

“Medical Emergency” Definition: Under the program considered by the IRS, a “medical emergency” was defined as a medical condition of the employee (or family member of the employee) that would require the prolonged absence of the employee from duty and would result in a substantial loss of income to the employee because the employee would have exhausted all paid leave available (apart from leave that is available under the leave-sharing plan).

of compensation) donated by other employees.

- ✓ The arrangement restricts the amount of leave that can be donated and contains rules regarding how the leave will be granted to leave recipients.

The IRS concluded that amounts that the employer paid to a leave recipient under the program were includible in the **recipient's gross income** for federal tax purposes and also subject to income and employment tax withholdings. The IRS also cautioned that its guidance only applies to bona fide employer-sponsored leave-sharing programs.

Leave Sharing for Major Disasters

The IRS has also indicated ([Notice 2006-59](#)) that a leave-sharing program that allows donated leave to be used only for employees adversely affected by major disasters results in taxation to the leave recipients, and not to the leave donors. A "major disaster" means a major disaster that is declared by the president of the United States.

According to the IRS, a major disaster leave-sharing program is a written program that meets all of the following requirements:

1

The plan allows a leave donor to deposit accrued paid leave in an employer-sponsored leave bank for use by other employees who have been adversely affected by a major disaster. An employee is considered to be adversely affected by a major disaster if the disaster has caused **severe hardship** to the employee (or family member of the employee) that requires the employee to be absent from work.

2

The plan does not allow a leave donor to deposit leave for transfer to a specific leave recipient.

3

The amount of leave that may be donated by a leave donor in any year generally does not exceed the maximum amount of leave that an employee normally accrues during the year.

4

A leave recipient may receive paid leave (at his or her normal rate of compensation) from leave deposited in the leave bank. Each leave recipient must use this leave for purposes related to the major disaster.

5

The plan adopts a reasonable limit, based on the severity of the disaster, on the period of time after the major disaster occurs during which a leave donor may deposit the leave in the leave bank, and a leave recipient must use the leave received from the leave bank.

6

A leave recipient may not convert leave received under the plan to cash instead of using the leave. However, a leave recipient may use leave received under the plan to eliminate a negative balance that arose from leave that was advanced to the recipient because of the effects of the major disaster. A leave recipient also may substitute leave received under the plan for leave without pay used because of the major disaster.

7

The employer must make a reasonable determination, based on need, as to how much leave each approved leave recipient may receive under the leave-sharing plan.

8

Leave deposited on account of one major disaster may be used only by employees affected by that major disaster. Except for an amount so small as to make accounting for it unreasonable or administratively impracticable, any leave deposited under a major disaster leave-sharing plan that is not used by leave recipients by the end of the time period described above (requirement number 5), must be returned within a reasonable period of time to the leave donors (or, at the employer's option, to those leave donors who are still employed by the employer), so the donor will be able to use the leave. The amount of leave returned to each leave donor must be in the same proportion as the amount of leave donated by the leave donor bears to the total amount of leave donated on account of that major disaster.

Programs that do not meet these specific requirements may cause the donated leave to be taxable to the leave donor (and not the recipient). For example, in a [private letter ruling](#) from 2007, the IRS ruled that an employer's program that allowed leave donations for employees who experience "catastrophic casualty losses" due to a terrorist attack or natural disaster would result in taxable income to the leave donors because the program was not limited to helping employees adversely affected by a major disaster.

LEAVE-DONATION PROGRAMS

Under employer-sponsored leave-donation programs, employees can elect to forgo their accrued PTO, vacation or sick leave in exchange for cash donations that the employer makes to charitable organizations.

General Tax Rule: The same general tax rule that applies to employee leave-sharing programs also applies to these programs—the donated leave is taxable to the employee who donates it. Thus, *unless an exception applies*, the value of the donated leave must be reported on the donor employee's Form W-2 and is subject to income tax and employment tax withholding. However, because the value of the paid leave is donated to a charitable organization, the donor employee may claim a charitable contribution deduction for the donated amount on his or her taxes.

From time to time, the IRS recognizes limited exceptions to this general tax rule for donations that employers make to charitable organizations, as described in Section 170(c) of the Internal Revenue Code (Code), in response to specific situations. When an exception applies, the donated leave is not taxable to the donor employees. Similarly, employees who donate the leave may not claim a charitable contribution deduction with respect to the value of the donated leave that is excluded from their compensation and wages.

The IRS most recently provided tax relief for employer-sponsored leave-donation programs to aid victims of **Hurricane Irma** and **Hurricane Harvey**. The IRS also provided tax relief in response to other recent storms, as summarized below.

- **Hurricane Irma and Tropical Storm Irma:** [IRS Notice 2017-52](#) provides that any cash payments that an employer makes to charitable organizations **before Jan. 1, 2019**, in exchange for paid leave donated by employees are not taxable to the donor employees if the payments are made to the charitable organizations for the relief of victims of Hurricane Irma and Tropical Storm Irma.
- **Hurricane Harvey and Tropical Storm Harvey:** [IRS Notice 2017-48](#) provides that any cash payments that an employer makes to charitable organizations **before Jan. 1, 2019**, in exchange for paid leave donated by employees are not taxable to the donor employees if the payments are made to the charitable organizations for the relief of victims of Hurricane Harvey and Tropical Storm Harvey.
- **Hurricane Matthew:** [IRS Notice 2016-69](#) provides that any cash payments that an employer makes to charitable organizations **before Jan. 1, 2018**, in exchange for paid leave donated by employees are not taxable to the donor employees if the payments are made to the charitable organizations for the relief of victims of Hurricane Matthew.
- **Louisiana Storms:** [IRS Notice 2016-55](#) provides that any cash payments that an employer makes to charitable organizations **before Jan. 1, 2018**, in exchange for paid leave donated by employees are not taxable to the donor employees if the payments are made to the charitable organizations for the relief of victims of the Louisiana storms.

OTHER DESIGN CONSIDERATIONS

In addition to the tax issues associated with employee leave-sharing or donation programs, employers that are considering these types of programs should also take into account the following design issues:

- **State Leave Laws:** When structuring an employee leave-sharing or donation program, employers should also consider any state or local leave law requirements that may impact the program's design. These laws may have implications regarding an employee's right to various types of paid leave (for example, sick leave). Employers should consider consulting with legal counsel on the implications of state and local leave laws.
- **Increased Costs:** Employers should consider the possible cost increases associated with employee leave-sharing and donation programs. For example, if an employer has a "use-it-or-lose-it" policy for paid leave, and an employee donates leave that would otherwise have been forfeited under that policy, it will add to the employer's costs if the donated leave is used by another employee (or if the value is donated to a charitable organization). There are also cost implications if higher-paid employees use more of the donated leave time (which has been donated by lower-paid employees), and the leave is paid at the recipient employee's pay rate.

To help control costs, employers should consider their options for valuing donated leave, including an approach that values leave at the rate it is donated rather than at the rate it is used.

Under this type of approach, for example, if an employee who has an hourly rate of \$30 donates two hours of paid leave, that leave is valued at \$60. It would equal, for example, four hours of paid leave for an employee who makes \$15 per hour, but just one hour of paid leave for an employee who has a rate of \$60 per hour.

- ***Donation Limits:*** Employers often place caps on the amount of unused paid leave that can be donated and the amount of donated leave that an employee may use. These caps can help control costs, while also ensuring that donor employees still have enough paid leave for their own purposes.
- ***Discrimination Claims:*** To help avoid discrimination claims, employers should make sure that a leave-sharing program's eligibility criteria are applied uniformly to all employees in a nondiscriminatory manner.
- ***Privacy Concerns:*** Employers should also make sure that employees' privacy is protected when health or medical issues are involved. Leave-sharing and donation programs are not subject to the privacy rules under the Health Insurance Portability and Accountability Act (HIPAA). However, employers with 15 or more employees are subject to the [confidentiality requirements](#) of the Americans with Disabilities Act (ADA).

2026 Q1 MIFFLIN TOWNSHIP TRAINING - OHIO ETHICS LAW E-COURSES

COURSE	FISCAL & OPS ADMIN	SERVICE DEPT	POLICE	FIRE	DEPARTMENT HEADS EXCLUDING FIRE	FIRE CHIEFS, CAPTAINS & LIEUTENANTS	MECC
The Ohio Ethics Law and Post-Employment (15 minutes)	✓	✓	✓		✓		✓
The Ohio Ethics Law and Gifts (15 minutes)	✓	✓			✓		✓
The Ohio Ethics Law and Nepotism (10 minutes)	✓	✓			✓		✓
The Ohio Ethics Law and Conflicts of Interest (15 minutes)	✓	✓			✓		✓
The Ohio Ethics Law and the "Conference Question" (15 minutes)	✓	✓	✓	✓	✓	✓	✓
The Ohio Ethics Law and Firefighters Part 1: Conflicts of Interest and Post-Employment (15 minutes) Part 2: Gifts (15 minutes) Part 3: Public Contracts and Nepotism (15 minutes) Part 4: Sales to Public Agencies (15 minutes)				✓		✓	
The Ohio Ethics Law and Law Enforcement (60 minutes)			✓				
The Ohio Ethics Law and Sales to Public Agencies (10 minutes)	✓				✓		
The Ohio Ethics Law and Public Contracts (10 minutes)	✓				✓	✓	
The Ohio Ethics Law: Travel, Meals, and Lodging (10 minutes)	✓			✓	✓	✓	

The Ohio Ethics Law and Gifts (15 minutes)

Wondering if you can tee up with your agency's vendor? Or accept the tin of cookies from someone in the regulated community? This brief e-course will explore the Conflict-of-Interest provision of the Ethics Law as it relates to gifts. A helpful course for anyone in the public sector as well as private sector entities who do business with or are regulated by a state or local governmental agency.

The Ohio Ethics Law and Nepotism (10 minutes)

Public agencies are required to conduct all hiring activity in a fair, open and impartial manner. Therefore, nepotism – hiring or influencing the hiring process in favor of a family member into a public service position – is illegal. Watch this brief e-course for more information.

The Ohio Ethics Law and Conflicts of Interest (15 minutes)

What is a conflict of interest? Must they be avoided? How do I respond if I have a conflict? If you have ever asked yourself these questions, this is the course for you. This e-course will examine issues related to conflicts of interest in public service, provide real-life example, and offer guidance on responding to conflicts.

The “Conference Question” (15 minutes)

Heading off to a work conference or seminar? Before you pack your bags, be aware of several restrictions under the Ohio Ethics Law regarding attendance at conferences. This e-course will answer some of the most commonly questions regarding conference issues, such as travel expenses, door prizes, and receptions.

The Ohio Ethics Law and Sales to Public Agencies (10 minutes)

Public agencies routinely purchase goods or services to ensure the efficient operation of the agencies' missions – that's normal and expected. Is it acceptable, however, for public employees and public officials to sell those goods and services to their own, or in some cases, to other public agencies? This brief e-course outlines prohibitions in the Ethics Law regarding public servants and sales to public agencies.

The Ohio Ethics Law and Public Contracts (10 minutes)

Simply put, a public contract is the expenditure of public money. Though public entities routinely spend money on routine goods and services, there are prohibitions against public officials and employees from having a financial interest in those expenditures. This e-course will explore the definition and examples of public interest and outline associated prohibitions.

The Ohio Ethics Law: Travel, Meals, and Lodging (10 minutes)

This course focuses on questions regarding travel, meals, and lodging expenses as they pertain to public service. Some public officials' and employees' duties require that they travel, which can lead to transportation, lodging, and meal costs. This e-course will outline restrictions under the Ohio Ethics Law on this topic and address the most commonly asked questions regarding travel expenses.

FIRE

A customized e-course especially for those of you in the safety forces! How does the Ethics Law interact with your career and public service? What should you know about accepting gifts? Do conflicts of interest arise for firefighters and EMTs? We recognize that you brave men and women are always ready to help us; this course is our chance to help you, too (in understanding and complying with the Ethics Law)!

- The Ohio Ethics Law and Firefighters Part 1: Conflicts of Interest and Post-Employment (15 minutes)
- The Ohio Ethics Law and Firefighters Part 2: Gifts (15 minutes)
- The Ohio Ethics Law and Firefighters Part 3: Public Contracts and Nepotism (15 minutes)
- The Ohio Ethics Law and Firefighters Part 4: Sales to Public Agencies (15 minutes)

LAW ENFORCEMENT

The Ohio Ethics Law and Law Enforcement (60 minutes)

An e-course especially designed for the men and women of law enforcement! How does the Ethics Law interact with your career and public service? What should you know about accepting gifts? Do conflicts of interest arise for police officers and county sheriffs? Dive into this customized e-course to ensure that you comply with the law even as you enforce it! This course has been approved for one general credit hour of Continuing Professional Training by the Ohio Peace Officer Training Academy.

The Ohio Ethics Law and Post-Employment (15 minutes)

Thinking of a new career adventure? Public officials and employees who are leaving public service or moving from one public position to another are subject to job-seeking and post-employment provisions of the Ethics Law and related statutes. These laws help ensure that the public is fairly represented in all interactions with the public and private sectors. This brief e-course offers information on how to make a smooth transition to the next chapter of your life.



M E M O

DATE: 12/16/2025

TO: Mifflin Township Trustees

FROM: Service Director – Roger Boggs

SUBJECT: Updates & Requests

Service Dept. Request

- Request to remove Tristin Hankinson from probation and give him a 3% raise bringing his new rate to 25.20/HR, effective 12/8/25. This has been planned and budgeted for. Tristin is showing exceptional performance and dedication thus far.

Updates

- No Updates

Code Enforcement

- No Request

Updates

- No Updates

Crews are staying busy picking up trash along the roadways and in the alleys, as well as tires that are being dumped in various places.

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.

MIFFLIN TOWNSHIP DIVISION OF POLICE

Office of David Briggs, Chief



To: Mifflin Township Board of Trustees
From: Chief David Briggs
Date: December 10th, 2025
Re: Trustees meeting December 16th, 2025

Request:

Request to accept the new pay scale for the Division of Police. This scale was created with input from Human Resources. The new pay scale will not incur any additional cost to the Division of Police for 2026 operations.

Request approval to attend the Police Executive Leadership College (flyer attached), this is a three week course, split up over 3 months. The cost of the class is \$2725. This class covers a wide variety of topics including executive leadership, management, ethics, and several more. The first week of classes start April 13th and requires a letter of nomination from a trustee. This is one of the preferred trainings for Chief's of Police or those in command level positions by most law enforcement agencies. I would request this training be paid for out of the general fund.

Updates:

Division of Police monthly stats.

Of Note:

Officer Howard responded to a reported shooting at a Stelzer Road business, he found a vehicle was shot, however the victim refused to cooperate, shortly after that incident, a second shooting call came in at the same location, where Officer Darnell found a day care had been shot, while children were inside.

Officer Darnell handled a situation at a Morse Road business, where subjects who were vandalizing the door were trespassed, while leaving the store, they intentionally caused damage to a vehicle in the parking lot and were arrested.

Officer Darnell responded to a shooting on Berrell Avenue, the victim was located and transported to the hospital, the Franklin County Sheriff's Office Detective Bureau is investigating.

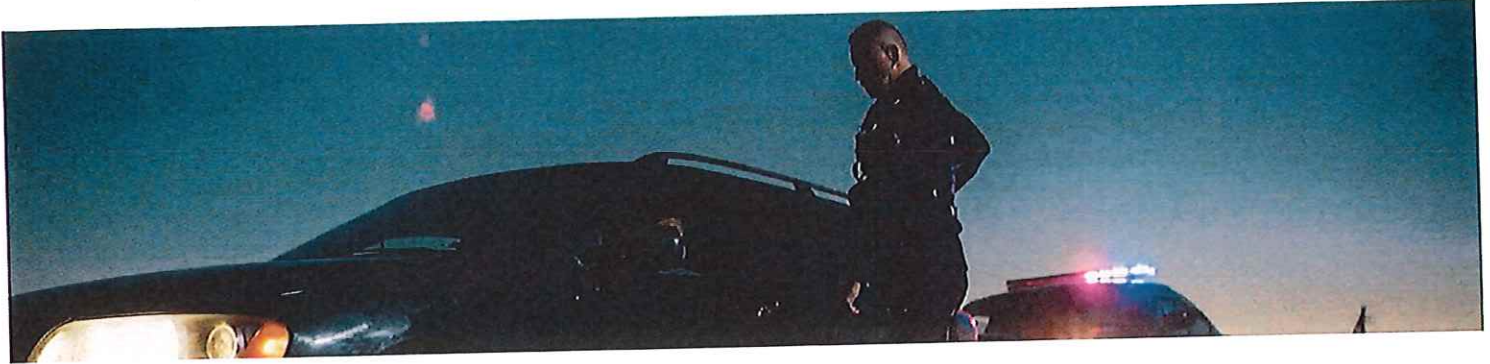
Officer Howard was dispatched to an accident, upon arrival, he found a vehicle had crashed into a house. The driver was found to be intoxicated and was arrested. Due to several previous convictions, this was a felony charge of operating a vehicle under the influence.

Officer Darnell was dispatched to a residence on Armuth in reference to a shooting. Upon arrival, she found a victim, with multiple gun shot wounds. The victim was transported to the hospital, the Franklin County Sheriff's Office Detective Bureau is investigating.

Salary Schedules

-Oct 2024 - Dec 2025

DEPARTMENT	Title	FLSA Status	Minimum	Maximum	Min Hourly	Max Hourly
Police	Officer	Non-Exempt	\$ 62,400.00	\$ 81,120.00	\$ 30.00	\$ 39.00
Police	Officer, Senior	Non-Exempt			\$1.00/hr on current rate	
Police	Officer PT Patrol	Non-Exempt			\$	\$ 30.00
Police	Officer PT Patrol in Training	Non-Exempt			\$	\$
Police	Officer PT No Patrol/Admin	Non-Exempt			\$	\$ 25.00
Police	Lieutenant	Non-Exempt	\$ 87,817.60	\$ 87,817.60	\$ 42.22	\$ 42.22
Police	Chief	Exempt	\$ 100,984.00	\$ 100,984.00	\$ 48.55	\$ 48.55

[HOME](#)[ABOUT US](#)[SUPPORT LEF](#)[PROGRAMS](#)

PELC PROSPECTIVE STUDENT INTERESTED IN PELC?

PELC is a three – week executive leadership training program spread out over three months. Leadership skills can be learned, and that given the opportunity for feedback and practice, executives can learn to lead. PELC provides law enforcement executives with one of those rare moments in their careers to apply leadership concepts. It is an intensive learning experience focused on leadership skill development in the organization – both for the benefit of the community.

If you are a law enforcement executive who wants to improve your leadership skills to enhance your organization, in addition, if you are interested in furthering your academic education by attending a higher education institution, we provide undergraduate college credits for PELC graduates.

Who Is PELC For?

PELC is designed for Police Chiefs, Sheriff's, and Management-Level staff who are willing to enhance their leadership skills. The course is geared to law enforcement executives from all size agencies. The one thing all should possess is the willingness to learn and unlearn.

Qualifications

Minimum qualifications for PELC include personal and job-related criteria. The applicant

Hold a chief executive position in a law enforcement agency or occupy a law enforcement position that includes full-time permanent responsibility to supervise full-time personnel, and has the authority to hire or fire employees of the company or agency.

Complete the attached P.E.L.C application form; an application returned with unanswered questions will be considered incomplete.

Provide a statement of nomination and commitment from the applicant's administrative superior.

Academic Expectations

In order to graduate from the Police Executive Leadership College, the student must:

Attend **ALL** Training Sessions

Receive a passing grade of at least 70% on three papers that are submitted for evaluation.

Receive a passing grade of at least 70% on three weekly tests of instructor modules.

Receive satisfactory evaluation for the written portfolio and community assessment assignment.

Participate in the three team presentations.

Successfully deliver three speeches, including: impromptu, critical issue impacting the community, and a speech of your own choosing.

Complete journal assignments per guidelines

Read **ALL** required readings.

Pass three weekly tests on the learning modules.

Complete any other assignments given by the instructors.

Application Instructions

[CLICK HERE](#) to download the application, mail or

Law Enforcement Foundation, Inc.

PELC Application

6277 Riverside DR., 1S

Dublin, OH 43017

Monica.Miller@oacp.org

College Credits

Two Ohio Universities grant college credits for PELC

Franklin University & Tiffin University

[More Information on College Credits](#)

PELC Session Dates

PELC 92

Fall (2025)

Orientation Lunch:

July 29th, 2025

September 8th-12th, 2025

October 13th-17th, 2025

November 10th-14th, 2025

PELC 93

Winter (2026)

Orientation Lunch:

December 2nd, 2025

January 12th-16th, 2026

February 9th-13th, 2026

March 16th-20th, 2026

PELC 94

Spring (2026)

Orientation Lunch:

March 3rd, 2026

April 13th-17th, 2026

May 18th-22nd, 2026

June 15th-19th, 2026

PELC 95

Fall (2026)

Orientation Lunch:

August 4th, 2026

September 14th-18th, 2026

October 19th-23rd, 2026

November 16-20th, 2026

PELC 96

Winter (2027)

Orientation Lunch:

TBD

January TBD

February TBD

March TBD

PELC 97

Spring (2027)

Orientation Lunch:

TBD

April TBD

May TBD

June TBD

PELC 98

Fall (2027)

Orientation Lunch:

TBD

September TBD

October TBD

November TBD

Modules

WEEK 1

Executive Role
Excellence in Management
Risk Management
Leadership Assessment
Community Leadership Structure – Part I
Problem Solving
Executive Leadership
Employee Motivation

WEEK 2

Communication & Executive Performance
Effective Written Communication
Ethics & Principle Based Leadership
Social Media
Media Management

WEEK 3

Conflict Management
Community Leadership Structure – Part II
Officer Wellness

COPTALK – Panel of Chiefs

Leadership for a Lifetime: How the Past Prepares Us for the Future


For more information or if you have questions


Mallory Murphy, *Program Director*, mallory.murphy@lelawenforcement.org

Monica Miller, *Program Coordinator*, monica.miller@lelawenforcement.org

or call 614.761.9479

CONTACT

 614 761 9479

 6277 Riverside Drive, Dublin, Ohio

OUR SERVICES

- › CLEE
- › DARE Ohio
- › PELC
- › STEP

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MIFFLIN TOWNSHIP DIVISION OF POLICE - STATS

NOVEMBER - 2025

Total Calls for Service	162	Total Reports Taken	46	Indictments	1	Cases to Bureau	6
TYPE OF CALLS						ARRESTS	
Adult Prot. Service Referrals	0	Fights	2	Pursuits	0	Felony Arrests	6
Agency Assists - Other	27	Follow-Up Investigations	0	Rapes	1	Misdemeanor Arrests	7
Angency Asslt - Fire / Medics	7	Forgery / Bad Checks	0	Recovered Stolen Vehicles	3	Juvenile Felony Arrests	0
Alarms Drops	6	Homeless Complaints	0	Robberies	1	Juvenile Misd. Arrests	0
Animal Complaints	0	Homicides	0	Search Warrants Executed	1	Felony Warrant Arrests	2
Assaults	10	Intoxicated Persons	1	Sex Offenses	1	Misd. Warrant Arrests	0
ATV Complaints	0	Juvenile Complaints	5	Shootings	4	Juvenile Warrant Arrests	0
B&E / Burglary	3	Kidnapping	0	Shots Fired	3	Traffic Stops Made	15
Business Disputes	5	Loud Music	1	Stabbings	1	Traffic Citations Issued	3
Crashes - Non-Injury	8	Medical Emergencies	3	Stolen Vehicles	5	OVI Arrests	2
Crasher - Injury	8	Mental Health	5	Suicides - Attempts/Threats	0	DRUG SEIZURES	
Crashes - Fatal	0	Missing Person	3	Suspicious Person/Vehicles	22	Cocaine/Crack	0
Crashes - Hit Skip	0	Missing Person Return	1	Thefts	9	Fentanyl	0
Child Abuse Reports	0	PD Walk-Ups (Station Calls)	7	Threats / Harassments	4	Heroin	0
Children Services Referrals	3	Narcotics Complaints	0	Traffic Details / Control	0	LSD/MDMA	0
Civil Complaints / Matters	1	Neighbor Disputes	0	Trespassing Complaints	1	Marijuana	0
Custody Disputes	1	Officer In Trouble	0	Unauthorized Use - M.V.	0	Methamphetamine	0
Dead On Arrival	0	Overdoses	0	Unknown 911 Calls	6	Other Drugs	0
Disabled Vehicles	9	Parking Complaints	0	Use Of Forces	1	Prescription Drugs	0
Disturbances	2	Person w/ Gun	7	Vandalism	3	OTHER SEIZURES	
Domestics	12	Person w/ Knife	1	Wellbeing Checks	3	Firearms	0
Emergency Notifications	0	Prowlers	0			Vehicle Impound	7



MIFFLIN TOWNSHIP

Brian P. Dunlevy
Fire Chief

Scott Davis
Assistant Fire Chief

BOARD OF TOWNSHIP TRUSTEES MEETING

December 16, 2025

FIRE DIVISION REQUESTS:

Fire Administration will be presenting the current model for our Mission, Vision, Value going into 2026 to the Board of Trustees.

Resolution # XXX-25:

12162025-1. Request to Approve 2026 Compensation Proposal:

This is a request to approve a 2026 pay schedule adjustment of two percent as part of a continued comprehensive response to recruitment and retention. These proposed adjustments include reallocating existing funds using the planned budgeting through 2026.

This request is applied to the top pay firefighter/paramedic rate from which 40-hour staff, fire dispatchers and fire support, part-time and full-time positions including IT Director, Facility Manager, Fleet Mechanic, and Administrative Assistant. Differentials have been adjusted as necessary. If approved, we would request that the new rates would take effect the first full pay in January of 2026.

Resolution # XXX-25:

12162025-2. Request to Approve Fire/EMS Fees:

This is a request to approve the current Fire & EMS fee schedule for all bureaus of the Division of Fire including contracted services. This is an administrative formality. There is no changes in the fee schedule at this time.

Resolution # XXX-25:

12162025-3. Request to Modify Resolution #139-25:

This is a request to modify resolution #139-25, adjusting Mifflin's portion from \$21,000 to \$37,272. This adjustment is a result of an error from the Bureau of Workers Compensation representative's calculations during the initial formulation of the Grant and our portion. We have been awarded the grant to purchase four new Lucas CPR devices in the amount of \$77,272. This is budgeted for 2026 and will save the Township \$40,000.

UPDATES:

- Fire Division Awarded 90/10 Firefighter Gloves and Hood Grant
- Fire Division Awarded \$40,000 Lucas CPR Grant
- Winter Operations Protocol in Place
- Working with Fiscal Officer on 2026 facility/vehicle/liability insurance renewal
- Finalizing FF Candidate Eligibility List
- Finalizing Captain's Eligibility Test
- Working with GLHS on Final Inspections of the New High School for Occupancy
- Working with Gahanna's Development Director to establish FD TIF revenue for the new development on Mill Street.

Fire Department Salary Schedules
2026

				Step 1 (12 Months)	Step 2 (12 Months)	Step 3 (12 Months)	Step 4 (18 Months)	Step 5 (18 Months)
Dept	Title	FLSA Status	Apprentice					
Fire	Firefighter/Paramedic	Non-Exempt	\$ 23.59	\$ 28.71	\$ 31.37	\$ 33.29	\$ 35.27	\$ 37.18

Dept	Title	FLSA Status	Minimum	Maximum	Min Hourly	Max Hourly
Fire	Public Safety Technology Director	Exempt	\$ 107,100.00	\$ 160,650.00	\$ 51.49	\$ 77.24
Fire	Office Manager	Non-Exempt			\$ 33.46	\$ 37.18
	Administrative & Communications Coordinator	Non-Exempt			\$ 33.35	\$ 43.35
Fire	Mechanic	Non-Exempt			\$ 21.40	\$ 44.28
Fire	Fire Marshall I	Non-Exempt			\$ 59.72	\$ 59.72
Fire	Fire Marshall II	Non-Exempt			\$ 64.50	\$ 64.50
Fire	Facilities Director	Non-Exempt			\$ 40.80	\$ 51.00
Fire	Inspector	Non-Exempt			\$ 37.71	\$ 51.72
Fire	Community Paramedic	Non-Exempt			\$ 54.31	\$ 54.31
Fire	EMS Coordinator	Non-Exempt			\$ 54.31	\$ 54.31
Fire	Community Services Lt	Non-Exempt			\$ 59.74	\$ 59.74
Fire	Community Services Capt	Non-Exempt			\$ 64.51	\$ 64.51
Fire	Lieutenant	Non-Exempt			\$ 40.90	\$ 40.90
Fire	Lieutenant OOC	Non-Exempt			\$ 39.04	\$ 39.04
Fire	Captain	Non-Exempt			\$ 44.17	\$ 44.17
Fire	Captain OOC	Non-Exempt			\$ 42.54	\$ 42.54
Fire	Battalion Chief (56-Hours)	Non-Exempt			\$ 47.71	\$ 47.71
Fire	Battalion Chief OOC (56-Hours)	Non-Exempt			\$ 45.93	\$ 45.93
Fire	Battalion Chief (40-hours)	Non-Exempt			\$ 69.68	\$ 69.68
Fire	Deputy Fire Chief	Exempt	\$ 154,059.98	\$ 154,059.98	\$ 74.07	\$ 74.07
Fire	Assistant Fire Chief	Exempt	\$ 166,406.64	\$ 166,406.64	\$ 80.00	\$ 80.00
Fire	Fire Chief	Exempt	\$ 179,714.80	\$ 179,714.80	\$ 86.40	\$ 86.40

Fire Department Salary Schedules
2026

			Step 1 (12 Months)	Step 2 (12 Months)	Step 3 (18 Months)	Step 4 (18 Months)	Step 5 (18 Months)
Dept	Title	FLSA Status					
MECC	Dispatcher Day Shift	Non-Exempt	\$ 26.99	\$ 33.11	\$ 34.43	\$ 35.92	\$ 37.49
	Dispatcher Night Shift	Non-Exempt	\$ 28.07	\$ 34.44	\$ 35.81	\$ 37.36	\$ 38.98

Dept	Title	FLSA Status	Hourly Rate
MECC	Lieutenant Day Shift	Non-Exempt	\$ 41.23
	Lieutenant Night Shift	Non-Exempt	\$ 42.87
	Captain Day Shift	Non-Exempt	\$ 46.17
	Captain Night Shift	Non-Exempt	\$ 48.02
	OOC Lieutenant Day Shift	Non-Exempt	\$ 39.36
	OOC Lieutenant Night Shift	Non-Exempt	\$ 40.93
	OOC Captain Day Shift	Non-Exempt	\$ 43.70
	OOC Captain Night Shift	Non-Exempt	\$ 45.45



MIFFLIN TOWNSHIP

Brian P. Dunlevy
Fire Chief

Scott A. Davis
Assistant Fire Chief

MIFFLIN TOWNSHIP DIVISION OF FIRE SPECIAL DUTY RATES

Advanced Life Support Paramedic Vehicle	2 personnel required	\$150.00 per hour
Basic Life Support Bike Medic	2 personnel required	\$140.00 per hour
Advanced Life Support Fire Engine	3 personnel required	\$210.00 per hour
Fire UTV 4X4 Advanced Life Support Unit	2 personnel required	\$140.00 per hour
Fire Inspector Fire Watch		\$70.00 per hour
** 2-Hour Minimum for All Personnel and Apparatus Requests ** Effective April 2025		



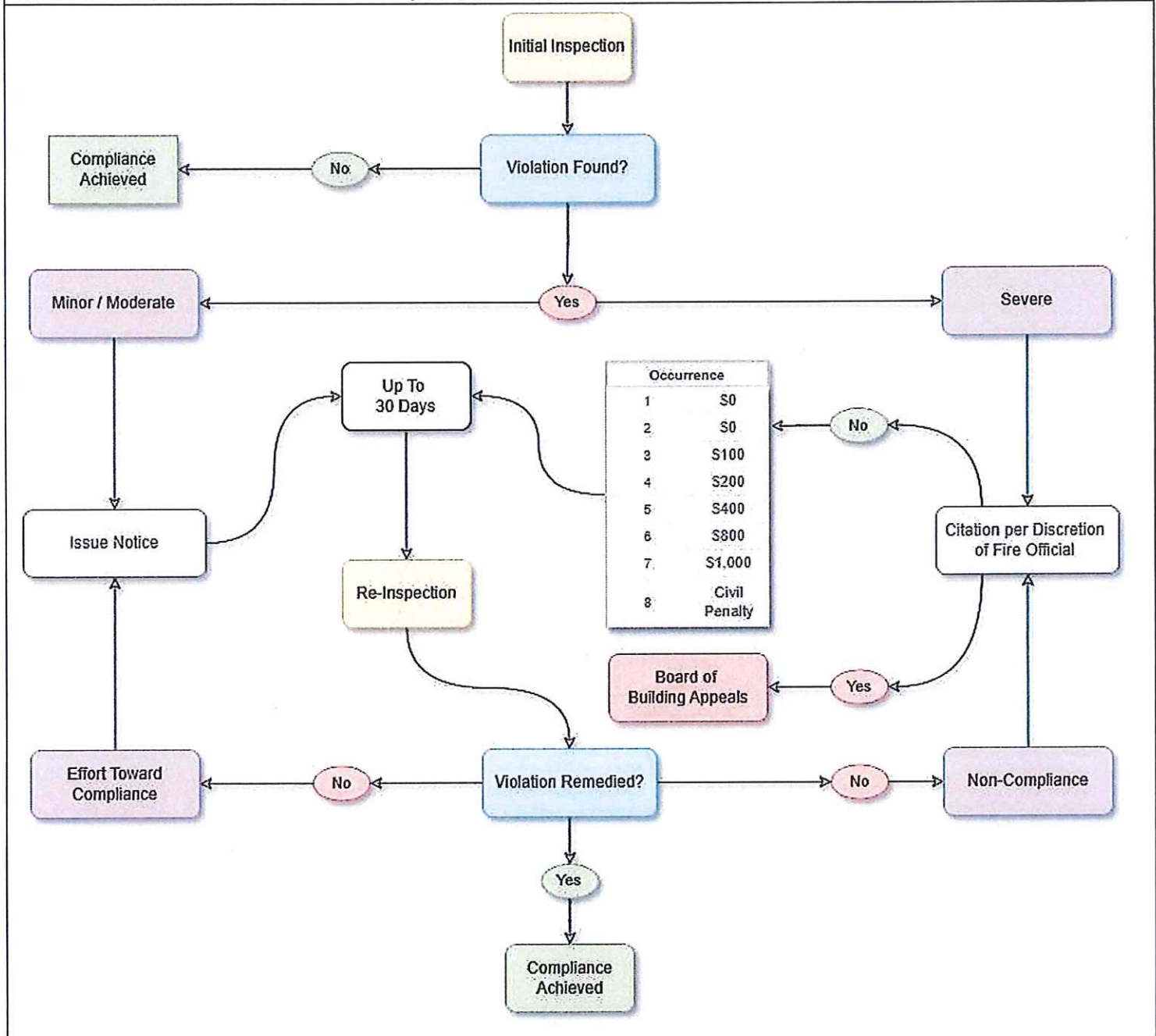
MIFFLIN TOWNSHIP DIVISION OF FIRE FIRE INSPECTION BUREAU



P.O. BOX 307630 GAHANNA, OH 43230
(614) 471-0542 / FAX (614) 478-6744

Table A – Fire Safety Inspection, Re-Inspection Fees

This flow chart provides details on the conditions and fees for annual fire safety inspections of existing buildings. It includes information on potential code violations that may be identified during these inspections and the corresponding fees that will be assessed based on the nature and severity of the violations. No fee will be assessed for initial fire safety inspections.





MIFFLIN TOWNSHIP DIVISION OF FIRE FIRE INSPECTION BUREAU



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Table B – Permit Fees

The Ohio Fire Code requires a property owner or owner's authorized agent who intends to conduct an operation or business, or install or modify systems and equipment that are regulated by this code, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permit. Applications for permits shall be accompanied by construction plans which will be examined for compliance. Plan examination fees are charged at \$75 per hour, with a minimum charge of one hour. The fire code official will bill for each hour spent reviewing drawings and drafting written commentary. During this process, the official will also identify the necessary permits. Once the review and commenting process is complete, the construction permit will be issued, and invoices for the relevant fees will be processed. Certain hazardous activities conducted within the jurisdiction require an operational permit. These activities are listed, and the permit will remain valid for the specified time period according to the approved plan. If modifications to the approved plan are requested or necessary, the fire official will determine if a new permit is required.

Certain construction activities, systems, or fire protection features may require an acceptance test prior to final approval, which will be determined in the plan review process. Applicable fees are outlined in **Table E – Acceptance Test Fees**.

Notes can be found in **Table J – Appendix**.

	Construction Fee	Operational Fee	Notes
Automatic Fire Suppression Systems	See Table C		a
Backflow Preventer Valve	\$200 per valve		
Battery Systems	\$300 per system		b
Beverage Dispensing Carbon Dioxide Systems		\$100 annually	c
Cellular Dialer	\$250 per system		d
Compressed Gases	\$100 per tank	\$100 annually	e
Cryogenic Fluids	\$250 per building	\$100 annually	f
Cutting and Welding		\$100 per prescribed	
Digital Alarm Communicator Transmitter	\$250 per system		d
Dry Cleaning		\$100 annually	
Electric Vehicle Charging Station	\$100 per charger		g
Emergency Responder Radio Coverage System	\$300 per system	\$100 annually	
Explosives		See Table I	
Fire Alarm and Detection Related Equipment	\$200 per system		h
Fire Alarm and Detection Systems	See Table C		
Fire Hydrants and Valves		\$100 per prescribed	
Fire Pumps and Related Equipment	\$500 per pump		
Flammable and Combustible Liquids	\$250 per building	\$100 annually	i
Floor Finishing		\$100 per prescribed	j
Gates and Barricades Across FD Access Roads	\$100 per gate		
Generator	\$100 per unit	\$100 annually	
Continued on next page			



MIFFLIN TOWNSHIP DIVISION OF FIRE FIRE INSPECTION BUREAU



P.O. BOX 307630 GAHANNA, OH 43230
(614) 471-0542 / FAX (614) 478-6744

Table B – Permit Fees (continued)

	Construction Fee	Operational Fee	Notes
<i>Hazardous Materials</i>	\$250 per building	\$100 annually	<i>k</i>
<i>Hazardous Production Materials Facilities</i>		\$100 annually	
<i>High Piled Storage Array</i>	\$200 per building	\$100 annually	<i>l</i>
<i>Hot Work Operations</i>		\$100 per prescribed	
<i>Industrial Ovens</i>	\$250 per oven	\$100 annually	
<i>Kitchen Hood Extinguishing System (Type I)</i>	\$250 per system		
<i>Kitchen Hood Extinguishing System (Type II)</i>	\$100 per system		
<i>Liquid or Gas-Fueled Equipment in Assembly Buildings</i>		\$100 per prescribed	
<i>LP – Gas</i>	\$250 per system	\$100 annually	
<i>Miscellaneous Combustible Storage</i>		\$100 annually	
<i>Miscellaneous System Test</i>			
<i>Motor Fuel-Dispensing Facilities</i>		\$100 annually	
<i>NFPA 13D Sprinkler Systems (Residential)</i>	\$200 per system		
<i>NFPA 13R Sprinkler Systems (Residential)</i>	See Table C		
<i>Open Burning (Residential 3'x3' / Commercial 5'x5')</i>		\$0 once approved	
<i>Places of Assembly (excludes places of worship)</i>		\$100 annually	
<i>Private Fire Hydrants</i>	\$300 per hydrant	\$100 per prescribed	<i>m</i>
<i>Pyrotechnic Special Effects Material</i>		\$100 per prescribed	
<i>Refrigeration Equipment</i>		\$100 annually	
<i>Repair Garages</i>		\$100 annually	
<i>Smoke Control or Smoke Exhaust Systems</i>	\$250 per system		
<i>Solar Photovoltaic Power Systems</i>	\$250 per system		
<i>Spraying or Dipping</i>	\$250 per building	\$100 annually	
<i>Standpipe Systems</i>	\$250 per system		<i>n</i>
<i>Storage Tanks (Aboveground & Belowground)</i>	See Table I		
<i>Temporary Membrane Structures and Tents-min. 120 sf ft²</i>	\$100 per str. or tent	\$100 annually	
<i>Underground Fire Line (Thrust Block)</i>	\$100 + \$0.20 per ft		



MIFFLIN TOWNSHIP DIVISION OF FIRE FIRE INSPECTION BUREAU



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Table C – Fire Alarm and Suppression Permit Fees

If a fire alarm system or automatic fire suppression system is to be installed, altered, modified, repaired, or replaced, plans shall be submitted to the fire code official which will then be reviewed. Once approved, a permit and invoice will be issued accordingly. **In addition to the permit fee, plan review fees apply at \$75.00 per hour, with a minimum charge of one hour.** The fire code official will bill for each hour spent reviewing drawings and drafting written commentary.

For new installations, the fees are charged at a flat rate based on the total square footage of the protected area. If a building is equipped with multiple systems, the fire code official has the discretion to either charge a single fee for the entire protected area or assess separate fees for each individual system.

For alterations, modifications, repairs, or replacements to existing systems, a flat rate based on the total square footage of the protected area.

	New Installation	Alteration / Modification	Repair / Replacement
<i>Less than 2,500 ft²</i>	\$ 300.00	\$ 150.00	\$ 150.00
<i>2,501 – 5,000 ft²</i>	\$ 400.00	\$ 200.00	\$ 200.00
<i>5,001 – 10,000 ft²</i>	\$ 500.00	\$ 250.00	\$ 250.00
<i>10,001 – 20,000 ft²</i>	\$ 750.00	\$ 375.00	\$ 375.00
<i>20,001 – 30,000 ft²</i>	\$ 1,000.00	\$ 500.00	\$ 500.00
<i>30,001 – 40,000 ft²</i>	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
<i>40,001 – 75,000 ft²</i>	\$ 2,500.00	\$ 1,250.00	\$ 1,250.00
<i>75,001 – 100,000 ft²</i>	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00
<i>100,001 – 200,000 ft²</i>	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
<i>200,001 – 300,000 ft²</i>	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00
<i>300,001 – 400,000 ft²</i>	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
<i>400,001 – 500,000 ft²</i>	\$ 7,500.00	\$ 3,750.00	\$ 3,750.00
<i>500,001 – 1,000,000 ft²</i>	\$ 9,000.00	\$ 4,500.00	\$ 4,500.00
<i>1,000,001 – 1,500,000 ft²</i>	\$ 11,000.00	\$ 5,500.00	\$ 5,500.00
<i>1,500,001 – 2,000,000 ft²</i>	\$ 13,000.00	\$ 6,500.00	\$ 6,500.00



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Table D – Acceptance Test Fees

The table provides detailed information on the acceptance fees required for construction activities and systems.

	Fees
Initial Acceptance Test	\$0
First Acceptance Re-Test	\$0
Second Acceptance Re-Test	\$100
Third Acceptance Re-Test	\$200
Fourth Acceptance Re-Test	\$400
Fifth Acceptance Re-Test	\$800
Sixth Acceptance Re-Test or more (each)	\$1,000

Table E – Cancellation Fees

This Table details the conditions and fees associated with cancellations of inspections or witness / acceptance testing. It specifies when fees are assessed based on the timing and reasons for the cancellation.

	Perform Test	Assess Fee	Fee per Occurrence		
			1 st	2 nd	3 rd +
<i>Notified before 7:00 AM of day to be performed</i>	No	No			
<i>Notified after 7:00 AM of day to be performed</i>	No	Yes	\$50	\$75	\$150
<i>All required parties not on site</i>	No	Yes	\$50	\$75	\$150
<i>Cancelled on site – no test performed</i>	No	Yes	\$50	\$75	\$150
<i>Cancelled by Fire Official</i>	No	No			
<i>Cancelled by Building Official</i>	No	No			

Table F – Nuisance Fire Alarm / Medical Alarm Fees

This Table details the conditions and fees associated with nuisance fire and medical alarms occurring within a 12-month period.

	Action				Fee
	Incident Report	Notify Fire Chief & Trustees	Notify Owner / Lessee by Certified Mail	Assess Fee per Occurrence by Certified Mail	
<i>First Occurrence</i>	✓				\$0
<i>Second Occurrence</i>	✓	✓			\$0
<i>Third Occurrence</i>	✓	✓	✓		\$0
<i>Fourth Occurrence or more</i>	✓	✓	✓	✓	\$300



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Table G – Child / Adult Day Care License

The table provides detailed information on the license fees required for child and adult day care inspections.

	Fees	Frequency
<i>Licensed Child Day Care Inspection</i>	\$100	Annual
<i>Licensed Adult Day Care Inspection</i>	\$100	Annual
<i>Foster Care Home Inspection</i>	\$0	As Needed
<i>Adoption Home Inspection</i>	\$0	As Needed

Table H – Special Event Fees

The table provides detailed information on the permits and associated fees required for special events and various situations that necessitate the involvement of a fire code official. It specifies the types of permits needed, the conditions under which they are required, the corresponding fee structure, and the duration for which the permit remains valid. The table ensures that organizers are aware of the necessary permits to ensure compliance with fire safety regulations and to facilitate the safe execution of events and activities.

Notes can be found in Table J – Appendix.

	Fees	Permit Duration	Notes
<i>Aerial Fireworks Display</i>	\$75 per hour per inspector	Day of specified display	<i>a</i>
<i>Fireworks Set Piece, Lance, Lance Work Display</i>	\$150 per piece	Day of specified display	<i>a</i>
<i>Fire Department Contracted Fire Watch</i>	\$100 per hour per inspector		<i>b</i>
<i>Special Hours Inspections / Witness Testing</i>	\$150 per hour per inspector		<i>c</i>

Table I – Storage Tank Fees

Mifflin Township Division of Fire is 'Delegated' to issue permits and perform inspections as authorized by the Ohio Fire Marshal. Certain activities involving storage tanks containing regulated product require that plans shall be submitted to the fire code official which will then be reviewed. Once approved, a permit and invoice will be issued accordingly. **In addition to the permit fee, plan review fees apply at \$75.00 per hour, with a minimum charge of one hour.** The fire code official will bill for each hour spent reviewing drawings and drafting written commentary.

Notes can be found in Table J – Appendix.

	Fees	Permit Duration	Notes
<i>Aboveground Storage Tank Activity Permit</i>	Varies per permit activities	6 months	<i>a</i>
<i>Underground Storage Tank Activity Permit</i>	Varies per permit activities	6 months	<i>b</i>
<i>Aboveground Storage Tank Inspection Hours</i>	\$75 per hour		<i>c</i>
<i>Underground Storage Tank Inspection Hours</i>	\$75 per hour		<i>d</i>



MIFFLIN TOWNSHIP DIVISION OF FIRE

FIRE INSPECTION BUREAU



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Table J - Appendix

Table B – Construction Permit Fees Notes

- a. Includes but not limited to Water-Mist, CO₂, Halon 1301, Dry-Chemical, Wet-Chemical, and Clean Agent Suppression Systems
- b. Applies to systems over 50 gallons of liquid capacity or over 20 KWH for non-liquid battery systems
- c. Applies to systems in excess of 100 pounds of Carbon Dioxide
- d. Permit will be issued after passing the required Fire Code acceptance test. The test involves triggering an alarm, then timing the relay of the alarm from the trigger point (e.g., pull station), through the FACP, to the monitoring company, and ultimately to the emergency communications center.
- e. Applies to systems in excess of 2017 OFC Table 105.6.9
- f. Applies to systems in excess of 2017 OFC Table 105.6.11
- g. Includes, but not limited to electric/battery operated forklifts, pallet jacks or other product moving equipment, charging systems for robotics and battery powered motor vehicles.
- h. Includes but not limited to Automatic Smoke, Heat, Water Flow, and CO₂ Detectors, and Manual Pull Stations, Command Centers, Access Control Panels, Delayed Egress Locks, Smoke Control Panels, Fire Dampers, Drop Doors, Fire Curtains, and Fire Door / Shutter Actuators.
- i. Applies to systems in excess of allowable limits per 2017 OFC 105.6.17
- j. Applies to operations in excess of 350 square feet (33 m²) using Class I or Class II liquids.
- k. Includes but not limited to Cryogenics, Flammables, Combustible Liquids, and CO₂ Systems. Applies to systems in excess of 2017 OFC Table 105.6.21
- l. Applies to operations in excess of 500 ft²
- m. Private fire hydrants required by the fire code official in plan commentary, but not mandated by the fire code or NFPA, are exempt from fees, however a permit is required.
- n. Permits for standpipe systems should exclude combination sprinkler/standpipe systems. For installations that include both a standpipe and sprinkler system, refer to Table A.

Table I – Special Event Fees Notes

- a. The permit is valid for the day of the display only and requires a minimum of 6 hours. If the display is delayed due to weather, no additional fee will be assessed. However, if the delay is caused by human factors, a new fee will be assessed
- b. Minimum of 1 inspector per 250,000 ft² requiring fire watch, minimum 1 hour, remaining in effect until no longer required in accordance with the 2017 Ohio Fire Code
- c. Special hours are considered inspections or witness testing conducted between 5:00 PM and 7:00 AM, or those that start before 5:00 PM and extend past 5:00 PM.

Table J – Storage Tank Fees

- a. Activities requiring a permit include installation, alteration, abandonment, removal or to place temporarily out of service a stationary flammable or combustible liquid storage tank and are in accordance with paragraph (E)(1)(a)(105.1.1) of rule 1301:7-7-01 of the Administrative Code.
- b. Activities requiring a permit include installation, removal, closure-in-place, removal from service more than 90 days, change in service, change of product, major repair, or modification, and are in accordance with rule 1301:7-9-10 of the Administrative Code.
- c. Activities requiring testing are in accordance with 1301:7-7-57 of the Administrative Code, and NFPA 30.
- d. Activities requiring a Certified Underground Storage Tank Inspector to be on site are in accordance with rule 1301:7-9-11 of the Administrative Code.

Dear Employer,

Congratulations! We have approved MIFFLIN TOWNSHIP's application for the Safety Intervention Grant in the amount of \$ 40000.0. You may now make your purchase.

You should receive your award within six weeks from the date of this letter. If you enrolled in electronic funds transfer (EFT), expect a direct deposit into the account specified on your vendor information form.

We have approved the following equipment under this grant award as detailed in the attached approved grant budget:

Lucas Device

**** Please DO NOT STRAY FROM THE BUDGET**, be advised that you may not use grant money for safety intervention equipment that has already been purchased. This includes any or all of the following procurement activities: Ordered equipment; Received equipment; Received paid equipment. If you make the purchase/payment prior to receipt of this letter, BWC will consider the purchase retroactive and BWC may request return of the funds.

You must complete the action steps as listed below. All of them should be completed within the BWC Grant Management Portal:

- **Within 120 days** after the grant check or EFT, purchase and implement the approved intervention equipment/services.
- **Within 120 days** after the grant check or EFT, submit proof of spending and purchase documentation for all approved equipment/services.
- **Within one year** after the equipment is placed into service, complete the required case study.

Lastly, please ensure that when submitting your proof of spending and proof of payment documentation that your **invoice** is exact to

the **quote** previously submitted. Including items that were not pre-approved in this grant or significantly changing their descriptions could delay the reconciliation process.

If you have any questions or concerns, please contact Safety Grants via [The Ohio BWC Grant Management Portal](#). Thank you for taking the initiative to provide a safe work environment for your employees.

Sincerely,

Sandi Golden-Vest
Superintendent, Division of Safety & Hygiene



LUCAS 3.1 - BWC Grant 2025

Quote Number: 11142541

Remit to:

Stryker Sales, LLC
21343 NETWORK PLACE
CHICAGO IL 60673-1213
USA

Version: 1

Prepared For: MIFFLIN TWP FIRE DEPT ADMIN
Attn:

Rep: Allyson Wright
Email: allyson.wright@stryker.com
Phone Number:
Mobile: (330) 321-5852

Quote Date: 08/29/2025

Expiration Date: 10/31/2025

Delivery Address

Name: MIFFLIN TWP FIRE DEPT
ADMIN
Account #: 20158898
Address: 400 W JOHNSTOWN RD STE
210
GAHANNA
Ohio 43230-2733

Sold To - Shipping

Name: MIFFLIN TWP FIRE DEPT
ADMIN
Account #: 20158898
Address: 400 W JOHNSTOWN RD STE
210
GAHANNA
Ohio 43230-2733

Bill To Account

Name: MIFFLIN TWP FIRE DEPT
ADMIN
Account #: 20158898
Address: 400 W JOHNSTOWN RD STE
210
GAHANNA
Ohio 43230-2733

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System, Includes Hard Shell Case, Slim Back Plate, (2) Patient Straps, (1) Stabilization Strap, (2) Suction Cups, (1) Rechargeable Battery and Instructions for use With Each Device	4	\$19,079.44	\$76,317.74
Equipment Total:					\$76,317.76

Price Totals:

Estimated Sales Tax (0.000%): \$0.00
Shipping and Handling: \$953.96
Grand Total: \$77,271.72

Comments:

- UPDATED PRICING
- VOLUME DISCOUNT: Based on (4) Unit Purchase
- CHARGING ITEMS: NOT included on quote

Prices: In effect for 30 days