

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

**Held**

**January 5,**

**2026**

## I. CALL TO ORDER

At 10:04 a.m., Mr. Angelou called the **Organizational meeting** to order.

## II. PLEDGE OF ALLEGIANCE

## 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, Assistant Fire Chief Scott Davis, Police Chief David Briggs, Service Director Roger Boggs, HR Director Mindy Owens, IT Director Craig Main and Asst. Fiscal Officer Cynthia Lampkins.

## IV. NEW BUSINESS

### Resolution 1-26

Approve Mr. Cavener as Chairperson of the Board of Trustees 2026, effective immediately.

Mr. Angelou moved to approve **Resolution 1-26**. Mr. Leeseberg seconded.

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

### Resolution 2-26

Approve Mr. Leeseberg as Vice Chairperson of the Board of Trustees 2026, effective immediately.

Mr. Cavener moved to approve **Resolution 2-26**. Mr. Angelou seconded.

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

### Resolution 3-26

Authorize the reimbursement for business-related expenses.

Mr. Leeseberg moved to approve **Resolution 3-26**. Mr. Angelou seconded.

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

### **Resolution 4-26**

Adopt the current regulations governing business expenses.

Mr. Angelou moved to approve **Resolution 4-26**. Mr. Leeseberg seconded.

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

### **Resolution 5-26**

Approve the schedule for Regular Trustees Meetings to occur on the first Monday of each month at 10:00 a.m. and the third Tuesday of each month at 1:30 p.m., or as designated.

Mr. Angelou moved to approve **Resolution 5-26**. Mr. Leeseberg seconded.

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

### **Resolution 6-26**

Approve the application of ORC §505.86 for the rehabilitation or securance of fire-damaged properties as determined by the appropriate authorities.

Mr. Angelou moved to approve **Resolution 6-26**. Mr. Leeseberg seconded.

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

### **Resolution 7-26**

Authorize the Chairperson or Vice Chairperson to sign contracts.

Mr. Leeseberg moved to approve **Resolution 7-26**. Mr. Angelou seconded.

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**Held** January 5, **2026**

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

**V. ADJOURNMENT**

At 10:07 a.m., the meeting adjourned.

**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.**

**ORGANIZATIONAL MEETING AGENDA**

**Monday, January 5, 2026, 10:00 a.m.**

**OPS Center**

**400 W Johnstown Rd., Gahanna  
2<sup>nd</sup> Floor, EOC Conference Room B**

**ADMINISTRATION OF THE OATH OF OFFICE – By Trustee Angelou**

- Kevin Cavener, Mifflin Township Trustee
- Jamie Leeseberg, Mifflin Township Trustee

**I. CALL TO ORDER – ORGANIZATIONAL MEETING – By Trustee Angelou**

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL**

**IV. NEW BUSINESS**

**Resolution 1-26**

Approve Chairperson of the Board of Trustees 2026

**Resolution 2-26**

Approve Vice Chairperson of the Board of Trustees 2026

**Resolution 3-26**

Reimburse Trustees and Fiscal Officer for Expenses

**Resolution 4-26**

Adopt Current Regulations of Business Expenses

**Resolution 5-26**

Approve to hold Regular Trustees Meetings on the first Monday of each month at 10:00 a.m. and on the third Tuesday of each month at 1:30 p.m. or as designated

**Resolution 6-26**

Approve ORC §505.86 as it applies to the rehab for fire damaged properties

**Resolution 7-26**

Approve authorizing the Chairperson to sign contracts or the Vice Chairperson in the absence of the Chairperson

**V. ADJOURNMENT of ORGANIZATIONAL MEETING (Regular Meeting to immediately follow)**

**RESOLUTION #1-26**

**Appointment of Chairperson for 2026**

**WHEREAS**, the Mifflin Township Board of Trustees recognizes the need for effective leadership to guide its activities and ensure effective governance during the 2026 term;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO**, to approve the appointment of Mr. \_\_\_\_\_ as Chairperson of the Mifflin Township Board of Trustees for 2026, effective immediately.

**Moved by:**

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

**Seconded by:**

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

<b>Vote</b>	Yes	No	Abstain	Absent
Mr. Cavener				
Mr. Angelou				
Mr. Leeseberg				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Trustee

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

## **RESOLUTION #2-26**

### **Approving Appointment of Vice Chairperson for 2026**

**WHEREAS**, the Mifflin Township Board of Trustees recognizes the need for strong leadership to guide its activities and ensure effective governance during the 2026 term;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO**, hereby approves the appointment of Mr. \_\_\_\_\_ as Vice Chairperson of the Mifflin Township Board of Trustees for 2026, effective immediately.

**Moved by:**

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

**Seconded by:**

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

<b>Vote</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>Absent</b>
Mr. Cavener				
Mr. Angelou				
Mr. Leeseberg				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Trustee

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

## RESOLUTION #3-26

### **Authorizing Reimbursement for Business-Related Expenses**

**WHEREAS**, the Mifflin Township Board of Trustees and Fiscal Officer occasionally incur expenses necessary for conducting official business on behalf of the Board;

**WHEREAS**, it is the policy of the Board to reimburse such expenses when they are reasonable, properly documented, and directly related to official duties;

**WHEREAS**, dues and subscriptions for the 2026 Ohio Township Association will be paid from the General Fund;

**WHEREAS**, mileage, at the rate prescribed by the IRS, will be paid to the Trustees and Fiscal Officer while doing business outside the Township except for travel to the Township office;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO**, hereby authorizes reimbursement to Trustees and the Fiscal Officer for all eligible business-related expenses incurred in the performance of their official responsibilities;

**BE IT FURTHER RESOLVED**, that all reimbursement requests shall be accompanied by appropriate receipts and submitted in accordance with established financial procedures.

**Moved by:**

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

**Seconded by:**

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

<b>Vote</b>	Yes	No	Abstain	Absent
Mr. Cavener				
Mr. Angelou				
Mr. Leeseberg				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Trustee

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

## **RESOLUTION #4-26**

### **Adopting Current Regulations Governing Business Expenses**

**WHEREAS**, the Board of Trustees acknowledges the importance of clear and consistent regulations for business-related expenses to ensure accountability and transparency;

**WHEREAS**, current regulations governing such expenses have been reviewed and deemed appropriate for continued implementation as established by the ORC and IRS and the regulations on business travel per diem rates;

**WHEREAS**, future modifications will be made to conform with ORC and IRS guidelines as they occur;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO**, hereby adopts the current regulations governing business-related expenses modified to conform to the current guidelines established by the ORC and IRS and the regulations on business travel per diem rates;

**BE IT FURTHER RESOLVED**, that all Trustees and the Fiscal Officer shall comply with these regulations when incurring and reporting business-related expenses.

**Moved by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

<b>Vote</b>	Yes	No	Abstain	Absent
Mr. Cavener				
Mr. Angelou				
Mr. Leeseberg				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Trustee

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee



## **RESOLUTION #5-26**

### **Approving Schedule for Regular Trustees Meetings**

**WHEREAS**, the Board of Trustees recognizes the importance of establishing a consistent schedule for regular meetings to ensure effective governance and timely decision-making;

**WHEREAS**, it is proposed that regular meetings be held on the first Monday of each month at 10:00 a.m. and on the third Tuesday of each month at 1:30 p.m., or as otherwise designated by the Board;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO**, hereby approves the schedule for Regular Trustees Meetings to occur on the first Monday of each month at 10:00 a.m. and the third Tuesday of each month at 1:30 p.m., or as designated.

**Moved by:**

☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

**Seconded by:**

☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

<b>Vote</b>	Yes	No	Abstain	Absent
Mr. Cavener				
Mr. Angelou				
Mr. Leeseberg				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Trustee

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

**RESOLUTION #6-26**

**Approving Application of ORC §505.86 for Rehabilitation or  
Securance of Fire-Damaged Properties**

**WHEREAS**, Ohio Revised Code §505.86 empowers the Board of Township Trustees to provide for the removal, repair, or securance of buildings or structures declared insecure, unsafe, or structurally defective by an authorized fire department or other building authority;

**WHEREAS**, certain fire-damaged properties within the Township meet the criteria set forth in ORC §505.86 and pose a hazard to life, health, or public safety if not promptly addressed;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO**, hereby approves the application of ORC §505.86 for the rehabilitation or securance of fire-damaged properties as determined by the appropriate authorities;

**BE IT FURTHER RESOLVED**, that the Fiscal Officer is authorized and directed to implement this resolution in accordance with applicable laws and procedures.

**Moved by:**

☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

**Seconded by:**

☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

<b>Vote</b>	Yes	No	Abstain	Absent
Mr. Cavener				
Mr. Angelou				
Mr. Leeseberg				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Trustee

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee

**RESOLUTION #7-26**

**Authorizing Chairperson or Vice Chairperson to Sign Contracts**

**WHEREAS**, the Board of Trustees recognizes the need for efficient execution of contracts and agreements on behalf of the Board;

**WHEREAS**, it is necessary to designate authorized officials to sign such contracts to ensure timely and proper administration;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO**, that the Chairperson of the Board of Trustees is hereby authorized to sign all contracts and agreements on behalf of the Board;

**BE IT FURTHER RESOLVED**, that in the absence of the Chairperson, the Vice Chairperson is authorized to sign contracts and agreements on behalf of the Board.

**Moved by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

**Seconded by:**

- ☐ Kevin Cavener  
☐ Richard Angelou  
☐ Jamie Leeseberg

<b>Vote</b>	Yes	No	Abstain	Absent
Mr. Cavener				
Mr. Angelou				
Mr. Leeseberg				

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kevin Cavener, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Jamie Leeseberg, Trustee

\_\_\_\_\_  
Darlene Wildes, Fiscal Officer

\_\_\_\_\_  
Richard Angelou, Trustee