

# RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

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**Held** **February 11,** **2026**

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I. **CALL TO ORDER**

At 10:00 a.m., Mr. Cavener called the **Special Meeting** to order.

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, Assistant Chief Scott Davis, Deputy Chief Tom Lee, and Assistant Fiscal Officer Cynthia Lampkins.

IV. **PUBLIC COMMENTS**

There were no visitors.

V. **NEW BUSINESS**

**Resolution 36-26**

Accept the resignation of Human Resources Director Mindy Owens and the Separation Agreement effective February 13, 2026.

Mr. Leeseberg moved to approve **Resolution 36-26**. Mr. Angelou seconded.

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

VI. **EXECUTIVE SESSION**

At 10:02 a.m., Mr. Leeseberg moved to go into an Executive Session per ORC §121.22 (G)(1) to consider the discipline of a public employee. Mr. Cavener seconded.

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

In attendance for the Executive Session were Chair Kevin Cavener, Vice Chair Jamie Leeseberg, Trustee Richard Angelou, Fiscal Officer Darlene Wildes, Fire Chief Brian Dunlevy, Assistant Fire Chief Scott Davis, and Assistant Fiscal Officer Cynthia Lampkins.

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At 10:08 a.m., Mr. Cavener moved to exit the Executive Session and enter into a Regular Meeting session. Mr. Leeseberg seconded.

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

### Resolution 37-26

Authorize one 12-hour shift unpaid suspension of Employee ID 104 to be administered at the discretion of the Department Head.

Mr. Cavener moved to approve **Resolution 37-26**. Mr. Leeseberg seconded.

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

### VII. ADJOURNMENT

At 10:15 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 #36-26**

**RESOLUTION ACCEPTING THE RESIGNATION AND SEPARATION AGREEMENT  
OF HUMAN RESOURCES DIRECTOR MINDY OWENS**

**WHEREAS**, Human Resources Director Mindy Owens submitted her letter of resignation from employment, effective February 13, 2026, to the Board of Trustees and accepted the Separation Agreement.

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN COUNTY, OHIO** hereby formally accepts the resignation of Human Resources Director Mindy Owens and the Separation Agreement effective February 13, 2026.

**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.

2/11/2026  
Date

  
Kevin Cavener, Chair

CERTIFIED BY:

  
Darlene Wildes, Fiscal Officer

  
Jamie Leeseberg, Vice Chair

  
Richard Angelou, Trustee

February 8, 2026

Dear Board Members,

Please accept this letter as my formal notice of resignation, effective February 13, 2026.

This decision comes after careful consideration and I believe this is the right step for me at this time.

Throughout my time with the Township, I worked diligently to support a wide range of operational and compliance needs. In addition to my Human Resources responsibilities, I researched the requirements for a compliant Fiscal Officer transition and provided the Board with the information needed to navigate that process, streamlined the payroll process, worked with the CPA firm to resolve the fire payroll back-pay issues, and transitioned from iSolved to Paychex.

I wish the Township continued success in its future endeavors.

Regards,

  
Mindy Owens

**RESOLUTION #37-26**

**Employee ID 104 Unpaid 12-hour Shift Suspension**

**WHEREAS**, the Board of Trustees has reviewed the circumstances regarding the conduct and performance of Employee ID 104, and finds that disciplinary action is warranted; and

**WHEREAS**, Employee ID 104 is hereby suspended (unpaid) from duty for one 12-hour shift to be administered at the discretion of the Department Head and in accordance with applicable policies and procedures; and

**WHEREAS**, the unpaid suspension shall be documented in the employee's personnel file and shall be retained per the retention schedule; and

**WHEREAS**, the Board directs the Department Head to notify the employee in writing of this action and ensure compliance with all legal and policy requirements;

**NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF MIFFLIN TOWNSHIP, FRANKLIN, COUNTY, OHIO** hereby authorizes one 12-hour shift unpaid suspension of Employee ID 104 to be administered at the discretion of the Department Head.

**Moved by:**

- Kevin Cavener
- Richard Angelou
- Jamie Leeseberg

**Seconded by:**

- Kevin Cavener
- Richard Angelou
- Jamie Leeseberg

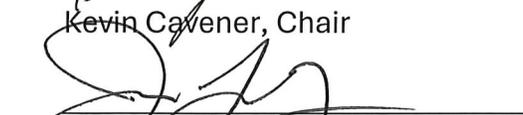
<b>Vote</b>	Yes	No	Abstain	Absent
Mr. Cavener	✓			
Mr. Angelou	✓			
Mr. Leeseberg	✓			

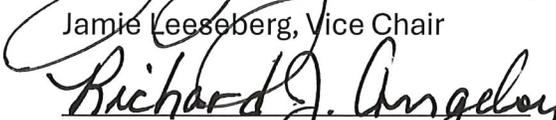
This Resolution shall be in force and become effective immediately upon its execution.

2/11/26

Date

  
Kevin Cavener, Chair

  
Jamie Leeseberg, Vice Chair

  
Richard Angelou, Trustee

CERTIFIED BY:

  
Darlene Wildes, Fiscal Officer