

RECORD OF PROCEEDINGS

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

OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held

April 6,

2026

I. CALL TO ORDER

At 10:01 a.m., Mr. Cavener called the **Regular 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, Service Director Roger Boggs, IT Director Main, Asst. Fiscal Officer Cynthia Lampkins.

Guests present: Gahanna Lincoln High School Student & State Wrestling Champion KyLee Tibbs along with her mother.

IV. PROCLAMATION

April 6, 2026 proclaimed Mifflin Township KyLee Tibbs Day

V. PUBLIC COMMENTS

None

VI. CONSENT AGENDA

Approval of **Minutes**: March 17, 2026, Regular Meeting

Resolution 59-26

Approval of **Warrants** of 3/14/2026 – 4/2/2026

Approval of **Consent Agenda**

Mr. Cavener moved to approve the **Consent Agenda**. Mr. Leeseberg seconded.

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

VII. CORRESPONDENCE

None

VIII. NEW BUSINESS

Resolution 60-26 (Service)

Approve Vector Disease Control 2024-2026 Contract Renewal (Final Year) for township mosquito management services in the amount of \$13,701.75

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Mr. Angelou moved to approve **Resolution 60-26**. Mr. Cavener seconded.

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

Resolution 61-26 (Service)

Approve the purchase of a 2024 Kobelco SK35SR-7 Mini Excavator (new) from Southeastern Equipment Company in the amount of \$59,763

Mr. Angelou moved to approve **Resolution 61-26**. Mr. Leeseberg seconded.

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

Resolution 62-26 (Code Enforcement)

Approve the following code violation to be placed as a lien on the tax duplicate per ORC §505.87(B)(2):

1.	2170 Aberdeen Ave	Trash	\$300.00
2.	2170 Aberdeen Ave (Parcel) – 2549 Perdue Ave	Trash	\$300.00
3.	2100 Aberdeen Ave	Trash	\$300.00

Mr. Angelou moved to approve **Resolution 62-26**. Mr. Leeseberg seconded.

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

Resolution 63-26 (Police)

Approve a conditional offer of employment to applicant Amber Blackburn for Full-time Police Officer

Mr. Cavener moved to approve **Resolution 63-26**. Mr. Leeseberg seconded.

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

Resolution 64-26 (Police)

Approve construction work for the police department building by Alexander's Affordable Construction LLC department, in the amount of \$34,614 (20% contingency included)

- \$18,995 – new flooring and patching/painting of walls throughout building
- \$ 9,850 – repairs to new addition, including insulation, heat ducts, cracks in flooring

Mr. Cavener moved to **Table Resolution 64-26** for discussion at a future meeting.
Mr. Leeseberg seconded the motion.

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

Resolution 65-26 (Police)

Approve Officer Brooke Darnell be appointed to the newly created Senior Officer/OIC position, to include a pay increase of one dollar \$1.00/hr., and effective on April 12, 2026

Mr. Cavener moved to approve **Resolution 65-26**. Mr. Angelou seconded.

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

Resolution 66-26 (HR)

Approve New Positions & Job Descriptions – HR Generalist, Fleet Mechanic Manager, Fleet Mechanic I & II, Janitorial Specialist

Mr. Cavener moved to approve **Resolution 66-26**. Mr. Leeseberg seconded.

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

Resolution 67-26 (Fire)

Approve the annual Engineered Temperature Solutions (ETS) HVAC Agreement for 2026 in the amount of \$33,000

Mr. Cavener moved to approve **Resolution 67-26**. Mr. Angelou seconded.

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

Resolution 68-26 (Fire)

Approve the annual Vector Solutions Software Licensing Agreement for 2026 in the amount of \$24,000

Mr. Cavener moved to approve **Resolution 68-26**. Mr. Leeseberg seconded.

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

Resolution 69-26 (Fire)

Approve Tax Incentive Review Council (TIRC) Representatives – Trustee Kevin Cavener & Fiscal Officer Darlene Wildes

Mr. Cavener moved to approve **Resolution 69-26**. Mr. Angelou seconded.

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

Resolution 70-26 (Fire)

Approve Salary & Compensation Policy Change

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Mr. Cavener moved to approve **Resolution 70-26**. Mr. Angelou seconded.

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

IX. OLD BUSINESS

An employee from the Ohio Department of Youth Services (ODYS) requested permission to park both a private and a government-issued vehicle in the parking lot. The private vehicle will park during daytime hours and the government-issued vehicle during evenings and weekends. Chief Dunlevy will have the ODYS employee complete the required form and waiver.

Mr. Cavener moved to approve. Mr. Leeseberg seconded. With a majority yes vote, motion carried. Chief Dunlevy will present a Resolution for approval at the next Board meeting.

X. UNSCHEDULED BUSINESS

None

XI. DEPARTMENT REPORTS/TRUSTEE COMMENTS

Fiscal Department – Updates

The Fiscal Officer presented copies of the 1st Quarter Statement of Cash from Revenue and Expense, and a comparison of 1st Quarter 2025 and 1st Quarter 2026 Revenue and Expenses.

Human Resources – No Report

Chief Dunlevy to schedule interviews on April 10, 2026, for the HR Generalist part-time position.

Service Department/Code Enforcement – See Report

The Fiscal Officer reported that Rumpke Trash Pickup and Recycling Services implemented a rate increase effective January 1st, 2026, but did not begin charging customers the new rate until recently. Residents may see higher charges and possible retroactive billing. Questions will be directed to Rumpke.

Police – No Report

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Division of Fire – See Report

Step Increase Language – Effective at the beginning of the first full pay period following the effective date. If the effective date coincides with the start of a full pay period, the change will be effective in that pay period.

IT – No Report

The State requested a progress update on the network security grant. The requested information was submitted, and confirmation of receipt was received. The Fire Department is charging the RCOG approximately \$7,200-\$7,300 for Quarter 1 IT services. Efforts are ongoing to ensure employees complete their required cybersecurity training and that compliance remains up to date.

Trustees

Chair Cavener noted that informational materials regarding the proposed abolition of property tax in Ohio will be posted on the Township website. Trustee Angelou noted that springtime is on the horizon.

Trustee Angelou will contact a representative from the Gahanna City Council to determine whether informational content regarding the proposed abolition of property tax in Ohio will be posted on Gahanna’s website.

A reminder was given regarding the Monarch Pledge Day Proclamation to be read on April 21, 2026. The Service Department will assist with planting milkweed and information will be posted to the Township’s website and social media outlets.

XII. ADJOURNMENT

At 10:55 a.m., Mr. Cavener moved to adjourn the meeting. Mr. Angelou seconded.

**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

Monday, April 6, 2026, 10:00 a.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. PROCLAMATION

- April 6, 2026 proclaimed KyLee Tibbs Day

V. PUBLIC COMMENTS

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

VI. APPROVAL OF CONSENT AGENDA

- Approval of Minutes:
 - March 17, 2026, Regular Meeting
- **Resolution 59-26 (Fiscal)** Warrants of 3/14/2026 – 4/2/2026

VII. CORRESPONDENCE

VIII. NEW BUSINESS

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Resolution 61-26 (Service)

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Resolution 63-26 (Police)

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Resolution 64-26 (Police)

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Resolution 66-26 (HR)

Approve New Positions & Job Descriptions – HR Generalist, Fleet Mechanic Manager, Fleet Mechanic I & II, Janitorial Specialist

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Approve the annual Engineered Temperature Solutions (ETS) HVAC Agreement for 2026 in the amount of \$33,000

Resolution 68-26 (Fire)

Approve the annual Vector Solutions Software Licensing Agreement for 2026 in the amount of \$24,000

Resolution 69-26 (Fire)

Approve Tax Incentive Review Council (TIRC) Representatives – Trustee Kevin Cavener & Fiscal Officer Darlene Wildes

Resolution 70-26 (Fire)

Approve Salary & Compensation Policy Change

IX. OLD BUSINESS

X. UNSCHEDULED BUSINESS

XI. DEPARTMENT REPORTS/TRUSTEE DISCUSSION

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

XII. ADJOURNMENT

Reminders

1. April 12-18 – International Public Safety Telecommunicators/Dispatchers Week
2. Tuesday, April 21, Regular Trustees Meeting, 1:30 p.m., OPS Center
3. Tuesday, April 21, Mifflin Township Proclamation – Monarch Pledge Day

PROCLAMATION

Mifflin Township – KyLee Tibbs Day

WHEREAS, KyLee Tibbs, her parents, and two younger brothers have lived in Mifflin Township for the past nine years, living in UA/Columbus prior to that; and

WHEREAS, on March 13-15, 2025, KyLee Tibbs competed in the OHSAA State Wrestling Championship, at the Ohio State University, Jerome Schottenstein Center, winning first place for the second year in a row; and

WHEREAS, KyLee Tibbs, along with three other wrestlers from Gahanna Lincoln High School (GLHS) scored enough points to secure a fifth-place team finish in the state; and

WHEREAS, KyLee finished the 2025-26 season with a record of 44-2, including 9 wins over the top ten wrestlers in the state while only giving up only 11 points and 3 takedowns throughout the year; and

WHEREAS, KyLee helped the GLHS team to four first place finishes and four top 3 finishes in tournaments including the Central District Sectional and District Tournaments; and

WHEREAS, KyLee was one of eleven girls on the team to earn Academic Honors for having a 3.5 (or higher) Grade Point Average; and

WHEREAS, KyLee helped the GLHS team win the first-ever OCC championship with a perfect 5-0 season and earned the OCC and OHSWCA wrestler of the year titles; and

WHEREAS, KyLee will be competing around the country and traveling to Italy to train and compete before joining Team Ohio at the 2026 USA Wrestling Junior and 16U National Championship in Fargo, ND in July.

NOW, THEREFORE, THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, does hereby proclaim April 6, 2026 as:

Mifflin Township – KyLee Tibbs Day

Signed April 6, 2026



Kevin Cavener, Chair

James Leeseberg, Vice Chair

Richard Angelou, Trustee

Darlene Wildes, Fiscal Officer

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OPS Center, 400 W Johnstown Rd, Gahanna OH 43230

Held

March 17,

2026

I. CALL TO ORDER

At 1:30 p.m., Mr. Cavener called the **Regular 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, Deputy Fire Chief Tom Lee, Police Chief David Briggs, Service Director Roger Boggs, Asst. Fiscal Officer Cynthia Lampkins, and guest Franklin Co. Deputy Sheriff Upton.

IV. PUBLIC COMMENTS

None

V. CONSENT AGENDA

Approval of **Minutes**: March 2, 2026, Regular Meeting

Resolution 52-26

Approval of **Warrants** of 2/27/2026 – 3/13/2026

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			

VI. CORRESPONDENCE

Mr. Leeseberg sent information to the other trustees regarding proceeding with the Mayor’s Monarch Pledge. A Resolution will be the extent of our involvement and Mr. Leeseberg will handle this moving forward.

VII. NEW BUSINESS

Resolution 53-26 (Service)

Approve a contract with Sanders Lawn Care for the 2026 Mowing Season for Mifflin Cemetery, to include thirty (30) mows, and twenty-six (26) trims, in the amount of \$44,550.00

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Held

March 17,

2026

Mr. Leeseberg moved to approve **Resolution 53-26**. Mr. Angelou seconded.

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

Resolution 54-26 (Fire)

Approve a conditional offer of employment to applicant Joseph Baker for Dispatcher

Mr. Cavener moved to approve **Resolution 54-26**. Mr. Leeseberg seconded.

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

Resolution 55-26 (Fire)

Adopt EMS Billing Rates for Emergency Medical Services Transports

Mr. Angelou moved to approve **Resolution 55-26**. Mr. Leeseberg seconded.

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

Resolution 56-26 (Fire)

Approve a Blanket Purchase Order for 2026 Uniforms, in the amount not to exceed \$75,000

Mr. Cavener moved to approve **Resolution 56-26**. Mr. Leeseberg seconded.

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

Resolution 57-26 (Fire)

Approve annual lawn mowing services with MGM Landscaping LLC for 2026 in the amount not to exceed \$20,050 for all Gahanna fire stations and the OPS Center property

Mr. Cavener moved to approve **Resolution 57-26**. Mr. Angelou seconded.

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2026

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

Resolution 58-26 (Fire)

Approve annual EMS Cot Maintenance Agreement with Stryker in the amount of \$12,810.20.

Mr. Cavener moved to approve **Resolution 58-26**. Mr. Leeseberg seconded.

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

VIII. OLD BUSINESS

None

IX. UNSCHEDULED BUSINESS

None

X. DEPARTMENT REPORTS/TRUSTEE COMMENTS

Fiscal Department – (See attachment)

Regarding the qualification of Baker Tilly as Municipal Advisor for the issuance of bonds needed for the fire apparatus, Ms. Wildes expressed that she would like to work with them.

Ms. Lampkins reminded all department heads to ensure that employees submitting purchase documentation provide itemized receipts. Ms. Lampkins mentioned this requirement is outlined in the employee manual and is a mandatory requirement under Township policy.

Human Resources

We have received two applications for the part-time HR Generalist position. We have 6 or 7 independent cleaning services applications.

Mr. Cavener offered to bring in a contractor to assist with HR duties, but we agreed that we should be able to manage until a new individual is hired.

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2026

Service Department/Code Enforcement – (See attachment)

Mr. Boggs is considering purchasing a mini excavator from Southeastern Equipment and he has a quote for it.

Police

Several applicants have been interviewed, and their background checks have been initiated. At the next meeting, Chief Briggs hopes to have names ready for consideration.

Division of Fire – (See attachment)

Over 70 calls were received as a result of the windstorms. There were no injuries.

A request from the Department of Youth Services asked if they could use one parking spot in our parking lot for an employee parking his personal and company car.

IT – No report.

Trustees

Mr. Leeseberg reported that the wrestling team has a two-time state champion in the 155-pound weight class, Kylee Tibbs, and the team placed 5th in the State.

Mr. Angelou offered a prayer for the turmoil the first responder is experiencing.

XI. EXECUTIVE SESSIONS

At 2:01 p.m., Mr. Leeseberg moved to go 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 unneeded, obsolete, or unfit-for-use property in accordance with section 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. Angelou seconded.

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

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At 2:15 p.m., Mr. Cavener moved to exit the Executive Session. Mr. Leeseberg seconded.

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

At 2:15 p.m., Mr. Cavener moved to go into an Executive Session per ORC §121.22 (G) (1) Purpose: To consider the compensation of a public employee. Mr. Leeseberg seconded.

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

At 2:20 p.m., Mr. Cavener moved to exit the Executive Session. Mr. Angelou seconded.

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

XII. ADJOURNMENT

At 2:20 p.m., Mr. Cavener moved to adjourn the meeting. Mr. Leeseberg seconded.

BOARD OF TRUSTEES and FISCAL OFFICER MIFFLIN TOWNSHIP, FRANKLIN COUNTY

Kevin Cavener, Chair _____

Jamie Leeseberg, Trustee _____

Richard Angelou, Trustee _____

Darlene Wildes, Fiscal Officer _____

RESOLUTION #59-26

ACCEPTING WARRANTS

WHEREAS, the fiscal office is presenting the attached Warrants;

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

to approve the following Warrants via Consent Agenda:

See Attached

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

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: 3/14/2026 to 4/2/2026

As Of Check Cashed Date: 3/14/2026 to 4/2/2026

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								
0000352214	03/20/2026	ABM	ABM Industry Groups, LLC	Check	Outstanding		\$0.00	\$2,914.70
0000352215	03/20/2026	Brosius, Johnson &	Brosius, Johnson & Griggs, LLC	Check	Outstanding		\$0.00	\$3,004.07
0000352216	03/20/2026	Central Ohio Hydra	Central Ohio Hydrant Repair & Install	Check	Outstanding		\$0.00	\$1,360.00
0000352217	03/20/2026	Coughlin	Coughlin	Check	Outstanding		\$0.00	\$863.37
0000352218	03/20/2026	Franklin County Eng	Franklin County Engineer	Check	Outstanding		\$0.00	\$1,600.92
0000352219	03/20/2026	Franklin Co Sheriff	Franklin County Sheriff's Office	Check	Outstanding		\$0.00	\$15.99
0000352220	03/20/2026	PennCare	Penn Care	Check	Outstanding		\$0.00	\$1,112.75
0000352221	03/20/2026	RUMPKE	Rumpke	Check	Outstanding		\$0.00	\$161.00
0000352222	03/20/2026	Sound	Sound Communications	Check	Outstanding		\$0.00	\$6,259.70
0000352223	03/20/2026	OARNET/Client Ser	The Ohio State University	Check	Outstanding		\$0.00	\$260.00
0000352224	03/20/2026	Topline Designs	Topline Designs	Check	Outstanding		\$0.00	\$220.00
0000352225	03/20/2026	Violet	Violet Township Fire Department	Check	Outstanding		\$0.00	\$4,892.90
0000352226	03/20/2026	ZEP	ZEP Sales & Services	Check	Outstanding		\$0.00	\$1,893.54
0000352227	03/20/2026	Zoll	Zoll Medical Corporation	Check	Outstanding		\$0.00	\$2,313.00
0000352228	03/20/2026	IAFF Deduction	Mifflin Twp. Local IAFF 2818	Check	Outstanding		\$0.00	\$1,660.00
0000352230	03/27/2026	eMazzanti	eMazzanti Technologies	Check	Outstanding		\$0.00	\$2,537.40
0000352231	03/27/2026	Eng Temp Sol	Engineered Temperature Solutions	Check	Outstanding		\$0.00	\$290.00
0000352232	03/27/2026	Charles Taylor fka	Matrix Claims Mgt	Check	Outstanding		\$0.00	\$129.50
0000352233	03/27/2026	FYDA Freightliner	FYDA Freightliner Columbus, INC.	Check	Outstanding		\$0.00	\$171.23
0000352234	03/27/2026	MetLife	Metropolitan Life Insurance Company	Check	Outstanding		\$0.00	\$666.00
0000352235	03/27/2026	OhioHealth WorkHe	OhioHealth Employer Services/Work Health	Check	Outstanding		\$0.00	\$698.00
0000352236	03/27/2026	RingCentral Inc.	RingCentral Inc.	Check	Outstanding		\$0.00	\$1,662.73
0000352237	03/27/2026	Stericycle, Inc.	Stericycle	Check	Outstanding		\$0.00	\$33.51
0000352238	03/27/2026	Topline Designs	Topline Designs	Check	Outstanding		\$0.00	\$321.00
0000352239	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$113.25
0000352240	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352241	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352242	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352243	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352244	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352245	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352246	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352247	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352248	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$68.25
0000352249	03/27/2026	Dept of Commerce	Treasurer, State of Ohio	Check	Outstanding		\$0.00	\$113.25

As Of Check Cashed Date: 3/14/2026 to 4/2/2026

Check Number	Check Date	Vendor Code	Vendor Name	Check Type	Check Status	Cashed Date	Void Amount	Amount
0000352250	03/27/2026	TRUGREEN Leisur	Trugreen	Check	Outstanding		\$0.00	\$99.78
0000352251	03/27/2026	TRUGREEN Leisur	Trugreen	Check	Outstanding		\$0.00	\$422.07
0000352252	03/27/2026	Violet	Violet Township Fire Department	Check	Outstanding		\$0.00	\$3,400.00
0020260172	03/16/2026	Columbus Storm W	Columbus City Water	EFT	Outstanding		\$0.00	\$468.32
0020260173	03/16/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$24.58
0020260174	03/18/2026	Spectrum	Spectrum	EFT	Outstanding		\$0.00	\$110.92
0020260175	03/18/2026	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$627.94
0020260176	03/18/2026	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$1,482.70
0020260177	03/19/2026	Payroll TAX	Mifflin Payroll TAX	EFT	Outstanding		\$0.00	\$83,196.80
0020260178	03/19/2026	Mifflin Payroll	Mifflin Township Payroll	EFT	Outstanding		\$0.00	\$314,072.72
0020260179	03/19/2026	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$3,312.55
0020260180	03/19/2026	Child Support Dedu	Ohio Child Support Payment Central	EFT	Outstanding		\$0.00	\$1,394.90
0020260181	03/19/2026	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$629.00
0020260182	03/20/2026	Paychex	Paychex	EFT	Outstanding		\$0.00	\$50.00
0020260183	03/20/2026	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$1,086.00
0020260184	03/20/2026	Paychex	Paychex	EFT	Outstanding		\$0.00	\$738.12
0020260185	03/17/2026	MM Self-Insured Ins	Medical Mutual Self-Insured	EFT	Outstanding		\$0.00	\$192.56
0020260186	03/23/2026	Columbia Gas	Columbia Gas	EFT	Outstanding		\$0.00	\$1,255.78
0020260187	03/23/2026	Empower 457 Dedu	Empower 457 Deduction	EFT	Outstanding		\$0.00	\$6,522.30
0020260189	03/24/2026	MM Self-Insured Ins	Medical Mutual Self-Insured	EFT	Outstanding		\$0.00	\$697.39
0020260190	03/24/2026	Staples Advantage	Staples Business Credit	EFT	Outstanding		\$0.00	\$1,207.38
0020260191	03/24/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$216.27
0020260192	03/24/2026	OPEDC Deduction	Ohio Deferred Compensation	EFT	Outstanding		\$0.00	\$6,995.00
0020260193	03/24/2026	OPEDC Deduction	Ohio Deferred Compensation	EFT	Outstanding		\$0.00	\$1,400.00
0020260194	03/25/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$1,327.00
0020260195	03/25/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$325.26
0020260196	03/25/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$180.96
0020260197	03/25/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$170.49
0020260198	03/25/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$24.31
0020260199	03/26/2026	OPFPF (OP&F)	Ohio Police & Fire Pension Fund	EFT	Outstanding		\$0.00	\$272,227.96
0020260200	03/26/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$1,010.00
0020260201	03/26/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$36.12
0020260202	03/26/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$51.61
0020260203	03/27/2026	OPERS	Ohio Public Employees Retirement System	EFT	Outstanding		\$0.00	\$46,803.10
0020260204	03/27/2026	AEP	American Electric Power	EFT	Outstanding		\$0.00	\$190.50
0020260205	03/31/2026	MM Self-Insured Ins	Medical Mutual Self-Insured	EFT	Outstanding		\$0.00	\$102.89
0020260206	04/01/2026	MED MUTUAL Insu	Medical Mutual Of Ohio	EFT	Outstanding		\$0.00	\$256,672.93
01. A/P BANK - 5/3 Bank A/P Total:							\$0.00	\$1,044,608.27
Grand Total:							\$0.00	\$1,044,608.27

RESOLUTION #60-26

Approve the Expenditure of \$13,701.75 with Vector Disease Control for the Final Year 2024-2026 Contract Renewal for Township Mosquito Management Services

WHEREAS, the Township recognizes the importance of protecting public health and safety by controlling mosquito populations and preventing the spread of mosquito-borne diseases; and

WHEREAS, the Township entered a Vector Disease Control contract for the years 2024 through 2026 to provide professional mosquito management and disease prevention services within the Township; and

WHEREAS, the 2026 contract year represents the final year of the approved 2024–2026 agreement; and

WHEREAS, the cost for the final year of the Vector Disease Control contract renewal is Thirteen Thousand Seven Hundred One Dollars and Seventy-Five Cents (\$13,701.75);

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves the final year contract renewal with Vector Disease Control for 2026 in the amount not to exceed \$13,701.75.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #61-26

**Approve the Expenditure of \$59,763 with Southeastern Equipment Company
for the Purchase of a 2024 Kobelco SK35SR-7 Mini Excavator (New)**

WHEREAS, the Township requires reliable and efficient equipment to perform public works, maintenance, and infrastructure-related operations; and

WHEREAS, the acquisition of a mini excavator will improve the Township’s ability to perform excavation, trenching, and general maintenance tasks in a safe and cost-effective manner; and

WHEREAS, the proposed purchase price for said equipment is **Fifty-Nine Thousand Seven Hundred Sixty-Three Dollars (\$59,763.00)**;

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves the purchase of a 2024 Kobelco SK35SR-7 Mini Excavator (new) from Southeastern Equipment Company in the amount not to exceed \$59,763.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #62-26

CODE ENFORCEMENT PER ORC §505.87(B)(2)

WHEREAS, the Service Director is requesting approval of the following code violations to be placed as a lien on the tax duplicate per ORC §505.87(B)(2):

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

to approve liens on the following properties:

1.	2170 Aberdeen Ave	Trash	\$300.00
2.	2170 Aberdeen Ave (Parcel) – 2549 Perdue Ave	Trash	\$300.00
3.	2100 Aberdeen Ave	Trash	\$300.00

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #63-26

Approve a Conditional Offer of Employment to Amber Blackburn, Patrol Officer

WHEREAS, the Mifflin Township Police Department has identified a staffing need and has conducted the necessary applicant review and interviews; and

WHEREAS, applicant Amber Blackburn has been evaluated and recommended by the Police Chief as a qualified candidate for the position of Patrol Officer – Step 2 (Full-time, Non-Exempt), at the pay rate of Thirty-Two Dollars (\$32.00) per hour; and

WHEREAS, the Board of Trustees is authorized to approve appointments to the Mifflin Township Police Department and finds it in the best interest of the Township to move forward with a conditional employment offer; and

WHEREAS, this provisional appointment is contingent upon the applicant’s successful completion of all required pre-employment physical and psychological assessments, as established by Township policy and applicable Ohio law.

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves a conditional offer of employment to Amber Blackburn, and that the employment start date shall be determined by the Police Chief in coordination with Human Resources.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #64-26

**Approve the Expenditure of \$34,614 with Alexander’s Affordable Construction LLC
for Construction and Repairs to the Police Department Building**

WHEREAS, the Police Department building requires interior and structural improvements to maintain a safe, functional, and professional working environment; and

WHEREAS, Alexander’s Affordable Construction LLC has submitted a proposal for construction work divided into two projects to address the work needed; and

WHEREAS, project one includes new flooring throughout the police building as well as patching and painting of walls, at a cost of Eighteen Thousand Nine Hundred Ninety-Five Dollars (\$18,995) for materials and labor; and

WHEREAS, project two includes repairs to the building’s new addition, consisting of insulation installation, heat duct work, and repairs to flooring cracks, at a cost of Nine Thousand Eight Hundred Fifty Dollars (\$9,850) for materials and labor; and

WHEREAS, the total cost of the proposed construction work is Thirty-four Thousand Six Hundred Fourteen Dollars (\$34,614) and includes a twenty percent (20%) contingency;

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves the contract with Alexander’s Affordable Construction LLC in the amount not to exceed \$34,614 for construction and repairs to the police department building.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #65-26

Appoint Patrol Officer Brooke Darnell to the Senior Officer/Officer-in-Charge Position to Include a Pay Increase of One Dollar per Hour

WHEREAS, the Police Chief has identified the need for enhanced leadership, continuity of operations, and supervisory support within the patrol division; and

WHEREAS, a new position titled Senior Officer/Officer-in-Charge (OIC) has been created to meet operational, administrative, and training needs of the department; and

WHEREAS, additional responsibilities associated with the Senior Officer/OIC position to include a One Dollar (\$1) per hour pay increase; and

WHEREAS, the Police Chief recommends Patrol Officer Brooke Darnell be appointed to the Senior Officer/OIC position;

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby appoints Patrol Officer Brooke Darnell to the Senior Officer/OIC position to include a one dollar (\$1) per hour pay increase.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #66-26

Approve Positions & Job Descriptions

HR Generalist, Fleet Mechanic Manager, Fleet Mechanic I & II, Janitorial Specialist

WHEREAS, the approval of positions and job descriptions ensures organizational efficiency, effective supervision, compliance with employment regulations, and consistent performance expectations; and

WHEREAS, the operational needs of the Township have identified the following positions and corresponding job descriptions for approval:

- HR Generalist
- Janitorial Specialist
- Fleet Mechanic Manager
- Fleet Mechanic I & II

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves the positions and job descriptions for HR Generalist, Fleet Mechanic Manager, Fleet Mechanic I & II, and Janitorial Specialist.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #67-26

Approve the Expenditure of \$33,000 with Engineered Temperature Solutions (ETS) for the Annual HVAC Agreement

WHEREAS, it is necessary to maintain reliable and efficient HVAC systems to ensure safe and functional facility operations; and

WHEREAS, annual preventative maintenance of HVAC systems reduces the risk of equipment failure and extends the useful life of the systems; and

WHEREAS, Engineered Temperature Solutions (ETS) has submitted an agreement in the amount not to exceed Thirty-three Thousand Dollars (\$33,000) for annual HVAC preventative maintenance services for calendar year 2026 covering the Operations Center and all four Fire Stations;

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves the annual HVAC agreement with ETS for 2026 in the amount not to exceed \$33,000.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION #68-26

**Approve the Expenditure of \$24,000 with Vector Solutions for
Annual Software Licensing**

WHEREAS, the Mifflin Township Division of Fire utilizes a comprehensive software system to support staffing management, fire and inspection reporting, EMS training, training records, and forms; and

WHEREAS, continued access to this software is necessary for efficient operations, compliance, and recordkeeping; and

WHEREAS, an annual agreement in the amount of Twenty-four Thousand Dollars (\$24,000) with Vector Solutions is required to maintain software licensing and related services;

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves the annual software licensing agreement with Vector Solutions for 2026 in the amount not to exceed \$24,000.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

RESOLUTION # 69-26

**RESOLUTION APPROVING THE APPOINTMENT OF MEMBERS TO THE TAX INCENTIVE
REVIEW COUNCIL (TIRC)
PURSUANT TO OHIO REVISED CODE SECTION 5709.85**

WHEREAS, the Board of Township Trustees of Mifflin Township, Franklin County, Ohio (the "Township") has previously approved one or more Tax Increment Financing ("TIF") exemptions pursuant to Chapter 5709 of the Ohio Revised Code; and

WHEREAS, Ohio Revised Code Section 5709.85 requires the establishment of a Tax Incentive Review Council ("TIRC") for each political subdivision granting a TIF exemption, for the purpose of annually reviewing the performance and compliance of such tax increment financing arrangements; and

WHEREAS, the TIRC is required to be composed of representatives of the affected political subdivisions and other required members as set forth in Ohio Revised Code Section 5709.85(B); and

WHEREAS, the Board of Township Trustees desires to formally approve the appointment of the following individuals to serve as members of the Township's Tax Incentive Review Council; Fiscal Officer Darlene Wildes & Trustee Kevin Cavener

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

Section 1. Approval of TIRC Membership

The Board hereby approves the appointment of the following individuals to serve on the Township's Tax Incentive Review Council, each to represent the entity indicated:

- Kevin Cavener Township Trustee / Township Representative
- Darlene Wildes Township Fiscal Officer/ Township Representative

Section 2. Duties of the Council

The Tax Incentive Review Council shall perform the duties required under Ohio Revised Code Section 5709.85, including but not limited to annual review of compliance with each TIF agreement and submission of required reports to affected political subdivisions.

Section 3. Effective Date

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Darlene Wildes, Fiscal Officer

Jamie Leeseberg, Vice Chair

Richard Angelou, Trustee

RESOLUTION #70-26

**Approve Salary and Compensation Policy Change for
Fire Division Step Changes**

WHEREAS, on page four (4) of the Mifflin Township Salary and Compensation Plan, Section VI. Salary Administration New Hires – Salary Increases, the current language is inconsistent and difficult to administer from a payroll perspective; and

WHEREAS, the modified language clarifies and standardizes the step increase for all staff and establishes a clearer, more effective monitoring schedule for administration;

NOW, THEREFORE, BE IT RESOLVED BY THE MIFFLIN TOWNSHIP BOARD OF TRUSTEES, FRANKLIN COUNTY, OHIO, that the Board hereby approves the modification of page four (4) of the Mifflin Township Salary and Compensation Plan, Section VI. Salary Administration New Hires – Salary Increases.

Moved 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.

Date

Kevin Cavener, Chair

CERTIFIED BY:

Jamie Leeseberg, Vice Chair

Darlene Wildes, Fiscal Officer

Richard Angelou, Trustee

Mifflin Township

Statement of Cash from Revenue and Expense

From: 1/1/2026 to 3/31/2026

Funds: 1000 to 9901

Include Inactive Accounts: No

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Unexpended Balance	Encumbrance YTD	Ending Balance	Message
1000	General	\$1,220,905.50	\$842,466.27	\$375,014.71	\$1,688,357.06	\$432,511.98	\$1,255,845.08	
2011	Motor Vehicle License Tax	\$57,885.75	\$830.01	\$0.00	\$58,715.76	\$0.00	\$58,715.76	
2021	Gasoline Tax	\$171,138.06	\$36,260.39	\$80,878.94	\$126,519.51	\$17,623.15	\$108,896.36	
2031	Road and Bridge	\$283,565.97	\$175,756.80	\$69,408.25	\$389,914.52	\$48,838.94	\$341,075.58	
2041	CEMETERY	\$142,247.61	\$34,559.00	\$9,123.57	\$167,683.04	\$90,767.03	\$76,916.01	
2081	POLICE DISTRICT	\$626,361.43	\$392,875.32	\$172,228.67	\$847,008.08	\$115,833.23	\$731,174.85	
2191	FIRE	\$353,092.75	\$8,290,765.47	\$4,406,237.57	\$4,237,620.65	\$553,241.32	\$3,684,379.33	
2231	PERMISSIVE TAX	\$106,620.35	\$10,249.67	\$400.00	\$116,470.02	\$400.00	\$116,070.02	
2251	Federal Law Enforcement Fund	\$2,693.95	\$0.00	\$0.00	\$2,693.95	\$0.00	\$2,693.95	
2252	DRUG LAW ENFORCEMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2261	LAW ENFORCEMENT TRUST FUND	\$6,373.08	\$0.00	\$0.00	\$6,373.08	\$0.00	\$6,373.08	
2271	ENFORCEMENT AND EDUCATION FUND	\$9,668.80	\$325.00	\$0.00	\$9,993.80	\$0.00	\$9,993.80	
2281	AMBULANCE & EMERGENCY MEDICAL SERVICES	\$234,773.15	\$218,248.16	\$315,373.84	\$137,647.47	\$113,376.64	\$24,270.83	
2901	MECC CENTER	\$11,976.83	\$519,692.45	\$428,218.86	\$103,450.42	\$7,263.37	\$96,187.05	
2991	Fire and Emergency Response (SAFER) Grant	\$0.00	\$0.00	\$54,888.61	(\$54,888.61)	\$0.00	(\$54,888.61)	
3101	GENERAL BOND/LOAN RETIREMENT-Vehicles	\$0.00	\$0.00	\$0.00	\$0.00	\$463,469.06	(\$463,469.06)	
3102	GENERAL NOTE RETIREMENT- Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3103	2020 GENERAL BOND RETIREMENT-Building	\$32,395.80	\$0.00	\$0.00	\$32,395.80	\$469,052.52	(\$436,656.72)	
3104	2022 Public Safety Building-Fire	\$0.00	\$1,070,380.50	\$1,194,157.78	(\$123,777.28)	\$70,879.80	(\$194,657.08)	
3105	Public Safety Building-Police	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4301	PERMANENT IMPROVEMENT FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4401	OPWC DCX09 Drake Road Resurface-State Funded	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4402	SIDEWALK GRANT CDBG 2009	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4403	CARES ACT - COVID 19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4404	American Rescue Plan Act Coronavirus Local Fiscal Recovery Funds for Ohio NEU Local Government	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4405	National Opioid Settlements Fund	\$113,709.83	\$0.00	\$0.00	\$113,709.83	\$1,399.00	\$112,310.83	
4901	OPS CENTER CAPITAL PROJECTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4902	FIRE STA 132 BUILDING - CAPITAL EQUIPMENT	\$6,590.23	\$0.00	\$0.00	\$6,590.23	\$0.00	\$6,590.23	

Statement of Cash from Revenue and Expense

From: 1/1/2026 to 3/31/2026

Fund	Description	Beginning Balance	Net Revenue YTD	Net Expense YTD	Unexpended Balance	Encumbrance YTD	Ending Balance	Message
8001	CEMETERY BEQUEST	\$5,231.63	\$0.00	\$0.00	\$5,231.63	\$0.00	\$5,231.63	
Grand Total:		\$3,385,230.72	\$11,592,409.04	\$7,105,930.80	\$7,871,708.96	\$2,384,656.04	\$5,487,052.92	

MIFFLIN TOWNSHIP
Revenue Comparison
Q1 2025 vs Q1 2026

m of Revenue, net									
Fund Name	Description	Year			2025 Total	2026			2026 Total
		Jan	Feb	Mar		Jan	Feb	Mar	
1000-General	Franchise Fees		97.47	4,645.08	4,742.55		404.62	2,978.80	3,383.42
	General Property Tax	77,367.00	393,824.00	121,545.86	592,736.86		154,943.50	333,727.70	488,671.20
	Interest		3,848.23	2,814.29	6,662.52	2,457.55	2,213.47		4,671.02
	Interest-Fire	1,399.19	-		1,399.19				
	Interest-Police		40.62		40.62				
	Liquor Permit Fees			52.50	52.50				
	Local Government and State Income	5,929.90	6,856.44	5,457.05	18,243.39	6,278.66	7,116.38	5,307.89	18,702.93
	Ops Center Reimbursement	31,250.00	33,850.00	22,349.99	87,449.99	131,371.00		3,600.00	134,971.00
	Other					28.46	187,818.82		187,847.28
	Other-Ohio BWC Rebates					4,219.42			4,219.42
1000-General Total		115,946.09	438,516.76	156,864.77	711,327.62	144,355.09	352,496.79	345,614.39	842,466.27
2011-Motor Vehicle License Tax	Motor Vehicle Tax	390.38	415.92	616.31	1,422.61	404.98	425.03		830.01
	Motor Vehicle-Interest		6.12		6.12				
2011-Motor Vehicle License Tax Total		390.38	422.04	616.31	1,428.73	404.98	425.03		830.01
2021-Gasoline Tax	Gasoline Tax	23,722.68	12,066.94	11,733.96	47,523.58	11,293.67	12,432.42	12,216.44	35,942.53
	Interest		56.44		56.44				
	Other						317.86		317.86
2021-Gasoline Tax Total		23,722.68	12,123.38	11,733.96	47,580.02	11,293.67	12,750.28	12,216.44	36,260.39
2031-Road and Bridge	General Property Tax - Real Estate ad	38,306.00	97,000.20	7,252.66	142,558.86		73,661.30	71,947.50	145,608.80
	Other			7,010.50	7,010.50		148.00	30,000.00	30,148.00
2031-Road and Bridge Total		38,306.00	97,000.20	14,263.16	149,569.36		73,809.30	101,947.50	175,756.80
2041-CEMETERY	Fees	9,950.00	9,519.00	13,750.00	33,219.00				
	Fees-Foundations	288.00	720.00	6,411.00	7,419.00	9,122.00	3,200.00	7,732.00	20,054.00
	Other						305.00		305.00
	Sale of Lots	9,000.00	1,500.00	3,600.00	14,100.00	3,000.00	3,200.00	8,000.00	14,200.00
2041-CEMETERY Total		19,238.00	11,739.00	23,761.00	54,738.00	12,122.00	6,705.00	15,732.00	34,559.00
2081-POLICE DISTRICT	Fees	205.00	609.56	685.00	1,499.56				
	General Property Tax - Real Estate (C	104,055.00	260,056.20	44,745.96	408,857.16		195,093.30	192,615.80	387,709.10
	Other	4,559.36	-	-	4,559.36	4,357.68	808.54		5,166.22
	Other-Reports	205.00			205.00				
	Intergovernmental - State Reimbursement		3,299.71	4,411.91	7,711.62				
2081-POLICE DISTRICT Total		109,024.36	263,965.47	49,842.87	422,832.70	4,357.68	195,901.84	192,615.80	392,875.32
2191-FIRE	Fees-Fire Inspections	3,400.00		1,210.00	4,610.00		29,375.00	1,478.00	30,853.00
	General Property Tax - Real Estate (C	1,110,272.00	5,502,119.60	1,824,827.13	8,437,218.73		2,617,301.90	5,550,709.00	8,168,010.90
	Other					76.06	23,255.86	56,044.98	79,376.90
	Other-Reports			5.00	5.00	5.00	10.00	10.00	25.00
	Intergovernmental - State Reimbursement						12,499.67		12,499.67
	Other Income-Debt Proceeds		1,035,510.00	14,422.63	1,049,932.63				

MIFFLIN TOWNSHIP
Revenue Comparison
Q1 2025 vs Q1 2026

Amount of Revenue, net												
Fund Name	Description	Year			Months (Date)			2025 Total	2026			2026 Total
		2025	2025		2026		2026					
		Jan	Feb	Mar	Jan	Feb	Mar		Jan	Feb	Mar	
91-FIRE Total		1,113,672.00	6,537,629.60	1,840,464.76				9,491,766.36	81.06	2,682,442.43	5,608,241.98	8,290,765.47
2271-ENFORCEMENT AND EDUCATION FUNDS	Enforcement & Education Fines		25.00					25.00	57.50	217.50	50.00	325.00
71-ENFORCEMENT AND EDUCATION FUND Total			25.00					25.00	57.50	217.50	50.00	325.00
2281-AMBULANCE & EMERGENCY MEDICAL SERVICES	EMS Billing	118,566.24	143,634.54	118,412.23				380,613.01	77,345.17	94,703.95	4,342.64	176,391.76
	Intergovernmental - State Reimbursement									41,127.40		41,127.40
	OTHER-Community Paramedic										729.00	729.00
81-AMBULANCE & EMERGENCY MEDICAL SERVICES Total		118,566.24	143,634.54	118,412.23				380,613.01	77,345.17	135,831.35	5,071.64	218,248.16
2901-MECC CENTER	Other								150.00	300.00	300.00	750.00
	Other Contracts			1,004,971.85				1,004,971.85	517,991.96	25.49	925.00	518,942.45
01-MECC CENTER Total				1,004,971.85				1,004,971.85	518,141.96	325.49	1,225.00	519,692.45
3101-GENERAL BOND/LOAN RETIREMENT-Vehicles	Bond Revenue Vehicles			14,341.20				14,341.20				
01-GENERAL BOND/LOAN RETIREMENT-Vehicles Total				14,341.20				14,341.20				
3103-2020 GENERAL BOND RETIREMENT-Building	2024 Bond Principal-Fire-Land		-					-				
	Bond Revenue Building		9,167.50	190,640.80				199,808.30				
03-2020 GENERAL BOND RETIREMENT-Building Total			9,167.50	190,640.80				199,808.30				
3001-CEMETERY BEQUEST	Interest		0.97					0.97				
01-CEMETERY BEQUEST Total			0.97					0.97				
2231-PERMISSIVE TAX	Permissive Motor Vehicle Sales Tax	3,139.26	3,061.50	3,464.50				9,665.26	3,176.61	2,931.50	4,141.56	10,249.67
	Permissive/Motor Vehicle Interest		11.49					11.49				
31-PERMISSIVE TAX Total		3,139.26	3,072.99	3,464.50				9,676.75	3,176.61	2,931.50	4,141.56	10,249.67
3104-2022 Public Safety Building-Fire	Bond Receipts-Public Safety Building-Fire									1,070,380.50		1,070,380.50
04-2022 Public Safety Building-Fire Total										1,070,380.50		1,070,380.50
Grand Total		1,542,005.01	7,517,297.45	3,429,377.41				12,488,679.87	771,335.72	4,534,217.01	6,286,856.31	11,592,409.04

MIFFLIN TOWNSHIP
Expense Comparison
Q1 2025 vs Q1 2026

Sum of Net Amount		Column Labels							
Row Labels	2025			2025 Total	2026			2026 Total	
	Jan	Feb	Mar		Jan	Feb	Mar		
1000-General	189,922.80	121,963.92	163,379.79	475,266.51	103,893.32	188,130.68	82,990.71	375,014.71	
1-Personnel Expense	115,583.95	66,305.98	52,352.68	234,242.61	62,715.50	86,153.43	41,683.27	190,552.20	
2-Non-Personnel Expense	74,338.85	55,657.94	111,027.11	241,023.90	41,177.82	101,977.25	41,307.44	184,462.51	
2021-Gasoline Tax	33,418.88	19,591.83	19,518.12	72,528.83	23,747.69	39,129.95	18,001.30	80,878.94	
1-Personnel Expense	31,966.53	17,407.78	16,956.14	66,330.45	20,982.32	25,088.44	15,077.29	61,148.05	
2-Non-Personnel Expense	1,452.35	2,184.05	2,561.98	6,198.38	2,765.37	14,041.51	2,924.01	19,730.89	
2031-Road and Bridge	28,849.37	24,272.59	23,029.25	76,151.21	23,333.56	23,169.32	22,905.37	69,408.25	
1-Personnel Expense	24,268.45	17,620.59	16,841.34	58,730.38	17,138.87	18,550.10	17,224.93	52,913.90	
2-Non-Personnel Expense	4,580.92	6,652.00	6,187.91	17,420.83	6,194.69	4,619.22	5,680.44	16,494.35	
2041-CEMETERY	14,706.36	8,227.47	9,492.21	32,426.04	10,179.95	(3,071.77)	2,015.39	9,123.57	
1-Personnel Expense	10,817.73	6,511.37	6,402.04	23,731.14	5,882.23	(5,882.23)		-	
2-Non-Personnel Expense	3,888.63	1,716.10	3,090.17	8,694.90	4,297.72	2,810.46	2,015.39	9,123.57	
2081-POLICE DISTRICT	89,742.68	52,188.21	69,782.57	211,713.46	79,197.39	45,865.11	47,166.17	172,228.67	
1-Personnel Expense	72,103.55	44,221.53	47,472.62	163,797.70	59,115.48	20,345.68	19,660.23	99,121.39	
2-Non-Personnel Expense	17,639.13	7,966.68	22,309.95	47,915.76	20,081.91	25,519.43	27,505.94	73,107.28	
2191-FIRE	1,787,285.73	2,088,170.39	1,304,488.18	5,179,944.30	1,456,677.37	1,559,584.13	1,389,976.07	4,406,237.57	
1-Personnel Expense	1,648,733.03	1,073,665.64	1,116,762.76	3,839,161.43	1,395,377.19	1,333,604.16	1,140,004.24	3,868,985.59	
2-Non-Personnel Expense	138,552.70	1,014,504.75	187,725.42	1,340,782.87	61,300.18	225,979.97	249,971.83	537,251.98	
2231-PERMISSIVE TAX					400.00			400.00	
2-Non-Personnel Expense					400.00			400.00	
2281-AMBULANCE & EMERGENCY MEDICAL SERVICES	131,277.51	60,197.08	270,885.48	462,360.07	55,737.81	24,307.67	235,328.36	315,373.84	
1-Personnel Expense	103,851.93	41,832.07	40,140.49	185,824.49					
2-Non-Personnel Expense	27,425.58	18,365.01	230,744.99	276,535.58	55,737.81	24,307.67	235,328.36	315,373.84	
2901-MECC CENTER	233,452.53	127,920.51	160,437.14	521,810.18	171,980.08	140,541.80	115,696.98	428,218.86	
1-Personnel Expense	232,817.76	126,529.00	148,025.53	507,372.29	171,202.62	139,386.59	114,088.40	424,677.61	
2-Non-Personnel Expense	634.77	1,391.51	12,411.61	14,437.89	777.46	1,155.21	1,608.58	3,541.25	
3104-2022 Public Safety Building-Fire	71,354.94			71,354.94		1,194,157.78		1,194,157.78	
2-Non-Personnel Expense	71,354.94			71,354.94		1,194,157.78		1,194,157.78	
4404-American Rescue Plan Act Coronavirus Local Fiscal Reco	16,534.13			16,534.13					
2-Non-Personnel Expense	16,534.13			16,534.13					
2991-Fire and Emergency Response (SAFER) Grant						7,108.63	47,779.98	54,888.61	
1-Personnel Expense						7,108.63	47,779.98	54,888.61	
Grand Total	2,596,544.93	2,502,532.00	2,021,012.74	7,120,089.67	1,925,147.17	3,218,923.30	1,961,860.33	7,105,930.80	



MEMO

DATE: 4/1/2026

TO: Mifflin Township Trustees

FROM: Service Director – Roger Boggs

SUBJECT: Updates & Requests

Service Dept. Request

- Approve the final year for the Vector Disease Contract in the amount of \$13,701.75.
- Approve the purchase of a 2024 Kobelco SK35SR-7 Mini-Excavator(New) in the amount of \$59,763.00.

Updates

- The City Of Columbus will have waterline projects going on this summer on Genessee Ave and Minnesota Ave. (East Linden)
- Franklin County will be overseeing a storm tile replacement on Genessee Ave this summer. (East Linden)

Code Enforcement Request - Nuisance Abatement

- 2170 Aberdeen Ave – Trash - \$300.00
- 2170 Aberdeen Ave (Parcel)- 2549 Perdue Ave (Actual Address) – Trash - \$300.00
- 2100 Aberdeen Ave – Trash - \$300.00

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			
Disease Mosquito Management	Quantity	Cost per Unit	2023 Total Cost
Larvae/Pupal Treatment	All Inclusive Price - (Enter Total Cost Only)		\$ 283.31
Storm Drain/Catch Basin Treatment	65	\$ 5.04	\$ 327.46
CDC Light Traps	1	\$ 1,052.98	\$ 1,052.98
BG Sentinel 2 Traps	1	\$ 1,011.77	\$ 1,011.77
Gravid Traps	1	\$ 881.97	\$ 881.97
RAMP WNV Testing	25	\$ 24.62	\$ 615.56
Additional RAMP WNV Testing	0	\$ 24.62	\$ -
Disease/Barrier/Event Spraying	All Inclusive Price - (Enter Total Cost Only)		\$ 1,383.35
Disease Program Total			\$ 5,556.40
Floodwater/Nuisance Mosquito Management	Quantity	Cost per Unit	
Additional CDC Light Traps	0	\$ 1,052.98	\$ -
Floodwater/Nuisance Spraying	All Inclusive Price - (Enter Total Cost Only)		\$ 244.12
Floodwater/Nuisance Program Total			\$ 244.12
DISEASE & NUISANCE TOTAL			\$ 5,800.52

MIFFLIN TOWNSHIP			
Disease Mosquito Management	Quantity	Cost per Unit	Annual Cost 2024-26
Larvae/Pupal Treatment	All Inclusive Price (Enter Total Cost Only)		\$ 2,655.05
CDC Light Traps	1	\$ 1,763.00	\$ 1,763.00
Gravid Traps	1	\$ 1,623.00	\$ 1,623.00
RAMP Test Kits	25	\$ 24.22	\$ 605.50
Additional RAMP Test Kits	0	\$ 24.22	\$ -
Disease/Special Event Spraying	All Inclusive Price (Enter Total Cost Only)		\$ 5,291.40
Disease Program Total			\$ 11,937.95
Floodwater/Nuisance Mosquito Management	Quantity	Cost per Unit	
Additional CDC Light Traps	0	\$ 1,763.00	\$ -
Floodwater/Nuisance Spraying	All Inclusive Price (Enter Total Cost Only)		\$ 1,763.80
Floodwater/Nuisance Program Total			\$ 1,763.80
DISEASE & NUISANCE TOTAL			\$ 13,701.75

Charlie Broschart, REHS
 Division Manager – Environmental Health
 Franklin County Public Health
 280 East Broad Street
 Columbus, Ohio 43215-4562
CharlieBroschart@franklincountyohio.gov
 (614) 525-3849
 (614) 561-3324 cell

1st year

2nd year

PO 24-0000197 CC _____
 OK TO PAY YES NO _____
 CLOSE PO YES NO _____

25-000460
OK TO PAY

ROGER

For COVID-19 information visit our website at vax2normal.org/
 For general information visit our website at myfcph.org/

2024-2026 Mosquito Management Services Contract - Pricing and Participation

Broschart, Charles D. <CharlieBroschart@franklincountyohio.gov>

Tue 11/14/2023 1:59 PM

To: Roger Boggs <boggsr@mifflin-oh.gov>; Melanie Barnette <barnettem@mifflin-oh.gov>; Nancy M. White <whiten@mifflin-oh.gov>

Cc: Stewart, Richard G. <RichardStewart@franklincountyohio.gov>; Holbert-Watson, Zach Z. <ZachHolbert-Watson@franklincountyohio.gov>

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.

Participating Jurisdiction:

Franklin County Public Health has received and evaluated two proposals for Mosquito Management Services for 2024-2026. The proposers were Clarke Environmental Mosquito Management (Clarke) and Vector Disease Control, International (VDCI). We evaluated the proposals in two categories, responses to the RFP and pricing. VDCI scored highest on the RFP responses and had the lowest pricing proposal, therefore VDCI was the successful proposer.

VDCI previously held this contract until 2018 when Clarke was awarded the contract, so they are familiar with Franklin County and the mosquito program. FCPH is taking on additional responsibilities from the contractor for 2024-2026 to try and hold down costs which includes, performing WNV testing, setting BG Sentinel traps, and conducting pesticide resistance testing, and managing all data and mapping. As expected, there was still an increase in costs. It is important to understand that the 2019-23 costs from Clarke were similar to VDCI's costs from 2014-18. We understood at the time that Clarke underbid the contract for 2019-2023. Essentially, we have not seen a significant adjustment or increase in nearly 10 years.

Below are two tables. The one is the current pricing for 2023 and the other is the pricing for 2024-2026. **Please review the pricing for 2024-2026 within your organization and please let FCPH know if your jurisdiction intends to participate in mosquito management program for 2024-2026 by November 27th. Once that decision has been made, please click on this link <https://arcg.is/qXj4P> to provide to us your jurisdiction's intent to participate in the 2024-2026 Mosquito Management Program and what optional services you may want that are available with this contract.** A draft version of the contract and final pricing between FCPH, Jurisdiction, and VDCI should be available by early December. FCPH also understands that there are requirements, processes, and formal approvals that must take place in each jurisdiction in order to be able to enter into a contract and appropriate funding. As always, FCPH will work with your jurisdiction and help in any way.

Please reach out to me with any questions or concerns and let me know if I can be of any further assistance.

The information contained in this electronic mail message, medical or otherwise, is intended for the personal and confidential use of the designated recipient(s) named above. If you have received this information in error, NOTIFY FRANKLIN COUNTY PUBLIC HEALTH at (614) 525-3160. If you are not the designated recipient(s), do not review or copy any of the message text or attached document(s). Disclosure of this information to any party other than the intended recipient(s) and the use of this information for other than the stated purpose(s) is prohibited. When your records are destroyed or archived, this electronic mail and attached document(s) must be stored or disposed of in the same manner.



SALES ORDER

Purchaser:

FRANKLIN CO MIFFLIN TWP
Contact:
 400 W JOHNSTOWN RD SUITE 200
 GAHANNA, OH 43230
 P: 614/471-4494
 E:

Account #: 434260
 County: Franklin, OH
 Ship To:

Selling Branch & Salesperson:

6430 Shier-Rings Rd. Dublin, Ohio 43016

Salesperson: Ryan Tacosik
 P: (614)-659-7636
 E: rtacosik@southeasternequip.com
 Quote #: 20260316-084426609

Financed by:

Cash, Check, or Other
 Date: 03/16/2026
 Contract #: 011723-KBL

Order Summary:

Equipment # Item # Serial #	Year, Make, Model	Product Notes	Price
Custom Line Item A		KOBELCO SK35SR-7 Cab w/ Air Conditioning, float dozer Suspension seat 2-13 Rubber Tracks 3-01 Standard Boom 4-05 Long Arm 5'6" (1.67m) w Thumb Bracket (includes Add. Counte Auxiliary Hydraulics Pattern Changer Standard Float Dozer Additional Counterweight with Long Arm Travel Alarm USB Parts Book Color Monitor	\$53,974.00
Custom Line Item B		WERK-BRAU Manual Coupler	\$2,329.00
Custom Line Item C		WERK-BRAU 12" Bucket	\$1,239.00
Custom Line Item E		WERK-BRAU 42" Bellhole Bucket	\$2,638.00
Custom Line Item F		PDI Predelivery Inspection & Top off Fluids	\$1,413.00
Custom Line Item G		Freight & Delivery	\$2,170.00
SEC Stock Discount		SEC Stock Discount	(\$4,000.00)
Total Equipment Price			\$59,763.00

Total Equipment Price	\$59,763.00	Fuel, DEF, and Other	\$0.00	Sales Tax	\$0.00
Final Trade-In Amount	\$0.00	Freight/Trucking	\$0.00	FET Tax	\$0.00
Applied Rent	\$0.00	Title & License Fees	\$0.00	Down Payment	\$0.00
Carrying Charge	\$0.00	Total Trade Payoff	\$0.00		
Total After Tax & Payoff					\$59,763.00
Estimated Balance Due (after down payment)					\$59,763.00



SALES ORDER

Account #: 434260
 County: 049
 Ship To:

Salesperson: Ryan Tacosik
 E: rtacosik@southeasternequip.com
 Quote #: 20260316-084426609

Date: 03/16/2026
 PO #: N/A
 Contract #: 011723-KBL

Trade Equipment:

Equipment # / Item # / Serial #	Year, Make, Model	Product Notes	Trade-In Allowance
		Freight to Southeastern Equipment	(\$0.00)
Total Value:			\$0.00

NOTES:

EQUIPMENT DELIVERY INFORMATION

Transfer of Ownership	
Delivery Method	
Customer Requested Delivery Date	—
Delivery Info	

Line Item Name	Description	Mont hs	Total Engine Hours	Expir es	Pric e
Manufacturer Base Warranty	4 years or 4000 hours. Standard base warranty. See manufacturer warranty document for terms & conditions.	—	—	—	\$0.00
Southeastern Promise — Yes - Sold with the Southeastern Promise. See terms for details					
Total Warranty Price					\$0.00

	Customer Initials
I have elected NOT TO TAKE any extended warranty options with the purchase of this equipment.	
I have elected NOT TO TAKE any preventative maintenance plan with the purchase of this equipment	



SALES ORDER

Account #:434260
County: 049
Ship To:

Salesperson: Ryan Tacosik
E: rtacosik@southeasternequip.com
Quote #: 20260316-084426609

Date: 03/16/2026
PO #: N/A
Contract #: 011723-KBL

TERMS & CONDITIONS

A. DEFINITIONS. Seller is Southeastern Equipment Co. Inc.; Purchaser is the entity denoted above in the box titled purchaser; collectively Seller and Purchaser may be referred to as Parties; Equipment is new or used equipment being purchased by Purchaser; Trade-In Equipment is equipment being sold by Purchaser to Seller in exchange for a credit only applied to this sale; and Agreement is this contract for the sale and Trade-In of equipment between the Parties.

B. PRICE AND PAYMENT. The Purchaser and Seller agree that the Total Amount Due will be finally determined by Seller on the date of Delivery of the Equipment based on the manufacturer invoice plus any surcharges from the manufacturer. Seller hereby does sell, convey and transfer title to Purchaser for Equipment upon full payment of the Balance Due, as calculated pursuant to this Agreement. Purchaser shall remit payment to Seller by cash, check, electronic wire, ACH or other reasonable commercially acceptable method of payment within thirty (30) days of Delivery of Equipment if Purchaser has established line of credit with Seller or immediately upon Delivery of Equipment if no line of credit is established. A finance charge of 1.5% per month (or the maximum amount permitted under applicable state law) will be assessed on all past due balances. All additional taxes or fees owed because of the sale are the responsibility of the Purchaser. **SELLER RETAINS A SECURITY INTEREST IN THE EQUIPMENT UNTIL THE FULL PURCHASE PRICE IS RECEIVED BY SELLER.**

C. DELIVERY OF EQUIPMENT. Seller will make Equipment available according to the delivery instructions contained herein. If no instructions are included, the Seller will make Equipment available at the location where the Equipment is located. Purchaser is responsible for all shipping and trucking costs, including loading and unloading, permits and other expenses. Costs may be included in the Total Amount Due if trucking has been predetermined. Any change in delivery location may result in additional charges to be borne by Purchaser. Special order Equipment will be made available once delivery is received by Seller from Equipment supplier. Unless Seller is using Seller's in-house trucking services, Equipment is delivered FOB Seller's location. Seller reserves the right to subcontract or assign Seller's obligation to deliver Equipment. Seller reserves the right to substitute Equipment that is the same year, condition, make, model, within ten (10) hours on the hour meter, and of the same or better configuration without breach of this Agreement or notice.

D. CONDITION OF EQUIPMENT. ALL EQUIPMENT IS SOLD AS IS, WHERE IS UNLESS OTHERWISE STATED IN THIS AGREEMENT. SELLER MAKES NO EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES, INCLUDING THE IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS, EXCEPT FOR WARRANTY EXPRESSLY MADE ON THIS AGREEMENT. Manufacturer warranty does not in itself create a warranty by Seller. Any reference to hour meters on used equipment is for informational purposes only. Purchaser should inspect any used equipment prior to purchase. Purchaser acknowledges warning and responsibility for inspecting all equipment and ensuring equipment meets any and all applicable safety and operational guidelines and laws for use, including the standards set forth in the Federal Occupational Safety and Health Act of 1970, as amended and restated.

E. TRADE-IN EQUIPMENT. If Trade-In Equipment is included on this Agreement, Purchaser hereby bargains, sells and conveys unto Seller the Trade-In Equipment and represents and warrants that Purchaser has marketable title free and clear of any encumbrances, liens, and security interests except to the extent included in the trade payoff number and fully disclosed to Seller. If Trade-In Equipment is not delivered to the Seller prior to delivery of the Equipment to Purchaser, the Trade-In Equipment may be reappraised at the sole discretion of Seller and such reappraisal value shall determine the allowance made for such Trade-In Equipment. In the event the Trade-In Equipment appraisal value is less than the original allowance for said equipment, the Purchaser may terminate this order, however, termination will only be valid if received prior to delivery of Equipment.

F. LIMITATION OF LIABILITY. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, OR DAMAGES FOR LOSS OF PROFITS, REVENUE, OR USE INCURRED BY PURCHASER OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT, OR TORT, OR OTHERWISE EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SELLER'S LIABILITY FOR DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT SHALL IN NO EVENT EXCEED THE PURCHASE PRICE OF THE RELEVANT EQUIPMENT. Seller shall not be deemed to be in default of any provision of this Agreement, or for failures in performance, resulting from acts or events beyond Seller's reasonable control ("Force Majeure"). Force Majeure shall include, but are not limited to, acts of God, civil or military authority, civil disturbance, war, strikes, fires, and labor disputes. In the event delivery of Equipment is delayed more than thirty (30) days because of Force Majeure, Purchaser may cancel all or part of its purchase of Equipment.

G. MISCELLANEOUS.

Due to price fluctuations in the market, Seller reserves the right to pass on any price increase or surcharge to the Purchaser and Purchaser agrees to pay it pursuant to the terms set forth in paragraph B. This Agreement constitutes the complete agreement between the Parties with respect to its subject matter and supersedes all prior or contemporaneous agreements, understandings, representations, discussions, proposals, literature, and the like written or oral. This Agreement may not be modified or amended except in a writing signed by an authorized representative of the Seller and Purchaser. Use of headings in this Agreement are for convenience only and are not to be construed in the meaning of the instrument. This Agreement may be executed in counterparts and any scan, copy or facsimile will be deemed valid as an original copy. In the event any provision of this Agreement is determined to be unlawful or against public policy and found invalid or unenforceable, the remaining provisions will remain in full force and effect. The waiver by either party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent breach. This Agreement, and all matters arising out of or relating to this Agreement, are governed by the laws of the State of Ohio. Any legal action or proceeding

relating to this Agreement may only be brought within the jurisdiction of Guemsey County, Ohio.

H. AUTHORITY AND UNDERSTANDING. In signing this Sales Order, you represent that you have the authority to sign on behalf of the Purchaser for the purchase of Equipment and disposition of Trade-In Equipment, you have read and fully understand all terms of this Agreement, and you acknowledge receipt of a fully complete and accurate copy of this Agreement and waive notice of the acceptance or rejection of the Purchaser's offer by the Seller.

I. IF CUSTOMER PAYS ANY BALANCE OWED UNDER THIS SALES ORDER USING CREDIT/CHARGE CARD, SOUTHEASTERN RESERVES THE RIGHT TO CHARGE AN ADDITIONAL 3% OF THE TOTAL INVOICE AS A CONVENIENCE FEE WHICH CUSTOMER HEREBY AGREES TO PAY.

Southeastern Equipment (Seller)	Customer Name (Purchaser):
Print Name: _____	Print Name: _____
Date: _____	Date: _____
Sign: _____	Sign: _____

Mifflin Township Service Department
 155 Olde Ridenour
 Gahanna, Ohio 43230
 614-713-9071 Fax 614-478-6890



MIFFLIN TOWNSHIP
 Peace. Safety. Welfare.

INVOICE

Bill To.:
CLEARVIEW PROPERTY MANAGEMENT 2170 ABERDEEN AV - Property Address 1223 E. Main st. Suite 309 - Owner Address Columbus , OH 43025 190-000613 - Parcel I.D.

Date Due: Invoice Date: 03/27/2026

Item	Hours	Amount
Trash	1.00	\$300.00
Total		\$300.00

Date	Paid By	Payment Type	Amount
		Total Paid	\$0.00
		Amount Due	\$300.00

To: Franklin county Auditors Office
 373 South High Street 21st floor
 Columbus, OH 43215



Network: Mar 27, 2026 at 9:32:47 AM EDT
Local: Mar 27, 2026 at 9:32:47 AM EDT



Network: Mar 27, 2026 at 9:32:10 AM EDT
Local: Mar 27, 2026 at 9:32:10 AM EDT



Network: Mar 27, 2026 at 9:32:24 AM EDT
Local: Mar 27, 2026 at 9:32:24 AM EDT



Network: Mar 5, 2026 at 8:10:58 AM EDT
Local: Mar 5, 2026 at 8:10:58 AM EDT



Network: Mar 6, 2025 at 8:11:30 AM EST
Local: Mar 6, 2025 at 8:11:30 AM EST

Mifflin Township Service Department
 155 Olde Ridenour
 Gahanna, Ohio 43230
 614-713-9071 Fax 614-478-6890



MIFFLIN TOWNSHIP
 Peace. Safety. Welfare.

INVOICE

Bill To.:
CLEARVIEW PROPERTY MANAGEMENT 2170 ABERDEEN AV (2549 Perdue Ave.) - Property Address 1223 EAST MAIN STREET, SUITE 309 - Owner Address columbus ohio OH 43025, 190-000613 - Parcel I.D.

Date Due: Invoice Date: 03/27/2026

Item	Hours	Amount
Trash	1.00	\$300.00
Total		\$300.00

Date	Paid By	Payment Type	Amount
		Total Paid	\$0.00
		Amount Due	\$300.00

To: Franklin county Auditors Office
 373 South High Street 21st floor
 Columbus, OH 43215



Network: Mar 27, 2026 at 11:17:06 AM EDT
Local: Mar 27, 2026 at 11:17:06 AM EDT



Network: Mar 27, 2026 at 11:17:19 AM EDT
Local: Mar 27, 2026 at 11:17:19 AM EDT



Network: Mar 27, 2026 at 11:15:48 AM EDT
Local: Mar 27, 2026 at 11:15:48 AM EDT



Network: Mar 6, 2026 at 7:56:53 AM EST
Local: Mar 6, 2026 at 7:56:53 AM EST



Network Mar 6, 2025 at 7:56:20 AM EST
Local Mar 6, 2023 at 7:56:20 AM EST

Mifflin Township Service Department
 155 Olde Ridenour
 Gahanna, Ohio 43230
 614-713-9071 Fax 614-478-6890



MIFFLIN TOWNSHIP
 Peace. Safety. Welfare.

INVOICE

Bill To.:
MT NEBO BAPTIST CHURCH ABERDEEN AV - Property Address 2100 ABERDEEN AVE - Owner Address COLUMBUS OH 43211, 190-000612 - Parcel I.D.

Date Due: Invoice Date: 03/27/2026

Item	Hours	Amount
Trash	1.00	\$300.00
Total		\$300.00

Date	Paid By	Payment Type	Amount
		Total Paid	\$0.00
		Amount Due	\$300.00

To: Franklin county Auditors Office
 373 South High Street 21st floor
 Columbus, OH 43215



Network: Mar 27, 2026 at 11:21:37 AM EDT
Local: Mar 27, 2026 at 11:21:37 AM EDT



Network: Mar 6, 2026 at 8:25:03 AM EST
Local: Mar 6, 2026 at 8:25:03 AM EST



Network: Mar 6, 2026 at 8:19:48 AM EST
Local: Mar 6, 2026 at 8:19:48 AM EST



Network: Mar 6, 2026 at 8:19:42 AM EST
Local: Mar 6, 2026 at 8:19:42 AM EST



TRUSEES MEETING AGENDA

To: Board of Trustees

From: Chief Briggs

Date: March 31st, 2026

Re: Agenda Items Board of Trustee Meeting April 6th, 2026

Request:

Request to approve the conditional offer of employment (attached) for Amber Blackburn, as a full time Police Officer

Request to approve construction fees of \$34,614 for construction on the police department building. This price includes a 20% contingency fee. The construction work to be completed is new flooring throughout the entire building, as our flooring is worn, outdated, and has several holes that are tripping hazards, as well as for patching and painting the walls throughout the entire police department, our walls are covered in holes and the paint is old and peeling / fading. The price for material and labor on this project is \$18,995. The other project is for repairs to the new addition we had completed last year by Larig Drywall. We were having issues with the addition not holding heat, pipes freezing, and pipe bursting. Upon having another contractor look at it, they found the addition was not done properly, no vapor guard was put in place, the insulation in the ceiling was not covered, the outside roof area was not closed off properly, and the heat ducts were installed improperly causing moisture issues and causing the room to not be able to hold heat. There are also cracks in the floor from the floor being installed improperly. The cost for this project to be fixed is \$9,850, but could potentially be more if other issues are discovered during the process, therefore a 20% contingency was added to this request. There is money in the building fund to cover these expenses.

Request to move Officer Brooke Darnell into the newly created Senior Officer / OIC position and give her a \$1.00 / hr pay increase, she is taking on some administrative responsibilities and will be training our new hire.



MIFFLIN TOWNSHIP
Peace. Safety. Welfare.

April 6th, 2026

Amber Blackburn
57 Hawthorne Dr.
Ashville, Ohio 43103

Sent via email to: amberblackburn1027@yahoo.com

Dear Amber,

The Mifflin Township Board of Trustees is pleased to offer you a full-time, non-exempt position of Patrol Officer in the Mifflin Township Division of Police. This offer is contingent upon successful completion of the background check, to include, but not limited to, polygraph, psychological evaluation, physical and drug and alcohol screening.

Compensation and Accruals

- Starting hourly rate is \$32.00 (Patrol Officer - Step 2 on the Police Division Hourly Pay Schedule)
- Vacation time of 80 hours per year based on your service with another Ohio public employer, prorated for 2026 dependent on your date of hire. You will receive 3.1 hours of vacation accrual per pay period while in active employment status.
- The Township recognizes the following as paid holidays, per policy: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day.
- You will receive prorated Holiday Flex Time for the remaining holidays based on your date of hire.
- You will accrue 17 hours of Sick Leave each month; you may transfer up to 300 hours of unused sick leave from another Ohio public employer. You will be credited for unused leave once verification of leave has been received from previous qualified employer(s).

Start Date and Schedule

Start date and schedule is to be determined

- Probation is one year from the date of hire in the full-time position
- Other employment must be disclosed to determine if there is a conflict of interest

Standard Township Benefits

As a full-time employee, you will be eligible for all Mifflin Township's employee benefits on the first of the month following your start date. Benefits include:

- Medical
- Dental
- Vision
- Life and AD&D, Short-term Disability
- Ohio Public Employees Retirement System – For the position of Police Officer, Mifflin Township picks up the employee's contribution.
- Health Savings Account funding

To accept, please review this letter in its entirety and attached job description, then sign, date and submit. This job offer will expire three (3 days) from the date of this letter.

Sincerely,

David Briggs,
Chief of Police

.....

I acknowledge receipt of and accept this offer of employment with Mifflin Township and agree to the terms set forth. I also understand this job offer is not a contract and does not provide a guarantee of employment or employment for any period.

SIGNATURE

DATE



Alexander's Affordable Construction LLC

7407040355

alexander_brandon97@icloud.com

ESTIMATE

Billed To

Mifflin Police Department

2455 Angler Rd Columbus Ohio 43224

Billed From

Alexander's Affordable Construction LLC

Estimate #: EST200

Date: Mar 22, 2026

Item	Price	Quantity	Total
Fix Sally Port Fix sally port. Upon inspection of sally port there is improper insulation installation in ceiling. Improper heat runs. Incorrect sealing of walls and ceiling. Will fix what we noticed and inspect in further detail once we start tearing it apart.	\$9,850.00	1	\$9,850.00

Subtotal \$9,850.00
Grand Total \$9,850.00

This estimate is subject to change due to any underlying issues we may find. Will consult with customer before moving forward. If customer decides they don't want to move forward they will be billed for what was already completed.



Alexander's Affordable Construction LLC

7407040355

alexander_brandon97@icloud.com

ESTIMATE

Billed To**Mifflin Police Department**

2455 Angler Rd Columbus Ohio 43224

Billed From**Alexander's Affordable Construction LLC****Estimate #:** EST199**Date:** Mar 22, 2026

Item	Price	Quantity	Total
Flooring And Paint Flooring thru out police department. Fix holes in the walls and paint all walls doors and trim thru out building. Install new commercial grade flooring and carpet squares in the offices. Price is material and labor.	\$18,995.00	1	\$18,995.00

Subtotal \$18,995.00

Grand Total \$18,995.00

This estimate is subject to change due to any underlying issues we may find. Will consult with customer before moving forward. If customer decides they don't want to move forward they will be billed for what was already completed.



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: **Alexander, Brandon**
Organization: **Alexander's Affordable Construction LLC**
Date: **4/2/2026 4:24:31 PM**

This search produced the following list of **17** possible matches:

Name/Organization	Address
Alexander, Carol	952 Bulen Avenue
Casler, Brandon	712 Westerly Drive
King, Brandon	14340 Euclid Avenue
Berry, Debra	P.O. Box 122
Berry, Debra	P.O. Box 23651 / 800 Harmon Avenue
Calendine, Pamela	1230 Becky Drive
Clinkscale, Kimberly	334 Falls Avenue
Clinkscale, Kimberly	334 Falls Ave
Fraley, Don	104 Creek St.
Gonzales, Junior	726 Kinckerbocker Ave
Pryor, Brandy	1783 Brown Street
Pryor, Brandy	1783 Brown Street
Reynolds, Debra	
Settlage, Brad	359 Peppertree Rd
Talented Tenth Leadership Academy for Boys	867 Mt. Vernon Rd.
Talented Tenth Leadership Academy for Girls	112 Jefferson Avenue
Valentine, Jennifer	3 Bennett Lane Unit 3A

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: **Brandon, Alexander**
Organization: **Alexander's Affordable Construction LLC**
Date: **4/2/2026 4:26:12 PM**

This search produced the following list of **28** possible matches:

Name/Organization	Address
Marcum, Alexander	691 Hunters Glen Drive
Abraha, Hiwot	5267 Applecreek Road
Abram, Terry	15708 McConnellsville Road
Alaji, Rashid Khaleel-Fajri	4075 Monticello Blvd.
Alexander, Carol	952 Bulen Avenue
Boone, Alexandria	
Boone, Alexandria	3561 Avalon Road
Boone, Alexandria	540 East 105th Street, #105
Brady, Cheryl	1409 South Pennsylvania Avenue
Brantley, Beth	801 S. Copper Key Court
Brantley, Beth	801 S. Copper Key Court
Buckley, Maleta	1355 Lottridge Rd
Butler, Alex	24 Highland Dr
Calendine, Pamela	1230 Becky Drive
Carter, Dale	351 Kenyon Avenue
Clinkscale, Kimberly	334 Falls Avenue
Clinkscale, Kimberly	334 Falls Ave
Cochran, Dale	14022 State Route 68 South
Cox, Valerie	19640 Turner Rd.
Cox, Valerie	19640 Turner Road
Fraley, Don	104 Creek St.
Gonzales, Junior	726 Kinckerbocker Ave
Moritz, Caleb	10071 State Route 664N
Noble County Law Library Association	300 County Court House
Rainbow, Alexis	4101 Edgewood Drive
Talented Tenth Leadership Academy for Boys	867 Mt. Vernon Rd.
Talented Tenth Leadership Academy for Girls	112 Jefferson Avenue

Name/Organization	Address
Valentine, Jennifer	3 Bennett Lane Unit 3A

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.



MIFFLIN TOWNSHIP

Brian P. Dunlevy
Fire Chief

Scott Davis
Assistant Fire Chief

BOARD OF TOWNSHIP TRUSTEES MEETING

April 6, 2026

FIRE DIVISION REQUESTS:

Resolution # XXX-26: Request to Approve Positions and Job Descriptions:

04062026-1. This is a request to approve positions and job descriptions for:

- HR Generalist
- Fleet Mechanic Manager
- Fleet Mechanic Level I & II
- Janitorial Specialist

The job descriptions are attached for review and approval. This is an administrative request.

Resolution # XXX-26: Request to Approve Annual ETS HVAC Agreement:

04062026-2. This is a request to approve the annual HVAC Agreement with Engineered Temperature Solutions (ETS) in the amount not to exceed \$33,000 This is for all annual preventive maintenance for the year of 2026 for the Operations Center and all four Fire Stations HVAC systems. This is a planned and budgeted expense.

Resolution # XXX-26: Request to Approve Annual Vector Solutions Agreement:

04062026-3. This is a request to approve the annual 2026 agreement with Vector Solutions in the amount not to exceed \$24,000. This is for software licensing for staffing, fire reports, inspection reports, EMS training, training records, and forms. This is a planned and budgeted expense.

Resolution # XXX-26: Request to Approve Tax Incentive Review Representatives:

04062026-4. This is a request to approve a resolution designating Fiscal Officer Darlene Wildes and Trustee Kevin Cavener as the representatives for the Township on Tax Incentive Review Council. This is an administrative request.

Resolution # XXX-26: Request to Approve Salary and Compensation Policy Change: 04062026-5. This is a request to modify page four of the Salary and Compensation Policy to clarify the start date of step increases for the Fire Division. Current language is inconsistent and difficult to administrate from a payroll perspective. The modified language will standardize the step increase for all staff and provide a better monitoring schedule for administration. Please see attachment of proposal. This is an administrative request.

UPDATES:

- New firefighters are on company and working on minimum competencies.
- Preparing for 2026 Gahanna Safety Town.
- Proposal for Fleet Maintenance Program for review
- Planning for 2026 community events
- Stelzer Road purchase is on track for June/July
- Programing proposal for fleet maintenance facility



JOB DESCRIPTION

Division/Department:	Administration Office
Location:	400 W Johnstown Road, Suite 200
Job Title:	Human Resources Generalist
Reports to:	Administrative Services Manager

Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	Hours: Flexible <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
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SUMMARY

Plan, direct, coordinate, and deliver comprehensive Human Resources (HR) services and support to all Mifflin Township employees and elected officials.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with strategic planning, budgeting, analysis, compliance, and organizational development.
- Supports a diverse, competent, and engaged public safety and public service workforce.
- Assists hiring, promotional, and separation processes.
- Manages employee compensation and benefits plans.
- Implements employee performance management, learning and development, retention, and reward and recognition systems.
- Evaluates recruitment, selection, compensation, promotional, development, and other processes for compliance and improvement.
- Configures and inputs employee data into Human Resource Information Systems (Currently Paycor), and other HR technology portals.
- Explains human resources policies, procedures, regulations, schedules and other information to managers and employees.
- Assists with managing compliance under the Equal Employment Opportunity (EEO), Fair Labor Standards ACT (FLSA), Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and others.
- Conducts training for managers and employees.
- Prepares and maintains employment records.
- Prepares, submits, and maintains HR documents and records including handbooks, job descriptions, applications, benefits schedules, reports, and others.
- Maintains specialized credentials and memberships, participates in training and education, attends



- workshops and conferences, and networks with other HR professionals.
- Performs other HR duties as directed.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of and compliance with all Township and department-specific policies and procedures
- Knowledge and proper interpretation of and compliance with all applicable federal, state, and local employment laws and ordinances
- Knowledge and effective application of Human Resources management principles, policies, and best practices
- Knowledge of all Human Resources department functions
- Knowledge of Township government organization and operations
- Knowledge of general and industry-specific Ohio public records laws
- Knowledge of basic accounting and budgeting practices and procedures
- Knowledge and effective application of project management tools and best practices
- Knowledge of correct English usage (spelling, grammar, punctuation, and vocabulary)
- Ability to maintain confidentiality
- Ability to maintain all required licensures and certifications without lapses
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Ability to use standard Microsoft Office 365, budgeting and accounting, and industry-related software and applications
- Ability to use a personal computer and other modern standard office equipment

OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; accountable; trustworthy; integrous; humble; shows initiative; conscientious; professional; establishes and maintains effective and respectful interpersonal relationships; committed to lifelong personal and professional growth and development
- **Communication** – uses active and attentive listening skills; uses tact and discretion; responsive; responds rather than reacts; prepares/delivers clear, concise, articulate, and organized messages and information; regularly checks email and other forms of communication to stay current on Township and department-specific news, information, events, and requirements; regularly and promptly shares/disseminates information to all who need to know
- **Decision Making** – decisive and deliberate; discerning; confident; neutral/objective/unbiased; pays attention to details
- **Planning/Organization** – uses time, effort, and resources responsibly and resourcefully; collaborative; prepares, maintains, and spends within the limits of a balanced budget; proactive; results-oriented; prepares, implements, follows through and up on projects; meets deadlines; considers internal and external trends and information when evaluating and proposing needs
- **Emotional Intelligence** – is self-aware; empathetic; able to assess and adjust in response to different people, situations, circumstances, and environments; able to maintain perspective and composure when challenged
- **People Champion/Advocate** – has a positive and optimistic attitude; fair and consistent; well-respected; leads by example; provides a safe and supportive environment in which others feel seen, heard, understood, and valued; seeks to represent and balance the needs and interests of employees and the Township as a whole

**PHYSICAL REQUIREMENTS**

- Frequently sit
- Sometimes walk and stand
- Always use arms and hands to perform routine and/or repetitive tasks
- Rarely bend, squat, kneel, and reach away from body and overhead
- Rarely lift, push, and pull objects up to 20 pounds
- Always hear, read, write, understand, and clearly articulate the English language

LICENSURE AND CERTIFICATION REQUIREMENTS

PHR, SPHR, or similar industry-related certification preferred

OTHER MINIMUM REQUIREMENTS

- Possession of a bachelor's degree in Human Resources or related field; and
At least 5 (five) years of progressive experience in Human Resources or closely related field; or
Any combination of education, training, and experience, which provides the knowledge, skills, and abilities to perform the essential duties and responsibilities of the job
- Valid Ohio Driver's License
- Township government experience preferred

PRINT EMPLOYEE SIGNATURE:

EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED:



JOB DESCRIPTION

Division/Department:	Fire
Location:	400 W Johnstown Road, Suite 210
Job Title:	Fleet Maintenance Manager
Reports to:	Assistant Fire Chief

Type of position:	Hours: 40/week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

SUMMARY

Oversee, plan, direct, and coordinate all Township fleet-related purchases, maintenance, and repair activities

SUPERVISORY RESPONSIBILITIES

Supervise Fleet Maintenance Technician I/II

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish, implement, and oversee an effective and efficient fleet management program that addresses the Township's purchase, maintenance, repair, and replacement needs
- Establish, maintain, and comply with all fleet-related specifications
- Research the costs and benefits of and coordinate all fleet-related purchases and repairs, and obtain bids as needed
- Receive, process, and coordinate all maintenance, repair, and replacement requests
- Oversee, schedule, coordinate, and perform minor routine and preventive fleet maintenance, repair, and replacement
- Create and maintain records of all fleet-related inventory, purchases, repairs, and maintenance
- Assist with developing and adhering to an annual fleet-related budget
- Stay abreast of and relay industry-related information, changes, and trends
- Establish and maintain positive and collaborative working relationships with fleet repair and supply vendors and public sector peer equivalents



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and compliance with all Township and division-specific policies and procedures
 - Knowledge of and compliance with all applicable federal, state, and local industry-related laws, rules, regulations, processes, and procedures
 - Knowledge of auto mechanics and safety practices, specifically emergency vehicles and NFPA 1901 standards
 - Knowledge of diesel and gasoline engines, including diagnostics. Repair procedures and preventative maintenance requirements
 - Knowledge of fire apparatus systems, including pumps, aerial devices, hydraulic and electrical systems
 - Knowledge of automotive, large truck braking systems
 - Knowledge of the bid process and requirements
 - Knowledge of correct English usage (spelling, grammar, punctuation, and vocabulary)
 - Ability to perform basic mathematics accurately
 - Ability to work independently
 - Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
 - Ability to maintain all required licensures and certifications without lapses
 - Ability to use standard Microsoft Office 365 and industry-related software and applications
 - Ability to use a personal computer and other modern standard office equipment
-
- **Commitment to Excellence** – punctual; dependable; adaptable; flexible; accountable; trustworthy; integrous; humble; shows initiative; conscientious; professional; establishes and maintains effective and respectful interpersonal relationships; committed to lifelong personal and professional growth and development
 - **Communication** – promptly and regularly responds to and provides updates for all maintenance, repair, and replacement requests; follows chain of command for any needs beyond delegated discretion and authority; prepares, submits, and responds to bid requests; regularly checks email and other forms of communication to stay current on Township and division-specific news, information, events, and requirements
 - **Decision Making** – decisive and deliberate; discerning; confident; pays attention to details
 - **Planning/Organization** – schedules and coordinates the completion of tasks according to priority; establishes and meets realistic timelines; uses time, effort, and resources responsibly and resourcefully; helps prepare, maintain, and spend within the limits of a balanced budget; proactive; results-oriented



PHYSICAL REQUIREMENTS

- Always wear personal protective equipment (PPE) when required
- Occasionally sit
- Perform other duties as assigned
- Frequently walk, stand, bend, squat, kneel, and reach away from body and overhead
- Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
- Frequently lift, carry, push, and pull objects up to 100 pounds
- Often work in extreme and changing temperatures and environments



OTHER TRAITS/COMPETENCIES

- Always hear, read, write, understand, and clearly articulate the English language

LICENSURE AND CERTIFICATION REQUIREMENTS

- Emergency Vehicle Technician (EVT) F1 and F2

OTHER MINIMUM REQUIREMENTS

- At least 5 (five) years' experience as an Emergency Vehicle Technician or equivalent
- Valid Ohio Driver's License
- Ability to work irregular, on-call, and overtime hours, to include evenings, weekends, and holidays

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.

PRINT EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED:



JOB DESCRIPTION

Division/Department:	Fire
Location:	400 W Johnstown Road, Suite 210
Job Title:	Fleet Maintenance Technician I & II
Reports to:	Fleet Maintenance Manager

Type of position:	Hours: 40/week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

SUMMARY

Ensure operational readiness, safety, and reliability of all fire department vehicles and specialized apparatus as directed by the fleet manager. This role involves performing preventative maintenance, diagnostic and complex mechanical repairs on fire engines, ladder trucks, medics, heavy rescues, and support vehicles. The technician will follow NFPA standards, department policies and manufacture guidelines to maintain equipment at peak performance

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish, maintain, and comply with all fleet-related tasks assigned by fleet manager
- Ability to work independently, with good problem-solving skills
- Research the costs and benefits of and coordinate all fleet-related purchases and repairs
- Receive, process, and coordinate assigned maintenance, repair, and replacement requests
- Perform minor routine and preventive fleet maintenance, repair, and replacement
- Create and maintain records of all fleet-related inventory, purchases, repairs, and maintenance
- Assist with maintaining inventory control
- Stay abreast of and relay industry-related information, changes, and trends
- Establish and maintain positive and collaborative working relationships with fleet repair and supply vendors and public sector peer equivalents



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and compliance with all Township and division-specific policies and procedures
- Knowledge of and compliance with all applicable federal, state, and local industry-related laws, rules, regulations, processes, and procedures
- Knowledge of diesel and gasoline engines, including diagnostics. Repair procedures and preventative maintenance requirements
- Knowledge of fire apparatus systems, including pumps, aerial devices, hydraulic and electrical systems
- Knowledge of automotive, large truck braking systems
- Knowledge of correct English usage (spelling, grammar, punctuation, and vocabulary)
- Ability to perform basic mathematics accurately
- Ability to work independently
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Ability to maintain all required licensures and certifications without lapses
- Ability to use standard Microsoft Office 365 and industry-related software and applications
- Ability to use a personal computer and other modern standard office equipment

OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; flexible; accountable; trustworthy; integrous; humble; shows initiative; conscientious; professional; establishes and maintains effective and respectful interpersonal relationships; committed to lifelong personal and professional growth and development
- **Communication** – promptly and regularly responds to and provides updates for all maintenance, repair, and replacement requests; follows chain of command for any needs beyond delegated discretion and authority; regularly checks email and other forms of communication to stay current on Township and division-specific news, information, events, and requirements
- **Decision Making** – decisive and deliberate; discerning; confident; pays attention to details
- **Planning/Organization** – Coordinates assigned tasks according to priority; establishes and meets realistic timelines; uses time, effort, and resources responsibly and resourcefully



- Always wear personal protective equipment (PPE) when required
- Occasionally sit
- Perform other duties as assigned



- Frequently walk, stand, bend, squat, kneel, and reach away from body and overhead
- Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
- Frequently lift, carry, push, and pull objects up to 100 pounds
- Often work in extreme and changing temperatures
- Always hear, read, write, understand, and clearly articulate the English language

LICENSURE AND CERTIFICATION REQUIREMENTS

- Willing to attend or obtain Emergency Vehicle Technician (EVT) F1 and F2

OTHER MINIMUM REQUIREMENTS

- Valid Ohio Driver's License
- Experience in automotive and heavy-truck repair field; experience with emergency vehicles preferred but not required
- Ability to work irregular, on-call, and overtime hours, to include evenings, weekends, and holidays

FLEET MAINTENANCE TECHNICIAN II REQUIREMENTS

Successfully meet the minimum requirements prior to being eligible for recommendation to Fleet Maintenance Technician I

Receive two (2) successful, consecutive performance evaluations as a Fleet Maintenance Technician I with high KSA's

Completion of Emergency Vehicle Technician (EVT) F1 and F2, or equivalent at minimum

Receive written letter of recommendation from the Fleet Maintenance Manager recommending the advancement from Fleet Maintenance Technician I to Fleet maintenance Technician II

Fire Chief has sole discretion to recommend advancement from Fleet Maintenance Technician I to Fleet Maintenance Technician II

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.

PRINT EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED:



JOB DESCRIPTION

Division/Department:	Facilities Building Services
Location:	400 West Johnstown Road
Job Title:	Janitorial Specialist
Reports to:	Facility Manager

Type of position:	Hours: 20 / week
<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

SUMMARY

Perform routine cleaning and custodial services to maintain a safe, clean, and professional office building environment.

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Clean offices, restrooms, break rooms, hallways, cafe, stairwells, and common areas
- Sweep, mop, vacuum, dust, and sanitize surfaces
- Empty trash and recycling containers inside and outside
- Restock restroom and break room supplies
- Use cleaning chemicals and equipment safely
- Report maintenance or safety concerns
- Perform other duties as assigned
- Regular, reliable attendance is an essential function of this position
- Monitor cleaning supplies and request replenishment in a timely manner
- Professional appearance with a clean and approved uniform apron

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic cleaning methods and safety practices
- Ability to follow written and verbal instructions
- Ability to work independently
- Good time management skills
- Ability to use a personal computer and other modern standard office equipment



OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; flexible; accountable; trustworthy; conscientious; team player; professional; establishes and maintains respectful and effective interpersonal relationships
- **Communication** – uses active and attentive listening skills; maintains composure when faced with challenging people, circumstances, and situations; regularly checks email and other forms of communication to stay current on Township and department-specific news, information, events, and requirements
- **Confidentiality** – Respects privacy and maintains confidentiality when working in offices, restrooms, and sensitive or secure areas

PHYSICAL REQUIREMENTS

- Always wear personal protective equipment (PPE) when required
- Frequently stand and walk
- Often sit, bend, squat, kneel, reach away from body and overhead
- Often lift, carry, push, and pull objects up to 50 pounds
- Potentially exposed to extreme weather conditions for short periods of time
- Ability to work with cleaning materials/chemicals safely
- Always hear, read, write, understand, and clearly articulate the English language
- Ability to work irregular, on-call, and overtime hours to include evenings, weekends, and holidays

LICENSURE AND CERTIFICATION REQUIREMENTS

- High School Diploma or GED preferred
- At least six months of related experience and/or training
- Valid Ohio Driver's License



OTHER MINIMUM REQUIREMENTS
<ul style="list-style-type: none">• Make objective and informed decisions

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.

EMPLOYEE PRINT NAME:
EMPLOYEE SIGNATURE:
DATE ACKNOWLEDGED:



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

(614) 466-4514
(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: **Skyles, John**
Organization: **Engineered Temperature Solutions**
Date: **4/1/2026 2:56:34 PM**

This search produced the following list of **21** possible matches:

Name/Organization	Address
Anderson, John	10440 Angola Road
Briggle, John	1452 Berdan Ave.
Evans, John	143 W. Main Street
Fleshman, John	3471 Lowell Drive
Fortson, Johnny	1040 Helmsdale Road
Hazelwood, John	3280 Morse Rd., Suite 214
Holtz, John	5541 Bowman Street
Lavelle, John	
Lee, John	P.O. BOX 186
Mack, John	2840 Oak Forest Drive
Maurer, John	20 South Limestone Street, Suite 100
Osborn, John	18088 Crawmer Rd. SE
Overmier, John	591 Road 9
Rice, John	
Smith, John	1415 S. Pennsylvania Ave.
Stanforth, John	1088 Fife Avenue
Vitatoe, John	
Worley, John	86301 North Bay Road East Shore
Zimmerly, John	227 Burlington Road
Ballenger Russell, Kimberly	5 Lareta Ct.
Pavlovsky, Marilyn	1096 Shepherd Lane

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

If the person you are searching for does not appear on this list, an initialed copy of this page can serve as documentation of your compliance with ORC 9.24(E).

Please note that pursuant to ORC 9.24, it is the responsibility of the public office to verify that a person to whom it plans to award a contract does not appear in the Auditor of State's database. The Auditor of State's office is not responsible for inaccurate search results caused by user error or other circumstances beyond the Auditor of State's control.



Office of Auditor of State
88 East Broad Street
Post Office Box 1140
Columbus, OH 43216-1140

Auditor of State - Unresolved Findings for Recovery Certified Search

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(800) 282-0370

I have searched The Auditor of State's unresolved findings for recovery database using the following criteria:

Contractor's Information:

Name: **Valenti, Rosario**
Organization: **Vector Solutions**
Date: **4/1/2026 2:58:48 PM**

This search produced the following list of **5** possible matches:

Name/Organization	Address
Valentine, Jennifer	3 Bennett Lane Unit 3A
Bowman, Roschel	P.O. Box 258
Coles, Rosina	4001 Foskett Road
Grayson n Son Lawncare n Snowplow Removal LLC	16115 Maple Park Drive
Hoffman, Rose	33475 Seneca Drive

The above list represents possible matches for the search criteria you entered. Please note that pursuant to ORC 9.24, only the person (which includes an organization) actually named in the finding for recovery is prohibited from being awarded a contract.

If the person you are searching for appears on this list, it means that the person has one or more findings for recovery and is prohibited from being awarded a contract described in ORC 9.24, unless one of the exceptions in that section apply.

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Mifflin Township Salary and Compensation Plan

VI. SALARY ADMINISTRATION

NEW HIRES

Fire, MECC and Police: Starting wage for new hires within the Fire Dept and Police Dept will be at the recommendation of the respective Chief.

Service, Fiscal and Administration: Compensation within the market segment shall be determined by Human Resources in consultation with Department Head based on the following:

Instructions	Example
Years of Professional Experience in the same or similar field	8
Progression on salary schedule based on 32-year career	25%
Min/Max Pay on Schedule	\$24.00 – \$35.00
Total Max - Min	\$11.00
Multiply difference of max – min by Progression %	\$2.75
Add above to min rate to determine starting pay	\$24 + \$2.75 = \$26.75

Compensation above the standard calculation may be recommended based on unique, special, or exceptional qualifications, expertise, knowledge, skill, or capabilities of the successful candidate and on existing market conditions.

Salary Increases

Probationary Fire and MECC

Employees will receive step increases based on the following schedule:

Starting Step:	12 Months	12 Months	18 Months	18 Months
Apprentice	Remain as apprentice until appropriate certification is received, then move to Step 1 and follow timeframe to move to the next step			
1	x	x	x	x
2		x	x	x
3			x	x
4				x

Human Resources is responsible for initiating documentation for step increases and will submit to payroll. Beginning August 1, 2025, increases for those moving to step 1-5 are effective at the beginning of the pay period of the effective date. Step 1 will be effective upon notice to human resources and confirmation of the paramedic certification. *(Updated 12/1/2025)*

Probationary Fire and MECC are also eligible to receive the annual board approved increase.

Annual Increases for Fire Department

Annual increases are recommended by the Fire Chief in the 4th quarter of the previous year which will include the effective date and amount of increase.

Salary Increases for First Year Fiscal, Service and Administration Department Employees

Salary increases for at-will employees in their first year of employment may be recommended by the manager no sooner than six months of employment.

An evaluation of the employee’s performance and progress on the job shall be made prior to the recommendation of an increase. Salary increases adjustments shall not be awarded if an employee has an unsatisfactory performance rating. Salary increases will be effective as recommended, and board approved.

Mifflin Township Salary and Compensation Plan

VI. SALARY ADMINISTRATION

NEW HIRES

Fire, MECC and Police: Starting wage for new hires within the Fire Dept and Police Dept will be at the recommendation of the respective Chief.

Service, Fiscal and Administration: Compensation within the market segment shall be determined by Human Resources in consultation with Department Head based on the following:

Instructions	Example
Years of Professional Experience in the same or similar field	8
Progression on salary schedule based on 32-year career	25%
Min/Max Pay on Schedule	\$24.00 – \$35.00
Total Max - Min	\$11.00
Multiply difference of max – min by Progression %	\$2.75
Add above to min rate to determine starting pay	\$24 + \$2.75 = \$26.75

Compensation above the standard calculation may be recommended based on unique, special, or exceptional qualifications, expertise, knowledge, skill, or capabilities of the successful candidate and on existing market conditions.

Salary Increases

Probationary Fire and MECC

Employees will receive step increases based on the following schedule:

Starting Step:	12 Months	12 Months	18 Months	18 Months
Apprentice	Remain as apprentice until appropriate certification is received, then move to the appropriate step based on hire date and schedule.			
1	x	x	x	x
2		x	x	x
3			x	x
4				x

Human Resources is responsible for initiating documentation for step increases and will submit to payroll. Increases for those moving to step 1-5 are effective at the beginning of the pay period following the effective date. EMT Basics will move into the appropriate step based on hire date once confirmation of the paramedic certification the following pay period. *(Updated 4/6/2026)*

Probationary Fire and MECC are also eligible to receive the annual board approved increase.

Annual Increases for Fire Department

Annual increases are recommended by the Fire Chief in the 4th quarter of the previous year which will include the effective date and amount of increase.

Salary Increases for First Year Fiscal, Service and Administration Department Employees

Salary increases for at-will employees in their first year of employment may be recommended by the manager no sooner than six months of employment.

An evaluation of the employee’s performance and progress on the job shall be made prior to the recommendation of an increase. Salary increases adjustments shall not be awarded if an employee has an unsatisfactory performance rating. Salary increases will be effective as recommended, and board approved.