

OFFICIAL MEMO
OFFICE OF THE ADMINISTRATOR



TO: Board of Trustees
CC: Fiscal Officer
FROM: Steve Kelly, Township Administrator
DATE: April 21, 2026
SUBJECT: **Business Meeting Agenda**
OTHER: Trustee Meeting Room, 7:00 p.m.

- I. Call to Order and Pledge of Allegiance** – Chairperson Ken Tracy
- II. Invocation** – Chairperson Ken Tracy
- III. Roll Call** – Mr. Eric Ferry
- IV. Presentation** – The Fire Department will present a Civilian Life-Saving Award to two residents for their actions during a fire on March 13.
- V. Ceremony** – The Fire Department will conduct a Swearing-In Process for three new employees.
- VI. Approval of Minutes** –
 - March 09, 2026 Special Meeting (Zoning)
 - March 09, 2026 Work Session
 - March 17, 2026 Business Meeting
 - Amended Minutes for the following meetings:

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Work Sessions	Business Meetings		Special Meetings
- 01-08-24	- 12-12-23	- 05-21-24	- 08-28-24
- 02-12-24	- 01-16-24	- 10-22-24	- 09-19-24
- 11-04-24	- 02-20-24	- 11-12-24	
- 12-09-24			

VII. Special Motion – Make a motion to indicate that Resolutions 2026-13 and 14 from April 13th were misnumbered due to a scrivener error, and adopt the clerk’s renumbering to 2026-14 and 15, respectively.

VIII. Department Reports –

- A. Community Development – Mr. McCormack
- B. Finance – Mr. Ferry
- C. Fire & EMS – Chief Jetter
- D. Police – Chief Hirsch
- E. Recreation – Mr. Himes
- F. Service – Mr. Burdsall
- G. Administration – Mr. Kelly

IX. Old Business – None.

X. New Business –

Agenda Item # 1 – Personnel – Mrs. Asher

Agenda Item # 2 – Payment of Bills – Administrator Kelly

Agenda Item # 3 – Then and Now (**R2026-16**) – Administrator Kelly

Agenda Item # 4 – iWorq Online Permitting – Mr. McCormack

Agenda Item # 5 – Large Salt Truck Upfit – Mr. Burdsall

Agenda Item # 6 – Boiler Repair – Chief Jetter

Agenda Item # 7 – Elevator Modernization – Mr. Burdsall

Agenda Item # 8 – CelleBrite Renewal – Chief Hirsch

Agenda Item # 9 – Dry Run Geotech Agreement – Mr. Burdsall

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Agenda Item # 10 – Fall Prevention Grant – Chief Jetter

Agenda Item # 11 – PD Job Description – Mrs. Asher

Agenda Item # 12 – Fee Schedule – Mr. McCormack

Agenda Item # 13 – Civic Center AC Repair – Mr. Burdsall

Agenda Item # 14 – Parks Improvement Grant – Administrator Kelly

Agenda Item # 15 – Civic Center Partial Roof Replacement – Mr. Burdsall

Add Ons –

[THIS CONCLUDES THE BUSINESS PORTION OF OUR MEETING].

Public Comment –

Executive Session – The Board will enter executive session pursuant to Ohio Revised Code (ORC) 121.22(G)(1) to discuss the employment and compensation of a public employee and Ohio Revised Code Section 121.22(G)(3) to consult with counsel regarding pending or imminent court action.

SPECIAL NEEDS ACCOMMODATION –

If you have a disability and you require assistance while attending this meeting, please contact the Township Offices at (513) 248-3725 at least 72 hours before the meeting to ensure arrangements for accommodation by Miami Township.