

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held APRIL 13, 2026 _____ 20_____

The Miami Township Board of Trustees met in a Work Session on Monday, April 13, 2026, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Ken Tracy called the meeting to order and led the Pledge of Allegiance.

ROLL

Mr. Eric Ferry called the roll. Trustees Mary Makley Wolff and Ken Tracy were in attendance. Also attending were Township Administrator Steve Kelly, and Township Law Director Joe Braun.

PRESENTATIONS

1. Amy Foley, Executive Director and Co-Founder of the Tri-State Peer Support Team, recognized employees from the Police Department and Fire Department for their work providing assistance to first responders in the region which has brought great credit to Miami Township.
2. Angel Burton of Clermont Senior Services presented on Clermont Senior Services and the upcoming Senior Services Levy renewal. Clermont Senior Services is not a county agency but is a 5013-C contract provider for the County, whose purpose is to keep seniors living in their homes for as long as possible with dignity and safety. Nursing home placement is extremely expensive, according to Mrs. Burton, and many residents cannot afford it. 4,000 seniors were served in 2025, 40,000 rides were given, and 70,000 meals were delivered. The primary funding for these services is levy funds. A 5-year, 1.3Mil renewal levy will be on the ballot in May which will not change or increase taxes, even if home values go up.

REPORTS

Mr. Eric Ferry introduced the February finance report as complete.

AGENDA ITEM #1 — PERSONNEL

Mrs. Emily Asher, HR Director, recommended the following action for personnel:

Service Department

- Make a final offer of employment for the position of part-time Maintenance Worker with a rate of \$16.07 per hour effective April 14, 2026, contingent on the successful completion of the selection process, to the following individuals:
 - Brian Boone
 - Jason Tucker
 - Ronald Cupp
- Promote Lloyd Nowak and John Prince to the position of Maintenance Worker 4-2 at a pay rate of \$39.77 per hour effective April 15, 2026.
- Remove Larry Bailey from probationary status and promote him to the position of Maintenance Worker 1-2 with a pay rate of \$26.74 per hour effective April 14, 2026.

Fire Department

- Make a final offer of employment for the position of Part-Time Firefighter/Paramedic to Steve Monterosso with the rate of \$25.50 per hour effective April 14, 2026.
- Make a final offer of employment for the position of full-time Firefighter/Paramedic to Brady Brown with the rate of \$34.97 per hour effective April 14, 2026.
- Make a final offer of employment for the position of full-time Lieutenant to Alexander Rose with the rate of \$40.60 per hour effective April 14, 2026.
- Promote Sadie Altman to the position of full-time Firefighter/Paramedic at a rate of \$30.52 per hour effective April 23, 2026.
- Make an adjustment to the pay rate for Katie Lanham to \$34.97 effective March 29, 2026.

Trustee Wolff made a motion to accept the personnel recommendations as stated.

Trustee Schulte seconded the motion. Upon roll call, all voted "AYE."

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held _____ APRIL 13, 2026 _____ 20 _____

AGENDA ITEM #2 — OHIO PLAN RENEWAL

As discussed at the March Business Meeting, Administrator Kelly reviewed the need to renew the Township's Property & Casualty Insurance with the Ohio plan for the 2026-2027 plan year.

Trustee Schulte made a motion to authorize the Township Administrator to renew the Township's Property & Casualty Insurance policy for the 2026-2027 plan year, at a cost of \$239,601.00.

Trustee Wolff seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #3 — BUSINESS 28 SIDEWALK FUNDING (R2026-14, 15)

Administrator Kelly told the Board that initial bids that the Land Bank received for the demolition work of the former Milford Preschool came in well under budget, so they reached back out to us to see if we could use the remaining funds to install curb and sidewalk along that stretch of Business 28. According to Mr. Kelly, the Township had already been engaged with an engineering firm previously to have some shelf ready pedestrian projects to be able to submit for any funding opportunities that might become available. We currently have drawings that are 95% complete that we can utilize for this project.

The Land Bank was able to secure \$108,000 in grant funding through the Ohio Department of Development that we can use to install curb and sidewalk along this portion of Business 28. Unfortunately, we are only able to use these funds for the portion of Business 28 that is immediately in front of the former preschool property. Based on the engineers' estimates, the cost to complete this work will be \$108,303.00.

ODOD requires this to be a reimbursable grant, so we would need to allocate those funds from TIF Fund #5130 to be able to allocate the funds for this project. Mr. Ferry and our interim finance director/contractor have been consulted on this and agree that this is the appropriate funding mechanism.

The curb and sidewalks will need to be installed immediately following the demolition of the preschool so the project can be completed by this fall, and the dedicated grant funds can be accounted for and closed out. Therefore, we request permission to sign the attached subrecipient agreement with the Clermont County Land Bank so the grant funds can be allocated, and we can put this project out to bid.

Additionally, Mr. Kelly stated that he would like to apply for the 2026 Community Development Block Grant fund to complete the remaining sidewalk along Business 28 from Highview Drive to Wolfpen – Pleasant Hill Road. Based on the calculations we have for both projects, we would be applying for up to \$200,000 for this portion of sidewalk. A local match is requested to help boost the scoring for this grant and twenty percent is recommended. According to Mr. Kelly, we would need to look to dedicate up to \$40,000 to fulfill this recommendation, which can also be allocated from our current TIF funds.

Trustee Wolff made a motion to adopt Resolution 2026-13, a resolution authorizing the Township Administrator/Public Safety Director to enter into an agreement with the Clermont County Land Revitalization Corporation, dispensing with a second reading and declaring an emergency.

Trustee Schulte seconded the motion. Upon roll call, all voted "AYE."

Trustee Schulte made a motion to adopt Resolution 2026-14, a resolution authorizing the Township Administrator/Public Safety Director to prepare and submit an application to participate in the Clermont County 2026 Community Development Block Grant Program and to execute a cooperation agreement as required with The Clermont County Board Of Commissioners, waiving a second reading, and declaring an emergency.

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

APRIL 13, 2026

20

Trustee Wolff seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #4 — IWORQ ONLINE PERMITTING

Community Development Director Mark McCormack introduced a request to move forward with an updated iWorQ Service Agreement, with the new "Application(s) and Service(s) scope listed on the 2nd to last page.

Mr. McCormack stated that as part of the 2026 Budget process, the Community Development Department received tentative approval to move forward with the establishment of an online permitting platform with its existing vendor (iWorQ). The additional annual cost to provide this service—which would allow applicants to submit zoning permit applications online, rather than requiring all applications to be submitted in-person or by mail—would be \$2,500 (along with a 1-time implementation and setup fee the 1st year of \$850). The first-year total cost to provide this new service would be a maximum of \$3,350 (in addition to the \$4,000 amount that the Township has committed via the existing contract with iWorQ); however, the \$2,500 amount would be prorated for the remainder of this year. All subsequent years would cost \$2,500 for the life of the proposed contract, which was provided for the Board's review.

Mr. McCormack emphasized that, in comparing this service to other providers, iWorQ is by far the most cost-effective and efficient software and is generally easy to use for both staff and the applicants.

Trustee Wolff stated that she likes the idea of online permitting because it makes the process easier and more efficient for both the customer and the Township. Mr. McCormack stated that the system will also make it easier for bigger operators especially, as they will no longer need to come into the building.

There were no further questions from the Board, and Mr. McCormack stated that the item would be brought back to the Business Meeting for final discussion and approval.

AGENDA ITEM #5 — LARGE SALT TRUCK UPFIT

Service Director Chris Burdsall discussed the Service Department's request to proceed with K.E. Rose for the upfitting of the department's new large salt truck. According to Mr. Burdsall, K.E. Rose quoted \$134,215.00 for the project under a Sourcewell contract, and Knapheide provided an estimate of \$111,922.00. The Service Department requests to utilize K.E. Rose because they included several needed features in their quote that Knapheide did not. In addition, K.E. Rose provides an extended warranty that Knapheide did not match.

Trustee Schulte asked Mr. Burdsall if he had let K.E. Rose know that there was another quote with a much lower price, and Mr. Burdsall stated that he had. Mr. Schulte asked if he had also let Knapheide know that K.E. Rose had submitted a quote with more items in it and given them the opportunity to submit a quote that was more reflective of the items needed. Mr. Burdsall stated that he had attempted to with no response. Mr. Burdsall discussed again the warranty provided by K.E. Rose, which includes a three-year warranty for the hydraulic system, a two-year warranty for electronics, and various other small warranties. Mr. Schulte remarked that the quote difference was substantial.

No action was taken at this time, and the request will be brought back for formal consideration at the next Business Meeting.

AGENDA ITEM #6 — BOILER REPLACEMENT

Fire Chief Dave Jetter discussed a request to utilize Applied Mechanical Systems (AMS) for the replacement of the boiler system at Station 26. According to Jetter, the boiler-based HVAC system at the station is badly aging and has become unreliable. Upon assessment by both AMC and Bachman's, the system was found to be unrepairable since rebuilding it would cost just as much if not more than a full replacement.

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800.325.8094 FORM NO. 10148

Held _____ APRIL 13, 2026 _____ 20 _____

Chief Jetter also stated that failure of the system could result in a complete loss of heating capability and pose safety risks, including carbon monoxide exposure, fire hazard, and significant heat loss inconsistent with its intended function. Replacing the boiler system with a new, high-efficiency model will enhance reliability, boost energy efficiency, and ensure safe, consistent operation going forward.

Two estimates were received for the project: AMS for \$30,600.00 and Bachman's for \$37,419.00. According to Jetter, Service Director Mr. Burdsall and Facility manager Mr. Kyle recommended AMS following a line-by-line review of the estimates. Funding for the project has been allocated in the capital improvement budget.

No action was taken at this time, and the request will be brought back for formal consideration at the next Business Meeting.

AGENDA ITEM # 7 — ELEVATOR MODERNIZATION

Mr. Burdsall relayed the Service Department's request to proceed with TK Elevator for the modernization of the Civic Center's elevator. According to Mr. Burdsall, TK Elevator had submitted a letter to the Township indicating that the elevator control board has become an obsolete part and is now at the end-of-life stage. This means that if or when we have a failure with the control board there are no available replacement boards. There is a possibility that our board could be rebuilt when it fails, but the elevator would be disabled for an extended period of time, and we would still have a board that is at the end-of-life stage.

\$100,000.00 had been budget for the project for fiscal year 2026. TK Elevator provided an estimate for their portion of the project at \$84,000.00. However, there will be other requirements that necessitate other services. Any of these will be brought back to the Board for their consideration and approval.

No action was taken at this time, and the request will be brought back for formal consideration at the next business meeting.

AGENDA ITEM #8 — CELLEBRITE RENEWAL

Chief Hirsch discussed the Police Department's request to renew the annual contract for CelleBrite which substantially aids detectives in processing digital evidence. The detectives regularly use CelleBrite to forensically analyze electronics which can uncover additional evidence of crimes, reduce the backlog in cases, and expeditiously advance investigations to court proceedings.

According to Hirsch, renewal of the CelleBrite contract has been quoted at \$28,765.05 which will continue services from May 15, 2026, to May 14, 2027. This was a budgeted expense in the police department's capital equipment fund.

Trustee Schulte asked when the first time was we contracted with Cellebrite, which Hirsch answered was two years ago. Trustee Schulte asked how much the price has increased since then. Hirsch responded that the price has actually gone down by over \$20,000.00 since the first year, since the PD has stripped the software down to what they actually needed. Trustee Schulte clarified that the need for this service is to reduce the department's backlog on electronic devices. Chief Hirsch stated that before Cellebrite, the department had a backlog of around four dozen electronic devices and currently has no backlog.

No action was taken at this time, and the request will be brought back for formal consideration at the next business meeting.

AGENDA ITEM #9 — DRY RUN GEOTECH AGREEMENT

Mr. Burdsall stated that during rainstorms in March, the Service Department discovered a landslide along a section of Dry Run Road which is approximately 150 feet north of Galley Hill and is about 100 feet long. There is no damage to the roadway, but the slide is about 2 feet from the guard rail. UES Geotechnical Services and the Clermont County Engineer's

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ APRIL 13, 2026 _____ 20 _____

Office were asked to review the slide. UES has provided a proposal for geotechnical exploration at \$13,500.00 to understand the reason for the slide and design a solution.

Mr. Burdsall stated that the Service Department is currently working with the County to potentially submit both the new slide and another previous issue on Dry Run Road further north as a package for OPWC Grant Funding for 2026.

Finally, Mr. Burdsall indicated that Service Department personnel are working on temporary solutions that were recommended by UES at both locations on Dry Run Road.

Trustees Wolff and Tracy remarked on how expensive Dry Run Road is to maintain and that they look forward to hearing about a solution.

No action was taken at this time, and the request will be brought back for formal consideration at the next business meeting.

AGENDA ITEM #10 — FALL PREVENTION GRANT

Community Paramedic John Cooper presented a request from the Fire Department for the Board's support of a grant application focused on fall-prevention measures initiated by EMS and their impact on reducing fall-related incidents.

According to Cooper, falls are among the most common reasons for EMS responses in our community, making up about 16% of total EMS calls in 2025. This high call volume, combined with the growing number of older adults in our area, emphasizes the need for proactive, coordinated strategies to reduce fall risk and improve long-term outcomes.

Cooper stated that the department is applying for \$91,000 in funding with no local match to support the Steady & Strong fall prevention program. Funding will cover the full implementation of this program, including personnel, training, equipment, and resources needed to deliver an effective intervention.

Trustee Wolff asked if this is a public health grant. Cooper responded that it is through the Division of Health and Public Safety Division of EMS.

No action was taken at this time, and the request will be brought back for formal consideration at the next business meeting.

AGENDA ITEM #11 — PD JOB DESCRIPTION

Mrs. Asher, Human Resources Director, introduced a request for the Board's approval of a new job description: Body Worn Camera Specialist for the Police Department. The PD recently received grant funding which will support the position.

Chief Hirsch stated he had reviewed the description and is happy with it.

No action was taken at this time, and the request will be brought back for formal consideration at the next business meeting.

AGENDA ITEM #12 — PROPOSED FEE SCHEDULE

Mr. McCormack stated that it has been a number of years since the Fee Schedule for the Community Development Department has been changed—at least 10-15 years. In that time frame, costs for labor, insurance, software, and materials have all increased (and board member per diems / stipends may have increased as well). Additionally, there are some fees on the Fee Schedule that are so low that the applications and services or products listed are being subsidized by the taxpayers—in some cases, by an estimated 50%, perhaps more.

Mr. McCormack introduced a draft fee schedule with updates to several existing and some newly added fees, which were provided to the Board.

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held APRIL 13, 2026 20

No action was taken at this time, and the request will be brought back for formal consideration at the next business meeting.

ADD ONS

Mr. Kelly updated the Board that the Township was awarded the 2026 Parks Improvement Grant for \$15,000.00. This item will be brought to the Board for acceptance at the April Business Meeting.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

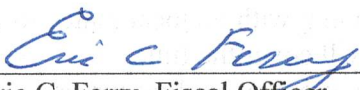
Trustee Wolff made a motion to enter into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(2) to consider the sale of property and Ohio Revised Code Section 121.22(G)(3) to conference with counsel regarding pending or imminent court action.

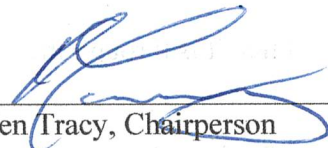
Trustee Schulte seconded the motion. Upon roll call, all voted "AYE."

The Trustees came out of executive session at 8:57 PM and resumed normal session.

The meeting was adjourned at 8:58 p.m. on April 13, 2026.

ATTEST:


Eric C. Ferry, Fiscal Officer


Ken Tracy, Chairperson