

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ **APRIL 21, 2026** _____ 20_____

The Miami Township Board of Trustees met in a Business Session on Tuesday, April 21, 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.

INVOCATION

Service Director Chris Burdsall joined attendees in prayer.

ROLL CALL

Fiscal Officer Eric Ferry called the roll. Attending were: Chairperson Ken Tracy, Trustee Mark Schulte, and Trustee Mary Makley Wolff. Law Director Joseph Braun was also in attendance along with Township Administrator Steve Kelly.

PRESENTATION

The Fire Department presented a Civilian Life-Saving Award to two residents for their actions during a fire on March 13.

CEREMONY

The Fire Department conducted a Swearing-In Process for four employees.

APPROVAL OF MINUTES

Trustee Schulte made a motion to approve the following minutes:

- March 09, 2026 Special Meeting (Zoning)
- March 09, 2026 Work Session
- March 17, 2026 Business Meeting
- Amended Minutes for the following meetings:

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			

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

SPECIAL MOTION

Trustee Wolff made 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.

Chairperson Tracy seconded the motion. Upon roll call, all voted "AYE."

DEPARTMENT REPORTS

Each Department Head gave a report for the previous month. Key highlights included:

Community Development

Mr. McCormack, Community Development Director, noted a rise in permit applications, particularly for single-family homes and pools. Mr. McCormack also highlighted tree hazards and maintenance issues, 11 new home applications in Grove Park, and work regarding the demolition of the former Milford Preschool as well as new sidewalk projects along Business 28 and surrounding areas.

Finance

Mr. Ferry briefly introduced the Finance Report as complete. There were no questions from the Board.

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Fire & EMS

Fire Chief Dave Jetter stated that the Board was in receipt of his report, and there were no further questions from the Board.

Police Department

Police Chief Rob Hirsch highlighted that the Police Department recently received two major awards at the OCPA Crime Prevention Conference, including an award for Best Crime Prevention in the State of Ohio, and an award for Best in Community Policing in the State of Ohio. Hirsch stated that these awards are a testament to the dedication of his staff. Hirsch continued, highlighting the department’s commitment to Community Engagement, including several recent activities such as a Safety Services Open House, Neighborhood Pop-Up Events, and the addition of a new Mobile Crisis Responder, Sophia Mousie.

Recreation Department

Mr. Ryan Himes, Recreation Director, shared highlights from March including the second-annual Game-On Mother/Son event held on March 12, and the annual Easter Extravaganza on March 28. Mr. Himes also highlighted the upcoming Mother’s Day Sip & Shop event in May.

Service Department

Mr. Chris Burdsall, Director, highlighted projects including the paving program, which is well underway for 2026, ongoing work repairing landslides on Dry Run Road, and the upcoming Spring Clean Up Days event.

Administration

Mr. Steve Kelly highlighted an upcoming Spring Litter Clean Up event at Community Park.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #1 — PERSONNEL

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

Community Development Department

- Make a final offer of employment to Matthew Shuppert for the position of Community Development Co-Op with the rate of \$15.00 per hour effective May 4, 2026.

Police Department

- Accept the resignation of Detective Jesse Graham effective April 27, 2026.
- Remove Detective Justin Kuhn from probationary status effective April 23, 2026.

Service Department

- Rescind the offer of employment made to Brian Boone.

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

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

AGENDA ITEM #2 — PAYMENT OF BILLS

Trustee Schulte made a motion to pay the bills of the Township from March 7, 2026, through April 8, 2026, including ACH payments totaling \$194,029.01, electronic payments totaling \$1,047,323.15 and checks totaling \$346,127.04 for the total amount of \$1,587,479.20. In addition, the motion approves the following gross payroll expenses:

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Direct Deposit Date	Gross Wages
P/R #6 – March 20	\$ 626,638.81
P/R #7 – April 3	\$ 592,548.85

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

AGENDA ITEM #3 — THEN AND NOW (R2026-16)

Trustee Wolff made a motion to adopt Resolution 2026-16 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$12,254.00, and dispensing with the second reading.

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

AGENDA ITEM #4 — IWORQ ONLINE PERMITTING

Regarding the iWorq Online Permitting agenda item as presented at the Work Session, Trustee Schulte made a motion authorizing the Township Administrator to sign an updated version of the iWorq Service Agreement which would establish an online permitting platform at a cost not to exceed \$2,500.00 annually plus a one-time setup fee of \$850.00.

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

AGENDA ITEM #5 — LARGE SALT TRUCK UPFIT

Regarding the Large Salt Truck Upfit agenda item as presented at the Work Session, Trustee Wolff made a motion to utilize K.E. Rose for the upfitting of the new large salt truck at a cost not to exceed \$134,215.00.

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

AGENDA ITEM #6 — BOILER REPAIR

Regarding the Boiler Repair agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Fire Department's request to purchase and replace the heating boiler unit at Station 26 by Applied Mechanical Systems (AMS) at a cost not to exceed \$30,600.00.

The motion was seconded by Trustee Wolff. Upon roll call, all voted "AYE."

AGENDA ITEM #7 — ELEVATOR MODERNIZATION

Regarding the Elevator Modernization agenda item as presented at the Work Session, Trustee Wolff made a motion to approve the Service Department's request to utilize TK Elevator for the modernization of the Civic Center elevator at a cost not to exceed \$84,000.00 for their portion of the project.

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

AGENDA ITEM #8 — CELLEBRITE RENEWAL

Regarding the Cellebrite Renewal agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the renewal of a one-year contract with CelleBrite at a cost not to exceed \$28,765.05

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

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APRIL 21, 2026**AGENDA ITEM #9 — DRY RUN GEOTECH AGREEMENT**

Regarding the Dry Run Geotech Agreement agenda item as presented at the Work Session, Trustee Wolff made a motion to move forward with UES's proposal for geotechnical exploration at the Dry Run landslide site at a cost not to exceed \$13,500.00.

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

AGENDA ITEM #10 — FALL PREVENTION GRANT

Regarding the Fall Prevention Grant agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Fire Department's request to apply for an Ohio Department of EMS fall prevention grant totaling \$91,000.00 in funding with no local match.

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

AGENDA ITEM #11 — PD JOB DESCRIPTION

Regarding the PD Job Description agenda item as presented at the Work Session, Trustee Wolff made a motion to approve the provided Job Description for a Body Worn Camera Specialist position at the Police Department.

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

AGENDA ITEM #12 — FEE SCHEDULE

Regarding the Fee Schedule agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the updated fee schedule as provided by the Community Development Department, effective Friday April 24th, 2026.

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

AGENDA ITEM #13 — CIVIC CENTER AC REPAIR

Regarding the Civic Center AC Repair agenda item as presented at the Work Session, Trustee Wolff made a motion to approve the proposal from Bachman's HVAC Solution for replacement of one chiller pump motor and motor starter for a cost not to exceed \$6,997.00.

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

AGENDA ITEM #14 — PARKS IMPROVEMENT GRANTS

As mentioned at the Work Session, Administrator Kelly announced that the Township had been awarded \$15,000.00 through the Clermont County Park District's 2026 Park Improvement Program. A grant request in the amount of \$19,986.00 was submitted to install two shade structures at Community Park. The total cost of this project is anticipated to be \$27,000.00 (approximate).

Mr. Kelly asked for the Board's support in the acceptance of the \$15,000.00 grant, and support in providing the remaining funds, which could be allocated through existing TIF funds, to complete the project. A total of \$30,000.00 was requested, to allow for any unforeseen increases in cost or additional work that may need to be completed.

Trustee Schulte made a motion to accept the grant award from the Clermont County Park District and authorize the allocation of existing Township TIF funds to purchase and install shade structures at Community Park for a total project cost not to exceed \$30,000.00.

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

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AGENDA ITEM #15 — CIVIC CENTER PARTIAL ROOF REPLACEMENT

Mr. Burdsall introduced a request from the Service Department for the Board's approval of a contract with Garland DBS in the amount of \$ \$182,979.00 for Civic Center Roof Replacement and Façade Restoration. According to Mr. Burdsall, a leak was discovered in March over the women's restroom on the recreation side of the Civic Center.

This year's budget did include \$180,000.00 for partial roof replacement. However, the section that is leaking is not the section that was planned to be replaced. The Garland Company uses a purchasing cooperative to meet all the public bid requirements for larger projects. Our contract would be with Garland DBS and they would act as the general contractor, overseeing the work and materials.

Bid specification, 30-year warranty information, and bid results were provided to the Board. The best and lowest bid was \$177,979.00 and Mr. Burdsall asked for a \$5,000.00 contingency.

Trustee Wolff asked Mr. Burdsall if he is doing anything about the fact that part of the reason for the leak was due to bad installation. Mr. Burdsall responded that he had found two separate instances of repair work from two separate contractors, both of which were more than 6 years ago, and neither installation offered a warranty longer than 12 months.

Trustee Wolff made a motion to approve the Contract the Garland DBS in the amount of \$182,979.00 for Civic Center Roof Replacement and Façade Restoration.

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

ADD ONS -**RESOLUTION 2026-17**

Law Director Joe Braun stated that a motion would need to be made to add the resolution to the agenda. The resolution is Resolution 2026-17, a resolution affirming and approving the Board's meeting policies and procedures, dispensing with a second reading and declaring an emergency. The resolution outlines Board meeting policies and procedures.

Trustee Wolff made a motion to add Resolution 2026-17 to the agenda for 04/21/2026.

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

Mr. Braun continued, stating that Miami Township is a Home Rule Township, and Home Rule Townships have different obligations and requirements than a statutory Township. As such, he said, it is a good idea to update and affirm policies and procedures regularly such as those for meeting procedures. In trying to find the last resolution that did this, Mr. Braun states that it must have been a long time ago because it has still not been located. Therefore, Mr. Braun suggested to the Board that they may want to look into digitizing their resolutions to make them searchable by keyword.

Trustee Schulte made a motion to adopt Resolution 2026-17, a resolution affirming and approving the Board's meeting policies and procedures, dispensing with a second reading and declaring an emergency.

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

PUBLIC COMMENT

None.

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EXECUTIVE SESSION


Trustee Schulte made a motion to 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.

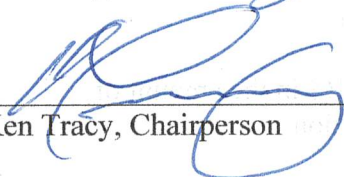
Trustee Wolff seconded the motion. Upon roll call, all voted "AYE."

The Trustees came out of executive session at 8:52 PM and resumed normal session.

The meeting was adjourned at 8:53 p.m. on April 21, 2026.

ATTEST:


Eric Ferry, Fiscal Officer


Ken Tracy, Chairperson