

## RECORD OF PROCEEDINGS

Minutes of

Meeting

## MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ MAY 11, 2026 \_\_\_\_\_ 20 \_\_\_\_\_

The Miami Township Board of Trustees met in a Work Session on Monday, May 11, 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, Mark Schulte, and Ken Tracy were in attendance. Also attending were Township Administrator Steve Kelly, and Township Law Director Joe Braun.

**PROCLAMATION**

Chairperson Tracy delivered a tribute and proclamation honoring the Police Department for National Police Week, which was May 10-16, 2026.

**PRESENTATION**

Emily Wichman, Branch Manager of the Clermont County Public Library in Miami Township, presented on library services available to residents. The library offers several physical and digital learning kits, free digital newspaper subscriptions, free programs and events for all ages, school readiness, literacy, business and career resources.

**AGENDA ITEM #1 — PERSONNEL**

Administrator Kelly recommended the following action for personnel:

**Administration Department**

- End seasonal employment for Multi-Media Co-Op Chandler Powell effective May 7, 2026.

**Community Development Department**

- Make a final offer of employment to each of the following individuals for the position of Camp Leader effective May 20, 2026, with the rate of \$11.25 per hour:
  - Abrie Bedinghaus
  - Delaney Mayer
  - Maddelyn Turner
  - Maylie Bedinghaus
  - Natasha Oakley
  - Sarah Busam
  - Brynn Gatio
  - Kelly Conover
  - Mikayla Chadwell
- Accept the resignation of the following individuals effective May 12, 2026:
  - Kenzie Cramer
  - Tessa Pietila
  - Sara Zdrojewski
  - Zoey Zeh

**Fire Department**

- Accept the resignation of volunteer firefighter Jessica Pembleton effective May 12, 2026.
- Remove Firefighter/Paramedic David Wegman from probation and increase his rate to \$34.97 per hour effective May 19, 2026.
- Remove Firefighter/Paramedic Kaylee Miller from probation and increase her rate to \$30.52 per hour effective May 20, 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 \_\_\_\_\_ MAY 11, 2026 \_\_\_\_\_ 20 \_\_\_\_\_

**AGENDA ITEM #2 — NATURAL GAS AGGREGATION**

Administrator Kelly discussed his request for authorization to sign a Natural Gas Aggregation Agreement with a supplier recommended by Energy Alliances, Inc., for a term not to exceed 24 months. According to Mr. Kelly, authorizing him to have flexibility in signing a new natural gas aggregation agreement will allow us to act quickly to secure the most advantageous rate for our residents as markets move.

Trustee Schulte made a motion to authorize the Township Administrator to sign a Natural Gas Aggregation Agreement with a supplier recommended by Energy Alliances, Inc., for a term not to exceed 24 months.

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

**AGENDA ITEM #3 — CYBER SECURITY PARTNERSHIP**

Administrator Kelly stated that, as part of the requirements set forth in House Bill 96 related to establishing a cybersecurity program for local governments, we have been working diligently with InTrust to perform a comprehensive review of our network, cloud-based programs, and hardware we use in our daily operations. They are working to finalize a copy of a draft program that compiles their findings and recommendations so that we can bring that before the Board for your review and consideration for adoption. We should have that document available for the work session in June, which will allow us plenty of time to meet the Auditor of State's July 1st deadline for compliance.

Additionally, and as part of the Auditor's recommendations, we have established a relationship with the Ohio Cyber Range Institute to provide cybersecurity training to our employees at no cost through the Ohio Persistent Cyber Improvement (O-PCI) program. Mr. Kelly stated that this program would launch soon for all Township employees.

Mr. Kelly also let the Board know that the recent renewal of our property and casualty insurance policy through The Ohio Plan has the latest measures in place to ensure we are fully covered if we were to experience a cyber or ransomware attack. Mr. Kelly said that staff feel they have not only been able to satisfy the requirements set forth in HB 96 but have also created a multi-layered approach to sustainable cybersecurity measures.

No action was necessary on this item.

**AGENDA ITEM #4 — DRY RUN CULVERT REHAB**

Standing in for Service Director Chris Burdsall, Roads Supervisor Brad Roettelle introduced the Service Department's request to utilize National Gunitite for the rehabilitation of a large section of culvert at 5180 Dry Run Road. The culvert has begun to rust through and requires shotcrete lining. The quote for \$43,187.00 also includes the lining of the headwall and outfall, as well as spraying shotcrete over stones installed by the Service Department to help prevent further deterioration of the nearby retaining wall. The Service Department has a budget of \$96,000.00 for contracted pipe repairs.

Mr. Ferry asked how long the repairs are expected to last. Mr. Roettelle stated that it should take care of the issue for a very long time.

No action was needed at this time, and the item will be taken to the next Business Meeting for formal consideration and approval.

**AGENDA ITEM #5 — FIREGROUND TRAINING OUT OF TOWNSHIP TRAVEL**

Fire Chief Dave Jetter discussed the Fire Department's request to send Lieutenant Robert Moore to attend the Fireground Company Officer course at the Fire Department Training Network campus in Fairland, Indiana, from May 31 to June 4, 2026.

**RECORD OF PROCEEDINGS**

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

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According to Jetter, this course directly supports the operational needs and the development of critical-incident decision-making among company officers. As call volume, service demands, and system complexity continue to rise, the role of the company officer is critical to ensure safe, effective, and consistent operations.

The total estimated cost was stated as \$2,641,00.

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 — SRO TRAINING OUT OF TOWNSHIP TRAVEL**

Police Chief Rob Hirsch introduced a request to send Officer Brent Higgins and Officer Ryan Earley to attend the National Association of School Resource Officers (NASRO) Basic School Resource Officer (SRO) training June 22-26, 2026, in Madisonville, Kentucky. These officers will receive training and information that covers the responsibilities and limitations of SROs, school laws, MOUs, child development, conflict resolution, developmentally informed de-escalation and crisis intervention techniques, working with youth in a school setting, and integrating SROs into a positive school environment.

The total estimated cost was stated as \$2,784.86.

Trustee Wolff asked how Chief Hirsch determined who would receive the training, and Hirsch answered that all other SROs had already received it. Trustee Wolff said that that is good to know, and she finds a lot of value in the part of the training that includes deescalation with youth, as that is a very different circumstance than regular day to day operations.

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 — EMS BILLING**

Chief Jetter discussed the Fire Department’s request to enter into an updated Client Service Agreement with Medicount Management Inc. for EMS billing services and adjust the department’s EMS billing fee schedule to better align with regional averages and current operational costs.

According to Jetter, the current agreement is set to expire, and the department wishes to retain Medicount to provide EMS billing services under the terms and conditions of the agreement.

Key features include:

- Term: 4-year agreement
- Fee Adjustment: Increase from 6.75% to 6.80%
- Estimated Impact: Approximately \$877.45 annually

EMS billing is submitted directly to a patient’s insurance provider, not directly to the patient, consistent with the department’s billing practices.

To take maximum advantage of available EMS revenue, the following rate adjustments are Recommended by Jetter:

Service	Current Rate	Proposed Rate	Regional Average
ALS 1	\$750	\$900	\$979.62
ALS 2	\$850	\$1,050	\$1,086.54
BLS	\$650	\$725	\$778.85
Mileage	\$14	\$16	\$16.11

The proposed rates remain below regional averages.

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held \_\_\_\_\_ **MAY 11, 2026** \_\_\_\_\_ 20 \_\_\_\_\_

The last rate adjustment occurred in May 2023. Since then, the costs of supplies, medical goods, fuel, and overall service delivery have continued to rise. This adjustment will help offset those rising costs while maintaining a reasonable fee structure.

Trustee Tracy asked if the increase in fuel costs could lead to needing to update the fee structure again. Chief Jetter stated that it could, and that he can provide a per-gallon breakout as requested by Trustee Tracy. Trustee Tracy emphasized that we need to stay on top of this on behalf of the residents.

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 — NUISANCE ABATEMENT**

Mr. Mark McCormack, Community Development Director, discussed his department's request to declare 5547 Kay Drive a nuisance under Ohio Revised Code Section 505.87(F) and 505.86(F). This property was provided with well more than the minimum two (2) notifications, with opportunity to appeal.

Mr. McCormack provided two quotes for abatement of the property, including one from Grayling Homes at \$8,095.00 and one from VO Builders at \$9,350.00.

Trustee Wolff asked if Adult Protective Services had been contacted to see if the owner may be a client. Mr. McCormack stated that legal counsel may have more information on that. Trustee Tracy asked if the owner still lives at the address, to which Mr. McCormack answered that the address appears to be abandoned. Law Director Joe Braun stated that we were able to get service to a PO address in Loveland, but that the house is vacant. Additionally, Mr. Braun stated that the Township would make one final effort after Trustee authorization of the abatement to contact the owner with the costs of abatement and give them the opportunity to respond.

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 — CIVIC CENTER ALARM CHANGE ORDER**

Mr. Roettelle recalled that last August, the Board approved the replacement of the alarm panel and system within the Civic Center through Silco. During the installation of the new system within the Civic Center there were a couple issues discovered, and an additional request made for which Silco has submitted the attached change order. The items in the change order are additional wiring for hornstrobes, additional glass break sensors, and a panic button.

The total for the change order from Silco is \$3,636.00. This will complete the replacement of the alarm system and final testing will be scheduled.

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 — SRO MEMORANDUMS OF UNDERSTANDING**

Chief Hirsch introduced a request to update and renew SRO MOU agreements with the Milford Exempted Village School District and Great Oaks Career Campuses for the 2026-2027 school year. According to Hirsch, both agreements have been provided for the Board's review and have been reviewed by legal counsel.

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

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**AGENDA ITEM #11 — HISTORICAL DOCUMENT SCANNING PROJECT**

Administrator Kelly discussed a request for authorization to sign and execute a Digital Image Release Form with the Clermont County Library for the purpose of scanning and digitizing a series of historical minutes documents ranging from 1871 to 1948. This is a free service by the library, whose only request is permission to publish the images on their Digital Library website. According to Mr. Kelly, the documents can then be made available to the wider community. Miami Township will retain ownership of the records, and the transport and scanning process will be done in a way that adheres to the highest conservation standards.

Trustee Wolff made a motion to allow the Township Administrator to execute the Digital Image Release Form with the Cincinnati Public Library for the purpose of scanning and digitizing historical records.

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

**AGENDA ITEM #12 — HVAC CONTRACT**

Mr. Roettelle discussed the Service Department's request to enter a Silver Plan contract with Bachman's HVAC for the preventative maintenance of the Township's HVAC systems at a cost of \$40,705.00. According to Mr. Roettelle, the Township currently has a Gold Plan with Bachman's, but it was discovered that we do not need the extent of coverage that it provides at \$76,500.00, and the Township could save up to \$35,795.00 by switching.

Two other companies were contacted for comparison. Air Force One has refused to provide a quote due to the age of some of our equipment. We did receive a quote from AMS for a total of \$32,000.00. The quote from AMS that has been submitted is a close comparison to the Silver Plan from Bachman's, but this was a quick quote as a reference made from an equipment list without a site visit. There is potential of an increase or change order, after they inspect the equipment.

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

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

Trustee Schulte made a motion to enter Executive Session pursuant to Ohio Revised Code Section 121.22(G)(2) to discuss the sale of property and Ohio Revised Code Section 121.22(G)(1) to discuss the appointment of a public official, and Ohio Revised Code Section 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets or personal financial statements of an applicant for economic development assistance that is directly related to a request for economic development assistance to be administered under Ohio law that is necessary to protect the interests of the applicant and the investment of public funds in connection with the project.

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

The Trustees came out of executive session at 8:09 PM and resumed normal session.

The meeting was adjourned at 8:10 p.m. on May 11, 2026.

RECORD OF PROCEEDINGS

316

Minutes of

Meeting

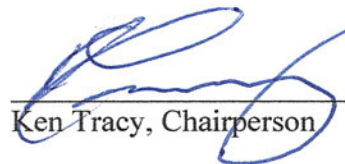
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ATTEST:

  
Eric C. Ferry, Fiscal Officer

  
Ken Tracy, Chairperson