

## RECORD OF PROCEEDINGS

Minutes of

Meeting

## MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ 20\_\_\_\_\_  
MAY 19, 2026

The Miami Township Board of Trustees met in a Business Session on Tuesday, May 19, 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**

Chairperson Ken Tracy 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.

**PROCLAMATIONS**

1. The Trustees proclaimed May 17-23, 2026, as National EMS Week.
2. The Trustees proclaimed May 17-23, 2026, as National Public Works Week.

**APPROVAL OF MINUTES**

Trustee Wolff made a motion to approve the following minutes:

- April 13, 2026 Work Session
- April 21, 2026 Business Meeting

Trustee Schulte 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, highlighted the permit summary in the packet as well as some comparisons between this year and last. Additionally, Mr. McCormack stated that staff is working with Mr. Will Menz, Multimedia Director, to make applications more accessible through an online ticketing system. Recent case information will also be added to the website in order to increase transparency and ease of information for residents.

Trustee Schulte thanked Mr. McCormack for his efforts in keeping the website informational and up to date. Trustee Wolff seconded this and emphasized the importance of information accessibility.

**Finance**

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

**Fire & EMS**

Fire Chief Dave Jetter highlighted a recently shot "Kitchen Safety" video at Pickles and Bones, which was born out of a recognized need for more restaurant staff training on cooking fires and how to put them out.

**Police Department**

Police Chief Rob Hirsch gave a heartfelt thank you to residents for voting to approve the new Safety Services levy. In addition, Hirsch highlighted two college students as the PD's summer interns, a recent award earned by the Public Safety Cadets, and a recent well-attended Cookies with a Cop that took place at Chick-Fil-A. Finally, the Clermont County Law Enforcement Foundation recently awarded Corporal Tim Goins with the Excellence in Law Enforcement award, and Detective Jake Dold with Excellence in Criminal Investigation.

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**Recreation Department**

Mr. Ryan Himes, Recreation Director, shared highlights from April including his own three-year anniversary with the Township, events such as a Kids Fishing Tournament, the 2<sup>nd</sup> annual Adult Egg Scramble, and an upcoming “Second Saturday” Elvis Tribute concert on June 13<sup>th</sup> at 7:00 pm.

**Service Department**

Mr. Chris Burdsall, Director, highlighted projects including Clean Up Days, where we had 1,419 vehicles come through and collected 211.38 tons of trash, 12,960 pounds of steel, 400 gallons of used motor oil, and shredded 36,000 pounds of paper. Additionally, Mr. Burdsall highlighted the demolition of Milford Preschool, and the crew’s progress on the 2026 paving program.

**Administration**

Mr. Kelly had nothing to add to reports this evening.

**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:

**Police Department**

- Reclassify Danielle Panek to the position of full-time Police Clerk with a rate of \$27.53 per hour effective July 5, 2026, with a six-month probationary period.
- Reclassify Sherry Drake to the position of full-time Body Worn Camera Specialist with a rate of \$30.00 per hour effective May 24, 2026, with a six-month probationary period.

**Fire Department**

- Make a final offer of employment to each of the following individuals for the position of Hydrant Technician with a rate of \$15.00 per hour effective May 20, 2026:
  - David Wagner
  - River Garner
  - Koen Dominguez
- Accept the retirement notice of full-time Firefighter/Paramedic Todd Koehler. Todd’s final day of employment with Miami Township will be May 29, 2026. We would like to recognize and thank Todd for his more than 26 years of dedicated public service to Miami Township and wish him all the best in his retirement.

Trustee Schulte made a motion to accept the personnel recommendations as stated. Trustee Wolff seconded the motion. Upon roll call, all voted “AYE.”

**AGENDA ITEM #2 — PAYMENT OF BILLS**

Trustee Wolff made a motion to pay the bills of the Township from April 9, 2026, through May 7, 2026, including ACH/electronic payments totaling \$1,625,099.54 and checks totaling \$468,278.90 for the total amount of \$2,093,378.44. In addition, the motion approves the following gross payroll expenses:

Direct Deposit Date	Gross Wages
P/R #8 – April 17	\$ 594,593.80
P/R #9 – May 1	\$ 623,071.18
P/R #10 – May 15	\$ 617,136.01

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

**AGENDA ITEM #3 — THEN AND NOW (R2026-18)**

Trustee Schulte made a motion to adopt Resolution 2026-18 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.

Administration	
Fire	\$12,254.00
Service (Roads/Parks/Cemetery)	
Recreation	
Police	
Combined Department Totals	\$12,254.00

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

**AGENDA ITEM #4 — SUPPLEMENTAL APPROPRIATIONS (R2026-19)**

Administrator Kelly introduced a request from the Finance Department for supplemental appropriations necessary to reconcile accounts for budgetary compliance for the year ending December 31, 2026. The aggregate effect of the final supplemental appropriations is to increase total appropriations by \$168,803.00.

Fund	Net Change	Reason
6100 White Gate Farms RID	\$ 13,500.00	Engineering services to design repair for roadway slide (can apply for OPWC funds)
5050 Wolfpen Pleasant Hill TIF	\$ 108,303.00	Sidewalk and curb installation on Business 28 at Milford HS (reimbursable grant through Clermont Land Bank)
5110 SR28/Buckwheat TIF	\$ 30,000.00	Installation of 2 shade structures in Community Park (portion is reimbursable grant from Clermont Co. Parks District)
5060 Panera/PNC TIF	\$17,000.00	Easement work for pedestrian improvements along 28. WPPH and Meijer Dr
<b>Total Appropriation Changes</b>	<b>\$ 168,803.00</b>	

Trustee Wolff made a motion to adopt Resolution 2026-19, a resolution to amend appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2026, and dispensing with the second reading.

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

**AGENDA ITEM #5 — SURPLUS LIST (R2026-20)**

Administrator Kelly introduced a request to sell and/or dispose of the following items which were identified for surplus:

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Department	Item	Make	Model	Serial Number/VIN	QTY
FEMS	Airbag - Large	Paratech	Maxforce	552489	1
	Airbag - Medium	Paratech	Maxforce	600629	1
	Airbag - Medium	Paratech	Maxforce	600670	1
	Airbag - Small	Paratech	Maxforce	600542	1
	Airbag Manifold	Paratech	Maxforce		1
	Airbag Hoses	Paratech	Maxforce		2
	Assorted Toolboxes				7
	Intubation Simulator	Laerdal	Adult		2
	Equipment Bag	ProPak			1
	Arrhythmia Trainer				1
	Heart and Lung Sound Trainer				1
	Assorted Medical Chart Set				1
	Short Throw Projector	Dukane	NP-UM351W		1
	Whiteboard Stand	iTeach			1
	Interactive Board	Eno			1
	Assorted Laryngoscop Blades and Handles				1
	Portable Suction	FastVac			1
	Stand Up Desk Pedestal				1
	Calculator	Canon			1
	UPS				6
	Dual-Band Radio	Yaesu			1
	Computer Monitors				3
Printer	Hewlett Packard	HP4250		1	
Printer	Epson	WF3250		1	
Printer	Canon	iP110		1	
SERVICE	Small Dump Truck	Ford	F350	1FDWF37R48EB34177	1
	Vehicle	Jeep	Cherokee	1C4PJMASOHV7531753	1
	Vehicle	Ford	Crown Victoria	2FAFP73W83X206841	1
	Large Dump Truck	International	7400	1HTWDAAR05J011277	1
	Large Dump Truck	International	7400 SFA	1HTWDAAR5FH670246	1

Trustee Schulte made a motion to adopt Resolution 2026-20, a resolution authorizing the disposal or sale of unneeded or obsolescent personal property no longer necessary for township use and dispensing with the second reading.

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

**AGENDA ITEM #6 — CIC BOARD SLATE (R2026-21)**

Administrator Kelly discussed a request to make several appointments to the Community Improvement Corporation, including two elected officials and three private sector individuals from the community. The Township Administrator and Economic Development Manager will also serve in advisory positions. The following individuals / terms were proposed:

Private sector:

- Mike Sieber, Romar Development | Term ending December 31, 2029
- Jeff Baumgarth, Meyers Y Cooper | Term ending December 31, 2029
- Lindsey Rhoden, Fanning Howey | Term ending December 31, 2028

Public Sector:

- Mark Schulte, Township Trustee | Term ending December 31, 2030
- Ken Tracy, Township Trustee | Term ending December 31, 2027

According to Law Director Joe Braun, spreading out the terms ensures that everyone on the Board is never leaving at the same time, and offers continuity in that public sector terms would coincide with election cycles ensuring that a public sector individual remains on the Board but in a private sector seat, causing the required number of public sector seats to drop below 40%.

Trustee Wolff made a motion to adopt Resolution 2026-21, a resolution making appointments to the Community Improvement Corporation and dispensing with the second reading with names and terms as presented in the presentation.

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

**AGENDA ITEM #7 — NUISANCE ABATEMENT (R2026-22)**

Regarding the Nuisance Abatement agenda item as presented at the Work Session, Trustee Wolff clarified with Mr. McCormack that the Township would be putting the cost of abatement onto the resident's tax bill, otherwise referred to as a lien. Mr. McCormack agreed. Trustee Wolff also asked if the specific address was a repeat offender. Mr. McCormack stated that the case began in 2020 as an unsafe structure case but was changed to a nuisance abatement.

Trustee Schulte made a motion to adopt Resolution 2026-22, a resolution authorizing the expenditure of funds for the repair and abatement, control or removal of vegetation, garbage, rubbish, or debris from the property located at 5547 Kay Drive and assessing those costs to the property owner and dispensing with the second reading and declaring an emergency.

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

**AGENDA ITEM #8 — DRY RUN CULVERT REHAB**

Regarding the Dry Run Culvert Rehab agenda item as presented at the Work Session, Trustee Wolff made a motion to approve the Service Department's request to proceed with culvert rehabilitation on Dry Run Road utilizing National Gunite at a cost of \$43,187.00.

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

**AGENDA ITEM #9 — FIREGROUND TRAINING OUT OF TOWNSHIP TRAVEL**

Regarding the Fireground Training Out of Township Travel agenda item as presented at the Work Session, Trustee Schulte made a motion to approve 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.

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

**AGENDA ITEM #10 — SRO TRAINING OUT OF TOWNSHIP TRAVEL**

Regarding the SRO Training Out of Township Travel agenda item as presented at the Work Session, Trustee Wolff asked Chief Hirsch if the officers attending the course had already been working as SROs prior to the course. Chief Hirsch stated that one officer had been working as an SRO and had taken previous training, but since the PD switched programs, that officer needs to take the new training. The other officer has not yet worked as an SRO.

Trustee Wolff said that this is good news as she would like all SROs to receive this training prior to working as an SRO.

Trustee Wolff made a motion to approve the out of township travel for Officer Brent Higgins and Officer Ryan Earley to attend the NASRO Basic SRO course at a cost not to exceed \$2,784.86.

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

**AGENDA ITEM #11 — EMS BILLING FEES**

Regarding the EMS Billing Fees agenda item as presented at the Work Session, Chief Jetter stated that he had done a breakdown of fuel costs and mileage as requested by Trustee Tracy. After doing so, he revised the proposed rates as seen below:

Service	Current Rate	Proposed Rate	Revised Rate	Regional Average
BLS	\$650	\$725	\$750	\$801.27
ALS 1	\$750	\$900	\$900	\$982.19
ALS 2	\$850	\$1,050	\$1,050	\$1,135.85
Mileage	\$14	\$16	\$17	\$17.02

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Chief Jetter stated that these revised rates still put us under the regional average and are roughly estimated to bring in \$100,000.00 per year in additional revenue.

In 2025, the ambulances traveled approximately 90,000 miles to and from hospitals. The ambulances average 10 miles per gallon of gasoline.

Fuel Cost			
Period	Miles	Gas/Gallon	Cost
2025	90,000	\$3.00	\$27,000
January	7,326	\$2.70	\$1,978
February	6,908	\$2.75	\$1,900
March	6,490	\$3.40	\$2,206
April (Estimated)	6,800	\$3.75	\$2,550
May (Estimated)	6,800	\$4.50	\$3,060
			YTD \$11,694

\* Prices obtained from: U.S. Energy Information Administration.

Trustee Tracy asked Chief Jetter why we are staying below regional averages for billing if we do not bill directly to our residents, but to the patient’s insurance provider, arguing that we can get more revenue in a way that does not directly impact residents. Chief Jetter stated that he did not think he would be able to get that approved but is more than agreeable to raise the rates to reflect regional averages. Trustee Wolff stated that doing this would allow us to do what we said we were going to do by taking a 5-year levy and making it last much longer than that.

Trustee Schulte agreed with Trustees Tracy and Wolff. The Board agreed to approve the request based on the regional average data presented.

Trustee Schulte made a motion to approve 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 align with regional averages and current operational costs, as detailed above in the “regional average” column.

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

**AGENDA ITEM #12 — CIVIC CENTER ALARM CHANGE ORDER**

Regarding the Civic Center Alarm Change Order agenda item as presented at the Work Session, Trustee Wolff made a motion to approve the Service Department’s request to proceed with the Silco change order for additional hornstrobe wiring and glass break sensors at a cost not to exceed \$3,636.00.

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

**AGENDA ITEM #13 — SRO MEMORANDUMS OF UNDERSTANDING**

Regarding the SRO Memorandums of Understanding agenda item as presented at the Work Session, Trustee Schulte made a motion to renew the 2026-2027 SRO agreements with both the Milford Exempted Village School District and Great Oaks Career Campuses and further authorize the Township Administrator and Police Chief to execute the agreements on behalf of the Board of Trustees.

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

**AGENDA ITEM #14 — ADOPTION OF MEETING POLICIES (R2026-23)**

Administrator Kelly discussed a request for the adoption of Resolution 2026-23, a resolution approving Board meeting policies and procedures, dispensing with the second reading and declaring an emergency. According to Mr. Kelly, over the past few months, staff have been closely reviewing the meeting agendas and minutes and, in coordination with the Township’s

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Law Director, is recommending some updates to our current policies and procedures to ensure alignment with the current language in the Ohio Revised Code and Ohio Sunshine Law manual.

Mr. Kelly stated that R2026-23 would repeal and replace Resolution 2026-17 and any prior legislation of the Board that addresses these policies and procedures.

Trustee Wolff requested that the packets for both the Work Sessions and the Business Meetings be sent to Department Heads and Trustees on Thursdays and the agendas disseminated to the public on Fridays. Trustee Wolff also requested that there be nothing added to the agenda following release to the public so that residents have the weekend to review the agenda, know what is on it, and decide whether they would like to attend the meeting. Trustee Wolff stated that while we are already transparent, providing the public with the agenda even earlier would ensure even more transparency. The rest of the Board agreed, unless there is an absolute emergency that needs to be added on.

Trustee Wolff made a motion to adopt Resolution 2026-23, a resolution approving Board meeting policies and procedures, dispensing with the second reading and declaring an emergency.

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

**AGENDA ITEM #15 — HVAC CONTRACT**

Regarding the HVAC Contract agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Service Department's request to proceed with the Bachman's Silver Plan contract at a cost not to exceed \$40,705.00.

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

**ADD ONS**

None.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

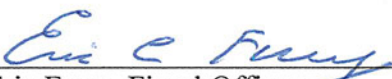
Trustee Wolff made a motion to enter executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the compensation and employment of a public employee.


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

The Trustees came out of executive session at 8:44 PM and resumed normal session.

The meeting was adjourned at 8:45 p.m. on May 11, 2026.

ATTEST:

  
Eric Ferry, Fiscal Officer

  
Ken Tracy, Chairperson

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