RECORD OF PROCEEDINGS

Minutes of Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held 20

JULY 21, 2026

The Miami Township Board of Trustees met in a Business Session on Tuesday, July 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

Chaplain Brian Wikoff joined attendees in prayer.

ROLL

Mr. Eric Ferry called the roll. Attending were: Trustees Mary Makley Wolff, Mark Schulte and Ken Tracy. Law Director Joseph Braun and Administrator Kelly were also in attendance.

AGENDA ITEM #1 — PERSONNEL

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

Police Department

- Make a final offer of employment for the position of full-time Police Officer to Nathan Hermes with a rate of $40.00 per hour effective July 26, 2026.
- Make a final offer of employment for the position of full-time Police Officer to Ashley Valco with a rate of $37.81 per hour effective July 27, 2026.
- Reclassify Police Clerk Danielle Panek to the position of full-time Police Officer at a rate of $42.30 per hour effective July 22, 2026.
- Accept the resignation of James Korzan from the position of full-time Police Officer effective July 30, 2026.

Fire Department

- Accept the resignation of Paul Eckert from the position of full-time Fire Inspector effective July 2, 2026.
- Accept the retirement notice of full-time Firefighter/Paramedic, Dene Riggenbach. Dene's final day of employment with Miami Township will be July 27, 2026. We would like to recognize and thank Dene for over 30 years of dedicated service in the community, with the last 25 years being here in Miami Township and wish him all the best in his retirement.

Service Department

- Promote Seth Pitman to the position of Maintenance Worker 4-2 with a rate of $39.77 per hour effective July 7, 2026.
- Remove Jacob Brown from probationary status and promote him to the position of Maintenance Worker 1-2 with a rate of $26.74 per hour effective July 7, 2026.

Administration Department

- Make a final offer of employment for the position of Multimedia Intern to Adah Muck with a rate of $15.00 per hour effective June 17, 2026.
- Make a final offer of employment for the position of Finance Director to Maura Gray with an annual salary of $135,000.00 paid on a bi-weekly basis effective August 3, 2026.

Trustee Wolff made a motion to accept the personnel recommendations as stated, seconded by Trustee Schulte. All voted "AYE."

CEREMONY

Nathan Hermes and Ashley Valco were sworn in as Miami Township's newest police officers.

PRESENTATION

Bill Donabedian gave a presentation regarding a Funbury Music Festival concept for Miami Meadows Park. The Trustees had several questions and concerns regarding noise levels, potential for smoking, adjacent resident feedback, rental fees, restoration processes, transportation, and parking. Mr. Donabedian said that he could put together more information and get it to the

Administrator, and Mr. Kelly stated that staff would gather more information about Township fees and cost recuperation. This information will be presented to the Trustees at a later time.

APPROVAL OF MINUTES

Trustee Schulte made a motion to approve Minutes for the June 8, 2026 Work Session, June 16, 2026 Special Meeting, and June 16, 2026 Business Meeting. Trustee Wolff seconded the motion. All voted "AYE."

DEPARTMENT REPORTS

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

Community Development
Mark McCormack, Community Development Director, gave a permit summary for June and discussed remediation efforts on Kay Drive as well as a New Tire Discounters coming to the Township which will be in the empty lot next to Kohl's.

Finance
Mr. Ferry briefly introduced his report as complete and mentioned that the new Finance Director will be taking over reports starting now.

Fire & EMS
Fire Chief Dave Jetter highlighted the department's Look Before You Lock campaign and stated that Miami Township has not had any incidents involving children or animals left in hot cars this year. Further, Jetter highlighted that the Ohio Revised Code does offer protection to individuals who, in good faith, damage a vehicle while rescuing a child or animal during a dangerous weather situation.

Police Department
Police Chief Rob Hirsch highlighted Project Lifesaver and Take Me Home, programs that help at-risk residents. Chief Hirsch also discussed upcoming event, National Night Out on August 4th, and assured residents that Miami Township remains a very safe community despite a recent string of car break-ins and thefts that occurred, however residents should always ensure cars and valuables are locked up, and keys/fobs are removed from vehicles.

Recreation Department
Mr. Ryan Himes, Director, highlighted summer camps over the month of June. The Elvis tribute was a success, and the Concert & Movie in the Park(ing) Lot America 250 celebration is coming up July 31st. Additionally, 1.21 Gigawatts will perform at Community Park on August 8th and the annual Vintage Baseball Game & Car Show will occur September 12th.

Service Department
Mr. Chris Burdsall, Director, highlighted projects and events including the 2026 Road Improvement Program and Community Park re-paving project and internal manlift training.

Administration Department
Mr. Steve Kelly, Administrator, thanked the Trustees and Leadership Team for their participation in a Strategic Planning Session which occurred earlier in the day and stated that the goal of the meeting was to ensure we are working toward the goals of the community. According to Mr. Kelly, the training emphasized the importance of existing plans as well as the creation and implementation of a Comprehensive Master Plan for the community.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #2 — PAYMENT OF BILLS

Trustee Wolff made a motion to pay the bills of the Township from June 5, 2026 through July 15, 2026, including ACH/electronic payments totaling $3,405,348.01 and checks totaling $595,559.06 for the total amount of $4,000,907.07.

In addition, the motion approves the following gross payroll expenses:

Direct Deposit Date	Gross Wages
P/R #12 – June 12	$ 674.973.40
P/R #13 June 26	$ 643.379.37
P/R #14 July 10	$ 643.924.58

Trustee Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #3 — THEN AND NOW (R2026-26)

Trustee Schulte made a motion to adopt Resolution 2026-26 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling $24,709.00, and dispensing with the second reading.

Trustee Wolff seconded the motion. All voted "AYE."

AGENDA ITEM #4 — SURPLUS LIST (R2026-27)

Administrator Kelly identified Exhibit A, a list of surplus Township property, from Resolution 2026-27 for disposal.

Trustee Wolff made a motion to adopt Resolution 2026-27, 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 Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #5 — HEALTH INSURANCE RENEWAL

Mrs. Asher indicated to the Trustees that it is time for the Township's annual renewal of Health Insurance Benefits for benefit year September 1st – August 31st.

To minimize the rate increase for our employees and the Township, Mrs. Asher requested that the following policies be offered during the 2026 Open Enrollment:

2025-2026 Plan Year		2026-2027 Plan Year Renewal – Proposed Changes
Medical	Anthem	**Anthem** 2.5% Increase with possible 1% discount
Dental	Anthem	**Anthem** Rate Hold
Vision	Anthem	**Anthem** 0% Increase
Basic Life, AD&D, Voluntary Life	The Standard	**The Standard** Rate Hold
Short-Term and Long-Term Disability	The Standard	**The Standard** Rate Hold
Accident Insurance and Critical Illness Insurance	Anthem	**Anthem** Critical Illness-Rate Hold Accident-0% Increase

Mrs. Asher further indicated that, over the last 12 months, we have a loss ratio of 83.2%, which is an improvement over the103.2% at this time last year. Anthem originally presented a 12% renewal increase for medical insurance which was negotiated down to a **2.5%** increase.

The Employee Health Insurance Committee met recently with Marsh McLennan to discuss renewal options and recommends that the Township stay with Anthem for medical insurance. We have been given an additional opportunity to further reduce the renewal increase. Currently, our health plan provides coverage for GLP-1 medications prescribed for weight loss purposes. If we amend the plan to eliminate coverage for GLP-1 medications used solely for weight loss while continuing to cover these medications when prescribed for other medically necessary conditions, the renewal increase would be reduced to **1.5%**.

Mrs. Asher stated that the Committee was divided on this issue and, as a result, will defer to the Board for a final decision.

The Board ran the numbers and determined that with a renewal increase of 1.5%, employees using the drug for weight loss would still be able to use and afford the drug without insurance coverage due to the lower rate.

Trustee Wolff made a motion to renew the Township's Medical, Dental, Vision, Accident, and Critical Illness insurance coverage with Anthem, and to renew Basic Life, Accidental Death & Dismemberment (AD&D), Voluntary Life, Short-Term Disability, and Long-Term Disability insurance coverage with The Standard, moving from 2.5% to 1.5% renewal rate.

Trustee Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #6 — PD ADMIN ASST. JOB DESCRIPTION UPDATE

Mrs. Asher introduced a request for approval of an updated job description: Police Department Administrative Assistant.

Trustee Schulte made a motion to approve the updated job description as stated.

Trustee Wolff seconded the motion. All voted "AYE."

AGENDA ITEM #7 — STATION 28 WEATHER SIREN REPAIR

Mr. Kelly discussed the need to repair the weather siren located at Station 28. The outdoor storm siren, which serves 131 residents within a 2-mile radius, is currently out of service. According to Mr. Kelly, although the County activates the sirens, each local jurisdiction is responsible for the repair, maintenance, and replacement of its own equipment, consistent with the practice in neighboring counties. Costs for repair and maintenance of the Township's 13 active sirens are expected to increase in the near future as the sirens are now approximately 25 years old.

Mr. Kelly stated that the estimated cost to repair the Station 28 storm siren is approximately $10,000.00 through Werden Electric. The department budgets $9,000.00 annually for storm siren repair and maintenance; however, due to repairs completed earlier this year, only $5,700.00 remains available in the current budget. With the elimination of the Code Red mass notification system earlier this year, we were able to realize a cost saving of over $16,000.00. We intend to apply those funds to this repair to still allow for additional maintenance needs to other sirens throughout the remainder of this year.

The Trustees and leadership team discussed at length the need to stay current for the safety of residents and develop a plan for the effective replacement of these systems.

Trustee Wolff made a motion to approve the repair of the weather siren at Fire Station 28 through Werden Electric at a cost not to exceed $10,000.00.

Trustee Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #8 — POLICE DEPARTMENT GARAGE DOOR

Chief Hirsch requested approval to repair the Police Department's garage door system, including replacement of the garage door panels. He explained that the existing system has deteriorated over time and is experiencing frequent operational issues due to its age and regular use.

Chief Hirsch noted that the garage provides secure access for patrol vehicles and emergency response equipment. He stated that the repairs would improve reliability, enhance security, increase energy efficiency, and reduce future maintenance costs.

Finally, Chief Hirsch reported that the Police Department received quotes from PDQ for $4,330.00, Mike's Garage Doors for $5,600.00, and Overhead Door Company for $6,420.00. He noted that the project was included in the 2026 capital improvement budget and recommended awarding the project to PDQ as the lowest responsive bidder.

Trustee Schulte inquired about which specific parts of the mechanical system would be replaced. Chief Hirsch stated that the tracks and door panels would be replaced and the opener would be evaluated and replaced as necessary. Chief Hirsch stated that the opener had already been replaced several times. The quote provided by PDQ will not increase should the opener need to be replaced.

Trustee Schulte made a motion to approve and proceed with the repair work of the Police Department's garage door system from PDQ at a cost not to exceed $4,330.00.

Trustee Wolff seconded the motion. All voted "AYE."

AGENDA ITEM #9 — POLICE DEPARTMENT OUT OF TOWNSHIP TRAVEL

Chief Hirsch requested approval for Detective Justin Kuhn, Officer Andrew Ryan, and Officer James Murphy to attend the Goshen Police Department Honor Guard Training Camp in Goshen, Indiana, from September 27 through October 2, 2026. He explained that the training would prepare the officers to perform Honor Guard duties in accordance with national standards and enable them to participate in multi-jurisdictional Honor Guard details.

Finally, Chief Hirsch stated that the total anticipated cost of attendance is $3,464.00, which includes lodging, meals, registration, and travel expenses. He noted that approval is requested at this time to allow reservations to be made for the annual training event.

Trustee Wolff expressed concerns about the cost of training on something she considers to be low priority. However, she said, the Township has already made investments toward the program.

Trustee Wolff made a motion to authorize the out-of-town travel request for Detective Kuhn, Officer Ryan and Officer Murphy to attend the Goshen Police Department Honor Guard Training Camp at a cost not to exceed $3,464.00.

Trustee Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #10 — HAPPY HOLLOW CULVERT REPAIR

Mr. Burdsall reported that a deteriorated metal culvert at 5798 Happy Hollow Road had developed rust along the bottom and sides, creating a void beneath a portion of the roadway. He explained that a small sinkhole was discovered during inspections of the nearby pier wall project and noted that the culvert replacement will also include a new catch basin and outfall wall.

Finally, Mr. Burdsall stated that the Township received estimates from JTM Smith Construction for $46,565.00 and Ford Development for $52,093.00. He recommended awarding the project to

JTM Smith Construction based on the lower bid and the contractor's existing presence on site, which will allow the work to proceed efficiently following completion of the pier wall project.

Trustee Schulte made a motion to approve the proposal from JTM Smith Construction for the Happy Hollow Culvert Replacement for an amount not to exceed $46,565.00.

Trustee Wolff seconded the motion. All voted "AYE."

AGENDA ITEM #11 — X WEATHER ROAD SENSORS

Mr. Burdsall reported that the Service Department is requesting the purchase of five road sensors to improve winter road maintenance operations. He explained that the sensors would provide more accurate and up-to-date roadway conditions than the existing ODOT network by monitoring surface temperature, subsurface temperature, moisture, and treatment levels on Township roads.

Mr. Burdsall stated that the sensors would provide real-time information through a mobile application, support localized weather forecasting, and allow staff to receive alerts for changing road conditions.

Finally, Mr. Burdsall noted that the proposed agreement with Vaisala X Weather is a three-year contract at a cost of $8,000.00 per year for five sensors. He added that the purchase was included in the 2026 budget, with $8,500.00 appropriated for the project.

The Trustees asked if any neighboring towns utilize the technology and expressed that while we want to be at the forefront of technology, we do not always have to be first. Trustee Wolff asked Mr. Burdsall to conduct more research and bring the item back for consideration at a later date.

Additionally, Trustee Tracy asked if the sensors would ultimately save us $80k+ in salt costs (the yearly cost of the sensors over a ten-year period). He also mentioned concerns about reliability.

AGENDA ITEM #12 — SMALL SALT TRUCK PURCHASE

Mr. Burdsall reported that the Service Department is requesting approval to purchase a new 2025 Ford F-600 to replace an aging 2015 GMC 3500 salt truck included in the 2026 budget. He explained that years of winter operations have caused significant corrosion to the truck's bed, frame, and salt spreader, making replacement necessary.

Mr. Burdsall stated that the proposed Ford F-600 features a stainless-steel bed and undergate salt spreader to improve durability and reduce future corrosion. He noted that the vehicle is available for delivery within the next month.

Finally, Mr. Burdsall reported that the Township received a Sourcewell quote from Rush Truck Centers for $124,169.37 and a comparison quote for a similar Knapheide-built truck for $125,874.95. He recommended purchasing the Ford F-600 through Rush Truck Centers based on the lower cost and immediate availability.

Trustee Wolff made a motion to approve the Service Department's request to purchase a new 2025 Ford F-600 Salt Truck from Rush Truck Centers at a cost not to exceed $124,169.37.

Trustee Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #13 — MIAMIVILLE SIDEWALK PHASE 2 BID AWARD

Mr. Burdsall reported that bids were opened on July 7, 2026, for the State Route 126 Loveland-Miamiville Sidewalk Phase 2 Project. He noted that Beigray Inc. submitted the lowest bid of $168,663.50 and that Choice One Engineering provided positive feedback regarding the company's previous work.

Finally, Mr. Burdsall recommended awarding the project to Belgray Inc. as the lowest and best bidder. He stated that the project will utilize the remaining $55,775.92 in Community Development Block Grant funding, along with $120,000.00 in TIF funds allocated for the project.

Trustee Schulte made a motion to award the contract for the State Route 126 Loveland-Miamiville Road Sidewalk Phase 2 to Belgray Inc. in the amount of $168,663.50.

Trustee Wolff seconded the motion. All voted "AYE."

AGENDA ITEM #14 — AMBULANCE WRAP

Chief Jetter requested approval to fund the installation of a vinyl wrap on Ambulance 20. He explained that the ambulance was purchased as a demonstration unit and, because it was not available with the department's custom paint scheme, a vinyl wrap is needed to provide a consistent appearance across the fleet and maintain the department's established branding.

Finally, Chief Jetter stated that the cost to install the vinyl wrap by Vivid Wraps is $4,400.00.

Trustee Wolff made a motion to approve the vehicle wrap for Ambulance 20 to be done by Vivid Wraps at a cost not to exceed $4,400.00.

Trustee Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #15 — OPTICOM TRAFFIC SYSTEM

Chief Jetter requested approval to purchase three phase selectors from Traffic Control Products for use in the Fire Department's Traffic Signal Preemption System. He explained that the purchase is part of the department's phased plan to replace and modernize the existing system, which was originally installed in 2009.

Finally, Chief Jetter stated that the total cost for the three units, including shipping, is $10,950.00. He noted that funding for the purchase has been included in the department's capital improvement budget.

Trustee Schulte made a motion to approve the purchase of three (3) phase selectors from Traffic Control Products at a total cost of $10,950.00.

Trustee Wolff seconded the motion. All voted "AYE."

AGENDA ITEM #16 — STATION 26 NETWORK UPGRADES

Chief Jetter requested approval to utilize Cabling Specialists, Inc. to upgrade and reorganize the network equipment room at Station 26. He explained that the existing network switch has reached capacity and that the project will add a second switch to support current operations and future expansion.

Finally, Chief Jetter noted that the upgrade has been identified as a priority for several years but was deferred due to other Township capital projects. He stated that IT recommended completing the project this year and that the total cost is $3,720.00.

Trustee Wolff made a motion to approve an agreement with Cabling Specialists to perform work at Station 26 on the network switch room for a cost not to exceed $3,720.00.

Trustee Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #17 — STATION MATTRESSES

Chief Jetter requested approval to purchase nine new mattresses, bed frames, and mattress protectors for Stations 28 and 29. He explained that the existing mattresses are more than 10 years old and have deteriorated from regular use, making replacement necessary. Chief Jetter noted that the purchase will complete the department's two-year mattress replacement plan for all four fire stations.

Finally, Chief Jetter reported that Mattress Firm submitted the lowest and best quote, including shipping and disposal of the old mattresses. He stated that the total project cost is $5,185.99 and that funding is included in the department's capital improvement budget.

Trustee Schulte made a motion to approve the purchase of nine (9) mattresses from Mattress Firm for Fire Stations 28 and 29 at a cost of $5,185.99.

Trustee Wolff seconded the motion. All voted "AYE."

AGENDA ITEM #18 — CREDIT CARD FEES

Mr. Kelly reported that the Administration and Fiscal Office have been reviewing the credit card processing fees paid by the Township for various transactions, including permits, recreation registrations, cemetery plots, and public records requests. He noted that the Township currently pays an average processing fee of approximately 3.5% through its payment providers.

Finally, Mr. Kelly stated that, at the direction of the Fiscal Officer, the Township plans to implement a fee recovery structure by the end of August. He explained that staff will coordinate the necessary system updates with the payment processors, communicate the changes to the public, and configure the Township's financial software to accurately account for the recovered fees.

Clover - does not include Recreation			
	total credit card revenue	monthly fee	fee %
26-Jun	5,420.00	191.90	3.54%
26-May	6,816.50	184.02	2.70%
26-Apr	3,067.00	108.74	3.55%
26-Mar	4,597.50	142.69	3.10%
26-Feb	2,610.00	113.82	4.36%
	Average Fee %		3.45%

Card Connect - Recreation only			
	total credit card revenue	monthly fee	fee %
26-Jun	16,800.00	673.80	4.01%
26-May	16,940.00	611.80	3.61%
26-Apr	20,725.00	840.25	4.05%
26-Mar	66,993.00	1,917.93	2.86%
26-Feb	18,825.00	660.51	3.51%
	Average Fee %		3.61%

Trustee Wolff asked why we are using two different credit card servicers. Mr. Kelly answered that he believes it is because of our use of RecTrac, which uses a very specific credit card servicing model, and won't interface with what we have through Huntington Bank. This has led to consideration of replacing RecTrac in 2027. Mr. Himes stated that we currently pay just under $5,000.00 per year for RecTrac, and that he has used comparable software, RecDesk, in the past and is also looking into Civic Plus, a software that other departments are looking into as well for several needs. According to Mr. Himes, RecTrac has not provided adequate customer service in the past and is antiquated and lacks user-friendliness.

Mr. Kelly stated that he would continue to work with Huntington to develop a solution.

Trustee Wolff made a motion to approve a credit card processing fee recovery program with our payment processing companies and authorize the Township Administrator to execute all necessary agreements.

Trustee Schulte seconded the motion. All voted "AYE."

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PUBLIC COMMENT

Mr. Kevin McDarty, a representative of Clermont Seniors, said that a pool table had recently been removed from the Senior Center in the basement of the Civic Center, and asked for a meeting to determine where it went and if the Seniors could potentially get it back. Trustee Tracy said that the Trustees would get some answers for him. Further, all parties agreed to set up a meeting to discuss the issue.

Marv Hudson, a representative of St. Vincent de Paul Thrift Stores, thanked the Township for its support and said that the next SVDP race would be held in the 2nd or 3rd week of June, 2027.

EXECUTIVE SESSION

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

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

The Trustees came out of executive session at 9:29 p.m. and resumed normal session.

The meeting was adjourned at 9:30 p.m. on July 21, 2026.

ATTEST:

Eric Ferry, Fiscal Officer

Ken Tracy, Chairperson

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