

BOARD OF TRUSTEES  
MARY MAKLEY WOLFF  
KENDAL A. TRACY  
MARK C. SCHULTE

FISCAL OFFICER  
ERIC C. FERRY

ADMINISTRATOR /  
PUBLIC SAFETY DIRECTOR  
STEPHEN M. KELLY



ADMINISTRATION  
513-248-3725  
513-248-3730 (FAX)  
COMMUNITY DEVELOPMENT  
513-248-3731  
SERVICE DEPARTMENT  
513-248-3728  
POLICE DEPARTMENT  
513-248-3721  
FIRE & EMS  
513-248-3700  
RECREATION  
513-248-3727

## MIAMI TOWNSHIP

6101 MEIJER DRIVE • MILFORD, OH 45150-2189

### RESOLUTION 2026-23

The Board of Trustees of Miami Township, Clermont County, Ohio met in regular session at the Miami Township Civic Center on May 19, 2026, with the following members present: Mark Schulte, Ken Tracy and Mary Makley Wolff.

A motion was made to adopt the following Resolution:

**A RESOLUTION APPROVING BOARD MEETING POLICIES AND PROCEDURES,  
DISPENSING WITH THE SECOND READING  
AND DECLARING AN EMERGENCY**

**WHEREAS**, pursuant to Ohio Revised Code Section 121.22, and its Home Rule Authority, Miami Township (the “Township”) seeks to adopt policies and procedures for meetings of the Board of Trustees (the “Board”) to affirm those practices that have historically been followed by the Township.

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Miami Township, Clermont County, Ohio, pursuant to Ohio Revised Code Section 121.22, and its Home Rule Authority, as follows:

**SECTION 1:** This Resolution shall repeal and replace Resolution 2026-17 and any prior legislation of the Board that addresses these policies and procedures.

**SECTION 2:** The Board may meet and hold regularly scheduled meetings, special meetings, or emergency meetings as provided for by Ohio law consistent with these policies and procedures. All meetings are to be held at the Miami Township Civic Center located at 6101 Meijer Drive unless otherwise agreed to by the Board. Unless the Board is in executive session, all meetings are open to the public.

**SECTION 3.** Each year, the Board shall adopt an annual schedule of its regular meeting dates for the following year. These regular meeting dates are reflected in the minutes of the Board which are available on the Township’s website at [www.miamitwpoh.gov](http://www.miamitwpoh.gov). Any person may

determine the time and place of all regularly scheduled meetings of the Board by checking the Township's website or contacting the Township by telephone at (513) 248-3725.

**SECTION 4.** The agenda for regular meetings of the Board will be posted on the Township's website at least 24 hours prior to the meeting.

**SECTION 5.** The date and time of a regularly scheduled meeting of the Board may be changed or cancelled, and the place of a regular meeting may be changed, by a majority vote of the Board. Notwithstanding the foregoing, the Chair of the Board may cancel a regularly scheduled meeting in the event he or she is advised that there will not be a quorum present to conduct business, and may authorize that a meeting be conducted, or members may attend, by video-conference or teleconference if permitted by law.

**SECTION 6.** A special meeting of the Board may be called by the Chair of the Board upon at least 24 hours' notice to each member of the Board, served personally, by electronic mail, or left at his or her usual place of residence. Notice of a special Board meeting shall be posted at the Township Civic Center at least 24 hours prior to the meeting with appropriate notice to any individual or news media requesting such notifications. Additionally, notice may be posted on the Township's website. Special meetings shall focus only on the subjects contained in the notice. This does not impair the ability of the Board to conduct an emergency meeting consistent with Ohio law.

**SECTION 7.** Any person, upon written request and as provided herein, may obtain reasonable advance notification of all meetings at which any specific type of public business is scheduled to be discussed.

- a. The person may file a written request with the Clerk, or their designee, specifying: the person's name, and the address(es) and telephone number(s) at or through which the person can be reached during and outside of business hours; the specific type of public business of the discussion of which the person is requesting advance notification; the Township body that is the subject of the request; and the number of calendar months (not to exceed 12) which the request covers. The request may be canceled by request from the person to the Clerk, or their designee.
- b. Each written request shall be accompanied by stamped self-addressed envelopes sufficient in number to cover the number of regular meetings during the time period covered by the request, and an estimated number of four special meetings. The Clerk, or their designee, shall notify in writing the requesting person when the supply of envelopes is running out, and if the person desires notification after the supply has run out he or she must deliver to the Clerk, or their designee, an additional reasonable number of stamped self-addressed envelopes as a condition to receiving further notifications.

- c. Requests may be modified or extended only by filing a complete new request with the Clerk, or their designee. A request shall not be deemed to be made unless it is complete in all respects, and the request may be conclusively relied on by the Township, the Township body that is the subject of the request, and the Clerk, or their designee.
- d. The Clerk, or their designee, shall, if possible, give advance notification under this section by written notification. If written notification cannot be given or has not been given, the Clerk, or their designee, shall give oral notification.
- e. The contents of written notification under this division may be a copy of the agenda of the meeting or may simply give notice of the time and place of the meeting. Written notification under this section may be accomplished by giving advance written notification of all the meetings of the Township body that is the subject of the request.

**SECTION 8:** The Board does hereby dispense with the requirement that this Resolution be read on two separate days, pursuant to Section 504.10 of the Ohio Revised Code, and authorizes the adoption of this Resolution upon its first reading.

**SECTION 9:** That this Board hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its Committees, if any, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

**SECTION 10:** This Resolution shall take effect at the earliest period allowed by law.

**SECTION 11.** This Resolution is hereby declared to be an emergency measure necessary for the preservation of the health, safety, welfare and morals of Miami Township specifically in order to allow for the Township to immediately affirm and adopt this policy for the benefit of its residents in order to allow them to know of the policies and procedures for conducting such meetings, and this legislation shall take effect immediately upon its passage by the affirmative vote of all members of the Board.

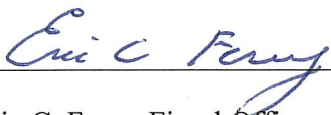
First Reading:            May 19, 2026  
 Second Reading:        Dispensed with  
 Effective:                May 19, 2026

Trustee Wolff made the Motion and it was seconded by Schulte. On the roll call being called the vote resulted as follows:

Mr. Schulte ✓  
Mr. Tracy ✓  
Ms. Wolff ✓

Resolution 2026-23 was adopted May 19, 2026.

**ATTEST:**

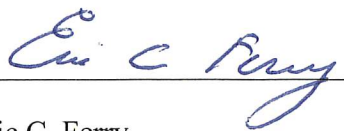
  
Eric C. Ferry, Fiscal Officer

**APPROVED AS TO FORM:**

  
Joseph J. Braun,  
Township Law Director

**CERTIFICATION OF FUNDS**

I hereby certify that at the time of making of this certification the amount required to meet the obligations set forth in this Resolution has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of an appropriate fund free from any previous encumbrance.

  
Eric C. Ferry  
Fiscal Officer, Miami Township