

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

JANUARY 12, 2026

Held _____

_____20_____

The Miami Township Board of Trustees met in a Work Session on Monday, January 12, 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. Attending were Trustees Mary Makley Wolff, Ken Tracy, and Mark Schulte. Also attending were Township Administrator Steve Kelly, Township Law Director Joe Braun.

OATHS OF OFFICE

Trustees Wolff and Tracy were formally sworn in for their new terms of office by Judge Miles.

AGENDA ITEM #1 — PERSONNEL

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

Community Development Department

- Accept the resignation of the Community Development Co-Op, Anu Ramachandran, effective December 31, 2025.

Fire Department

- Approve the retirement notice of Battalion Chief Steve Monterosso who was the last remaining member of the original departments that came together to form today's Miami Township Fire and EMS. Steve's final shift will be February 1, 2026. We would like to thank Steve for his service to Miami Township and wish him the best!
- Promote Jeff Moore to the position of Battalion Chief with a rate of \$44.66 per hour effective February 1, 2026.

Service Department

- Promote Gage Pettit from a Maintenance Worker 3-1 to a Maintenance Worker 3-2 with the rate of \$34.52 per hour effective January 3, 2026.

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

AGENDA ITEM #2 — SAFETY SERVICES LEVY CERTIFICATION (R2026-01)

Administrator Kelly discussed the current state of the Township's Safety Services fund. According to Mr. Kelly, the Township has been able to extend the life of its last 2.5 mill Safety Services levy, approved by voters in 2016, well beyond expected timelines. However, Mr. Kelly stated that despite conservative budgeting, 2026 will be the final year of solvency for that fund. Projections indicate that the balance in this fund will run into the red by the end of 2027 by over \$400,000.

In order to develop a plan of action, Mr. Kelly stated that he has been working closely with the administration of our Police and Fire Departments to engage residents and businesses to get a baseline assessment of our current operations and the perception of the state of safety services in Miami Township. Through a series of focus group meetings, one-on-one meetings, two Town Hall events, and an online survey tool, feedback received was positive and encouraging but did not supplant the need to consider additional funding to continue providing the services our community deserves and has come to expect.

In December, Mr. Kelly stated, a Community Action (CAT) Team presented to the Board their recommendation to consider placing a new Safety Services Levy on the ballot in May of this year for the voters to consider that would support both our Police and Fire & EMS departments as they move into the future. Their recommendation came from a position of trying to extend the life of the Safety Service Fund to respect the fact that voters are concerned about the current state of property taxes but still wish to receive the types of and current level of safety and security that they have from our Township safety forces. They also

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considered the fact that the last levy was passed in 2015 and will have lasted eleven years before making another ask of the residents. Lastly, the Community Action Team looked at the overall growth of the Township since the last Safety Services Levy, and the projection for continued growth and development.

If the Board decides to place an additional Safety Services Levy on the May 5, 2026 ballot for the voters to consider, there are two Resolutions that will have to be adopted and delivered to Clermont County prior to the State-imposed deadline of February 5th, 2026.

Before a local government can submit a proposed ballot measure to the County, it must first adopt a Resolution to request the County Auditor to provide a certification of funds for a potential levy. The Township can request multiple certifications of funds based on varying millage that may be considered for the potential levy. After the certification of funds has been received and at a later meeting, the Board would then need to adopt a Resolution declaring the necessity for the proposed levy and requesting to levy additional millage for the purpose of supporting Safety Services.

Trustee Wolff remarked that the Township is very proud of its Safety Services and has worked very hard to extend the life of the previous levy and will continue to work hard to extend the life of any future levies. However, she stated, it has become increasingly difficult to manage costs associated with personnel, equipment, and other necessary materials. Furthermore, the residents of Miami Township continue to expect A-level services. Trustee Wolff continued, stating some concerns that the millage is too high and is open to discussion regarding how many mills to put on the ballot, however, she stated that a levy must be put on the ballot lest the Township face disruptions to service.

Trustee Schulte agreed with Trustee Wolff and stated that Miami Township's Safety Services are the best of the best, and that there is a cost associated with that. Unfortunately, in Safety Services, costs are always rising, but revenue is dependent entirely on the taxation of property. Trustee Schulte stressed that while no one likes to pay taxes, this is an unfortunate reality, and a levy of 3.5 mill will get the support the services residents want while the Township strives to extend its lifespan.

Chairperson Tracy agreed, stating that life is so important, and the community needs the best services to preserve life and safety. Chairperson Tracy stated that another 2.5 mill levy would not be feasible, stressing that this would be a band-aid over the problem and would likely cause a need to return to the ballot in another few years. Chairperson Tracy gave 3.1 mills for consideration of the Board.

Trustee Schulte considered that 3.1 mills would give us 5 years according to the numbers. Trustee Wolff stated that we would be able to stretch the funds and make them last longer than 5 years with an increase in creative efforts to reduce spending. Trustee Wolff stated that ultimately, residents and voters decide the level of service in the community but said that 3.5 seems too high of a number.

Trustee Schulte thanked the community members who engaged with officials and participated in the surveys and townhalls and agreed 3.1 would be a good number to go with. Trustee Tracy stated that 3.1 mills would definitely get us at least 5 years.

Trustee Wolff made a motion to adopt Resolution 2026-01, a resolution declaring it necessary to levy an additional levy in excess of the ten-mill limitation for Miami Township for Safety Services and requesting the Clermont County Auditor certify matters in connection therewith, waiving a second reading and declaring an emergency for a 3.1 mill continuing safety services levy in Miami Township.

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

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AGENDA ITEM #3 — MEIJER DRIVE ELECTRIC SIGN UPGRADE

Administrator Kelly, presenting for Multimedia Director Will Menz, stated that the Township has budgeted \$35,000.00 for an electronic sign display board replacement in the 2026 General Fund Capital Improvements. The digital portion of the monument sign located at the corner of Meijer Drive and Business 28 is scheduled for replacement, being installed in 2017 and now out of warranty.

The upgrade would be to a new Impact 6mm 150 x 400 Matrix Display and includes a lifetime cell plan for communication, cloud-based software, and – as previously mentioned, a five-year parts and labor warranty. The quote also includes the cost of making necessary modifications to the existing cabinet. A quote from Signarama Lawrenceburg in the amount of \$33,775.00 was provided to the Board and a small contingent for possible power upgrades would bring the total request to the amount of \$35,000.00.

The Board requested information from Mr. Menz regarding the longevity and warranty of these types of signs. Mr. Menz stated that parts and labor are covered for 5 years and, while the signs typically last about 10 years, the PCs start to go bad around the 6–8-year mark, which is the most expensive part replacement and is also becoming difficult to source from previous vendor Samsung.

Trustee Wolff emphasized how important these signs have been and will continue to be for communication with 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 #4 — OTA CONFERENCE OUT OF TOWNSHIP TRAVEL

Administrator Kelly discussed a request for approval for Steve Kelly and Jennifer Ekey to attend the Ohio Township Association Annual Conference on February 4-6, 2026, in Columbus, Ohio. The OTA Annual Conference offers classes and panel discussions covering topics relevant to Township leaders. It provides valuable opportunities for staff to network with one another, fostering professional credibility and the exchange of timely information. A special reception at the State House also allows attendees to engage directly with legislators, addressing key challenges facing Ohio Townships.

Total estimated cost for the trip comes to \$1,713.00.

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

AGENDA ITEM #5 — ANNUAL NON-UNION PAY RATES FOR 2026

Mrs. Asher introduced the annual non-union pay rates for 2026. For the non-bargaining employees who are no longer on probation, the rate increase for 2026 is indicated in the payrate exhibit. A list of the non-union employees and their new rates of pay for 2026 was presented to the Board.

Trustee Schulte made a motion to approve the Township employee compensation list effective the beginning of the pay period following January 1, 2026.

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

AGENDA ITEM #6 — ONEOHIO FITNESS PROGRAM

Fire Chief Dave Jetter discussed the Fire Department's request for approval to allocate a portion of the OneOhio opioid settlement funds toward its in-house fitness program. According to Jetter, over the past four years, the department has maintained an in-house fitness program, which features a certified fitness instructor working with personnel three days a week. This program has become a vital component of the department's overall health

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and wellness initiatives, demonstrating a consistent commitment to employee well-being. The program encourages physical fitness, injury prevention, stress management, and overall readiness.

The proposed use of funds aligns with OneOhio requirements, which specify that funded initiatives should improve or expand services supporting addiction prevention, recovery, and overall community health. Approval of this request will enable the Township to expand an already successful wellness initiative while responsibly utilizing OneOhio settlement funds in a manner that aligns with their purpose and supports the long-term health of the workforce.

Trustee Wolff asked how focusing solely on Fire Department health is beneficial to the community. Chief Jetter stated that stress and bad health factors can influence employee performance even while an employee is on duty, and this can prevent those types of errors.

Trustee Wolff asked Chief Hirsch of the Police Department if the PD has any similar programs. Hirsch answered that it would be much harder for the PD to participate in a singular fitness program due to the fragmented nature of their shifts. However, Hirsch stated that the PD does participate in the overall employee wellness program for the Township.

The program costs \$300.00 per week, totaling \$15,600.00 for one year.

Trustee Wolff asked how much money we are bringing in annually from OneOhio. Administrator Kelly stated that we received over \$300,000.00 received by 2025 but that he is not sure how much we get annually. Mr. Kelly agreed to look into this and return with the information.

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 — POLICE INTERCEPTORS PURCHASE

Chief Hirsch introduced the Police Department’s request to purchase two 2026 Ford Police Interceptor vehicles from Coughlin Ford. This request follows our updated vehicle replacement schedule which indicates that two marked patrol vehicles are due to be replaced this year. The total cost to purchase and upfit the two police cruisers comes to \$137,811.00, which was a budgeted capital expense for this year.

Trustee Schulte asked about the age of the vehicles which are being replaced. Hirsch discussed the cycling of vehicles and stated that the vehicles being replaced were manufactured in 2016 and have several miles on them along with mechanical issues. Trustee Schulte asked about the maintenance costs of those vehicles. Chief Hirsch stated he would bring updated maintenance costs to the next meeting.

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 — TURNOUT GEAR PURCHASE

Chief Jetter discussed the Fire Department’s request for approval of its annual purchase of structural firefighting turnout gear to support both the scheduled replacement of existing equipment and the outfitting of newly hired personnel.

Turnout gear has a specified service life. To maintain compliance with safety standards and ensure continuous protection for firefighters, the department follows a scheduled replacement plan for personal protective equipment. In addition to scheduled replacements, new employees must be fully equipped to guarantee their safety during operational duties.

The department provides two (2) approved turnout gear options for personnel. Offering options ensures the best fit, comfort, and mobility for each firefighter, which directly enhances safety, performance, and long-term health. Properly fitted gear reduces fatigue,

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minimizes the risk of injury, and enhances operational effectiveness during emergency incidents.

Currently, the department requires more than twenty-four (24) complete sets of turnout gear, as some equipment has reached the end of its service life and new employees are being onboarded.

Approval of this request will enable the fire department to maintain adequate levels of turnout gear, support ongoing recruitment and staffing efforts, and ensure that all personnel are equipped with compliant, well-fitting protective gear.

The Fire Department requests to spend up to \$85,000.00 between two vendors, Municipal Emergency Services (MES) and Pheonix Safety Outfitters.

Trustee Tracy asked how often we go through sets of turnout gear. Chief Jetter responded that there is roughly an 8–10-year cycle.

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 — SALT TRUCK CAB AND CHASSIS

Mr. Chris Burdsall, Service Director, introduced a request to replace a 2008 International salt truck that currently has over 1700 hours on the truck. According to Mr. Burdsall, this truck is still in service as a backup in winter operations and has served the township for the past 18 years. The frame is rusted and original brine application system has failed.

The Service Department would like to move forward with the purchase of the cab and chassis at this time, as it takes a few months delivery of the cab and chassis.

The Service Department plans to purchase the cab and chassis through the current ODOT Contract. The cost of the cab and chassis is \$107,951.00. This is an increase of \$1,215.00 from last year.

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 — ZOLL MONITOR PURCHASE

Chief Jetter discussed the Fire Department's request for approval to enter into a purchase agreement with ZOLL Medical Corporation to purchase five (5) Zenix cardiac monitors, with payment to be made annually over the next five (5) years. A portion of the OneOhio opioid settlement funds would be used for this year's purchase.

Chief Jetter stated that the approval of this request will enable the fire department to stay on track with equipment replacement, maintain high standards of patient care, and responsibly use OneOhio settlement funds in a manner that directly supports emergency medical response and public health outcomes.

The cost of one Zoll monitor with all required equipment is \$48,383.00 with \$7,500.00 trade-in.

Trustee Wolff mentioned that this emphasizes the high cost of life saving equipment and the ways in which the Township attempts to lower costs through trade-ins, grants, etc.

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

AGENDA ITEM #11 — CLERMONT SENIORS MEMO OF AGREEMENT

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Mr. Ryan Himes, Recreation Director, discussed a request for approval to enter into a proposed Memorandum of Agreement with Clermont Senior Services intended to formalize Clermont Senior Services' daily use of the Civic Center, Monday through Friday.

A draft of the agreement has been revised by Joe Braun and submitted to Clermont Senior Services for their review and input. The document was provided to the Board, and incorporates all requests and considerations discussed during a November meeting with Clermont Senior Services and Miami Township administration and appears to meet the operational needs of both parties.

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

AGENDA ITEM #12 — 2026 DRAFT RESURFACING LIST

Mr. Burdsall introduced list of recommended streets for resurfacing in 2026. According to Mr. Burdsall, the Township plans to resurface 8.05 miles of streets. This is about 1.11 miles less than we resurfaced in 2025. The biggest reason for the decrease in miles being resurfaced is an added 10% Contingency into the bids to avoid large overages from unforeseen issues. If alternate streets are able to be completed, the Township will resurface 8.66 miles.

Mr. Burdsall stated that he plans to include the resurfacing of Community Park Parking lot as a Second Alternate and the resurfacing of the Safety Services Complex as a third Alternate. This will allow the Township to see each portion individually, while still keeping everything as one project to see potential cost savings on each portion of the project. Mr. Burdsall plans to use TIF Funds for Community Park Parking Lot and the budgeted funds from Service, Police, and Fire for the Safety Services Complex.

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

AGENDA ITEM #13 — LIFE SAFETY FORUM OUT OF TOWNSHIP TRAVEL

Chief Jetter discussed the Fire Department's request to send Division Chief Joe Stoffolano to attend the Fire Protection Life Safety Forum in Columbus, Ohio, March 2-3, 2026. This conference improves the knowledge and skills of fire and safety professionals by bringing together service personnel, inspectors, code officials, industry partners, and educators to share information and experience related to fire protection, building safety, code enforcement, and public education.

Total estimated cost for the trip is \$529.00.

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

AGENDA ITEM #14 — POLICY MANUAL UPDATES

Administrator Kelly introduced several proposed updates to the Miami Township Policy and Procedures Manual, which would include updates to three existing policies, as well as the adoption of two new policies intended to strengthen internal controls, clarify expectations, and ensure continued compliance with applicable laws and best practices.

The following existing policies have been updated to reflect current operational practices, clarify procedures, and align with evolving guidance:

- **Records Management Policy**—additional language is being added to the current policy that has been reviewed by Law Director, Joe Braun.
- **Travel and Training Policy**—A red line version of this policy is attached showing a transition to per diem meals rather than reimbursements.

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- **Normal Working Hours Policy**—The rounding of time is being updated to more clearly describe the current practice allowing employees to clock in 7 minutes before and 7 minutes after the employee’s scheduled start or end time.

In addition, approval of the adoption of the following new policies is requested:

- **Rewards, Points, and Incentive Programs Policy** – This policy establishes clear guidelines regarding the earning and retention of rewards (such as airline miles, hotel points, and credit card rewards) obtained in connection with official Township business, ensuring no additional cost to the Township and appropriate internal controls. We are recommending the addition of this policy based on the recent advisory opinion that was issued by the Ohio Ethics Commission.
- **Sales Tax Exemption and Reimbursement Policy** – This policy formalizes the Township’s use of its tax-exempt status, clarifies when sales tax may be paid and reimbursed, establishes documentation requirements, and incorporates best practices to reduce unnecessary sales tax expenditures. This policy will allow us to comply with the bulletin that was issued by the Ohio Auditor of State late last year.

Mr. Ferry asked about the Normal Working Hours Policy. Mrs. Asher responded that the policy has existed for many years and is intended to benefit the employer as much as it benefits the employee. While all employees are expected to be on time or subject to disciplinary action, the policy allows for ease of timekeeping.

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

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 discuss the employment of a public employee.

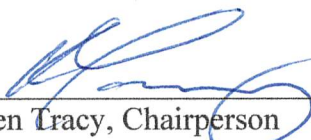
Trustee Schulte seconded the motion. Upon roll call, all voted “AYE.”

The Trustees came out of executive session at 8:58 PM and resumed normal session.

The meeting was adjourned at 8:59 p.m. on January 12, 2026.

ATTEST:


Eric C. Ferry, Fiscal Officer


Ken Tracy, Chairperson