

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held JANUARY 20, 2026 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, January 20, 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

Service Director Chris Burdsall 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 and Administrator Kelly were also in attendance.

PRESENTATION

Chief Rob Hirsch of the Police Department presented Officer Tim Goins with the 2025 Officer of the Year award.

CEREMONY

Chris Luebbe and Robert Moore of the Fire Department were sworn in as Lieutenants. Also of the Fire Department, Brent Johnson and Jeff Moore were sworn in as Battalion Chiefs. Finally, Ross Pawlak was sworn in as the Fire Department's Deputy Chief of Administration.

APPROVAL OF MINUTES

Approval of the December meeting minutes were held for the Work Session in February.

DEPARTMENT REPORTS

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

Community Development

Brian Elliff, Zoning Administrator, gave a permit summary, highlighted the clearing of the prior Trester's junkyard site as well as other new commercial and residential development in the Township, and discussed property maintenance and zoning enforcement efforts across the area. Finally, Mr. Elliff introduced Township Planner Allison Bahr and Co-Op Sam Allee. Mr. Elliff was given a sendoff from the Board ahead of his upcoming retirement.

Finance

Mr. Ferry introduced the November report as complete and stated that December is close to being completed.

Fire & EMS

Fire Chief Dave Jetter highlighted a record-breaking year for the department with a major increase in total responses and several thousand fleet miles and hours worked.

Police Department

Police Chief Rob Hirsch highlighted December activities including "Stop the Scam" and "Shop with a cop," and announced a reduction in crime rates.

Recreation Department

Mr. Ryan Himes, Director, shared highlights from recent events including the Christmas Tree Lighting at Community Park.

Service Department

Mr. Chris Burdsall, Director, highlighted several projects including the Happy Hollow Gunite re-lining and recent snow operations during record snowfalls.

Administration

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Administrator Steve Kelly thanked all departments for their work and assistance with the tragic trench collapse in December, and thanked Mr. Elliff for his time working with the Township.

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:

Administration

- Approve ending the employment of the part time multi-media intern, Adah Muck, effective January 20, 2026.

Fire Department

- Accept the resignation of part-time Firefighter/EMT Tyler Ervin effective January 25, 2026.

Service Department

- Make a final offer of employment for the position of Service Mechanic to Ryan Mullen effective January 26, 2026 with the rate of \$34.63 per hour contingent on the successful completion of the background check and drug screen.

Community Development

- Approve the retirement notice of Planning and Zoning Administrator, Brian Elliff. Brian’s final day of employment with Miami Township will be January 30, 2026. We would like to recognize and thank Brian for his 31 years of dedicated public service, including more than 10 years of service to Miami Township. Brian, we sincerely appreciate all that you have accomplished during your tenure and wish you the very best in your well-deserved 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 December 12, 2025, through January 15, 2026, including 115 ACH payments numbered 2639 through 2753, 61 electronic payments numbered 4791 through 4851 and 61 checks numbered 149183 through 149243 for the total amount of \$1,705,353.63.

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

Direct Deposit Date	Amount
Pay #1 – January 9	\$ 678,728.84

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

AGENDA ITEM #3 — THEN AND NOW (R2026-02)

Mr. Kelly introduced a memo introducing Then and Now resolution 2025-02. Mr. Ferry noted that the date listed on the chart included was incorrect (February 18, 2025 instead of January 20, 2026).

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_____20_____

Trustee Schulte made a motion to adopt Resolution 2026-02 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$110,667.43, as amended by Mr. Ferry, dispensing with the second reading, and declaring an emergency.

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

AGENDA ITEM #4 — SAFETY SERVICES LEVY (R2026-03)

Trustee Wolff made a motion to adopt Resolution 2026-03, a resolution proceeding to levy a 3.1 mill continuing levy for Safety Services and declaring an emergency.

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

AGENDA ITEM #5 — MEIJER DRIVE ELECTRIC SIGN UPGRADE

Trustee Schulte made a motion to approve the total project request of \$35,000.00 for the purchase and installation of a new sign display at Meijer Drive and Business 28.

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

AGENDA ITEM #6 — OTA CONFERENCE OUT OF TOWNSHIP TRAVEL

Trustee Wolff made a motion to approve the request for Jennifer Ekey and Steve Kelly to attend the OTA Annual Conference on February 4-6, 2026, in Columbus, Ohio, at an estimated cost of \$1,713.00.

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

AGENDA ITEM #7 — ONEOHIO FITNESS PROGRAM

Trustee Schulte made a motion to approve the Fire Department's request to allocate \$15,600.00 of OneOhio opioid settlement funds toward its in-house fitness program.

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

AGENDA ITEM #8 — POLICE INTERCEPTORS PURCHASE

Trustee Wolff made a motion to accept and proceed with the purchase and upfitting of two Police Ford Interceptors at a cost not to exceed \$137,811.00.

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

AGENDA ITEM #9 — TURNOUT GEAR PURCHASE

Trustee Schulte made a motion to approve the Fire Department's request to spend up to \$85,000.00 on necessary turnout gear.

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

AGENDA ITEM #10 — SALT TRUCK CAB AND CHASSIS

Trustee Wolff made a motion to approve the Service Department's request to purchase a large salt truck cab and chassis at a cost not to exceed \$107,951.00.

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

AGENDA ITEM #11 — ZOLL MONITOR PURCHASE

Trustee Schulte made a motion to approve the Fire Department's request to purchase a Zoll Monitor at a cost not to exceed \$48,383.00.

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

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Held JANUARY 20, 2026 20**AGENDA ITEM #12 — 2026 ROAD RESURFACING LIST**

The 2026 Road Resurfacing List was introduced as discussed at the Work Session.

Mr. Ferry asked Mr. Burdsall if, since the price of oil is going down, the Township may get more resurfacing done per dollar spent than predicted. Mr. Burdsall responded that while the price of oil is going down, the price of asphalt is increasing. Trustee Tracy remarked that the price of asphalt should decrease if oil prices decrease since oil is a major component. Mr. Burdsall stated that the price of other asphalt components is still rising, leading to an increase.

Trustee Wolff made a motion to approve the proposed 2026 Street Resurfacing List.

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

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

Trustee Schulte made a motion to approve 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 at an estimated cost of \$529.00.

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

AGENDA ITEM #14 — POLICY MANUAL UPDATE

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.
- **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.

Trustee Wolff made a motion to approve the proposed changes to the policies outlined herein.

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

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Trustee Schulte made a motion to enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the employment and compensation of a public employee. The motion was seconded by Trustee Wolff. Upon roll call, all voted "AYE."

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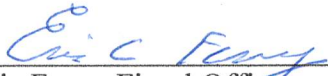
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The Board came out of executive session at 9:14 p.m. and resumed regular session.

Trustee Wolff made a motion to authorize the Township Administrator to execute an agreement with the accounting firm of Clark Schaefer Hackett to provide monthly accounting services to assist the fiscal office in an amount not to exceed \$10,000.00 per month. Trustee Schulte seconded the motion. Upon roll call, all voted "AYE."

The meeting adjourned at 9:15 p.m.

ATTEST:


Eric Ferry, Fiscal Officer


Ken Tracy, Chairperson