

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held JUNE 17, 2025 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, June 17, 2025, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mark Schulte 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: Mary Makley Wolff, Mark Schulte, and Ken Tracy. Law Director Joseph Braun and Administrator Kelly were also in attendance.

PROCLAMATION

The Board proclaimed the month of July as National Parks and Recreation month in Miami Township.

SPECIAL BUSINESS

AGENDA ITEM #1 — PERSONNEL

Administrator Kelly recommended the following action for personnel:

Service Department

- Make a final offer of employment for the position of full-time Maintenance Worker to Jacob Brown with the rate of \$24.05 per hour effective July 7, 2025.

Police Department

- Make a final offer of employment for the position of Police Officer to Nathan Gutzeit with the rate of \$45.45 per hour effective June 23, 2025.
- Make a final offer of employment for the position of Police Officer to Travis Blanton with the rate of \$45.45 per hour effective June 17, 2025.
- Make a final offer of employment for the position of Police Officer to Danielle Panek with the rate of \$38.46 per hour effective June 18, 2025.

Recreation Department

- Make a final offer of employment contingent on the successful completion of a fingerprint background check to Tessa Pietila for the position of Camp Assistant with the rate of \$11.00 per hour and the position of Camp Lead with the rate of \$15.00 per hour effective June 23, 2025.

Mr. Tracy made a motion to accept the personnel recommendations as stated, seconded by Mary Wolff. All voted "AYE."

CEREMONIES

- a. Police Department | New officers Nathan Gutzeit, Travis Blanton, Jeremiah Gailey, Ryan Earley and Danielle Panek were sworn in, and new Police K-9, Niko was introduced.
- b. Community Service Awards | The Board of Trustees presented Community Service Awards to Shelly Stahl and Paige Craig for their outstanding work in uncovering and celebrating the grave marking of Revolutionary War Hero Isaac South.

PRESENTATION

Hannah Lubbers of the Adams-Clermont Solid Waste Policy Committee presented the committee's mandated Solid Waste Management Plan. No action was taken.

APPROVAL OF MINUTES

Mary Wolff made a motion to approve Minutes for the May 12, 2025 Work Session and May 20, 2025 Business Meeting. Mr. Tracy seconded the motion. All voted "AYE."

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DEPARTMENT REPORTS

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

Community Development

Brian Elliff, Zoning Administrator, discussed raised permit counts, potential alternative housing options, updates regarding new developments on Branch Hill Guinea Pike, and the recent submittal of an application for an OKI TA Grant.

Finance

Mr. Ferry briefly introduced his report as complete.

Fire & EMS

Deputy Fire Chief Jon McKinnish highlighted significant EMS responses in May as well as recent Community Engagement events and strategies including the installation of 42 rapid access key boxes throughout the Bridgehaven neighborhood and a Hot Car PSA.

Police Department

Police Chief Rob Hirsch discussed recent Community Pop-Up Events, Summer Camps with Officer Skip, and an update of deployed Officer Nick Mills.

Recreation Department

Mr. Ryan Himes, Director, discussed May events including a recent vintage baseball game and Miami Township’s Community Garden Opening Day. Upcoming events were highlighted, including a pickleball tournament and several upcoming concerts.

Service Department

Mr. Chris Burdsall, Director, gave several updates regarding current projects including the Weber Road Crosswalk, which was delayed due to a culvert pipe issue, but is now resolved. Burdsall also discussed the 2025 Road Improvement Program and paving project.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #2 — PAYMENT OF BILLS

Mrs. Flanigan, Finance Director, gave an update on the status of ARPA funds, which are in good standing and on track to be spent.

Mr. Tracy made a motion to pay the bills of the Township from May 17 through June 12, 2025, including 39 ACH payments numbered 1750 through 1788, 44 electronic payments numbered 4430 through 4473 and 122 checks numbered 148405 through 148526 for the total amount of \$3,544,082.72.

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

<u>Direct Deposit</u>	<u>Date Amount</u>
05/30/2025	\$562,911.90
06/13/2025	\$628,998.65

Mary Wolff seconded the motion. All voted “AYE.”

AGENDA ITEM #3 — THEN AND NOW (R2025-33)

Mr. Tracy made a motion to adopt Resolution 2025-33 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$19,920.00, dispensing with the second reading, and declaring an emergency.

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

AGENDA ITEM #4 — POLICY AND PROCEDURES MANUAL

Mary Wolff requested confirmation that the Township had not changed the Nepotism Policy from its previous state. Mr. Kelly confirmed this.

Mary Wolff made a motion to approve the Administration's request for formal approval of the Township Policy and Procedures Manual, effective immediately.

Mr. Tracy seconded the motion. All voted "AYE."

AGENDA ITEM #5 — VILLAS AT MEADOWSIDE EASEMENT (R2025-34)

Mr. Tracy made a motion to adopt Resolution 2025-34, a resolution authorizing the execution of an access easement agreement with Meadowside Development, LLC, dispensing with a second reading and declaring an emergency.

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

AGENDA ITEM #6 — COMMUNITY ENGAGEMENT PROPOSAL (R2025-35)

Mary Wolff made a motion to adopt Resolution 2025-35, a resolution authorizing the execution of an agreement with Hometown Strategies, LLC, dispensing with a second reading and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

AGENDA ITEM #7 — NEW BRAUN AMBULANCE

Mr. Tracy made a motion to approve the Fire Department's request to purchase a new Braun ambulance from Penn Care, Inc. at an estimated cost of \$358,913.00.

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

AGENDA ITEM #8 — BUDGET SOFTWARE PROPOSAL (R2025-36)

Mary Wolff made a motion to adopt Resolution 2025-36, a resolution authorizing the execution of an agreement with Euna Solutions to implement and procure budgetary software at an annual cost of \$21,975.00- and one-time implementation fee of \$7,800.00, dispensing with a second reading, and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

AGENDA ITEM #9 — OPERATIVE IQ

Mr. Tracy made a motion to approve the Fire Department's request to purchase Operative IQ from Bound Tree Medical in accordance with the costs and commitments outlined herein.

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

AGENDA ITEM #10 — UCAPIT MEDICAL VENDING

Mr. Tracy made a motion to approve the Fire Department's request to purchase the UCapIt CAP 5 Standard Vending System from Bound Tree Medical at a cost not to exceed \$11,138.07.

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

AGENDA ITEM #11 — PLATE COMPACTOR

Mr. Tracy made a motion to approve the Service Department's request to purchase a new plate compactor from Northern Tool and Equipment at a cost not to exceed \$2,609.98.

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

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AGENDA ITEM #12 — CIVIC CENTER FLOORING

Mary Wolff made a motion to approve the Service Department's request to utilize J.L.G. Flooring to replace the flooring in the Administration portion of the Civic Center at a cost not to exceed \$32,840.50.

Mr. Tracy seconded the motion. All voted "AYE."

AGENDA ITEM #13 — DRY RUN WALL MONITORING

Mr. Tracy made a motion to approve the Service Department's request to amend its agreement with Choice One Engineering to complete one additional survey of the Dry Run retaining wall at a cost not to exceed \$1,200.00.

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

AGENDA ITEM #14 — ALL AROUND JOE LEASE AGREEMENT (R2025-37)

Mary Wolff made a motion to adopt Resolution 2025-37, a resolution authorizing the approval of a lease agreement with Lawrence J. Wood II and All-Around Joe, LLC, declaring an emergency, and dispensing with the second reading.

Mr. Tracy seconded the motion. All voted "AYE."

ADD-ONS

AGENDA ITEM #15 — MORATORIUM ON RECYCLING CENTERS (R2025-38)

Mary Wolff made a motion to adopt Resolution 2025-38, a resolution establishing a 180-day moratorium on the acceptance of all applications and the issuance of any permits for any type of recycling centers or building materials storage yards in any zoning district established within the Township, dispensing with a second reading, and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

PUBLIC COMMENT


Marv Hudson spoke about an upcoming 5k event on Saturday, June 21st at 9:00 a.m.

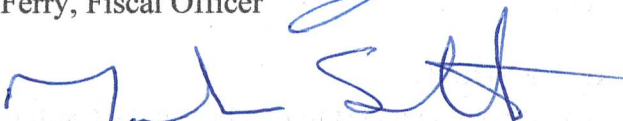
EXECUTIVE SESSION

None.

Meeting adjourned at 9:10 p.m.

ATTEST:


Eric Ferry, Fiscal Officer


Mark Schulte, Chairperson