

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held JULY 15, 2025 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, July 15, 2025, at 7:00 p.m. at the Miami Township Civic Center. Vice Chairperson Ken Tracy called the meeting to order and led the Pledge of Allegiance.

INVOCATION

Service Director Chris Burdsall joined attendees in prayer.

ROLL

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

APPROVAL OF MINUTES

Mary Wolff made a motion to approve Minutes for the June 09, 2025 Work Session and June 17, 2025 Business Meeting. Mr. Tracy seconded the motion. All voted "AYE."

DEPARTMENT REPORTS

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

Community Development

Brian Elliff, Zoning Administrator, discussed the recent opening of Miami Township's Fitness Court in Community Park, UC Graduate Student Co-Op Anu Ramachandran's recent accomplishments, and a new Interactive Zoning Map which is now live on the Township website.

Finance

Mr. Ferry briefly introduced his report as complete.

Fire & EMS

Deputy Fire Chief Jon McKinnish discussed 8 structure fires that occurred in the month of June, including one such fire that was captured with in-home video cameras and highlighted the quick response of MTWP FEMS. McKinnish also discussed 3 water rescues that occurred as well as a water safety campaign that was launched.

Police Department

Police Chief Rob Hirsch highlighted several Independence Day Neighborhood Parades, a recent drug seizure, and an upcoming National Night Out occurring August 5<sup>th</sup> from 6-8pm. Finally, Chief Hirsch gave an update on deployed Officer Nick Mills.

Recreation Department

Mr. Ryan Himes, Director, discussed June events including Blake Tyler at Community Park as well as current Summer Camps, and the upcoming Taylorville event at Miami Meadows on August 2<sup>nd</sup>.

Service Department

Mr. Chris Burdsall, Director, highlighted the completed Miami Meadows Fence project, gave an update on paving in the Township, and spoke about the hard work the Service Department had recently undertaken during cleanup efforts following a recent storm.

Administration Department

Mr. Steve Kelly, Administrator, discussed the Fitness Court and thanked the many people who came together for that project and those who made funding possible.

OLD BUSINESS

None.



Held JULY 15, 2025

**NEW BUSINESS**

New Business was discussed as follows:

**AGENDA ITEM #1 — PERSONNEL**

Administrator Kelly recommended the following action for personnel:

**Community Development**

- Make a final offer of employment for the position of Township Planner to Allison Bahr with the rate of \$20.80 per hour effective July 16, 2025.

**Service Department**

- Promote Justin Leever to the position of Maintenance Worker 4-2 with a rate of \$38.24 per hour effective July 7, 2025.
- Promote Seth Pitman to the position of Maintenance Worker 4-1 with a rate of \$34.97 per hour effective July 7, 2025.

**Fire Department**

- Approve the retirement of Lieutenant Steve Wells from the position of Firefighter/Paramedic effective July 9, 2025. We would like to thank Steve for over 43 years of service to the community with 31 of those years being with Miami Township.
- Approve the retirement of Lieutenant Jim Petry from the position of Community Health Coordinator effective July 18, 2025. We would like to thank Jim for over 34 years of service to the community with 25 of those years being with Miami Township.

**Police Department**

- Accept the resignation of Detective Jesse Graham from his position within the police department effective August 3, 2025.
- Remove the following employees from probation:
  - Sgt. Brian Mehne effective June 22, 2025
  - Officer Craig Heintzelman effective July 2, 2025
  - Officer Alan Van Pelt effective July 16, 2025
  - Lt. Keith Bullock effective August 2, 2025

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

**AGENDA ITEM #2 — PAYMENT OF BILLS**

Mary Wolff made a motion to pay the bills of the Township from June 13 through July 11, 2025, including 140 ACH payments numbered 1789 through 1928, 55 electronic payments numbered 4474 through 4528 and 114 checks numbered 148527 through 148640 for the total amount of \$3,200,092.65.

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

<u>Direct Deposit</u>	<u>Date Amount</u>
06/27/2025	\$651,112.92
07/11/2025	\$648,824.54

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

**AGENDA ITEM #3 — THEN AND NOW (R2025-39)**

Mary Wolff made a motion to adopt Resolution 2025-39 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.

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



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AGENDA ITEM #4 — GENERATOR REPAIR

Director Burdsall discussed a recent incident that occurred with the backup generator at the Service Department. After a service visit, it was determined that the Logic for the generator was failing and would need to be replaced.

Mary Wolff made a motion to approve the replacement of the Logic Control for the Service Department Generator at a cost not to exceed \$5,365.33.

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

AGENDA ITEM #5 — AMBULANCE UPFITTING

Deputy Chief McKinnish discussed the need to send a recently obtained ambulance for upfitting.

Mary Wolff made a motion to approve funding for upfitting of the Braun demo ambulance at a cost not to exceed \$7,500.80.

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

AGENDA ITEM #6 — STN. 29 OVERHEAD DOOR REPAIR

Deputy Chief McKinnish discussed a recent incident that damaged the overhead door at Station 29. While initially thought to be a costly repair, the Fire Department was able to secure a much lower price by going directly to the manufacturer.

Mary Wolff made a motion to approve the repair of the door at Station 29 by the Overhead Door Company for a cost not to exceed \$3,935.00

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

AGENDA ITEM #7 — HEALTHCARE RENEWAL

Mr. Kelly discussed the need to renew the Township's Healthcare policies for the benefit year September 1<sup>st</sup>, 2025 – August 31<sup>st</sup>, 2026. The suggested policies were selected in order to minimize the rate increase for Employees and the Township.

Mary Wolff made a motion to renew Health and Vision insurance with Anthem and make the proposed changes to Dental, Basic Life/AD&D, Short Term and Long-Term Disability, Critical Illness and Accident Policies.

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

AGENDA ITEM #8 — SURPLUS ITEMS (R2025-40)

Mr. Kelly presented a list of items which need to be disposed.

Mary Wolff made a motion to adopt Resolution 2025-40, a resolution authorizing the disposal or sale of unneeded or obsolescent personal property no longer necessary for Township use and dispensing with a second reading.

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

AGENDA ITEM #9 — ZONING CASE #596 (SET)

Mr. Brian Elliff, Zoning Administrator, discussed possible dates for a Trustee Special Hearing.

Mary Wolff made a motion to set a special Board of Trustees meeting for Monday August 11, 2025 at 6:30 p.m. to hear zoning case #596, and any other business that may come before the Board.

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



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**AGENDA ITEM #10 — MATTRESS REPLACEMENTS**

Deputy Chief McKinnish discussed the need to replace several 10+ year-old mattresses at Station 29. According to McKinnish, these are on a replacement schedule and were budgeted for at the beginning of the year.

Mary Wolff made a motion to approve funding for the purchase of station mattresses at a cost not to exceed \$5,967.98.

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

**AGENDA ITEM #11 — SOLID WASTE PLAN (R2025-41)**

Mr. Kelly discussed a comprehensive update that was received from the Adams – Clermont Solid Waste District on their 2025 Solid Waste Management Plan, which will update solid waste and recycling services across both counties for the next fifteen years.

The District levies a generation fee of \$4.00 via facility contracts. With approval of this plan update, that rate is not anticipated to increase prior to the next plan writing cycle. These fees are NOT taxes levied against local residents, but rather are monies remitted by waste haulers in support of required recycling and waste reduction programming.

Mary Wolff made a motion to pass Resolution 2025-41, a resolution approving the Solid Waste Management Plan of The Clermont County Solid Waste Management District and dispensing with the second reading.

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

**AGENDA ITEM #12 — OHIO TASK FORCE ONE**

Deputy Chief McKinnish requested approval for two firefighter/paramedics, Ryan Flake and Chris Luebbe, to join Ohio Task Force 1 (OH-TF1), the state's Federal Urban Search and Rescue Team.

According to McKinnish, participation in OH-TF1 offers advanced training and hands-on experience in large-scale disaster operations, ultimately expanding the knowledge and skills within our department. A Memorandum of Understanding (MOU) is being finalized and will be submitted to the Legal Director, Mr. Braun, for review.

According to current program guidelines, any deployment costs, including backfill coverage, will be reimbursed through the federal system, ensuring minimal or no financial impact on the Township.

Mary Wolff made a motion to approve Ryan Flake and Chris Luebbe joining OH-TF1 based on Mr. Bruan's review of the MOU.

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

**AGENDA ITEM #13 — RETAIL ACADEMY OOT REQUEST**

Mr. Kelly presented a request to send himself and Miami Township's new Economic Development Manager, Jennifer Ekey, to attend a two-day training and education session with Economic Development partner Retail Strategies in Birmingham, Alabama.

Mary Wolff made a motion to approve out-of-town travel for Steve Kelly and Jennifer Ekey to attend the Retail Academy in Birmingham, AL from September 8th through September 10th at a cost not to exceed \$1,725.00.

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

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Held JULY 15, 2025 20**AGENDA ITEM #14 — STATION 26 IMPROVEMENTS**

Deputy Chief McKinnish requested approval for several improvements being made to Station 26. These include a new electric sub-panel, new electric circuits and delta line, staff vehicle shoreline plug installation, landscaping improvements, and front entry painting/repair. According to McKinnish, the updates are being prioritized due to the station's prominent location in the Township and to ensure continued efficient and reliable service.

Mary Wolff made a motion to approve improvements to Station 26 for a cost not to exceed \$14,698.43.

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

**PUBLIC COMMENT**

Richard Lean of 6402 Paxton Woods Drive requested that signs displaying vehicle speeds be installed for 90 days in his neighborhood.

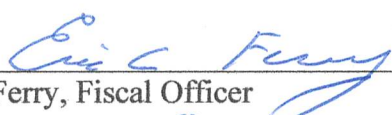
**EXECUTIVE SESSION**

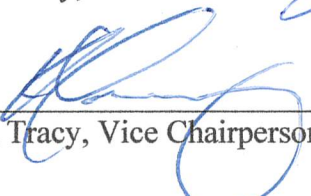
Mary Wolff made a motion to enter Executive Session pursuant to Ohio Revised Code Section 121.22 (G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance that is directly related to a request for economic development assistance that is to be provided or administered under Ohio law and was seconded by Mr. Tracy. Upon Roll call, all voted "AYE."

Mary Wolff made a motion to come out of Executive Session and was seconded by Mr. Tracy. Upon Roll call, all voted "AYE."

Meeting adjourned at 8:30 p.m.

ATTEST:

  
Eric Ferry, Fiscal Officer

  
Ken Tracy, Vice Chairperson