RECORD OF PROCEEDINGS

Minutes of Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held AUGUST 10, 2026 20

The Miami Township Board of Trustees met in a Work Session on Monday, August 10, 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. Trustees Mary Makley Wolff, Mark Schulte, and Ken Tracy were in attendance. Also attending were Township Administrator Steve Kelly and Township Law Director Joe Braun.

CORRESPONDENCE

The following correspondence was approved by the Board:

- Liquor License Requests: El Taco Veloz 2 LLC transfer to Las Catrinas Milford LLC
- New Request for Kroger SR 28 Bypass (Fuel Station)
- Authorized Signatory Letter for BMV - Revised

MINUTES APPROVED

Trustee Wolff made a motion to approve the minutes from the July 21, 2026 Special Meeting and July 21, 2026 Business Meeting. The motion was seconded by Trustee Schulte. Upon roll call, all voted "AYE."

AGENDA ITEM #1 — PERSONNEL

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

Fire Department
Remove Deputy Chief Ross Pawlak from probationary status effective July 19, 2026.

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 — OPWC GRANT APPLICATION

Mr. Kelly requested approval to enter into a joint application and cooperative agreement with Union Township for the latest round of Ohio Public Works Commission funding. He explained that the Township had originally planned to include three landslide stabilization projects in a joint application through the Clermont County Engineer's Office but learned that the County did not have additional projects to submit this year.

Mr. Kelly stated that Miami Township and Union Township determined that a joint application could improve their chances of receiving funding. He noted that Miami Township's proposed projects are located near 5310 Sugar Camp Road, at Dry Run Road and Galley Hill Road, and near 5180 Dry Run Road.

Finally, Mr. Kelly stated that Choice One Engineering is finalizing project costs and that the Law Directors for both townships are preparing the cooperative agreement. He noted that final costs and agreements will be presented to the Board for review at the Business Meeting.

Trustee Wolff made a motion to allow the Administrator to enter into a joint application and cooperative agreement with Union Township to submit for OPWC funds for the projects indicated.

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

AGENDA ITEM #3 — STATE CAPITAL GRANT FOR COMMUNITY PARK

Mr. Kelly reported that the Township was awarded $100,000.00 through the FY2027-2028 State Capital Bill toward replacement of the playground structure and equipment at Community Park. He requested permission to accept the funding and coordinate with the Ohio Department of Natural Resources on the program.

Mr. Kelly explained that the overall project is currently estimated at $550,000.00 and that staff plans to pursue additional funding, including a potential Game Time grant of up to $100,000.00. He noted that existing TIF funds may also be available to support the project and that the State Capital Bill funding will be provided on a reimbursement basis.

Finally, Mr. Kelly requested Board guidance regarding budgeting the full estimated project cost in 2027 to allow staff to plan accordingly and pursue additional grant opportunities.

Trustee Wolff stated that the playground contains its original equipment and expressed support for updating it to reflect improvements made at other Township parks and meet current safety standards. Trustee Tracy agreed that the update is needed.

Trustee Schulte asked for clarification regarding the amount of grant funding being requested and the funding already available to the Township. Mr. Kelly responded that staff intends to pursue grant funding for as much of the total project cost as possible.

No action was necessary at this time, and the item will be brought back to the next Business Meeting for formal consideration.

AGENDA ITEM #4 — PD JOB DESCRIPTIONS

Mr. Kelly presented the item on behalf of Mrs. Asher, HR Director, regarding updated job descriptions for Police Department positions. He explained that Mrs. Asher had worked closely with Police Department personnel over the past several months to ensure the descriptions accurately reflect current duties, responsibilities, reporting relationships, and qualifications.

Mr. Kelly stated that updated job descriptions for 11 Police Department positions had been provided to the Board for review and consideration.

Chief Hirsch spoke, stating that he had seen and approved of all descriptions, and thanked Mrs. Asher for her help with them.

No action was needed at this time, and the item will be taken to the next Business Meeting for formal consideration and approval.

AGENDA ITEM #5 — STRATEGIC MASTER PLAN

Mr. Kelly requested approval to enter into a contract with Yard & Company for development of a comprehensive Master Plan for the Township. He explained that, following a Request for Proposals and review of consultant qualifications, approach, scope, timeline, and overall value, staff selected Yard & Company as the preferred consultant.

Mr. Kelly stated that the Master Plan will establish a long-term framework connecting land use, parks, housing, economic development, facilities, infrastructure, transportation, and quality-of-life initiatives. He noted that the process will incorporate previous planning efforts and include public and stakeholder engagement, development of community goals and priorities, and an implementation-focused plan.

Finally, Mr. Kelly stated that the contract will not exceed $175,000.00 and that funding was included in the 2026 budget through existing TIF funds. He added that the Board will receive updates throughout the development of the Master Plan.

Economic Development Manager Jennifer Ekey responded that the process would take approximately 12–15 months. Trustee Wolff stated that she would prefer a 12-month timeline.

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

AGENDA ITEM #6 — 2026-27 SALT BID RESULTS

Mr. Burdsall reported that the Township participated in the Southwest Ohio Purchasers for Government (SWOP4G) regional consortium to obtain competitive pricing for the 2026-2027 winter highway salt supply. He stated that Morton Salt submitted the lowest bid at $115.12 per ton, compared with $119.00 per ton from Champion Landscape Supply.

Finally, Mr. Burdsall stated that the Township requested 2,500 tons based on salt usage in recent years. He noted that the total cost for the 2026-2027 winter highway salt purchase will be $287,800.00 and recommended awarding the contract to Morton Salt.

Trustee Schulte asked why American Rock Salt declined to bid. Mr. Burdsall stated that he did not know and noted that another company had also declined to bid. Trustee Schulte asked about the Township's cost per ton the previous year. Mr. Burdsall stated that the Township paid $88.80 per ton, making the 2026-2027 price $26.32 per ton higher.

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 — BALLISTIC VEST REPLACEMENT

Chief Hirsch requested approval to purchase five new ballistic vests for existing Police Department personnel whose current vests are expiring. He explained that four vests will be used for regular patrol duties and one will be used by an officer assigned to the multi-jurisdictional SWAT team.

Chief Hirsch stated that four patrol vests and carriers will be purchased from Ray O'Herron at Ohio State Contract pricing of $1,773.88 each, while the SWAT vest and carrier will be purchased from Kiesler Police Supply for $5,364.00.

Finally, Chief Hirsch reported that the total cost is $12,459.52 and was included in the Police Department's 2026 budget. He added that the Department will pursue partial reimbursement through the Ohio Law Enforcement Bulletproof Vest Program.

Trustee Schulte asked whether the Township had been successful in obtaining funding through the Ohio Law Enforcement Bulletproof Vest Program in the past. Chief Hirsch responded that the Department has successfully received funding through the program in the past. He stated that the program provides up to $40,000.00 per jurisdiction over a seven-year period and that, if the Township has not reached that cap, it could receive reimbursement of up to 75%.

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 — TRUCK BED REPLACEMENT

Mr. Burdsall requested approval to replace the dump bed on Truck 1502, a 2015 GMC 3500 that was previously scheduled to be sold following the purchase of a new small salt truck. He explained that the Township instead plans to repurpose Truck 1502 for cemetery operations due to ongoing issues with the cemetery's 1997 Ford F-350.

Finally, Mr. Burdsall stated that Knapheide provided a quote of $12,375.00 to replace the deteriorated bed. He noted that $54,000.00 remains in the budget for the small salt truck purchase and that a salt system will not be installed on the repurposed truck to help preserve the new steel bed.

Trustee Tracy asked whether repurposing Truck 1502 had always been the plan. Mr. Burdsall responded that the Department had originally planned to sell Truck 1502 but, due to ongoing issues with the 1997 Ford F-350, decided to sell the older truck instead.

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 — STATION 27 & 29 LANDSCAPING

Chief Jetter requested approval for Bzak Landscaping to replace the existing mulch with landscape rock at Fire Stations 27 and 29. He explained that these are the final two stations to receive the improvement following similar installations at Fire Stations 26 and 28. The landscape rock will provide a more durable, lower-maintenance appearance and reduce recurring mulch replacement costs.

Finally, Chief Jetter reported that Bzak Landscaping submitted the lowest quote at $11,395.93, compared with $19,465.00 from Wimberg Landscaping. He noted that the Service Department will assist with preparing the landscape beds to reduce costs and recommended awarding the project to Bzak Landscaping.

Trustee Schulte asked if Chief Jetter had any indication of why some contractors did not respond to requests for quotes. Chief Jetter responded that scheduling was the most likely reason.

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 — ROAD LINE STRIPING

Mr. Burdsall requested approval for A&A Safety to repaint pavement markings on eight Township-maintained streets that were last repainted in 2020. He explained that the Township plans to establish a rotation for maintaining pavement markings throughout Miami Township.

Finally, Mr. Burdsall stated that A&A Safety provided a quote of $21,189.70 to complete the work. He noted that staff contacted another vendor but did not receive an additional quote.

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 — STATION 26 NETWORK UPGRADE – ADDITIONAL COST

Chief Jetter requested approval for Intrust IT to complete additional network equipment upgrades at Fire Station 26. He explained that the additional work was identified following the Board's approval of the initial network infrastructure upgrade and is necessary to complete the project as intended.

Chief Jetter noted that the network upgrade has been a priority for several years but was previously deferred due to other Township capital projects. Finally, he stated that the additional project cost is $14,911.26.

Trustee Wolff asked what was approved last time. Chief Jetter responded that the Board had previously approved a contractor to organize the existing cabling into a network cabinet. He explained that the current request covers the cabinet and overall network upgrade through Intrust IT. Combined with the previously approved work, the total project cost will be approximately $18,800.00.

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

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Trustee Schulte 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 that is directly related to a request for economic development assistance to be administered under Ohio law that is necessary to protect the interests of the applicant and the investment of public funds in connection with the project.

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

The Trustees came out of executive session at 9:14 p.m. and resumed normal session.

The meeting was adjourned at 9:15 p.m. on August 10, 2026.

ATTEST:

Eric C. Ferry, Fiscal Officer

Ken Tracy, Chairperson

RECORD OF PROCEEDINGS

Minutes of Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

Held _____ 20 _____