RECORD OF PROCEEDINGS

Minutes of Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held SEPTEMBER 14, 2026 20

The Miami Township Board of Trustees met in a Work Session on Monday, September 14, 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.

AGENDA ITEM #1 — PERSONNEL

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

Police Department
Accept the resignation of Travis Blanton from the position of full-time police officer effective August 21, 2026.

Service Department
Approve ending the employment of full-time mechanic Ryan Mullen effective September 2, 2026.

Community Development Department
Approve ending the employment of Seasonal Co-Op, Matthew Shuppert, effective August 14, 2026.

Recreation Department
Make a final offer of employment for the position of part-time lifeguard to Carolyn Marks with a rate of $16.00 per hour effective September 21, 2026.

Trustee Wolff made a motion to accept the personnel recommendations as stated.

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

AGENDA ITEM #2 — HAZARD MITIGATION PLAN

Mr. Kelly stated that Clermont County's updated Hazard Mitigation Plan identifies and prioritizes hazards, outlines measures to reduce potential losses, and coordinates implementation using state and federal grant opportunities. He explained that the plan must be updated every five years to maintain eligibility for disaster mitigation grants. The County's plan was adopted in 2026 and is valid through July 15, 2031. Township adoption would ensure eligibility for pre-disaster and post-disaster mitigation grant programs.

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 #3 — DAY HEIGHTS GARDEN CLUB MOU

Mr. Kelly stated that in our recent work with the members of the Day Heights Garden Club (DHGC) on the new pollinator garden that is being installed at the Spirit of '76 Park, both parties agreed it would be best to have some form of agreement in place for the volunteer services that the Township receives at that location, as well as Community Park in the area surrounding the Leming House.

Similar to the formalization of the relationship with Clermont County Senior Services, this memorandum of understanding (MOU) would establish a joint understanding of the cooperative arrangement that is mutually beneficial for both groups.

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 — SOCIAL MEDIA ASSESSMENTS AND TRAINING

Mr. Kelly stated that the Township is evaluating its website and social media use as part of its cybersecurity review and technology updates. Mr. Menz is updating the website to address federal ADA requirements. With assistance from the Clermont County Chamber of Commerce, the Township obtained proposals from Foxglove Digital and O'Keefe PR to assess its website and social media engagement, compare practices with similarly sized area townships, and develop or refine policies, procedures, and staff training.

During a general discussion regarding social media practices, the Trustees asked Mr. Kelly to gather vendor references from other communities, even those outside the county, and decide on what scope is needed for the project.

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

AGENDA ITEM #5 — AGENDA AND MEETING MANAGEMENT SOFTWARE

Mr. Kelly presented a recommendation to use CivicPlus Select for agenda and meeting management following staff review of CivicPlus, Diligent Community, and Govably. He explained that Select would improve public transparency, streamline agenda submission and approval, reduce packet preparation time, and improve accuracy while preserving staff control over official minutes. The platform could also support the Zoning Commission and Board of Zoning Appeals.

He stated that the estimated cost through 2028 is $25,309.00, including setup and excluding the separate DocAccess service while staff explores other ADA compliance options.

The Trustees asked Mr. Kelly to obtain feedback from Department Heads regarding usability.

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 — GATEWAY BANNERS

Mr. Kelly stated that the Township budgeted $10,000.00 in the 2026 General Fund for replacement gateway banners along Business 28, Romar Drive, and the intersection of Branch Hill Guinea Pike and Loveland Miamiville Road. The existing banners, installed in spring 2020, are showing wear from weather exposure. Replacement banners would remain 24 by 48 inches with updated designs, while usable banners would remain in rotation. He recommended purchasing from the original vendor, Signs.com, which offered the lowest price at $63.00 per banner, and requested authorization for an amount not to exceed $10,000.00.

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

AGENDA ITEM #7 — ENGINE 14 UPFITTING

Standing in for Chief Jetter, Deputy Chief McKinnish introduced a request to upfit Engine 14, the new E-ONE pumper, by Fire Manufacturing Innovations (FMI) LLC.

FMI specializes in installing fire apparatus equipment. Jetter stated that this will be our second time working with FMI. They offer a streamlined process, high-quality workmanship, and significantly shorter turnaround times than in-house equipment fitment. The fire engine will be at FMI for a few weeks and will return fully ready for use.

The total cost to install the equipment would be $71,280.29.

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 — OAKLAND ISLAND REMOVAL

Mr. Burdsall stated that residents requested removal of the entrance island at Oakland Subdivision due to maintenance concerns. Staff confirmed that the island is within dedicated right-of-way and is already the Township's maintenance responsibility, although residents have maintained it for several years. He reported quotes of $37,410.00 from JK Meurer and $43,623.42 from Neyra Paving to remove the island and pave the area. He recommended JK Meurer based on its lowest quote and satisfactory work on previous Township projects.

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 — PD ELECTRICAL WORK

Chief Hirsch requested electrical improvements in the lower level of the main police building to meet increased equipment charging needs. The work would add circuits, outlets, and receptacles for patrol officers' electronic devices. He stated that the project was included in the Police Department's 2026 capital improvements budget. Two bids were received: $9,072.89 from Turner On Services and $8,225.00 from Kraft Electric.

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 — HANDLHELD RADIO REPLACEMENTS

Mr. Burdsall stated that the Service Department's five handheld radios, placed in service in December 2014, continue to experience operational and charging issues despite battery replacements and repairs. He obtained a quote from Mobilcomm, the Township's vendor for Clermont County Network radios, for six replacement radios, setup services, and a charging dock totaling $22,506.57. A promotional discount of $300.00 per radio would reduce the total to $20,706.57 if approved before September 18, 2026.

Desiring the discounted price, Trustee Wolff made a motion to approve the Service Department's request to purchase new handheld radios for a total promotional cost of $20,706.57. Trustee Schulte seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #11 — STATION 26 SHORELINE POWER FOR STAFF VEHICLES

Deputy Chief McKinnish requested approval for JRB Electric LLC to install six electrical outlets near the exterior parking areas at Fire Station 26 at a cost not to exceed $3,900.00. He explained that shoreline power would keep vehicle equipment charged, reduce premature vehicle battery failures, and improve vehicle readiness and reliability.

The Trustees inquired about whether the Fire Department could ask Kraft Electric to quote the work at a discount since they will already be performing work at the Police Station. Deputy Chief McKinnish responded that he would ask Chief Jetter to look into it.

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 — EVERGREEN CEMETERY FENCE REPLACEMENT

Mr. Burdsall stated that the split-rail fence at Evergreen Cemetery has deteriorated despite ongoing repairs, making full replacement more cost-effective. He recommended replacing it with Kentucky three-board fencing to match the other Township cemeteries. Two estimates totaled $28,873.00 and $35,805.00, including removal. He recommended Pioneer Fence at $23,673.00, with the Service Department removing the existing fence to avoid the $5,200.00 removal charge.

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 AND Section 121.22(G)(1) to discuss the employment of a public employee.

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

The Trustees came out of executive session at 8:24 p.m. and resumed normal session.

The meeting was adjourned at 8:25 p.m. on September 14, 2026.

ATTEST:

Eric C. Ferry, Fiscal Officer

Ken Tracy, Chairperson