

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held SEPTEMBER 16, 2025 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, September 16, 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

Vice Chair Ken Tracy joined attendees in prayer.

APPOINTMENT

Mary Wolff made a motion to appoint Administrator Steve Kelly as Acting Fiscal Officer. The motion was seconded by Mr. Tracy and both voted "AYE."

ROLL

Acting Fiscal Officer Mr. Steve Kelly 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 not in attendance.

PRESENTATION

Lee Ann Watson, Executive Director of the Clermont County Mental Health and Recovery Board, advocated in support of the Board's renewal levy on the November Ballot.

DEPARTMENT REPORTS

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

Community Development

Brian Elliff, Zoning Administrator, discussed permit counts and noted that single-family permits are up from last year. Additionally, Mr. Elliff called out the department's work with the County Regional Planning Commission. Mary Wolff stated that often we receive complaints from business owners that county services are not moving fast enough. It was discussed that better solutions need to be put in place in order to streamline regulatory processes.

Further, Mr. Elliff gave an update on the WaWa coming to Branch Hill Guinea Pike. Demolition is underway for the building on site. Finally, Mr. Elliff highlighted the work of Co-Op Anu Ramachandran for her work with ODOT on the Safe Routes to School Program, along with Administrator Kelly.

Finance

Mr. Kelly described the July and August reports as complete.

Fire & EMS

Fire Chief Dave Jetter highlighted the department's launch and successful use of the Pre-Hospital Blood Program, which is the first of its kind in Cincinnati. A Channel 12 segment on the topic was shown to the Board and Jetter announced an upcoming blood drive.

Police Department

Police Chief Rob Hirsch introduced a new survey for residents on Miami Township Safety Services as well as two upcoming Town Hall events. Hirsch also announced a November 9th Open House at the Police Station from 2-6 p.m. Hirsch gave an update on this year's Citizen's Police Academy, which has been very informative to participants. Finally, Hirsch discussed recent warrant activity and also gave an update on Officer Nick Mills who has suffered a non-combat related injury while overseas and is expected to make a full recovery.

Recreation Department

Mr. Ryan Himes, Director, thanked other departments for their assistance in the very successful Taylorville event in August. Mr. Himes also talked about our partnership with In the Doghouse Productions as well as their 360 camera which we are now able to use at some events. Finally, Himes discussed an upcoming Vintage Baseball Game and Movie event.

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Service Department

Mr. Chris Burdsall, Director, highlighted the recent restocking of fish at the pond in Miami Meadows Park, gave an update on the Highview Gunite project, and gave a reminder about the upcoming Fall Clean Up Days.

Administration Department

Mr. Steve Kelly, Administrator, discussed a recent trip to Alabama to attend Retail Academy and discover a number of potential businesses and ideas that could come to the Township. Mary Wolff, who also attended the Academy, discussed some interesting thoughts that came out of the trip, including that businesses and communities have different lenses but can work together to create great retail spaces.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #1 — PAYMENT OF BILLS

Mary Wolff made a motion to pay the bills of the Township from August 15 through September 09, 2025, including 102 ACH payments numbered 2067 through 2168, 36 electronic payments numbered 4588 through 4623 and 61 checks numbered 148778 through 148838 for the total amount of \$1,688,563.45.

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

| <u>Direct Deposit</u> | <u>Date</u> | <u>Amount</u> |
|-----------------------|-------------|---------------|
| 08/22/2025 | | \$600,361.24 |
| 09/05/2025 | | \$588,706.47 |

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

AGENDA ITEM #2 — SIX-MONTH CREDIT CARD REVIEW

Administrator Kelly introduced the twice-annual credit card review in compliance with Ohio Revised Code 505.64 and the Township Credit Card Policy. An overview of Township credit cards was given:

The Township has individual department credit card limits ranging from \$5,000.00 to \$13,000.00, with the sum of all individual cards equaling \$100,000.00. Within these limits, the overall corporate account limit is \$60,000.00 Township wide and may not be exceeded. Credit card purchases follow the same purchasing procedures as any other expense; purchase orders are required and goods or services exceeding \$2,500.00 are required to go before the Board for approval.

Number of Credit Cards: 14

Change in Number of Credit Cards: None

Changes to Credit Limits: None

Changes to Expiration Dates: 13 cards expired in 8/25 – replacement cards were received with an updated expiration date of 8/29

Summary: Total Township credit card expenditures for the six-month period are \$171,122.05 as compared to \$157,558.48 in the previous six-month period.

Departmental Fluctuations: Credit card usage varies seasonally across departments. To provide context, historical data from the same period last year has been included in the attached table for reference:

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| | March – Aug 2024 | Sept – Feb 2025 | March – Aug 2025 |
|------------------|----------------------|----------------------|----------------------|
| Admin/Trustee x3 | 9,321.50 | 7,892.90 | 18,913.55 |
| Fire x3 | 42,480.33 | 40,151.06 | 49,245.48 |
| IT | 6,504.42 | 7,340.24 | 8,905.10 |
| PD x3 | 53,825.17 | 67,671.48 | 60,211.05 |
| Rec | 16,064.05 | 6,376.38 | 11,210.88 |
| Service x3 | 29,961.04 | 28,126.42 | 22,635.99 |
| Total | \$ 158,156.51 | \$ 157,558.48 | \$ 171,122.05 |

Noting the Overall Corporate Account Limit is \$60,000.00, Mary Wolff asked how the Police Department was able to exceed that twice in the last 6 months. Mr. Kelly stated that the Finance Director may have authorized the overages to ensure pending charges went through. Chief Hirsch of the Police Department stated that the recent hiring of 5 new officers in quick succession contributed to the rise in credit card spending. Questions about the Overall Corporate Limit ultimately led to the decision to seek more clarity from the finance department on this issue.

Mary Wolff made a motion to approve the semi-annual credit card review for the previous six-month period. Mr. Tracy seconded the motion. All voted "AYE."

AGENDA ITEM #3 — STATE CAPITAL BILL

As discussed in the Work Session, Mr. Kelly proceeded with the State Capital Bill request; stating that he had gathered estimated costs and ranges for the proposed project options. These ranges were shared with the Board. Mr. Kelly stated that the application packet would be due by October 31st, and that a project should be chosen to focus on for the application at this time.

The Board asked for Mr. Kelly's recommendation, to which he stated that there is an additional grant for playground equipment, meaning that the Community Park Playground project could potentially benefit from two grants and may offer the greatest financial benefits.

Mary Wolff and Mr. Tracy agreed that Community Park looked like the best option, and all agreed to let Kleinger's know to focus on that project. No further action was taken at this time.

AGENDA ITEM #4 — SUPPLEMENTAL APPROPRIATIONS (R2025-48)

Administrator Kelly stated that supplemental appropriations would be needed to cover projects and expenses approved by the Board that may not have been anticipated during the completion of the 2025 budget. These are outlined below:

| Fund | Net Change | Reason |
|------------------------------------|------------|---|
| 2020 Gasoline Tax | \$ 35,000 | Increase appropriations for 2025 Road Resurfacing and Repair |
| 2903 OneOhio Opioid Settlement | 50,000 | Increase appropriations for use of opioid settlement funds |
| 4010 Hwy Safety Grant (IDEP, STEP) | 35,000 | Increase appropriations for personnel cost related to grant reimbursement |

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| | | |
|---------------------------------------|---------|---|
| 5010 Kohls TIF | 9,300 | Net increase in appropriations related to Lorven Dr Phase 2B project |
| 5050 Wolfpen Pleasant Hill TIF | 2,400 | Revenue sharing payments to local schools from increased PILOTS received |
| 6120 Middleton Oaks RID | 25,000 | Increase appropriations related to ODOT Branch Hill Miamiville Bridge – project moved up and scope substantially changed to reduce overall cost |
| 6130 Willows Bend RID | 125,000 | Revenue sharing payments to local schools from increased PILOTS received |
| Total Appropriation Changes | | \$ 281,700 |

Mary Wolff made a motion to adopt Resolution 2025-48, a Resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2025, and dispensing with the second reading. Mr. Tracy seconded the motion. All voted “AYE.”

AGENDA ITEM #5 — ACCEPTANCE OF RATES (R2025-49)

According to Mr. Kelly, Ohio Revised Code section 5705.34 requires each taxing authority, by ordinance or resolution, to authorize the necessary tax levies and certify them to the county auditor by October 1st. An estimate has been provided by the County Budget Commission for Board approval.

Mary Wolff made a motion to accept the Amounts and Rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor and dispensing with the second reading. Mr. Tracy seconded the motion. All voted “AYE.”

AGENDA ITEM #6 — NUISANCE CASES (R2025-50)

Mary Wolff made a motion to authorize the abatement, control or removal of vegetation, garbage, rubbish, or debris from addresses as discussed in the previous meeting and dispensing with the second reading.

Mr. Tracy seconded the motion. All voted “AYE.”

AGENDA ITEM #7 — FEMS OUT OF TOWNSHIP REQUEST

Mary Wolff made a motion to approve the Fire Department’s request to send John Cooper to attend the Community Paramedicine Academy in Pickerington, Ohio, from September 29 to October 03, 2025, at an estimated cost of \$1,134.00, as discussed in the previous meeting.

Mr. Tracy seconded the motion. All voted “AYE.”

AGENDA ITEM #8 — LORVEN DRIVE ADDITIONAL QUANTITIES

Mary Wolff made a motion to approve the request to utilize an additional \$18,000.00 in TIF Funds to cover quantities that were not included in the original Lorven Drive Phase 2B project bid as discussed in the previous meeting.

Mr. Tracy seconded the motion. All voted “AYE.”

AGENDA ITEM #9 — WEATHER SIREN ISSUES

Mr. Tracy announced that Agenda Item #9 has been tabled until next month.

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Mary Wolff made a motion to approve the Service Department's request to work with The Davey Tree Company for the removal of two Maple trees near ground level and haul wood and debris away for a total of \$4,480.00 as discussed in the previous meeting.

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

AGENDA ITEM #11 — SCANNING CONTRACT RENEWAL

Mary Wolff made a motion to approve the renewed agreement with SC Strategic Solutions, LLC for professional Service and Imaging Software as enclosed with the September 10, 2025 recommendation memorandum and authorize the Administrator & Public Safety Director to sign the document as discussed in the previous meeting.

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

AGENDA ITEM #12 — VENTILATOR PURCHASE

Mary Wolff made a motion to approve the Fire Department's request to purchase one (1) Hamilton T1 Ventilator from Hamilton Medical, Inc. for the cost of \$16,500.000, utilizing funds given by the Day Heights Memorial Firefighters Foundation as discussed in the previous meeting.

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

AGENDA ITEM #13 — PAVING PROGRAM ADDITIONAL FUNDS

Mary Wolff made a motion to approve the Service Department's request for \$167,000.00 to fund unexpected expenses incurred during the 2025 Road Improvement Program as discussed in the previous meeting.

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

AGENDA ITEM #14 — BACHMAN'S HVAC REPAIR

Mary Wolff made a motion to approve the Fire Department's request to utilize Bachman's Inc.'s services to repair the Station 28 HVAC system at a cost not to exceed \$6,281.00 as discussed in the previous meeting.

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

AGENDA ITEM #15 — BARRICADE VEHICLE

Mary Wolff made a motion to approve the Fire Department's request to repurpose Ambulance 13's chassis into a barricade vehicle at a cost of \$33,111.24 as discussed in the previous meeting.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #16 — CIVIC CENTER PARKING LOT RESURFACING

Mary Wolff made a motion to contract with Neyra Paving for \$217,812.55 to provide the work of the Miami Township Civic Center Resurfacing Project in accordance with the bid packet specifications as discussed in the previous meeting.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #17 — DRY RUN RETAINING WALL

Mary Wolff made a motion to approve the proposal from UES to perform geotechnical consulting services for repair of the Drill Shaft Wall along Dry Run Road for a total of \$7,000.00 as discussed in the previous meeting.

The motion was seconded by Mr. Tracy. All voted "AYE."

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ADD-ONS

Mr. Joe Braun stated that the purchase agreement for the preschool has been amended to include both parcels at the site. The price of the purchase remains the same.

Mary Wolff made a motion to authorizing the Administrator to authorize a first amended agreement including two parcels instead of one. Mr. Tracy seconded the motion. Upon Roll Call, all voted "AYE."

PUBLIC COMMENT

John Beeker, Trustee in Union Township, asked what may need to be changed in the Auditor's office. John stated his interest in running for County Auditor.

EXECUTIVE SESSION

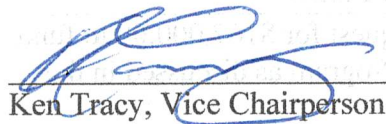
None.

Meeting adjourned at 8:09 p.m.

ATTEST:



Steve Kelly, Acting Fiscal Officer


Ken Tracy, Vice Chairperson