

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

NOVEMBER 10, 2025

Held _____ 20 _____

The Miami Township Board of Trustees met in a Work Session on Monday, November 10, 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.

ROLL

Mr. Eric Ferry called the roll. Attending were Trustees Mary Makley Wolff, Ken Tracy, and Mark Schulte. Also attending were Township Administrator Steve Kelly, Township Law Director Joe Braun.

PRESENTATION

Lynn Nischwitz and Rachel Carr of The Kleingers Group discussed the recent Parks Master Plan Assessment, public input resulting from that assessment, as well as the Parks Master Plan development and process.

Mr. Kelly also spoke, discussing the Township’s intention to seek out grant funded opportunities for projects at Community Park which would benefit residents.

AGENDA ITEM #1 — OPERS CONVERSION

Administrator Steve Kelly discussed the need to adopt an annual conversion plan that permits employees to convert unused vacation, sick or personal leave into earnable salary. According to Mr. Kelly, The Ohio Public Employees Retirement System (OPERS) must approve Annual Conversion Plans for earnable salary purposes prior to the issuance of such payments. Each calendar year, by March 31, or prior to any conversion payments being made to employees, employers are required to remit to OPERS all active conversion plans which they intend to report as earnable salary.

Mr. Kelly continued, stating that the maximum amount of converted vacation, sick or personal leave that can be considered earnable salary is limited and depends on the amount the employee earns in one calendar year, less any amounts taken during the calendar year. To be considered earnable salary the leave also must have been earned in the calendar year it was converted.

Finally, Mr. Kelly concluded that, according to OPERS regulations, employers with Conversion Plans must update them annually with OPERS and can do so by submitting the OPERS Conversion Plan Template.

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

AGENDA ITEM #2 — OKI REPRESENTATIVE

Administrator Kelly introduced a request to appoint a representative and alternate to the Ohio Kentucky Regional Council of Governments Board of Directors, as is required annually of all Townships exceeding a population of 40,000.

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

AGENDA ITEM #3 — CIVIC CENTER WAYFINDING

Multimedia Director Will Menz discussed a request to proceed with Atlantic Sign Company for the completion of the MTCC Signage and Way-finding project, of which funds were appropriated for in the 2025 budget. According to Mr. Menz, signage and way-finding play a pivotal role in navigation and add value to the Township Brand. Additionally, dramatic price increases have limited the scope of the project, and Mr. Menz recommended completing only the way-finding portion of the project at this time.

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Mr. Menz shared two quotes for the project and recommended proceeding with Atlantic Sign Company for the quoted price of \$24,990.00 and asked for the project to be approved at \$30,000.00 in case of incidentals or project changes.

Mary Wolff asked if the font size of the way-finding signs could be made larger than on previous signs, as many end-users may be aging and poor of sight. Mr. Menz responded that the company had taken that into account during design. Further discussion was had regarding other design elements, especially the potential to illuminate the signs.

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

AGENDA ITEM #4 — RIVERVIEW SEWER PUMPS

Service Director Chris Burdsall made the Board aware of an issue with two E/one Sewer Grinder Pumps in Riverview Park which were installed in 2021. According to Mr. Burdsall, the pumps are automated with a pressure switch which turns the pumps on when the level is high enough to turn the pump on and then it switches back off when not needed. The pressure switch on both pumps have failed, leading to the need for Service Department personnel to frequently check the levels of the pumps and manually engage them when needed.

Three companies were contacted for quotes. Two responded, and Mr. Burdsall recommended that the Board go with Nieman Plumbing’s quote estimate of \$4,144.00 to rebuild both pumps.

Mr. Tracy asked Mr. Burdsall if the total cost of the repair is currently known. Mr. Burdsall responded that, because the amount of parts needed cannot be determined until the pumps are removed, the quote reflects a true estimate. However, the quoted cost is the highest possible cost. Mr. Burdsall also stated that Nieman is one of two companies in the area registered to work on these pumps. Other companies are unable to get the parts, and so those companies recommend total replacement. Going with Nieman would be the least expensive option.

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

AGENDA ITEM #5 — COMMUNITY ENGAGEMENT STRATEGY REPORT

Mr. Kelly introduced his report on recent Community Engagement strategies and efforts focused on Police and Fire/EMS services. According to Mr. Kelly, this process included a community-wide survey, two public town halls (September 23rd and October 20th), multiple small-group discussions, and one-on-one meetings with residents and community leaders.

Mr. Kelly continued, stating that the efforts have been very successful, garnering a wealth of information from residents. Many strengths of these departments were identified in both the Police and Fire/EMS departments, as well as some areas for improvement in each. Overall, Mr. Kelly emphasized three main themes derived from the survey results and feedback:

- 1. Service Quality and Trust – Police and Fire & EMS are viewed as highly professional and community oriented.
- 2. Sustainability and Staffing – Residents support maintaining service levels as the Township continues to grow and needs change.
- 3. Transparency and Communication – There is a strong interest in continued financial transparency and two-way communication with our residents.

With these themes in mind and a continued focus on financial transparency and stewardship, Mr. Kelly recommended that that we take the information we have gained and work to form a Community Action Team with engaged residents willing to donate their time and efforts to synthesize the data that we have collected. This group’s responsibility is to translate resident

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input into actionable strategies for us to consider as we continue to work to provide exceptional public safety services for our community.

Chairperson Mark Schulte thanked everyone involved in these efforts to gain community feedback and noted an appreciation for the opportunities residents have been given to provide it. Mr. Kelly stated that residents are still able to take the survey, which is located on the Township website.

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 — HUMAN PATIENT SIMULATOR MAINTENANCE

Fire Chief Dave Jetter discussed the Fire Department’s request for Laerdal Medical Corporation to perform routine maintenance on our adult and child Human Patient Simulators. According to Jetter, this service is performed every other year and is due this year. This preventative maintenance is essential for ensuring that both simulators stay in top condition and function reliably during training exercises. Additionally, regular servicing helps avoid costly downtime, maintains software and hardware performance, and guarantees accuracy in simulation responses.

The cost of maintenance is \$6,824.00 and was accounted for in the 2025 budget.

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 — HAPPY HOLLOW CULVERT REHAB

Mr. Burdsall introduced the Service Department’s request to repair a rusted-out culvert on Happy Hollow Road. The total estimated cost from National Gunitite for the culvert to be lined across its entire length and diameter (31 feet long, 54-inch diameter) is \$29,264.00.

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

AGENDA ITEM #8 — 2026 BALLISTIC VESTS

Chief of Police Rob Hirsch discussed the Police Department’s request to purchase replacement ballistic soft armor vests for twenty-three sworn officers. Each ballistic soft armor vest expires after 5 years, and twenty-three officers’ vests will expire in 2026. Hirsch stated that while this would normally be a 2026 budgeted purchase, the timeline of the current vests expiring and the current manufacturing turnaround time necessitates that the vests be ordered now.

The maximum cost to purchase the replacement ballistic soft armor vests will not exceed \$30,360.00 and will likely be less depending on the type selected by each officer. To complete this purchase without delay, Hirsch stated that the police department will reallocate funds within their current capital equipment fund. The police department will also pursue partial reimbursement for this expense through the State of Ohio’s Law Enforcement Grant Body Armor Grant Program.

Mary Wolff asked how much the Township gets from the Body Armor Grant Program. Hirsch answered that amounts vary from 25 to 50% and stated that the Township has received at least some funding from this program each year.

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 — 2026 WINTER SYMPOSIUM OUT OF TOWNSHIP REQUEST

Chief Jetter introduced the Fire Department’s request to send Lieutenants Austin Brown and Jordan Hall, Battalion Chief Ross Pawlak, and Chief Jetter to attend the Ohio Fire Chiefs’

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Association 2026 Winter Symposium, March 9-11, in Columbus, Ohio. Total estimated cost for the four individuals to attend, including registration, lodging, and meals, is \$2,214.00.

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

AGENDA ITEM #10 — AMS BACKFLOW

Mr. Burdsall discussed the Service Department’s request to enter into an agreement with Applied Mechanical Systems (AMS) for the inspection and preventative maintenance of the backflow systems at each Township location. AMS has quoted an annual price of \$3,867.00. According to Mr. Burdsall, switching to AMS will save the Township \$338.00 in 2026.

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 — PD AND CIVIC CENTER SECURITY ENHANCEMENTS

Chief Hirsch introduced a request from the Police Department for authorization to make security enhancements to both the Miami Township Civic Center and Miami Township Police Department in the interest of both public safety and first responder safety. The security enhancements will focus on preventing unauthorized access to non-public areas of the police department and upgrading locations within the Civic Center to mitigate some of the risks associated with an active threat situation.

In order to complete the security enhancements for both locations, the police department needs to order protection film from Jay’s Window Tinting at a cost not to exceed \$3,500.00 which will include installation, and fiberglass panels from Covenant Security Equipment at a cost not to exceed \$5,173.00 which includes shipping. The police department intends to reallocate funds within our capital equipment fund to expedite the completion of these security enhancements.

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 — COMM. HEALTH COORDINATOR SOFTWARE MODULE

Chief Jetter discussed the Fire Department’s request to purchase ImageTrend Community Health Module for integration into our records management system (RMS), using OneOhio Opioid Abatement funds.

According to Jetter, this program aligns with the intent of the OneOhio Opioid Abatement funding, as it supports data-driven community health initiatives focused on opioid-related care, prevention, and recovery coordination. Therefore, Chief Jetter requested that the full cost of this purchase be covered using OneOhio Opioid Abatement funds at a total recurring annual cost of \$3,500.00.

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

AGENDA ITEM #13 — LEMING HOUSE RADIATOR

Mr. Burdsall introduced a request from the Service Department to replace a radiator for the existing boiler system at The Leming House. The current radiator has begun to leak, and the circulation fan motor stopped operating. This radiator is the only source of heat in the basement of the Leming House and that is where the water lines are located. To prevent frozen water lines which could cause flooding in the basement, this radiator needs to be replaced.

Total cost from Bachman’s to replace the radiator is not to exceed \$7,909.00.

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

AGENDA ITEM #14 — MOBILE FINGERPRINT IDENTIFICATION SYSTEM

Chief Hirsch discussed the Police Department’s request to purchase a mobile fingerprint identification system. This system will allow our agency to remotely and in real-time check individuals for outstanding warrants through multiple law enforcement databases. According to Hirsch, patrol officers and detectives are requesting this capability as they are frequently coming in contact with people who are unable and/or unwilling to verify their identities as well as people who are in possession of fictitious identification cards, with all of those situations creating public safety and operational efficiency issues. Hirsch continued, stating the mobile fingerprint identification system will streamline the identification of individuals and thus improve public safety while also keeping officers in the community.

A quote for the initial hardware, software, and licensing of that system was obtained and will not exceed \$3,130.00. There is an annual fee for maintenance and data streaming service which is expected to be \$505.00, which, if the purchase is approved, will be included in the police department’s annual budget moving forward.

Mary Wolff expressed concern that individuals would not be willing to be fingerprinted. Hirsch assured her that there are many situations in which the system would be utilized.

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

AGENDA ITEM #15 — TURNOUT GEAR ACCESSORIES

Chief Jetter introduced the Fire Department’s request to purchase various turnout gear accessories, including boots, helmets, helmet shields, and hoods from the department’s established vendor, Phoenix Safety Outfitters. According to Jetter, several items are approaching the end of their useful life according to national standards and must be replaced to ensure safety and compliance.

The cost of these items is \$7,490.40 and has been budgeted for the 2025 Capital Improvement budget.

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

AGENDA ITEM #16 — EPA / SERVICE WASH BAY

Mr. Burdsall reminded the Board of a recent inspection of the Miami Township Service Department where the EPA found two items in violation of the department’s MS4 permit for stormwater system. The first item was secondary containment needed around the tank for the waste oil furnace which has been resolved by relocating the tanks behind some bollards. The second item was that the truck and equipment wash area at the Service Department drains directly into the stormwater system. This is not an allowable wash area, as this can introduce contaminants to bodies of water downstream.

To correct this issue, a proposal was obtained from 4K Architecture for the preliminary design and estimates of the construction of a wash bay that would be in compliance with the EPA standards. The total not to exceed amount for the proposal is \$15,000.00.

Mr. Tracy asked if this has been an ongoing issue. Mr. Burdsall explained that the violation was ongoing, but the department was unaware it was an issue. He also stated that the existing wash area was placed where it currently is upon moving into the building. The Board remarked that this was an expensive mistake but agreed that the Township has no choice but to correct it now.

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

AGENDA ITEM #17 — IACP CONFERENCE OUT OF TOWNSHIP REQUEST

Chief Hirsch discussed the Police Department’s request to send Administrator Steve Kelly, Chief Rob Hirsch, Sergeant Brian Mehne, and Corporal Tim Goins to attend the International Association of Chiefs of Police (IACP) Conference in New Orleans, Louisiana on March 6-8, 2026. Both Sergeant Brian Mehne and Corporal Tim Goins were invited to speak at the conference.

Hirsch stated that the total anticipated cost for four people to attend would be \$7,760.00. However, Hirsch explained that the Tri-State Peer Support Team plans to sponsor our employees to attend this conference with a financial contribution of up to \$3,000.00. With this sponsorship, the total cost would be lowered to \$4,760.00.

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

AGENDA ITEM #18 — UNIFORM ITEMS

Chief Jetter introduced the Fire Department’s request to purchase various uniform items, including pants, shirts, and winter gear, from the department’s established vendor, Phoenix Safety Outfitters.

According to Jetter, several employees need items to fulfill their uniform allotment. Additionally, the onboarding of new employees, both part-time and full-time, has increased the demand for more uniforms.

The cost of these items is estimated to be \$6,000.00, which was accounted for in the 2025 budget.

Mary Wolff expressed concern about how much the Township spends each year on uniforms, and requested this information be presented at the budget work session by both the Police and Fire Departments.

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

AGENDA ITEM #19 — FIREARM HOLSTERS

Chief Hirsch introduced a request from the Police Department to purchase fifty (50) Rapid Force Level 2 firearm holsters with belt paddles. Officers are in need of these reduced-profile firearm holsters that accommodate the police department’s new optics system in a variety of settings. The police department received two quotes to purchase the holsters: Alien Gear \$4,374.50 and Ray O’Herron \$5,714.28 – which also include shipping costs.

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

AGENDA ITEM #20 — SET ZONING CASE #600 FOR TRUSTEE HEARING

Mr. Brian Elliff, Planning and Zoning Administrator, recommended that the Board set a date and time to hear Zoning Case #600. With the anticipation that the Zoning Commission will adopt a recommendation on November 6th, Mr. Elliff recommended that the Board hear the case on Monday, December 8th, at 6:30 p.m.

Considering that the Township’s Budget Work Session will occur on that day, the Board decided to begin the hearing for Case #600 at 5:30 p.m., and start the budget meeting at 6:00 p.m.

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Mary Wolff made a motion to set a special Board of Trustees meeting for Monday December 8, 2025 at 6:30 p.m. to hear zoning case no. 600 and any other business that may come before the Board. The motion was seconded by Mr. Tracy. Upon roll call, all voted "AYE."

ADD ONS

None.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

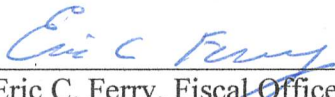
Mr. Tracy made a motion to enter executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the employment of a public employee and appointment of a public official and 121.22(G)(2) to consider the sale of property at competitive bidding and Section 121.22(G)(3) to conference with counsel to discuss pending or imminent litigation.


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

The Trustees came out of executive session at 8:59 PM and resumed normal session.

The meeting was adjourned at 9:00 p.m. on November 10, 2025.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mark Schulte, Chairperson