

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held NOVEMBER 18, 2025 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, November 18, 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.

INVOCATION

Chaplain Brian Wykoff joined attendees in prayer.

CEREMONY

Full-time Firefighter/EMS Beau Bockenstette and Joshua Royer, and full-time firefighter/paramedic Beatrice Simeliunaite were sworn in by the Fire Department.

ROLL CALL

Fiscal Officer Eric Ferry called the roll. Attending were: Chairperson Mark Schulte, Trustee Ken Tracy, and Trustee Mary Makley Wolff. Law Director Joseph Braun and Administrator Kelly were also in attendance.

APPROVAL OF MINUTES

Mr. Ken Tracy made a motion to approve the following minutes:

- September 08, 2025 Work Session and September 16, 2025 Business Meeting
- October 13, 2025 Work Session and October 21, 2025 Business Meeting
- Amended minutes from the following meetings –

Worksessions		Business Meetings		Special Meetings
8-Jan-24	7-Apr-25	12-Dec-23	21-Jan-25	28-Aug-24
12-Feb-24	12-May-25	16-Jan-24	18-Feb-25	19-Sep-24
9-Dec-24	9-Jun-25	20-Feb-24	18-Mar-25	26-Aug-25
13-Jan-25		21-May-24	15-Apr-25	
10-Feb-25		22-Oct-24	20-May-25	
10-Mar-25		12-Nov-24	19-Aug-25	

The motion was seconded by Mary Wolff. Upon roll call, all voted “AYE.”

DEPARTMENT REPORTS

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

Community Development

Brian Elliff, Zoning Administrator, stated that zoning permit counts are up, particularly those for single-family dwellings. In addition, Elliff discussed several examples of redevelopment and property maintenance occurring throughout the community.

Finance

Mr. Ferry described the October report as complete and stated that there would be no Then and Now resolution.

Fire & EMS

Fire Chief Dave Jetter highlighted a significant increase in EMS run volume, and highlighted October community outreach events such as Fire Prevention Week and Halloween.

Police Department

Police Chief Rob Hirsch congratulated the 30<sup>th</sup> session of CPAA graduates and highlighted the recent Safety Services Open House as very successful with 200+ in attendance. In addition, Hirsch discussed the upcoming Holiday Parade on 11/20 and Shop with a Cop on 12/17.

Recreation Department

Mr. Ryan Himes, Director, shared highlights from the recent Harvest Fest and Community Bonfire at Community Park, and talked about the upcoming Tree Lighting on 12/5.



Held NOVEMBER 18, 2025 20  

**Service Department**

Mr. Chris Burdsall, Director, highlighted several projects which have recently been completed, including the Civic Center Repaving Project, the Right-in Right-out medical facility driveway off of State Route 28, and the Union Cemetery Fence Installation.

**OLD BUSINESS**

None.

**NEW BUSINESS**

New Business was discussed as follows:

**AGENDA ITEM #1 — PERSONNEL**

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

**Fire Department**

- Promote Robert Moore to the position of Lieutenant with a rate of \$40.60 per hour effective January 4, 2026.
- Promote Ross Pawlak to the position of Deputy Chief of Administration with the annual salary of \$115,801.03 effective January 4, 2026.
- Adjust the hourly rate of pay for part-time firefighter/paramedic Kristopher Jenkins to \$21.00 per hour effective November 19, 2025.

**Service Department**

- Promote Zachary Ober to Maintenance Worker 4-2 earning \$38.24 per hour effective November 17, 2025.
- Promote Jason Walton to Maintenance Worker 3-1 earning 30.77 per hour effective November 27, 2025.
- Remove Gregory Fite from probationary status and promote him to Maintenance Worker 2-2 earning \$29.62 per hour effective November 12, 2025.
- Remove Blake Howard from probationary status and promote him to Maintenance Worker 1-2 earning \$25.71 per hour effective November 20, 2025.

**Recreation Department**

- Accept the resignation of part-time camp assistant Madeleine Enslein effective November 18, 2025.

Mary Wolff made a motion to accept the personnel recommendations as stated. Mr. Tracy seconded the motion. Upon roll call, both voted “AYE.”

**AGENDA ITEM #2 — PAYMENT OF BILLS**

Mr. Kelly introduced the memo for Payment of Bills.

Ken Tracy made a motion to pay the bills of the Township from October 18 through November 14, 2025, including 156 ACH payments numbered 2361 through 2516, 55 electronic payments numbered 4697 through 4751 and 98 checks numbered 148969 through 149066 for the total amount of \$2,153,185.50.

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

Direct Deposit Date	Amount
Pay #22 – October 31	\$ 618,088.04
Pay #23 – November 14	591,156.16



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

AGENDA ITEM #3 — SURPLUS ITEMS (R2025-56)

Mary Wolff made a motion to adopt Resolution 2025-56, a resolution authorizing the disposal or sale of unneeded or obsolescent personal property no longer necessary for township use and dispensing with the second reading.

Mr. Tracy seconded the motion. Upon roll call, both voted "AYE."

AGENDA ITEM #4 — OPERS CONVERSION (R2025-57)

Mr. Tracy made a motion to adopt Resolution 2025-57, a resolution authorizing the adoption of an annual conversion plan in accordance with Ohio Revised Code Section 145.01 and Ohio Administrative Code 145-1-26, dispensing with the second reading and declaring an emergency.

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

AGENDA ITEM #5 — OKI REPRESENTATIVE

Mr. Tracy made a motion to appoint Mary Makley Wolff as the Miami Township representative to the Ohio Kentucky Indiana Regional Council of Governments Board of Directors for 2026, and Steve Kelly as the Alternate Representative.

The motion was seconded by Mary Wolff. Upon roll call, both voted "AYE."

AGENDA ITEM #6 — CIVIC CENTER WAYFINDING

Mary Wolff made a motion to approve the request to move forward with Atlantic Sign Company for the design and installation of Civic Center Wayfinding signs at a cost not to exceed \$30,000.00.

Mr. Tracy seconded the motion. Upon roll call, both voted "AYE."

AGENDA ITEM #7 — RIVERVIEW SEWER PUMPS

Mr. Tracy made a motion to approve the request to contract with Neiman Plumbing for the rebuild of both Riverview Park sewer pumps at an estimated cost of \$4,144.00.

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

AGENDA ITEM #8 — HUMAN PATIENT SIMULATOR MAINTENANCE

Mary Wolff made a motion to approve the request for Laerdal Medical Corporation to perform routine maintenance on the Fire Department's adult and child Human Patient Simulators at a cost of \$6,824.00.

Mr. Tracy seconded the motion. Upon roll call, both voted "AYE."

AGENDA ITEM #9 — HAPPY HOLLOW CULVERT REHAB

Mr. Tracy made a motion to allow the Service Department to utilize National Gunitite for the Happy Hollow Road Culvert Rehab project at an estimated cost of \$29,264.00.

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

AGENDA ITEM #10 — 2026 BALLISTIC VESTS

Mary Wolff made a motion to approve the purchase of replacement ballistic soft armor vests from Ray O'Herron at a cost not to exceed \$30,360.00.

Mr. Tracy seconded the motion. Upon roll call, both voted "AYE."



Held NOVEMBER 18, 2025 20

**AGENDA ITEM #11 — 2026 WINTER SYMPOSIUM OUT OF TOWNSHIP REQUEST**

Mr. Tracy made a motion to approve 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’ Association 2026 Winter Symposium, March 9-11, in Columbus, Ohio at an estimated cost of \$2,214.00.

Mary Wolff seconded the motion. Upon roll call, both voted “AYE.”

**AGENDA ITEM #12 — AMS BACKFLOW**

Mary Wolff made a motion to approve the request to contract with AMS for the inspection of Backflow Devices at an annual cost of \$3,867.00.

Mr. Tracy seconded the motion. Upon roll call, both voted “AYE.”

**AGENDA ITEM #13 — PD AND CIVIC CENTER SECURITY ENHANCEMENTS**

Mr. Tracy made a motion to authorize the security enhancements for both the Civic Center and Police Department and proceed with purchase of protective film from Jay’ Window Tinting at a cost not to exceed \$3,500.00 as well as the purchase of fiberglass panels from Covenant Security Equipment at a cost not to exceed \$5,173.00.

Mary Wolff seconded the motion. Upon roll call, both voted “AYE.”

**AGENDA ITEM #14 — COMM. HEALTH COORDINATOR SOFTWARE MODULE**

Mary Wolff made a motion to approve the Fire Department’s request to purchase a Software Module for the Community Health Coordinator at a cost not to exceed \$5,000.00 now and \$3,500.00 annually.

Mr. Tracy seconded the motion. Upon roll call, both voted “AYE.”

**AGENDA ITEM #15 — LEMING HOUSE RADIATOR**

Mr. Tracy made a motion to approve the Service Department’s request to replace the Leming House radiator at a cost not to exceed \$7,909.00.

The motion was seconded by Mary Wolff. Upon roll call, both voted “AYE.”

**AGENDA ITEM #16 — MOBILE FINGERPRINT IDENTIFICATION SYSTEM**

Regarding the Mobile Fingerprint Identification System request, Mary Wolff reiterated the concern she had mentioned at the work session regarding whether those unwilling to give their ID would be willing to give their fingerprints. Chief Hirsch was asked to provide a report after 6 months of use to assess the effectiveness of the purchase.

Mary Wolff made a motion to approve the purchase of an Evolution Mobile-ID system from DataWorks Plus with data streaming service at a cost not to exceed \$3,635.00.

The motion was seconded by Mr. Tracy. Upon roll call, both voted “AYE.”

**AGENDA ITEM #17 — TURNOUT GEAR ACCESSORIES**

Mr. Tracy made a motion to approve the Fire Department’s request to purchase various turnout gear items from Phoenix Safety Outfitters at a cost not to exceed \$7,490.40.

The motion was seconded by Mary Wolff. Upon roll call, both voted “AYE.”

**AGENDA ITEM #18 — EPA / SERVICE WASH BAY**

Regarding the EPA / Service Wash Bay item, Mary Wolff asked Mr. Burdsall if he had shopped around and found the best possible cost for the service. Mr. Burdsall responded that he had reached out to more than one company, but only 4K Architecture had gotten back with him.



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Mary Wolff made a motion to approve the Service Department’s request to work with 4K Architecture to develop designs and estimates for a compliant wash-bay system at a cost not to exceed \$15,000.00.

The motion was seconded by Mr. Tracy. Upon roll call, both voted “AYE.”

**AGENDA ITEM #19 — UNIFORM ITEMS**

Chief Jetter discussed the Fire Department’s need for additional uniforms and gave Mary Wolff a breakdown of uniform costs over the last three years, as was requested at the work session. Jetter stated that the department had maintained a budget of approximately \$80,000.00 each year over the last three years and had made several changes to its orders in order to choose more cost-effective options. Mary Wolff thanked Chief Jetter for remaining cognizant of the budget.

Mr. Tracy made a motion to approve the Fire Department’s request to purchase various uniform items from Pheonix Safety Outfitters at an estimated cost of \$6,000.00.

The motion was seconded by Mary Wolff. Upon roll call, both voted “AYE.”

**AGENDA ITEM #20 — FIREARM HOLSTERS**

Mary Wolff made a motion to approve the purchase of firearm holsters from Alien Gear at a cost not to exceed \$4,374.50.

The motion was seconded by Mr. Tracy. Upon roll call, both voted “AYE.”

**ADD-ONS**

**AGENDA ITEM #21 — 2026 LSFD / MTWP CONTRACT**

Mr. Tracy made a motion to approve the updated contract as written.

The motion was seconded by Mary Wolff. Upon roll call, both voted “AYE.”

**PUBLIC COMMENT**

None.


**EXECUTIVE SESSION**

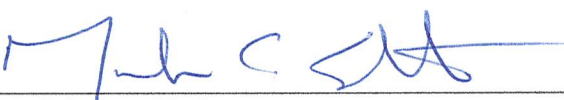
Mary Wolff made a motion to enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the employment and compensation of a public employee and Ohio Revised Code Section 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance under Ohio law and which is necessary to protect the interests of the applicant and which involves public infrastructure improvements. The motion was seconded by Mr. Tracy. Upon roll call, all voted “AYE.”

The Board came out of executive session at 9:29 p.m. and resumed regular session.

The meeting adjourned at 9:30 p.m.

ATTEST:

  
Eric Ferry, Fiscal Officer

  
Mark Schulte, Chairperson