

**RECORD OF PROCEEDINGS**

Minutes of

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

**FEBRUARY 09, 2026**

Held \_\_\_\_\_

\_\_\_\_\_20\_\_\_\_\_

The Miami Township Board of Trustees met in a Work Session on Monday, February 09, 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. Attending were Trustees Mary Makley Wolff, Ken Tracy, and Mark Schulte. Also attending were Township Administrator Steve Kelly, Township Law Director Joe Braun.

**PRESENTATIONS**

- Multimedia Director Will Menz introduced a template for the new Township website. The new website will comply with new regulations from the ADA and will include a responsive, mobile-friendly layout. Trustee Wolff called attention to a web design component through the Ohio Township Association's consulting leg, and suggested Mr. Menz reach out to potentially realize some cost savings there.
- Carol Langdon on behalf of the Day Heights Garden Club (DHGC), which has over 30 active members and was founded in 1958, introduced proposed park beautification projects including a Memorial Ohio Native Pollinator Garden and Legacy Arboretum for Spirit of 76' Park. According to Carol, burden of Miami Township resources would be kept to a minimum. Carol mentioned that a Memorandum of Understanding would need to be created and requested a Letter of Support from the Township. Trustee Wolff asked about replacing a DHGC tree at the Leming House which was previously removed for safety reasons. Mr. Chris Burdsall, Service Director, said that he believed that it was replanted but would verify that information. Trustee Wolff said the Township is happy to help the DHGC as it benefits all residents to have a beautiful community to live in.

**APPROVAL OF MINUTES**

Trustee Schulte made a motion to approve the minutes for the December 08, 2025 Work Session, December 08, 2025 Special Zoning Meeting, and the December 16, 2025 Business Meeting.

Trustee Wolff seconded the motion. All voted "AYE."

**AGENDA ITEM #1 — PERSONNEL**

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

**Fire Department**

- Promote Tyler Spitznagel to the position of full-time Firefighter/Paramedic with the rate of \$34.97 per hour effective February 15, 2026.

**Police Department**

- Remove Sergeant Tyler Foster from probationary status effective February 02, 2026.
- Accept the resignation of Timothy Brinker from the position of full time Police Officer effective January 31, 2026.

**Community Development**

- Make a final offer of employment to Mark McCormack for the position of Community Development Director with the annual salary of \$100,000.00 effective February 17, 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 — DHGC MOU AND LETTER OF SUPPORT**

Administrator Kelly explained that the DHGC currently assists the Township by maintaining the garden spaces around the Leming House at Community Park. They have provided this

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volunteer service for us for many years and have done an excellent job of keeping the grounds in stellar condition for our residents and visitors.

They have recently had a few meetings with staff to propose an additional gardening space at Miami Meadows in the form of a pollinator garden adjacent to the Spirit of '76 Park. The group is requesting a Letter of Support from the Township for their grant application, and the ability to access water from the nearby pond at Spirit of '76. According to Mr. Kelly, Mr. Burdsall has a plan that would help with a seasonal pump that could provide water for them.

Additionally, Administration has developed a draft Memorandum of Understanding (MOU) to formalize long-standing agreements with DHGC. The draft was provided to the Board but is still under review and will be brought back for formal approval at a later date.

Trustee Wolff made a motion to direct Administrator Kelly to issue a letter of recommendation to the Day Heights Garden Club to assist with their grant application.

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

**AGENDA ITEM #3 — EQUINOX UPFITTING**

Administrator Kelly introduced a request for approval to have the new Chevrolet Equinox that will be assigned to the Township Administrator / Public Safety Director sent to L&W Outfitters for the installation of basic emergency response warning lights and siren. This upfitting was incorporated into the 2026 operating budget and is quoted at \$4,222.28 for purchase of the equipment and installation. The quote was attached for the Board's review.

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 — TRUSTEE ROOM CHAIRS**

Administrator Kelly introduced the need to replace the 12 chairs currently behind the desk in the Trustee Room, as they are wearing and breaking. Quality, warranty, and longevity were mentioned as key qualities taken into consideration while researching new chairs.

Two quotes were provided the Board, including one from DreamSeat for a total of \$5,753.08, and one from APG for a total of \$9,146.88.

Trustee Wolff mentioned that it is not just the Board of Trustees and Department Heads that use these chairs. She and Mr. Kelly emphasized that many people use the chairs, including both the Zoning Commission and Board of Zoning Appeals, as well as several HOA groups from the community.

Mr. Kelly pointed out that the DreamSeat chairs come highly recommended by the Fire Department and include a removable, logo-emblazoned panel in the back that can be removed and replaced should certain hair oils or products cause wear in the area.

Trustee Wolff stated that she does not like the logos for Trustee Room Chairs.

Trustee Schulte remarked that the chairs are expensive. Trustee Wolff agreed but reiterated that the chairs are highly utilized and that it isn't an expense we have to undertake often.

Fiscal Officer Ferry asked Service Director Burdsall if the current chairs could be fixed. Mr. Burdsall stated that he was unsure and wouldn't know what fixing them would entail.

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

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**AGENDA ITEM #5 — CAR 14 UPFITTING**

Chief Dave Jetter of the Fire Department introduced a request to upfit Car 14, the Dodge Durango currently assigned to Administrator Kelly, which will be reassigned to departmental use and outfitted by L&W Outfitters.

According to Jetter, the vehicle needs only minimal modifications to comply with departmental standards and enable effective use in daily operations and emergencies, allowing it to be fully integrated into fire department activities.

The proposed upfitting includes installing a traffic control system, radios, an external charging system, and a mount for a Mobile Data Computer (MDC).

Total cost of the upfitting is \$5,025.95. 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 — CELLEBRITE OUT OF TOWNSHIP TRAVEL**

Police Chief Rob Hirsch introduced a request for approval for Detective Jake Dold and Detective Kelsey Feverston to attend the Cellebrite User Summit in Washington, D.C. April 13-17, 2026. The conference agenda is full of sessions and interactive workshops tailored to digital forensics. Total anticipated cost is \$3,782.00.

Trustee Wolff asked why airfare did not appear to be included, and Hirsch stated the attendees plan to drive.

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 — EMCOR WEBCONTROL**

Mr. Burdsall relayed the Service Department's request to proceed with an upgrade to the Civic Center's HVAC system, which would implement a cloud-based WebCtrl. According to Mr. Burdsall, the Township was contacted near the end of 2025 and notified that Emcor has made a change to their Virtual Security Policy that no longer allows them to host customers controls on their internal servers, necessitating the upgrade.

According to Mr. Burdsall, this upgrade was included in the 2026 budget, but the original estimates were low as they did not include software licenses. The budget total is \$7,500.00, and total anticipated cost for the project is \$13,250.00, with a \$4,500.00 annual renewal cost after the first 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 #8 — HOWELL RESCUE OUT OF TOWNSHIP TRAVEL**

Chief Jetter discussed the Fire Department's request to send three members to attend the Howell Rescue Crash Course Village in Fairborn, Ohio, May 2-3, 2026.

According to Jetter, The course offers two full days of hands-on extrication training, totaling 14 hours across 10 training stations and would be valuable as each year, the Fire Department responds to hundreds of motor vehicle crashes involving vehicles of all sizes, often requiring strategic extrication techniques. Total estimated cost: \$4,185.00.

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

**AGENDA ITEM #9 — RADIO SIGNAL BOOSTER**

Chief Hirsch introduced the Police Department's request to purchase and install a radio signal booster through Mobilcomm in order to replace an obsolete radio signal booster that has failed at the police building. The obsolete radio signal booster was at the end of life in 2011, but the

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Police Department was able to get an additional 15 years of use out of it before it completely failed in November 2025.

The cost through Mobilcomm to purchase and install the new radio signal booster, as well remove and dispose of old equipment, shall not exceed \$19,664.35. This was a budgeted capital expense for 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 #10 — INDIANA RIVER RESCUE OUT OF TOWNSHIP TRAVEL**

Chief Jetter discussed the Fire Department's request for approval for three members to attend the Indiana River Rescue School in South Bend, Indiana, May 4-8, 2026. The rescue school offers specialized swift-water rescue training not available nearby. The department has recognized the need to increase the number of personnel trained at this advanced level. Attending this course will improve responder safety and operational skills during dangerous river incidents on the Little Miami River by building experience, enhancing boat control and strengthening swift-water rescue capabilities.

Total estimated cost: \$5,277.00.

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

**AGENDA ITEM #11 — BACK FLOW REPAIRS**

Mr. Burdsall discussed the Service Department's request to repair and retest 11 back flows through AMS at a total cost of \$4,889.00. The back flows recently failed a recent inspection. According to Mr. Burdsall, the Township entered into an agreement with AMS this year for back flow inspections and AMS prepared a quote for repairs to all the back flows that failed.

Trustee Wolff stated that the backflows were seemingly fine for many years until we entered into this agreement with AMS who now benefit from repairing them. Mr. Burdsall responded that the Township's Facility Maintenance personnel Mr. Jesse Kyle, and that when the backflows were tested last year, many of them were just slightly passing.

Trustee Tracy asked if it would be more prudent to have a separate company do the repairs. Mr. Burdsall indicated that quotes could be obtained from other companies, however, the initial intention was to stay with AMS as they are larger and more equipped to handle an extensive project such as this than other companies we have used for repairs in the past. Additionally, it was noted that in the past, whoever did the testing would do the repairs.

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 — STRYKER COTS**

Chief Jetter introduced the Fire Department's request to buy two power cots and load systems from Stryker, the company that supplies our selection of cots. A purchase agreement was approved in December 2025.

According to Jetter, the department recently received a \$40,000.00 grant from the Bureau of Workers' Compensation. The funds will be used to buy a new system for the ambulance delivered in January.

The cost for the two complete cot and load systems is \$114,915.56 before the BWC grant is applied, reducing the total cost to the Township to \$74,915.56.

The total amount requested currently is \$114,915.56.

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Fiscal Officer Ferry asked how many cots we have. Jetter responded that we have a total of 6, including the cots which will be replaced, which are on a 7-year replacement schedule.

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 — PARACLETE INSERTS**

Chief Hirsch discussed the Police Department's request to purchase four 7"x9" ballistic inserts and twenty-eight 8"x10" ballistic inserts at state contract pricing from Ray O'Herron for a total price not to exceed \$16,850.16, which was a budgeted expense for the police department in 2026.

Trustee Wolff asked if the inserts would cover the chest cam on officer's uniforms. Hirsch indicated that they would not as they go underneath the uniform.

Trustee Wolff also asked about grant availability for this purchase. Hirsch responded that there would not be.

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 — 2026 ROAD IMPROVEMENT BID OPENING**

Mr. Burdsall introduced the Service Department's request to contract with John R. Jurgenson Co., who submitted the lowest and best bid, for \$2,212,423.14 to provide the work of the 2026 Miami Township Road Improvement Program in accordance with the resurfacing program specifications.

Trustee Wolff asked why the Township Engineer's estimate of Base & Alternates 1, 2, and 3, at \$2,715,673.68 was so much higher than Jergenson's estimate. Mr. Burdsall replied that the Engineer's estimate includes all reclamite, and Jergenson was able to provide much lower totals for their estimates.

Trustee Schulte made a motion to go with John R. Jurgenson Co. for \$2,212,423.14 to provide the work of the 2026 Miami Township Road Improvement Program in accordance with the resurfacing program specifications. The motion was seconded by Trustee Wolff. Upon roll call, all voted "AYE."

**AGENDA ITEM #15 — ASPHALT REJUVENATION**

Mr. Burdsall discussed the Service Department's request to work with Pavement Technologies, who has the State of Ohio Contract for asphalt rejuvenation sometime shortly after the 2026 pavement work has been completed.

This work consists of the application of an asphalt rejuvenating agent to 98,102 square yards of roadway. Asphalt rejuvenation costs \$1.25 per square yard.

Asphalt rejuvenation costs: Base plus alternates estimate: \$122,627.50.

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 — XAVIER LEADERSHIP OUT OF TOWNSHIP TRAVEL**

Chief Jetter introduced the Fire Department's request for Deputy Chiefs Jon McKinnish and Ross Pawlak to attend the Xavier University Public Sector Leadership Certificate Program, March 17 through April 21, 2026.

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According to Jetter, the typical cost for this program is \$2,250.00 per student, and the Fire Department received a 15% discount from the Center for Local Government MOU, cutting the cost to \$1,912.50 per student.

The total cost for Jon and Ross to attend, including the discount, is \$3,825.00.

Trustee Wolff and Trustee Tracy inquired about the purpose of sending Jon and Ross to an additional leadership training, as they have received other leadership training already. Chief Jetter responded that the last training was a few years ago, and it is important to stay up-to-date and fresh on these topics and trends.

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 — ROAD TO ZERO TRAFFIC SAFETY GRANT**

Chief Jetter discussed the Fire Department’s request to utilize Road to Zero Traffic Safety Grant funds to outfit a gently used truck chassis as a purpose-built traffic safety vehicle. The vehicle will be equipped with portable barricades, cones, lighting, and other traffic control and roadway-safety tools. Having a dedicated vehicle focused on traffic incident management will allow responders to quickly deploy proper traffic control measures, establish safe work zones, and reopen roads more efficiently and safely. Total project cost: \$59,855.72.

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 — SET ZONING CASE #603**

Mrs. Allison Bahr introduced the Community Development Department’s request to set a special Board of Trustees meeting for Monday March 9, 2026 at 6:30 p.m. to hear zoning case no. 603:

Mohawk Trails, LLC Case #603  
Rezone “I” Planned Industrial Park District to “R-3” Residence District

Trustee Wolff made a motion to set a special Board of Trustees meeting for Monday March 9, 2026 at 6:30 p.m. to hear zoning case no. 603 and any other business that may come before the Board.

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

**ADD ONS**

None.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

Trustee Schulte made a motion to enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(3) to conference with counsel regarding disputes that are the subject of pending or imminent court action.

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

The Trustees came out of executive session at 8:18 PM and resumed normal session.

The meeting was adjourned at 8:19 p.m. on February 02, 2026.

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ATTEST:

  
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Eric C. Ferry, Fiscal Officer

  
\_\_\_\_\_  
Ken Tracy, Chairperson