

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held FEBRUARY 17, 2026 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, February 17, 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.

INVOCATION

Service Director Chris Burdsall joined attendees in prayer.

ROLL CALL

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

PRESENTATION

The Envision Group presented on Economic Development strategy for the Township and discussed upcoming plans with the Trustees.

APPROVAL OF MINUTES

Trustee Schulte made a motion to approve the following minutes:

- January 12, 2026 Work Session
- January 12, 2026 Special Meeting (Zoning)
- January 20, 2026 Business Meeting

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

DEPARTMENT REPORTS

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

Community Development

Mrs. Allison Bahr, Township Planner, gave a permit summary, highlighted sign cleanup throughout the Township, and gave a warm welcome to the department's new Community Development Director, Mark McCormack.

Finance

Mr. Ferry introduced the January report as complete.

Fire & EMS

Fire Chief Dave Jetter highlighted a fire safety tip regarding keeping home doors closed at night.

Police Department

Police Chief Rob Hirsch highlighted a recent breaking and entering at a local business and showed a video of the suspect's arrest, discussed project Heart Start which provided AEDs for every Miami Township patrol car, and stated that the Police Department is hiring.

Recreation Department

Ms. Cassidy Craig, Recreation Coordinator, shared highlights from January including preparation for summer camps and upcoming Township events.

Service Department

Mr. Chris Burdsall, Director, highlighted LTAP snow and ice control training, which came in handy during the very snowy month of January.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

Held FEBRUARY 17, 2026 _____ 20_____

AGENDA ITEM #1 — PERSONNEL

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

Police Department

- Accept the resignation of Michelle Britton from the position of full time Police Officer effective February 28, 2026.

Service Department

- Accept the resignations of Tom McNary and Dave Martin from the position of part time Maintenance Worker effective February 12, 2026.

Trustee Schulte made a motion to accept the personnel recommendations as stated. Trustee Wolff seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #2 — PAYMENT OF BILLS

Trustee Schulte made a motion to pay the bills of the Township from January 16 through February 12, 2026, including 123 ACH payments numbered 2754 through 2876, 32 electronic payments numbered 4853 through 4888 and 112 checks numbered 149244 through 149355 for the total amount of \$1,299,381.70

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

Direct Deposit Date	Gross Wages
P/R #2 – January 23	\$ 614,849.76
P/R #3 – February 6	\$ 684,098.48

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

AGENDA ITEM #3 — THEN AND NOW (R2026-05)

Trustee Tracy made a motion to adopt Resolution 2026-05 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$71,182.36, dispensing with the second reading, and declaring an emergency.

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

AGENDA ITEM #4 — EQUINOX UPFITTING

Trustee Tracy made a motion to approve the Administration's request to upfit the new Chevrolet Equinox using L&W Outfitters, at a cost not to exceed \$4,222.28.

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

AGENDA ITEM #5 — TRUSTEE ROOM CHAIRS

Trustee Wolff made a motion to approve the purchase of 12 (non-logo) Global Accord conference chairs from APG at a cost not to exceed \$9,146.88.

The motion was seconded by Trustee Schulte. Upon roll call, all voted "AYE."

AGENDA ITEM #6 — CAR 14 UPFITTING

Trustee Wolff made a motion to approve the upfitting of Car 14 by L&W Outfitters at a cost not to exceed \$5,025.95.

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

AGENDA ITEM #7 — CELLEBRITE OUT OF TOWNSHIP TRAVEL

Trustee Schulte made a motion to authorize the out-of-town travel request for Detective Dold and Detective Feverston to attend the Cellebrite Global Case-to-Closure Summit at a cost not to exceed \$3,782.00.

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

AGENDA ITEM #8 — EMCOR WEBCONTROL

Trustee Wolff made a motion to approve the purchase and installation of a cellular device in order to implement a cloud-based WebControl for the Civic Center HVAC system at a first-year cost of \$13,250.00 and \$4,500 annual renewal thereafter.

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

AGENDA ITEM #9 — HOWELL RESCUE OUT OF TOWNSHIP TRAVEL

Trustee Wolff made a motion to approve the Fire Department's Out of Township Travel Request to send three personnel to attend the Howell Rescue Crash Course Village in Fairborn, Ohio, May 2-3, 2026, at an estimated total cost of \$4,185.00.

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

AGENDA ITEM #10 — RADIO SIGNAL BOOSTER

Trustee Schulte made a motion to accept and proceed with the purchase and installation of a radio signal booster through Mobilcomm at a cost not to exceed \$19,664.35.

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

AGENDA ITEM #11 — INDIANA RIVER RESCUE OUT OF TOWNSHIP TRAVEL

Trustee Wolff made a motion to approve the Fire Department's request to send three personnel to attend the Indiana River Rescue School in South Bend, Indiana, May 4-8, 2026, at an estimated total cost of \$5,277.00.

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

AGENDA ITEM #12 — BACKFLOW REPAIRS

Trustee Schulte made a motion to approve the Service Department's request to have 11 Back Flows repaired and retested by AMS at a cost not to exceed \$4,889.00.

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

AGENDA ITEM #13 — STRYKER COTS

Trustee Schulte made a motion to approve the Fire Department's request to purchase two power cots and load systems from Stryker at a cost not to exceed \$114,915.56 prior to the application of \$40,000.00 in Bureau of Workers' Compensation grant funds.

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

AGENDA ITEM #14 — PARACLETE INSERTS

Trustee Wolff made a motion to accept and proceed with the purchase of paraclete ballistic inserts through Ray O'Herron at a cost not to exceed \$16,850.16.

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

Held FEBRUARY 17, 2026 20 **AGENDA ITEM #15 — ASPHALT REJUVENATION**

Trustee Schulte made a motion to approve the Service Department's request to have Pavement Technologies apply asphalt rejuvenation to 98,102 square yards of Township roadway at an estimated cost of \$122,627.50.

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

AGENDA ITEM #16 — ROAD TO ZERO TRAFFIC SAFETY VEHICLE

Trustee Wolff made a motion to approve the Fire Department's request to apply for the Road to Zero Community Traffic Safety Grant.

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

AGENDA ITEM #17 — CLERMONT SENIORS MEMO OF AGREEMENT (MOA)

Mr. Himes presented a draft Memo of Agreement between Miami Township and Clermont Senior Services, which was first introduced to the Board in January.

Trustee Schulte made a motion to authorize the Township Administrator and Law Director to sign the proposed Memorandum of Agreement between Miami Township and Clermont Senior Services.

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

AGENDA ITEM #18 — SAFE ROUTES TO SCHOOL (R2026-06)

Administrator Kelly discussed the Township's Safe Routes to School plan that was funded through ODOT, stating that a draft plan was submitted for public comment, which included multiple stakeholders across our community.

According to Mr. Kelly, the areas of highest priority in our plan are focused along the State Route 131 corridor between Charles Seipelt Elementary and the Milford High School campus on the north side of the street. ODOT informed us that area is already being considered for funding that would allow a study to be done for recommendations on pedestrian connectivity and improvements in that area.

The second area of focus was around Boyd E. Smith Elementary off Jer-Les Drive. Based on the surrounding population of students in a two-mile radius, the travel patterns, and existing accessibility, this area was deemed appropriate to pursue funding for the evaluation and installation of pedestrian pathways and crosswalks that would help facilitate movement to and from this school.

Mr. Kelly stated that he is seeking the approval of Resolution 2026-06 that will allow us to work with the Environmental Design Group to submit an application for grant funding for the Safe Routes to Schools program through ODOT for FY2027.

Trustee Wolff made a motion to adopt Resolution 2026-06, a resolution authorizing approval of an application and agreement with the Ohio Department of Transportation to apply for safe routes to school funding, dispensing with a second reading, and declaring an emergency.

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

AGENDA ITEM #19 — BACHMAN'S CIVIC CENTER AGREEMENT EXTENSION

Mr. Burdsall stated that Bachman's contacted him on Thursday the 12th with a proposed extension to the current Civic Center Agreement. The extension would only be for 4 months and would make it possible to have only one contract that covers all of the Township HVAC Systems. The cost for the extension is the same per month as the original agreement at \$1,737.00. The total cost of the extension is \$6,948.00.

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Trustee Schulte made a motion to approve the Civic Center HVAC Service Agreement Extension with Bachman's HVAC Solutions for an amount not to exceed \$6,948.00.

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

AGENDA ITEM #20 — METROPOLITAN HOLDINGS CRA (R2026-07)

Administrator Kelly introduced a request for approval of Resolution 2026-07, a resolution approving the creation of a CRA agreement between Miami Township and Metropolitan Holdings.

Several documents were presented to the Board, including Resolution 2026-07, a housing study, and illustrative information regarding the proposed CRA site.

Trustee Wolff made a motion to adopt Resolution 2026-07, a resolution creating Miami Township Community Reinvestment Area No. 6 and implementing sections 3735.65 through 3735.70 of The Ohio Revised Code, dispensing with a second reading, and declaring an emergency.

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

ADD ONS

AGENDA ITEM #21 — LARGE TRUCK REPAIR

Mr. Burdsall stated that one of the large salt trucks (5M-06) experienced a major breakdown on January 26th, explained that the EGR Cooler had failed, causing coolant to leak into the engine and emissions system of the vehicle. A quote provided by Custom Truck and Fleet totaling \$35,850.00 was presented to the Board. However, Mr. Burdsall stated that, given the resale value of the truck, he recommends the Township surplus 5M-06 this year and keep the 5M-05 that is already scheduled for replacement this year. 5M-05 will require some minor repairs to last another year, but it will not cost nearly the same as an engine replacement.

No action was needed at this time.

PUBLIC COMMENT

None.

EXECUTIVE SESSION


Trustee Schulte made a motion to enter into executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to consider the appointment of a public official. The motion was seconded by Trustee Wolff. Upon roll call, all voted "AYE."

The Trustees came out of executive session at 8:34 PM and resumed normal session.

The meeting was adjourned at 8:35 p.m. on February 17, 2026.

ATTEST:


Eric Ferry, Fiscal Officer


Ken Tracy, Chairperson