

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20_____
MARCH 17, 2026

The Miami Township Board of Trustees met in a Business Session on Tuesday, March 17, 2026, at 7:00 p.m. at the Miami Township Civic Center. Acting Chairperson Mary Makley Wolff called the meeting to order and led the Pledge of Allegiance.

INVOCATION

Service Director Chris Burdsall joined attendees in prayer.

ROLL CALL

Trustee Schulte made a motion to appoint Mr. Steve Kelly as Acting Fiscal Officer. Trustee Wolff seconded the motion. Upon roll call, all voted "AYE."

Acting Fiscal Officer Steve Kelly called the roll. Attending were: Acting Chairperson Mary Makley Wolff and Trustee Mark Schulte. Law Director Joseph Braun was also in attendance.

CEREMONY

The Police and Fire Departments recognized Miami Township Citizen Police Academy Alumni Association Volunteer Ken Blendea for his involvement with the "Stop the Scam" initiative that focuses community outreach and crime prevention.

PRESENTATION

Mr. Josh Torbeck, Executive Director of Clermont County Parks, gave a presentation on several current park projects and stated that there will be a renewal levy on the May ballot in support of the parks.

APPROVAL OF MINUTES

Trustee Schulte made a motion to approve the following minutes:

- February 02, 2026 Special Meeting
- February 09, 2026 Work Session
- February 17, 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

Mr. McCormack, Community Development Director, gave a permit summary, gave a reminder regarding pool safety code regulations, discussed the new Miami Reserve neighborhood being built. Finally, Mr. McCormack gave an update regarding a new Speedway gas station.

Finance

Mr. Ferry was absent from the meeting. The Finance Report will be given next month.

Fire & EMS

Fire Chief Dave Jetter highlighted unique training opportunities taking place at the old Milford Preschool, as well as several community outreach projects.

Police Department

Police Chief Rob Hirsch highlighted department's recent recognition as the Greater Cincinnati Police Museum's Agency of the Month. Additionally, Chief Hirsch discussed recent drug and gun-related enforcement activities and mentioned that the Police Department is hiring.

Recreation Department

Mr. Ryan Himes, Recreation Director, shared highlights from February such as Bows & Bowties event. Mr. Himes also highlighted upcoming events such as Easter Extravaganza and Adult Egg Scramble.

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Service Department

Mr. Chris Burdsall, Director, highlighted projects including the yearly paving program, restocking the salt dome.

Administration

Mr. Steve Kelly highlighted recent changes in the Finance Department following the resignation of Finance Director Kelly Flanigan.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #1 — PAYMENT OF BILLS

Trustee Schulte made a motion to pay the bills of the Township from February 13 through March 6, 2026, including ACH payments totaling \$211,474.30, electronic payments totaling \$1,081,393.56 and checks totaling \$340,545.96 for the total amount of \$1,633,413.82. In addition, the motion approves the following gross payroll expenses:

Direct Deposit Date	Gross Wages
P/R #4 – February 20	\$ 655,831.61
P/R #5 – March 6	\$ 639,615.61

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

AGENDA ITEM #2 — THEN AND NOW (R2026-12)

Trustee Schulte made a motion to adopt Resolution 2026-12 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$51,445.35 and dispensing with the second reading.

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

AGENDA ITEM #3 — SEMI-ANNUAL CREDIT CARD REVIEW

Administrator Kelly stated that in accordance with Ohio Revised Code 505.64 and the Township Credit Card Policy, the Compliance Officer and Finance Director shall review the credit cards and accounts at least once every six months and report to the Township Board of Trustees. The overview is as follows:

- Number of Credit Cards: 14
- Change in Number of Credit Cards: None
- Changes to Credit Limits: None
- Changes to Expiration Dates: 2 cards expired – replacement cards were received with an updated expiration date of 8/29.
- Summary: Total Township credit card expenditures for the six-month period are \$156,383.81 as compared to \$171,122.05 in the previous six-month period.

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Credit Card Expense Totals
 (over a 6 month period)

	Sept - Feb 2025	March - Aug 2025	Sept - Feb 2026	Average Spend per Month (based on last 18 months)
Admin/Trustee x3	7,892.90	18,913.55	8,585.75	1,966.23
Fire x3	40,151.06	49,245.48	50,432.31	7,768.27
IT	7,340.24	8,905.10	12,897.27	1,619.03
PD x3	67,671.48	60,211.05	37,608.00	9,193.92
Rec	6,376.38	11,210.88	11,011.76	1,588.83
Service x3	28,126.42	22,635.99	35,848.72	4,811.73
Total	157,558.48	171,122.05	156,383.81	26,948.02

Trustee Wolff asked if we were able to recoup the fraudulent charges mentioned. Mr. Kelly stated that the account was frozen and no charges were able to go through.

Trustee Schulte made a motion to approve the semi-annual credit card review for the previous six-month period.

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

AGENDA ITEM #4 — SURPLUS LIST (R2026-13)

Administrator Kelly introduced the following surplus list as Exhibit A:

Department	Item	Make	Model	Serial Number	QTY
FEMS	Air Compressor	Craftsman	5.5 HP, 30 gallon		1
	Bike	Scwhinn	Aerodyne		1
	Bike	Scwhinn	Brofit		1
	Bike	Stamina Bike	CPS9300		1
	Iron Dumb Bell Set				1
	Puching Bag	Everlast			2
	Puching Bag Wall Hanger				1
	Cable Machine	BodyCraft			1
	Cable Machine	Power Source			1
	Assault Bike	Assault			1
	Rescue Helmet	National Rescue Sys	Havoc		8
	Coffee Maker	Bunn	Wave15-S-APS		1
	Medical Bags				11
	Pagers	Motorola	Minitor V		10
	Camera	Nikon	Coolpix		5
	Ipad case	Zonepoker			7
	Computer	Panasonic	Toughbook CF18		1
	Computer	Panasonic	Toughbook CF19		1
	Tablet	Samsung			1
	Computer Bag	Targus			2
	Cord Reel	CIMV			2
	Telescoping Light	Akron			2
	Outdoor Lights	Itt			2
	Ambulance	Braun	International Chassis (A14)	1HTMNMMA5JH043424	1
	Ambulance	Braun	International Chassis (A15)	1HTMNMMA5JH043435	1
	4-Drawer Metal File Cabinet	Hon			5
	2-Drawer Metal Fire Cabinet				3

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ADMIN (SEAS Disposal & Transfer List from Milford Preschool)	2 paper shredders				2
	10 chairs with wheels				10
	Paper roll holder				1
	2 cubby cabinets on wheels				2
	2 wooden shelves				2
	4 small orange chairs				4
	Hexagon table				1
	Cork Board				1
	Kidney table				1
	3 small metal cabinets				3
	Big metal filing cabinet				1
	Medicine cabinet				1
	3 teacher desks				3
	Gray metal cabinet				1
	8 piece white hanging cabinet				1
	Little blue table				1
	2 wooden kids sinks				2
	Wooden kids table				1
	Kids water table				1
	Big metal table				1
33 lockers				33	
Small white plastic table				1	

Trustee Schulte made a motion to adopt Resolution 2026-13, 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.

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

AGENDA ITEM #5 — TREEHOUSE CONFERENCE ROOM CHAIRS

Reiterating a discussion point from the Work Session last week, Trustee Wolff stated that there is not enough room in the Treehouse Conference Room to fit 12 chairs. Mr. Kelly stated that we would take measurements and order less chairs if needed. The price in the motion should be stated as "not to exceed."

Trustee Schulte made a motion to approve the purchase of 12 JSI Cosgrove office chairs from APG at a cost not to exceed \$5,468.13.

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

AGENDA ITEM #6 — IT SERVICES

Continuing discussions from last week, Mr. Kelly mentioned that new potential solutions would be explored in regard to IT services, including in-house services. Trustee Wolff responded that we have had in-house IT before and that she believes that is the correct route in terms of response times and the ability to meet our unique needs.

It was agreed that now is not the right time to make any major moves due to several factors.

Trustee Schulte made a motion to approve the continuation of services with InTrust for the additional one-year period listed in our current contract and use that time to evaluate the options we may have in selecting an MSP in greater detail.

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

AGENDA ITEM #7 — ZONING COMMISSION ALTERNATE APPOINTMENT

Trustee Schulte made a motion to appoint Marsena Cathcart to the Zoning Commission as an Alternate for the rest of 2026, effective immediately.

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

AGENDA ITEM #8 — KLEINGERS EASEMENT AGREEMENT

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Trustee Schulte made a motion to approve the easement agreement between Miami Township and Kleingers Engineering for a total of 20 Legal Descriptions and Exhibits, at a cost not to exceed \$17,000.00 in TIF funds.

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

AGENDA ITEM #9 — EMPLOYEE ENGAGEMENT SURVEY

Trustee Schulte made a motion to approve the selection of Leapsome to conduct an anonymous Employee Engagement Survey at a cost not to exceed \$8,640.00.

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

AGENDA ITEM #10 — TENNIS & PICKLEBALL COURT REPAIRS

After Mr. Burdsall reiterated this request from last week's Work Session, Trustee Schulte clarified with Mr. Burdsall that these repairs will only involve fixing the cracks and would not be considered "resurfacing."

Trustee Schulte made a motion to repair the Tennis and Pickleball courts at Community Park and Miami Meadows Park at a cost not to exceed \$39,470.00.

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

AGENDA ITEM #11 — CEMETERY MOWING

Trustee Schulte made a motion to contract with The Turf Tailor Grounds Maintenance for 2026 Cemetery Mowing at a cost not to exceed \$48,450.00.

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

AGENDA ITEM #12 — PROPERTY & CASUALTY INSURANCE RENEWAL

Mr. Kelly stated that the current Property & Casualty insurance policy will expire April 19th. The township has been working with the Ohio Plan to review and update its property and casualty insurance coverage, making adjustments over the past year to reflect rising replacement costs for vehicles, equipment, and buildings. Additional focus has been placed on cybersecurity and legal coverage due to new requirements under House Bill 96.

Mr. Kelly continued that the Ohio Plan has provided a quote of \$239,601 for 2026–2027, which is a 9.5% increase from last year, but still within the approved budget.

No action was necessary at this time, and the item will be presented for approval in April.

ADD ONS -**AGENDA ITEM #13 — CIVIC CENTER PARTIAL ROOF REPLACEMENT**

Mr. Burdsall stated that a roof leak was discovered at the Civic Center above the women's restroom after recent heavy storms. Inspection found that deteriorated mortar joints in the brick facade allowed water intrusion, but a prior improper repair caused flashing to be installed incorrectly, directing water onto metal roof decking. This led to deterioration of the decking and water leaking into the interior ceiling.

According to Mr. Burdsall, two repair options were proposed for the brick: a full facade restoration (requiring maintenance every 5–7 years) or installing a barrier wall panel system. Additionally, fixing the roof and replacing the aging membrane is estimated to cost \$18,000–\$25,000, which aligns with the 2026 budget for partial roof replacement.

Trustees Wolff and Schulte stated that they remember repairing the aforementioned section of roof fairly recently through Prodigy. Mr. Burdsall stated that Prodigy had in fact done repairs to

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the roof but only performed a full replacement over the Miami Room section of the building. Mr. Burdsall stated that he is still trying to verify for certain that prodigy had completed the last repair of this particular section of the roof, which occurred at least 5 years ago. Trustee Wolff asked if we might have some recourse to recover losses due to a bad repair. Mr. Braun, Law Director, stated that he would need to check the contract. Mr. Burdsall stated that he would find the contract for Mr. Braun.

Trustee Wolff expressed concern in utilizing Garland to vet and hire contractors for the repairs, as the last contractor's work was insufficient. Mr. Burdsall stated that Garland handles roof-related projects only and was able to provide photos of past repairs.

No action was needed at this time, and the item will be brought back for formal consideration at the next meeting.

PUBLIC COMMENT

Resident Jim Denu asked if the upcoming Adult Egg Scramble is free, and if residents are required to register for the event. Mr. Himes responded that it is a free event, with food and drink available for sale. Additionally, residents will be required to register and sign a waiver, however, this will be done at the event.

Mr. Denu also asked if Mr. Burdsall could answer questions regarding scheduling the pickleball court repairs and court-use logistics that will need to be considered during repair of the courts. Mr. Burdsall answered that the vendor has not yet scheduled the repairs, but assured Mr. Denu that as soon as the repairs are scheduled the dates will be posted at the courts so that residents know when to expect disruptions to regular availability.

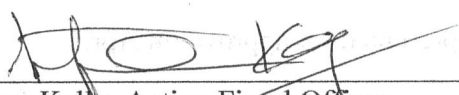
Finally, Mr. Denu asked if the Township had considered the topic of data centers. Trustee Wolff explained that data centers require much more land than the Township likely has available.

EXECUTIVE SESSION

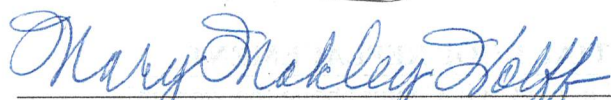
None.

The meeting was adjourned at 8:02 p.m. on March 17, 2026.

ATTEST:



Steve Kelly, Acting Fiscal Officer



Mary Makley Wolff, Acting Chairperson