

## RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

AMENDED OCTOBER 21, 2025

20

The Miami Township Board of Trustees met in a Business Session on Tuesday, October 21, 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**

Chairperson Schulte joined attendees in prayer.

**APPOINTMENT AND ROLL**

Mary Wolff made a motion to appoint Administrator Steve Kelly as Acting Fiscal Officer due to the absence of Mr. Eric Ferry. The motion was seconded by Mr. Schulte and both voted "AYE."

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

**CEREMONY**

The Fire Department and Board of Trustees recognized Addy Knell with the Youth Firefighter Award for her heroic actions during a recent house fire.

**CORRESPONDENCE**

The Board reviewed Liquor License request 02610946-6, which was reviewed and approved by Fiscal Officer Eric Ferry before he went out of town.

**DEPARTMENT REPORTS**

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

**Community Development**

Brian Elliff, Zoning Administrator, talked about the recent opening and success of Dutch Bros Coffee, the growth of Branches Church off of Branch Hill Guinea Pike, and the approval of Miami Township's OKI grant application for pedestrian crossing improvements at Branch Hill Guinea Pike and Loveland Miamiville Road.

**Finance**

Mr. Kelly described the September report as complete.

**Fire & EMS**

Fire Chief Dave Jetter highlighted a special reunion between cardiac arrest victim Carey Williams and the Miami Township Firefighter/Paramedics who saved his life while playing recreational pickleball.

**Police Department**

Police Chief Rob Hirsch highlighted Officer Skip Rasfeld's recent award as "Top Cop" by the Greater Cincinnati Crime Stoppers agency for his excellent work in teaching the D.A.R.E. program in Milford as well as his work with MTWP's "Shop with a Cop" program. Chief Hirsch also talked about an upcoming DEA Drug Take Back, as well as a Trick or Treat event for those unable to go out trick or treating due to disability. Additionally, Safety Services Open House will take place on 11/9, and the Holiday Parade will take place on 11/20. Finally, Hirsch stated that Officer Nick Mills has returned home safely from his deployment.

**Recreation Department**

Mr. Ryan Himes, Director, shared that Firefighter/Paramedics Michael Tankersley and Jacob Myrick, who saved Casey Williams during a pickleball game, have been selected as the Grand Marshalls for the Township Holiday Parade. Himes also thanked everyone who attended and helped with the recent Harvest Festival, which was a major success. Himes also highlighted the recent Vintage Baseball Game, and the recent hire of Cassidy Craig as the department's program coordinator.

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**Service Department**

Mr. Chris Burdsall, Director, highlighted the recent Clean Up Days event as well as the completion of the Highview Gunite Project.

**Administration Department**

Mr. Steve Kelly, Administrator, discussed recent Safety Services Town Hall Events, which he said led to many successful discussions with community members regarding use of tax dollars, and the benefit of those services to them. Mr. Kelly also highlighted an open Community Survey which he hopes will solicit more feedback from residents.

**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**

- Rescind the offer of employment made to Sophie Nelson.

**Police Department**

- Remove Officer CJ Pairan from probationary status effective September 26, 2025.
- Remove Sergeant Jimmy Taylor from probationary status effective October 27, 2025.

**Community Development Department**

- Make a final offer of employment to Samuel Allee for the position of Community Development Co-Op with an hourly rate of \$15.00 effective January 2, 2026.

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

**AGENDA ITEM #2 — JOB DESCRIPTION UPDATES**

Mrs. Asher discussed the need to update the job descriptions for the D.A.R.E. Officer and Community Development Director positions. The current job descriptions require revisions to ensure they accurately reflect the responsibilities, required qualifications, and performance expectations of those roles.

In addition, the Community Development Director position will be posted soon to begin the process of filling the role in anticipation of an upcoming retirement.

Mary Wolff made a motion to approve the updated job descriptions as stated. Mr. Schulte seconded the motion. Upon roll call, both voted "AYE."

**AGENDA ITEM #3 — PAYMENT OF BILLS**

Mary Wolff made a motion to pay the bills of the Township from September 10 through October 17, 2025, including 192 ACH payments numbered 2169 through 2360, 71 electronic payments numbered 4626 through 4696 and 130 checks numbered 148838 through 148968 for the total amount of \$6,358,646.06.

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

Direct Deposit	Date	Amount
09/19/2025		\$646,255.23
10/03/2025		\$585,361.42
10/17/2025		\$622,596.78

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

**AGENDA ITEM #4 — THEN AND NOW (R2025-53)**

Mary Wolff made a motion to adopt Resolution 2025-53 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$32,676.00 and dispensing with the second reading.

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

**AGENDA ITEM #5 — SUPPLEMENTAL APPROPRIATIONS (R2025-54)**

Mr. Kelly discussed the need to amend certain appropriations for the property purchase of the former Milford Preschool.

**APPROPRIATION AMENDMENTS**

Fund	Net Change
5050 Wolfpen Pleasant Hill TIF	\$ 121,000
5060 Panera TIF	15,000
5070 SR 131 TIF	20,000
5090 Allen Dr TIF	15,000
6070 Athens Community RID	185,500
6130 Willows Bend RID	500,000
<b>Total Appropriation Changes</b>	<b>\$ 856,500</b>

Mary Wolff made a motion to adopt Resolution 2025-54, a Resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2025, and dispensing with the second reading.

The motion was seconded by Mr. Schulte. Upon roll call, both voted "AYE."

**AGENDA ITEM #6 — SET RECORDS COMMISSION MEETING**

Mr. Kelly discussed the need to hold a once-yearly meeting of the Records Commission as mandated by the Ohio Revised Code, Section 149.42.

Mary Wolff made a motion to hold the Records Commission meeting on Tuesday, November 18, 2025 at 6:45 p.m., immediately prior to the regularly scheduled Business Meeting.

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

**AGENDA ITEM #7 — EXTERNAL VEST CARRIERS**

Mary Wolff made a motion to approve the purchase of ballistic vest carriers and attachments from Ray O'Herron at a cost not to exceed \$37,941.00 as discussed in the previous meeting.

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

**AGENDA ITEM #8 — UNION CEMETERY FENCE**

Mary Wolff made a motion to approve the request to replace the Union Cemetery Fence at a cost not to exceed \$7,124.00 as discussed in the previous meeting.

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

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**AGENDA ITEM #9 — MOBILE AND PORTABLE RADIO LETTER OF INTENT**

Mary Wolff made a motion to approve the request to purchase eight mobile radios and accessories at a cost not to exceed \$42,808.20 as discussed in the previous meeting.

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

**AGENDA ITEM #10 — STATE HOMELAND SECURITY APPLICATION**

Mary Wolff made a motion to authorize the police department to submit a grant application through the FY25 State Homeland Security Grant Program to seek funding to improve the security camera systems at all four township parks, as discussed in the previous meeting.

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

**AGENDA ITEM #11 — SALT DOME GATE REPLACEMENT**

Mary Wolff made a motion to approve the request to replace the salt dome gate at a cost not to exceed \$2,970.00 as discussed in the previous meeting.

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

**AGENDA ITEM #12 — AFG FITNESS EQUIPMENT GRANT**

Mary Wolff made a motion to approve the request to accept and contribute a local share of \$9,963.04 to the Fiscal Year 2024 Assistance to Firefighters Grant and use the award of \$109,600.00 to purchase fitness equipment for the Carr Building and Fire Stations as discussed in the previous meeting.

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

**AGENDA ITEM #13 — ZC & BZA APPOINTMENTS**

Mary Wolff made a motion to re-appoint Wayne Loudermilk to the Board of Zoning Appeals for a five-year regular term beginning on January 1, 2026 and to re-appoint Tim Brandstetter to the Zoning Commission for a five-year regular term also beginning on January 1, 2026 as discussed in the previous meeting.

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

**AGENDA ITEM #14 — PD VEHICLE PURCHASE**

Mary Wolff made a motion to approve the purchase a 2025 Ford Explorer Police Interceptor from Coughlin Ford and approve the upfitting through Parr Public Safety and Performance Graphics a cost not to exceed \$52,633.60, which will partially be covered by the insurance payout of \$33,771.98 for the totaled vehicle, as discussed in the previous meeting.

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

**AGENDA ITEM #15 — MILWAUKEE BATTERIES**

Mary Wolff made a motion to approve the request to purchase fourteen Milwaukee Batteries from Howell Rescue Systems at a cost not to exceed \$4,090.00 as discussed in the previous meeting.

The motion was seconded by Mr. Schulte. Upon roll call, both voted "AYE."

**AGENDA ITEM #16 — CIC CREATION (R2025-55)**

Mary Wolff made a motion to adopt Resolution 2025-55, a resolution creating the Miami Township Community Improvement Corporation and adopting a code of regulations for the Miami Township Community Improvement Corporation and dispensing with the second reading as discussed in the previous meeting.

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The motion was seconded by Mr. Schulte. Upon roll call, both voted "AYE."

**AGENDA ITEM #17 — TERRACE PARK EMS CONTRACT**

Mary Wolff made a motion to approve the request to accept the updated agreement between Miami Township and the Village of Terrace Park for the continued provision of paramedic services as discussed in the previous meeting.

The motion was seconded by Mr. Schulte. Upon roll call, both voted "AYE."

**AGENDA ITEM #18 — ELVIS SUMMER CONCERT CONTRACT**

Mary Wolff made a motion to authorize the Township Administrator to sign and enter into a contract with Tyler Christopher Productions to perform an Elvis Tribute Show at Community Park at a cost not to exceed \$3,000.00 as discussed in the previous meeting.

The motion was seconded by Mr. Schulte. Upon roll call, both voted "AYE."

**ADD-ONS**

None.

**PUBLIC COMMENT**

Marv Hudson of 5969 Pinto Place discussed concerns about the lights from the newly constructed Dutch Bros Coffee shop going into their bedroom window.

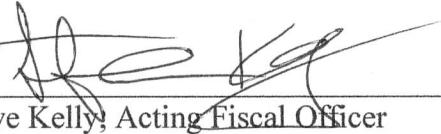
**EXECUTIVE SESSION**

Mary Wolff made a motion to enter into executive session pursuant to Ohio Revised Code (ORC) Section 121.22(G)(1) to discuss the employment of a public employee and 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 related to a request by the applicant for economic development assistance under Ohio law. The motion was seconded by Mr. Schulte. Upon roll call, all voted "AYE." The proposed developer was invited to attend the executive session.

All in attendance came out of executive session at 9:44 p.m. and resumed regular session.

The meeting adjourned at 9:45 p.m.

ATTEST:



Steve Kelly, Acting Fiscal Officer



Mark Schulte, Chairperson