The Miami Township Board of Trustees met in a Work Session on Monday, June 08, 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. Trustees Mary Makley Wolff, Mark Schulte, and Ken Tracy were in attendance. Also attending were Township Administrator Steve Kelly, and Township Law Director Joe Braun.

CORRESPONDENCE

A liquor license request for the VFW was approved by the Fiscal Officer.

MINUTES APPROVED

Trustee Schulte made a motion to approve the minutes from the April 13, 2026 Special Meeting and the April 21, 2026 Special Meeting. The motion was seconded by Trustee Wolff. Upon roll call, all voted "AYE."

AGENDA ITEM #1 — PERSONNEL

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

Police Department

Accept the retirement notice of full-time Police Officer, Skip Rasfeld. Skip's final day of employment with Miami Township was May 30, 2026. We would like to recognize and thank Skip for his 19 years of dedicated public service to Miami Township and wish him all the best in his retirement.

Recreation Department

Make a final offer of employment for the position of Camp Leader to Ella Sizemore with the rate of $15.00 per hour effective June 9, 2026.

Adjust the rate for the following Camp Supervisors to $16.00 per hr. effective May 24, 2026:

- Sara Wanamaker
- Megan Poppe

Administration Department

Approve a position change for Katie Pohl to Finance Associate at a rate of $36.00 per hour effective June 21, 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 — OKI TRANSPORTATION GRANT

Mr. Kelly reported that the Township was seeking Board approval to apply for the 2026 OKI Transportation Alternatives Grant and noted that the Township had successfully secured OKI funding in 2025 for pedestrian and crosswalk improvements at the intersection of Loveland-Miamiville Road and Branch Hill–Guinea Pike.

As part of recent updates to the Safe Routes to Schools Plan, several potential pedestrian improvement projects were identified along Branch Hill–Guinea Pike, particularly near Jer-Les Drive and Boyd E. Smith Elementary School. Mr. Kelly explained that the proposed grant project would extend the existing sidewalk on the northeastern side of Branch Hill–Guinea Pike from north of Cedar Drive to Belle Meadows Drive, improving pedestrian connectivity and safety.

Mr. Kelly stated that the project was estimated to cost approximately $770,959.00, with a required local match of approximately $178,910.00. Additional design, engineering, and environmental costs of approximately $152,000.00 would not be covered by the grant, resulting in a total Township commitment of approximately $330,910.00. Finally, Mr. Kelly noted that existing TIF fund balances in the area would support the project.

Area sidewalk illustrations were shown to the Board for consideration.

No action was necessary at this time, and comments from the Board were welcomed.

Trustee Schulte asked for clarification on the location of the crosswalk, and asked Mr. Burdsall if Branch Hill–Guinea Pike was a township or county road. Mr. Burdsall stated that it is a county road. Trustee Schulte mentioned a concern with crosswalks on this particular road due to the speed of motorists there. Further, he cautioned that part of the study should potentially address lowering the speed limit and stated that the Township should make sure attention is given to this concern.

Trustee Wolff asked if there aren't 20 mile per hour school zones in place there and was told that there is not one at the intersection of Branch Hill–Guinea Pike and Jer-Les Street for Boyd E. Smith, though there is one farther up the road for Ohio Valley Voices. Trustee Wolff suggested petitioning for one at Boyd E. Smith.

Trustee Tracy shared concern over the sidewalk and crosswalk placements. Mr. Kelly stated that he had verified with the county there are no plans to widen that particular stretch of road, which would impact potential sidewalks there. Mr. Kelly also stated that if we were to receive the funds, it would not be until 2029-2030, leaving plenty of time to iron out placements and engage with the county on certain issues.

Mr. Ferry asked if a Police Officer would be stationed at the Boyd E. Smith intersection. Chief Hirsch stated that if traffic were to be a concern, the Department would certainly have an officer over there.

AGENDA ITEM #3 — CYBER SECURITY PROGRAM

Mr. Kelly reported that the Township had been working with InTrust to develop a comprehensive cybersecurity program in accordance with the requirements of Ohio Revised Code 9.64. Mr. Kelly explained that the program incorporates findings and recommendations from a recent network assessment and is designed to align with generally accepted cybersecurity best practices.

Mr. Kelly noted that the Board adopted a cybersecurity and ransomware policy in the previous year and that the Township recently implemented a cybersecurity training program through the Ohio Persistent Cyber Initiative and the Ohio Cyber Range.

Mr. Kelly presented two documents for the Board's review and consideration for adoption: the Miami Township Cybersecurity Incident Response Plan and the Miami Township Business Continuity Plan. Mr. Kelly explained that the Incident Response Plan establishes procedures for identifying, responding to, and managing cybersecurity incidents, while the Business Continuity Plan outlines procedures for maintaining critical operations during emergencies or disruptions to normal business activities. Mr. Kelly further noted that the two plans are designed to complement one another and provide comprehensive coverage.

Finally, Mr. Kelly stated that both documents would be incorporated into the next revision of the Township's Continuity of Operations Plan, which was last updated in 2023. Mr. Kelly noted that the plans would be reviewed and updated periodically as procedures, technologies, and operational needs evolve, with an initial review scheduled within one year of adoption to ensure continued compliance with Ohio Revised Code requirements and alignment with Township operations.

Trustee Wolff asked if the existing Business Continuity Plan was used as a building block for these documents. Mr. Kelly answered that it had, and that mainly the only changes are those that address the technological side of things. Trustee Wolff also mentioned that AI is an additional technological advancement that needs to be addressed. Mr. Kelly agreed and stated that he is looking to Mr. Braun and other entities for guidance on how to address this appropriately in policy. Trustee Wolff mentioned a local group who is working on this and stated Mr. Kelly should reach out to them.

No action was necessary at this time, and the item will be brought back to the next Business Meeting for formal consideration.

AGENDA ITEM #4 — SUGAR CAMP CULVERT REHAB

Mr. Burdsall reported that the metal culvert located at 5461 Sugar Camp Road had begun to rust along the bottom and that significant erosion had developed near the headwall and outfall wall. Mr. Burdsall explained that the deterioration could lead to additional issues if left unaddressed. He noted that the culvert measures 36 inches high by 58 inches wide and is approximately 50 feet long.

Mr. Burdsall stated that the Township had received a proposal from National Gunite to rehabilitate the culvert using a shotcrete lining on the bottom one-third of the structure. He further explained that the headwall and outfall wall would also be lined to help prevent further deterioration of the road berms and creek bank.

Finally, Mr. Burdsall noted that the total estimated cost of the project is $36,808.00 and that funding is available within the budgeted allocation for contracted pipe repairs. Mr. Burdsall recommended awarding the contract to National Gunite based on the company's history of satisfactorily completing similar projects for the Township. He added that scheduling the work concurrently with the Dry Run culvert project would eliminate one of the mobilization fees and result in cost savings.

No action was needed at this time, and the item will be taken to the next Business Meeting for formal consideration and approval.

AGENDA ITEM #5 — FLOCK SAFETY RENEWAL

Chief Hirsch reported that the Police Department implemented Flock Safety cameras throughout the Township in 2022 to assist with criminal investigations. He noted that the original 25 cameras were funded through a grant from the Ohio Office of Criminal Justice Services, while subsequent expansions have been supported through grant funding and OneOhio Opioid Settlement funds to minimize costs to Township taxpayers.

Chief Hirsch explained that the Police Department currently maintains two contracts with Flock Safety and is requesting approval to realign them into a single 24-month term using OneOhio Opioid Settlement funds. He stated that the annual cost is $3,000.00 per camera, for a total annual cost of $99,000.00.

Finally, Chief Hirsch noted that renewing and realigning the contracts before June 30, 2026, would make the Township eligible for $12,500.00 in grant reimbursements through the Ohio Office of Criminal Justice Services.

Trustee Schulte asked how many cases are being solved with the cameras. Chief Hirsch stated that during the winter it is around a dozen per month, and during the busier summer seasons it is around two dozen per month.

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 — NEW FIRE ENGINE PURCHASE

Chief Jetter requested approval to order a new E-ONE fire engine through Vogelpohl Fire Equipment to replace the 2013 Rosenbauer Engine 10. He explained that Engine 10 is 13 years old with more than 105,000 miles and is scheduled to be placed into reserve service upon delivery of Engine 14 before being retired when the new apparatus arrives.

Chief Jetter noted that the proposed replacement aligns with the department's apparatus replacement schedule. Due to industry-wide manufacturing delays, delivery is expected approximately 30 to 36 months after ordering, with the new engine anticipated to arrive in 2029. He added that the proposed apparatus is identical to the engine ordered in 2024, reducing customization costs while maintaining operational flexibility.

Chief Jetter explained that the discounted prepayment option would reduce the apparatus cost to $1,094,538.00, with an additional $75,000.00 for equipment upfitting, resulting in a total project cost of $1,169,538.00. He noted that the discounted purchase price is only $11,268.00 higher than the engine ordered in 2024 and remains approximately $80,000.00 less than a comparable apparatus from Pierce Manufacturing.

Finally, Chief Jetter stated that a Letter of Intent must be submitted in June and prepayment made in August to secure the discount. He added that funding and financing options would be reviewed with Mr. Ferry to determine the most advantageous approach for the Township.

Trustee Tracy asked about the typical mileage that a fire engine is expected to get before end of life. Chief Jetter stated that newer engines would get more mileage than Engine 10 had due to run volume, but that the department has a robust maintenance program and attempts to lessen the amount of mileage the trucks get by rotating them in and out of service.

Trustee Tracy asked what would happen to Engine 10 after Engine 14 is delivered. Chief Jetter stated that it would enter a reserve capacity for the next three years. After that, it would be sold for an estimated amount of $40,000.00 given its age and mileage reading.

Chief Jetter further emphasized that normally he would not have brought this request to the Board so early but thought it best to do so given the discounted pricing and an imminent 5% increase in pricing.

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 — AXON ASSISTANT TRANSLATE

Chief Hirsch reported that the Police Department frequently encounters individuals who do not speak English, creating communication challenges during calls for service. He explained that existing translation tools are often ineffective during crisis situations or other time-sensitive incidents.

Chief Hirsch stated that Axon Assistant Translation uses the Department's existing body-worn cameras to provide real-time translation in more than 50 languages. He noted that the technology will improve communication during traffic stops, emergency calls, and other community interactions while helping to reduce misunderstandings and support de-escalation efforts.

Finally, Chief Hirsch requested approval for the service agreement, noting that the cost will not exceed $4,542.08 for September through December 2026 and $18,168.32 for 2027, for a total of $22,710.40. He added that Axon will provide the service at no cost from contract execution through the September 2026 start date.

Trustee Wolff asked what other departments are using the technology. Chief Hirsch answered that the service is very new and that Miami Township having it would be cutting-edge for the region. However, Hirsch stated that he had seen demos and that the product appears to work well in real time. Trustee Wolff stated that she is uncertain whether the product would be fully accurate, given that there are many different dialects present in all languages.

Trustee Wolff stated that we already have a translation service. Chief Hirsch stated that we do, but that it has no application in a crisis setting, explaining that it does not work in real time, and the alternative of bringing an officer onto the scene of a crime or crisis situation takes time that is unfortunately of the essence.

Trustee Wolff clarified with Chief Hirsch that this is indeed an AI service, and voiced concern about that. Trustee Wolff asked the Chief if he could provide data about any situations where the department has not had translation available, and Chief Hirsch responded that he estimates his officers encounter at least 100 people a week who do not speak English. Trustee Wolff reiterated her concern with the AI aspect of the service and cautioned Hirsch to research the downsides of the technology.

Trustee Tracy asked Hirsch to further explain the difference between Axon Translate and other services such as Google Translate. Hirsch responded that Axon would automatically detect the language being spoken, translate it verbally to the officer, and translate the officer's language back to the individual, all in real time, through the officer's already existing body-worn camera.

The Board asked Hirsch to gather any regional testimonials and show them a demo.

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 — EVERGREEN CEMETERY ROAD ADDITION

Mr. Burdsall reported that a budgeted 2026 project includes the installation of an additional roadway within Evergreen Cemetery. He explained that the new road will complete the boundaries of Section 9 and begin development of Section 10, creating additional burial plots to address the limited availability of complete grave sites.

Mr. Burdsall stated that quotes were solicited from three contractors, with bids received from JK Meurer Paving and Neyra Paving. He noted that JK Meurer Paving submitted the low quote of $63,480.00, compared to Neyra Paving's quote of $75,909.41.

Finally, Mr. Burdsall recommended awarding the project to JK Meurer Paving based on its competitive pricing and history of completing Township projects in a timely and satisfactory manner.

Trustee Tracy asked when the cemetery would run out of available gravesites. Mr. Burdsall responded that even with the addition of the road, there are two more sections available to be built out, so he estimates 15-20 years at least.

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 — IACP CONFERENCE OUT OF TOWNSHIP TRAVEL

Chief Hirsch requested approval for Sergeant Brian Mehne to attend the International Association of Chiefs of Police Impaired Driving and Traffic Safety Conference in Anaheim, California, from August 20–24, 2026. He explained that Sergeant Mehne's attendance would allow him to remain current on impaired driving research, enforcement techniques, case law, and prosecution trends necessary to maintain his certification as a Drug Recognition Expert Instructor.

Chief Hirsch noted that Sergeant Mehne has enabled the Miami Township Police Department to host several Drug Recognition Expert training courses for Township officers at no cost. Finally, Chief Hirsch stated that the Ohio Department of Public Safety has agreed to sponsor Sergeant Mehne's attendance by covering all travel-related expenses, including airfare, lodging, meals, and registration, for a total anticipated cost of $2,722.00.

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

AGENDA ITEM #10 — OFCA CONFERENCE OUT OF TOWNSHIP TRAVEL

Chief Jetter requested approval for Lieutenant Greg Ortman, Battalion Chief Jon McKinnish, and himself to attend the Ohio Fire Chiefs' Association 2026 Officer Development Conference in Columbus, Ohio, from July 13–16, 2026. He explained that the conference provides leadership, management, and operational training, as well as opportunities to network with fire service professionals and learn about new equipment and technology.

Chief Jetter noted that he and Lieutenant Ortman will present a session titled *Collaborative Leadership Between Labor and Management* during the conference.

Finally, Chief Jetter stated that the total estimated cost to attend the conference is $3,975.00, which includes registration, meals, and lodging.

Trustee Wolff asked if the department would be receiving any comps for presenting. Chief Jetter answered that he would check into this.

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 — COMMUNITY PARK SHADE STRUCTURES

Mr. Burdsall reported that the Township was awarded a Clermont County Park District Community Park Improvement Grant in the amount of $15,000.00 for the installation of shade structures near the Performance Pavilion at Community Park. He noted that the project has been incorporated into the Township's Parks Plan with Kleingers Group.

Mr. Burdsall stated that Game Time submitted a proposal of $33,365.39 for the shade structures and installation based on the company's successful work on previous Township park projects.

Finally, Mr. Burdsall explained that the grant is reimbursement-based, requiring the Township to approve the full project cost upfront. Upon completion, the Township will seek reimbursement, resulting in a final Township cost of $18,365.39.

Trustee Wolff asked why Kleingers needed to be involved at all. Mr. Burdsall responded that the project was originally a part of the Parks Master Plan that the Township had engaged Kleingers for previously, and that Kleingers is working the engineering side of things. Trustee Wolff stated that she doesn't get why we need an outside company to come and tell us what we already know i.e.) where the shade structures need to go, etc. Finally, Trustee Wolff asked Mr. Burdsall to let the Board know how soon the shade structures would be installed following approval, since the summer concert series is coming up.

Mr. Kelly stated that this was a piece of an overall project involving the Parks Master Plan and that this particular piece was used to apply for the grant.

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 — E-ONE INSPECTIONS OUT OF TOWNSHIP TRAVEL

Chief Jetter requested approval for Lieutenant Jordan Hall, Battalion Chief Jeff Moore, Deputy Chief Jon McKinnish, and himself to attend the midpoint and final inspection meetings for a new fire apparatus in Ocala, Florida, during July and August 2026. He explained that the inspections will ensure the apparatus is built according to specifications and will include review of the completed vehicle and operational testing.

Chief Jetter noted that each inspection trip will span three days and that the exact dates have not yet been finalized, although the manufacturer anticipates the midpoint inspection in July and the final inspection in August.

Finally, Chief Jetter stated that travel and lodging expenses are included in the cost of the apparatus. He noted that meal expenses will not exceed $352.00 per trip.

Trustee Wolff asked if we really need 4 people to attend the inspections. Chief Jetter answered that there will be less people needed in the future as Deputy Chief McKinnish is being trained to control operations on these types of trips so that the Chief will not need to attend in person.

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 — LEMING HOUSE WALL COVERINGS

Mr. Burdsall reported that the wallpaper in the main room and hallway of the Leming House has deteriorated due to age, peeling, and staining. He noted that the project to remove the wallpaper and repaint the walls was included in the 2026 budget.

Mr. Burdsall stated that the Township received quotes from All Around Joe for $18,879.00 and DBA Home Services for $19,209.50 to remove the wallpaper, complete necessary drywall repairs, and paint the affected areas. He noted that additional drywall repairs may be required once the wallpaper is removed.

Finally, Mr. Burdsall recommended awarding the project to All Around Joe based on its lower bid and history of successfully completing projects for the Township.

Trustee Wolff asked why we would stay with wallpaper instead of painted walls. Mr. Burdsall clarified that switching to painted walls is his intention with this project. Trustee Wolff said the price seemed high for just painting the walls. Mr. Burdsall emphasized that the contractor would also be removing existing wallpaper and repairing drywall damage beforehand. Trustee Wolff asked why there are only two quotes instead of three. Mr. Burdsall answered that several different vendors were contacted, and these two were the only two to deliver a quote. Trustee Wolff asked what color we would be painting the walls, stating that since it is a rental space we would want to keep it neutral and easy to clean. Mr. Burdsall responded that he plans to go with a beige tone that would hide some imperfections but would not darken the room.

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 — FEMA GRANT

Chief Jetter requested approval for the Fire Department to apply for two FEMA grant opportunities before the June 22, 2026, application deadline. He noted that the application period is shorter than in previous years due to delays in the federal budget process.

Chief Jetter explained that the department intends to pursue a Fire Prevention and Safety Grant to support future Community Risk Reduction initiatives, with specific projects currently under evaluation. He also requested approval to apply for an Assistance to Firefighters Grant to replace the department's 12-year-old self-contained breathing apparatus, which no longer meets current standards and is no longer covered by the manufacturer's warranty.

Finally, Chief Jetter stated that the total cost of the SCBA replacement project is $770,189.00, with federal funding of $700,045.45 and a required Township match of $70,004.55. He added that optional escape waist belt accessories would cost an additional $58,760.00, bringing the total Township contribution to $128,764.55.

Trustee Wolff asked if anyone had been in touch with Senator Moreno regarding his potential help to get federal grants. Administrator Kelly stated that typically for federal grants, we reach out to State Representative Dave Taylor's office, both Senators Moreno and Husted, and utilize the Township's lobbyist group, Government Strategies Group, to help push our applications at the federal level.

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

AGENDA ITEM #15 — CIVIC CENTER CHILLER PUMP / MOTOR

Mr. Burdsall reported that, following the failure of both chiller pump motors at the Civic Center earlier this year, one motor was replaced to restore cooling while staff evaluated long-term solutions for the second unit.

Mr. Burdsall explained that both the pump and motor are original to the building and that two vendors recommended replacing the entire skid assembly rather than only the motor. He noted that replacing the complete assembly would provide greater reliability and reduce the risk of future pump failure.

Finally, Mr. Burdsall stated that the Township received quotes from Bachman's HVAC for $12,335.00 and AMS for $8,850.00. He recommended awarding the contract to AMS based on the lower quote.

Trustee Schulte asked how old the equipment is if it is original to the building. Mr. Burdsall responded that it would have been installed in 1974.

Fiscal Officer Ferry asked if we had utilized AMS before. Mr. Burdsall said that AMS helped with at least two projects in the last 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 #16 — PD JOB DESCRIPTIONS

Mrs. Asher reported that she has been working with members of the Police Department to review and update job descriptions for all Police Department positions. She explained that the revisions are intended to ensure the descriptions accurately reflect current duties, responsibilities, reporting relationships, and qualifications.

Mrs. Asher noted that the review process is in its final stages and that the updated job descriptions will be presented to the Board for consideration and approval following completion of the departmental review.

Finally, Mrs. Asher advised the Board that a request for approval is anticipated to appear on the July or August meeting agenda. She added that the revised job descriptions will be provided to the Board in advance to allow sufficient time for review.

No action was taken at this time.

AGENDA ITEM #17 — SAFE ROUTES TO SCHOOLS GRANT APPLICATION

Mr. Kelly reported that the Township received a request from ODOT District 8 regarding the Safe Routes to Schools grant application submitted earlier this year. He explained that the original request sought $625,626.00 to fund sidewalks and crosswalks connecting Jer-Les Drive and Boyd E. Smith Elementary School.

Mr. Kelly stated that ODOT is willing to support the project if the Township provides a local contribution of $75,811.50 for Phase 1 engineering, environmental, and design work. He noted that ODOT would fund the remaining $549,814.50 for design, right-of-way acquisition, and construction and requested a timely decision to allow for the final funding determination.

Finally, Mr. Kelly advised that existing TIF funds are available to cover the Township's share. He noted that the funding could be addressed through a year-end appropriation adjustment or included in the FY2027 TIF budget, depending on the timing of the grant award.

Mr. Ferry asked what the difference was between this request and the sidewalk project discussed earlier (Agenda Item #2). Mr. Kelly responded that they are two different grant projects, both in the same area. The OKI Transportation application was due on the 5th of July, so the Township has applied for it but has not yet heard back, and the request was for support in case we were to receive the funds. Conversely, the Safe Routes to School grant has received a response from ODOT that they are willing to support the project if the Township is willing to fund the phase one engineering work.

Trustee Wolff emphasized that the Safe Routes to School program was how the Township was able to put in many invaluable sidewalks near the high school and junior high in years past which now help students get to school safely.

Trustee Wolff made a motion to agree to fund the Phase 1 costs associated with a grant award from ODOT to support the installation of pedestrian improvements along Branch Hill–Guinea Pike and Jer-Les Drive in accordance with our Safe Routes to Schools grant application.

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

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Trustee Schulte made a motion to enter Executive Session pursuant to 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 that is directly related to a request for economic development assistance to be administered under Ohio law that is necessary to protect the interests of the applicant and the investment of public funds in connection with the project.

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

The Trustees came out of executive session at 8:39 p.m. and resumed normal session.

The meeting was adjourned at 8:40 p.m. on June 08, 2026.

ATTEST:

Eric C Ferry

Eric C. Ferry, Fiscal Officer

Ken Tracy, Chairperson