

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held JUNE 16, 2026 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, June 16, 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

Matt Cameron of River Hills Christian Church 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 was also in attendance along with Township Administrator Steve Kelly.

PROCLAMATION

The Trustees proclaimed the month of July as Parks and Recreation month in Miami Township.

PRESENTATION

Administrator Steve Kelly, together with the Board of Trustees, Chief of Police Rob Hirsch, and Fire Chief Dave Jetter, publicly honored and recognized several community members who took part in Miami Township’s Community Action Team (“CAT” Team) project, which helped the Township pass a successful Safety Services levy in May. CAT Team members in attendance were Jeff Johnson, Dan Prem, Ron Burke, and John Rademacher. Josh House, Jim Whitworth, and Trish Day were also honored but were not present.

AGENDA ITEM #1 — PERSONNEL

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

Police Department

- Accept the retirement notice of full-time Police Officer, Craig Heintzelman. Craig’s final day of employment with Maimi Township will be July 1, 2026. We would like to recognize and thank Craig for over 27 years of dedicated service in law enforcement, with the last three years being here in Miami Township and wish him all the best in his retirement.
- Make a final offer of employment for the position of full-time Police Officer to Chase Barnett with a rate of \$47.27 per hour effective June 21, 2026.

Recreation Department

- Add a rate for the following Camp Leaders of \$15.00 per hour effective May 24, 2026:
 - Kendall Mason
 - Mackenzie Asher
 - Lauren Tamarius
 - Josie Bland

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

CEREMONY

Chase Barnett was sworn in as Miami Township’s newest Police Officer.

CORRESPONDENCE

A liquor license request from Branch Hill Brews was approved.

APPROVAL OF MINUTES

- Trustee Schulte made a motion to approve the following minutes:
- May 11, 2026 Work Session
 - May 19, 2026 Business Meeting

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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, highlighted that permit applications are up by 16 since last year, and stated that the zoning co-op, Matthew Sheppard, is busy making an impact in the community and Zoning Department. Additionally, Mr. McCormack noted that the Zoning Application online platform is now available online.

Finance

Mr. Ferry briefly introduced the Finance Report as complete. There were no questions from the Board.

Fire & EMS

Fire Chief Dave Jetter highlighted fire prevention measures such as dryer maintenance, and making sure that old or damaged surge protectors and power trips are not used, routinely checked, and that these devices are plugged directly into a wall outlet.

Police Department

Police Chief Rob Hirsch highlighted the community's low crime rates and shared that Miami Township maintains its position as one of the safest communities in Ohio per the 2026 Safest Cities in Ohio report from safewise.com.

Recreation Department

Mr. Ryan Himes, Recreation Director, shared highlights from recent events including the first ever Mother's Day Sweat, Sip, and Shop which was a success with over 20 vendors, and discussed summer camp preparations during the last part of May, including basic first-aid training for summer camp counselors.

Service Department

Mr. Chris Burdsall, Director, highlighted the near completion of the 2026 Paving Program as well as important vehicle training that took place for Service Department personnel.

Administration

Mr. Kelly extended an invitation to the community to participate in an America 250 kick-off event at the Spirit of 76' Memorial inside Miami Meadows Park on July 2nd. Mr. Himes also spoke regarding several other America 250-themed upcoming events in the Township.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #2 — PAYMENT OF BILLS

Trustee Wolff made a motion to pay the bills of the Township from May 8, 2026 through June 4, 2026, including ACH/electronic payments totaling \$1,594,935.57 and checks totaling \$750,030.39 for the total amount of \$2,344,965.96. In addition, the motion approves the following gross payroll expenses:

Direct Deposit Date	Gross Wages
P/R #11 – May 29	\$ 610,381.16

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

AGENDA ITEM #3 — THEN AND NOW (R2026-24)

Mr. Kelly introduced the Then and Now Certificate and noted that the \$522,904.06 for Administration is the Township's annual obligation to the Clermont County Transportation Improvement District.

Trustee Schulte made a motion to adopt Resolution 2026-24 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$528,327.62, and dispensing with the second reading.

THEN AND NOW CERTIFICATE

Administration	\$522,904.06
Fire	
Service (Roads/Parks/Cemetery)	
Recreation	
Police	\$5,423.56
Combined Department Totals	\$528,327.62

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

AGENDA ITEM #4 — SURPLUS LIST (R2026-25)

Administrator Kelly introduced a Surplus List as Exhibit A to the Board.

Department	Item	Make	Model	Serial Number	QTY
FEMS	Mobile Data Computer	Motorola		1CKYA56799	1
	Mobile Data Computer	Motorola		1CKYA56740	1
	Mobile Data Computer	Motorola		1JTYA22724	1
	Mobile Data Computer	Motorola		1JTYA22047	1
	Mobile Data Computer	Motorola		2RTYR27955	1
	Mobile Data Computer	Motorola		2GTYA83839	1
	Mobile Data Computer	Motorola		2GTYA83672	1
	Mobile Data Computer	Motorola		4CTYA94896	1
	Mobile Data Computer	Motorola		4CTYA94774	1
	Mobile Data Computer	Motorola		4CTYA94899	1
	Mobile Data Computer	Motorola		6DKSA68633	1
	Mobile Data Computer	Motorola		6DKSA68671	1
	Mobile Data Computer	Motorola		7EKSA16226	1
	Mobile Data Computer	Motorola		7EKSA16214	1
	Mobile Data Computer	Motorola		7EKSA16227	1
	Mobile Data Computer	Motorola		7KKGCA30546	1
	Mobile Data Computer	Motorola	Black	7KKGCA30538	1
	MDG Decks	Motorola		0514-P110-44022	1
	MDG Decks	Motorola		0511-P110-1734	1
	MDG Decks	Motorola		01113 P110 35781	1
ADMIN	MDG Decks	Motorola		0511-P110-1746	1
	MDG Decks	Motorola		0511-P110-1735	1
	MDG Decks	Motorola		0213 P110 27122	1
	MDG Decks	Motorola		01113 P110 35790	1
	MDG Decks	Motorola		01113 P110 35792	1
	MDG Decks	Motorola		0213 P110 27128	1
	MDG Decks	Motorola		0514 P110 44024	1
	Old/ Broken Trustee Room Chairs		Black		12
PD	Vehicle	Ford	P1 Utility	1FM5K8AR2CGA72021	1
	Vehicle	Ford	Fusion Maroon	3FAHP0GA0CR269178	1

Trustee Wolff made a motion to adopt Resolution 2026-25, 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 Schulte seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #5 — CYBER SECURITY PROGRAM

Regarding the Cyber Security Program agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Administration's request for approval and adoption of the Cyber Security Program.

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

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AGENDA ITEM #6 — SUGAR CAMP CULVERT REHAB

Regarding the Sugar Camp Culvert Rehab agenda item as presented at the Work Session, Trustee Wolff made a motion to approve the Service Department’s request to contract with National Gunite at a price not to exceed \$36,808.00 for the culvert rehabilitation at 5461 Sugar Camp Road.

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

AGENDA ITEM #7 — FLOCK SAFETY RENEWAL

Regarding the Flock Safety Renewal agenda item as presented at the Work Session, Trustee Schulte made a motion to enter a contract with Flock Safety for 24 months at a cost not to exceed \$99,000.00 per year.

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

AGENDA ITEM #8 — NEW FIRE ENGINE PURCHASE

Regarding the New Fire Engine Purchase agenda item as presented at the Work Session, Trustee Wolff made a motion to approve the Fire Department’s request to purchase and upfit a new fire engine for a total project cost of \$1,169,538.00.

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

AGENDA ITEM #9 — EVERGREEN CEMETERY ROAD ADDITION

Regarding the Evergreen Cemetery Road Addition agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Evergreen Cemetery road addition by JK Meurer Paving at a cost not to exceed \$63,480.00.

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

AGENDA ITEM #10 — IACP OUT OF TOWNSHIP TRAVEL

Regarding the IACP Out of Township Travel agenda item as presented at the Work Session, Trustee Wolff made a motion to authorize Sergeant Brian Mehne to attend the IACP Impaired Driving and Traffic Safety Conference with all travel costs being sponsored by the Ohio Department of Public Safety.

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

AGENDA ITEM #11 — OFCA OUT OF TOWNSHIP TRAVEL

Regarding the OFCA Out of Township Travel agenda item as presented at the Work Session, Chief Jetter noted that he had reached out to the organization and was able to receive a 50% discounted registration rate for both Greg Ortman and himself, who are presenting at the conference. This reduced the overall cost to \$3,425.00.

Trustee Schulte made a motion to approve the Fire Department’s request for approval to send Lieutenant Greg Ortman, Battalion Chief Jon McKinnish, and Chief Jetter to attend the Ohio Fire Chiefs’ Association 2026 Officer Development Conference, held July 13-16 at the Hilton Hotel, Easton, in Columbus, Ohio.

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

AGENDA ITEM #12 — COMMUNITY PARK SHADE STRUCTURES

Regarding the Community Park Shade Structures agenda item as presented at the Work Session, Mr. Burdsall noted that due to lead times of 8-10 weeks, project completion is estimated for late August/early September. Trustee Schulte asked Mr. Burdsall if it would be appropriate to hold off on the project until next year given the lead times leading into the fall season. Mr. Burdsall

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responded that we would lose the grant funding for the project if we were to delay it. Fiscal Officer Ferry asked how many shade structures there would be, and Mr. Burdsall clarified that there would be two.

Trustee Wolff made a motion to approve the Service Department's request to utilize Game Time for the installation of shade structures at Community Park for an initial cost of \$33,365.39 before reimbursement grant funds are received from Clermont County Park District in the amount of \$15,000.00, bringing the total cost to the Township to \$18,365.39.

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

AGENDA ITEM #13 — E-ONE INSPECTIONS OUT OF TOWNSHIP TRAVEL

Regarding the E-One Inspections Out of Township Travel agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Fire Department's request to send Lieutenant Jordan Hall, Battalion Chief Jeff Moore, Deputy Chief Jon McKinnish, and Chief Jetter to attend midpoint and final inspection meetings in Ocala, Florida, in July and August, respectively, and provide meal costs not to exceed \$352.00 (\$88.00 per person), per trip.

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

AGENDA ITEM #14 — KAY DRIVE NUISANCE UPDATE

Community Development Director Mark McCormack brought an update to the Kay Drive nuisance case to the Board's attention. Mr. McCormack stated that at the May 19th Business meeting, the Trustees approved Township staff's request to move forward with Grayling Homes' estimate of \$8,095.00 to remediate all identified issues on the property. Since that time, a large tree has fallen on the property—causing additional issues (to remove the fallen tree, which damaged utility lines during a recent storm), and prompting another complaint from a neighbor.

Mr. McCormack stated that, to be efficient with time and financial resources, staff has delayed remediation of the property so that the property does not require two (2) separate remediation efforts. Therefore, staff has received an updated estimate from Grayling Homes to include the additional work associated with removing the recently fallen tree from the property (on top of the original scope of work). The original, approved estimate for this property was \$8,095.00 (total). The new estimate, to include the removal of the recently fallen tree, is \$10,095.00 (total). Staff is requesting approval for the updated scope of work and the estimate received on June 8th, 2026.

Trustee Wolff made a motion to approve Community Development's request to accept the updated quote from Grayling Homes to remediate the property at 5547 Kay Drive at a cost of \$10,095.00.

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

AGENDA ITEM #15 — LEMING HOUSE WALL COVERINGS

Regarding the Leming House Wall Coverings agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Service Department's request to utilize All Around Joe for the removal of Leming House Wall Coverings, drywall repairs, and painting of the main room and hallway, at a cost not to exceed \$18,879.00.

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

AGENDA ITEM #16 — FEMA GRANT

Regarding the FEMA Grant agenda item as presented at the Work Session, Trustee Wolff asked when we would know if we would receive the grant. Chief Jetter responded that he would estimate notification to be either by the end of the year or possibly early 2027. Chief Jetter also noted that several State Representatives and Senators have offered their support of the initiative.

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Trustee Wolff made a motion to approve the Fire Department's request to apply for FEMA's Fire Prevention & Safety grant, as well as their Assistance to Firefighters grant for a total of \$770,189.00, with the total cost to the Township being \$128,764.55.

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

AGENDA ITEM #17 — CIVIC CENTER CHILLER PUMP

Regarding the Civic Center Chiller Pump agenda item as presented at the Work Session, Trustee Schulte made a motion to approve the Service Department's request to contract with AMS for the replacement of the skid assembly for Civic Center chiller pump #2 at a cost not to exceed \$8,850.00.

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

ADD ONS

None.

PUBLIC COMMENT

Jim Denu notified the Board that there is an arrow for a left turn lane into Eagles Way from Wolfpen Pleasant Hill, but there are signs posted which state "no left turn." Trustee Wolff stated that since Wolfpen Pleasant Hill is a county road, the resident would need to contact Clermont County.

EXECUTIVE SESSION

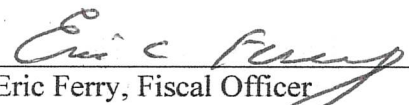
Trustee Wolff made a motion to enter executive session pursuant to Ohio Revised Code Section 121.22(G)(1) to discuss the employment and compensation of a public employee and Ohio Revised Code Section 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, 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.

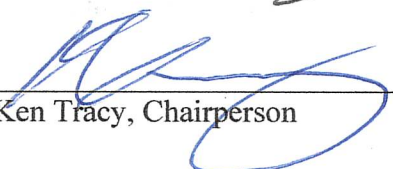
Trustee Schulte seconded the motion. Upon roll call, all voted "AYE."

The Trustees came out of executive session at 9:05 p.m. and resumed normal session.

The meeting was adjourned at 9:06 p.m. on June 16, 2026.

ATTEST:


Eric Ferry, Fiscal Officer


Ken Tracy, Chairperson