

Miami Township Trustees
Minutes of January 6, 2025
**see acronym glossary following minutes*

Call to Order

The meeting was called to order by Chairperson Hollister, with Trustee Moir and Trustee Mucher present.

Fiscal Officer Jeanna GunderKline, Zoning Administrator Bryan Lucas, and Recorder Cyndi Pauwels were in attendance.

Yellow Springs News Editor Lauren Shows, MTRF firefighter Justin Turner and a colleague, and resident Kate LeVesconte were also present.

Adoption of Minutes

Trustee Mucher **moved to adopt the minutes** of December 16, 2024, as presented. Trustee Moir **seconded**, and the **motion carried unanimously**.

Trustee Moir presented the minutes of the special meeting held December 23, 2024, and **moved to adopt them** as presented. Trustee Hollister **seconded**, and the **motion carried unanimously**.

Payment of Accounts

Trustee Moir **moved** and Trustee Mucher **seconded** to **pay bills** in the amount of **\$51,613.04**:

- General Fund – \$9,080.59
- Cemetery – \$4,266.54
- Fire Fund – \$32,543.06
- Road – \$5,722.85
 - 2021 – \$3,373.99
 - 2031 – \$2,348.86

The motion carried unanimously.

2025 Organizational Elections

Trustee Hollister asked for a **motion to appoint Fiscal Officer Jeanna GunderKline as temporary Board Chair**. Trustee Mucher so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Temporary Board Chair GunderKline asked for a **motion to elect a Trustee Board Chair for 2025**. Trustee Hollister **moved to elect Trustee Mucher as Chair**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Chair Mucher asked for a **motion to elect a Trustee Board Vice Chair for 2025**. Trustee Hollister **moved to elect Trustee Moir as Vice Chair**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to set zoning fees for 2025 the same as those for 2024**. Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to set the mileage rate for travel outside the Township at \$.67 per mile**. Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to appoint the following individuals as Township representatives** to the listed committees:

- Miami Valley Regional Planning Commission (MVRPC): Trustee Moir
- Greene County Regional Planning & Coordinating Commission (RPC): Trustee Mucher
- Clifton-Union Cemetery Board: Trustee Hollister
- Glen Forest Cemetery Sexton: Dan Gochenouer
- YS Development Corporation (YSDC): Trustee Moir
- YS Active Transportation Committee: Trustee Moir
- Glen Forest Natural Burial Committee (GFNB): Trustee Moir

Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to set the Trustee Board’s public meeting schedule for 2025** as follows: **first and third Mondays at 5 p.m.**, unless they fall on a holiday, in which case the meeting will be held on the Wednesday following the holiday. **Special meetings will be posted 24 hours in advance** on the Township website. Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to set contracts with Green Township, Clark County, to share costs for Clifton Union Cemetery maintenance and burials, and with the Village of Clifton for snow removal and street repair as requested**. Each contract to be negotiated separately and as soon as necessary. Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to move to an Executive Session** to “consider matters of personnel employment.” Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**. The meeting recessed at 5:13 p.m., and reconvened at 5:17 p.m.

Trustee Mucher asked for a **motion to employ Dennis Powell as fire chief, any additional full-time or multiple part-time firefighter/EMT/paramedics as needed, and all current volunteers on the roster**. Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to employ Dan Gochenouer and Brandon Morris as full-time Road Department employees, and any other part-time employees as needed**. Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to employ Bryan Lucas as Zoning Administrator**. Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to appoint Dale Amstutz to the Zoning Commission for a term beginning January 1, 2025, and ending December 31, 2029**. Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried, with Trustee Moir abstaining**. She noted her concerns would be addressed during the Zoning Administrator's report.

Trustee Mucher asked for a **motion to appoint Eli Hurwitz to the Board of Zoning Appeals for a term beginning January 1, 2025, and ending December 31, 2029**. Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to establish the 2025 pay schedule for all employees at the current rates**. Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to reimburse employees not eligible to participate in the Township medical insurance plan for their out-of-pocket expenses for medical insurance coverage**. Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Trustee Mucher asked for a **motion to adopt Resolution 2025-01 Employing Township Attorneys Brosius, Johnson & Griggs, LLC, on an annual basis for the year 2025**, with new rates specified in their contract, with no cost to exceed \$5,000 without prior approval. Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **Resolution was adopted unanimously**.

Trustee Mucher asked for a **motion to establish the Township holiday schedule as follows:**

- Martin Luther King Jr. DayJanuary 20th
- Presidents' DayFebruary 17th
- Memorial DayMay 26th
- JuneteenthJune 19th
- Independence Day.....July 4th
- Labor DaySeptember 1st
- Indigenous Peoples' DayOctober 13th
- Veterans Day.....November 11th
- Thanksgiving Day.....November 27th
- Christmas Day.....December 25th
- New Year's Day.....January 1, 2026

Trustee Hollister so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

Correspondence

Trustee Mucher presented correspondence received as follows:

- A resident's query re: **replacing the B&B sign at Grinnell Mill**: Trustee Mucher advised them it was not part of the Township agreement with Glen Helen Nature Preserve, the contracted operators of the B&B.

- Ohio Township Association Risk Management Authority (OTARMA): Year-end reminder to **respond to two specific 2024 insurance risk items using website verbiage**: After a brief discussion, Trustee Mucher said he would handle the request.
- A **Zoning Commission member query**: To be addressed during the Zoning Administrator's report
- Greene County Regional Planning Commission (RPC): **Reminder to appoint a Township representative and alternate**: Representative was appointed earlier in the meeting. Trustee Hollister volunteered to serve as alternate.

Public Comment on Agenda Items

Trustee Mucher, as Board Chair, announced **new directives for the Public Agenda** portion of the agenda to bring the Township more in line with other public meetings:

- Audience members who wish to speak must **ask the Chair to be recognized and share the topic to be addressed**. The Chair will then decide when that will happen, and which Trustee/department may be best to comment.

In line with said directive, which took effect immediately, **Justin Turner asked to address the Trustees re: an MTFR payroll issue**. Trustees Mucher indicated that could happen during the Fire Department Report.

Fire Department Report

In Chief Powell's absence (reported automobile issue), Trustee Mucher reported **38 EMS runs** and **9 fire calls** since last meeting. This included **mutual aid response** for 3 EMS runs.

The department responded to **no events specific to the New Year's Eve ball drop**.

No significant calls have been received as a result of the **ongoing Winter Storm Blair**.

Chief Powell is working with Consultant Fred Kauser on **MTFR job descriptions**.

The department's **snow blower malfunctioned**, so Township building sidewalks were not cleared until Mr. Gochenouer had a break between plowing to repair it.

The Township/MTFR received "special nomination" in the combined career/volunteer category for **fire station design awards** as published by *Firehouse Magazine*. A plaque will be installed in the hall commemorating the announcement. Chief Powell shared the news and congratulations with MSA Design and Jaycar Construction.

MTFR staffer Justin Turner stated that while he understood **the new pay schedule was to have gone into effect beginning December 28, 2024, his paycheck for the time period 12/14-27/2024 reflected the new rates**. As a result, he was **shorted ~\$600**. He emailed Chief Powell, with no response, and also spoke with his command officer, who had no explanation.

Trustee Mucher said **the matter has been recognized and is being addressed**, but that he can't speak to any monies owed until calculations are made. He will ask the Chief to respond to Mr. Turner promptly.

Trustee Moir reported she has done the gross calculations but is uncertain of deduction amounts, etc. She had hoped to **ask Chief Powell why he directed the early adoption of the new schedule** at this meeting.

Mr. Turner asked for clarification that Trustees are offering **no date for when the matter would be corrected**. Trustee Mucher and Trustee Moir agreed that was correct.

Trustee Moir reported that the **SAM.gov agency ID** for the Township has been expired since March. She has been attempting to add her name to the administrator's list for the federal grant site, but wanted to check with Chief Powell on this status before continuing since he is the only one who has access. Trustee Mucher explained past issues with unnecessary third-party vendors, but agreed she could proceed on the official government site. This is important as Trustee Moir has discovered **grant opportunities that may have been missed because of this status**.

Cemetery and Road Report

Mr. Gochenouer is busy dealing with **Winter Storm Blair**, so no report was available.

Fiscal Officer's Report

Ms. GunderKline noted that the Resolution listed on the agenda is not needed; rather, a **motion to adopt temporary appropriations for 2025** would be sufficient. Trustee Mucher so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

She reported **financial software transitions from 2024 to 2025** have been difficult and time consuming, but are nearly complete.

Ms. GunderKline addressed **Mr. Turner's payroll issue**. She did email Mr. Turner as soon as she became aware, and she attributed the problem to miscommunication with Chief Powell. Ms. GunderKline apologized again, noting the matter would be corrected as soon as possible.

US Bank checking balance 12/31/24: \$239,159.11

StarOhio investment account balance 12/31/24: \$1,402,284.83

Zoning Administrator's Report

Mr. Lucas presented written **summary reports for December 2024 and for 2024** as a whole. Highlights for December:

- 2 zoning permits
- 1 agricultural exemption
- 1 lot split approval
- 2 open concerns:

- A local business’s current use/possible violation under an agritourism permit – awaiting clarification
- 4 possible junk/junk vehicle violations identified after complaints – Mr. Lucas has created a process template which is under legal review with planned execution in the spring.
- Zoning Commission meeting:
 - Established solar terminology, creating clear definitions for discussion purposes for large scale solar (utility, > 50MW), small solar (self-generating, < 50MW), and small solar (distribution, <50MW).
 - General consensus seems to be for the Township to not allow small solar (distribution); at the Commission’s request, questions were directed to the Greene County Prosecutor’s office for legal clarification and direction, especially concerning pending HB 197. Answers will be discussed at the next meeting.
 - Mr. Lucas shared concerns that the Commission “does not have a very wide diversity of thought,” noting some members have served for more than 20 years; Trustee Moir shares those concerns. This may be discussed in the upcoming Executive Session.
- He is preparing a **proposed 2-year plan to update the Township Zoning Resolution**, noting Miami Township is the only township (out of 11) in Greene County that, in addition to other issues, does not follow a basic design/flow.
- Mr. Lucas met with Meg Leatherman, Planning and Zoning Administrator for the Village; Denise Swinger, previous Township Interim Zoning Commissioner; and Michelle and Greta from Tecumseh Land Trust to **compare roles and updates**.
- He continues to **create a comprehensive set of procedures for the Zoning Office**.
- Mr. Lucas was **interviewed by *Yellow Springs News*** as part of their reporting on the proposed land sale west of the Village.
- The **2024 Annual Report** showed, among other items:
 - 14 zoning permits issued
 - 4 new homes
 - 5 additions
 - 3 agritourism
 - 2 accessory structures
 - 2 fences

...for a total building value of \$1,533,000, divided by \$645,000 in Yellow Springs School District, and \$888,000 in Cedar Cliff School District. Trustee Hollister noted **more than half of Township acreage is in the Cedar Cliff district**.

Trustee Mucher shared a communication from a **BZA member stating concerns with the lack of direction** offered to their Board. Attorney Jen Huber has offered to provide them with a training session, and Mr. Lucas agreed enthusiastically.

Trustee Moir shared Mr. Lucas' concerns re: **length of service of some Zoning Commission/BZA members**, noting gratefully their dedicated service – some of them for 20+ years. She would like to see broader representation from different parts of the community, especially given the frequent discussions about updating the Comprehensive Land Use Plan. She feels it would be better to have other people handle that process rather than those who created the current version. This could be accomplished by **appointing new members as current terms expire**. Trustee Mucher said the Trustees would discuss the matter.

Executive Session:

Trustee Mucher asked for a motion for an **Executive Session** to “consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.” Trustee Moir so **moved**, and Trustee Hollister **seconded**. The meeting recessed at 6:12 p.m., and reconvened at 7:32 p.m. with **no action being taken at this time**.

Adjournment

The meeting was adjourned at 7:32 p.m., with the next meeting scheduled for **Wednesday, January 22, 2024**, at 5 p.m.

Chairperson _____ **Attest** _____

***Acronyms:**

- MTFR: Miami Township Fire & Rescue
- MVRPC: Miami Valley Regional Planning Commission
- OTA: Ohio Township Association
- GCTA: Greene County Township Association
- RPC: Greene County Regional Planning & Coordinating Commission
- YSDC: Yellow Springs Development Corporation
- GFNB: Glen Forest Natural Burial Committee

/clp