

AGENDA

MIAMI TOWNSHIP TRUSTEES

October 6, 2025

1. Call to Order

2. Adoption of the Minutes

- September 15, 2025
- Special Meeting September 17, 2025
- Special Meeting October 1, 2025

3. Motion to Approve Payment of Bills - \$67,598.13

- General Fund – \$6,927.34
- Cemetery – \$8,190. 04
- Fire Fund – \$44, 268.22
- Road – \$8,212.53
 - 2021 – \$3,544. 12
 - 2031 – \$4,668.41

4. Correspondence

5. Public Addition to Agenda

6. Fire Department Report

- **Lease-purchase of a Ford F250 utility vehicle, fully equipped, at a cost of \$80,794.00** financed over 5 years with an annual cost of \$18,733.26
- **Lease-purchase of a Ford Explorer Command/Chief vehicle, fully equipped, at a cost of \$67,507.00** financed over 5 years with an annual cost of \$15,652.47
- **Create three new part-time positions** within MTFR:
 1. Single-role part-time Paramedic at \$18.54/hour
 2. Single-role part-time EMT at \$17.25/hour
 3. FF/EMT Apprentice part time at \$16.25/hour
- **Approve hiring** Steffinie Brewer as part-time single-role Paramedic, Jason Foss as part-time FF/EMT, and Luke Hrynkow as part-time FF/EMT Apprentice
- **Paramedic Training Reimbursement Contract**

7. Cemetery Report

8. Road Report

- Harbison Rd project (Mucher)

9. Fiscal Officer's Report

- Township Amazon Business account (solution to access)

US Bank **checking balance as of 10/2/25:** \$734,054.68

StarOhio investment account balance not received yet

10. Zoning Administrator's Report (first meeting of each month)

11. Standing Committee Reports (second meeting of each month)

- MVRPC – General Meeting
 - Greene County Regional Planning & Coordinating Commission
 - Clifton-Union Cemetery
 - YS Development Corporation
 - Greene County Township Association
 - GFNB Committee
 - Active Transportation Committee
-
- Discussion to remove legally non-conforming committee from report (Mucher)

12. New Business

- Substantial cost overrun for legal services (Mucher)
- Age-friendly grant opportunity (Mucher)
- Greene County Commissioner's request re: inside levy .5 mill rollback (Mucher)

13. Old Business

- Resolution to Update Travel Reimbursement (Moir)

14. Adjournment.....next meeting scheduled for Monday, October 20, 2025

*To receive the Trustees' agenda packet on Fridays before meeting night, email
cpauwels@miamitownship.net*

MIAMI TOWNSHIP FIRE-RESCUE



PARAMEDIC EDUCATION\TUITION AGREEMENT

The following agreement is entered into this _____ day of _____, _____ between _____ ("Paramedic Candidate) and Miami Township, Greene County, Ohio, ("Miami Township") (collectively "the Parties") involving the payment of paramedic training costs.

The Paramedic Candidate wishes to enroll in a certified training program to become a licensed paramedic. Miami Township provides paramedic level of service and therefore desires to retain a minimum number of firefighters as certified paramedics, and the Paramedic Candidate is currently an employee of the Miami Township Fire and Rescue.

Miami Township desires to pay for the paramedic training if the Paramedic Candidate agrees to work for a designated period of time for the Miami Township Fire and Rescue after receiving completing paramedic certification.

Therefore, parties agree to the following:

1. Tuition and student fees will be paid by Miami Township directly to a designated and accredited paramedic training program. The Paramedic Candidate will enroll in an accredited paramedic and training program in close proximity to Miami Township Fire and Rescue as identified by the Fire Department Chief or their designee.
2. The Paramedic Candidate agrees to maintain a passing grade in all courses. The Paramedic Candidate agrees that failure to stay enrolled in the course until all coursework is complete, necessitates that they reimburse Miami Township for any costs of the course paid by Miami Township pursuant to this agreement.
3. Within six (6) months of completing the approved paramedic training program, the Paramedic Candidate must pass the approved testing, including National Registry certification exams, and be a certified state of Ohio paramedic. Fees for repeat certification testing shall be the responsibility of the Paramedic Candidate.

4.The Paramedic Candidate agrees to employment with Miami Township Fire and Rescue after obtaining paramedic certification for a period of no less than forty-eight (48) continuous months at full time status or part time status. Part-time status requirements needed to fulfill the terms of this agreement will be determined by the Fire Department Chief based on the needs of the department.

5.Paramedic Candidate agrees to repay Miami Township for all monies by Miami Township if the Paramedic Candidate:

- a). is terminated,
- b). voluntarily resigns from the Miami Township Fire Department,
- c). fails to complete the PARAMEDIC program within 18 months,
- d). fails to become certified within the first three attempts, or
- e). fails to complete forty-eight (48) months of continuous employment with Miami

Township Fire and Rescue as a certified paramedic.

The Paramedic Candidate shall repay Miami Township one Forty-Eighth (1/48) of all tuition expenses and books which have been paid by Miami Township for each month less than forty-eight (48) months. All sums due pursuant to this paragraph shall be immediately due and payable, and if they are not immediately paid, Paramedic Candidate agrees that any sums owed can be deducted from any paycheck the Paramedic Candidate is due from Miami Township. If money is deducted from the Paramedic Candidate's paycheck, pursuant to this paragraph, nothing herein should be construed that this is full satisfaction if more monies are owed than the amount of the paycheck.

6. Complete repayments of the reimbursement shall be due immediately upon the Paramedic Candidate's last day of service (or upon the automatic requirement to repay under Section 5 above). Upon approval of the Miami Township Board of Trustees, this financial obligation may be repaid in monthly installments. The Paramedic Candidate agrees that the Miami Township may withhold the payout of compensation in their final paycheck to the extent permitted by law, in order to reduce the Paramedic Candidate's financial obligation, set forth in this Agreement.

7.All clinical assignments associated with the training program shall be done during off-duty time, if possible. If clinical assignments are done on a duty day, the Paramedic Candidate is responsible for getting his or her replacement or using either vacation or shift swap.

8.If the Paramedic Candidate receives a scholarship or grant, it will be surrendered to the institution of instruction or Miami Township for reimbursement. The length of the Paramedic Candidate's employment obligations will be decreased on a pro rata basis based on the total scholarship and grant money received compared to the total expenses incurred for the completion of the training

9. The Paramedic Candidate understands that this contract is not the sole basis for sustaining employment with Miami Township during the forty-eight-month term of the contract and is subject to dismissal per Miami Township Fire-Rescue.

10. The Parties agree that this Agreement is enforceable in Greene County, Ohio pursuant to the laws of the State of Ohio. The Parties further agree that this Agreement is enforceable only in a court of law and is not subject to the grievance procedure set forth in the Miami Township Employee Policies and Procedures. Paramedic Employee agrees to pay Miami Township all litigation costs and fees, including, but not limited to, attorney's fees, and court costs, for any breach of this Agreement by Paramedic Employee.

12. Both parties acknowledge that this is the complete agreement of the parties and neither party is relying on any oral representation not specifically set out in this agreement. Any amendments to this agreement must be made in writing by both parties. Be it known that I willingly sign this agreement in good faith to pursue and complete the level of training (Paramedic) made available to me and that I will utilize said training in the employment of the Miami Township Fire-Rescue upon Ohio certification as a Paramedic for a minimum of forty-Eight (48) months. IN WITNESS WHEREOF, the parties placed their hands and seals this

_____ day of _____, _____

MIAMI TOWNSHIP FIRE-RESCUE

Fire Chief or Designee

Paramedic Candidate

Date

Date

Chair, Miami Twp Board of Trustees

Date



MIAMI TOWNSHIP FIRE-RESCUE

101 E. Herman Street, Yellow Springs, Ohio 45387
(937) 767-7842 • Fax: (937) 767-7811 • Web: www.mtfr.org

Single role EMS and FF/EMT Apprentice part time employment initiative-

MTFR new staff positions-

- **Single role EMT/Paramedic**
 - Must hold a valid State of Ohio Paramedic certification
 - Will function exclusively as a Paramedic with MTFR
 - Must be willing and able to respond to fire incidents to support and assist firefighting activities, provide EMS and rehab functions as directed by the MTFR officer-in-charge or on scene incident commander
 - Pay rate: **\$18.54/hour**
- **Single role EMT-Basic**
 - Must hold a valid State of Ohio EMT certification
 - Will function exclusively as an EMT with MTFR
 - Must be willing and able to respond to Fire incidents to support and assist firefighting activities, provide EMS and rehab functions as directed by the MTFR officer-in-charge or on scene incident commander
 - Pay rate: **\$17.25/hour**
- **FF/EMT Apprentice**
 - Must hold a valid State of Ohio Firefighter I or II certification
 - Must be enrolled in EMT course with the expectation of becoming EMT certified
 - Must pass and become certified EMT within 6 months of being hired
 - Will function as a firefighter to the level of certification at the discretion of the officer-in-charge
 - Pay rate: **\$16.25/hour**

James R. Cannell, Fire Chief
Miami Twp. Fire-Rescue

Serving the residents of Miami Township, Clifton & Yellow Springs



Board of Commissioners

Richard D. Gould, CPA
Tom Koogler
Sarah J. Mays

35 Greene Street
Xenia, Ohio 45385-3101

Phone: (937) 562-5006
Fax: (937) 562-5331
Administrator: (937) 562-5002
Clerk: (937) 562-5165
www.greenecountyohio.gov

October 2, 2025

Dear Community Leader,

The number one concern we are currently hearing from our constituents is high property taxes. As you know, tax payers saw a significant jump in property taxes last year. We, as government entities, saw large increases to our revenue as a result. We were not expecting or budgeting for the increase, it just happened.

For Greene County, the increase was equal to approximately .5 mills or approximately \$3,200,000. In an effort to provide tangible tax relief to our citizens as we wait to see if the state legislature is willing to address the problem, the County Commissioners are temporarily rolling back .5 mills of our inside millage. We acknowledge that it is a small part of a much larger problem. Thus, we are asking if you will join us and consider doing the same. With the unbudgeted, and strikingly large increase in your revenue, we are asking you to join us in this effort. Please consider rolling back an amount equal to the increase so we can jointly put real money back into the pockets of our citizens.

Sincerely,
Greene County Board of Commissioners

Richard D. Gould, President

Tom Koogler, Vice President

Sarah J. Mays, Commissioner

MIAMI TOWNSHIP

Resolution 2025-__

Reimbursement of Travel Expenses for Elected Officials

WHEREAS, the expenditure of township monies is expressly within the authority of township trustees; and

WHEREAS, according to R.C. 507.11(B)(1), "[n]o money belonging to the township shall be paid out, except upon an order signed by at least two of the township trustees and countersigned by the township fiscal officer." And

WHEREAS, Any expenditures, however, must be made for a public purpose, which is determined by the township trustees; and

WHEREAS, generally, a public purpose has for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and the contentment of all the inhabitants.

WHEREAS, there currently exists a travel reimbursement policy for full-time employees, but none exists for elected officials,

NOW, THEREFORE, the Trustees of Miami Township do hereby adopt the attached the updated Policy for Travel Reimbursement, Section 9.5 of the Miami Township Personnel Policies

Motion to approve _____

Seconded _____

Vote: Moir _____
Hollister _____
Mucher _____

Date: September X, 2025

Chair: Chris Mucher Date _____

Marilan Moir Date _____

Donald Hollister Date _____

Attest: _____
Jeanna GunderKline, Fiscal Officer Date _____

This is a draft edit of the current policy in which there is a strikethrough for language removal

and added text appears in bold.

9.5 Travel Expenses

Travel Guidelines for Miami Township employees are as follows:

Transportation Guidelines.

Use of air, train, bus or private vehicles shall be selected on the basis of the most reasonable method. Air transportation will be reimbursed only for Coach or Supersaver fares. ~~All frequent flyer miles remain the property of Miami Township and can only be used with the direct permission from the Miami Township Board of Trustees.~~ Township owned vehicles must be used whenever practical. Reimbursement for rental cars will only be authorized if their use is more economical than any other type of transportation. If Township employees use their private automobile in the conduct of official business, they shall be compensated at the rate determined by the Board of Trustees. Any gasoline, damages, needed service, or repairs to private vehicles are the responsibility of the employee, as these costs are included in the per mile reimbursement. A privately owned vehicle may only be used if the owner has a valid driver's license and is insured under a liability policy that complies with ORC 4509.51. No reimbursement will be made for unauthorized expenses including, but not limited to, supplemental insurance on rental cars or fines for traffic violations. Reimbursable miscellaneous transportation expenses will be limited to no more than \$20.00 each, per day.

Meal Guidelines.

Miami Township provides for travel meal expenses on a per diem basis as opposed to the policy of submission of actual itemized receipts. ~~The purpose of this policy is to provide for greater efficiency and handling by the traveling employee and the Township Fiscal Officer as well as to provide appropriate safeguards for the use of public funds. The combined per diem meal and gratuity rate will be calculated by use of the US Department of Commerce website, www.gsa.gov and will vary due to the destination of the travel. In cases where individual meals must be purchased separately the maximum allotted amount per meal is as follows: Breakfast \$8.00; Lunch \$18.00, and Dinner 25.00.~~ **the cost not exceeding the meal rates set by the US Department of Commerce, www.gsa.gov.** Receipts for all meal purchases must be submitted, and no purchases of alcoholic beverages will be reimbursed.

Lodging Guidelines.

Overnight lodging will only be authorized for official Township functions in excess of 60 miles from the employee's residence. All requests for lodging must be for Single, Government, or other lowest rate available. Miscellaneous expenses associated with extended travel, ~~ie: laundry, dry cleaning or personal phone calls~~ **such as parking costs** will only be reimbursed with the presentation of receipts. ~~Under no circumstances will reimbursement be authorized~~ **There is no reimbursement** for in-room movies or alcohol.

Approval Process for Employees

Travel expenses must be authorized in advance by the Board of Trustees. ~~Full-time, regular employees~~ Employees will be reimbursed for necessary expenses incurred while attending ~~schools of instruction, institutes, or conventions~~ conferences or training of a nature relating to the art and science of their particular employment. ~~Full-time-regular~~ Employees will be reimbursed for expenses when using their private automobile while discharging duties connected with their employment outside of Miami Township, such as meetings, retail or wholesale establishments when a Miami Township vehicle is not available.. All forms pertaining to travel expenses are available at the Township office.

Approval Process for Elected Officials

Travel and local mileage expenses for elected officials must be approved in advance, in an open meeting by the board of trustees.

The Trustees first must determine whether the expenses were actually and necessarily incurred, in the performance of a public duty, in furtherance of a definite project or undertaking (then or now), or in immediate contemplation, thereof, necessary for the benefit of the political subdivision; and in the performance of a duty enjoined or authorized by law.

Elected officials must submit a travel reimbursement for anticipated travel on a form available through the fiscal officer. Local mileage reimbursement (outside of the township boundaries only) shall be submitted on a mileage reimbursement form.

Mileage reimbursements for travel to conduct the duties of elected officials such as representation of the Miami Township Board of Trustees on a regional board or commission may be approved once and then assumed. Mileage reimbursement to retail or wholesale establishments for the purchase of supplies for a department of Miami Township by an elected official, while sometimes necessary, should be the exception, not the rule. An unanticipated trip to a retail or wholesale establishment that could not be approved ahead of time, and for which there was no department employee available to complete the necessary trip, may be submitted on a mileage reimbursement form to be approved or denied in the next open meeting of the Board of Trustees.