

Miami Township Trustees
Minutes of December 15, 2025
**see acronym glossary following minutes*

Call to Order

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

Fiscal Officer Jeanna GunderKline, Fire Chief James Cannell, Road Department Supervisor Dan Gochenouer, and Recorder Cyndi Pauwels were in attendance.

Yellow Springs News Editor Lauren Shows; residents Lori Askeland, Peter Buswinka, Joseph Giardullo, Kate LeVesconte, Fred Stockwell, and Jane Sweet; plus 3 MTFR staffers, were also present.

Agenda Additions

Trustee Moir **moved** to add several new items under the Fiscal Officer's Report:

- Resolution to Submit a Supplemental Certification to Correct a Clerical Error in the 2025 Certification of Funds
- Resolution to Amend Resolution 2023-42 Establishing a Capital Fund for the Acquisition of Fixed Assets for the Miami Township Fire and Rescue (*see Fire Chief's Report*)
- Resolution to Amend Permanent Appropriations

Trustee Hollister **seconded**, and **the motion carried unanimously**.

Adoption of Minutes

Trustee Hollister **moved** to **adopt the minutes** of December 1, 2025, as presented.

Trustee Moir **seconded**, and **the motion carried unanimously**.

Payment of Accounts

Trustee Moir **moved** and Trustee Hollister **seconded** to **pay bills** in the amount of **\$55,965.59**:

- General Fund – \$9,550.34
- Cemetery – \$1,599.31
- Fire Fund – \$40,868.36
- Road – \$3,947.58
 - 2021 – \$3,601.91
 - 2031 – \$345.67

The motion carried unanimously.

Correspondence

The Trustees received no correspondence that needed further discussion.

Public Comments

Mr. Giardullo thanked Trustee Mucher for a **gift card received** under his signature.

Trustee Mucher said he had inadvertently left off that the card was from the entire Board

as thanks for his service to the BZA. After some discussion, Mr. Giardullo **donated the card back to the Township's General Fund**, with thanks.

Mr. Giardullo **thanked** Mr. Gochenouer, Chief Cannell, and the entire MTFR for their service.

Fire Department Report

Chief Cannell reviewed his written report as follows:

- **Personnel:**
 - Cassidy Brewer passed his paramedic training and is preparing to sit for the National Register test.
 - Brian Burnett has started paramedic classes at Butler Tech.
 - PT FF Luke Hrynkow is finishing his EMT training in Central Ohio, and will now be a dual-certified FF/EMT.
 - PT FF Jason Foss is finishing his firefighter training at Clark State, and will now be a dual-certified FF/EMT.
 - A request for an additional PT FF/EMT hire will be presented in January.
- **Staffing:**
 - November staffing finished at 97% and December thus far is at 100% coverage.
 - Due to the inclement weather last Saturday, one staffer was held over for an additional shift for extra coverage.
- **Building/apparatus:**
 - Tanker 82 is out of service with an electrical issue.
- **Miscellaneous:**
 - Lt. Turner is finishing the clear-out of Clifton Firehouse.

Chief Cannell presented an **amended 2026 budget** and asked for its approval. Trustee Moir so **moved**, and Trustee Hollister **seconded**. Chief clarified that the individual capital expenditures would come up for separate vote before any purchase was made. The **motion carried unanimously**.

He then requested **approval for a 40-hour career "Community Paramedic" position** within the MTFR (included in 2026 Budget). After a brief discussion as to the duties and benefits of such a position, Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Chief Cannell requested approval for **the hiring of Steffinie Brewer in the position of 40-hour career Community Paramedic** with a base salary of \$56,950/year and paying into the OPERS retirement system, effective 12/27/25. He introduced Ms. Brewer and noted OPERS vs OP&F retirement would result in a substantial savings. Chief added that the City of Xenia is also establishing this position, and that outside funding/grants may become available to help fund it in 2026. He noted the Community Paramedic would partner with the Village's Community Liaison to coordinate services. Trustee Moir so **moved**, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Deferring a vote to later under the Fiscal Officer's Report, Chief Cannell explained his request for a **Resolution to Establish Capital Fund 4904 for the Acquisition of Fixed Assets for MTFR Services** that include: self-contained breathing apparatus, firefighting turnout gear, and battery-powered vehicle extrication equipment (Jaws of Life), plus reserve funds for 2026 & 2027 ambulance payments.

Cemetery and Road Report

Cemetery:

Mr. Gochenouer reported 2 **burials** at Glen Forest: one traditional, and one natural in the Oak Grove. A burial is scheduled in Clifton for Thursday.

Pine trees have been planted in the new walkway. **Benches** have been put in place.

Roads:

Mr. Gochenouer reported the storm last week presented no problems.

Fiscal Officer's Report

Trustee Moir presented her findings re: the Capital Fund numbering errors reported on November 3, 2025, reiterating the funds are intact, simply in misnumbered accounts. She then presented **Resolution 2025-36 to Submit a Supplemental Certification to Correct a Clerical Error in the 2025 Certification of Funds** and **moved** for its adoption. Trustee Hollister **seconded**.

A discussion was held re: the origins of the various funds. Trustee Mucher explained how the **4902 Fund (Grinnell Mill Foundation monies)** came to be and its intent (maintenance of the building and grounds). Trustee Moir noted that, in the past, the rent payments from Glen Helen had been deposited into that fund in error while taxes, etc., had been taken out of the General Fund. It was agreed that, **going forward, rent should be deposited in a separate line item to cover those expenses**.

After Ms. Askeland noted a **typo** on the proffered Resolution 2025-36, which was corrected, the **Resolution was adopted unanimously**.

Trustee Moir then presented **Resolution 2025-37 to Amend Resolution 2023-42 Establishing a Capital Fund (4904) for the Acquisition of Fixed Assets for the Miami Township Fire and Rescue** (*see Fire Chief's Report*) and **moved** for its adoption. Trustee Hollister **seconded**, and after a brief discussion with explanations from Chief Cannell, the **Resolution was adopted unanimously**.

At the suggestion of Fiscal Officer Consultant Debra Watson, Trustee Moir presented **Resolution 2025-38 to Amend Permanent Appropriations** and **moved** for its adoption. Trustee Hollister **seconded**, and the **Resolution was adopted unanimously**. Ms. GunderKline will provide a report of the fund numbers and dollar amount for each amended fund.

Trustee Moir reported that, while she has been working diligently on the **2026 Budget Appropriations**, they are not ready for a vote at this time. A **special meeting will be set before the end of the year** to do so; Trustees Mucher and Hollister agreed they could be available. The proposed Temporary Appropriations will cover 12 months, not the previously used 3 months, which means blanket certificates will not have to be reissued.

A discussion was held re: the **Clifton Cemetery salary line item** in the General Fund. Trustee Mucher outlined the current process, and acknowledged it could be “tightened up.” Trustee Hollister noted the Cemetery Board has recently completed an extensive audit, and that Clerk Linda Parsons could help in that regard.

Trustee Moir **moved to extend Consultant Debra Watson’s contract** to include up to 20 additional hours for the month of December 2025. After a discussion in which Trustee Mucher noted the original motion last meeting set a dollar amount of \$7,500 for the month rather than hours, the motion was **amended** to approve an additional \$1,400. Trustee Hollister **seconded**, and the **motion carried unanimously**.

Ms. GunderKline **thanked Ms. Watson** for her services, noting they are making good progress.

After reviewing some end-of-the-year processes, Ms. GunderKline asked the Trustees if there were any large expenditures yet to be submitted. There were none mentioned. Trustee Moir reported she has learned that other jurisdictions will often put on a **moratorium on any unplanned spending other than emergencies during December**, and encouraged the Board to do the same.

US Bank checking balance: \$204,794

StarOhio investment account balance: \$1,460.021.17

Standing Committee Reports

- Miami Valley Regional Planning Commission (MVRPC): **no report**
- Greene County Regional Planning & Coordinating Commission (RPCC): Trustee Mucher reported the Executive Committee met, focusing on end-of-year finances. The **RPCC is holding too much in reserve, (~\$280,000, or 2x its annual budget)**, and they discussed ways to disperse the funds. Trustee Mucher **suggested offering Comprehensive Land Use Plan review/updates to townships at no cost** (usually run \$15-20,000). The matter is being considered.
- Clifton-Union Cemetery Board: Trustee Hollister, Mr. Gochenouer, and incoming Trustee Askeland attended. Nothing to report.
- YS Development Corporation (YSDC): Trustee Moir offered an **update on the pending purchase of the hardware/toy store building**, noting fire inspections and other due diligence efforts are underway.
- Greene County Township Association (GCTA): Trustee Moir reported that the group will pool resources (small extra dues) to allow **access to OTA webinars at no additional charge**.

- YS Active Transportation Committee: **no meeting**

New Business

Trustee Moir reported that, in the process of onboarding incoming Trustee Askeland, she has reviewed the **Township policy of reimbursing fees for outside medical plans**, only to discover there may never have been a Resolution passed (as required by the ORC) to allow same. She asked the Board for their **agreement to consult the Greene County Prosecutor's Office for legal advice** on the matter. During a brief discussion, Trustee Mucher noted his understanding that any reimbursement may not exceed the cost of any coverage offered by the Township. He then **moved** to agree to the consultation, and Trustee Hollister **seconded**. The **motion carried unanimously**.

Before ending the meeting, Trustee Mucher offered a **“hearty handshake” to out-going Trustee Hollister** for his years of service to the Township. Those gathered shared a round of applause and best wishes.

Adjournment

The meeting was adjourned at 6:17 p.m., with the next meeting scheduled for **Monday, January 5, 2026**, at 5 p.m.

Chairperson _____ **Attest** _____

***Acronyms:**

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

/clp