

**Miami Township Trustees  
Greene County, Ohio**

Minutes of January 5, 2026

*\*see acronym glossary following minutes*

Chairperson Mucher convened the meeting noting no quorum until new Trustees were sworn in.

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

*Yellow Springs News* Editor Lauren Shows; Greene County Assistant Prosecuting Attorney Brian Gravunder; residents Peter Buswinka, Kate LeVesconte, and KellyAnn Tracy; and two MTRF staffers were also present.

Ms. GunderKline issued the **oath of office** to Trustees-elect Marilan Moir and Lori Askeland.

Chairperson Mucher then called the meeting to order and **appointed Ms. GunderKline temporary Board Chair**.

Temporary Board Chair GunderKline asked for a **motion to elect a Trustee Board Chair for 2026**. Trustee Askeland **moved to elect Trustee Moir as Chair**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

Trustee Board Chair Moir **moved to elect Trustee Mucher as Board Vice Chair for 2026**. Trustee Askeland **seconded**, and the **motion carried unanimously**.

**Adoption of Minutes**

Trustee Mucher **moved to adopt the minutes of December 15, 2025, as presented with the date correction**. Trustee Moir **seconded**, and the **motion carried unanimously**.

Trustee Mucher **moved to adopt the minutes of the December 30, 2025 Special Meeting** as presented. Trustee Moir **seconded**, and the **motion carried unanimously**.

**Payment of Accounts**

Trustee Askeland **moved** and Trustee Mucher **seconded to approve the payment of bills in the amount of \$72, 427.22:**

- General Fund – \$12,654.02
- Cemetery – \$3,298.16
- Fire Fund – \$49,933.77
- Road – \$6,541.27
  - 2021 – \$4,408.62
  - 2031 – \$2,132.65

**The motion carried unanimously.**

### **First-of-the-year Business**

Trustee Moir asked for a **motion to set zoning fees for 2026** as proposed by Zoning Administrator Lucas on December 1, 2025. Trustee Mucher so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Trustee Moir asked for a **motion to set the mileage rate for travel outside the Township at \$.725 per mile**. Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

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

- Miami Valley Regional Planning Commission (MVRPC): Trustee Askeland, with Trustee Moir as alternate
- Greene County Regional Planning & Coordinating Commission (RPC): Trustee Mucher
- Clifton-Union Cemetery Board: Trustee Askeland
- YS Development Corporation (YSDC): Trustee Moir
- YS Active Transportation Committee: Trustee Moir

Trustee Mucher so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Trustee Moir asked for a **motion to set the Trustee's public meeting schedule for 2026** as follows: **first and third Mondays at 5 p.m.**, unless it falls 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. All meetings to be held at the Township building, 101 East Herman Street, Yellow Springs. **Regular meeting dates as follows:**

- |                                |                          |
|--------------------------------|--------------------------|
| ○ January 5th and 21st*        | ○ July 6th and 20th      |
| ○ February 2nd and 18th*       | ○ August 3rd and 17th    |
| ○ March 2nd and 16th           | ○ September 9th and 21st |
| ○ April 6th and 20th           | ○ October 5th and 19th   |
| ○ May 4 <sup>th</sup> and 18th | ○ November 2nd and 16th  |
| ○ June 1st and 15th            | ○ December 7th and 21st  |

Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

Trustee Moir asked for a motion to **establish the Township holiday schedule for 2026** as follows:

- Martin Luther King Jr. Day...January 19th
- Presidents' Day.....February 16th

- Memorial Day.....May 25th
- Juneteenth.....June 19th
- Independence Day.....July 4th (July 3rd observed)
- Labor Day.....September 7th
- Indigenous Peoples' Day.....October 12th
- Veterans Day.....November 11th
- Thanksgiving Day.....November 26th
- Christmas Day.....December 25th
- New Year's Day.....January 1, 2027

Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

Trustee Moir 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.

After Trustee Mucher shared the **history of those contracts** and the traditional practice of each renewal, Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

Trustee Moir asked for a **motion to appoint Jenifer Adams to the Zoning Commission for a term beginning January 1, 2026, and ending December 31, 2029**. Trustee Mucher so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Trustee Mucher asked why there was **no BZA appointment** up for vote. Mr. Lucas explained the BZA member whose term expired December 31 (Amy Achor) chose not to continue, so there is no name to put forward. He urged **any resident living in the unincorporated areas of the Township to consider volunteering for a four-year term** on the BZA (one regular seat, two alternates open) or the Zoning Commission (one alternate seat open). Details on the website.

In lieu of the next regular motion Trustee Moir presented, Trustee Mucher **moved** for an **Executive Session** pursuant to ORC 121.22(G)(1) to “consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee.” Trustee Askeland **seconded**. The meeting recessed at 5:23 p.m., and reconvened at 5:38 p.m.

Trustee Mucher **moved to employ James Cannell as fire chief, any additional full-time or multiple part-time firefighter/EMT/paramedics as needed, and all current volunteers on the roster**. Trustee Askeland **seconded**. The **motion carried unanimously**.

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

Trustee Moir asked for a **motion to adopt the MTFR 2026 pay schedule** as presented by Chief Cannell, with the included **2.75% cost-of-living increase retroactive to December 27, 2025.** Trustee Askeland so moved, and Trustee Mucher seconded. The **motion carried unanimously.**

Trustee Moir asked for a motion to establish a **2026 pay schedule for all non-MTFR full-time and part-time Township employees** at the current rate with a **2.75% cost-of-living increase** retroactive to December 27, 2025. Trustee Mucher so **moved,** and Trustee Askeland **seconded.** The **motion carried unanimously.**

Trustee Moir presented **Resolution 2026-01 Employing Township Attorneys Brosius, Johnson & Griggs, LLC, on an annual basis for the year 2026,** with new rates specified in their contract. After a brief discussion, the **Resolution was tabled until next meeting** so all Trustees could review the contract.

Trustee Moir explained that **no motion would be presented re: employee/elected officials healthcare coverage at this time.** The current plan remains in effect until May, at which time a vote will be taken. She described her work on establishing the **out-of-plan reimbursement policy** correctly, noting that no decision could be made until the requested legal review was complete. However, it is her understanding that because everyone covered by the Township group plan pays 10% of their premium, and reimbursements cannot be larger than plan payments, the 10% reduction in reimbursement would be required.

Trustee Moir noted the **contract with TechAdvisors does not expire until April,** and they are currently revising it due to HB 96 cybersecurity requirements and other issues. She pointed out that since the original contract was set per device, the **monthly charge has been reduced from \$975 to \$525** as iPads and several fire department desktop units were removed from coverage. Trustee Mucher asked if the contract would be revised and then renewed. Trustee Moir said she wasn't sure, but that she could ask TechAdvisors to present to the full Board when it's time.

### **Correspondence**

No correspondence was presented.

### **Citizen Concerns**

No comments were presented.

Trustee Mucher noted that **Agenda Item #2 – Trustees’ Additions to the Agenda** – had been skipped. Trustee Moir agreed that in the organizational shuffle it had been overlooked and asked if he had anything to add. He did not.

### **Fire Department Report**

Chief Cannell asked for approval to **hire Jax Lawrence as part-time FF/EMT** at the pay rate of \$19.05/hour, effective 12/27/25. In response to Trustee Mucher’s question, he said, yes, all background screenings have been completed. Trustee Mucher so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

In response to Trustee Moir’s question re: **staffing levels**, Chief Cannell reported they have been at **no less than 97% 3-man coverage since October**, with PT officers on a 6-day rotation.

Chief Cannell reported **1,038 runs for 2025**.

#### **Equipment/apparatus:**

- **Tanker 82** is back in service.
- **Engine 81** is next up to be evaluated, with quotes for brakes and suspension work.
- **Garage door** at the front was broken and fixed during Christmas week.
- **Fire alarm** issue will go out for quotes in January.
- Quotes are being solicited for the **SCBA (breathing) units**.

The **Clifton Firehouse clear-out** is slated for completion by January 15th.

Before Chief Cannell presented his requests for approval to purchase equipment, Trustee Moir reported the **Capital Fund issue with the Auditor’s Office has been cleared up**. The funds in the MTFR 4904 account are available for these purchases; placing those monies in the fund is by definition appropriation.

Chief Cannell requested approval to **purchase the Genesis E Force SL3 model series hydraulic rescue equipment** (Jaws of Life) from Howell Rescue Systems at \$50,030. He noted this is the company’s 2025 price, prior to any tariff-related increases, because of MTFR’s history with Howell. Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

Chief Cannell requested approval to **acquire two vehicles** utilizing a 5-year lease/loan option as originally presented and tabled September 15, 2025:

- **2026 Ford PIU Explorer** at \$66,962 (base price from Lebanon Ford + L&W Outfitters upfit). This vehicle would replace the current aging command vehicle which will be repurposed for the new Community Paramedic.
- **2026 Ford F-250XL pick-up** at \$80,249 (base price from Lebanon Ford + L&W Outfitters upfit). As reported in September, this vehicle would replace the recently-sold pickup truck, and would be used for Paramedic response (leaving

one scene to return to the station for a possible second call-out), and to haul rope-rescue equipment in place of the old box truck that could then be sold

Trustee Mucher so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Chief Cannell reported that **next up will be turn-out gear and the air tanks** mentioned earlier, noting new compliance criteria for those take effect in March. At Trustee Mucher's query re: the grant writer, Chief said these are **two items she will be looking for grants on** when new opportunities are listed. She is currently researching the Township area and gathering data to be ready when grant season opens.

## **Cemetery and Road Report**

### **Cemetery:**

Mr. Gochenouer reported **no burials since last meeting**, but two are scheduled this week.

He is working with Ms. GunderKline on the **annual billing for Clifton**.

After reviewing her previously-expressed concerns on cemetery expenditures and a lack of advanced planning, Trustee Moir asked for a motion to **limit cemetery spending to vital maintenance and burials until permanent appropriations are in place April 1, 2026**. Trustee Askeland so **moved**, and Trustee Moir **seconded**. The **motion carried 2-1, with Trustee Mucher voting "No."** He stated that if the same restrictions were not placed on Zoning and Roads, etc., he didn't see the need.

### **Road:**

Mr. Gochenouer reported the **snowfalls have been handled without problems**. He is bringing in more salt and preparing to fill potholes as weather permits.

## **Fiscal Officer's Report**

Ms. GunderKline reported she and Consultant Debra Watson have been working hard to **close out 2025**. They will be **establishing better protocols for 2026**.

The **new laptop and printer provided by the State for UAN access** have been installed. The old equipment can be disposed of; however, Ms. GunderKline will keep the old monitor so she can operate on dual screens.

New **personnel files** will be prepared for each employee in order to update W-4s and other data.

She noted the **Trustees' cost-of-living increase** will go into effect in February, while the Fiscal Officer's will not take effect until April when her next year in office begins.

**Blanket certificates** have been issued for 2026 expenditures.

Per **Resolution 2025-40** passed at the December 30th special meeting, **\$100,000 has been transferred from the StarOhio account to USB checking**; she is waiting to determine if the additional \$100,000 approved will be necessary at this time.

Trustee Moir added that with Ms. Watson's assistance, **bank reconciliations have been completed up to December 2025** – a “heroic effort.” Ms. Watson is preparing a **full report for the Trustees on a number of concerns** that have been identified. She will deliver it after the final 2025 reports have been submitted to Greene County (no later than February 28, 2026) so the County can set estimated revenues and the Trustees can establish permanent appropriations for 2026.

### **Zoning Administrator's Report**

Mr. Lucas presented a written **2025 Annual Report** (attached). **Highlights** include:

- **Zoning permits issued: 14**
- **Total permit fees collected: \$1,075**
- **Total estimated building/construction value: \$5,366,910**
  - \$2,045,910 Yellow Springs School District
  - \$3,321,000 Cedar Cliff School District
- **Zoning Commission:**
  - Completed 5 text amendments to the Zoning Resolution
  - Awarded an Ohio grant to update the Zoning Resolution with RPCC. Currently have 12 text amendments in draft form that will be compiled and presented to the Trustees in April 2026 for approval.
- **Board of Zoning Appeals (BZA):**
  - Heard 3 cases and approved all of them.
  - Developed a new set of Rules of Procedure that will be voted on at the next 2026 meeting.
- **Zoning Office:**
  - Continuing to improve office organization and procedures for the Zoning Department.
  - Updated Zoning Department information on the Township website.
  - Updated/created 9 permit applications and uploaded to the website.
- **Goals for 2026:**
  - Address map amendments with new zoning districts.

If all goes well, Mr. Lucas hopes to address the **Comprehensive Land Use Plan update**, as requested by Trustee Mucher, in 2027.

Trustee Moir asked for a **motion to employ Bryan Lucas as Zoning Administrator and to employ Cyndi Pauwels as Fiscal Officer Assistant**. Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

Trustee Mucher reported the **RPC has lost 2 planners in the past 30 days**: DeAndra Navratil and Collins Nyamekye. They have both been working with Mr. Lucas and the Zoning Commission on the text amendment grant project. While RPC has posted both jobs, Trustee Mucher has no idea how that may affect the “pipeline” for County projects for now.

### Old Business

Nothing to address this week.

### New Business

Trustee Moir explained her intention, as Chair, of using **regular work sessions (with no votes taken) to enable the Trustees to discuss issues at length**. This will allow full sharing of information and ideas without taking up regular meeting time yet still comply with Open Meeting regulations. They will be conducted in what Trustee Askeland described as a “fishbowl,” meaning **the public is welcome to attend, but no public comments will be taken**. Any work session will be posted on the Township website at least 24 hours in advance.

Trustee Moir then asked for a motion to schedule a **Trustee work session for Wednesday, January 7, 2026, at 9:30 a.m.**, in the Township building, for 2026 goal setting and agenda planning. Trustee Askeland so **moved**, and Trustee Moir **seconded**. The **motion carried unanimously**.

### Adjournment

The meeting was adjourned at 6:40 p.m., with the next meeting scheduled for **Wednesday, January 19, 2026**, at 5 p.m., due to the Martin Luther King Jr. Day holiday.

Chairperson \_\_\_\_\_ Attest \_\_\_\_\_

### \*Acronyms:

- GCTA: Greene County Township Association
- MTRF: Miami Township Fire & Rescue
- MVRPC: Miami Valley Regional Planning Commission
- OTA: Ohio Township Association
- RPCC: Greene County Regional Planning & Coordinating Commission
- YSDC: Yellow Springs Development Corporation

/clp



**Miami Township Zoning Administrator Staff Report to Township  
Trustees  
ANNUAL 2025**

- **Zoning Permit Issued (14)**
  - 5 for New Home
  - 7 for Additions
  - 4 for Accessory Structures – Building
  - 2 for Accessory Structures – Swimming Pool
  - 1 for Communication Tower
- **Additional Permits and Approvals**
  - Lot Splits Approved (2)
  - Sign Permits Issued (0)
  - Agricultural Exemptions Issued (2)
  - Communication Tower Upgrade (1)
  - Township Road Work Permit Issued (1)
- **Total Permit Fees Collected (\$1,075)**
  - Previous Annual Permit Fees Collected
    - 2024 = \$633
    - 2023 = \$857
    - 2022 = \$973
    - 2021 = \$1,449
- **Total Estimated Building/Construction Value (\$5,366,910)**
  - \$2,045,910 Yellow Springs School District
  - \$3,321,000 Cedar Cliff School District
  - Previous Annual Estimated Building/Construction Values:
    - 2024 = \$1,533,000
    - 2023 = \$1,354,000
    - 2022 = \$1,626,000
    - 2021 = \$2,538,500

**Zoning Commission:**

- Completed 5 text amendments to the zoning resolution on the following sections and all were adopted by the trustees:
  - Reorganization of the entire zoning resolution
  - Section 502 (Accessory Structures)
  - Section 503 (Fences, Walls & Screening)

- Section 508 (Agricultural Uses, Ag. Service Establishments & Agritourism)
- Article 8 (Non-conformities)
- Was awarded an Ohio grant to update the zoning resolution with RPCC. Currently have 12 text amendments in draft form that will be compiled and presented to the Trustees in April 2026 for approval.
- The board is currently filled with 5 members and 1 alternate. Currently seeking an additional alternate member.

#### **Board of Zoning Appeals:**

- Heard 3 cases and approved all of them.
  - Agritourism Permit (1)
  - Temporary Use Permit (1)
  - Variances for rear set back (1)
- Held 2 additional meetings this year
  - BZA training conducted by legal representative from the township law firm
  - Regular meeting to develop an internal rules of procedure and to give input for some zoning text amendments
- Developed a new set of Rules of Procedure that will be voted on and adopted at the next 2026 meeting.
- The board will be at 4 members starting in 2026. Currently seeking one regular board member and one alternative.

#### **Zoning Office:**

- Continuing to improve office organization and procedures for the zoning department.
  - Organizing “completed permits” by address. Work continues as permits are organized chronologically back to 2011.
  - Created a Zoning Administrator procedure binder with step-by-step instructions for all zoning tasks.
  - Created new legally approved residential letters for addressing zoning violations, junk vehicles and abatement of debris within the township.
  - Updated zoning department information on township website.
  - Updated/Created 9 permit applications and uploaded to website.
  - Proposed an updated fee schedule for 2026.

#### **Goals for 2026:**

- Complete Ohio grant work to update zoning resolution.

- Complete major (post grant) text amendments to the zoning resolution with the zoning commission.
- Address map amendments with new zoning districts.
- Finish organizing ALL “completed permits” by address.
- Create/Update remaining permit applications based on new text amendments.