

Miami Township Trustees Work Session. 1/7/2026. 9:30 AM

Members present: Trustee Moir (chair), Trustee Mucher (vice-chair) and Trustee Askeland

DRAFT Minutes:

Call to order. 9:38 AM. (Mr. Mucher had to leave at 11AM)

1. Appointment of Lori Askeland to Take Minutes.
2. The following minutes/goals are mostly in the order of how they were discussed, but since we were engaged in listing all of the goal proposals that members are planning to bring forward during the year, we sometimes circled back with more details later in the meeting. The order does not necessarily reflect priority.

PROPOSED GOALS FOR 2026:

3. **Updating business policies, board policies and employee manual** Moir brought forth. Mucher says that he recalls Jen Huber saying board policy is not needed.
 - a. Employee/board manuals: proposal to have Moir find all updated policies from the last 4 years that are related to employment policies and to board policies
 - b. Set up Teams Channels for this? Askeland will contact Tech Advisors to ask about best practice.
 - c. Ask for training on Sharepoint, Teams from Tech Advisors
 - d. Immediately update credit card policy, purchasing policy and meetings policies: in process (Moir)
 - e. Board Policy Handbook update should include:
 - i. Chair/Vice-chair responsibilities / practice of rotation, etc. (Currently not written)
 - ii. Meeting policies (Currently not written, but in process of being updated). Proposal is to basically follow Robert's Rules of Order.
 - iii. Elected official reimbursement policies (in process)—does it need to be included here or elsewhere?
4. Moir plans to bring the **meetings policies, credit card and purchasing documents** sent via email to the other trustees on 1/7/2026 to the next meeting.
5. **Township administrator?** Moir: Is this a good idea? Part-time? Combination zoning and administration? More like an administrative assistant? Trustees are

not sure whether this is needed for our organization. Uncertainty about fiscal situation means it cannot be explored until more clarity.

6. **Cemetery:** Moir: A business plan for the cemetery. Forward-looking budgeting. Disagreement among trustees about hiring someone to collect and analyze data related to past expenses and creates a business plan that will help carry the cemetery into perpetuity.
7. **Fire Department:** Mucher: New Levy on the ballot in the Spring 2026 for the fire department? For the purposes of equipment?
 - a. Current Township levies: 1) Building note, 2) traditional operating levy (renewal levy, just renewed fall 2025), 3) permanent levy operating / payroll (FD – passed 2022), 4) permanent levy for equipment very small millage (proposed for 2026 Spring).
8. **Fiscal office:** Moir: working to get clarity on our current financial state so we can ensure compliant practices in the fiscal office for 2026 and forward
 - a. Report from Debbie Watson (consultant hired by Trustees) on her efforts to examine and right the ship for MT's 20205 records and balances will require response.
 - b. Biannual audit is going to happen this year, any time—likely March / April?
9. **Fire Department:** Moir: What to do about Chief position? Currently Chief Cannell is under contract as an interim Chief until July. [Did we approve a contract through end of the year at our first meeting?]
10. **Assignment of roles to Township officers: Goal: Equity in distribution of work and responsibility.** Moir: We have assigned trustees to standing committees (Jan 5 2026) as part of normal business. and we named Jeanna Gunderkline, Fiscal Officer, the Public Records officer in late 2025. We need some clarity and formal naming of those who will serve as:
 - a. **Cybersecurity / IT:**
 - i. HB 96: Cybersecurity event reporting: Contact person: Chair (formerly Mucher now Moir 2026). By Resolution in accordance with Ohio law.
 - ii. Tech Advisor point of contact: Currently Moir
 1. Cyber policy
 2. Shared network drive (question above about using Teams / channels – Lori)
 3. New PCs/laptops for new Trustee and to replace outdated machines: in process (Moir)
 4. Archiving files: We have been advised that we need more compliant email practices to create better archival needs and public records requests

5. New domain for website under .gov (in process). Should we consolidate our websites further or how will our cemetery website be affected by moving to .gov?
6. New email domain to match new website domain and create addresses that will be more secure.(in process)
7. Password list / password vault?: Physical or Digital? We need every password for every bill to be recorded somewhere so that someone can take over smoothly if ever needed.

b. **Cemetery oversight/point of contact:** Currently Mucher. Moir: Possible administrative help with:

- i. In anticipation of Dan retiring, ensuring that we know all of his duties and responsibilities and routine tasks as Sexton.
- ii. Pontem Database: This database has all the cemetery plots with who is buried where and what plots are still available. All Trustees and Fiscal Officer and Sexton must have access to the database.
- iii. Deeds / records:
- iv. Budget: Past expenditures, current and future planning
- v. Long-term plan for fiscal sustainability

c. **Personnel:** Currently: Moir (with help from consultant Kauser). Moir:

- i. Benefits program oversight and management: Currently Moir with help from Consultant Kauser. Should this be managed jointly by Trustees and Fiscal Officer? Ask Kauser?
 1. Health insurance
 - a. Opt-out insurance: We do not have a written policy, but we have a practice with no established parameters. Currently being researched by the prosecutor office liaison.
 - b. Rates: assuming we continue the practice of subsidizing Medicare recipients, all opt-out people are required to pay 10% per ORC. Do we need reimbursement to the Township?
 2. Life insurance
 3. Ensuring that all benefits, including vacation hours etc., are fair and reasonable compared to roles in similar organizations
- ii. Clearly spelled out onboarding process / forms (including aforementioned employee handbook/manual and board policy manual), including distribution of key cards for building access

- and information about IT access and accounts, and list of all trainings needed for both employees and new Trustees & Fiscal Officers
- iii. Organizational chart
- iv. Updated roster of employees—in process in fiscal office with support from Moir
- v. Job descriptions, particularly for all non-MTFR employees
- vi. Salary schedule, non-MTFR

d. **Budget Coordination and primary liaison with fiscal office:**

Currently Moir {Clarity for new trustee Askeland: ORC assigns Budget to Trustees but this requires coordination with Fiscal Officer to ensure accurate numbers are always available, and provide expert fiscal planning advice.}. Moir:

- i. Things currently being addressed through hiring of Debbie Watson:
 - 1. Fiscal clarity on YTD spending
 - 2. Expenditures & Revenues updates
 - 3. Monthly bank reconciliations
 - 4. Fiscal officer need for training to bring performance of tasks into compliance
 - 5. Capital funds issue seemed to be fixed but ongoing questions about 4902, Grinnell Mill, currently being addressed.
- ii. Moir: Things Township needs to do in 2026/27 and future:
 - 1. Create and meet deadlines for forward-looking budgeting, via public budget work sessions starting in May / June
 - 2. Best practices for acquiring new vehicles and equipment for the Roads Department and establishing a maintenance and upgrades schedule.

e. **Auditor point of contact:** Should be fiscal officer? Currently Moir, in practice.

f. **MTFR oversight contact:** Currently Moir

g. **Zoning oversight:** Currently Moir. Possibly move to Askeland

h. **Township-owned assets:** Currently Mucher. Moir:

- i. Ensure we have an accurate inventory of township properties and consistent updating (this includes all Township-owned property, buildings; MTFR vehicles & equipments; Roads department equipment; Cemetery equipmentdurable office supplies)
- ii. Ongoing issues in the Fire Station building (under MTFR point person Moir):
 - 1. Beeping in meeting room mystery

2. Fire alarm (in process—being handled by MTFR)
3. Noticed surges that caused lights to black out on 1/7/2026?
4. Window washing and general housekeeping? [For Askeland: We have an agreement with the MTFR that they take care of the office area as part of general station housekeeping]
5. See MTFR list of issues with building that they are in process on.

Meeting adjourned at 1:20.

Respectfully submitted,
Lori Askeland