

**Miami Township Trustees
Greene County, OH**

Minutes of March 2, 2026

**see acronym glossary following minutes*

Call to Order

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

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

Residents Peter Buswinka, Fred Stockwell, Jane Sweet, and KellyAnn Tracy were also present.

Trustees Agenda Approval

Trustee Moir **moved** to add a discussion item under the Cemetery Report. Trustee Askeland **seconded**, and **the motion carried unanimously**.

Adoption of Minutes

Trustee Mucher **moved** to **adopt the minutes** of February 18, 2026, as presented. Trustee Askeland **seconded**.

Trustee Moir asked, because she had been absent, how the information re: the reported **road grant approval** had been obtained since she has seen nothing in writing. Trustee Mucher said Mr. Gochenouer told him; Mr. Gochenouer said he was heard it from the road crew in Cedarville.

The **motion then carried unanimously**.

Payment of Bills

As noted previously, Ms. GunderKline and Ms. Pauwels are reviewing the many **available reports from the UAN financial software** for Trustee input as to which would be most helpful. Several versions were provided for the Trustees' information that are available to the public upon request. In the meantime, Trustee approval for payments is signified when they sign checks and EFT statements.

Correspondence

Trustee Moir reviewed correspondence and the meetings held and upcoming re: **County Dispatch funding**. She will attend the next meeting on Tuesday, March 3, in Spring Valley with Chief Cannell.

Trustee Moir shared an invitation from Michelle Burns re: a gathering on **local watershed issues** to be held Wednesday, March 4, at 10 a.m. in the Yellow Springs Community Foundation offices. She and Trustee Askeland plan to attend.

Citizen Concerns

Mr. Stockwell shared his concern over **the lack of financial numbers** previously printed on the agenda (see above). He was assured that details are always available on request, and that efforts are being made to determine which documents will be most helpful to the Trustees and to the public alike.

Fire Department Report

Chief Cannell shared his written report and highlighted the following:

- **Staffing** of three (3) personnel 24/7 is being maintained.
- Community Paramedic Steffinie Brewer has begun making **home visits** and is up to five (5) so far. Chief expects that number to go up given the *Yellow Springs News* article on the new program.
- **150 runs** have been answered year to date, including a recent small house fire on North High Street.
- Smoke detectors (“multi-detectors” for smoke, CO2, flame, etc.) are being installed by Silco to finish the **fire alarm system repairs** following their winning proposal of \$4,150 versus Koorsen’s \$8,000 estimate.
- Chief is still waiting for the contract from Buckeye Power Sales for the **generator evaluation and maintenance**, and will contact them this week.
- The ordered **Jaws of Life** should arrive in mid-April.
- **MTFR website** is now updated and online.
- Staffers have organized a **logo/vehicle striping update** committee, and after a department survey, a proposal will be forthcoming.

Chief Cannell requested approval to to **decommission Rescue 81 (the box truck) and put it up for sale**. Needed equipment can be transferred to back-up units if it sells before the new vehicles arrive. Trustee Mucher so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Trustee Moir presented **Resolution 2026-04 Authorizing the Miami Township Board of Trustees to Contract with Intellexprax, LLC** (Consultant Kauser) for a proposed final six-month period. Trustee Mucher **moved** to adopt the Resolution, and Trustee Askeland **seconded**. The **Resolution was adopted unanimously**.

Trustee Askeland asked Chief Cannell about the **Antioch student co-op program** he was working on. He explained the College had approached the department, and after an in-depth interview with the interested student, the co-op was approved for 30 hours/week April-June. Options are being explored re: possible grants for payment, and for training opportunities.

Cemetery and Road Report

Cemetery:

Mr. Gochenouer reported **one (1) burial** at Clifton.

Trustee Moir introduced a **discussion on the cemetery budget in her work for the Permanent Appropriations** which need to be approved by the end of March. She shared a Glen Forest Cemetery Balance Sheet, a Glen Forest Cemetery Budget report from UAN, and proposed Appropriations notes from Trustee Mucher.

An extended exchange largely between Trustee Moir and Trustee Mucher ensued over the **source and intent of the numbers** (*see the meeting video for specifics*).

Trustee Mucher noted he has since received new burial numbers which will change his original estimates on revenue and salary; he will recalculate those. Trustee Moir added that **OPERS, etc., should be included in proposed labor costs**; that has not been done in the past.

In response to Trustee Moir's query, Trustee Mucher said his **proposed \$25,000 expenditure from the Cemetery budget would be an annual payment to the Road Department for use of their equipment**. He and Mr. Gochenouer explained the process currently used to charge Clifton Cemetery for said usage. Trustee Mucher explained his reasoning as to why the **MTFR and General Fund budgets should also both contribute \$5,000 annually** for the same purpose. He added that Mr. Gochenouer was in the process of drawing up a list of equipment and estimated maintenance/replacement costs.

Trustee Moir asked that Mr. Gochenouer's report include an estimated time-share breakdown for cemetery and Township building work. She then asked Trustee Mucher **if the pine forest walkway expenditures were complete**. When he said an additional \$5,000 approved in 2025 (*note: on July 21, 2025*) would be used to finish, Trustee Moir said the project was already over the approved \$25,000 budget and any further expenditures would need additional approval. Further debate ensued.

Trustee Askeland suggested the cemetery budget discussion be continued at a work session. After some discussion, it was agreed to meet **Monday, March 9, at 1 p.m., in a work session open to the public to review cemetery costs and the proposed equipment cost sharing**. No votes will be taken at the work session.

Roads:

Mr. Gochenouer reported crews brought in more salt for the recent snowfall, and they have been servicing equipment in preparation for spring.

Trustee Moir reported the Township's costs for snow response have been submitted to the County for potential disaster aid funds.

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,” **re: employee compensation**. Trustee Askeland seconded, and the meeting **recessed at 6:09 p.m.**

Trustee Mucher returned to the meeting room at 6:13 p.m., and Trustees Moir and Askeland returned at 6:20 p.m., to reconvene the meeting with no action taken from the Executive Session discussion.

Fiscal Officer’s Report

Ms. GunderKline reported she is working with the auditors from two years ago to **schedule the 2024-25 audit**, hopefully 1-2 days on site sometime in March.

She has been communicating with **HR Butler re: payroll services** and recommends the Trustees add them to the list for consideration as the outsourcing project is researched.

The **2025 fiscal year was closed out in UAN/Hinkle on February 12, 2026**, and all required reports submitted.

A confusion over **billing with BMS re: HSA fees** has been resolved.

The **Amended Certificate of Resources** should be received from Greene County Auditor’s Office soon, possibly later this week.

The annual **True-Up Report for the Bureau of Workers’ Comp** has been completed.

After Trustee Mucher’s earlier report re: **sales tax exemption oversight** (*note: on December 1, 2025*), Ms. GunderKline has submitted W-9s to both AT&T and CenterPoint Energy to rectify that issue with them. She asked him if he knew of any others she should contact; he said that would be in a folder of details he had collected.

Ms. GunderKline noted, in advance of the following discussion, that **training has been going well with Ms. Pauwels** as they work together to prepare for a smooth transition.

Trustee Moir introduced **Resolution 2026-05 Authorizing the Appointment of Cynthia L. Pauwels as Miami Township Fiscal Officer**, effective April 1, 2026. Trustee Mucher **moved** to adopt the Resolution, and Trustee Askeland **seconded**. The **Resolution was adopted unanimously**, with Ms. Pauwels’ thanks for the opportunity and for the Trustees’ words of confidence.

Zoning Administrator’s Report

Mr. Lucas presented his written report and highlighted the following:

- **Six (6) zoning permits** issued, including an agricultural exemption and a lot split. He explained particulars and benefits of both.
- Board of Zoning Appeals: **no meeting** since summer; however, **they still need another volunteer member**, if anyone in rural Miami Township is interested

- The **RPCC Zoning Open House** on February 5th to review the proposed Zoning Resolution text amendments under the State grant was attended by about 8-10 residents. Feedback was minimal but helpful to the Zoning Commission as they updated each of the **15 text amendments** and got them ready to officially send to the RPCC during their March 5, 2026, meeting for final review. After that, the Commission will hold a **public hearing on April 2, 2026**, and formally adopt the amendments before forwarding them to the Trustees for public hearing and consideration.

After reminding everyone that **each proposed text amendment is available on the Township website for review**, Mr. Lucas offered a proposed schedule for the Trustees' public hearings:

- **April 6** (10 minutes each = 1.25 Hours)
 - Section 504 Architectural Projections
 - Section 505 Parking of Recreational Vehicles
 - Section 506 Swimming Pools
 - Section 519 Cemeteries
 - Section 520 Private Airports, Landing Strips, Helipads
 - Article 6 Parking / Loading / Driveways
 - Article 7 Signs
- **April 20** (15 minutes each = 1.25 Hours)
 - Section 513 Temp. Structures, Temp. Uses, Public Events
 - Article 9 Administrative Bodies
 - Article 10 Administrative Procedures
 - Article 3 Districts and Boundaries
 - Article 4 District Regulations
- **May 4** (30 minutes each = 1.5 Hours)
 - Section 512 Short-Term Rentals
 - Section 521 Accessory Dwelling Units
 - Section 510 Home Occupations
- **May 18***
 - Trustees can approve the text amendments on May 4, or, if more time is needed, make a decision at the May 18* meeting. (**corrected from May 20 noted on report*)

The Trustees will consider that proposed schedule and make revisions as necessary before the required public notice.

- At the beginning of their March 5th meeting, the Zoning Commission will receive a **presentation by RWE Clean Energy** re: a Snypp Road resident partner that would like to construct a **small solar (distribution) project**. This is an **information session only**, as such usage is currently not permitted under Township zoning.

Mr. Stockwell noted that there is a **series of six (6) YouTube videos by Green Energy Ohio on small solar**, specifically HB15, for anyone who may be interested.

Old Business

Nothing noted.

New Business

Trustee Askeland presented a **proposal from TechAdvisors for an Archiver email management tool** that will assist with meeting public records requests, among other things. Trustee Moir added that it will also help with HB96 compliance. Trustee Mucher **moved** to approve the purchase, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Trustee Moir presented a **request to purchase two (2) laptops** since the current Trustee desktops are outdated and cannot run Windows 11. The upgrade was recommended by TechAdvisors. After she outlined the specs and costs, Trustee Mucher **moved to approve both purchase at \$1,229 each plus \$24.99 for a case, for a total of \$2,647.98**. Trustee Askeland **seconded**, and **the motion carried unanimously**.

Adjournment

The meeting was adjourned at 6:54 p.m., with the next meeting scheduled for **Monday, March 16, 2026**, at 5 p.m.

Chairperson _____ **Attest** _____

***Acronyms:**

- MTFR: 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