

AGENDA

MIAMI TOWNSHIP TRUSTEES Greene County, Ohio

May 4, 2026 at 5 p.m.

- 1. Call to Order**
- 2. Trustees Agenda Approval**
- 3. Adoption of the Minutes – April 20, 2026**
- 4. Correspondence**
- 5. Citizen Concerns**
- 6. Public hearing re: proposed Zoning Resolution text amendments (phase 3)**
 - Section 512 Short-Term Rentals
 - Section 521 Accessory Dwelling Units
 - Section 510 Home Occupations

 - Proposed Resolution to Adopt Ohio Grant Zoning Reform Text Amendments
- 7. Fire Department Report**
 - Hire Zion Robinson as part time firefighter/EMT
- 8. Cemetery Report**
- 9. Road Report**
- 10. Fiscal Officer's Report**
 - Presentation of current payment listing
 - Resolution to Amend Permanent Appropriations (Greene County tax filing fees)
- 11. Zoning Administrator's Report**
 - Appoint Michael Vincent to BZA
- 12. Old Business**
 - Second reading: Resolution 2026-16 to Expand an Employee Position to a Dual Role of Zoning Administrator and Administrative Assistant
- 13. New Business**
 - IT/Cybersecurity Committee report and recommendations (Askeland)

14. Adjournment – next meeting scheduled for **Monday, May 18, 2026**

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

Miami Township Trustees
Greene County, OH
Minutes of April 20, 2026
**see acronym glossary following minutes*

Call to Order

The meeting was called to order at 5:03 p.m. by Chairperson Moir, with Trustee Mucher and Trustee Askeland present.

Fire Chief James Cannell (arrived after Public Hearing noted below), Fiscal Officer Cyndi Pauwels, and Zoning Administrator Bryan Lucas were in attendance.

RPCC representative Michelle Hudnell and residents Michelle Burns, Fred Stockwell, Jane Sweet, KellyAnn Tracy, and one unidentified individual were also present.

Trustees Agenda Approval

No changes.

Adoption of Minutes

Trustee Mucher **moved to adopt the minutes** of April 6, 2026, and of the special meeting held April 16, 2026, as presented. Trustee Askeland **seconded**, and the **motion carried unanimously**.

Correspondence

Trustee Mucher noted a last-minute email received from **Attorney Derrick Muncie (sp) on behalf of resident Peter Buswinka re: the scheduled public hearing issue**. The matter will be held for review during the hearing.

Trustee Moir reported the **Ohio Public Works Commission (OPWC) call for grant applications** with a deadline of October 9, 2026.

Citizen Concerns

No comments.

Trustee Moir then resumed **the public hearing re: proposed Zoning Resolution text amendments**. Mr. Lucas presented an overview of the second set of proposed changes including the following sections:

- Section 513 Temp. Structures, Temp. Uses, Public Events
- Article 3 Districts and Boundaries
- Article 4 District Regulations
- Article 9 Administrative Bodies
- Article 10 Administrative Procedures

All proposed text amendments are available online at miamitownship.net/zoning

The Trustees asked for clarifications on different sections and made comments/suggestions to be considered at a later date. Ms. Hudnell and Mr. Lucas answered their questions in detail.

Public comment:

Re: Section 513

Ms. Burns asked how, if there is no need to reapply, the Zoning Administrator knows there have been no changes implemented. Mr. Lucas and Ms. Hudnell both explained the need for citizen reporting if there is a problem. Ms. Burns followed up with a question re: public events and was assured the primary use of each event is considered first.

Mr. Stockwell asked about compliance follow-up after a permit is issued. Mr. Lucas and Ms. Hudnell reiterated the need for citizen reporting, and advised any permit leaves open the option of later inspection.

Re: Article 9

Mr. Stockwell asked if there is a term limit for alternates on the Zoning Commission or BZA. There is not. He then asked if alternates are called to vote if a regular member abstains on a proposal. They are.

Re: Article 10

Mr. Muncie's emailed comments will be addressed at the May 4, 2026, hearing continuation as needed.

There being no further comments, Mr. Lucas advised the public hearing will be reopened on May 4 to complete the remaining proposals. At that time, the Trustees may vote on the full text amendment with any recommended changes, or postpone until May 20 and still meet the May 31, 2026, deadline for the grant. Trustee Askeland moved to recess the hearing, and Trustee Mucher seconded. **The hearing was tabled/recessed at 6:26 p.m.**

Fire Department Report

Chief Cannell shared his **written report** (attached below).

He requested approval to **hire Ashlynn Stamper as a part-time Firefighter-EMT**. Trustee Mucher so **moved**, and Trustee Askeland **seconded**. **The motion carried unanimously.**

Another **new hire** is pending.

Chief Cannell outlined the **capital expenditures** covered in the Resolution to be presented under the Fiscal Officer's Report below:

- \$59,000 - extrication equipment
- \$66,000 - firefighting turnout gear

- \$105,000 – self-contained breathing apparatus (SCBA)
- \$4,000 - thermal imaging camera
- \$12,000 - building equipment

He noted the timing of purchase for the thermal imaging camera was fortuitous, as the old one broke during the Morris Bean fire last week.

Cemetery and Road Report

Cemetery:

Trustee Moir suggested that, with **Mr. Gochenouer's** work hours, he might be asked to **attend only one meeting per month**. He should also **add those meeting hours to his timesheet**, which has not been done in the past.

Trustee Mucher addressed the **border planting item** continued from last meeting's agenda. He proposes planting **forty (40) evenly-spaced "Indian grass-like" plants**, twenty (20) on each side of the **walkway facing the new pine forest**. He presented pricing from Siebenthaler's for similar plants at **\$16.99 each and estimates four (4) hours labor for the work**. Trustee Mucher stated that in his research, the plants are invasive only in a select group of East coast states.

After asking that each Trustee be allowed to speak fully before engaging in discussion, **Trustee Moir** stated her **continuing concerns**, in summary here followed by each Trustee's **summarized comments** (note the exchange did not proceed in this separated fashion):

Trustees have not received a full budget, any diagrams showing the location, or any complete plan for the cemetery in general including ongoing maintenance. She expressed admiration for "elegance" of the current perspective, and believes the proposed grasses are "aggressive" and would need regular care and thinning, noting potential **negative effects on the adjacent natural Prairie section.**

She shared numbers showing **\$610,000 in revenue for the cemeteries from 2018-2025, with \$475,000 in expenses.** No costs have been determined, or budgeted, for current maintenance, and **nothing has been set aside for those needs.** She would like to see a full **review of maintenance needs** and a discussion on the **continued use of chemical treatments.**

She reminded the Board that while Oak Grove and the Prairie had been established under Trustee Mucher's plans, both need **maintenance and attention that is being overlooked.** She stated that after the Natural Burial advisory group's meetings were challenged, that work has largely ended. The proposed number of **aggressive grasses would "upset the**

biodiversity” of the Prairie and likely lead to a “homogeneity” of the natural area.

Trustee Askeland noted the “**perpetual cost**” of a cemetery, adding the revenue is up front when sites are available to be sold, but maintenance must continue long after. She would like the Township to be “good stewards” of the cemetery funds, with a **clear budget for the future**. Her estimates show the proposed grasses costing \$1,080 as priced, with up to eight (8) hours labor (2 men x 4 hours).

She stated she had requested **details** from Trustee Mucher on a **fence begun under earlier budget approval (July 2025), and on the overall cost of the pine forest versus the approved amounts**. She received no response other than to “look at the desk,” where plans displayed had no fence showing.

Following her review of the cemetery’s **2025 budget**, she noted that of the **\$20,000 appropriated, \$33,000 was spent**. She asked for particulars on listed McGill Smith Punshon expenses; Trustee Moir advised that was the landscape architect who designed the pine forest based on Trustee Mucher’s request.

Trustee Mucher stated the **plans for cemetery over the years have always been “inside me” rather than on drawings**. He presented a **history of the cemetery’s expansion since Glen Forest was taken over from the Village**.

He described his research and conferences, etc., on the **general public’s perception and desires re: a final resting place for cremains** including a secluded, private area separate from a traditional cemetery. The new pine forest area is bordered on three sides (fence in progress at the back), and **he believes the proposed grasses would enhance that seclusion**. He described the layout of the pine forest area and stated Mr. Gochenouer has a **list of interested parties** who would like to purchase plots once it is opened.

He stressed “not one penny of taxpayer money” has been spent on the cemeteries, insisting **all the growth has been paid from the revenue and each section finished as the money came in**. He outlined the physical work he has put in surveying and marking graves, noting they are occupied “by and large” by local people. His goal has been to keep the cemeteries “**affordable and close by**” for residents. He added the current sections are largely finished except for a few plants.

He stated that after the sites are largely sold and revenue slows, the **Township has the right to levy taxes** to cover those costs. He added any endowment (the possibility of which was mentioned) could not be touched

until all the graves were sold. “And if we run out of space, we can open a new section.”

In the final round of discussion, **Trustee Askeland** stated her priorities are: an endowment to avoid future levies, monitor spending vs. what we’re taking in, and a business plan for the future. **Trustee Moir** asked for an inventory of available sites and sales prices, projections of maintenance costs, and no Indian grass-like plants to be installed. After **Trustee Mucher** asked what she would like to see instead, they agreed they both liked the “twenty (20) bales of **pine needles**” he had ordered installed in the fall; he said “I’ll order more.”

Trustee Moir the **moved** to put a **hold on construction of a fence** at the rear of the pine forest until the Trustees are in agreement on future build-out. Trustee Askeland **seconded**. The **motion carried 2-1, with Trustee Mucher voting “No.”**

Roads:

Ms. Pauwels reported Mr. Gochenouer’s application for a Permissive MVL grant to overlay Glen Road was submitted to Greene County on April 9, 2026.

Fiscal Officer’s Report

Current payment listing 4/7-17/2026: **\$61,451.16**

Ms. Pauwels presented **Resolution 2026-13 Establishing the Dollar Threshold of a Blanket Certificate for Miami Township and Declaring an Emergency**, explaining the need for the request to take effect immediately. She then asked for its adoption. Trustee **Mucher** moved to adopt the Resolution and Trustee Askeland **seconded**. The **Resolution was adopted unanimously**.

Ms. Pauwels presented **Resolution 2026-14 to Establish an Appropriation Budget Fund for Capital Expenditures (4904)** per UAN guidelines, and asked for its adoption. Trustee Moir so **moved**, and Trustee Askeland **seconded**. The **Resolution was adopted unanimously**. Ms. Pauwels noted that as an Appropriation action, it will take effect in ten (10) days and therefore does not need to be passed as an emergency.

Ms. Pauwels presented **Resolution 2026-15 to Amend Permanent Appropriations** covering the two (2) Miller Fellow grants received by MTFR as well as the capital expenditures noted during Chief Cannell’s report. She asked for its adoption. Trustee Mucher so **moved**, and Trustee Moir **seconded**. The **Resolution was adopted unanimously**. Again, as an Appropriation action, it will take effect in ten (10) days and therefore does not need to be passed as an emergency.

Ms. Pauwels then presented her report on office activities:

- **Monthly withholding and quarterly reports** have been filed (IRS 941 in progress).
- **Blanket certificates** can now be amended/reissued to encompass Permanent Appropriations so bills can be paid (see Resolution 2026-13 above).

- **Clifton Firehouse utilities have been transferred** to the Village of Clifton, thanks to their clerk's assistance.
- After numerous phone calls and emails, **Township tax-exemption status** has been submitted to CenterPoint Energy; AES is next on the list.
- **Issues with the website** which prevented the posting of minutes and agenda have been resolved. A new section has been added to **post Resolutions as they are passed**. It will take time to catch up with those.
- The **2024-2025 audit has been delayed** because the auditors discovered a missing document from the 2024 end-of-year report which necessitated a request to the Auditor of State to reopen the report for amendment. That has been reopened, and the new document is in progress. Once that has been filed and accepted by the State, the audit can be scheduled.

Standing Committee Reports

- Miami Valley Regional Planning Commission: **no report**
- Greene County Regional Planning & Coordinating Commission: **no report**
- Clifton-Union Cemetery: Trustee Askeland noted that while they had not met, their **audit came back with several findings**. Informal discussions agreed the Committee **needs a Fiscal Officer to handle their finances**; a meeting is set for later in the week to discuss options.
- YS Development Corporation: Trustee Moir noted the Township pays for two (2) seats on YSDC, and that **the at-large (resident) seat is currently empty if anyone would care to volunteer**.
- Greene County Township Association: Trustee Moir reported the meeting focused largely on the pending **citizens' proposal to eliminate property taxes**, and on **Dispatch Center costs**.
- YS Active Transportation Committee: **no report**

Old Business

Nothing noted.

New Business

Trustee Moir gave **first reading** to **Resolution 2026-16 to Expand an Employee Position to a Dual Role of Zoning Administrator and Administrative Assistant** and explained the rationale behind the proposal. Trustees Askeland and Mucher agreed it was a "great idea."

Ms. Tracy asked about funding and pay for the position, asking if **monies from Ms. Pauwels' work as Fiscal Officer Assistant would be moved to his salary**. She was advised that was part of the plan.

Adjournment

The meeting was adjourned at 8:10 p.m., with the next meeting scheduled for **Monday, May 4, 2026**, at 5 p.m.

Chairperson _____ **Attest** _____

***Acronyms:**

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

/clp

Miami Twp. Trustee Meeting – Fire Chief Report 042026

Personnel/Staffing-

- Maintaining our staffing goal of (3) personnel on duty 24/7
- Ashlynn Stamper- Miami Twp resident, in PA school at ODU in Columbus, current FF/EMT for Cedarville, desires to work weekends. One new applicant came in late last week
- Antioch student Co-op Nico Rivera working out well, putting forth 100% effort, extremely motivated, and exceeding all objectives set for him.

Operations-

- 344 runs year-to-date (see run/staffing report) - **346 at meeting time
- One significant incident at Morris Bean & Co.
- Community Paramedic home visits- reason for the increased run volume.
- Met with Medicount Rep.- We are doing everything correct and transport numbers are on track from last year's numbers.

Building-

- Buckeye Power Sales rep in last week claims generator is operating as it should. We reduced the weekly test to Bi-weekly. - #** sees no surge issues at this time

Apparatus/Vehicles/Equipment-

- New Pick-up truck arrived last week. Upfit scheduled for 3-4 weeks
- Extrication equipment delivery next week, receiving quotes and demos for SCBAs, Turnout gear, and TIC camera

Misc.-

- Still waiting on American Fire Grants application period to open, Grant writers have all info ready to submit



First reading: _____

Second reading: _____

**MIAMI TOWNSHIP
GREENE COUNTY, OHIO**

**RESOLUTION 2026- _____
ADOPT OHIO GRANT ZONING REFORM TEXT AMENDMENTS**

WHEREAS, The Miami Township Board of Trustees has received from the Zoning Commission to legislatively adopt the following text amendment to the current Miami Township Zoning Resolution on April 3, 2026:

- Article 3 Districts and Boundaries**
- Article 4 District Regulations**
- Article 6 Parking/Loading/Driveways**
- Article 7 Signs**
- Article 9 Administrative Bodies**
- Article 10 Administrative Procedures**
- Section 504 Architectural Projections**
- Section 505 Parking of Recreational Vehicles**
- Section 506 Swimming Pools**
- Section 510 Home Occupations**
- Section 512 Short-Term Rentals**
- Section 513 Temp. Structures, Temp. Uses, Public Events**
- Section 519 Cemeteries**
- Section 520 Private Airports, Landing Strips, Helipads**
- Section 521 Accessory Dwelling Units**

WHEREAS, the Greene County Regional Planning and Coordinating Commission provided and affirmed recommendation for the aforementioned text amendment on March 25, 2026;

NOW THEREFORE, BE IT RESOLVED, that after due deliberation, the Miami Township Board of Trustees legislatively adopt the above text amendments to the current Miami Township

Zoning Resolution with several agreed upon grammatical corrections and suggested corrections from Greene County Regional Planning and Coordinating Commission. The text amendment will officially go into effect on June 4, 2026.

Date: May 4, 2026

Ms. Askeland _____
Ms. Moir _____
Mr. Mucher _____

_____ Date: _____
Chair, Board of Trustees

Attest:

_____ Date: _____
Fiscal Officer

MIAMI TOWNSHIP, GREENE COUNTY

Payment Listing

4/18/2026 to 4/30/2026

4/30/2026 3:29:53 PM

UAN v2026.2

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
265-2026	04/22/2026	04/20/2026	EP	NATHANIEL AYERS	\$2,323.25	O
266-2026	04/22/2026	04/20/2026	EP	CASEY BREWER	\$947.61	O
267-2026	04/22/2026	04/20/2026	EP	CASSADY BREWER	\$1,847.96	O
268-2026	04/22/2026	04/20/2026	EP	Steffinie M Brewer	\$1,514.30	O
269-2026	04/22/2026	04/20/2026	EP	BRIAN BURNETT	\$1,484.38	O
270-2026	04/22/2026	04/20/2026	EP	James R. Cannell	\$2,534.48	O
271-2026	04/22/2026	04/20/2026	EP	Samuel J Delfino	\$604.66	O
272-2026	04/22/2026	04/20/2026	EP	Casey N Flora	\$1,449.28	O
273-2026	04/22/2026	04/20/2026	EP	Jason M Foss	\$728.96	O
274-2026	04/22/2026	04/20/2026	EP	RYAN FOSS	\$446.65	O
275-2026	04/22/2026	04/20/2026	EP	DANIEL E. GOCHENOUER	\$1,406.08	O
276-2026	04/22/2026	04/20/2026	EP	Luke D Hrynkow	\$1,055.68	O
277-2026	04/22/2026	04/20/2026	EP	CHARLES C KLINE	\$1,952.56	O
278-2026	04/22/2026	04/20/2026	EP	Jax Michael Lawrence	\$784.98	O
279-2026	04/22/2026	04/20/2026	EP	Bryan D Lucas	\$668.17	O
280-2026	04/22/2026	04/20/2026	EP	NICK MILLER-JACOBSON	\$203.63	O
281-2026	04/22/2026	04/20/2026	EP	BRANDON MORRIS	\$1,174.54	O
282-2026	04/22/2026	04/20/2026	EP	MARK MURPHY	\$1,082.37	O
283-2026	04/22/2026	04/20/2026	EP	Nicolas Rivera	\$653.85	O
284-2026	04/22/2026	04/20/2026	EP	JUSTIN TURNER	\$1,893.66	O
285-2026	04/22/2026	04/20/2026	EP	Daniel J Watt	\$1,093.15	O
287-2026	04/22/2026	04/20/2026	EW	IRS	\$4,722.72	O
291-2026	04/20/2026	04/20/2026	CH	Waste Mgt of Ohio - Koogler	\$544.42	O
293-2026	04/23/2026	04/23/2026	CH	BMS	\$3,000.00	O
301-2026	04/27/2026	04/27/2026	CH	RITA	\$653.64	O
56256	04/20/2026	04/20/2026	AW	Steffinie Brewer	\$542.81	O
56257	04/20/2026	04/20/2026	AW	REGION 3 RESCUE STRIKE TEAM	\$280.00	O
56258	04/20/2026	04/20/2026	AW	OHIO DEPARTMENT OF COMMERCE	\$150.00	O
56259	04/20/2026	04/20/2026	AW	Frederick L Kauser	\$3,000.00	O
56260	04/20/2026	04/20/2026	AW	U.S.BANK	\$2,781.63	O
56261	04/20/2026	04/20/2026	AW	U.S.BANK	\$2,533.58	O
56262	04/27/2026	04/27/2026	WH	OHIO DEFERRED COMPENSATION	\$880.00	O
56263	04/27/2026	04/27/2026	AW	AES OHIO	\$45.60	O
56264	04/27/2026	04/27/2026	AW	BOUND TREE MEDICAL, INC.	\$86.24	O
56265	04/27/2026	04/27/2026	AW	Complete Auto and Tread	\$1,195.34	O
56266	04/27/2026	04/27/2026	AW	IRS	\$480.42	O
56267	04/27/2026	04/27/2026	AW	CYNTHIA L. PAUWELS	\$836.26	O
56268	04/27/2026	04/27/2026	AW	PHOENIX SAFETY OUTFITTERS	\$1,847.00	O
56269	04/27/2026	04/27/2026	AW	RPCC	\$3,690.63	O
56270	04/27/2026	04/27/2026	AW	U.S.BANK	\$362.32	O
56271	04/30/2026	04/30/2026	AW	AMERICAN UNITED LIFE INSURANCE CO	\$1,476.34	O
56272	04/30/2026	04/30/2026	AW	AT&T MOBILITY	\$532.46	O
56273	04/30/2026	04/30/2026	AW	Grainger Equipment	\$52.56	O
56274	04/30/2026	04/30/2026	AW	LEAF	\$341.45	O
56275	04/30/2026	04/30/2026	AW	Office Depot	\$588.87	O
56276	04/30/2026	04/30/2026	AW	OTC Industrial Technologies	\$1,127.50	O

Payment Listing

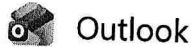
4/18/2026 to 4/30/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
56277	04/30/2026	04/30/2026	AW	Village of Yellow Springs	\$1,730.00	O
56278	04/30/2026	04/30/2026	AW	Village of Yellow Springs	\$65.00	O
56279	04/30/2026	04/30/2026	AW	Yellow Springs News Inc	\$200.00	O
Total Payments:					\$59,596.99	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$59,596.99	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.



Recommendation for New BZA Member

From Bryan Lucas <blucas@miamitownship.net>
Date Thu 4/30/2026 11:22 AM
To Trustees <trustees@miamitownship.net>
Cc Cyndi Pauwels <Cpauwels@miamitownship.net>

Trustees:

I would like to recommend Michael Vincent to become a member of the BZA. I would appreciate if you could official bring him on as a new member on May 4th. We do have a BZA case coming up soon and it would be great to have a full 5 member board. Below is a copy of his email to me. He was referred to me by current board member Eli Herowitz.

Thanks,
Bryan

"I am 57 years old, I've lived in Yellow Springs since the beginning of 2020 (4730 Meredith Rd, YS 45387). I moved here from California with My wife of over 23 years and our two adopted sons ages 15 & 17. We have two dogs, two cats and about 35 chickens. We live on Meredith Rod across from Eli on 3 acres. I work remotely for a firm in California called Keenan & Associates. I am an IT project manager running onshore and offshore development groups that build and support applications for our firm.

I'd like to join the Miami Township Board of Zoning Appeals (BZA) because I care about how our community grows and want to be part of keeping it thoughtful, fair, and practical. As a local resident, homeowner, father, and project manager, I'd bring a common-sense approach and a willingness to listen, learn, and help make good decisions for the area.

Let me know if you need anything else.

Thank you,

Mike Vincent"

Sent via the Samsung Galaxy S20 FE 5G, an AT&T 5G smartphone
Get [Outlook for Android](#)



First reading: 4/20/26

Second reading: _____

**MIAMI TOWNSHIP TRUSTEES
GREENE COUNTY, OHIO**

RESOLUTION 2026-16

**RESOLUTION TO EXPAND AN EMPLOYEE POSITION TO A DUAL ROLE OF
ZONING ADMINISTRATOR AND ADMINISTRATIVE ASSISTANT**

WHEREAS, ORC Section 511.10 authorizes the Board of Township Trustees to appoint such superintendents, architects, clerks, laborers, and other employees as are necessary and fix their compensation; and

WHEREAS, the Township is very much in need of administrative assistance with both daily procedures and special projects that have been identified as goals of the Board; and

WHEREAS, the Board of Trustees has already budgeted a Zoning Administrator position at twenty (20) hours per week, yet having spent more than a year correcting non-compliance and recordkeeping issues, no longer requires a half-time position; and

WHEREAS, it is common and expedient for small rural townships to combine the duties of zoning and administration; and

WHEREAS, the current Zoning Administrator has shown exemplary organizational skills and has improved the structure, effectiveness, and customer service in our Zoning Department, and therefore a good candidate for administrative assistance to Township officials;

NOW, THEREFORE, BE IT RESOLVED, by the Miami Township Board of Trustees, Greene County, That:

Section 1: The Board shall expand the position of our current zoning administrator to become Zoning Administrator/Township Administrative Assistant and will serve the Board of Trustees directly, and be a direct report to the Chair;

Section 2: The position will remain a twenty (20) hour per week position at the same rate of pay, apportioning the time allotted for each position according to the immediate needs of the Township and at the discretion of the employee, and may vary as events and situations arise;

Section 3: The job description of the Administrative Assistant is to assist with policy and procedural matters, research, and daily organizational issues as requested, to include but not be limited to:

- Updating policy/personnel manual including job descriptions
- Updating and maintaining personnel files, including onboarding and new hires
- Updating and maintaining vendor W-4/1099 files
- Creating a cemetery procedures manual
- Grant research
- Meeting room scheduling and set-up
- Under the direction of the Fiscal Officer, assist with public records requests
- Website and social media management

Date: April 20, 2026

Ms. Askeland _____

Ms. Moir _____

Mr. Mucher _____

_____ Date: _____
Chair, Board of Trustees

Attest:

_____ Date: _____
Fiscal Officer