

AGENDA

MIAMI TOWNSHIP TRUSTEES Greene County, Ohio

May 18, 2026, at 5 p.m.

- 1. Call to Order**
- 2. Trustees Agenda Approval**
- 3. Adoption of the Minutes** – May 4, 2026
- 4. Correspondence**
 - State Farm Insurance claim letter re: stop sign damage
- 5. Citizen Concerns**
- 6. Fire Department Report**
 - Hire Madison Terry as a part time FF/EMT
- 7. Cemetery Report**
- 8. Road Report**
- 9. Fiscal Officer's Report**
 - Presentation of current payment listing
- 10. Standing Committee Reports**
 - Miami Valley Regional Planning Commission
 - Greene County Regional Planning & Coordinating Commission
 - Clifton-Union Cemetery
 - YS Development Corporation
 - Greene County Township Association
 - YS Active Transportation Committee
- 11. Old Business**
 - Discussion: Requesting the Zoning Commission to Review Specific Items – Moir
 - Website and email change update – Askeland
 - Reimbursement to KellyAnn Tracy for EMS Appreciation Week expenditures
 - Prosecutor's confidential letter regarding healthcare reimbursement – Mucher
- 12. New Business**
 - Building maintenance/upkeep duties/schedule – Moir
- 13. Adjournment...**next meeting scheduled for **Monday, June 1, 2026**

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

Miami Township Trustees
Greene County, OH
Minutes of May 4, 2026
**see acronym glossary following minutes*

Call to Order

The meeting was called to order at 5:00 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, *Yellow Springs News* Editor Lauren Shows, and residents Peter Buswinka, Fred Stockwell, Jane Sweet, KellyAnn Tracy, and Steve Wirrig were also present.

Trustees Agenda Approval

Trustee Moir asked to **add a full-time firefighter/EMT hire** under the Fired Department Report. Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **motion carried unanimously**.

Adoption of Minutes

Trustee Askeland **moved to adopt the minutes** of April 20, 2026, as presented. Trustee Mucher **seconded**, and the **motion carried unanimously**.

Correspondence

Nothing to share.

Citizen Concerns

KellyAnn Tracy announced **EMS Appreciation Week May 17-23, 2026**, with a **barbecue at the fire station on Wednesday, May 12 at 12:30 p.m.**, and asked the Trustees to consider financial support. It was agreed to take the strong likelihood of reimbursement under advisement for a vote at the next meeting.

Trustee Moir then resumed **the public hearing re: proposed Zoning Resolution text amendments**. Mr. Lucas presented an overview of the third set of **fifteen (15) proposed changes** (*all proposed text amendments are available online at miamitownship.net/zoning*) including the following sections:

- Section 521 Accessory Dwelling Units
The Trustees asked for clarifications on different points. Ms. Hudnell and Mr. Lucas answered their questions in detail. There was no public comment.
- Section 512 Short-Term Rentals
Ms. Hudnell said she “applauds the unique combination” used in Short-term Rentals which **incorporated the previous stand-alone Bed and Breakfast section**.

The Trustees asked for clarifications on different points. Ms. Hudnell and Mr. Lucas explained a **conditional use transfers with the property** as long as the use continues with less than a two (2)-year lapse.

Mr. Lucas added he hopes to contact owners of existing short-term rentals/B&Bs to gather **emergency contact information** required under the new amendment, but not for those grandfathered in.

Trustee Askeland asked about a **lodging tax** such as the Village imposes. Mr. Lucas said he has been looking into the matter, but it's hard to find answers. Ms. Hudnell explained the Trustees would **need a Resolution to impose the allowed 3% tax**, which would be paid to Greene County for distribution.

Mr. Wirrig asked if there was a **room limit on short-term rentals** as in the current code. Mr. Lucas said that had been deleted, with Ms. Hudnell clarifying the owners must obtain an occupancy permit from the Health Department, which covers that concern.

- Section 510 Home Occupations

The Trustees asked for clarifications on different points. Ms. Hudnell and Mr. Lucas answered their questions in detail.

Ms. Tracy asked if farmers/ranchers fall under this section. Mr. Lucas explained that agricultural uses are exempt from zoning code. Ms. Hudnell said that exemption was a state law.

Mr. Lucas then addressed issues brought up at the earlier portions of the public hearing, including a letter from Mr. Buswinka's attorney Derrick Muncie re: **Use Variances**, which he read into the record (copy attached) – specifically **comparing the current Article 10, 1003.6B to the proposed 1004.5**.

In response, Mr. Lucas and Ms. Hudnell stated that, **while they are rare, the Township must allow for a use variance**; there is state-court precedent requiring same. Mr. Lucas added there was no intent to make an area variance easier.

Trustee Moir concurred that, in comparing the current variance regulations with the proposed amendments, she did not see anything making the process easier. She noted the amendment simply corrects an existing error.

Mr. Buswinka had no additional comment.

Mr. Lucas then addressed a concern from Mr. Wirrig re: the **Section 513 Temporary Use** discussed earlier. There was extended discussion re: **the timing of applications and the definition of "public event."**

While Mr. Wirrig appreciated the efforts to address an issue he's grappled with for a number of years, he asked, **"What problem are we trying to solve?"**

Ms. Hudnell noted any Township **zoning regulation must consider the "health, safety, and general welfare" of the community**, adding that the code is always a "living document."

After further discussion, it was agreed the Trustees could pass the proposed amendments as written, and then issue a **separate Resolution requesting the Zoning Commission reexamine Article 10, public events, and Trustee Askeland's concerns re: "permeable surfaces" (under Driveways)**; said Resolution will be prepared for next meeting.

There being no further comments, Trustee Mucher **moved to close the public hearing**, and Trustee Askeland **seconded**. The hearing was **closed at 6:30 p.m.**

Trustee Askeland then **moved to adopt Resolution 2026-17 Ohio Grant Zoning Reform Text Amendments**, to take effect June 4, 2026, and Trustee Mucher **seconded**. The **Resolution was adopted unanimously**. Ms. Hudnell noted that, per ORC 519.12, zoning Resolutions adopted after a public hearing do not require a second reading.

Words of **thanks and appreciation** were exchanged between Mr. Lucas and Ms. Hudnell, and from the Trustees, for all the hard work involved in undertaking this monumental task under the time constraints imposed by the State grant.

Fire Department Report

Chief Cannell shared his **written report** (attached below). He highlighted two (2) busy shifts with nine (9) separate incidents as a result of the recent windstorm.

Quotes for the approved self-contained breathing apparatus (SCBA) **purchase are on hold until the pending grant season opens** as they are a good candidate for outside funding.

After a brief discussion as to whether or not a Resolution was needed to hire a full-time firefighter (not used in the past), Chief Cannell requested approval to **hire Zion Robinson as a part-time FF/EMT effective immediately**, and to **move part-time FF/EMT Daniel Watt to full-time beginning May 11, 2026** (replacing full-time FF/EMT Brian Burnett who is moving to part-time on the same date). Trustee Mucher so **moved**, and Trustee Askeland **seconded**. **The motion carried unanimously.**

Cemetery and Road Report

Cemetery:

In his approved absence, Mr. Gochenouer had advised Trustee Moir earlier there were **no burials since last meeting**.

Roads:

Trustee Mucher reported that after all the **tree clean-up following the windstorm**, the roads are all passable.

Fiscal Officer's Report

Current payment listing 4/18-30/2026: **\$59,596.99**

Ms. Pauwels presented **Resolution 2026-18 to Amend Permanent Appropriations** covering Greene County tax collection fees and asked for its adoption. Trustee Askeland so **moved**, and Trustee Mucher **seconded**. The **Resolution was adopted unanimously**. She noted that with that approval, she could now finish the outstanding deposits and payments in order to complete the March bank reconciliation.

Ms. Pauwels then presented her report on office activities:

- The **2024 Hinkle report** has been refiled so the **2024-2025 audit** can now be scheduled. She's waiting to hear from Perry & Associates as to when that might happen.
- **Township tax-exemption status** has been submitted ATT; still waiting for confirmation from CenterPoint Energy.
- At Ms. Pauwels' request, Trustee Mucher agreed to go to US Bank and add her as an authorized name to access the **Township's safety deposit box**.
- After a brief discussion during which Trustee Mucher reviewed the history of the current lease arrangement between the Township and Glen Helen for the Grinnell Mill, the Trustees agreed to **keep Glen Helen's rent payment for Grinnell Mill on a monthly basis** for now. Ms. Pauwels will notify them, and also ask for a copy of their insurance policy as provided in the lease.
- While moving the old table from the Administration office as discussed earlier, Ms. Pauwels found a **Sony Dictator/Transcriber BM-87DST (c. 2007)**. Trustee Mucher said it had been used to record Zoning Commission meetings in the past and is now outdated. After a brief discussion, Trustee Askeland **moved to declare the item obsolete**, and Trustee Mucher **seconded**. The **motion carried unanimously**. Trustee Moir then **moved to donate** the Dictaphone to the *Yellow Springs News* (as Ms. Shows expressed interest in it) in return for their service to the community. Trustee Mucher **seconded**, and the **motion carried unanimously**.

Zoning Administrator's Report

Mr. Lucas presented a review of his written report (attached below).

He then asked the Trustees to **appoint Township resident Michael Vincent to the BZA** to fill the seat left open when Amy Achor declined to be reappointed in January. His term would run through December 31, 2030. Trustee Moir so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Old Business

Following a second reading of **Resolution 2026-16 to Expand an Employee Position to a Dual Role of Zoning Administrator and Administrative Assistant**, Trustee Askeland

moved for adoption, and Trustee Mucher **seconded**. The **Resolution was adopted unanimously**.

New Business

Trustee Askeland presented a report on the recent **IT/Cybersecurity Committee** meeting. She reviewed the outstanding recommendations to be met for **compliance with HB96**, one of which is to **move the Township domain from .net to .gov, effective June 1, 2026**. The Committee had agreed to announce the move as widely as possible, including on the website, in the *Yellow Springs News*, on existing email signatures, and through a postcard mailing to all residents. After sharing one estimate and noting a second was pending, she then **moved to proceed with the postcard mailing at a cost not to exceed \$2,000**. Trustee Moir **seconded**, and the **motion carried unanimously**.

Mr. Stockwell asked if this move would be a **security upgrade**, and she said yes, as well as more credible than a widely-available .net domain. He also asked if all **website documents would migrate to the new site**. The move will only change the URL of the site, not the contents.

Ms. Tracy noted that an **auto-reply remail can be set up in Outlook** to help spread the new email addresses as well.

The committee will meet again on **Monday, May 11, 2026, at 1p.m.** in the Township meeting room.

Adjournment

After a motion by Trustee Askeland, seconded by Trustee Moir, the meeting was adjourned by acclamation at 7:15 p.m., with the next meeting scheduled for **Monday, May 18, 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

MTFR Report

Personnel/Staffing-

- Maintaining our staffing goal of (3) personnel on duty 24/7
- Nate Ayers started 40 hours light duty due to medical issue, Cassidy Brewer selected as acting Lt in Nates absence
- Brian Burnett - Resignation from fulltime effective May 11, requests to stay on part time
- Zion Robinson - Recommendation to hire part time. Columbus Resident, recent graduate of the Columbus Fire Cadet program.
- Dan Watt - Recommendation for full-time hire, upgrade from part time effective 5/11/26

Operations-

- 412 runs year-to-date (see run/staffing report)
- Two busy shifts resulted from the storm that came through Friday night into Saturday

Building-

- Air compressor out of service, getting quotes for fix or replacement

Apparatus/Vehicles/Equipment-

- Still waiting on upfits for new chief car and pick-up truck
- Quotes in for SCBA's, waiting on grant application before purchase. Turnout gear selected, Lion gear from Phoenix in Springfield
- TIC camera arrived and on truck

Misc.-

- Notified by American Fire Grants application period to open soon and will be short window for filing, SCBA's will be top priority

Zoning Administrator Staff Report
Apr 2026

- **Zoning Permits Issued: 3**
 - (1) Detached shed on SR 343
 - (1) Sign on Dayton Yellow Springs Rd
 - (1) Access to Township Rd – Snypp Rd
- **Board of Zoning Appeals:**
 - Recommendation to Trustees to add Michael Vincent (Meredith Rd Resident) to the BZA, which will bring the board back to full with 5 members.
- **Zoning Commission:**
 - No meeting since last monthly report

May 6, 2026

Miami Township Greene County
225 Corry St
Yellow Spgs OH 45387-1812

State Farm Claims
PO Box 106170
Atlanta GA 30348-6170

RE: Claim Number: 35-98D6-73P
Date of Loss: March 19, 2026
Our Insured: Santos K Muragwa
Incident Report No.: 2026-00013224

*Stop sign
slip on & Animal
- cost to
repair / repl?*

To Whom It May Concern:

We have received notice of your loss. To help us with our investigation and evaluation, we would like the opportunity to discuss the details with you. Please contact us at your earliest convenience.

We are committed to providing remarkable claim service. We look forward to hearing from you soon. If we have spoken with you since the date of this letter, please disregard our request.

Sincerely,

State Farm Claims

Traci King
Claim Specialist
(844) 292-8615 Ext. 36671

*Had miss
5-42-26 10:44A
Called 5115-*

statefarmfireclaims@statefarm.com

For your protection, when emailing State Farm, please do not include sensitive personal information such as Social Security Number, credit/debit card number (financial account number), driver's license number, or health/medical information in an email. Please contact us at (844) 292-8615 Ext. 36671 to discuss sensitive information.

State Farm Mutual Automobile Insurance Company

Take advantage of our self-service options
Go to statefarm.com® to easily review claim status, update communication and claim payment preferences, and many other insurance services.

Payment Listing
5/4/2026 to 5/15/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
279-2026	04/22/2026	04/20/2026	EP	Bryan D Lucas		
279-2026	05/08/2026	05/08/2026	EP	Bryan D Lucas	\$668.17 *	V
303-2026	05/04/2026	05/01/2026	EP	Lori J Askeland	-\$668.17	V
304-2026	05/04/2026	05/01/2026	EP	MARILAN MOIR	\$912.87	O
305-2026	05/04/2026	05/01/2026	EP	CHRISTOPHER D. MUCHER	\$808.76	O
306-2026	05/04/2026	05/01/2026	EP	Cynthia L Pauwels	\$829.19	O
308-2026	05/06/2026	05/04/2026	EP	NATHANIEL AYERS	\$1,641.83	O
309-2026	05/06/2026	05/04/2026	EP	CASEY BREWER	\$2,436.65	O
310-2026	05/06/2026	05/04/2026	EP	CASSADY BREWER	\$838.97	O
311-2026	05/06/2026	05/04/2026	EP	Steffinie M Brewer	\$1,770.97	O
312-2026	05/06/2026	05/04/2026	EP	BRIAN BURNETT	\$1,514.30	O
313-2026	05/06/2026	05/04/2026	EP	James R. Cannell	\$1,167.49	O
314-2026	05/06/2026	05/04/2026	EP	Samuel J Delfino	\$2,534.48	O
315-2026	05/06/2026	05/04/2026	EP	Casey N Flora	\$1,137.26	O
316-2026	05/06/2026	05/04/2026	EP	Jason M Foss	\$1,882.13	O
317-2026	05/06/2026	05/04/2026	EP	RYAN FOSS	\$1,055.86	O
318-2026	05/06/2026	05/04/2026	EP	EVAN FRANTZ	\$597.84	O
319-2026	05/06/2026	05/04/2026	EP	DANIEL E. GOCHENOUER	\$204.08	O
320-2026	05/06/2026	05/04/2026	EP	Luke D Hrynkow	\$2,951.87	O
321-2026	05/06/2026	05/04/2026	EP	CHARLES C KLINE	\$728.81	O
322-2026	05/06/2026	05/04/2026	EP	Jax Michael Lawrence	\$1,627.03	O
323-2026	05/06/2026	05/04/2026	EP	Bryan D Lucas	\$656.94	O
323-2026	05/08/2026	05/08/2026	EP	Bryan D Lucas	\$668.17	V
324-2026	05/06/2026	05/04/2026	EP	NICK MILLER-JACOBSON	-\$668.17	V
325-2026	05/06/2026	05/04/2026	EP	BRANDON MORRIS	\$390.37	O
326-2026	05/06/2026	05/04/2026	EP	MARK MURPHY	\$2,275.65	O
327-2026	05/06/2026	05/04/2026	EP	Nicolas Rivera	\$1,096.82	O
328-2026	05/06/2026	05/04/2026	EP	JUSTIN TURNER	\$653.85	O
329-2026	05/06/2026	05/04/2026	EP	Daniel J Watt	\$2,723.60	O
331-2026	05/06/2026	05/04/2026	EW	IRS	\$784.98	O
334-2026	05/11/2026	05/11/2026	EW	TREASURER STATE OF OHIO	\$6,543.60	O
335-2026	05/11/2026	05/11/2026	EW	SCHOOL DISTRICT INCOME TAX	\$1,754.95	O
336-2026	05/11/2026	05/11/2026	EW	RITA	\$333.31	O
56280	05/04/2026	05/04/2026	AW	BOUND TREE MEDICAL, INC.	\$1,178.13	O
56281	05/04/2026	05/04/2026	AW	FIRST ADVANTAGE	\$163.95	O
56282	05/04/2026	05/04/2026	AW	Howell Rescue Systems	\$49.62	O
56283	05/04/2026	05/04/2026	AW	Office Depot	\$50,030.00	O
56284	05/04/2026	05/04/2026	AW	REGULATOR WATTS ELECTRIC CO	\$29.19	O
56284	05/05/2026	05/05/2026	AW	REGULATOR WATTS ELECTRIC CO	\$405.00	V
56285	05/04/2026	05/04/2026	AW	SILCO	-\$405.00	V
56286	05/04/2026	05/04/2026	AW	MES Service Company LLC	\$5,313.43	O
56287	05/05/2026	05/05/2026	AW	REGULATOR WATTS ELECTRIC CO	\$3,277.42	O
56288	05/06/2026	05/06/2026	AW	BMS	\$1,365.00	O
56289	05/06/2026	05/06/2026	AW	CENTER POINT ENERGY	\$112.50	O
56290	05/06/2026	05/06/2026	AW	MVTCG	\$124.36	O
56291	05/06/2026	05/06/2026	AW	SIEBENTHALER'S	\$475.00	O
					\$46.80	V

Payment Listing

5/4/2026 to 5/15/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
					-\$46.80	V
56291	05/12/2026	05/12/2026	AW	SIEBENTHALER'S		
					\$73.54	O
56292	05/06/2026	05/06/2026	AW	VERIZON WIRELESS		
					\$668.17	O
56293	05/08/2026	05/08/2026	PR	Bryan D Lucas		
					\$668.17	O
56294	05/08/2026	05/08/2026	PR	Bryan D Lucas		
Total Payments:					\$104,714.77	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$104,714.77	

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.



Advertising the website change

From Lori Askeland <laskeland@miamitownship.net>

Date Tue 5/12/2026 7:16 AM

To Cyndi Pauwels <Cpauwels@miamitownship.net>; Marilan Moir <MMoir@miamitownship.net>

Hi Cyndi and Marilan--I would like to include our website and email change as an agenda item on our next meeting.

Here is a draft plan for alerting the public:

I would like to use the horizontal black and white version of the postcard (that Cyndi helpfully designed) as our ad for the paper, with the minor changes I suggested (and I would include a QR code), and then I will also draft a letter up for the paper.

I would like both my draft letter and the draft ad physically included in the packet sent out to all those on the list (so I will have the letter written by no later than Friday morning).

Was there a suggestion of somehow getting the letter and the post card to the Village Council / on streaming? I could send the same letter for the News to Council (and to the School Board), and we could also brainstorm on any other organizations we feel the Trustees should formally reach out to--GCTA? OTA? YSCF?

I assume Cyndi knows best how she will notify vendors and other entities on the fiscal side.

I would like a color version of the ad for posting on our front door and on social media. I thought we could post it to YS Bulletin Board and I will send to my email list.

I will also send the same note for the YS News about the change to Clifton's Village Council. I will ask their Clerk if I can have the color version posted in the physical bulletin board over their Village mailboxes. I am not sure how their process works but will find out. (I intended to go to their meeting last night but I had a conflict arise).

I will write up a new email signature about the change for myself and could call attention to it at the meeting (I could send my letter for the News in the body of an email and have it printed for the packet with the new signature).

I agree that we don't need to send a postcard.

Those are my thoughts! Happy to hear suggestions,

Lori

Lori Askeland (she/they)
Miami Township Trustee

Lives & works on unceded lands of the Shawnee, Miami and other Algonquian, and Iroquoian groups

5/12/26, 10:09 AM

Mail - Cyndi Pauwels - Outlook

(Sent from my phone)