MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

SEPTEMBER 16, 2026

The Madison Township Board of Trustees met on this day in REGULAR session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:30 p.m. The meeting was called to order by Board President Brian McGuire with the Pledge of Allegiance.

ROLL CALL: Mr. Willoughby – Present, Mr. McGuire – Present, Mr. Coldiron – Present, Mrs. Lapensee – Present, Mrs. Windle – Present.

PUBLIC COMMENTS:

None.

ITEM 2026 – 133 – MOTION TO APPROVE THE MINUTES

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the minutes of the regular meetings of August and special meeting on August 24, 2026, as presented. Vote: AYES: Mr. McGuire, Mr. Coldiron, Mr. Willoughby. NAYS: None. The motion was declared approved.

ITEM 2026 – 134 – MOTION TO APPROVE THE BILLS

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve the bills for this period as presented. Vote: AYES: Mr. McGuire, Mr. Coldiron, Mr. Willoughby. NAYS: None. The motion was declared approved.

ITEM 2026 – 135 – MOTION TO APPROVE THE ROAD SIGN CHECKS

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve the road sign checks as presented. Vote: AYES: Mr. McGuire, Mr. Coldiron, Mr. Willoughby. NAYS: None. The motion was declared approved.

ITEM 2026 – 136 – MOTION TO APPROVE THE FISCAL OFFICERS REPORT

Mrs. Lapensee stated that we had the following amounts in our checking account and major fund balances:

Checking Account: $3,330,650.12

HRA Account: $33,774.64

EMS Billing to Date: $133,213.22

STARR Ohio: $1,100,000.00 - Interest earned in August - $3,582.28

Revenue to Date: $1,843,970.08

Expenditures to Date: $2,647,494.38

Payments Aug:	$259,641.18
Fund Balances:	$610,240.68 General Fund/$128,193.64 Road/Bridge Fund/$137,921.09 Road Fund/$3,151,541.28 Fire Fund/$133,077.16 Park Fund
Total All Funds:	$4,424,803.70

Mrs. Lapensee stated that we have not received our second collection yet because the tax bills we delayed 2 weeks, so she believes we won't receive it until the beginning of October.

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve the Fiscal Officers Report as presented. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

FIRE/EMS DEPARTMENT REPORT – Fire Chief Hall reported the following for the month of August:

1. Fire – 34 incidents in August (nine (9) fires, fourteen (14) rescue and emergency medical service, and eleven (11) other runs).
2. EMS – 117 calls which resulted in forty-five (45) patients being transported (72 non-transports). Mutual aid was provided 18 times.
3. Volunteerism continues to decline. We have 13 persons on the roster and only 6 people were on the payroll this past month.
4. Training for the month of September will be at the old Weatherwax golf course which is now owned by MetroParks. The topic will be awareness training (where places are located in case of an emergency) and drivers training.
5. EMS training will be held in Trenton on September 22nd.
6. Homecoming parade will be September 24th.
7. Fire training will be held in Monroe in their training facility on September 26th.
8. Training for advanced extrication will be put on by the Butler County Training officials (Fire Chiefs and trainers) and will be held on October 1st and 2nd.
9. Fire Prevention – October 5, 2026, at the schools.
10. Evaluators will be here on October 7th to update our ISO (insurance rating). When the rating was last given, everyone who had fire hydrants was rated as 5 and those who do not have hydrants were 8 (12 years ago).
11. There will be a full-scale disaster drill in Middletown on October 10th.
12. Butler Tech will be having a new training class for volunteer firefighters this year. It was planned by the state of Ohio to eliminate the volunteer fire card by August 1st, but it has been delayed. (40 hrs volunteer, 120 Fire 1 and 240 for Fire 2.)
13. Duke Energy has scheduled a follow-up with the fire department for November 12th at the Duke Energy plant. There have been 2 fires there in the last couple of months.
14. Lieutenant Carroll stated that this past month we had 117 EMS calls and this is the third time in the department's history to have calls over 100. He stated that if you look at our call volume compared to last year, we are up 14%. He stated that calls in the south district are up 28.4% and calls in the north are up 11%. He stated that the August calls from this year to last year are up 33%. Mutual aid calls are up to Wayne Township by 129%. We have made more calls to Wayne Township this year than we did last year. From January to August 2025, we had 630 calls and so far, this year, we have had 719. Travel time to a run is 6 mins 47 seconds (from the station to the scene) and 7 minutes 46 seconds (from

dispatch to the scene). In 2025, that response time was 8 minutes 15 seconds and in 2022 it was 8 minutes 42 seconds. We have dropped over a minute of response time. 36% of the calls had a medic on scene within 5 minutes. In 2022 that number was 31%. Calls where it was a response time of over 10 minutes have diminished from 30% in 2022 to 11% in 2026. The apparatus from Station 153 will arrive on average 3 minutes before the other two stations (no matter the location) because Station 153 is staffed.

ROAD/CEMETERY REPORT – Public Works Director Johnny Cassidy reported the following for the month of August.

1. Roads – ODOT is still working on finishing the paving on State Route 122. The original timeline was the finish date of November. The crew fixed potholes on Mosiman Road. They continued to work on roadside mowing (3rd rotation), but the arm mower broke and the joystick needed to be replaced. There have been many drainage complaints this month due to the rain, but most of them are private because they are located outside of the ROW. They did clean out 2 ditches in the township but have 4 more to go. There was a blockage in the pipe near the RR depot. They did replace a 12" culvert pipe on Emerson ahead of paving for next year. The Railroad did let us know that the railroad building will be torn down in the future.
2. Cemeteries – The crew has been mowing and weed eating through the first week of October. They installed 4 new foundations for new headstones.
3. Park – The crew has been mowing and weed eating throughout the park. Drywall and metal work started this week on the concession stand. The Septic/leach field is complete and the concrete around the building will be poured next week. There has been a delay in electricity hookup due to some recent changes with Duke Energy as it relates to new construction. The large shelter was reserved for a family gathering this past month.
4. Building and Property Maintenance – They are meeting with a new gutter company next week. They would like to get the gutters that were damaged replaced before winter. They trenched a conduit for Altafiber, and the line has been installed and buried 3" deep.

OLD BUSINESS:

None.

NEW BUSINESS:

A. **ITEM 2026 – 137 – MOTION TO APPROVE THE PURCHASE OF PARK BENCHES FROM SNIDER RECREATION IN THE AMOUNT OF $7,450.00.**

Mrs. Windle stated that we received a grant through MetroParks in the amount of $5,000.00 to purchase park benches for the trail in our community park.

Mrs. Lapensee asked if we had signed the grant agreement paperwork yet. She stated that most grants will not let you expend any funds until you sign an agreement.

The board agreed to take the money from the general fund to pay for the benches.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the purchase of park benches from Snider Recreation in the amount of $7,450.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

B. ITEM 2026 – 138 – MOTION TO APPROVE AN AGREEMENT WITH LAYER 2 COMPUTERS FOR CYBERSECURITY AND MANAGED SERVICES FOR 12 MONTHS IN THE AMOUNT OF $9,027.32.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve an agreement with Layer 2 Computers for Cybersecurity and Managed Services for 12 months in the amount of $9,027.32. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

C. ITEM 2026 – 139 – MOTION TO APPROVE SENDING NUISANCE VIOLATION LETTERS TO 8458 ORA LANE AND 7218 TRENTON FRANKLIN ROAD.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve sending nuisance violation letters to 8458 Ora Lane and 7218 Trenton Franklin Road. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEMS 2026 – 140 - MOTION TO APPROVE RESOLUTION 2026-14 APPROVING THE 2026 STREET LIGHTING ASSESSEMENTS.

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve Resolution 2026-14 Approving the 2026 Street Lighting Assessments. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. ITEMS 2026 – 141 - MOTION TO APPROVE RESOLUTION 2026-15 AUTHORIZING THE TOWNSHIP TO ENTER INTO AN AGREEMENT WITH PAYCOR TO PROCESS PAYROLL AND OTHER HR FUNCTIONS FOR MADISON TOWNSHIP.

Mr. Willoughby stated that he has more questions concerning payroll. Mr. Willoughby stated that he would like to set up a phone call with Paycor to make sure they don't have any questions. He asked how the billing works for people going off an on the payroll each month. Mrs. Lapensee stated that we will receive a monthly bill for the number of people on the payroll for that month.

Mr. Willoughby stated that it appears that it will cost around $9,000.00 for the first year. Mrs. Lapensee stated that it also includes a $700.00 set up fee and that fee will not be there for the following year.

Mr. Willoughby asked about the W2 processing fee. Mrs. Lapensee stated that it will cost roughly $400 per year to process all the W2's. She stated that Paycor will also pay all the federal, state, and local taxes due and file all the necessary forms.

Mr. McGuire stated that this is something that was in our last audit concerning fraud and the recommendation of separation of duties. Mrs. Lapensee stated that this will also make it easier for the fire department to process payroll.

Chief Hall asked what happens when an employee has no hours to report for the pay period? Mrs. Lapensee stated that there is a box in Paycor to check "No Pay" for that period.

Mrs. Lapensee stated that federal taxes are hard to understand what is required and that this will help her tremendously. She stated that you almost need to be a tax accountant to prepare what is necessary to give to the IRS.

Mr. Willoughby stated that he still believes that they need a phone call to answer any more questions. Mrs. Lapensee asked what the questions are because she has used Paycor and can answer them. Mr. Willoughby asked what happens if they get called out after hours, how does that get recorded. Mrs. Lapensee stated that they can download the app on their phone and clock in from their phone in the parking lot or it can be entered through their website later. Mr. Cassidy stated that sometimes he puts the saw in his own personal vehicle and responds to the scene and does not come to the building. Mrs. Lapensee stated that she can make Mr. Cassidy and Mr. Peters administrators of the system and they can override hours that have been entered or not entered.

Mrs. Lapensee stated that the employees will be able to see their leave balances, past paycheck stubs, W2's, and be able to update their personal information (like address changes, bank account changes, etc.). She stated that it will eliminate or reduce mistakes that are currently being made such as missed time or translation from the time sheets to the spreadsheet that is being sent to her for payroll currently. She stated that this will transfer responsibility to the employees to enter their time by clocking in and out and the supervisors just check to make sure the times are correct per the schedule.

Mr. Willoughby stated that he would like to take the cost out of the general fund and the resolution would need to be changed.

Mr. McGuire asked again who would be responsible for filing/paying the federal taxes and forms. Mrs. Lapensee stated that Paycor would be responsible for all of the federal, state and local taxes paid and all the forms. She stated that they hire people who are trained in taxes and she is not a tax accountant and has no formal training in taxes and what is required.

Mrs. Jeanie Willoughby stated that she believed that we were trying to save money and not spend more. Mrs. Lapensee stated that she can hire an assistant per the ORC and it would cost far more than hiring a payroll company. She stated that this is the most cost-effective way to get all the jobs done that are required. Mr. McGuire stated that he would never allow an assistant to be hired and paid to help the Fiscal Officer.

Mr. Willoughby stated that he does not like the first Whereas clause in the Resolution. Mrs. Lapensee stated that the first clause is completely factual and there are many duties for the fiscal officer to complete. She stated that she has provided the list of duties several times to the board. Mr. Willoughby reiterated that the resolution wording needs to be changed.

Mr. McGuire stated that we have had to pay fines to the IRS in the past and this would help us.

Mrs. Lapensee stated that Mr. Peters is familiar with payroll systems and it will help him with payroll too. She stated that this will also set the groundwork for always having someone/something that will process payroll in case someone leaves, moves on, passes away, etc. She stated that we can work out all the concerns.

Mr. Willoughby stated that he still does not like the wording in the resolution and would like to wait until all questions get answered.

Mrs. Lapensee stated that if Mr. Peters is okay with using a payroll company and she is too, then we should move forward with this request. Chief Hall stated that Chief Peters is not the fire chief. Mrs. Lapensee stated that Mr. Peters does the work related to payroll.

Mr. Willoughby would like to see the changes, but he is okay with it.

Mr. Coldiron stated that he wants to table it.

Mr. Coldiron moved; Mr. McGuire seconded the motion to table this item until more information can be gathered. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

F. ITEMS 2026 – 142 - MOTION TO HIRE LOGAL DEBORD AS A FIREFIGHTER/MEDIC PENDING PAPERWORK.

Mr. McGuire moved; Mr. Coldiron seconded the motion to hire Logan Debord as a Firefighter Paramedic pending paperwork at $22.00 per hour. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEMS 2026 – 143 - MOTION TO APPROVE A LETTER TO BE SENT TO 6326 HURSH ROAD PER ORC SECTION 5589.06 OBSTRUCTING A DITCH/WATERCOURSE.

Mr. Cassidy stated that a resident reached out to complain about the drainage back up at his house. He stated that they went out to investigate and found that the neighbor up stream had filled the ditch with brush and limbs.

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve a letter to be sent to 6326 Hursh Road per ORC Section 5589.06 Obstructing a Ditch/Watercourse. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

H. ITEMS 2026 – 144 - MOTION TO APPROVE A THEN AND NOW FOR BROSIUS, JOHNSON AND GRIGGS IN THE AMOUNT OF $1,048.50 FOR LEGAL FEES.

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve a then and now for additional legal fees up to the amount of $1,048.50 for Brosius, Johnson and Griggs. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

I. ITEMS 2026 – 145 - MOTION TO APPROVE ADDITIONAL LEGAL FEES IN THE AMOUNT OF $5,000.00 FOR BROSIUS, JOHNSON AND GRIGGS.

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve additional legal fees in the amount of $5,000.00 for Brosius, Johnson and Griggs. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

J. **ITEMS 2026 – 146 - MOTION TO APPROVE ADDITIONAL LEGAL FEES IN THE AMOUNT OF $5,000.00 FOR BRICKER, GRAYDON WYATT LLP.**

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve additional legal fees in the amount of $5,000.00 for Bricker Graydon Wyatt. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

K. **ITEM 2026 – 147 – MOTION TO APPROVE THE PURCHASE OF A JOYSTICK CONTROLLER FOR THE ALAMO ARM MOWER FROM ZIMMER TRACTOR IN THE AMOUNT OF $6,100.00.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to purchase a joystick controller for the Alamo Arm Mower from Zimmer Tractor in the amount of $6,100.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

L. **ITEM 2026 – 148 – MOTION TO AUTHORIZE THE OFFICE MANAGER AND FISCAL OFFICER AS DESIGNATED SIGNATORIES FOR CONTRACTS RELATED TO THE TOWNSHIP'S ELECTRIC ACCOUNTS WITH EITHER INDIVIDUAL PERMITTED TO EXECUTE SUCH CONTRACTS ON BEHALF OF MADISON TOWNSHIP.**

Mrs. Windle stated that Energy Alliances wants to add our streetlight and electric accounts to aggregation and needs someone from the township to sign the document when the rate comes back.

Mr. McGuire moved, Mr. Coldiron seconded the motion to authorize the Office Manager and Fiscal Officer to be designated signatories for contracts related to the township's electric accounts with either individual permitted to execute such contracts on behalf of the township. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

ELECTRIC AGGREGATION REPORT – Mrs. Windle stated that we are in the first 11 months of the aggregation program and the Duke customer average resident has saved around $30.00 or 2.5% and the AES customer has saved $120.00 or 8.5% compared to the default rate. Mr. Willoughby stated that if our customers do nothing, they actually save money even though every year this becomes a discussion.

PARK BUILDING – Mr. Willoughby stated that we talked earlier about the building. Mr. Cassidy recommended that we develop an agreement for who will be responsible for what (cleaning, etc.). Mr. Willoughby asked if Mr. Cassidy could get a list of everyone who will be using the building.

FIRE HOUSE DESIGN – Trustee Willoughby stated that the specs were approved by the USDA and we continue to work on processing the loan for the construction.

CEMETERY GRANT – Mrs. Windle stated that we received a grant in the amount of $5,000.00 to repair/clean headstones for the veterans in the cemeteries.

DATA CENTERS – Mr. Willoughby stated that the annexation hearing that was supposed to occur yesterday was pulled by the City of Trenton at the last minute. They have requested that it be placed back on the agenda in November (after the ballot charter amendment requested by City of Trenton residents). Mr. Willoughby stated that many people have asked if we have any development agreements for those properties and we do not. We have not been approached by anyone.

TIF – Mr. Willoughby stated that he had to resend the paperwork to the schools for the TIF agreement because he printed and sent the wrong paperwork to them originally. He stated that the schools are worried about being made whole, because in the past the City has not made them whole (30%). He stated that the 14-day period will end next week and they may need to have another meeting.

ITEM 2026 – 149 – MOTION TO ADJOURN

Mr. McGuire made a motion to adjourn the meeting at 7:33 PM. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, and Mr. Willoughby; NAYS: None. The motion was declared approved.

Attest – Fiscal Officer, Kimberly Lapensee

Signed – President, Jeff Willoughby