

MADISON TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING
JANUARY 15, 2025

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 Jeff Willoughby with the Pledge of Allegiance.

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

PUBLIC HEARING:

None

PUBLIC COMMENTS:

None

ITEM 2025 – 01 – APPROVE THE MINUTES

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the minutes of the regular meeting of December 18, 2024, and the special meetings December 4 and 30, 2024, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 02 – 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. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 03 – APPROVE THE ROAD SIGN CHECKS

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the road sign checks for November and December for this period as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 04 – APPROVE THE FISCAL OFFICERS REPORT

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

Checking Account:	\$3,489,665.10
HRA Account:	\$24,232.61
STARR Ohio:	\$1,100,000.00 - Interest earned in December - \$4,387.62
Revenue to Date:	\$5,831,784.71

Expenditures to Date: \$3,476,387.93

Payments Dec: \$1,094,965.78

Fund Balances: \$520,688.89 General Fund/\$178,940.07 Road/Bridge Fund/\$283,167.24
Road Fund/\$2,899,433.62 Fire Fund

Total All Funds: \$4,584,531.40

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 – Chief Kent Hall presented the Fire and EMS stats from December 2024 and discussed previous notable fire runs within the community. He stated that they had fifteen fire related incidents in December (3 fires, five motor vehicle crashes and seven other runs) and 88 EMS calls which resulted in forty-nine patients being transported (39 non-transports). Chief Hall stated that they had CPR training this past month and in March they plan to do extrication. He stated that they moved the exercise equipment to Station 151 to make room for the new engine. Chief Hall stated that they are also in the process of getting everyone in the department to sign off on the new procedures that were adopted at the last meeting. He also stated that they have ordered the rescue equipment that will be placed on the new engine. Chief Hall asked Lieutenant Goodwin and Training Officer Carroll to be here tonight to explain the heart monitors and our run volumes.

Lieutenant Goodwin went over the new heart monitors that were ordered last year for the Fire Department. He stated that the Lifepak 35 monitors offers several notable advantages that make them an effective and reliable device for emergency medical care. He stated that the key features of the devices are: 1) improved user experience (intuitive touchscreen, advanced clinical design support), 2) enhanced mobility (lightweight, slim balanced design, longer battery life, 3) improved durability (impact-tested and chemically reinforced glass, IP55 rating, double glove friendly design, built to withstand impact vibration), 4) advanced clinical features (CPRInsight Technology, shock on demand, 12/15 Lead ECG and STJ insight, pediatric AED mode), and 5) additional features which include invasive monitoring, high definition display and magnetic close bags.

Training Officer Carroll went over the run volumes since 2021:

1. Total Run Volume has increased by 31.5% (an increase of 261 runs annually – compound annual growth rate of 7%;
2. North District Run Volume has increased by 33.2% (92 runs annually), South District 5% (7 runs annually), Middle District 55.2% (122 runs annually);
3. Mutual Aid Runs have increased (Wayne Township 250%, City of Trenton 7.4%, Other 100%);
4. Total Transports remain steady, between 50% and 60% or an increase of 116 transports annually.

Mr. Carroll stated that in 2024 the run volume accounted for the following:

1. North District 44.9%;
2. South District 12.95%;

3. Middle District 31.5%
4. Mutual Aid 10.65% (City of Trenton 3.5%, Wayne Township 4.6%, and all others 2.55%);
5. Catalina Mobile Home Park 10.2%
6. Madison schools 1%

He stated that the run volume increases slightly through Winter and Spring, with the highest run volumes occurring in the summer months and the lower occurring in the fall months. He stated that the busiest days of the week are Saturdays and Wednesdays, the busiest times are between 1500 and 2000 hours with a slight peak at lunchtime, the average response time is 7.3 minutes from dispatch to arrival. He stated that there has been a 20% increase in runs since January of 2024.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that they had two (2) funerals, they swapped out the air compressor for the fire department and he put together bids for paving with the help of a template from Mrs. Lapensee. He stated that with the snow events January 5thru the 11th, they took care of fifteen” of snow through 156-man hours, ten rounds with four trucks at first and then three to end with (due to a breakdown). He stated that they used 140 tons of salt valued at \$13,000.00 with a total of 4,905 hours. He stated that the breakdown of the truck is estimated to cost \$3,000.00 because all six cylinders are bad. He stated that one other truck needs maintenance and is estimated to cost around \$2,000.00.

OLD BUSINESS:

None.

NEW BUSINESS:

ITEM 2025 – 05 ADJOURN THE BOARD SINE AND DIE

Mr. McGuire moved, Mr. Coldiron seconded the motion to adjourn the board sine and die. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 06 NOMINATIONS FOR BOARD PRESIDENT

Mrs. Lapensee asked for nominations for Board President. Mr. Coldiron nominated Mr. McGuire for Board President. Mrs. Lapensee asked for any further nominations. There were none. Mrs. Lapensee declared the nominations to be closed.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to nominate Brain McGuire for Board President. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 07 NOMINATIONS FOR BOARD VICE-PRESIDENT

Mrs. Lapensee asked for nominations for Board Vice-President. Mr. Coldiron nominated Mr. Willoughby for Board Vice-President. Mrs. Lapensee asked for any further nominations. There were none. Mrs. Lapensee declared the nominations to be closed.

Mr. Coldiron moved; Mr. McGuire seconded the motion to nominate Jeff Willoughby for Board Vice-President. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 08 APPROVAL OF MEETING DAYS AND TIMES FOR 2025

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the meeting days and times for the third Wednesday of the month at 6:30 PM. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 09 APPROVAL OF THE 2025 EMA PAYMENT OF ANNUAL FEES

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve the new 2025 EMA annual fees totaling \$4,757.50. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 10 APPROVAL OF THE EXPENSE POLICY FOR 2025.

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve the expense policy for 2025 which includes the following:

1. Maximum parking per day \$15.00 without receipt or fully paid with receipt;
2. Cab fare fully paid with receipt;
3. Meals fully paid with a receipt;
4. Hotels fully paid with a receipt;
5. Transportation fully paid to authorized meetings, trainings or events with a receipt;
6. Education/training conference registration paid in full with receipt;
7. "Super Saver Packages" that include an extended stay with substantial discount may be utilized if financially beneficial to the township.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 11 APPROVAL OF PAY FOR THE TRUSTEES AND FISCAL OFFICER FOR 2025

Mr. Willoughby moved, Mr. Coldiron seconded the motion to approve the pay for the Fiscal Officer to be \$2,201.41 per month for the Trustees and \$1,280.66 per month for the Fiscal Officer which is set by the State of Ohio. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 12 APPROVAL OF APPOINTMENTS OF THE VOLUNTEER FIRE DEPARTMENT FUND BOARD (VFDF) PER THE OHIO REVISED CODE CHAPTER 146.

Mr. Willoughby moved, Mr. Coldiron seconded the motion to approve the appointments to the VFDF Board – Lindsay Windle, Jeff Willoughby, Tim Coldiron, Kent Hall, and Jordan Peters. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025-13 APPROVAL TO CREATE A 4TH PART-TIME POSITION SLOT FOR THE FIRE/EMS DEPARTMENT

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve the fourth part-time position slot with the Fire/EMS department. Discussion continued.

Chief Hall stated that he would like to move the township into a position of responding to both fires and EMS runs with the employees we have, and it will begin on March 1, 2025. He stated that he would like to begin with a day shift for 6 months to give him the chance to hire and train individuals and then fill the night shift for that fourth position after that 24/7 (365 days a year).

Mr. Willoughby moved, Mr. Coldiron seconded the motion to approve and create that 4th Part-Time Position Slot for the Fire/EMS Department. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025-14 APPROVAL TO HIRE KNOLLMANS HOME IMPROVEMENT FOR A TOTAL OF \$3,730.00 TO REMODEL AND RENOVATE STATION 153

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the hiring of Knollmans Home Improvement for a total of \$37,30.00 to remodel and renovate Station 153. Discussion continued.

Chief Hall stated that he would like to hire Jason Knollman with Knollmans Home Improvement to make renovations to Station 153 which will include removal of the back of the bay header, electrical and support beams and middle wall to make room for the new engine that will be parked at that station now for combined responses for fire and EMS runs.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025-15 APPROVAL TO PURCHASE A MCGRATH TOOL IN THE AMOUNT OF \$5,645.70 THROUGH BOUNDTREE

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of a McGrath Tool from Boundtree in the amount of \$5,645.70.

Deputy Chief Jordan stated that a McGrath tool is a video laryngoscope used to intubate. He stated that they used to use King Vision tools that they received from the City of Trenton when they bought all new blades. He stated that Atrium uses the same tool/blades, and we will be able to swap out EMS supplies.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025-16 APPROVAL TO ACCEPT THE MARC'S GRANT IN THE AMOUNT OF \$45,989.60 AND TO PURCHASE MOBILE RADIOS IN THE TOTAL AMOUNT OF \$67,385.73 FROM MOTOROLA

Mr. Willoughby moved, Mr. Coldiron seconded the motion to accept Marc's Grant in the amount of \$45,989.60 and to purchase new mobile radios in the total amount of \$67,385.73 from Motorola.

Chief Hall stated that we currently have mobile radios that were purchased in 2008 and there are no more parts or licenses for these radios. He stated that they submitted a multi-party grant application through MARCS to purchase new radios. He stated that we received a partial grant in the amount of \$45,989.60 and will have to match the remainder with funds from the Fire Levy in the amount of \$21,396.13.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025-17 APPROVAL OF PROMOTIONS FOR FIREFIGHTER/MEDIC MATT GREEN (SENIOR) TO FIRE LIEUTENANT AT STATION 153 AND FIREFIGHTER/MEDIC JUSTIN CARROLL TO TRAINING OFFICER

Mr. Willoughby moved, Mr. Coldiron seconded the motion to approve the promotion of Matt Green to Lieutenant, which will be a \$2.00 per hour raise, and Justin Carroll to Training Officer, which will be a \$1.00 per hour raise retroactive back to 12/10/24.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025-18 APPROVAL OF ADVERTISEMENT FOR PAVING BIDS FOR THE ROLLING MEADOWS SUBDIVISION FOR 2025

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve the advertisement of paving bids for the Rolling Meadows Subdivision for 2025. Discussion continued.

Mr. Cassidy stated that the pre-bid meeting will be held on 2/3/25 with the bid opening date on 2/17/25.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025-19 APPROVAL OF AGREEMENT WITH REVEAL MARKETING IN THE AMOUNT OF \$10,200 PER YEAR (\$850 PER MONTH)

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the agreement with Reveal Marketing in the amount of \$10,200 per year or \$850.00 per month. Discussion continued.

Mr. McGuire stated that Ms. Nichols will update the website, newsletter ads, provide tech support, have a deeper editing role in the newsletter, calendar, and update bios on the website.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

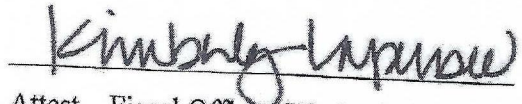
DISCUSSION:

Park Building Bids – Mr. Willoughby stated that we received three (3) bids for the park project 1) \$649,150.00; 2) \$834,417.00 Rubicon, and 3) \$1,126,270.00 Alpha Construction. Mr. Willoughby stated that he wants to review the bids and check with legal, but he believes that they are all over the 20% cap over the engineer's office estimate.

Part-time Fire and EMS Personnel retirement account moving forward – Chief Hall stated that because we are moving to responses of the part-time personnel both fire and EMS, they will need to verify the correct retirement system. He stated that he would call OPERS to inquire.

ITEM 2025 – 20 ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 7:18 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.


Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

SPECIAL MEETING

FEBRUARY 4, 2025

The Madison Township Board of Trustees met this day in SPECIAL session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 5:30 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 – Absent, Mrs. Windle – Present.

PUBLIC COMMENTS:

None.

NEW BUSINESS:

ITEM 2025 – 21– RESOLUTION TO HIRE IAN SCHOMAKER TO THE POSITION OF FIREFIGHTER/PARAMEDIC AND RICHARD ROSS TO THE POSITION OF FIREFIGHTER/EMT

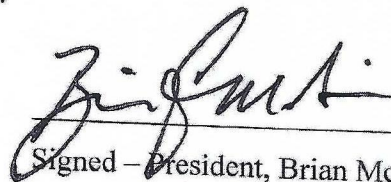
Mr. Willoughby made a motion to hire Ian Schomaker to the position of Firefighter/Paramedic and Richard Ross to the position of Firefighter/EMT effective February 4, 2025, pending the successful passage of a background check. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

ITEM 2024 – 22– ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 5:35 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

FEBRUARY 19, 2025

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 HEARING:

None

PUBLIC COMMENTS:

Travis Bautz – MidPointe Library System. Mr. Bautz stated that the library systems are a separate governmental agency from the other local governments. He stated that the City of Middletown appoints the members to their board which serves over 600,000 people. He stated that they have over two million books in circulation and have over 100,000 systems/programs for their patrons. He stated that they also provide passport services, a case manager, social worker, fax services, free stream internet services, an agent for the free Dolly Parton Library, daycares, nursing homes, maker spaces for printers, recording studios, and photo labs, and have delivery services if you cannot make it into the library. He stated that they originally went after a continuous 1.25 levy that failed in the fall. He stated that they are now asking for a .75 mill levy that will last 5 years. He stated that it will cost the owner of a \$100,000 house \$26.25. He stated that their current levy will expire at the end of 2025, which costs \$14.63.

ITEM 2025 – 23 – APPROVE THE MINUTES

Mr. Coldiron moved, Mr. McGuire seconded the motion to approve the minutes of the regular meeting of January 15, 2025, and the special meeting February 4, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 24 – APPROVE THE BILLS

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

ITEM 2025 – 25 – APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 26 – APPROVE THE FISCAL OFFICERS REPORT

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

Checking Account: \$3,384,138.03
HRA Account: \$13,514.55
STARR Ohio: \$1,100,000.00 - Interest earned in January - \$4,391.70
Revenue to Date: \$65,939.84
Expenditures to Date: \$147,380.56
Payments January: \$141,319.04
Fund Balances: \$508,802.07 General Fund/\$154,866.95 Road/Bridge Fund/\$283,167.24
Road Fund/\$2,832,873.83 Fire Fund
Total All Funds: \$4,483,550.08

Mr. Coldiron moved; Mr. Willoughby 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 – Chief Kent Hall presented the Fire and EMS stats from January 2025 and discussed previous notable fire runs within the community. He stated that they had ten fire related incidents in January (two fires, two motor vehicle crashes and six other runs) and 83 EMS calls which resulted in forty-nine patients being transported (34 non- transports). Chief Hall stated that they had Stop the Bleed Training this past month and in March they plan to do vehicle extrication. He stated that they will be moving the department to a new response from how it is done now. He stated that all personnel will be moving to dual responses for life squad and fire, and everyone will now have to be cross trained in both disciplines. All responses for day shift will be from Station 153.

Training Officer Justin Carroll went over more fire stats with the board. Chief Hall stated that these stats continue to support moving to a middle response area.

Deputy Chief Jordan Peters stated that he wanted to give a shout out to all the duty crews for some hard calls this past month. He stated that they did have a critical stress debrief with the crews, the Sheriff's Office, and Dispatch.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that they performed snow removal on multiple days during January/February, used 232 tons of salt since the beginning of the year, replaced twelve mailboxes/posts with only two being physically replaced. Mr. Cassidy stated that he worked on the paving program and he and his employees had seven funerals to date. He stated that spring cleanup will be the first week of March and anything on the ground will be discarded. He stated that the cemetery maps need to be updated, and the County Engineer's Office has agreed to help the township update the maps (they will work on them a bit each week until they are completed). He stated that the burial books also need to be updated.

OLD BUSINESS:

ITEM 2025 – 27 MOTION TO REJECT BUILDING BIDS FOR THE PARK BUILDING PER SECTION 153.12 OF THE ORC.

Mr. Willoughby stated that he talked to the Prosecutors Office about the bids and because they are all over the 20% threshold of the original bid, they must reject all bids.

Mr. Willoughby moved, Mr. Coldiron seconded the motion to reject the bids Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

Park Going Forward – Mr. Willoughby stated that he will continue to work on getting new drawings for the General Contractor to bid from or get an estimate for design build.

ITEM 2025 – 28 MOTION TO APPROVE THE DESIGN CONTRACT FROM WDC GROUP IN THE AMOUNT OF 8.34% FOR THE ARCHITECTURAL FEE AND 3.5% FOR CONTRACT MANAGEMENT

Mrs. Lapensee asked how much money this will equate to? Mr. Willoughby stated that if we build a 4-million-dollar fire station, then the architectural fee will be \$350,000.00 and the contract management fee will be \$140,000.00 to be paid from the fire fund.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the design contract from WDC Group in the amount of 8.34% for the architectural fee and 3.5% for the contract management fee. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

NEW BUSINESS:

ITEM 2025 – 29 MOTION TO APPROVE A REIMBURSEMENT FOR TWO EMS MEMBERS, MARK BITTNER, AND EMMA RAMSEY FOR EMS REFRESHER TRAINING IN THE AMOUNT OF \$150.00 PER PERSON OR \$300.00 TOTAL

Mr. Willoughby moved, Mr. Coldiron seconded the motion to reimburse Mark Bittner and Emma Ramsey for EMS training in the amount of \$150.00 per person. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 30 MOTION TO APPROVE THE THEN/NOW EXPENDITURE FOR ASH TREE SERVICES IN THE AMOUNT OF \$3,100.00 FOR THE REMOVAL OF A LARGE TREE ON MICHAEL ROAD

Mr. McGuire stated that we had an emergency tree removal on Michael Road and told Mr. Cassidy to go ahead and remove it before the meeting.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the then/now expenditure for emergency tree removal for Ash Tree Services in the amount of \$3,100.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 31 MOTION TO APPROVE THE EQUIPMENT PURCHASE FOR THE PUBLIC WORKS DEPARTMENT IN THE AMOUNT OF \$5,025.00 FROM SOUTHEASTERN EQUIPMENT

Mr. Cassidy stated that they would like to purchase one eighteen" trenching bucket that costs \$2,325.00 and one forty-eight" ditching bucket that costs \$2,700.00 for a total of \$5,025.00. He stated both buckets will be used on the backhoe. He stated that when we purchased the new backhoe in 2019, the backhoe has different pins than the buckets they have, and pins always must be switched out.

Mr. Willoughby moved; Mr. McGuire seconded the motion to approve the equipment purchase for the public works department in the amount of \$5,025.00 from Southeastern Equipment. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 32 MOTION TO APPROVE LISTING THE OLD BUCKETS ON GOVDEALS

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the listing of the old buckets (18" and thirty-six" buckets) on Gov.Deals for auction. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 33 APPROVAL TO ACCEPT THE BIDS FOR THE ROLLING MEADOWS PAVING PROJECT AND TO AWARD THE CONTRACT TO NORMAC IN THE AMOUNT OF \$156,150.00

Mr. Cassidy stated that we received six bids for paving:

1. Barrett Paving - \$127,842.00
2. Fillmore Construction - \$138,248.00
3. Neyra Paving - \$142,914.00
4. Normac - \$156,150.00
5. John R. Jurgensen - \$157,975.00
6. Westside Paving - \$188,912.00

Mr. Cassidy stated that the BCEO bid for the paving is \$206,544.00. He asked that the board award the bid to Normac because they use virgin materials in the mix. He stated that all the other companies use 25% recycled materials in the mixes, and he does not prefer to use that.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to accept the bids for the Rolling Meadows Paving Project and award the contract to Normac in the amount of \$156,150.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 34 APPROVAL TO ACCEPT THE BIDS FOR THE CRACK SEALING PROJECT ON MOSSIMAN ROAD FROM STATE ROUTE 122 TO HOWE ROAD AND AWARD THE BID TO RIEGLER BLACKTOP IN THE AMOUNT OF \$21,500.00.

Mr. Cassidy stated that we received three bids for the Mossiman Road project:

1. Riegler Blacktop - \$21,500.00
2. RHI - \$38,981.00
3. SCI Construction - \$79,528.00 (Chip Seal)

Mr. Coldiron moved; Mr. Willoughby seconded the motion to accept the bids for the crack sealing project on Mossiman Road from State Route 122 to Howe Road and award the bid to Riegler

Blacktop in the amount of \$21,500.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

Springfest – Mr. McGuire stated that there is a new group running Springfest this year. He stated that it will be held on May 10th. Mrs. Lapensee stated that she was contacted by the Lions Club who had asked the township to hold the insurance for this event. She questioned how the township could even get insurance to cover an event that is not sponsored by the township. Mr. McGuire stated that the township has always covered it in the past.

Review OTA Report – Mr. Willoughby stated that he would like us to review lessons learned from OTA that was held in January. He stated that he attended UAN classes, creative funding sources, campaigns, support for activities, fire districts, resolutions and motions, ROW responsibility, caring for cemeteries, etc.

MATCH Program – Mr. Willoughby stated that there is a program out there that is about caring for cemeteries which includes cleaning old headstones, history of the cemeteries, looking for companies to clean the headstones, ground penetrating radar and how to work with the historical society.

Rumpke Recycling Bins – Mr. McGuire stated that he talked to Rumpke while he was at OTA about getting new lids for the recycling bins and some extra signage.

Fueling Station – Mr. Cassidy stated that we will need a new tank for the fueling station because the leg rusted off the existing tank. He stated that he will have to get a permit through the Ohio Fire Marshall's Office to replace it. He stated that the existing tanks do not meet the new standards which include an emergency shut off. He stated that he would also like to get a fuel code system so that we can keep track of who is using the fuel (public works vs fire). He stated that he did talk to Keystone and World Connect about how much fuel they have purchased over the last year, and they did not buy enough fuel to get the tanks for free. He stated that he would also like to move the tanks to a new location because they are too close to the garage.

GOGov App Citizen Notifications and Alerts Package – Mrs. Windle stated that while she was in Columbus for OTA, she investigated the cost for a notification system for the township. She stated that it will cost \$4,260.00 a year.

ITEM 2025 – 35 MOTION TO ENTER INTO EXECUTIVE SESSION

Mr. Willoughby made a motion to enter into executive session per ORC 121.22 (G) (1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee at 7:44 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

ITEM 2025 – 36 ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 8:40 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

Kimberly Lapensee

Attest – Fiscal Officer, Kimberly Lapensee

Brian McGuire

Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

SPECIAL MEETING

March 12th, 2025

The Madison Township Board of Trustees met this day in Special session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:00 p.m. The meeting was called to order by Board President Jeff Willoughby with the Pledge of Allegiance.

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

Work Session

The contract was signed by the two parties and discussion was had on the progression of the contract. The first item was the development of a document for soil testing. The next meeting was scheduled for April 4th at 5:00PM (note, the meeting was later changed to April 19th).

ITEM 2025 ADJOURNMENT

Mr. Coldiron made a motion to adjourn the meeting at 6:38 p.m. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

MARCH 19, 2025

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 HEARING:

None

PUBLIC COMMENTS:

Peyton Curry – resident of the township. Ms. Curry stated that she is an 8-year-old, second-grade student at Madison Elementary. She stated that she likes to read, and she is here tonight to ask permission to build a bookstand at Madison Park. She stated that people will be able to take a book, leave a book, read a book, and return it to the box. She stated that the stand will be made of wood, and she is asking for donations of wood to help build the stand. She stated that her family will be helping her build it. She stated that she will paint the box and make it colorful. She stated that she hopes to build it before school is over so that all the kids can enjoy it over the summer. Mr. McGuire stated that he will meet with her here at the township to discuss this further.

Jason Ward – Madison Sports Club. Mr. Ward stated that several people in their organization want us to proceed with the new baseball field. He stated that he did try and get a grant through Cliffs, but did not receive it. He stated that their organization has decided to install the field anyway at this time. (A picture was shown on the screen of the empty field next to the road at the entrance to the park – left side). Mr. McGuire stated that he will speak with our attorney to see what agreements need to be in place for the installation and maintenance of the field. Mr. McGuire stated that he and the other members of the board agree that the new fire station will be in front of the administration building. Mr. Willoughby stated that we will need to figure out the septic field for the concession/restroom building. Mr. McGuire stated that he is excited about this addition to the park and has wanted to get this done since before COVID.

ITEM 2025 – 37 – APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of February 19, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 38 – APPROVE THE BILLS

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

ITEM 2025 — APPROVE THE ROAD SIGN CHECKS

No road sign checks were presented this month for approval.

ITEM 2025 – 39 – APPROVE THE FISCAL OFFICERS REPORT

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

Checking Account: \$3,367,208.88
HRA Account: \$11,514.64
STARR Ohio: \$1,100,000.00 - Interest earned in February - \$4,233.82
Revenue to Date: \$232,457.57
Expenditures to Date: \$337,399.05
Payments February: \$154,251.90
Fund Balances: \$513,684.11 General Fund/\$114,707.43 Road/Bridge Fund/\$283,167.24
Road Fund/\$2,864,524.69 Fire Fund
Total All Funds: \$4,480,288.41

Mrs. Lapensee also reported that we did receive a large amount of money this month due to back billed EMS transports from 2024. She stated that she will report that amount next month once she totals all the funds.

Mr. Coldiron moved; Mr. Willoughby 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 – Chief Kent Hall presented the Fire and EMS stats from February 2025 and discussed previous notable fire runs within the community. He stated that they had twenty (20) fire related incidents in February (three (3) fires, six (6) motor vehicle crashes and eleven (11) other runs) and 65 EMS calls which resulted in thirty-three (33) patients being transported (32 non-transports). Chief Hall stated that they had Extrication Training this past month and in April they plan to do FIT Testing for their SCBAs. He stated that they will have their new engine in service this weekend at Station 152. He stated that upgrading our equipment was a promise we made to the community a few years ago.

Jordan Peters, Assistant Chief stated that we applied for a grant to receive new mobile radios and received that grant and radios this month. He stated that we will have mobilcom come out to install those new radios soon.

Lieutenant Matt Green stated that he wanted to make the board aware that a church was closed due to life threatening issues. He stated that they have agreed to allow the church to hold church service on Wednesdays and Sundays if they agree to work toward fixing their issues. He stated

that the church had erected make-shift multi-family structures in their basement which is not allowed use in a church, nor does it meet the building code.

Justin Carroll, EMT Lieutenant, demonstrated the new heart monitor that was purchased at the end of last year. He stated that everything is now a touchscreen and is diagnostically significant for the hospital because the doctors can look at the monitor from the hospital and help them with treatment in the field. He stated that they can get cloud updates, and this monitor has a 15-lead capability.

Jessica Shappelle, EMS Captain, stated that they sent out all the bills from last year and are trying to collect EMS fees back. She stated that they have billed more than \$500,000.00 for the township through the new EMS billing company Medicount.

Chief Hall stated that a fourth person was approved earlier in the year, which helps the department with response times because this month they moved to a dual response from Station 153. He stated that one of the rescue trucks will be used to respond from that station. Chief Hall stated that there will be two promotions tonight for Jessica Shappelle and Justin Carroll, who are two of their star employees.

Jessica Shappelle was promoted to EMS Captain and Justin Carroll was promoted to EMS Lieutenant.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that they are getting ready for spring. He stated that another tree was hit by lightning and needed to come down on Michael Road. He stated that the Miltonville cemetery map was done, and they continue to work on the other maps. He stated that the roundabout will start once school is out at Elk Creek and State Route 73. He stated that they have cleaned up cemeteries and they have had eight funerals to date. He stated that they also installed new signage around the recycling bins.

OLD BUSINESS:

None

NEW BUSINESS:

ITEM 2025 – 40 MOTION TO APPROVE THE INCREASE IN APPROPRIATIONS FOR THE FIRE FUND IN THE AMOUNT OF \$490,000.00 FOR THE DESIGN FEES FOR THE FIRE STATION.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the increase in appropriations for the fire fund in the amount of \$490,000.00 Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 41 MOTION TO APPROVE THE PAYMENT TO SEDGWICK IN THE AMOUNT OF \$4,875.00 FOR THE ADMINISTRATION OF THE WORKERS COMP PROGRAM.

Mr. Willoughby moved, Mr. Coldiron seconded the motion to approve the payment to Sedgwick in the amount of \$4,875.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 42 MOTION TO APPROVE THE EXPENSE OF BILLING FOR MEDICOUNT MANAGEMENT INC. IN THE AMOUNT OF \$4,936.74.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the expense of billing for Medicount Management Inc. in the amount of \$4,936.74. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 43 MOTION TO APPROVE THE EXPENSE OF PHILIP PERKINS HEATING AND AC INC. IN THE AMOUNT OF \$2,500.00 TO MOVE A HANGING HEATER AT STATION 152.

Chief Hall stated that when they moved the new truck to Station 152, there was a heater that hangs from the ceiling that is inches away from the engine, so they are asking to have it moved so that it does not get damaged.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the expenditure for Philip Perkins Heating and AC Inc. in the amount of \$2,500.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 44 MOTION TO APPROVE THE PURCHASE OF EQUIPMENT FOR THE FIRE DEPARTMENT IN THE AMOUNT OF \$3,914.65 FROM VOGELPOHL.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the equipment purchase for the fire department in the amount of \$3,914.65 from Vogelpohl. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 45 MOTION TO APPROVE THE PURCHASE OF NEW HOSE FOR THE FIRE DEPARTMENT IN THE AMOUNT OF \$2,618.00 FROM VOGELPOHL.

Chief Hall stated that the hose that he is asking to be replaced was due to damage from a house fire and they do have any spare hose (2 ½ inch supply lines).

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the purchase of new hose for the fire department in the amount of \$2,618.00 from Vogelpohl. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 46 MOTION TO APPROVE THE PURCHASE OF NEW HOSE FOR THE FIRE DEPARTMENT IN THE AMOUNT OF \$5,129.30 FROM VOGELPOHL.

Chief Hall stated that the hose that he is asking to be replaced was due to damage from a house fire and they do have any spare hose.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of new hose for the fire department in the amount of \$5,129.30 from Vogelpohl. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 47 MOTION TO APPROVE THE PROPOSED SENIORITY PAY INCREASES.

Chief Hall asked that the board approve seniority increases in the amount of \$.25 cents for every year up to 5 years and .50 cents for every 5 years thereafter. He stated that this will apply to every part-time Fire and EMS member of the department.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve seniority increases for the part-time Fire and EMS employees in the amount of \$2.5 cents from 1 to 4 years and .50 cents for 5 years plus. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 48 MOTION TO APPROVE THE PROMOTION OF EMS LIEUTENANT SHAPPELLE TO EMS CAPTAIN.

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve the promotion of Lieutenant Shappelle to EMS Captain. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 49 MOTION TO APPROVE THE PROMOTION OF TRAINING OFFICER JUSTIN CARROLL TO EMS LIEUTENANT.

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve the promotion of Training Officer Carroll to EMS Lieutenant. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 50 MOTION TO APPROVE THE HIRING OF PART-TIME FIREFIGHTER/EMT NATE PIERANI AND FIREFIGHTER/MEDIC CALEB JAMES LUSBY.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the hiring of Part-time Firefighter/EMT Nate Pierani and Firefighter/Medic Caleb James Lusby pending the proper paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – MOTION TO APPROVE THE ADDITIONAL AMOUNT OF \$5,077.06 FOR RADIOS FOR THE FIRE DEPARTMENT FROM MOTOROLA.

Chief Hall stated that he did not know what this expense was for. Mrs. Lapensee stated that when she was trying to pay the two recent bills for Motorola for the radios, she was short this amount due to an overage.

Mr. Coldiron moved to table this pending further investigation; Mr. Willoughby seconded the motion to table. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 51 MOTION TO APPROVE THE PURCHASE OF EQUIPMENT FOR THE PUBLIC WORKS DEPARTMENT IN THE AMOUNT OF \$3,258.99 FROM NORTHERN TOOL.

Mr. Cassidy stated that he would like to purchase this new Husqvarna 20-inch walk behind concrete/blacktop saw. He stated that they will sell the other smaller saws they have.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to accept the bids for the Rolling Meadows Paving Project and award the contract to Normac in the amount of \$156,150.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 52 MOTION TO APPROVE THE EXPENSE OF OHIO CONCRETE SAWING TO REMOVE A CONCRETE WALL IN THE AMOUNT OF \$1,700.00.

Mr. Cassidy stated that he would like to hire them to remove a concrete wall in the dirt bin which will give them more room. He stated that right now the area is useless and has become a catch all for junk.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the expense to hire Ohio Concrete Sawing to remove a concrete wall in the amount of \$1,700.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 53 MOTION TO APPROVE THE REPAIRS TO TRUCK #7 IN THE AMOUNT OF \$2,064.63 AT FYDA FREIGHTLINER.

Mr. Cassidy stated that the heater went out in truck #7 and needed to get it fixed.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the repairs to truck #7 in the amount of \$2,064.63 at FYDA Freightliner. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 54 MOTION TO APPROVE THE EXPENSE OF REMOVING A TREE AT 7575 MICHAEL ROAD IN THE AMOUNT OF \$3,800.00 BY ASH TREE SERVICES.

Mr. Cassidy stated that they have an additional tree at 7575 Michael Road just east of Trenton Franklin Road that needs to be removed that was hit by lightning.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the expense of removing a tree at 7575 Michael Road in the amount of \$3,800.00 by Ash Tree Services. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

OTARMA RENEWAL QUESTIONNAIRE – Chief Hall stated that when Ms. Windle passed out their building values with the risk insurance renewal, he noticed that the fire station buildings are not enough to cover the cost of replacement if there ever was to be a need to replace them after a weather event. He stated that he called our insurance agent, and they increased the value, but he does not think it will be enough.

CAR SHOW FUNDRAISER – Ms. Windle stated that the school MASK program is going to have a fund raiser on 4/13/25 from 10 to 4 at the school and would like the township to have a fire vehicle there for a touch a truck.

BRUSH TRUCK 151 – Chief Hall state that this truck continues to have issues, and the heads are now warped and will cost approximately \$15K to repair. He stated that the turbo could potentially be affected, and it is not worth keeping. He asked that the board place the truck on gov deals to sell.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the placement of the brush truck 151 on gov deals. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

PARK BUILDING UPDATE – Mr. Willoughby stated that they went to look at a building in Camden and will contact the architect who designed that building to see if they can contract with that person to design our building. Mr. Willoughby stated that he hopes to bring back the cost at the next meeting. He stated that we will need to have a meeting with the groups who plan to use the bldg. with the expectation that there will be no cooking within the building.

MATCH UPDATE – Mr. Willoughby stated that he plans to meet with the Historical Society and Schools. Mr. Cassidy stated that his department spent this past month fixing vandalized head stones in the cemetery.

FIRE DEPARTMENT BUILDING UPDATE – Mr. Willoughby stated that we held an initial meeting with the designer and will begin with soil samples out front.

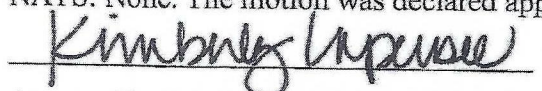
FIRE LEVY – Mr. Willoughby stated that he would like for us to start the process to change the fire levy from a 5-year collection to continual. Mr. McGuire stated that he will talk to the Prosecutors' office about drafting the necessary language to place on the ballot.

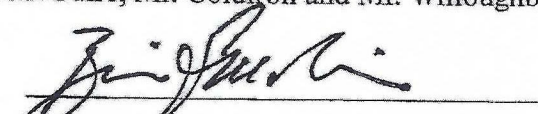
ARPA FUNDING REPORT – Mr. Willoughby stated that he received an email from the Butler County OTA stating that Madison Township had not filled out the necessary reports from the Federal Government that document how much money was spent by the township for 2023. He stated that it was due in April of 2024. Mrs. Lapensee stated that she received the forwarded email from the previous Fiscal Officer and had asked for her help to enter the report because she does not have access to the report because it is not in her name/email/phone #. She stated that she had not heard anything back. She asked the board if anyone knew what they spent it on? Mr. Willoughby stated that he will work with Mrs. Lapensee to file that report.

ANNOUCEMENTS - Mr. McGuire stated that Safe Haven Farms will have Farm Days from 11 to 3 on June 28th.

ITEM 2025 – 55 ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 8:00 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.


Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

SPECIAL MEETING

MARCH 31, 2025

The Madison Township Board of Trustees met on this day in SPECIAL session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:00 p.m. The meeting was called to order by Board President Brian McGuire with the Pledge of Allegiance.

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

PUBLIC COMMENTS:

None.

NEW BUSINESS:

A. MOTION TO APPROVE THE ADDENDUM TO MADISON TOWNSHIP FIRE DEPARTMENT SOP'S TO ALLOW EMS PERSONNEL ONLY TO STAY IN OPERS.

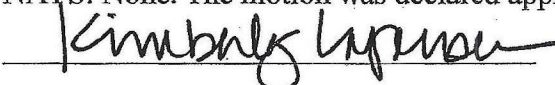
Mr. Willoughby moved, Mr. Coldiron seconded to approve the addendum to Madison Township Fire Department SOP's to allow EMS personnel only to stay in OPERS. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

B. MOTION TO APPROVE THE PURCHASE OF FIRE GEAR FOR 3 PART-TIME FIREFIGHTERS FOR THE AMOUNT OF \$12,075.00.

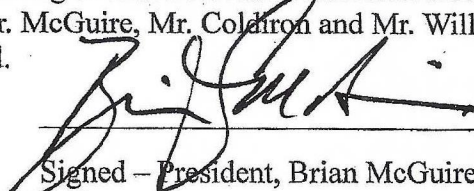
Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the purchase of fire gear for 3 part-time firefighters for the amount of \$12,075.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

MOTION TO ADJOURN

Mr. Willoughby made a motion to adjourn the meeting at 6:12 PM. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

SPECIAL MEETING

APRIL 16, 2025

The Madison Township Board of Trustees met on this day in SPECIAL session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 5:00 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.

NEW BUSINESS:

Work session Fire Station – Mr. Jason Funderburg with WDC was in attendance to discuss the proposed design for the new fire station. The following items were discussed:

1. Grant Funds – there are limitations on the grant timing. All construction must be completed by 6/30/2026.
2. Soil Borings – Mr. Funderberg stated that he sent a soil boring proposal to 7 different companies and received proposals for borings and testing. He stated that they recommend UES in the amount of \$7,800.00 for boring and testing per trip for 10 hours \$775.00. Mr. McGuire asked what is involved in the soil boring process? Mr. Funderberg stated that the company will take soil samples and design a sanitary system based on the conclusions of the test. He stated that this will give us the number of bathrooms we will be allowed to design for.
3. Civil Engineering Work – Mr. Funderberg stated that he sent proposals for civil engineering work and sanitary design to 3 companies and received 2 proposals back. He stated that the time for the work will be 45 days for the topo work, 1.5 to 2 months on the sanitary design, and 60 to 70 days for the site design. He recommended Choice One Engineering in the amount of \$3,800.00 for the survey, \$19,100.00 for the site engineering and \$5,900.00 for sanitary design. He asked that the township enter into their own agreements for these two companies.
4. Location of the fire station – Mr. Funderberg asked where the fire station will be located? Mr. McGuire stated that they would like to see it be located in front of the administration building with the bays being located closest to the street facing the church with secondary entrance to the rear of the building that will have access to the park driveway (enter from park, drive thru to the main entrance to the township driveway to exit the site). Chief Hall stated that he would like the offices and sleeping quarters to be located closest to the township building. He stated that he would like to see concrete aprons in each direction 50' and the parking for the building will join the township lot.

5. Zoning/location of the septic system – Mrs. Lapensee asked if the frontage of the township property meets the necessary frontage/lot requirements of the zoning code to support the location of the fire station and if there is enough room for a building and a septic system. She stated that the property is zoned R-1, and 200 feet of frontage is required and that public buildings are a conditional use in the R-1 district which means that we will need a conditional use permit prior to obtaining a permit. She stated that we may want to designate a backup location in case that first choice does not work out.
6. Design of the building – Discussion continued between the architect and members of the fire department on what types of rooms that they want in the building and where they would be located.
7. Next meeting – The next special meeting will be scheduled for May 21, 2025, at 5:00 p.m.

ITEM 2025 – 56 – MOTION TO APPROVE THE AGREEMENT WITH UES IN THE AMOUNT OF \$7,800.00 TO CONDUCT SOIL BORINGS AND \$775.00 PER TRIP TO CONDUCT SOIL TESTING

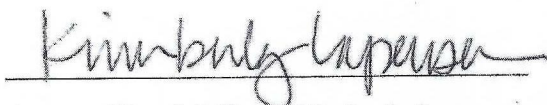
Mr. Willoughby made a motion to approve the agreement with UES in the amount of \$7,800.00 to conduct soil borings and \$775.00 per trip to conduct soil testing. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

ITEM 2025 – 57 – MOTION TO APPROVE THE AGREEMENT WITH CHOICE ONE ENGINEERING IN THE AMOUNT OF \$28,800.00 TO CONDUCT THE NECESSARY CIVIL ENGINEERING WORK FOR THE NEW FIRE STATION INCLUDING SANITARY, TOPO AND SITE DESIGN

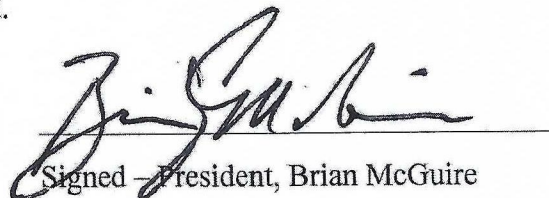
Mr. Willoughby made a motion to approve the agreement with Choice One Engineering in the amount of \$28,800.00 to conduct the necessary civil engineering work for the new fire station including sanitary, topo and site design. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

ITEM 2025 – 58– ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 6:25 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

APRIL 16, 2025

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 HEARING:

None

PUBLIC COMMENTS:

Rich Surace – Energy Alliances, stated that the aggregation program ends in July, and they are getting our renewal rates for the electric program. He stated that he will need someone from the township to be available to sign the paperwork quickly once they get the rate. He stated that capacity charges have increased 4X and that has been the reason for the increase in the electric bills. He stated that he will be looking for a 12-month term because there will be a lot of changes coming.

Mr. Willoughby moved, Mr. Coldiron seconded the motion to add aggregation to the agenda as Item K under New Business. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 59 – APPROVE THE MINUTES

Mr. Willoughby moved, Mr. Coldiron seconded the motion to approve the minutes of the regular meeting of March 19, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 60 – APPROVE THE BILLS

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

ITEM 2025 – 61 – APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 62 – APPROVE THE FISCAL OFFICERS REPORT

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

Checking Account: \$3,351,178.73
HRA Account: \$2,502.26
STARR Ohio: \$1,100,000.00 - Interest earned in March - \$3,790.97
Revenue to Date: \$555,287.89
Expenditures to Date: \$722,799.59
Payments March: \$238,171.51
Fund Balances: \$375,797.01 General Fund/\$92,679.10 Road/Bridge Fund/\$277,950.54
Road Fund/\$2,807,482.55 Fire Fund
Total All Funds: \$4,419,744.73

Mrs. Lapensee also reported that we did receive a large amount of money this month due to back billed EMS transports from 2024. She stated that she will report that amount next month once she totals all the funds. She also reported that we did receive our first half collection, and it will be reported next month.

Mr. Coldiron moved; Mr. Willoughby 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 – Chief Kent Hall presented the Fire and EMS stats from March 2025 and discussed previous notable fire runs within the community. He stated that they had twenty (24) fire related incidents in March (four (4) fires, three (3) motor vehicle crashes and seventeen (17) other runs) and 88 EMS calls which resulted in fifty-one (51) patients being transported (37 non-transports). Chief Hall stated that they had FIT Testing for their SCBAs and hose and pump testing on the new engine. He stated that in May, they will have Med Flight training and learn about landing zone safety. Chief Hall reported that the pump/grass truck sold for \$16,700.00 on GovDeals and engine 152 was involved in a crash. He stated that he did contract our insurance company, and they will be coming out to look at the truck. Chief Hall stated that EMS calls have increased 7% and continue to increase.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that the following occurred during the month of March:

1. applied for the OTAMRA MORE grant and he purchased new flashlights and batteries for the public works department.
2. Multiple trees down due to storms this month.
3. Hired a company last month to come in and cut down a concrete wall so that they have more room in the salt dome for other supplies.
4. Multiple culvert pipe replacements.
5. The backhoe was down and needed repairs.
6. Ditches restored after the storms.
7. Will break down the salt trucks now that the weather is turning warmer.

8. Worked on a storage bin for oil in case of leaks based on suggestions from the storm water district.

OLD BUSINESS:

None

NEW BUSINESS:

ITEM 2025 – 63 MOTION TO APPROVE AN AGREEMENT WITH NUTRA LAWN FOR THE 2025 SEASON FOR NOXIOUS WEEDS.

Ms. Windle stated that we received two bids for mowing nuisance properties – Nutralawn and Wildgrass Wranglers.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve an agreement with Nutralawn for the 2025 season for noxious weeds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 64 MOTION TO SEND A NUISANCE LETTER TO 6007 HURSH ROAD TO REMOVE DEBRIS/TRASH FROM THE PROPERTY.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to send a nuisance letter to 6007 Hursh Road to remove debris/trash from the property. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 65 MOTION TO APPROVE A REIMBURSEMENT TO EDWARD GOSCHINSKI FOR TRAINING AT FIRE RESCUE 1 ACADEMY IN THE AMOUNT OF \$99.00.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the reimbursement of Edward Goschinski for training at Fire Rescue 1 Academy in the amount of \$99.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 66 MOTION TO APPROVE THE HIRING OF THOMAS VICKERS AS A PART-TIME FIREFIGHTER/PARAMEDIC PENDING PAPERWORK AT A RATE OF \$22.00 PER HOUR.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the hiring of Thomas Vickers as a Part-time Firefighter/Paramedic pending paperwork at a rate of \$22.00 per hour. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 –67 MOTION TO APPROVE PAY ADJUSTMENTS FOR TOWNSHIP FIRE DEPARTMENT EMPLOYEES FOR FISCAL YEAR 2025.

Mrs. Lapensee stated that the board approved incentive seniority pays at the last meeting at the rate of .25 cents up to 5 years each year and then .50 cents each year beyond 5. However, in order for her to process the pay raises in the UAN payroll system, the board will need to approve the raises to the individual employees each year. She wanted to remind the board that with that approval in March, each of the employees will automatically receive .25 or .50 cents raises every

anniversary date. She asked if they realized that some employees received a \$5.00 raise with this incentive pay?

Mr. Willoughby moved; Mr. Coldiron seconded the motion to table this vote until a later date. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 68 MOTION TO APPROVE A PAYMENT FOR MEDICOUNT MANAGEMENT IN THE AMOUNT OF \$3,018.79 FOR EMS BILLING.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the payment for Medicount Management in the amount of \$3,018.79 for EMS billing. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 69 MOTION TO APPROVE AN AGREEMENT WITH ASH TREE SERVICES IN THE AMOUNT OF \$1,700.00 TO REMOVE A TREE LOCATED AT 7328 MICHAEL ROAD.

Mr. Cassidy stated that there was an auto accident at this location and a tree was struck and caught fire and now it needs to be removed.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve an agreement with Ash Tree Services in the amount of \$1,700.00 to remove a tree located at 7328 Michael Road. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 70 MOTION TO APPROVE THE RENEWAL FOR RISK INSURANCE FOR THE 2025-2026 SEASON IN THE AMOUNT OF \$42,600.00.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the renewal of risk insurance for the 2025-2026 season in the amount of \$42,600.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 71 MOTION TO APPROVE AN AGREEMENT WITH SCOTT WEBB, ARCHITECT TO DESIGN THE NEW PARK BUILDING IN THE AMOUNT NOT TO EXCEED \$14,000.00.

Mr. Willoughby stated that we receive a proposal from Scott Webb, Architect, to design the Park building. He stated that he will design the building, provide construction documents for bidding purposes, and manage the bidding and construction process.

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve an agreement with Scott Webb Architect to design the new park building in the amount not to exceed \$14,000.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 72 MOTION TO APPROVE AN AGREEMENT WITH CINDACO DESIGN FOR SEWAGE TREATMENT SYSTEM DESIGN FOR THE NEW PARK BUILDING IN THE AMOUNT NOT TO EXCEED \$5,450.00.

Mr. Willoughby moved; Mr. Coldiron seconded the motion to approve an agreement with Cindaco Design for Sewage Treatment System Design for the new Park Building in the amount

not to exceed \$5,450.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 73 MOTION TO AUTHORIZE THE OFFICE MANAGER TO SIGN AN AGREEMENT WITH AN ENERGY PROVIDER THAT IS RECOMMENDED BY ENERGY ALLIANCES FOR ELECTRIC AGGREGATION.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to authorize the Office Manager to sign an agreement with an Energy Provider that is recommended by Energy Alliances for Electric Aggregation. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

HEALTH INSURANCE – Mrs. Lapensee stated that she received paperwork and an email from our health broker indicating that we will be receiving a 50% rate increase for our health insurance renewal. She stated that our health broker had asked everyone to sign into Form Fire to update their health information so that we could obtain bids from other health care providers and compare costs. She stated that she has not heard back from them as of today.

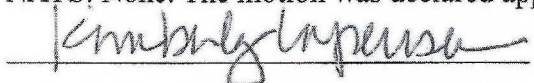
RECYCLE BINS – Mr. Cassidy stated that we continue to have problems with the recycling bins outside of the building provided by the Solid Waste District. He asked the board if he had permission to remove the dumpsters because he feels that it will continue to get worse especially since Liberty Township just voted to remove their dumpsters. The board agreed to remove the dumpsters.

RESCUE 151 – Mr. McGuire stated that Rescue 151 was involved in an accident and insurance will be out to give us their assessments.

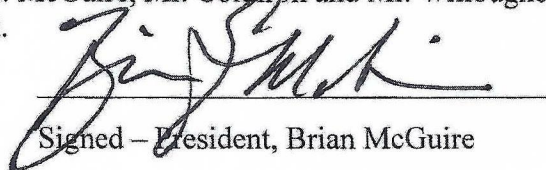
WEBSITE – Mrs. Nichols stated that she has begun to update our website and will be adding pictures to it so if there are any pictures that need to be added, please let her know. Mrs. Lapensee asked if an updated picture could be added of the board to replace the current picture on the website.

ITEM 2025 – 74 ADJOURNMENT

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



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

MAY 21, 2025

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 HEARING:

None

PUBLIC COMMENTS:

Mark Feist, Greater Cincinnati Radio Control Club, presented information concerning the youth organization now Jetsetters.

Jim Bolen – Director of the EMA, spoke to the audience and the board about the EMA and how it functions. He stated that they report to a 15-member board made up of people representing multiple government agencies across the county. He stated that he wanted to make everyone aware of the County's intention to end their contract with the EMA to provide services to the community in which all of the townships are members. He stated that the county has hired a consultant to interview all agencies affected and supported by the EMA over the next few months to get everyone's comments and opinions of the EMA about the changes proposed.

Ted Wiseman, Madison Historical Society, stated that he and the 136 Carpenters Union worked on siding on the cabin at the park. He stated that they completed the siding on the west side of the cabin and will be back later in the year to do the other side.

ITEM 2025 – 75 – APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of April 16, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 76 – APPROVE THE BILLS

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

ITEM 2025 – 77 – APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 78 – APPROVE THE FISCAL OFFICERS REPORT

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

Checking Account: \$4,365,505.85
HRA Account: \$25,808.23
STARR Ohio: \$1,100,000.00 - Interest earned in April - \$4,045.70
Revenue to Date: \$1,777,590.23
Expenditures to Date: \$1,039,892.76
Payments April: \$251,192.55
Fund Balances: \$439,874.52 General Fund/\$205,429.43 Road/Bridge Fund/\$390,775.47
Road Fund/\$3,408,517.59 Fire Fund
Total All Funds: \$4,201,742.45

Mr. Coldiron moved; Mr. Willoughby 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 – Chief Kent Hall reported the following for the month of April:

1. Fire – 25 incidents in April (four (4) fires, nine (9) motor vehicle crashes and fourteen (14) other runs)
2. EMS – 86 calls which resulted in forty-five (45) patients being transported (41 non-transports).
3. There have been 37 calls for service in the last 7 days.
4. This week is EMS appreciation week.
5. Training was postponed with Med Flight this week due to the weather, and they will reschedule it for next month. He stated that they will have fire training next week that will train their crews on how to deal with compressed natural gas fires.
6. They received their new fire engine that has a remote-control feature that could shoot water on a structure while they are driving up to the house. He stated that their new E-1 Engine will be featured in their calendar next year.
7. EMS receipts to date are \$229,000 dollars.
8. He would like to have coffee with the fire chief once a month.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that the following occurred during the month of March:

1. Sold old buckets for the backhoe \$670.00.
2. Performed spring clean-up in the cemeteries and cleaned headstones and foundations.
3. They have purchased new precast foundations for the cemeteries. In the future, they will only have to dig the holes, add gravel, then call the contractor to bring in the foundation to set. Eventually they will do their own.

4. Zach started mowing this week with one quick pass along the roadways because the ditches were still too wet. They will eventually get out the arm mower and mow the remainder.
5. They have fixed the potholes on Keister Road hill, but the roadway may need to be paved next year because it constantly stays wet.
6. Crack seal will start once the rain ends.

OLD BUSINESS:

None

NEW BUSINESS:

ITEM 2025 – 79 MOTION TO SCHEDULE A PUBLIC HEARING FOR THE FY2026 TAX BUDGET FOR JUNE 18, 2025 AT 6:00 P.M.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to schedule a public hearing for the FY2026 tax budget for June 18, 2025 at 6:00 p.m. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 80 MOTION TO APPROVE A THEN AND NOW FOR THE CITY OF TRENTON FOR VEHICLE MAINTENANCE IN THE AMOUNT OF \$5,331.95.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve a then and now for the City of Trenton for vehicle maintenance in the amount of \$5,331.95. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 81 MOTION TO APPROVE AN INCREASE IN APPROPRIATIONS FOR FUND 2191 IN THE AMOUNT OF \$38,800.00 FOR LINE ITEM 2191-220-360-000 TO PAY FOR SOIL BORING/TESTING AND CIVIL ENGINEERING COSTS FOR THE FIRE STATION.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve an increase in appropriations for fund 2191 in the amount of \$38,800 for line item 2191-220-360-0000 to pay for soil boring/testing and civil engineering costs for the fire station. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 82 MOTION NOT TO REQUEST A HEARING FOR THE RENEWAL OF A LIQUOR PERMIT FOR SONOCO ON MIDDLETOWN EATON ROAD.

Mr. Coldiron moved; Mr. Willoughby seconded the motion not to request a hearing for the renewal of a liquor permit for Sunoco. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 83 MOTION TO CORRECT THE MARCH MINUTES ITEM #2025-43.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to correct the minutes from March Item #2025-43 from Station 152 to Station 153. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 84 MOTION TO APPROVE HEALTH INSURANCE RENEWAL WITH AETNA.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve health insurance renewal with Aetna. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 85 MOTION TO APPROVE A REIMBURSEMENT TO LINSAY WINDLE IN THE AMOUNT OF \$199.06 FOR NOTARY EXPENSES.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a reimbursement to Lindsay Windle in the amount of \$199.06 for Notary Expenses. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 86 MOTION TO APPROVE THE PURCHASE OF INSURANCE FOR THE SPRINGFEST EVENT IN THE AMOUNT OF \$415.05.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of insurance for the Springfest Event in the amount of \$415.05. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 87 MOTION TO SEND A NUISANCE LETTER TO 7049 DALEWOOD DRIVE.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to send a nuisance letter to 7049 Dalewood Drive. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 88 MOTION TO SEND A NUISANCE LETTER TO 2148 RENEE DRIVE.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to send a nuisance letter to 2148 Renee Drive. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 89 MOTION TO APPROVE EXPENSES FOR THE OTA DINNER IN NOVEMBER IN THE AMOUNT OF \$1,611.00 FOR BROCK CATERING, AND \$1,461.60 TO RENT BROWNS RUN COUNTRY CLUB .

Mr. Coldiron moved; Mr. Willoughby seconded the motion to expenses for the OTA Dinner in November in the amount of \$1,611.00 for Brock Catering and \$1,461.60 to rent Browns Run Country Club. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 90 MOTION TO APPROVE THE HIRING OF MYRISSA COMBS AS PART-TIME FIREFIGHTER/PARAMEDIC PENDING PAPERWORK.

Mr. Coldiron moved; Mr. Willoughby seconded the hiring of Myrissa Combs as Part-Time Firefighter/Paramedic pending paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 91 MOTION TO APPROVE THE HIRING OF SYDNEY HELMES AS PART-TIME FIREFIGHTER/PARAMEDIC PENDING PAPERWORK.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to hire Sydney Helmes as Part-Time Firefighter/Paramedic pending paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 92 MOTION TO APPROVE THE PURCHASE OF FIRE EQUIPMENT FROM VOGELPOHL IN THE AMOUNT OF \$1,413.18.

Chief Hall stated that this will be to purchase a fire nozzle.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of fire equipment from Vogelpohl in the amount of \$1,413.18. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 93 MOTION TO APPROVE THE PURCHASE OF FUEL TANKS IN THE AMOUNT OF \$11,545.00 FROM KEYSTONE COOPERATIVE.

Mr. Cassidy stated that he would like to purchase three new fuel tanks for the township from Keystone. He stated that these will replace the tanks that have rusted and need to be replaced.

Mr. Coldiron moved; Mr. Willoughby seconded to motion to approve the purchase of new fuel tanks in the amount of \$11,545.00 paid from the Fire and Road Funds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 94 MOTION TO APPROVE AN AGREEMENT WITH REDLEG ELECTRIC TO PROVIDE ELECTRIC UNDERGROUND SERVICE FOR THE FUEL TANKS IN THE AMOUNT OF \$6,800.00.

Mr. Coldiron moved; Mr. Willoughby seconded to motion to approve an agreement with Redleg Electric to Provide Electric Underground Service for the fuel tanks in the amount of \$6,800.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 95 MOTION TO APPROVE EMERGENCY TREE REMOVAL ON SYCAMORE ROAD DUE TO STORM DAMAGE IN THE AMOUNT OF \$1,700.00 FROM ASH TREE SERVICE.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve emergency tree removal on Sycamore Road due to storm damage in the amount of \$1,700.00 from Ash Tree Service. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 96 MOTION TO ENTER INTO AN AGREEMENT WITH NORMAC PAVING COMPANY TO REPAIR KALBFLEISCH ROAD IN THE AMOUNT OF \$6,000.00.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve an agreement with Normac Paving Company to repair Kalbfleisch Road in the amount of \$6,000.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 97 MOTION TO ENTER INTO AN AGREEMENT WITH SIMPSON FENCE TO INSTALL FENCING AROUND THE ROAD DEPARTMENT GARAGE IN THE AMOUNT OF \$10,506.00.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve an agreement with Simpson Fence to install fencing around the road department garage in the amount of \$10,506.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 98 MOTION TO APPROVE A THEN AND NOW PURCHASE OF A TOOLBOX AND TOOL SET FROM HARBOR FREIGHT IN THE AMOUNT OF \$1,140.94.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the then and now purchase of a toolbox and tool set from Harbor Freight in the amount of \$1,140.94. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 99 MOTION TO APPROVE THE PURCHASE OF SIX (6) NEW PORTABLE RADIOS FROM MOTOROLA IN THE AMOUNT OF \$22,476.33.

Mr. Cassidy stated that the current radios are 16 years old and will no longer be serviced/or operational through the MARCS system after July 1st, 2025. He stated that these radios are used throughout the year during road projects, snow removal, and other natural disasters. He stated that this purchase will include radios, external microphones, mobile chargers, and a base bank charger.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of six (6) new portable radios from Motorola in the amount of \$22,476.33. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

ELECTRIC AGGREGATION – Mr. McGuire stated that Rich Surace sent out letters notifying people to opt-out of the aggregation program by 6/13/25. The new rate for our aggregation program will be 8.27 cents and Duke's new rate in June will be 10.445 cents.

RUMPKE UPDATE – Mr. Cassidy stated that all the bins have been removed, and the signs have been placed outside to let the community know they have been permanently removed.

MOVIE EQUIPMENT – Mr. McGuire stated that we no longer have a need for the movie equipment and will list it for sale.

RETRACE ESTIMATE – Mr. Cassidy stated that the county bids for retracing were opened and the cost for the retrace on Mossiman, Circle Parkway, Martz and Cloister Cliffs will be \$4,443.86.

SALVATION ARMY – Ms. Windle reported that the Salvation Army will have a summer food program from 5/27/25 to 8/4/25 every Wednesday from 5:30 to 6:00 PM. She stated that they want to use the park to distribute the food. Mr. McGuire suggested that they use the church next door.

PARKS – Mr. Willoughby stated that the architect has been working on the design for the shelter.

LEACH FIELD FOR THE NEW FIRE STATION – Mr. Willoughby stated that they will be looking at the property next door in front of the park as the location for the septic field for the new fire station.

BASEBALL FIELDS – Jason with Madison Sports Club, went over locations in the park for the new baseball field given that the front lot may be the location for the new septic field. There was a discussion with the board about looking at the area between the road salt barn and the log cabin.

FIRE LEVY – Mr. McGuire stated that he had a conversation with the Prosecutors Office about converting the 5-year fire levy into a continuous levy. He stated that they would need to proceed quickly to start the process by the next meeting to put that question on the ballot.

OPERS – Mr. McGuire stated that he had a meeting with the Fire Chief about the conversion from OPERS to social security for the members of the fire department and that some members were requesting refunds of their OPERS contributions. He asked if there was an update on the process. Mrs. Lapensee stated that all final certifications have been processed for all those asking for refunds. She stated that OPERS is still trying to decide if some of the employees were supposed to be members of OPERS or social security due to their dual roles of EMS and volunteer firefighter.

ITEM 2025 – 100 MOTION TO ENTER INTO EXECUTIVE SESSION PER ORC SECTION 121.22 (G) (1).

Mr. Willoughby made a motion to enter into Executive Session at 8:12 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

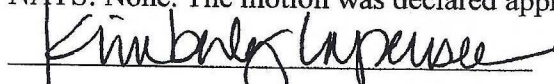
The board came out of Executive Session at 8:41 PM.

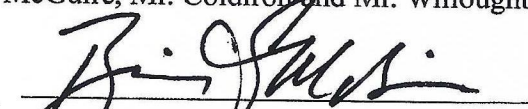
ITEM 2025 – 101 MOTION TO APPROVE AN INCREASE IN PAY FOR LINSAY WINDLE FROM \$22.50 PER HOUR TO \$25.00 PER HOUR

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the increase in pay from \$22.50 per hour to \$25.00 per hour. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 102 ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 8:42 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.


Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES
REGULAR MEETING

JUNE 18, 2025

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 HEARING:

Mr. McGuire opened the public hearing at 6:02 PM.

Mrs. Lapensee went through the FY2026 tax budget with the board.

Fund	Fund #	Estimated Balance 1/1/26	Total Revenues	Total Amount Available	2026 Appropriations	Est Balance end 2026
General	1000	\$434,388	\$441,027	\$875,415	\$481,438	\$393,977
MVL	2011	\$44,937	\$23,735	\$68,672	\$23,735	\$44,937
Gas	2021	\$68,180	\$194,630	\$262,810	\$194,630	\$68,180
Road/ Bridge	2031	\$177,175	\$294,300	\$471,475	\$318,611	\$152,864
Cemetery	2041	\$36,890	\$43,500	\$80,390	\$43,500	\$36,890
Road Levy	2141	\$283,167	\$251,750	\$534,917	\$313,300	\$221,617
Parks	2171	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Levy	2191	\$2,962,498	\$2,185,700	\$5,148,198	\$2,185,700	\$2,962,498
PMVL	2231	\$50,778	\$93,910	\$144,688	\$93,910	\$50,778
Lighting	4501	\$1,929	\$7,080	\$9,009	\$7,080	\$1,929
Permanent	4951	\$1,278	\$0.00	\$1,278	\$0.00	\$1,278
Total		\$4,061,221	\$3,535,632	\$7,596,853	\$3,661,904	\$3,934,949

Mrs. Lapensee stated that the purpose of the tax budget is to report on our estimated revenues, expenditures, and carryover balances. She stated that all this information must be adopted by July 15, 2025, and sent to the Auditor before July 20, 2025. She stated that this information will be given to the County Budget Commission.

The public hearing was closed at 6:15 p.m. by Mr. McGuire.

ITEM 2025 – 103 – MOTION TO APPROVE RESOLUTION 2025 – 01 TO APPROVE THE TAX BUDGET FOR FY2026

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the tax budget for FY2026, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

PUBLIC COMMENTS:

Travis Bautz – MidPointe Library System, stated that he was at the last meeting where he asked the board to install a mobile unit inside the building where people could rent library books. He stated that at that time, the board indicated that they did not have an indoor location where the unit can be located. He stated that he did some research, and they also have an outside unit. He stated that we would have to run electric and there are cameras and an internet connection. After some discussion about where it could be located, it was suggested that it could be located outside of the new park building. Mr. Willoughby stated that he could talk to the architect about providing an electrical outlet for the mobile unit.

ITEM 2025 – 104 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of May 21, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 105 – MOTION TO APPROVE THE BILLS

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

ITEM 2025 – 106 – MOTION TO APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 107 – 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:	\$4,228,827.80
HRA Account:	\$20,435.27
STARR Ohio:	\$1,100,000.00 - Interest earned in May - \$4,045.70
Revenue to Date:	\$1,929,449.29
Expenditures to Date:	\$1,205,501.65
Payments May:	\$219,750.53

Fund Balances: \$456,459.95 General Fund/\$192,148.88 Road/Bridge Fund/\$394,776.29
Road Fund/\$3,378,445.11 Fire Fund

Total All Funds: \$5,311,204.07

Mr. Coldiron moved; Mr. Willoughby 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 – Chief Kent Hall reported the following for the month of May:

1. Fire – 34 incidents in May (seven (7) fires, ten (10) motor vehicle crashes and seventeen (17) other runs).
2. EMS – 81 calls which resulted in forty-two (42) patients being transported (39 non- transports).
3. Training was with MedFlight this month when the department got some firsthand training. Next month training will be at Metroparks/horse trails.
4. Mobile radios will be installed soon in the new apparatus.
5. June 21st, there will be a bomb squad activity with the brush truck/side by side/ and tanker.
6. July 3rd they will be at Smith Park for the fireworks.
7. The month of July will be pump, ladder, and hose testing.
8. Volunteer Fire Fighter retired after 45 years of service to the township.
9. Jake Hendricks was nominated by the Care Flight crew for the colleagues and caring award from the flight crew after the care he took with a run they had in May for a child drowning.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that the following occurred during the month of May:

1. The first round of mowing was completed last month. They will start on a second round of mowing next week.
2. The Kalbfleisch Road repairs have been completed near Mont.
3. Crack sealing on Mossiman Road has begun. They will be back next week to finish.
4. Trenton Franklin Road will open next week.
5. The crew had to remove another tree on Michael Road.
6. Cemetery repairs continue.

OLD BUSINESS:

None

NEW BUSINESS:

ITEM 2025 – 108 – MOTION TO APPROVE THE PAYMENT TO ACRISURE FOR THE FIRE DEPARTMENT GROUP ACCIDENT INSTALLMENT IN THE AMOUNT OF \$2,165.00.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the payment to Acrisure for the Fire Department Group Accident Installment in the amount of \$2,165.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 109 – MOTION TO APPROVE THE EXPENDITURE FOR RETRACE WITH FIRST STAR SAFETY LLC. IN THE AMOUNT OF \$4,443.86.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the expenditure on retrace with First Star Safety LLC. in the amount of \$4,443.86. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 110 – MOTION TO APPROVE SENDING NUISANCE LETTERS TO 6941 WEST ALEXANDRIA ROAD FOR JUNK AND DEBRIS AND 7414 KEISTER ROAD FOR NOXIOUS WEEDS

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve sending violation/nuisance letters to 6941 West Alexandria Road for junk and debris and 7414 Keister Road for noxious weeds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 111 – MOTION TO APPROVE RESOLUTION 2025-02 ADOPTION OF MADISON TOWNSHIP COMMUNITY PARK RULES AND REGULATIONS.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve Resolution 2025-02 Adoption of Madison Township Community Park Rules and Regulations. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEMS 2025 – 112 - MOTION TO APPROVE THE HIRING OF AUSTIN ROBERTS AS A FIREFIGHTER/MEDIC PENDING PAPERWORK.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the hiring of Austin Roberts as a Firefighter/Medic pending paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 113 - MOTION TO APPROVE THE PAYMENT TO VOGELPOHL FIRE EQUIPMENT FOR SMALL EQUIPMENT FOR ENGINE 152 IN THE AMOUNT OF \$1,765.29.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the payment to Vogelpohl Fire Equipment for small equipment for engine 152 in the amount of \$1,765.29. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 114 – MOTION TO APPROVE THE PURCHASE OF A SPRING LOADED MANUAL QUICK CONNECT FOR THE BACKHOE BUCKETS FROM SOUTHEASTERN EQUIPMENT IN THE AMOUNT OF \$2,402.50.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of a spring loaded manual quick connect for the backhoe buckets from Southeastern Equipment in the amount of \$2,402.50. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 115 – MOTION TO TABLE THE PURCHASE OF TWO NEW 2025 ZT 72” REAR DISCHARGE MOWERS FOR THE PARK.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of insurance for the Springfest Event in the amount of \$415.05. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 116 MOTION TO APPROVE THE SALE OF THE OUTDOOR MOVIE THEATER EQUIPMENT ON GOVDEALS.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the sale of the outdoor movie theater equipment on GovDeals. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

SCHOOL CALENDAR QUOTE – Mrs. Windle stated that she received a quote to print the school calendar in the amount of \$11,018.56. She stated that she spoke with the school, and they told her that if the levy fails, then the school would not be able to pay for their portion of the calendar. After a brief discussion, the board decided not to go forward with the calendar if the school is not going to pay for their portion. It was noted that this is and always has been a school calendar and never contained anything that referred to or promoted the township.

REQUESTED FALL SOCCER STORAGE STRUCTURE AT THE PARK – Mr. McGuire stated that the soccer recreation league is asking permission to place their storage unit at the park as they have done in the past.

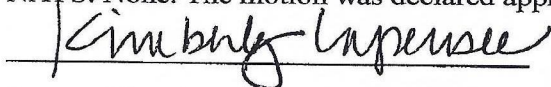
PARK BUILDING DISCUSSION – Mr. Willoughby stated that the architect should be finished with the drawings by the July meeting. He stated that he hopes to bid the project out by late July and have bids back by the August meeting.

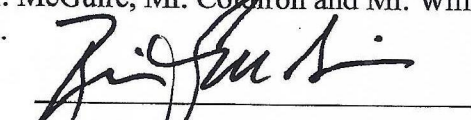
FIRE DEPARTMENT DESIGN – Mr. Willoughby stated that they continue to work on the design for the fire station and should have some construction estimates by the next meeting.

REQUEST FOR MEETING – Ms. Windle reported that BCFA is requesting a meeting with Madison Township, the City of Middletown, BCFA, and the owners representative Jim McCarthy to discuss the property on State Route 122 across from the Sonoco. After a quick discussion, the board decided that they would send Mr. Coldiron as the representative from the township.

ITEM 2025 – 117 – MOTION TO ADJOURN

Mr. Willoughby made a motion to adjourn the meeting at 7:20 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.


Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

JULY 16, 2025

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 2025 – 118 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of June 18, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 119 – MOTION TO APPROVE THE BILLS

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

ITEM 2025 – 120 – MOTION TO APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 121 – 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:	\$4,101,270.68
HRA Account:	\$16,929.07
STARR Ohio:	\$1,100,000.00 - Interest earned in June - \$4,164.68
Revenue to Date:	\$2,040,800.90
Expenditures to Date:	\$1,436,822.21
Payments June:	\$231,320.56

Fund Balances: \$474,361.87 General Fund/\$154,539.41 Road/Bridge Fund/\$387,731.89
Road Fund/\$3,278,125.11 Fire Fund/\$647,900.00 Park Fund
Total All Funds: \$4,068,023.67

Mr. Coldiron moved; Mr. Willoughby 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 – Lieutenant Justin Carroll reported the following for the month of June:

1. Fire – 24 incidents in June (six (6) fires, six (6) motor vehicle crashes and twelve (12) other runs).
2. EMS – 72 calls which resulted in forty-five (45) patients being transported (27 non- transports).
3. The percentage of ALS runs in Madison is unusually high at 38.6% when the national average is 10%. We have 476 total calls to date with 265 of them being transports.
4. June is PTSD awareness month and for first responders, the average is 33% vs 5% for everyone else. Suicide rates are also higher for first responders.
5. Mr. McGuire asked why our rates are so much higher than the national average. Chief Peters stated that most people who live in Madison like to stay in their homes vs going to a nursing home, will wait until they are very ill to call 911, and there are a higher number of 4-wheeler accidents.
6. Mr. Willoughby asked if there was anything else that the board could do to support first responders. Chief Peters stated no, the board gives us plenty of support.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that the following occurred during the month of May:

1. The second round of mowing is almost complete. ODOT has finished round 2 as well. Butler County will be here next week to complete their second phase of mowing along the county roadways.
2. The brush cutting is complete on Michael Road. They will have to do restoration on a bank on Michael another time due to the weather.
3. They have had 18 burials to date.
4. Trenton Franklin Road bridge is now open to traffic.
5. The round a bout is progressing, and they will begin to pave in the next couple of weeks.
6. They have a culvert to replace in August.

OLD BUSINESS:

- A. Vote on Whether to Request a Hearing from the Ohio Division of Liquor Control regarding Dolgen Midwest LLC, DBA Dollar General Store 22993 at 8381 Keister Road (2022). After a short discussion, the board made the decision to not request a hearing because if they already have a liquor license, then there is no sense in the township requesting a hearing.

NEW BUSINESS:

A. ITEM 2025 – 122 – MOTION TO APPROVE SENDING NUISANCE LETTERS TO 7421 KEISTER ROAD FOR JUNK AND DEBRIS AND FOR NOXIOUS WEEDS.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve sending nuisance letters to 7421 Keister Road for Junk and Debris and Noxious Weeds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

B. ITEM 2025 – 123 – MOTION TO APPROVE SENDING NUISANCE LETTERS TO 5480 MIDDLETOWN OXFORD ROAD FOR NOXIOUS WEEDS.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve sending nuisance letters to 5480 Middletown Oxford Road for noxious weeds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

C. ITEM 2025 – 124 – MOTION TO APPROVE SENDING NUISANCE LETTERS TO 7596 DARL DRIVE FOR ABATEMENT AND DEMOLITION OF A HOUSE.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve sending violation/nuisance letters to 7596 Darl Drive for the abatement and demolition of a house that burnt down in the spring. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEMS 2025 – 125 – MOTION TO APPROVE SENDING NUISANCE LETTERS TO 6250 GERMANTOWN ROAD FOR NOXIOUS WEEDS.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve sending violation/nuisance letters to 6250 Germantown Road for noxious weeds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. ITEMS 2025 – 126 - MOTION TO APPROVE THE PAYMENT TO OTARMA IN THE AMOUNT OF \$5,145.00 FOR AN ENDORSEMENT TO ADD THE NEW FIRE TRUCK/PUMPER TO OUR POLICY.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the payment to OTARMA in the amount of \$5,145.00 for an endorsement to add the new fire truck/pumper to our policy. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

F. ITEM 2025 – 127 - MOTION TO APPROVE THE PURCHASE OF A BRACKET FOR THE LIFEPAK FOR THE NEW HEART MONITOR FROM PENN CARE INC. IN THE AMOUNT OF \$2,925.00.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the purchase of a bracket for the LifePak for the new heart monitor from Penn Care Inc. in the amount of \$2,925.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEM 2025 – 128 – MOTION TO APPROVE THE LISTING OF THE FOLLOWING EQUIPMENT ON GOVDEALS – 2 STIHL BG 86 LEAF BLOWERS, 1 STIHL TS 460 CONCRETE/BLACKTOP SAW, AND 1 STIHL BACKPACK BLOWER.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the listing of the equipment on GovDeals. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

OUTSOURCING PAYROLL – Mrs. Lapensee stated that she had asked the board previously if they would okay with outsourcing payroll to free up time to do other things. She stated that Mrs. Windle was kind enough to get three price quotes for payroll – ADP, Paycor and Payroll Partners. She stated that they range in price from \$8,000 per year to \$10,500.00 per year. Mr. McGuire asked if the quotes could be sent to them to look over before they decided.

POTENTIAL DEVELOPMENT 881 MIDDLETOWN EATON ROAD – Mr. McGuire stated that a member of the board attended a meeting with the owner, the City of Middletown and Butler County to discuss potential commercial development of this property.

PARK SEPTIC SYSTEM DISCUSSION – Mr. Willoughby stated that he will send comments to the septic designer from the road department, and they will change the location of the building near the shelter. Mr. Willoughby showed the design to everyone and the only place that a septic field can be placed would be the very end of the parking area next to the other shelter. Mrs. Lapensee asked if the building could be moved next to the septic field so shorter the run of the pipe (cut the cost of the installation). Mr. Willoughby stated that they wanted the park restroom/concession stand to be in the middle of the park.

PARK BUILDING DESIGN – Mr. Willoughby went over the design of the new building.

CEMETERY GRANT – Mr. Willoughby stated that he and Mrs. Windle are planning on applying for cemetery grant money through the State of Ohio in the amount of \$10,000 to repair graves, perform surveys, etc.

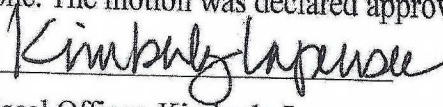
OPIOID SETTLEMENT – Mr. Willoughby asked the Board if they wanted to participate in the new Opioid Settlement through the State of Ohio and everyone agreed. Mrs. Lapensee stated that she will find the documents that we need to approve and sign and bring them back to the next meeting.

NEWSLETTER – Ms. Nichols stated that Mrs. Windle is ready to take over the newsletter and minor updates to the website. She stated that she will be lowering her monthly fee from \$850 to \$350 per month and will focus on the maintenance of the website.

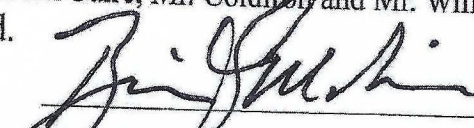
UNCLAIMED FUNDS – Mr. McGuire stated that he would encourage all residents and the townships to visit the state's website – www.unclaimedfunds.com – to see if they have any unclaimed funds. He stated that this is the same fund the state is using to give money to the Browns for their new stadium.

ITEM 2025 – 129 – MOTION TO ADJOURN

Mr. Coldiron made a motion to adjourn the meeting at 7:18 p.m. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

SPECIAL MEETING

AUGUST 7, 2025

The Madison Township Board of Trustees met this day in SPECIAL session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:00 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 – Absent.

PUBLIC COMMENTS:

None.

NEW BUSINESS:

Work session Discussion of the Fire Station Design and Cost

Mr. Willoughby stated that the Architect for the new fire station had some questions for the board and asked that we discuss a couple of issues regarding the design. They are:

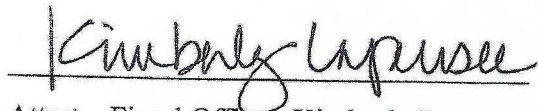
- Three bay vs Five bay building – Mr. Willoughby stated that the architect has presented two options building options. The first drawing has five bays with underground detention. He stated that the second drawing has three bays with detention in front of the building located along West Alexandria Road. Mr. Willoughby stated that there is an eight-foot drop from the front of the township building to the road. Mr. Willoughby stated that the underground detention will cost around \$267,000.00 vs the detention pond cost of \$39,000.00. There was a discussion on where detention could be located other than out front if they chose the 5-bay option. (The open lot next door where the septic system may be located or behind the township road garage where it could be released to the creek which is toward the rear of the property.) Mr. Willoughby stated that he would ask the architect if either of those options would be feasible. The board also discussed the 3-bay option vs five bay. The board decided that they would like to see the five-bay option be built so that it is all built at once and is ready for future growth and does not need to be added onto in the future.
- Depth of the Building – He has presented two options. Option 1 has a 70-foot depth with a cost of \$4,686,072.86. Option 2 has an 80-foot depth with a cost of \$5,286,434.69. The trustees discussed the two options. Chief Hall asked if we explore a 75-foot depth. He stated that his longest engine is around 35'-0" long and the ambulance is 30'-0" long. Mr. Willoughby stated that he will get back to the architect and ask for a quote for the third option of 75'-0" deep.
- Financing – Mr. Willoughby stated that the architect had given us some rough numbers on costs and how to pay for the new building. Mr. Willoughby stated that he suggested that we put down

\$2,700,000.00 on the new building and our loan amount would vary depending on the depth between \$2,586,434.69 and 1,986,072.84. Mr. Willoughby asked about the viability of using \$2,500,000.00 from the fire fund and \$200,000.00 from the general fund for the down payment which would leave the loan payment between \$186,083.76 and \$142,890.12 a year. He stated that we would have to apply for a loan through the USDA which would require us to have a continuous levy for the life of the loan (30 years). He stated that we would also sell the other three fire stations to generate money toward paying down the debt. Mrs. Lapensee stated that she will have to run some numbers to see if that is a viable option for the township. She reminded everyone that we will have to pay money out of the general fund for some of the public works benefits in 2026.

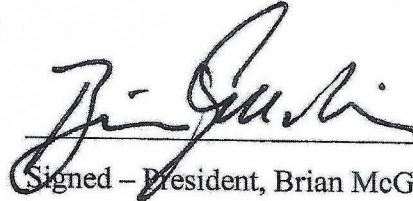
Decisions made by the board – The board agreed to move forward with a five-bay option, 75'-0" deep and finance with a USDA loan for a 30-year period hopefully using at least \$2,500,000.00 as a down payment. The storm water location is unknown currently.

ITEM 2025 – 130– ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 6:50 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

AUGUST 20, 2025

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:

Michelle Maddox, -- Kalbfleisch Road, stated that she wanted to thank Mr. Cassidy for fixing the roadway in front of her house due to the damage that was caused by a neighbor building a house across the street.

Mark Whiteman, -- Hetzler Road and President of the Madison Historical Society, stated that the cabin repairs have been completed with the help of the local carpenters union. He stated that he was extremely pleased that they helped make that project happen. He stated that the next Historical Society meeting will be on September 11, 2025, and they will have Indian artifacts. He also mentioned that Larry Helton will be the next President of the Historical Society.

ITEM 2025 – 131 – MOTION TO ADD EXECUTIVE SESSION TO THE AGENDA PER SECTION 122.22 (G) TO CONSIDER TO APPOINTMENT, EMPLOYMENT, DISMISSAL, DISCIPLINE, PROMOTION, DEMOTION, OR COMPENSATION OF A PUBLIC EMPLOYEE OR OFFICIAL.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to add Executive Session to the Agenda. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 132 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of July 16, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 133 – MOTION TO APPROVE THE BILLS

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

ITEM 2025 – 134 – MOTION TO APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 135 – 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:	\$4,022,239.44
HRA Account:	\$14,403.10
STARR Ohio:	\$1,100,000.00 - Interest earned in July - \$4,023.88
Revenue to Date:	\$2,129,694.26
Expenditures to Date:	\$1,633,920.43
Payments July:	\$192,957.97
Fund Balances:	\$476,923.55 General Fund/\$137,407.72 Road/Bridge Fund/\$386,068.27 Road Fund/\$3,208,031.77 Fire Fund/\$638,563.76 Park Fund
Total All Funds:	\$3,959,818.81

Mr. Coldiron moved; Mr. Willoughby 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 – Lieutenant Matt Green reported the following for the month of July:

1. Fire – 31 incidents in July (seven (7) fires, thirteen (13) motor vehicle accidents with injuries, and eleven (11) other runs).
2. EMS – 70 calls which resulted in forty-three (43) patients being transported (27 non- transports).
3. There was an incident on Franklin Madison Road this past week that they responded to.
4. Training was held in Monroe this past Saturday in their training towers (live burn). There were 5 instructors on site to give guidance and to go over the incident after reviewing what went right and wrong.
5. The first football game will be this Friday night, and we will have an EMS crew on site, and the school has agreed to pay the township this year again for providing the service.
6. Rescue 151 was taken to the Trenton garage for some leaks after it was fixed in Columbus.
7. Fire prevention supplies for the school were ordered and they will be there for fire drill training later this month.
8. Class A uniforms have been purchased for everyone and 90% of the costs were funded by the Elks.

ROAD/CEMETERY REPORT – Mr. Cassidy was absent.

OLD BUSINESS:

A. None.

NEW BUSINESS:

A. ITEM 2025 – 136 – MOTION TO APPROVE A CONTRACT WITH PAYCOR TO OUTSOURCE PAYROLL IN THE AMOUNT OF \$9,330.00.

Mr. McGuire stated that he is not in favor of spending this money on outsourcing payroll because he believes we have a fire station to pay for and wants to focus on the paying for that, and we may need some funds from the general fund to make the financing work.

Mrs. Lapensee stated that the total cost will be somewhere around \$6,000.00 a year, but she will check with them on the additional payroll for the volunteer firefighters.

Mr. Willoughby stated that he feels that we can discuss it after additional information is gathered.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to table this action. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

B. ITEM 2025 – 137 – MOTION TO APPROVE THE PAYMENT TO DAUBENMIRE PRINTING FOR THE 2025 FALL NEWSLETTER IN THE AMOUNT OF \$8,267.43.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the payment to Daubenmire Printing for the 2025 Fall Newsletter in the amount of \$8,267.43. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

C. ITEM 2025 – 138 – MOTION TO APPROVE SENDING NUISANCE LETTERS TO 5251 TRENTON FRANKLIN ROAD FOR NOXIOUS WEEDS.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve sending violation/nuisance letters to 5251 Trenton Franklin Road for noxious weeds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEMS 2025 – 139 – MOTION TO APPROVE SENDING NUISANCE LETTERS TO 5294 TRENTON FRANKLIN ROAD FOR NOXIOUS WEEDS.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve sending violation/nuisance letters to 5294 Trenton Franklin Road for noxious weeds. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. ITEMS 2025 – 140 - MOTION TO APPROVE SENDING NUISANCE LETTERS TO 6190 JO ANN LANE FOR NOXIOUS WEEDS.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve sending violation/nuisance letters to 6190 Jo Ann Lane for noxious weeds. Vote: AYES: Mr.

Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

F. ITEM 2025 – 141 - MOTION TO APPROVE AN AGREEMENT WITH LAYER 2 COMPUTERS FOR CYBERSECURITY PLAN AND TECH SUPPORT IN THE AMOUNT OF \$7,632.00

Mrs. Windle stated that House Bill 96 requires all governments and school districts to implement a cybersecurity program aligned with NIST or CIS standards by September 30, 2025. She stated that key provisions include prohibiting ransom payments without legislative approval, requiring incident reporting to the state, and offering free resources and training through programs like the Ohio Cyber Reserve. The goal is to protect public data and systems from cyberattacks like ransomware.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve an agreement with Layer 2 Computers for Cybersecurity Plan and Tech Support in the amount of \$7,632.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEM 2025 – 142 – MOTION TO APPROVE THE PAYMENT TO NATIONAL HOSE TESTING SPECIALTIES INC FOR THE 2025 FIRE HOSE TESTING IN THE AMOUNT OF \$5,054.40.

Chief Hall stated that we are required to test our hose every year, and we had all three trucks hose tested.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the payment to National Hose Testing Specialties Inc. for the 2025 Fire Hose testing in the amount of \$5,054.40. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

H. ITEM 2025 – 143 – MOTION TO APPROVE THE PAYMENT TO BOUND TREE FOR AN ELK LIFT IN THE AMOUNT OF \$1,750.00.

Lieutenant Green stated that purchasing this lift will help them to lift people off the ground by sliding it underneath them. He stated that it is airbag with a small pump and will help them lift to 980 lbs.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the payment to Bound Tree for an Elk Lift in the amount of \$1,750.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

I. ITEM 2025 – 144 – MOTION TO APPROVE THE POLICY ADDENDUM FOR THE FIRE DEPARTMENT PROCEDURES MANUAL.

Lieutenant Carroll stated that when they switched over from a Part-Time EMS company to a Part-Time Fire/EMS, they all had to switch retirement systems from OPERS to Social Security. He stated that during that process, they realized that the duties of the Fire Chief are not specified for that person to respond to fires. He stated that they would like to add language to their manual that specifies that the Chief can respond to fires if necessary.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the policy addendum for the Fire Department Procedures Manual. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

J. ITEM 2025 - 145 - MOTION TO APPROVE THE HIRING OF MALACHI MCLIN AND KENDALL GOSNEY AS A PART-TIME FIREFIGHTER/EMT PENDING PAPERWORK.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the hiring of Malachi McLin and Kendall Gosney as a Part-Time Firefighter/EMT pending paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

K. ITEM 2025 - 146 - MOTION TO ACCEPT 1.2 ACRES OF LAND FROM MT PLEASANT CEMETERY.

Mr. McGuire stated that we have been going back and forth with Mt. Pleasant Cemetery and the Church about the maintenance of a portion of the old cemetery. He stated that we used to maintain that portion, but recently we found out that we did not own it and were advised by legal counsel to stop maintaining a piece of ground that we did not own. He stated that the church has an attorney, and they have been demanding that we maintain it.

Mrs. Lapensee asked if the church was defunct, because if that church is still solvent, then we do not have to take possession of the land and maintain it.

Mr. McGuire stated that the church still has money to operate.

All board members agreed that we do not want to take ownership of that portion of ground and must maintain a portion of the cemetery unless we must by law.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to accept 1.2 acres of land from Mt. Pleasant Cemetery. Vote: AYES: None. NAYS: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. The motion failed.

L. ITEM 2025 - 147 - MOTION TO APPROVE THE PAVING OF THE ALLEY IN MILTONVILLE BEHIND THE ADDRESSES OF 4377, 4375, 4365, AND 4361 ELK CREEK ROAD.

Mr. McGuire stated that we have been receiving complaints about trucks entering the unimproved alley behind the fire station. He stated that he was asked by the residents in that area to improve the alley.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the paving of the alley in Miltonville on Elk Creek Road. Vote: AYES: None. NAYS: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. The motion failed.

DISCUSSION:

VACATION OF ALJEN ROAD – Mr. McGuire stated that we have a request to vacate Aljen Road. He stated that we had this same request some years ago and we thought it had been taken care of, but the road vacation was never filed with the county.

ITEM 2025 – 148 – MOTION TO APPROVE THE VACATION REQUEST OF ALJEN ROAD AS PRESENTED.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the vacation request of Aljen Road. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

GREAT MIAMI RIVER CLEAN SWEEP – Mr. McGuire stated that the Clean Sweep annual program will be held on September 20, 2025. He asked Mrs. Windle to let the county know we will participate in the program again this year.

FOOD TRUCK RALLY – Mr. McGuire stated that there will be a food truck rally at the park on Thursday, August 28, 2025, from 5:00 PM to 8:00 PM.

PARK BUILDING DESIGN – Mr. Willoughby stated that they have a final design for the park building and they are just waiting on an engineer's estimate and the septic tank permit to be filed with the state. He stated that he will also send a usage agreement to the schools to use the park.

FIRE HOUSE DESIGN – Mr. Willoughby stated that they did not meet this month to discuss the plans, but he did forward the outcome of the special meeting to the architect.

CEMETERY GRANT – Mr. Willoughby stated that they did apply for the cemetery grant but did not receive any funds this time.

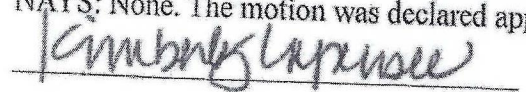
ITEM 2025 – 149 – MOTION TO ENTER INTO EXECUTIVE SESSION

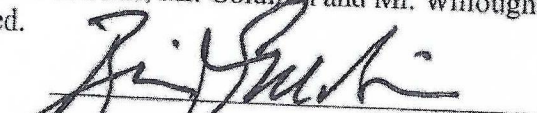
Mr. Coldiron made a motion to leave the regular meeting and enter into Executive Session to discuss personnel matters at 7:16 p.m. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

Mr. Coldiron made a motion to leave executive session at 7:34 PM and reenter the regular meeting. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

ITEM 2025 – 150 – MOTION TO ADJOURN

Mr. Coldiron made a motion to adjourn the meeting at 7:35 PM. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.


Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

SEPTEMBER 17, 2025

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:

Christine Matacic – Butler County Elderly Services (BCES). Mrs. Matacic stated that there are 77 people in Madison Township that are on this program. She stated that they have a levy on the ballot in November for a .7 mill increase, they currently have a 1.3 mill existing levy, and the increase will cost an additional \$50 per \$100,000 in value or \$4.00 per month. She stated that 80% of the levy pays for services. She stated that they contract with the Council on Aging for basic services for people on the program. She stated that most of these activities we all take for granted. She stated that these monies will also help people stay in an apartment vs going to a nursing home. She stated to qualify for the program, people must be 60 years or older and must meet certain requirements. She stated that their levy request is Issue 1 and they have not asked for an increase in 20 years. She stated that there has been a 79% increase in elderly people over this period and they have many people on their waiting list because they do not have the money to help them.

ITEM 2025 – 151 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of August 20, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 152 – MOTION TO APPROVE THE BILLS

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

ITEM 2025 – 153 – MOTION TO APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 154 – 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: \$3,886,710.13
HRA Account: \$9,3496.32
STARR Ohio: \$1,100,000.00 - Interest earned in August - \$4,165.84
Revenue to Date: \$2,195,923.26
Expenditures to Date: \$1,849,358.25
Payments August: \$219,838.88
Fund Balances: 471,027.30 General Fund/\$114,870.24 Road/Bridge Fund/\$372,886.24
Road Fund/\$3,091,659.22 Fire Fund/\$638,563.76 Park Fund
Total All Funds: \$4,933,821.44

Mr. Coldiron moved; Mr. Willoughby 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 – Assistant Chief Jordan Peters reported the following for the month of August:

1. Fire – 18 incidents in August (eight (8) fires, ten (10) other runs).
2. EMS – 84 calls which resulted in forty-one (41) patients being transported (43 non-transports).
3. Training this month was extraction with M&M Towing and was led by Lieutenant Green.
4. There has been an increase in COVID and there were 2 critical calls this month. Captain Shappelle reported that we had a call but were able to help the hospital with early notification for a stroke victim and respiratory patient with critical care on the scene.
5. The department was able to purchase an Elk Lift that will assist patients who have fallen and cannot get back up and will help the department to get patients to a cot without lifting the cot off the ground (which will eliminate back injuries). This lift will perform 15 lifts with one charge. 14% of the runs the department receives are for falls/lift assistance.

PUBLIC WORKS REPORT – Mr. Cassidy was absent. Mrs. Windle went through the Public Works Department report for the board.

1. Maintenance and Repair – the base repair on Ernestine is complete. All culvert pipes have been replaced on Dickey and No Mans Road. Paving in Rolling Meadows will be during the week of September 22nd.
2. Drainage – attended the annual BCEO stormwater meeting last month and there are no changes to our MS4 Stormwater Permit for now.
3. Roadside Mowing and Vegetation Control – we will begin round 4 of road mowing September 22nd.

4. Signage and Markings – new sign request by a resident on Streebe Road to install Flashing Curve signs on Preble County Line Road.
5. Snow and Ice control – plowing, salting, equipment readiness. Right now, it is too soon to start converting over equipment to get it ready for winter.
6. Cemeteries – ground maintenance. We have been spot mowing when needed. In August, we had 4 burials (MV-3 and EC-1). Nothing new to report on headstone, fencing or preservation in the cemeteries.
7. Parks – grounds and landscaping. We have been spot mowing in the park when needed. Clearing the woods for the new septic system will begin September 23rd by the Public Works Crew. Trees have been removed that had fallen along the trails.

OLD BUSINESS:

- A. None.

NEW BUSINESS:

A. ITEM 2025 – 155 – MOTION TO APPROVE THE PARTICIPATION IN THE PURDUE DIRECT SETTLEMENT WITH ONE OHIO.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the participation in the Purdue Direct Settlement with One Ohio. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

B. ITEM 2025 – 156 – MOTION TO APPROVE RESOLUTION 2025-03 A RESOLUTION TO ESTABLISH A SPECIAL REVENUE ACCOUNT IN THE UAN FOR OPIOID MONIES.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-03 a Resolution to Establish a Special Revenue Account in the UAN for Opioid Monies. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

C. ITEM 2025 – 157 – MOTION TO APPROVE RESOLUTION 2025-04 A RESOLUTION TO APPROVE LIGHTING ASSESSMENTS FOR 2025.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-04 A Resolution to Approve Lighting Assessments for 2025. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEMS 2025 – 158 – MOTION TO APPROVE RESOLUTION 2025-05 A RESOLUTION PETITION TO VACATE A PORTION OF ALJEN ROAD.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve Resolution 2025-05 A Resolution Petition to Vacate a Portion of Aljen Road. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. ITEMS 2025 – 159 - MOTION TO APPROVE THE PURCHASE OF 6,000 GALLONS OF PROPANE FROM WOOD PROPANE FOR THE PRE-BUY PRICE OF \$1.199 PER GALLON FOR A TOTAL AMOUNT OF \$7,194.00.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of propane from Wood Propane in the amount of \$7,194.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

F. ITEM 2025 – 160 - MOTION TO APPROVE A CONTRACT WITH LEGEND WEBWORKS LLC FOR A NEW WEBSITE COMPANY IN THE AMOUNT OF \$4,920.00

Mrs. Windle stated that she would like to hire a new company to redesign our current website. She stated that it will cost \$3,000.00 to do the work on the new design and then \$160.00 a month for hosting fees.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve a contract with Legend WebWorks LLC for a new website company in the amount of \$4,920.00.

Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEM 2025 – 161 – MOTION TO APPROVE AN AGREEMENT WITH PAINTING BY DAVID BARNES, LLC TO DO MAINTENANACE ON THE ROOF AND PAINT THE SIDING AND DOORS ON THE ADMINISTRATION BUILDING AND STORAGE BARN IN THE AMOUNT OF \$44,218.00.

Mrs. Windle stated that Mr. Cassidy is requesting that we hire Painting by David Barnes LLC to coat the roof and paint the building and doors before winter.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve an agreement with painting by David Barnes LLC. to do maintenance on the roof and paint the siding and doors on the administration building and storage barn in the amount of \$44,218.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

TRICK OR TREAT – will be held on October 31st from 6:00 to 8:00 PM.

LED SOLAR FLASHING CURVE WARNING SIGN – Mrs. Windle stated that Mr. Cassidy has received a request from a resident to install a curve warning sign on Preble County Line Road. She stated that Mr. Cassidy received a cost of \$4,758.00 from Kleem to install two signs. Mrs. Lapensee asked if that included the battery replacement and software package needed for the solar sign or will that be a separate charge? She stated that usually those signs require Wi-Fi because they gather data as cars pass the sign which is also subject to public records requests. The board asked for Mr. Cassidy to gather more information on those items.

PARK BUILDING – Mr. Willoughby stated that the park septic system plans have been submitted to the OEPA. He stated that the OEPA required some changes to the design which have also been resubmitted for approval.

FIRE HOUSE DESIGN – Mr. Willoughby stated that they met with the architect and went over changes to the design, appliances, floor plan, etc.

7596 DARL DRIVE – Mrs. Windle reported that they have made some progress with Darl Drive. She stated that they have worked on the vegetation and trees, and metal and are working to remove the car and tear the building down.

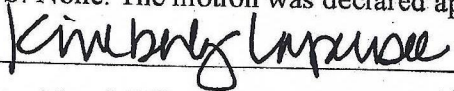
MOLD AT POSTTOWN FIRE STATION – Chief Peters stated that they will be getting some estimates for mold mitigation and to clean the vents for the fire station after mold was discovered there.

PARK BOOK BOXES – The book boxes have been installed at the park and are full of books for the children to use.

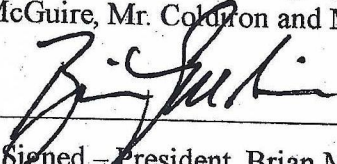
COMMENTS FROM THE BOARD – Mr. McGuire stated that he would like to read a statement. It is attached to this report.

ITEM 2025 – 162 – MOTION TO ADJOURN

Mr. Coldiron made a motion to adjourn the meeting at 7:23 PM. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

WORK SESSION

SEPTEMBER 17, 2025

The Madison Township Board of Trustees met this day in SPECIAL session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 7:30 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.

NEW BUSINESS:

FINANCE RESPONSIBILITIES – Mrs. Lapensee stated that she asked for the board to meet in a work session to discuss township job responsibilities. She stated that she feels that she needs to explain all that is required for the township as it relates to the finance department. She stated that in a typical township, here are the items that are necessary to be completed as required by the State Auditor's Office.

- **Payroll**

1. Biweekly – time worked is entered biweekly into the payroll system and posted. Once all EFT's and warrants have been printed, EFT file must be saved and then uploaded to the bank's website (First Financial Bank). All EFT's must be processed 2-days prior to pay day.
2. Monthly – Elected officials are paid monthly in the payroll system on the first day of the month. Once all EFT's and warrants have been printed, EFT file must be saved and then uploaded to the bank's website.
3. Biannual – Volunteer Firefighters and the Medical Director are paid biannually. The Fire Chief keeps track of the number of runs over a 6-month period. Volunteers are paid in June and November. (*all biweekly personnel who are also volunteers pay type must be changed in the computer in November because the Chief likes to hand out a paper check at the Christmas party). (Remember to change the pay type back to EFT after that volunteer check run).
4. Annual – W2's must be processed in January and given to all personnel by January 31st. All W-3's must be processed by the same date and filed with the IRS electronically. 1099's must also be processed and sent to the IRS by January 31st.
5. Leave Balances must be kept and checked for accuracy on a regular basis.

6. OPERS reports must be filed monthly by the end of the following month. There are no external email alerts that are sent to my email for any notifications. All alerts sent by OPERS are internal to the site.
 7. Unemployment reports must be filed quarterly by employee, social security number and total wages paid.
 8. Changes in withholdings must be processed from time to time at the request of the individual employees.
- Withholdings
 1. Biweekly – all withholdings must be processed in the payroll system and posted. Deferred Compensation must be paid to the state through the business gateway.
 2. Monthly – all withholdings must be paid to the State of Ohio monthly (Local School Taxes and State Income Taxes) through the business gateway.
 3. Quarterly – All local taxes must be filed and paid to all cities in which the employees live (courtesy withholding). A quarterly report must accompany the checks. All taxes are processed in the payroll system and posted.
 - Taxes
 1. Federal – all federal taxes must be posted and paid within 6 days of the posting of payroll if the amount is over \$50,000.00. Since we get paid on Thursdays, the payment must be filed with the IRS by Wednesday of the following week. A 941 tax form must be sent to the IRS quarterly with the proper attachments.
 2. State – all state taxes must be withheld and processed monthly through the gateway.
 3. Schools – all school taxes must be withheld and processed monthly through the gateway.
 4. Local – all local taxes must be withheld and processed quarterly. An annual report for each authority must also be filed.
 - Budget
 1. Tax Budget – Tax budget must have a public hearing in May/June and approved by the board by July 15th and submitted to the county no later than July 20th. A resolution approved by the board must accompany the budget.
 2. Final Appropriations – Temporary appropriations must be adopted before January 1st of each year. Final appropriations must be adopted before April 1st of each year. A resolution approved by the board must accompany the submittal of the budget to the county prior to April 1st.
 3. Revised Budget Appropriations – Revised appropriations must be adopted before December 31st of each year and submitted to the county budget commission for approval. A resolution approved by the board must accompany the submittal.
 4. Annual Report – The annual UAN report must be completed and then submitted through the Hinkle System (state auditors office). A management report must accompany the annual report.
 - Purchase Orders/Blankets – a PO shall be processed prior to any purchase the township makes. All purchases over \$3,000.00 must be approved by a resolution.
 1. Regular Purchase Orders – There are annual purchase orders that the FO processes each year because we have expenses that happen every year and each month (i.e. utilities, regular maintenance, etc.). When there is a purchase that is approved by the Trustees for a particular vendor, a PO must be entered into the accounting system, and that amount of

money is encumbered for that purchase/vendor. These are processed monthly as approved by the Board.

2. Blanket Purchase Orders – There are blanket PO's that are processed for many types of expenditures in all the funds per line item. (i.e. fuel, operating supplies, maintenance, etc.). A blanket PO can be used for multiple vendors.
3. Then and Now Purchase Orders – a then and now purchase order is for purchases that did not follow the numbers 1 or 2. This option is available in the accounting system because the money was available then and still available now. This process is not recommended. This is only used when someone makes a purchase and does not communicate that purchase to the FO and a PO or blanket has not been taken out prior to the purchase.

- Invoices

1. Received via email or mail – Invoices should be placed in the appropriate mailbox folder to the right of the FO door which are labeled "Invoices only" along with the packing slip.
 2. Credit Card Purchases – All credit card purchase receipts shall be placed in the appropriate mailbox folder on the door of the FO office which is labeled "Credit Card Receipts only". Do not place invoices in this area. Credit card payments are auto paid through First Financial on the 26th day of the month. The credit limit is \$5,000.00.
 3. Processed in the accounting system – All invoices are paid every other day and tend to be ready by Friday's and placed in the Trustees mailbox for signatures. Invoices are matched up with the packing slips prior to being paid. Please make sure all packing slips are placed in the invoice mailbox. This packing slip is proof that the township received the merchandise, and the bill can then be paid.
 4. Placed in the Trustees mailbox for signatures – They sign warrants at their leisure unless I send them a text message asking them to sign earlier.
 5. Statements – These are received once a month from a few vendors. Just because there may be a balance on the statement does not mean the bill has not been paid. Vendors tend to wait for large periods of time without cashing our checks. We also have employees who wait two to three months to cash in on their volunteer checks.
 6. W-9 – If you order from a new vendor, a W-9 is required. This ensures that the correct information is being entered into the accounting system. Invoices cannot be processed unless the vendor has been added to the system which requires a correct address. There are multiple vendors who have more than one address. **Please make sure you get the address where payments are to be mailed to.**
 7. Tax Exempt Forms – Before a vendor is set up and first purchase is made, please make sure that you get a tax-exempt form and send it to the vendor. **WE DO NOT PAY LOCAL TAXES.**
 8. There tend to be questions from time to time about an invoice or payment made to a vendor. It is easier for the employee who made the purchase to answer questions about payments with that vendor.
- Payments – There are also electronic payments that get processed in the accounting system and paid on-line. They are also placed in the Trustees mailbox for their signature, and they are aware of the payment being made. All HRA payments are electronic and must be tracked monthly so that the costs can be assigned appropriately by department and then reconciled at the end of the month.

- Deposits

1. Cash or checks received by the township for a variety of services – Once the staff receives these payments, they are taken to First Financial and deposited into our bank account. A deposit must also be processed in the accounting systems individually by fund/entity. These deposits are also given to the Board to sign so that they are aware of our deposits being made.
 2. EFT's received by the County, state or feds – we receive monthly deposits (2 times) by Butler County (Motor Vehicle Taxes and Local Government Funds). There is a county vendor site that must be accessed for our payments/backup paperwork. We receive our tax settlements twice a year from the county (April and September). We receive liquor permit money up to four times a year (Quarterly). We receive Opioid or grant money sporadically. Deposits are made in the same manner as cash or checks.
 3. EFT's received by a variety of insurance companies for EMS billing – We receive EMS billing every day. Once the bank statement is available to print, it is printed, and all the EMS deposits are entered individually at one time at the beginning of the month.
- Reconciliations – A reconciliation is required each month and must be signed by the Trustees. All deposits, electronic payments, and warrants must be verified each month and reconciled. If one deposit or payments cannot be verified, the month cannot be reconciled. Each prior month must reconcile. The accounting system will not let you skip a month. It is imperative that if you receive any grant money for any purpose, it should be communicated to the FO so that there is a paper trail for that money. All deposits must have a written backup of what the money has been received for. All payments must have an invoice or receipt of what money has left the account. The Auditor's office does check for these items when they do the audits.
 - Insurance – Each year the township must purchase Risk Insurance and Health related insurances. Typically, the FO needs to provide the financial data to get quotes.
 - Assessments – Each year in September, the FO processes lighting district assessments and the Board needs to approve lighting assessments and other assessments for nuisances that went unpaid from the previous year. All electric bills must be tracked monthly for this assessment.
 - Minutes – The FO is required to process minutes for each meeting. These minutes are completed monthly and approved by the Board at the next meeting. The minutes are then posted on the website (Linsay).
 - Public Records Request – The FO is required to keep all records. There are public record requests from time to time.
 - Meetings – the FO is required to attend a meeting once a quarter.
 - Training – the FO is required to take 18 hours of finance training in the first year of office and then 12 hours each year after that. They are also required to take Public Records Training every term (all elected officials are required to do that as well).
 - Grants – the FO tends to be the person who enters the financial information for grant reports or at least provides the information. All paperwork must be maintained for auditing purposes.
 - Requests for job verifications – These are processed when received.

There are no job descriptions for our positions within the township. I strongly recommend we adopt job descriptions, so it is abundantly clear whose job duty it is for all the tasks within the township.

There are also no finance policies for the township. It is recommended that we adopt finance policies so that spending limits/policies can be determined.

Mrs. Lapensee also went over the statutory requirements as listed in the Ohio Revised Code under Section 507 which outlines the Fiscal Officers Responsibilities. They are:

- Minutes
- Public Records
- Assessments
- Training
- Meeting Attendance

She stated that given the considerable number of responsibilities for the township and the fact that there is only one employee in the Finance Department, which is why she asked the board to allow her to outsource payroll. She stated that she felt that \$6,000.00 was not a large amount of money and hiring an outside company vs an employee will save time. She asked if it was not their intention to allow her to hire an outside company, then she would ask that all employees be required to receive their paychecks via EFT (including volunteers) and that we adopt finance policies that are clear and helps to streamline the process.

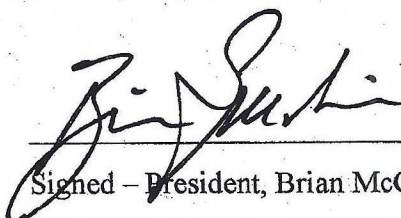
Mr. McGuire stated that he was worried about having Linsay helping Mrs. Lapensee because he did not want to pile too many job duties on her plate and overwhelm her.

ITEM 2025 – 163– ADJOURNMENT

Mr. Willoughby made a motion to adjourn the meeting at 8:30 p.m. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

OCTOBER 15, 2025

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:

Jayden Lawson – stated that he needs to complete an Eagle Scout project before April 2026 and he would like to raise money and install a musical instrument in the park. He showed the Board of Trustees multiple options to purchase and install in the park. He stated that he would like to place it near the other playground equipment in the mulch. The Board agreed with the project and the location.

ITEM 2025 – 164 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of August 20, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 165 – MOTION TO APPROVE THE BILLS

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

ITEM 2025 – 166 – MOTION TO APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 167 – 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: \$4,871,407.68

HRA Account: \$4,504.16

STARR Ohio: \$1,100,000.00 - Interest earned in September - \$4,161.80
Revenue to Date: \$3,381,843.40
Expenditures to Date: \$2,064,229.00
Payments September: \$82,176.66
Fund Balances: \$596,916.63 General Fund/\$233,936.15 Road/Bridge Fund/\$465,232.75
Road Fund/\$3,708,021.54 Fire Fund/\$635,876.90 Park Fund
Total All Funds: \$4,780,992.83

Mr. Coldiron moved; Mr. Willoughby 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 – Chief Kent Hall reported the following for the month of September:

1. Fire – 24 incidents in September (ten (10) fires, seven (7) motor vehicle accidents, and seven (7) other runs).
2. EMS – 100 calls which resulted in fifty-two (52) patients being transported (48 non- transports).
3. Training this month was truck checkoffs for all the members.

PUBLIC WORKS REPORT – Mr. Cassidy reported the following for the month of September.

1. Maintenance and Repair – pothole repairs on Mosiman and Hetzler. Retrace has been completed on Mosiman, Marts, Circle PKWY and Cloister Cliffs.
2. Drainage – attended the annual APWA Public Works Expo on 10/9/25.
3. Roadside Mowing and Vegetation Control – we started round 4 of road mowing September 30th.
4. Signage and Markings – additional curve warning signs were installed on Preble County Line Road.
5. Snow and Ice control – coming soon.
6. Cemeteries – ground maintenance. Mowing was packed away, and leaf mulching season has begun. They have also been trimming honeysuckles along the west and south fence of the cemetery. In September, we had 3 burials (MV-3 and EC-0). Roy has been repairing and re-installing old broken headstones in Miltonville Cemetery.
7. Parks – the crews are back to regular mowing. They also rented a brush grinder for a skid steer to clear the woods for the concession stand/bathroom leach field. Kestra York will be working on her Eagle Scout project by installing trail markers in the wooded trails with the assistance of the Public Works crew. Her brother built and installed the bat box, located in the park for his Eagle Scout project 3 years ago. Weekly inspections have been completed.

OLD BUSINESS:

A. None.

NEW BUSINESS:

A. ITEM 2025 – 168 – MOTION TO APPROVE RESOLUTION NO. 2025-06 A RESOLUTION ADOPTING A CYBERSECURITY POLICY FOR MADISON TOWNSHIP, BUTLER COUNTY, OHIO.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-06 Adopting a Cybersecurity Policy for Madison Township. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

B. ITEM 2025 – 169 – MOTION TO APPROVE RESOLUTION 2025-07 RESOLUTION ADOPTING A FINANCIAL POLICY FOR MADISON TOWNSHIP.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-07 a Resolution Adopting a Financial Policy for Madison Township. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

C. ITEM 2025 – 170 – MOTION TO APPROVE RESOLUTION 2025-08 A RESOLUTION MAKING APPLICATION FOR INCLUSION OF TERRITORY WITHIN SOUTHWEST REGIONAL WATER DISTRICT PURSUANT TO ORC 6119.05.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-08 A Resolution Making Application for Inclusion of Territory within the Southwest Regional Water District Pursuant to ORC 6119.05. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEMS 2025 – 171 – MOTION TO APPROVE A THEN AND NOW FOR THE HRA FOR THE ROAD DEPARTMENT FOR SEPTEMBER IN THE AMOUNT OF \$4,823.16.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a then and now for the HRA for the Road Department for September in the amount of \$4,823.16. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. ITEMS 2025 – 172 - MOTION TO APPROVE SELLING MISECELLANEOUS EQUIPEMENT ON GOVDEALS.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to sell the following equipment on GovDeals – Genesis Rescue System which includes Honda GX2000 power unit, Mini Cutter, Ram Cutter, Spreader, and 2 sets of 35' hydraulic lines, gas powered Honda GX160 5.5 ventilation fan, and a gas-powered Kawasaki FA130 ventilation fan.

Chief Hall stated that they no longer need these items because they now have battery powered rescue equipment.

Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

F. ITEM 2025 – 173 - MOTION TO APPROVE THE COST OF MOLD REMEDIATION AT STATION 152 BY TEASDALE FENTON IN THE AMOUNT OF \$689.94.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the cost of mold remediation at Station 152 by Teasdale Fenton in the amount of \$689.94.

Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEM 2025 – 174 – MOTION TO APPROVE A THEN AND NOW FOR ATLANTIC EMERGENCY SOLUTIONS IN THE AMOUNT OF \$3,495.00.

Chief Hall stated that there was a delay in receiving these invoices from July for pump testing the equipment.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a then and now for Atlantic Emergency Solutions in the amount of \$3,495.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

PARK BUILDING – Mr. Willoughby stated that he talked to Butler County Zoning, and we meet the zoning requirements for the new building. He stated that the architect has completed the park building documents for the building and the septic field. He stated that he is asking for the board to approve the documents.

Mr. McGuire made a motion to add Item H to the agenda to approve the Park Building Documents. Mr. Willoughby seconded the motion. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

H. ITEM 2025 – 175 – MOTION TO APPROVE THE PARK BUILDING & SEPTIC FIELD BID DOCUMENTS FOR THE PARK AND AUTHORIZE ADVERTISEMENT.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the Park Building & Septic Field Bid Documents for the Park and Authorize Advertisement. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

FIRE HOUSE DESIGN – Mr. Willoughby stated that they met with the architect and went over changes to the design, water connections, storm, electrical and mechanical systems, etc. He affirmed that we would need to submit a Board of Zoning Appeals application for a conditional use permit prior to receiving a permit for the new fire station. He stated that the architect should have the plans completed by November.

SOUTHWEST REGIONAL WATER DISTRICT PLANS FOR THE TOWNSHIP – Mr. Willoughby stated that he met with the SWRWD, and they have plans to replace water lines in the West Middletown area at a cost of \$1,300,000.00 in 2026 and Mosiman Road in two phases starting in 2027 at a cost of \$2,054,000.00.

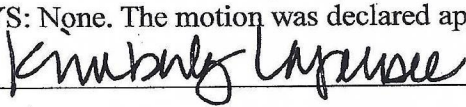
DRIVEWAY APRON AT 7665 WEST ALEXANDRIA ROAD – Mr. Cassidy stated that last year the county hired the contractor to pave our roads in the township. He stated that there was an issue with one of the aprons. He stated that he did call the county about it. He stated that recently an oversized truck with hauler got stuck on the apron where it touches the roadway and the owner is now complaining again about the apron never getting fixed the right way. The board discussed ORC Section 5543.16 which states that the owner is responsible for the maintenance of their own aprons. Mr. Cassidy stated that since it has been over a year since it got paved, there is nothing the county can do at this time.

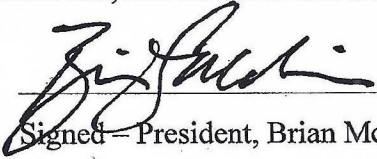
ANNUAL SERVICE CONTRACT FOR 4ACES PLUMBING AND SEPTIC SERVICES – Mrs. Windle stated that we received a contract for service in the mail from 4Acres. She asked the Board if we approve it every year. The Board stated that we do not have an annual contract with them for service and only call them when needed.

7596 DARL DRIVE – Mrs. Windle reported that they have made some progress with Darl Drive. She stated that they have removed the vehicle, the house has been demoed, they have hauled away some of the debris and will continue to remove more.

ITEM 2025 – 176 – MOTION TO ADJOURN

Mr. Coldiron made a motion to adjourn the meeting at 7:16 PM. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.


Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

NOVEMBER 19, 2025

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:

Kestra York – Eagle Scout Project. Mr. McGuire stated that he wanted to thank Ms. York for all her hard work in completing this project in the park. Her YouTube Video was played that she filmed to complete the project which depicts where the markers were installed. Ms. York stated that she mapped out all the trails (GPS), and all the markers should help everyone get back to their vehicles. She granted the township permission to post her video on the township's website.

ITEM 2025 – 177 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of October 17, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 178 – MOTION TO APPROVE THE BILLS

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

ITEM 2025 – 179 – MOTION TO APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 180 – 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: \$4,659,441.92

HRA Account: \$13,804.51

STARR Ohio: \$1,100,000.00 - Interest earned in October - \$3,974.57
Revenue to Date: \$3,465,113.27
Expenditures to Date: \$2,297,586.20
Payments October: \$244,727.26
Fund Balances: \$552,569.00 General Fund/\$202,784.86 Road/Bridge Fund/\$463,642.97
Road Fund/\$3,607,739.71 Fire Fund/\$635,876.90 Park Fund
Total All Funds: \$4,631,572.05

Mr. Coldiron moved; Mr. Willoughby 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 – Chief Kent Hall reported the following for the month of September:

1. Fire – 29 incidents in October (four (4) fires, ten (10) motor vehicle accidents, and fifteen (15) other runs).
2. There was an animal rescue on Michael Road that occurred this past month in which Reilly Township Fire Department was called in to assist the township in extracting a blind horse from a neighbor's pond.
3. Training this month was pump training and next month there will be policies and procedures.
4. The new fire truck was sent in for an oil leak.
5. Christmas Trees will be delivered this weekend.
6. Christmas Party for the department will be on December 12 in Trenton.
7. Volunteers are needed for the Santa Run that will continue to be held on December 24th.
8. Assistant Chief Peters reported that Duke Energy will be replacing baffles in their stacks, and they will need to lower their employees/contractors into the stacks to accomplish this task. They will also be cutting the stacks in half to replace the bottom. The Fire Department has communicated to them that if there are any injuries during the process of these tasks, they will have to call 911 and the Butler Tech Rescue Team, Liberty Townships Tower and EMA will be called to respond.
9. EMS – 89 calls which resulted in forty-five (45) patients being transported (44 non- transports).

PUBLIC WORKS REPORT – Mr. Cassidy reported the following for the month of September.

1. Maintenance and Repair – Rolling Meadows paving is complete.
2. Drainage – Crews will be completing ditch cleanouts on four (4) ditches in the next couple of weeks.
3. Roadside Mowing and Vegetation Control – Round 4 of the road mowing has been completed and finished for the season. They are still working on reach arm mowing along the roadsides.
4. Signage and Markings – all signs that have been stolen over the last year have been replaced.

5. Snow and Ice control – all trucks are ready for the snow and ice season. The crew salted hillsides and curves on November 10th.
6. Cemeteries – ground maintenance. Mowing and mulching leaves are done for the season.
7. Burial Services – There were no burials this month.
8. Repairs and Preservation – All graves from summer burials have been graded and seeded for the winter. Due to the drop in temperatures, all outside work on headstones has ended. They may work on some repairs inside.
9. Seasonal Upkeep – Nothing to report currently.
10. Parks – Grounds and Landscaping. Mowing has ended for the season.
11. Facilities and Structures. The bid process for the new concession/bathroom/storage building is ongoing.
12. Trails and Walkways. Kestra York and her crew have finished the installation of the trail markers on the wooded trails.
13. Safety Inspections. The crew installed the new park rules sign. There is one large sign as you enter the park and there are smaller signs on each shelter.
14. Events and Community Use. Nothing to report currently.
15. Building Maintenance. Painting for the administration and road buildings are complete. They will be back in the spring to repaint some areas on the big garage doors due to inconsistency in the sprayer. The roof repairs were also completed and come with a ten (10) year warranty. The fence was also installed around the outside/front area of the last set of garages, and the trash dumpster and fuel pumps have been moved inside this area. They are still waiting for the electrician to finish the wiring for the new fuel pumps. The old fuel station has been dismantled.

OLD BUSINESS:

- A. None.

NEW BUSINESS:

- A. **ITEM 2025 – 181 – MOTION TO APPROVE A THEN AND NOW FOR THE HRA FOR THE ROAD DEPARTMENT FOR OCTOBER IN THE AMOUNT OF \$5,607.61.**

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a then and now for the HRA for the Road Department for October in the amount of \$5,607.61. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

- B. **ITEM 2025 – 182 – MOTION TO APPROVE THE TRUSTEES HEALTHCARE REIMBURSEMENTS FOR 2025 IN THE AMOUNT OF \$15,869.92.**

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the Trustees Healthcare Reimbursements for 2025 in the amount of \$15,869.92 (Tim Coldiron \$3,546.40, Brian McGuire \$5,491.72, Jeff Willoughby \$6,831.80). Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

- C. **ITEM 2025 – 183 – MOTION TO APPROVE WORKERS COMPENSATION PREMIUMS FOR 2026 IN THE AMOUNT OF \$35,064.00.**

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Workers Compensation Premiums for 2026 in the amount of \$35,064.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEMS 2025 – 184 – MOTION TO RESCIND RESOLUTION 2025—05 AND TO APPROVE A REVISED RESOLUTION TO PETITION TO VACATE A PORTION OF ALJEN ROAD IN MADISON TOWNSHIP, BUTLER COUNTY, OHIO.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to rescind Resolution 2025-05 and to approve a Revised Resolution to Petition to Vacate a Portion of Aljen Road in Madison Township. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. ITEMS 2025 – 185 - MOTION TO APPROVE RESOLUTION 2025-10 AUTHORIZING THE FISCAL OFFICER TO ENTER INTO A TREASURY MANAGEMENT SERVICES AGREEMENT WITH FIRST FINANCIAL BANK.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve Resolution 2025-10 Authorizing the Fiscal Officer to enter into a Treasury Management Services Agreement with First Financial Bank.

Mrs. Lapensee stated that this agreement will be for five years and she would recommend staying with First Financial due to their great customer service.

Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

F. ITEM 2025 – 186 - MOTION TO APPROVE RESOLUTION 2025-11 A RESOLUTION AUTHORIZING A JOINT AGREEMENT BETWEEN THE BUTLER COUNTY ENGINEER'S OFFICE AND THE BOARD OF TOWNSHIP TRUSTEES OF MADISON TOWNSHIP FOR THE RETRACE OF TOWNSHIP ROADWAYS FOR 2026.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-11 to approve a resolution authorizing a joint agreement between the township and the county for the retrace of roadways in 2026 in the Amount of \$7,333.02.

Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEM 2025 – 187 – MOTION TO APPROVE RESOLUTION 2025-12 TO ACCEPT THE AMOUNTS AND RATES FOR FISCAL YEAR 2026 AS CERTIFIED BY THE BUDGET COMMISSION.

Mrs. Lapensee stated that the Budget Commission approved the rates that we submitted in our Tax Budget for Fiscal Year 2026.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the amounts and rates for Fiscal Year 2026 as Certified by the Budget Commission. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

H. ITEM 2025 – 188 – MOTION TO APPROVE THE PAYMENT TO ADD THREE COMPUTERS TO THE LAYER 2 COMPUTERS/IT CYBERSECURITY AGREEMENT, INCREASING THE COST FROM \$636.00 TO \$753 PER MONTH.

Mrs. Windle stated that the additional cost for the year will be \$1,287.00 for the remaining 11 months and will include the three computers for the trustees.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the payment to add (3) computers to the Layer 2 Computers/IT Cybersecurity Agreement in the amount of \$1,287.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

I. ITEM 2025 – 189 – MOTION TO APPROVE A TWO (2) YEAR MAINTENANCE AGREEMENT WITH THE CITY OF TRENTON FOR FIRE EQUIPMENT.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a two (2) year maintenance agreement with the City of Trenton for Fire Equipment. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

J. ITEM 2025 – 190 – MOTION TO APPROVE THE PAYMENT TO ALDATEC FOR THE 2026 ANNUAL SUBSCRIPTION IN THE AMOUNT OF \$3,881.93.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the payment to Aldatec for the 2026 Annual Subscription in the amount of \$3,881.93. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

K. ITEM 2025 – 191 – MOTION TO APPROVE A CHANGE ORDER IN THE AMOUNT OF \$3,867.00 FOR SIMPSON FENCE IN THE TOTAL AMOUNT OF \$14,373.00.

Mr. Cassidy stated that he missed a gate on the original estimate which accounts for the additional amount on the final bill resulting in the final cost of \$14,373.00.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the change order in the amount of \$3,867.00 for Simpson Fence for a total amount of \$14,373.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

L. ITEM 2025 – 192 – MOTION TO APPROVE A CHANGE ORDER IN THE AMOUNT OF \$20,446.00 FOR NORMAC FOR THE 2025 PAVING PROGRAM IN THE TOTAL AMOUNT OF \$173,446.00.

Mr. Cassidy stated that the project required an additional 216 tons of asphalt to complete the project. He stated that the additional tons were discounted at a rate of \$80.00 per ton.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the change order in the amount of \$20,446.00 for Normac for the 2025 Paving Program for a total amount of \$173,446.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

M. ITEM 2025 – 192 – MOTION TO APPROVE THE LISTING OF THREE (3) 500 GALLON FUEL TANKS ON GOVDEALS FOR THE ROAD/FIRE DEPARTMENTS.

Mr. Cassidy stated that he would like to sell one (1) 500-gallon single wall gas tank with concrete dike and two (2) 500-gallon single wall diesel tanks with concrete dikes. He stated that the money received from the items will be split between the fire and road departments.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the listing/sale of the 3 tanks on GovDeals. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

PARK BUILDING – Mr. Willoughby stated that the bids for the building are due on Friday.

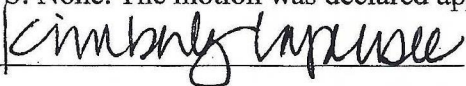
PARK BUILDING DEDICATION FOR VETERANS – Mr. Willoughby stated that he would also like to install poles with flags on them which would display a picture with names of veterans for those who have served in this community. Mr. Cassidy suggested that if we install lighting in the parking lot, the flags could be installed on those poles.

PARK PLAYGROUND EQUIPMENT – Mr. Willoughby stated that he would also like to install more playground equipment for the park near where the existing equipment is located.

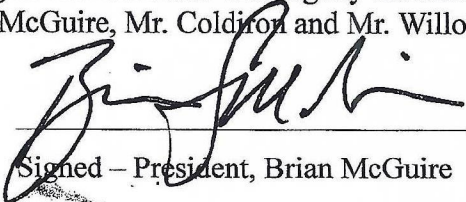
FIRE HOUSE DESIGN – Mr. Willoughby stated that they met with the architect and went over the final designs. He stated that they are going to work with USDA to see if they can get financing for the project.

ITEM 2025 – 193 – MOTION TO ADJOURN

Mr. Coldiron made a motion to adjourn the meeting at 7:12 PM. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

SPECIAL MEETING

DECEMBER 3, 2025

The Madison Township Board of Trustees met on this day in SPECIAL session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:00 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.

NEW BUSINESS:

- A. Discussion regarding the current bid submissions for Park Building Construction and Park Building Septic System Construction. Mr. Willoughby stated that we received bids this past week for the park building construction and septic system. He consulted with the County Prosecutor's Office and Per ORC (153.12), the township can only accept bids that are no more than 20% of the engineer's estimate. He stated that we will need to reject the bids and issue new documents with the new amounts and readvertise. Mr. Willoughby stated that we have received a new engineer's estimate at \$325,000 for the building and \$30,000 for the site work for a total of \$355,000.00. Mr. Willoughby stated that the bids for the septic system are fine and do not need to be rebid and can be approved at the next meeting.

ITEM 2025 – 194 – MOTION TO REJECT THE BIDS FOR THE PARK BUILDING.

Mr. Coldiron made a motion to reject all bids received for the construction of park building. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

- B. Approval to issue a Rebid for the Park Building Construction.

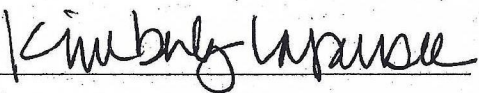
ITEM 2025 – 195 – MOTION TO APPROVE THE ISSUANCE OF NEW BID DOCUMENTS FOR THE CONSTRUCTION OF THE PARK BUILDING WITH NEW DATES AND NEW ENGINEERING ESTIMATES.

Mr. Coldiron made a motion to approve the issuance of new bid documents for the construction of the park building with new dates and engineering estimates. Mr. Willoughby seconded the

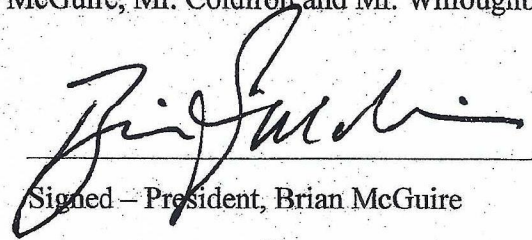
motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

ITEM 2025 – 196– ADJOURNMENT

Mr. Coldiron made a motion to adjourn the meeting at 6:10 p.m. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

DECEMBER 17, 2025

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:

Chris Widener – WDC Group, introduced himself and spoke about the plans for the fire station. He introduced Ashley Kelly who was the former regional director of the USDA. Mr. Widener suggested that the township enter into an amended agreement with WDC so that they can hire Mr. Kelly to assist the township with the application process for funds to pay for the new fire station. He stated that the amendment will cost the township an additional \$29,700.00.

Mr. Widener stated that we will need to complete a preliminary architectural report (which is almost complete and WDC will need to finish) and an environmental report for the parcel. He stated that they also have a quote for a consultant to complete the environmental report. The cost will be \$7,140.00.

Mr. Widener stated that Mr. Kelly will assist the borrower to get the loan, the USDA will then obligate the money for the project and then help the township move forward with using the money. He stated that there are no current project applications to date and the funds will be available starting February 1st. Mr. Kelly stated that the township will need to pass a motion to accept the quote and authorize the contract to satisfy the requirements for the USDA loan.

ITEM 2025 – 197 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of November 19, 2025, and the special meeting of December 3, 2025, as presented.

Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 198 – MOTION TO APPROVE THE BILLS

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

ITEM 2025 – 199 – MOTION TO APPROVE THE ROAD SIGN CHECKS

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

ITEM 2025 – 200 – 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: \$4,543,414.39
HRA Account: \$12,546.30
STARR Ohio: \$1,100,000.00 - Interest earned in November - \$4,002.77
EMS Billing to Date: \$342,129.77
Revenue to Date: \$3,521,564.33
Expenditures to Date: \$2,666,976.43
Payments November: \$366,056.48
Fund Balances: \$537,939.15 General Fund/\$198,322.69 Road/Bridge Fund/\$269,138.96
Road Fund/\$3,499,412.51 Fire Fund/\$635,876.90 Park Fund
Total All Funds: \$5,441,844.33

Mr. Coldiron moved; Mr. Willoughby 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 November:

1. Fire – 26 incidents in November (five (5) fires, eight (8) motor vehicle crashes and thirteen (13) other runs).
2. EMS – 85 calls which resulted in forty-nine (49) patients being transported (36 non- transports).
3. Training – The training for December was policy and procedures.
4. Awards – There will be annual awards for the fire department at the January trustees meeting.
5. Santa Run – The Santa Run is still scheduled for December 24th and will begin at 12:00 p.m.
6. Duke Energy project – The baffle replacement project has been completed for 3 of the towers. The remaining towers will be completed in 2026.

ROAD/CEMETERY REPORT – Mr. Cassidy reported that the following occurred during the month of May:

1. Roads – they have repaired potholes on Prichard and Hetzler and installed road markers on Erika, Norma and Middlemoor for the snowplows. They cleaned out ditches along Hetzler for better storm drainage. The Road crew has also responded to snow occurrences on 4 different times from November 12 to December 16 which resulted in 189 man hours, 150 tons of salt. This resulted in \$7,891.00 in overtime or \$44,715.00 for salt/OT/Equipment use.

2. Cemeteries – there were no burials this month and performed minimal trimming along the fence lines. There was one headstone that was flagged this month for repairs and the crew will bring that headstone inside to work on this winter and reinstall in the spring.
3. Park – the road crew dug and located the 4” conduit that was installed under the parking lot before it was paved. This conduit will be used to run electricity from the existing building out to the new concession stand/restroom. Both ends have been marked for the contractor. Fallen trees were removed from the trail and weekly inspections of the playground equipment were completed.
4. Building and Property Maintenance – we had water backup into the shop area because a flood drain was clogged. It was determined that the oil separator tank was never connected to the septic system as indicated on the plans. They plan to work on that connection to the septic tank in the spring. For now, they had the drain cleaned out. The electrician has completed hooking up the electricity to the fuel pumps. The public works crew also dug out the area where the old pumps were located and replaced it all with blacktop.

OLD BUSINESS:

**A. ITEM 2025 – 201 – MOTION TO APPROVE RESOLUTION 2025-13
RESOLUTION TO ENTER INTO AN AGREEMENT WITH THE CITY OF
TRENTON FOR VEHICLE MAINTENANCE.**

Mrs. Lapensee stated that the City of Trenton requested that our Law Director sign the contract and the Prosecutors Office requested that it be done by Resolution.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-13 a Resolution to Enter into an Agreement with the City of Trenton for Vehicle Maintenance. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

NEW BUSINESS:

**B. ITEM 2025 – 202 – MOTION TO CREATE A VFDF BOARD FOLLOWING THE
ORC CHAPTER 146 AND COMPLETE THE ANNUAL CERTIFICATION.**

Chief Hall stated that we are required to create this board every year. He recommends that we place Chief Hall, Jordan Peters and Linsay Windle on the board along with two elected officials.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to create the VFDF Board by placing Chief Hall, Jordan Peters, Linsay Windle, Tim Coldiron and Brian McGuire on the board. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**C. ITEM 2025 – 203 – MOTION TO APPROVE RESOLUTION 2025-14 A
RESOLUTION ADOPTING THE 2026 PERMANENT APPROPRIATIONS BY
ATTACHED FUND TOTALS FOR FISCAL YEAR COMMENCING JANUARY 1,
2026.**

Mrs. Lapensee stated that she made the changes suggested by Public Works Manager Cassidy and that we will be approving expenditures in the amount of \$4,092,367.00 between all the funds.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to Resolution 2025-14 a Resolution Adopting the 2026 Permanent Appropriations by Attached Fund Totals for Fiscal Year Commencing January 1, 2026. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEM 2025 – 204 – MOTION TO APPROVE RESOLUTION 2025-15 A RESOLUTION ADOPTING FINAL REVENUE AND APPROPRIATIONS BY ATTACHED FUND TOTALS FOR FISCAL YEAR 2025.

Mrs. Lapensee stated that the final revenues for 2025 totaled \$3,521,564.33 and the appropriations totaled \$4,417,491.20.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-15 a Resolution Adopting Final Revenues and Appropriations by Attached Fund Totals for Fiscal Year 2025. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. FIRE LEVY RENEWAL DISCUSSION.

The board discussed the fire levy options for either its renewal of 3 mills at the existing valuation that was approved in 2022 or placing a continuous fire levy on the ballot at the end of 2026. Mr. McGuire stated that he has talked to the prosecutor's office several times about this issue and we need to decide what type of levy we want to place on the ballot. He stated that we can either renew the existing levy we have – 3 mills that will end at the end of 2027 or put a new continuous levy on the ballot that would be a lower millage due to the increase in valuation of the properties that will occur across the county. Mr. Willoughby stated that we originally thought that a continuous levy would be needed to apply for a USDA loan for the fire station, but we can use the inside millage of the general fund for that application process. There was a discussion about both options and the board decided to wait until the end of 2026, but the best thing to do would be to renew the existing 3 mill levy.

F. ITEMS 2025 – 205 - MOTION TO ACCEPT THE BIDS AND APPROVE THE CONTRACT WITH MIAMI VALLEY SITE WORK LLC. FOR THE PARK BUILDING SEPTIC SYSTEM IN THE AMOUNT OF \$69,750.00.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to accept the bids (Miami Valley Site Work LLC \$69,750.00 and Majors \$114,000.00) and approve the contract with Miami Valley Site Works LLC. for the Park Building Septic System in the amount of \$69,750.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEM 2025 – 206 - MOTION TO APPROVE AN AMENDED AGREEMENT WITH WDC GROUP INC. FOR THE FIRE HOUSE USDA LOAN ASSISTANCE IN THE AMOUNT OF \$29,700.00.

Mr. Widener stated that he recommends that the township hire Ashley Kelly to assist them with the paperwork for the USDA loan application that will be needed for the fire station. He stated that he provided an amended agreement with WDC that will provide that service to the township at a cost of \$29,700.00.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve an amended agreement with WDC Group, Inc. for the Fire House USDA Loan Assistance in the amount of \$29,700.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

H. ITEM 2025 – 207 – MOTION TO APPROVE AN AGREEMENT WITH GLCAP/RCAP TO COMPLETE A USDA ENVIRONMENTAL REPORT FOR THE FIRE STATION LOAN IN THE AMOUNT OF \$7,140.00.

Mr. Widener stated that we also need to complete an environmental report as part of the application process for the fire station. He recommends that we hire GLCAP/RCAP to complete the assessment for a cost of \$7,140.00.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve an agreement with GLCAP/RCAP to complete a USDA environmental report for the fire station loan in the amount of \$7,140.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

I. ITEM 2025 – 208 – MOTION TO APPROVE THE MAX COMPENSATORY TIME THAT IS ALLOWED TO BE BANKED FROM 120 HOURS TO 200 HOURS FOR FULL-TIME EMPLOYEES.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the max compensatory time that is allowed to be banked from 120 hours to 200 hours for Full-Time employees. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

J. ITEM 2025 – 209 – MOTION TO APPROVE SALT PURCHASE THROUGH COMPASS MINERALS FOR 2025 TO 2026 IN THE AMOUNT OF \$38,560.00.

Mr. Cassidy stated that he has purchased salt and will need to purchase more salt for the 2025-2026 snow season. He is requesting that the board approve the purchase of 400 tons of salt that costs \$96.40 a ton.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of salt through Compass Minerals for 2025 – 2026 snow season for a cost of \$38,560.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

OATH OF OFFICE – Trustees McGuire and Willoughby were sworn in December 4th in Liberty Township.

ELECTRIC AGGREGATION PERFORMANCE REPORT – Ms. Windle provided the board with the latest performance report for the 3rd quarter. She stated that residents have saved on average \$35.00 from AES's/\$45.00 from Duke's pricing.

PARK BUILDING DESIGN – Mr. Willoughby stated that the park bids for the concession stand/restrooms are due back on 12/23/2025. He requested that the board meet in special session at the beginning of January to approve the bids.

MYAA CONCESSION HEALTH DEPT PERMIT – Mr. Willoughby stated that there will be no raw food for the concession stand and it would be mostly for cold items and drinks. He stated that they will be looking for a group to run/use it. It was suggested that individual cages be placed within the building to give storage space to each group to use that can be locked up.

FIRE HOUSE DESIGN – Mr. Willoughby stated the architect continues to work on the design for the building. He stated that the areas are now set and they are working on details but are close to completion. Mrs. Lapensee asked how much the payment would be for the loan. Mr. Willoughby stated that if they borrow \$2M the payment would be \$150,000.00 and for \$2.5M \$175,000.00.

ORGANIZATIONAL MEETING – Mr. McGuire suggested that we schedule the organizational meeting and special meeting together. He suggested that we meet on January 7 @ 6:00 PM.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to set the date of January 7, 2026 @ 6:00 PM to have an organizational meeting and special meeting to discuss/approve bids for the park building. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 210 – MOTION TO ENTER INTO EXECUTIVE SESSION

Mr. Coldiron made a motion to leave the regular meeting and enter into Executive Session per ORC Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, or compensation of a public employee at 7:44 p.m. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

Mr. Coldiron made a motion to leave executive session at 8:10 PM and reenter the regular meeting. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

K. ITEM 2025 – 211 – MOTION TO APPROVE A 3% PAY INCREASE FOR THE PUBLIC WORKS DEPARTMENT EMPLOYEES BEGINNING THE FIRST PAY PERIOD IN JANUARY.

Johnny Cassidy – increase from \$36.05 to \$37.13, Vacation – 6 weeks, Personal Days – 6, Floating Holiday – 1.

Zach Friend – increase from \$24.72 to \$25.46, Vacation – 3 weeks, Personal Days – 6, Floating Holiday – 1.

Chris Saylor – increase from \$31.93 to \$32.88, Vacation 6 weeks, Personal Days – 6, Floating Holiday – 1.

Roy Slade – increase from \$26.26 to \$27.05, Vacation 3 weeks, Personal Days – 6, Floating Holiday – 1.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a 3% pay increase for the public works department employees beginning the first pay period in January (Jan 5th). Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

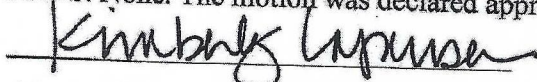
L. ITEM 2025 – 212 – MOTION TO APPROVE AN 8% PAY INCREASE FOR THE OFFICE MANAGER BEGINNING THE FIRST PAY PERIOD IN JANUARY.

Linsay Windle – increase from \$25.00 to \$27.00

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve an 8% pay increase for the Office Manager beginning the first pay period in January (January 5th). Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 213 – MOTION TO ADJOURN

Mr. Coldiron made a motion to adjourn the meeting at 8:13 PM. Mr. Willoughby seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.


Attest – Fiscal Officer, Kimberly Lapensee


Signed – President, Brian McGuire