

**MADISON TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**MARCH 25, 2026**

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

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

**PUBLIC COMMENTS:**

Rich Surace – Energy Alliances. Mr. Surace went over the parameters for the renewal contract for electric aggregation. He stated that our contract will end in May and we need to start the process of collecting bids to see what kind of rates we can get. He asked that we place an action on the agenda giving Ms. Windle the authority to sign documents once a rate is set.

Mr. McGuire moved, Mr. Coldiron seconded the motion to add a motion to the agenda to grant authority to Ms. Windle to sign all documents associated with new aggregation rates. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

**ITEM 2026 – 034 – MOTION TO APPROVE THE MINUTES**

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the minutes of the regular meeting of February 18, 2026, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

**ITEM 2026 – 035 – MOTION TO APPROVE THE BILLS**

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

**ITEM 2026 – 036 – MOTION TO APPROVE THE ROAD SIGN CHECKS**

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

**ITEM 2026 – 037 – 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:     \$3,549,219.75  
HRA Account:           \$56,492.83

STARR Ohio: \$1,100,000.00 - Interest earned in February - \$3,587.21  
 EMS Billing to Date: \$34,914.80  
 Revenue to Date: \$165,892.71  
 Expenditures to Date: \$697,225.96  
 Payments February: \$268,274.91  
 Fund Balances: \$566,936.42 General Fund/\$141,784.79 Road/Bridge Fund/\$261,058.14  
 Road Fund/\$2,992,049.46 Fire Fund/\$456,711.90 Park Fund  
 Total All Funds: \$4,696,994.75

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

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

1. Fire – 23 incidents in February (ten (10) fires, four (4) rescue and emergency medical services, and nine (9) other runs).
2. EMS – 64 calls which resulted in thirty-seven (37) patients being transported (27 non- transports).
3. Training – The training for March was forceable entry.
4. The backup squad is out of service right now and will need some repairs.
5. Events coming up – Touch a Truck April 12<sup>th</sup>, MASK Car show April 12<sup>th</sup>, SpringFest May 9<sup>th</sup>.
6. Andy Bolen recently passed away, and they attended his funeral on Monday.

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

1. Roads – Mr. Cassidy reported that the township performed maintenance on Mosiman Road due to the washout from the rain. It was an emergency repair that cost \$14,115.49. All the tractors have been serviced and are ready for the mowing season. We ended the season with 180 tons of salt.
2. Cemeteries – There were no burials this month. All graves have been topped off with topsoil and seeded. All mowers have been serviced and are ready for the mowing season. Five more headstones have been repaired and reinstalled. They have repaired 15 stones to date.
3. Park – They purchased eight (8) new trash cans for the park totaling \$495.00. The tractor has been serviced and is ready for the mowing season. They have reinstalled the tennis nets on the courts and the girl’s tennis team was ready to start practicing. They will need to relocate the small soccer field due to the installation of the new playground equipment. March 14<sup>th</sup> was the annual cleanup day for baseball.
4. Building and Property Maintenance – The snow and ice build-up ripped off the gutter and tore it away from the building. They are actively getting quotes to fix it and have contacted our insurance company. It is estimated to cost more than \$20,000.00 to repair.

All the activities at our driveway entrance are for the proposed storm water line that will be installed for the new fire station. There is a county owned pipe that runs along the east side of West Alex.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

- A. ITEM 2026 – 038 – MOTION TO APPROVE PAYMENT TO OTARMA FOR THE 2026 INSURANCE RENEWAL IN THE AMOUNT OF \$51,197.00 AND INCREASE APPROPRIATIONS IN THE GAS TAX FUND IN THE AMOUNT OF \$2,321.75 AND THE FIRE FUND IN THE AMOUNT OF \$3,802.75.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the payment to OTARMA for the 2026 Insurance Renewal in the amount of \$51,197.00 and increase the appropriations in the gas tax fund in the amount of \$2,321.75 and the fire fund in the amount of \$3,802.75. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

- B. ITEM 2026 – 039 – MOTION TO APPROVE THE PAYMENT TO DAUBENMIRE PRINTING FOR THE SPRING NEWSLETTER IN THE AMOUNT OF \$8,621.69.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the payment to Daubenmire Printing for the spring newsletter in the amount of \$8,621.69. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

- C. ITEM 2026 – 040 – MOTION TO APPROVE NUTRALAWN FOR THE 2026 SEASON FOR REMOVAL OF NOXIOUS WEEDS WHEN NECESSARY.**

Ms. Windle stated that we received bids from Nutralawn, Oakview Lawn and Property Services, Clover Valley Grounds Maintenance and Thomas Landscaping and Lawncare LLC.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve Nutralawn for the 2026 Season for Removal of Noxious Weeds when Necessary. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

- D. ITEM 2026 – 041 – MOTION TO APPROVE RESOLUTION 2026-03 AUTHORIZING THE TOWNSHIP TO HIRE BRAD RUWE OF DINSMORE AS BOND COUNSEL TO PURSUE ISSUANCE OF DEBT.**

Mr. Willoughby stated that this is a requirement for the township to hire legal counsel to receive funds through USDA for the issuance of debt.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve Resolution 2026-03 Authorizing the Township to hire Brad Ruwe of Dinsmore as Bond Counsel to Pursue Issuance of Debt. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**E. ITEM 2026 – 042 – MOTION TO APPROVE RESOLUTION 2026-04 AUTHORIZING THE TOWNSHIP TO ENTER INTO A LEGAL SERVICES AGREEMENT WITH THE BUTLER COUNTY PROSECUTORS' OFFICE TO PURSUE ISSUANCE OF DEBT.**

Mr. Willoughby stated that this second legal agreement is also a requirement to receive funds from the USDA. Mrs. Lapensee stated that the first agreement is specifically for the debt issuance paperwork, etc. and the second agreement would be for the review of legal documents associated with the construction of the station.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve Resolution 2026-04 Authorizing the Township to enter into a legal services agreement with the Butler County Prosecutors Office to Pursue Issuance of Debt. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**F. ITEM 2026 – 043 - MOTION TO NOT REQUEST A HEARING FOR ALL LIQUOR LICENSE RENEWALS IN THE TOWNSHIP.**

Mrs. Lapensee stated that we receive notification from the State when liquor licenses are renewed each year. She stated that they give the township the opportunity to request a hearing prior to the renewal if there are issues.

Mr. McGuire moved, Mr. Coldiron seconded the motion to not request a hearing for the liquor licenses in the township Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**G. ITEM 2026 – 044 - MOTION TO APPROVE PAYMENT TO SEDGWICK IN THE AMOUNT OF \$5,120.00.**

Mrs. Lapensee stated that this is our Third-Party Administrator (TPA) for our workers compensation.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the payment to Sedgwick in the amount of \$5,120.00 Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**H. ITEM 2026 – 045 - MOTION TO APPROVE AN ADVANCE FROM THE GENERAL FUND TO THE LIGHTING DISTRICT FUND IN THE AMOUNT OF \$1,140.00.**

Mrs. Lapensee stated that this advance is necessary to pay lighting district bills from January and February.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve an advance from the general fund to the lighting district fund in the amount of \$1,140.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**I. ITEM 2026 – 046 - MOTION TO APPROVE A THEN AND NOW PURCHASE FOR HERITAGE FIRE EQUIPMENT IN THE AMOUNT OF \$21,738.00 AND APPROVE AN INCREASE IN APPROPRIATIONS IN THE GENERAL FUND TO PAY THE REMAINING BALANCE OF \$18,310.94.**

Chief Hall stated that these repairs are from last year's accident. Mrs. Lapensee stated that we did receive funds from our insurance company last year and she deposited the money into the general fund, which is why we need to increase the appropriations to pay for those repairs.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve a then and now purchase of heritage fire equipment in the amount of \$21,738.00 and approves an increase in appropriations in the general fund to pay the remaining balance of \$18,310.94. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**J. ITEM 2026 – 047 – MOTION TO HIRE CALEB ANGLIN AND CADEN JONES AS FIREFIGHTER/EMTS PENDING PAPERWORK.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to hire Caleb Anglin and Caden Jones as Firefighters/EMTS Pending paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**K. ITEM 2026 – 048 – MOTION TO HIRE TODD DOLLAS PARAMEDIC PENDING PAPERWORK.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to hire Todd Doll as Paramedic Pending paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**L. ITEM 2026 – 049 – MOTION TO APPROVE THE PAYMENT TO NATIONAL HOSE TESTING SPECIALTIES FOR HOSE TESTING IN THE AMOUNT NOT TO EXCEED \$6,000.00.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the payment to National Hose Testing Specialties for Hose Testing in the amount not to exceed \$6,000.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**M. ITEM 2026 – 050 – MOTION TO APPROVE THE PURCHASE OF A FECON FMX28 BRUSH GRINDER FOR THE TRAILS IN THE WOODS AND ALONG THE ROADSIDE DITCHES TO BE MOUNTED TO THE MINI EXCAVATOR IN THE AMOUNT OF \$21,610.00.**

Mr. Cassidy stated that we collaborated with the Fiscal Officer last year and will be paying for this item from the general fund and road funds.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the purchase of a Fecon FMX28 Brush Grinder for the Trails in the wood and along roadside ditches to be mounted to the mini excavator in the amount of \$21,610.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**N. ITEM 2026 – 051 – MOTION TO APPROVE A THEN AND NOW PAYMENTS FOR THE EMERGENCY ROAD REPAIRS TO MOSIMAN ROAD IN THE AMOUNT OF \$13,882.55.**

Mr. Cassidy stated that these repairs include payments to: Normac \$4,129.50, JBB Pipe \$2,827.35, Fraley Excavating \$6,925.70.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the then and now payments for emergency road repairs to Mosiman Road in the amount of \$13,882.55. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**O. ITEM 2026 – 052 – MOTION TO AUTHORIZE THE OFFICE MANAGER TO SIGN AN ELECTRIC AGGREGATION CONTRACT WITH A PRICE NOT TO EXCEED 10.299 CENTS PER KWH AND A TERM NOT TO EXCEED 24 MONTHS WITH A SUPPLIER TO BE DETERMINED.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to sign an electric aggregation contract with a price not to exceed 10.299 cents per KWH and a term not to exceed 24 months with a supplier to be determined. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**DISCUSSION:**

**MASK CAR SHOW** – The high school drama club will have a car show on April 12<sup>th</sup> from 10:00 to 2:00 PM.

**7145 MIDDLETOWN GERMANTOWN ROAD** – Ms. Windle updated the board on a dumping complaint on this site. She stated that she had received a phone call from a resident stating that someone had been dumping dirt at this site, it rained, and the silt entered a pond on the property. She stated that she reported it to the EPA and they met on site to talk to the owner. She stated that the dumping ended on March 18.

**BARKING DOG COMPLAINT** – Ms. Windle stated that we have received a barking dog complaint months ago and it continues to happen where the dog barks all day long. She asked if there is anything that can be done by the township. Mrs. Lapensee stated that unfortunately, the ORC does not give township's the authority to manage those complaints. Chief Hall stated that those complaints are managed by the Sheriff's Office.

**NEW WEBSITE** – Mrs. Windle stated that the new website is live and all the information from our other site has been transferred over.

**INSURANCE CLAIM** – Ms. Windle stated that we are working with the insurance company to assess the damage to the gutters.

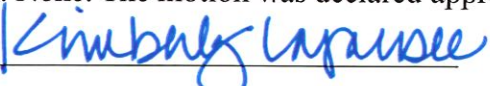
**MOSIMAN ROAD UPDATE** – Mr. Cassidy went over the details for the emergency repairs. It stated that it was a seven (7) day closure with three (3) active workdays.

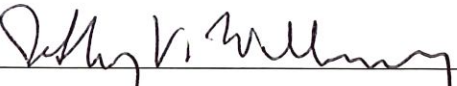
**FIRE HOUSE DESIGN** – Mr. Willoughby stated that we meet tomorrow with the USDA to go over a compliance review for the loan.

**PARK BUILDING DESIGN** – Mr. Willoughby stated that the health permit has been accepted by OEPA and could take up to 30 days to approve.

**ITEM 2026 – 053 – MOTION TO ADJOURN**

Mr. McGuire made a motion to adjourn the meeting at 7:40 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.

  
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Attest – Fiscal Officer, Kimberly Lapensee

  
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Signed – President, Jeff Willoughby