

Miami Township Trustees
Greene County, OH
Minutes of September 21, 2026
**see acronym glossary following minutes*

Call to Order

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

Fire Chief James Cannell, Fiscal Officer Cyndi Pauwels, and Road Department Supervisor Dan Gochenouer were in attendance.

Yellow Springs News Editor Lauren Shows and resident Jane Sweet were also present.

Trustees Agenda Approval

Ms. Pauwels asked for the **addition of a Resolution to Amend Permanent Appropriations** under her Fiscal report. Trustee Moir so **moved** and Trustee Mucher **seconded**. The **motion carried unanimously**.

Adoption of Minutes

Trustee Mucher **moved to adopt the minutes** of September 9, 2026, as presented. Trustee Askeland **seconded**, and the **motion carried unanimously**.

Correspondence

Ms. Pauwels presented three (3) items for review:

- **OTARMA Embark Safety Monitoring program**: forwarded to Chief Cannell and placed in Trustees' correspondence box
- **OTARMA back-up camera grant**: MTFR vehicles already equipped
- **BWC grant for safety programs/equipment**: MTFR received one last year; not eligible again until next year

Citizen Concerns

No comments

Fire Department Report

Chief Cannell presented his report (attached below), highlighting:

- **Ohio Fire Academy Fire Attack Lab** will be set up at the rear of the station on Wednesday, September 23rd for training; there may be smoke visible.
- Quotes are being reviewed for necessary **repairs to the station's bathroom ventilation** issues.
- With Medic 82 back in service, **MTFR is in its best position to cover a second EMS run** when staffing is at four (4).

He then requested **commiserate pay increase for newly-appointed Acting Lieutenant Cassady Brewer on A-Shift**. Trustee Moir so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Given **YS Street Fair**'s move of the bandstand/beer garden from the John Bryan Center to Short Street, Trustee Moir asked if MTFR would relocate their first-aid stations. Chief Cannell said the main tent would remain at Xenia and Limestone while the other would shift over a block or two.

Cemetery and Road Report

Cemetery:

Mr. Gochenouer reported **four (4) burials** at Glen Forest with another scheduled in Oak Grove and one in Clifton.

PT Road Department employee Brandon Morris removed a **downed tree in Glen Forest West** with the help of Enoch Tree Care.

Roads:

Mr. Gochenouer said crews are focusing on **equipment repair**.

Greene County contacted him re: **adding berming to the Harbison Road project for a minor price change**. He agreed, asking them to use gravel.

He plans to visit the ODNR Farm Science Review off I-70 near London later this week to **shop for a good backhoe**.

Fiscal Officer's Report

Current payment listing: **9/5-18/2026: \$90,120.04**

Ms. Pauwels requested adoption of **Resolution 2026-36 Amendment of Permanent Appropriations** to cover unbudgeted MTFR Social Security costs due to the new Community Paramedic. Trustee Moir so **moved**, and Trustee Askeland **seconded**. The **motion carried unanimously**.

Standing Committee Reports

- Miami Valley Regional Planning Commission (MVRPC): **no report**
- Greene County Regional Planning & Coordinating Commission (RPCC): Trustee Mucher reported on a short meeting where they **reviewed the latest Miami Township zoning text amendment**.
- Clifton-Union Cemetery: Trustee Askeland reported on the **September 15, 2026, meeting** held in Pitchin. They discussed the **mowing contract** and asking for bids, noting Mr. Rife (sp) may be retiring. The Committee also discussed **cemetery fees** and decided to **leave them as is**. Their next meeting is **December 9, 2026, at 4 p.m., in Pitchin**, Green Township, Clark County.
- YS Development Corporation (YSDC): Trustee Moir reported they are discussing needed **repairs to the hardware store roof**. An Executive Session is scheduled for next Monday.
- Greene County Township Association: Trustees Moir and Askeland reported Greene County Administrator Brandon Huddleson shared the **County's building plan**.

- YS Active Transportation Committee: Trustee Moir reported the Committee is working on **safe school grants**.

Old Business

Trustee Askeland **moved** for **adoption of the revised proposed Board Communications Policy** she shared at a previous meeting, and Trustee Moir **seconded**.

During discussion, **Ms. Pauwels** stressed she in no way requested this policy, and Trustee Askeland agreed.

Trustee Mucher said it sounded “wonderful.”

Trustee Moir asked how it would affect the public records request process; Trustee Askeland stated the policy simply calls for a personal ask first before moving to formal request.

The policy was **adopted unanimously**, with a note that it would be included in the updated personnel policy manual currently in progress.

Trustee Moir **moved** for **adoption of the proposed cemetery interment fee schedule** from last meeting, and Trustee Askeland **seconded**. After a brief discussion, **the motion passed unanimously**.

The two (2) remaining cemetery items from Mr. Lucas’ report last meeting – **Rules & Regulations** and the **Pine Forest “Additional Considerations”** were **continued to next meeting** when he will be present.

New Business

After reviewing the **discussions held at the September 1st work session** and at last meeting, Trustee Moir presented for **first reading of Resolution 2026-37 to Expand the Zoning/Admin Assistant Position into Full-Time Township Administrator/Zoning Position**. She asked if any of the Trustees felt the need for an Executive Session to discuss the matter further, and no one did.

Trustee Mucher then asked for the floor to express his concerns on the matter. He referenced comments made by a resident at a previous meeting “castigating” Trustees for “frivolous” spending, and questioned the necessity of spending ~\$70,000 for a Township administrator to oversee what he calculates as “two (2) employees” (Road Department).

He acknowledged that when Mr. Lucas became Zoning Administrator, he did “a lot of work” and “commend[ed] him heartily.” However, **now that things are updated and running smoothly, fewer hours are needed to maintain the department**; Trustee Mucher sees the same situation occurring with any Township Administrator position.

Trustee Moir agreed with his assessment of the hours currently needed for Zoning, reminding Trustee Mucher **that was partly why Mr. Lucas' duties were previously expanded to include administrative assistance** to the Trustees and Fiscal Officer.

She explained her concerns re: **lack of continuity for the Township when the current elected officials and department heads retire/move on**, noting that it's unlikely any of them will be in office for twenty (20) years or more like previous officials had been. **Documentation of processes and institutional knowledge is essential** for those times.

Trustee Moir then **reviewed the discussion held during the Trustee budget work session on September 1st** when the Township Administrator position was first proposed, noting **work needed in the following areas:**

- **Administration Office and Fire Department**
 - Continuity of budgets, revenues, and expenditures with the Fiscal Officer (FO) and Chair/Trustees
 - Assist FO in creating written procedures manual for the FO position
 - Fire station/Admin building housekeeping coordination/accountability
 - Meeting room reservation schedule and community interaction
 - Maintenance plan and scheduling for building/maintenance of roofing/plumbing/electric, etc.
 - IT coordination: website management, service accounts and systems, mandated trainings, security compliance
 - Establish an onboarding process for new employees
 - Oversee the update of the Personnel Manual and establish a means of distribution and accountability
 - Assist with competitive bidding and purchasing for various departments
 - Assist in creating the long-overdue Disaster Recovery Plan for the Township as requested by OTARMA
- **Road and Bridge**
 - Establish job descriptions and accountability
 - Establish performance reviews
 - Establish maintenance records on vehicles and employee driving records
 - Review OTARMA safety recommendations and ensure compliance
 - Establish replacement plan for equipment and vehicles
 - Contact for emergency road maintenance calls and emails
 - Manage mandated training and updates

- Correct the digital access problem: no current internet service, no devices, staff not using Township emails
- **Cemetery**
 - Launch the Pine Forest section
 - Maintenance plan for the entire physical plant
 - Update forms, record keeping, and processes
 - Customer service intake/follow-up for burial, engravings, foundations
 - Record keeping/database management – learn system in anticipation of retirements
 - Establish a means of clear communication and enforcement of rules in each section
 - Business plan: expenditures, revenues, fees, maintenance fund
- **Fiscal Office**
 - FO assistant duties during vacation/illness
 - Familiarity with FO position and ability to aid with transitions of elected official
- **Zoning** – all current zoning duties

A brief discussion was held on **whether Trustees' duties are governance or administrative**. Trustees Moir and Mucher disagree, with Trustee Mucher coming down on administrative while Trustee Moir understanding they should be governing, not handling all day-to-day administration tasks as noted above. "I don't want to [continue to] work forty (40) hours a week," adding she couldn't see any **future Trustee expecting to take on daily cemetery management**, among other things, when elected.

Trustee Askeland noted that a Township Administrator addressing the listed items would **lessen if not negate further need for consultants** to handle those duties.

Trustee Mucher said people working in "all government and businesses – tiny, small, medium, large – want to move to the next level," adding, "Well, everybody but me." He asked, "What if Mr. Lucas gets a better offer in six (6) months?"

After a brief discussion on that potentiality, **Trustee Moir** said she looked forward to her remaining **three (3) years in office as a "time to teach" a Township Administrator that institutional knowledge** she's gained in order for them to carry it forward.

Trustee Askeland added that **any contract for Township Administrator would be expected to address length of service concerns**, noting that even if Mr. Lucas

only stays in the position those three (3) years, **there will be other “options in the future” after all those processes and procedures have been documented** and put in place. She looks forward to seeing Miami Township “maturing as an organization.”

The **pending Resolution will be given a second reading and potential vote** at the next meeting.

Adjournment

The meeting was adjourned at 6:30 p.m., with the next meeting scheduled for **Monday, October 5, 2026**, at 5 p.m.

Chairperson _____ **Attest** _____

***Acronyms:**

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

/clp

Miami Twp. Trustee Meeting- Fire Chief Report

Personnel/Staffing

- Staffing levels remained mostly at four personnel during both day and night shifts.
- Due to a call-off, there was one shift in August without a Paramedic.
- Cassidy Brewer will be utilized as Acting Lieutenant on A Shift.

Operations

- 972 calls for service year-to-date, averaging approximately 3.68 calls per day.
- On Wednesday, September 23, 2026, the Ohio Fire Academy Fire Attack Lab will be set up in the rear of the fire station for training.
 - Smoke will be present around the fire station throughout the day as part of the training exercise.

Building

- The bathroom ventilation issue is being evaluated, and quotes are being obtained for the necessary repairs.

Apparatus/Vehicles/Equipment

- Engine 82 will be going to the shop tomorrow for evaluation of an engine light issue.
- Medic 82 is back in service with the new Stryker stretcher system.
 - The oxygen leak has been repaired.
 - The lift system has also been repaired.
- With Medic 82 back in service, MTFR is in its best position to cover a second EMS run when staffing is at four personnel.
- When staffing is at three personnel, Steffinie Brewer, Community Paramedic, will be utilized as the fourth member to staff the second Medic when needed.
- We continue to anticipate lower repair costs for the remainder of the year.
- Engine 81 has several issues that need to be addressed. Some of these repairs may be deferred until 2027 to allow them to be included in the 2027 budget.

Miscellaneous

- We expect to receive an update on the FEMA grant this week.
- The 2027 draft budget is being finalized.

September 21, 2026

MIAMI TOWNSHIP FIRE-RESCUE

2026 CALLS FOR SERVICE MONTH TO MONTH

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT
EMS	37	42	65	62	69	71	76	67	48
FIRE	14	14	33	22	25	26	16	18	13
MVC	3	2	2	3	2	13	9	3	3
LIFT	8	3	7	1	12	10	11	4	7
COMM. PARAMEDICINE	0	3	14	18	8	8	4	5	2
MISC.	9	6	7	17	12	6	7	18	7
MONTHLY TOTAL	71	70	128	123	128	134	123	115	80 (as of 9/21)
MA RECEIVED	9	12	7	13	13	7	9	9	8
MA GIVEN	4	0	0	1	4	2	3	3	2

YTD TOTAL AS OF 09/21/2026: **973 CALLS FOR SERVICE**

