

AGENDA

MIAMI TOWNSHIP TRUSTEES Greene County, Ohio

October 5, 2026, at 5 p.m.

- 1. Call to Order**
- 2. Trustees Agenda Approval**
- 3. Adoption of the Minutes:**
- 4. Correspondence**
- 5. Citizen Concerns**
 - Ohio State Rep District #71 Candidate Krista Magaw (email request to address the Trustees)
- 6. Public Hearing re: Zoning Text Amendment 2026-004-T (Follow-up from Ohio Zoning Grant)**
- 7. Fire Department Report**
- 8. Cemetery Report**
- 9. Road Report**
- 10. Fiscal Officer's Report**
 - Presentation of current payment listing: **9/21-10/2/2026: \$72,322.65**
- 11. Zoning Administrator/Administrative Assistant's Report**
 - Proposed Glen Forest Cemetery Rules & Regulations (Lucas)
 - Pine Forest "Additional Considerations" (Lucas)
- 12. Old Business**
 - Second reading of Resolution 2026-37 to Expand the Zoning/Admin Assistant Position into Full-Time Township Administrator/Zoning Position
- 13. New Business**
 - New Business: Website upgrade RFP draft (Askeland)
- 14. Adjournment...**next meeting scheduled for **Monday, October 19, 2026, at 5 p.m.**

To receive the Trustees' agenda packet on Fridays before meeting night, email cpauwels@miamitownshipGCOH.gov

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 **commensurate 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



Payment Listing

UAN v2026.3

9/21/2026 to 10/2/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
704-2026	09/23/2026	09/21/2026	EP	NATHANIEL T AYERS	\$1,819.43	O
705-2026	09/23/2026	09/21/2026	EP	CASEY BREWER	\$570.42	O
706-2026	09/23/2026	09/21/2026	EP	CASSADY R BREWER	\$2,352.06	O
707-2026	09/23/2026	09/21/2026	EP	Steffinie M Brewer	\$1,562.53	O
708-2026	09/23/2026	09/21/2026	EP	James R. Cannell	\$2,524.96	O
709-2026	09/23/2026	09/21/2026	EP	PAYTON COOPER	\$1,192.57	O
710-2026	09/23/2026	09/21/2026	EP	Samuel J Delfino	\$786.98	O
711-2026	09/23/2026	09/21/2026	EP	Casey N Flora	\$1,963.76	O
712-2026	09/23/2026	09/21/2026	EP	RYAN FOSS	\$476.55	O
713-2026	09/23/2026	09/21/2026	EP	DANIEL E. GOCHENOUER	\$1,543.21	O
714-2026	09/23/2026	09/21/2026	EP	David Hamilton	\$886.10	O
715-2026	09/23/2026	09/21/2026	EP	Teresa A Himes	\$813.82	O
716-2026	09/23/2026	09/21/2026	EP	CHARLES C KLINE	\$1,642.17	O
717-2026	09/23/2026	09/21/2026	EP	Jax Michael Lawrence	\$1,592.22	O
718-2026	09/23/2026	09/21/2026	EP	Bryan D Lucas	\$686.41	O
719-2026	09/23/2026	09/21/2026	EP	BRANDON MORRIS	\$1,246.10	O
720-2026	09/23/2026	09/21/2026	EP	MARK MURPHY	\$542.15	O
721-2026	09/23/2026	09/21/2026	EP	Andrew J Reichert	\$786.58	O
722-2026	09/23/2026	09/21/2026	EP	Zion Robinson	\$978.01	O
723-2026	09/23/2026	09/21/2026	EP	Annessa L Stamper	\$222.28	O
724-2026	09/23/2026	09/21/2026	EP	Ashlynn D Stamper	\$1,564.51	O
725-2026	09/23/2026	09/21/2026	EP	JUSTIN P TURNER	\$2,069.19	O
726-2026	09/23/2026	09/21/2026	EP	Daniel J Watt	\$779.04	O
728-2026	09/23/2026	09/21/2026	EW	IRS	\$5,637.12	O
729-2026	09/21/2026	09/21/2026	CH	Waste Mgt of Ohio - Koogler	\$250.42	O
730-2026	09/23/2026	09/23/2026	EW	BMS	\$428.07	O
731-2026	09/23/2026	09/23/2026	CH	U.S.BANK	\$1,825.05	O
732-2026	10/01/2026	10/01/2026	CH	BMS	\$1,374.99	O
733-2026	10/01/2026	10/01/2026	CH	MEDICAL MUTUAL OF OHIO	\$598.69	O
734-2026	10/01/2026	10/01/2026	CH	ANTHEM BCBS	\$11,163.63	O
735-2026	10/02/2026	10/01/2026	EP	Lori J Askeland	\$901.99	O
736-2026	10/02/2026	10/01/2026	EP	MARILAN MOIR	\$677.97	O
737-2026	10/02/2026	10/01/2026	EP	CHRISTOPHER D. MUCHER	\$830.43	O
738-2026	10/02/2026	10/01/2026	EP	Cynthia L Pauwels	\$1,645.33	O
739-2026	10/02/2026	10/01/2026	EP	JUSTIN P TURNER	\$5,314.80	O
741-2026	10/02/2026	10/01/2026	EW	IRS	\$2,236.59	O
56403	07/27/2026	07/27/2026	AW	Frederick L Kauser	\$3,000.00 *	V
56403	09/28/2026	09/28/2026	AW	Frederick L Kauser	-\$3,000.00	V
56475	09/09/2026	09/09/2026	AW	NAPA	\$248.77 *	V
56475	09/21/2026	09/21/2026	AW	NAPA	-\$248.77	V
56488	09/21/2026	09/21/2026	RW	Clifton Union Cemetery	\$700.00	O
56489	09/21/2026	09/21/2026	AW	AES OHIO	\$48.08	O
56490	09/21/2026	09/21/2026	AW	BMS	\$100.00	O
56491	09/21/2026	09/21/2026	AW	CENTER POINT ENERGY	\$110.42	O
56492	09/21/2026	09/21/2026	AW	FIRE APPARATUS SERVICE	\$422.00	O
56493	09/21/2026	09/21/2026	AW	NAPA	\$295.50	O

Payment Listing

UAN v2026.3

9/21/2026 to 10/2/2026

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
56494	09/21/2026	09/21/2026	AW	Office Depot	\$51.98	O
56495	09/21/2026	09/21/2026	AW	Saturn Electric	\$145.00	O
56496	09/21/2026	09/21/2026	AW	SILCO	\$1,833.60	O
56497	09/21/2026	09/21/2026	AW	Ulmer's Norwood LLC	\$1,287.55	O
56498	09/21/2026	09/21/2026	AW	Yellow Springs Exempted School District	\$2,163.49	O
56499	09/21/2026	09/21/2026	AW	Republic First National	\$464.63	O
56500	09/21/2026	09/21/2026	AW	Napa Auto Parts	\$248.77	O
56501	09/23/2026	09/21/2026	WH	OHIO DEFERRED COMPENSATION	\$860.00	O
56502	09/28/2026	09/28/2026	AW	Frederick L Kauser	\$3,000.00	O
56503	09/28/2026	09/28/2026	AW	BOUND TREE MEDICAL, INC.	\$41.88	O
56504	09/28/2026	09/28/2026	AW	AT&T MOBILITY	\$137.96	O
56505	09/28/2026	09/28/2026	AW	FISHER'S SHOP INC.	\$836.04	O
56506	09/28/2026	09/28/2026	AW	K. E. Rose Co.	\$36.77	O
56507	09/28/2026	09/28/2026	AW	LEAF	\$673.72	O
56508	09/28/2026	09/28/2026	AW	OHIO FIRE CHIEFS' ASSOCIATION, INC.	\$225.00	O
56509	09/28/2026	09/28/2026	AW	PHOENIX SAFETY OUTFITTERS	\$199.90	O
56510	09/28/2026	09/28/2026	AW	Geer Gas Corporation	\$203.00	O
Total Payments:					\$72,322.65	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$72,322.65	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.

Miami Township Trustees
Zoning Administrator Staff Report
Sept 2026

- **Zoning Permits Issued: 1**
 - Access to TWP Road (William & Mary Ct)
- **Zoning Commission:**
 - ZC meet twice since last report.
 - Held a public hearing for Text Amendment 2026-004-T (Ohio Zoning Grant Follow Up), but tabled discussion before making a decision to forward to Trustees in September. Continue public hearing on Oct 1 and made recommendation to Trustees to adopt.
 - Continued discussion regarding text amendment for Article 4 (Zoning Districts).
 - ZC requested that the Trustees extend moratorium on data centers for an additional 12 months to give them time to consider how to appropriately address data centers. We already have a few other text amendments that we would like to address first.
- **Board of Zoning Appeals:**
 - Did not meet this month
- **Zoning Violations:**
 - Continuing to work with residents regarding potential violations. Nothing new to report.
- **Additional Information to Report:**
 - New cemetery interment applications are printed and ready for use.
 - Update on opening Pine Forest Cemetery Section. See attached document.

Miami Township Glen Forest Cemetery Rules and Regulations

GENERAL PROVISIONS & DEFINITIONS

1. **Authority:** These rules are adopted pursuant to Ohio Revised Code Section 517.06. The Miami Township Board of Trustees reserves the right to enforce, amend, or add to these rules as deemed necessary for the proper maintenance and protection of the cemetery grounds.
2. **Interment Rights:** The purchase of a grave plot grants an easement/right of interment only. The underlying real estate remains the property of Miami Township.
3. **Hours of Operation:** Per ORC 517.12, cemetery grounds are open to the public from daylight to dusk. The cemetery is closed during the hours of darkness. Trespassers after hours are subject to prosecution under minor misdemeanor guidelines.
4. **Pets:** Pets are prohibited on cemetery grounds unless confined inside a visitor's vehicle, with the exception of certified service animals.

PURCHASE OF LOT AND ADDITIONAL SERVICES

1. **Eligibility & Pricing:** Burial lots shall be sold by the Township Trustees, designated cemetery Sexton or appointed staff member at prices fixed by resolution. A copy of the Miami Township Cemetery Fee Schedule is listed on the township website and available by request.
2. **Record Keeping:** A precise plat of all lots, paths, and interments must be kept permanently by the Township Fiscal Officer.
3. **Lot Payment:** Full payment for the lot and additional services must be received prior to any scheduled interment.
4. **Additional Services:** Additional services include opening/closing, cement foundation for large monuments and placement of small monuments are available through the township upon request. Each of these services includes a separate fee.
5. **Transfer and Resale:** A deed or right-of-burial may not sold, traded or transfer to another individual privately. All ownership changes must be formally processed and approved through the Miami Township Fiscal Officer. A non-refundable \$25.00 fee is required to process any transfer of ownership, reissue a burial deed, or update the official cemetery lot registry.

BURIAL AND INTERMENT REGULATIONS (TRADITIONAL and COLUMBARIUM BURIAL SECTIONS)

1. **Notice:** A minimum of 24 hours' notice (excluding weekends and legal holidays) must be given to the Township Sexton or designated supervisor prior to any funeral or interment.
2. **Permits:** A legal Burial-Transit Permit issued by the local health department must be presented before any burial takes place.
3. **Outer Containers:** All casketed interments in traditional full body burial sections must be enclosed in a durable, permanent outer container (concrete or steel burial vault/liner).
4. **Cremated Remains:** Interment of cremated remains is permitted within a traditional grave, columbarium space or designated cremation section subject to prior approval of the Township Sexton.

6. **Property Rights:** The act of scattering relinquishes any future claim or right to retrieve the remains. The scatter garden area remains a communal space under the absolute control of the Township.

MONUMENTS, MARKERS, AND FOUNDATIONS

1. **Approval of Memorials:** All monuments, markers, and foundations must be approved by the cemetery Sexton or Township Trustees prior to delivery and installation.
2. **Traditional Burial Section Foundations:** Concrete foundations are required for upright monuments and must be installed by Township personnel or an authorized contractor at the expense of the lot owner/family. Foundations must stay within the limits of the individual burial plot and extend 3" past the monument base on all sides. This applies to both single plots and companion plots.
3. **Monuments (Traditional Burial Section):** Monuments may not exceed 36" in height from the grass line to the top of the monument and are to be placed at the head of the body. Foot markers are allowed, but must be flush to the ground.
4. **Monuments (Natural Burial Section):** Natural burial sections include The Prairie, Oak Grove and Pine Forest. Traditional upright monuments, concrete foundations, and polished granite markers are prohibited in the Natural Burial Section. Memorials in these sections are restricted to unpolished, natural native stones or other natural materials, set flush with the ground or up to 3" in height.

OR

Monuments may not exceed 36" in height from the grass line to the top of the monument and are to be placed at the head of the body.

Monuments may not exceed 216 square inches (approximately 12"x18") and engraving is allowed in the natural burial section. Foot markers are only allowed in the Oak Grove natural burial section, but must be flush to the ground.

5. **Military Veteran Flag Holders:** Military veteran flag holders are permitted and must be placed within 12" of the owner's gravesite monument.
6. **Conduct Around Monuments:** Do not touch memorials or monuments, they are privately owned outdoor sculptures. Gravestones can be fragile. Please do not climb or sit on them. Gravestone rubbing is prohibited.

FLOWERS, DECORATIONS AND GROUNDS CARE

1. **Prohibited Items:** To facilitate efficient turf maintenance and mowing, the following items are prohibited around burial sites: anything made of glass, ceramic, plastic, loose wire, balloons, flags, wind chimes, figurines, solar lighting, LED markers, wildlife feeders, painted rocks, mulch or landscape edging.
2. **Planting Restrictions:** No trees, bushes, or flowers may be planted on any grave lot by individuals. The Township retains the right to trim or remove any unauthorized plantings. Certain native plants may be planted on individual prairie burial sites, but only after permission has been

Opening of Pine Forest Cemetery Section

(1) Clear Weeds

- Clear weeds from entire cemetery section including gravel path and redefine boundaries of the cemetery. Completion date July 24

(2) Add Additional Pine Straw

- 400 bales were ordered (Cost = \$3,340)
- Delivery is scheduled for Oct 2
- Cemetery section should be covered by Oct 15

(3) Establish Standards, Rules and Pricing for Cemetery

- Rules
 - Submitted updated rules & regulations for all of GF Cemetery sections
- Cemetery fee schedule has been updated – new fees take effect 10/21.

(4) Storage of Cemetery Plot Information

- Need to have more than one person with access to cemetery software. According to ORC 517.06, the plat map should be kept by the Fiscal Officer.
- Would like the board to consider switching to a cloud-based software system. Suggest switching to CemeteryBase. No cost for set up. \$900/annually. Cloud based. Includes interactive maps and public grave search. Has ability for customers to view available plots, request a plot and make online payments. Can have up to 5 accounts.

(5) Open Pine Forest Cemetery

- Start selling plots once rules are adopted.
- Tentative date: October 15th.

(6) Other Considerations

- **Gravel Lane Border**
 - Establish weed barrier & gravel border north and south of front edge of pine forest pavilion. Width similar to walking paths in this section.
 - Cost under \$100. Dan has been tasked and stated it will be completed this fall. Anticipated completion date - October 31st
- **Plan for Fencing Boards**
 - There is approximately 300+ feet of fencing purchased and available
 - Suggestion:
 - * Use 220 feet to fill gap in Oak Grove between existing trees and newly built fence on eastside of cemetery
 - * Use 30-40 feet to fill gap at traditional – prairie line between existing trees

* Road Dept. can build during the Fall of 2026 with anticipated completion date by end of 2026.

- **Adding additional pine trees**

- Still need to add an additional 8-10 trees to fill in back section of cemetery. Cost @ \$200/tree = (\$1,600 - \$2,000)
- Cost is a factor, but the sooner the trees are planted – the sooner they reach maturity to create shaded canopy.
- Would not need to be completed to open Pine Forest Cemetery Section



First reading: 9/21/2026

Second reading: _____

**MIAMI TOWNSHIP
GREENE COUNTY, OHIO**

RESOLUTION NO. 2026-37

**RESOLUTION TO EXPAND THE ZONING/ADMIN ASSISTANT POSITION
INTO FULL-TIME TOWNSHIP ADMINISTRATOR/ZONING POSITION**

WHEREAS, the ORC 505.31(A)(1) grants Ohio township Boards of Trustees the authority to appoint a township administrator to conduct the administrative business of the township; and

WHEREAS, the Miami Township recognizes the Township has a critical need for an administrator to effectively manage and oversee the daily operations of the Township, to reform and update specific Township operations, and to conduct the administration of the Zoning Office of the Township; and

WHEREAS, the ORC 505.032 grants the Board of Trustees the authority to assign specific operational duties to the Township Administrator to maximize the efficiency and coordination of township services to be performed under the direction and supervision of the Board of Trustees; and

WHEREAS, our current half-time zoning administrator Bryan Lucas has proven to be skillful in organizational process and project management; has a collaborative approach to problem solving; and is an outcomes-oriented, self-directed manager; and

WHEREAS, the Board of Trustees has carefully budgeted the financial expenditure necessary for this expanded position;

NOW THEREFORE BE IT RESOLVED that the Miami Township Board of Trustees, Greene County, Ohio:

Section 1. Hereby appoints Bryan Lucas as the Township Administrator/Zoning Administrator effective November 5, 2026, responsible for the duties outlined in the attached job description.

Section 2. Compensation shall be paid on a bi-weekly basis, with the hourly wage set at \$28 per hour. Benefits shall include sick leave, vacation leave, participation in the Ohio Public Employees Retirement System (OPERS), and the option of participating in employee health plan benefits.

Section 3. Effective upon the date of this appointment, the Township Road Department (including the Road Superintendent) and the Township Cemetery Department (including the Cemetery Sexton) shall report directly to, and operate under the administrative supervision and direction of, the Township Administrator.

Section 4. As mandated by law, the Township Administrator shall be under the direction and supervision of the Board of Trustees.

Section 5. All formal actions of this Board concerning and relating to the adoption of this resolution were conducted in an open meeting of this Board, and deliberations of this Board that resulted in this formal action were in meetings open to the public in compliance with all legal requirements.

October 5, 2026

Ms. Askeland _____

Ms. Moir _____

Mr. Mucher _____

_____ Date: _____
Chair, Board of Trustees

Attest:

_____ Date: _____
Fiscal Officer