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. Willougby 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. Willougby 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. Willougby 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. Willougby 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. Willougby 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. Willougby 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. Willougby 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.

Kimberly Lapensee

Attest – Fiscal Officer, Kimberly Lapensee

Signed – President, Brian McGuire