# 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 – Linsay 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.

Kimberly Lapensee

Attest – Fiscal Officer, Kimberly Lapensee

Signed – President, Brian McGuire