

MADISON TOWNSHIP BOARD OF TRUSTEES

REGULAR MEETING

OCTOBER 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 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:

Jayden Lawson – stated that he needs to complete an Eagle Scout project before April 2026 and he would like to raise money and install a musical instrument in the park. He showed the Board of Trustees multiple options to purchase and install in the park. He stated that he would like to place it near the other playground equipment in the mulch. The Board agreed with the project and the location.

ITEM 2025 – 164 – MOTION TO APPROVE THE MINUTES

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the minutes of the regular meeting of August 20, 2025, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

ITEM 2025 – 165 – 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 – 166 – 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 – 167 – 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: \$4,871,407.68

HRA Account: \$4,504.16

STARR Ohio: \$1,100,000.00 - Interest earned in September - \$4,161.80
 Revenue to Date: \$3,381,843.40
 Expenditures to Date: \$2,064,229.00
 Payments September: \$82,176.66
 Fund Balances: \$596,916.63 General Fund/\$233,936.15 Road/Bridge Fund/\$465,232.75
 Road Fund/\$3,708,021.54 Fire Fund/\$635,876.90 Park Fund
 Total All Funds: \$4,780,992.83

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 –Chief Kent Hall reported the following for the month of September:

1. Fire – 24 incidents in September (ten (10) fires, seven (7) motor vehicle accidents, and seven (7) other runs).
2. EMS – 100 calls which resulted in fifty-two (52) patients being transported (48 non-transports).
3. Training this month was truck checkoffs for all the members.

PUBLIC WORKS REPORT – Mr. Cassidy reported the following for the month of September.

1. Maintenance and Repair – pothole repairs on Mosiman and Hetzler. Retrace has been completed on Mosiman, Marts, Circle PKWY and Cloister Cliffs.
2. Drainage – attended the annual APWA Public Works Expo on 10/9/25.
3. Roadside Mowing and Vegetation Control – we started round 4 of road mowing September 30th.
4. Signage and Markings – additional curve warning signs were installed on Preble County Line Road.
5. Snow and Ice control – coming soon.
6. Cemeteries – ground maintenance. Mowing was packed away, and leaf mulching season has begun. They have also been trimming honeysuckles along the west and south fence of the cemetery. In September, we had 3 burials (MV-3 and EC-0). Roy has been repairing and re-installing old broken headstones in Miltonville Cemetery.
7. Parks – the crews are back to regular mowing. They also rented a brush grinder for a skid steer to clear the woods for the concession stand/bathroom leach field. Kestra York will be working on her Eagle Scout project by installing trail markers in the wooded trails with the assistance of the Public Works crew. Her brother built and installed the bat box, located in the park for his Eagle Scout project 3 years ago. Weekly inspections have been completed.

OLD BUSINESS:

- A. None.

NEW BUSINESS:

A. ITEM 2025 – 168 – MOTION TO APPROVE RESOLUTION NO. 2025-06 A RESOLUTION ADOPTING A CYBERSECURITY POLICY FOR MADISON TOWNSHIP, BUTLER COUNTY, OHIO.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-06 Adopting a Cybersecurity Policy for Madison Township. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

B. ITEM 2025 – 169 – MOTION TO APPROVE RESOLUTION 2025-07 RESOLUTION ADOPTING A FINANCIAL POLICY FOR MADISON TOWNSHIP.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-07 a Resolution Adopting a Financial Policy for Madison Township. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

C. ITEM 2025 – 170 – MOTION TO APPROVE RESOLUTION 2025-08 A RESOLUTION MAKING APPLICATION FOR INCLUSION OF TERRITORY WITHIN SOUTHWEST REGIONAL WATER DISTRICT PURSUANT TO ORC 6119.05.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-08 A Resolution Making Application for Inclusion of Territory within the Southwest Regional Water District Pursuant to ORC 6119.05. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

D. ITEMS 2025 – 171 – MOTION TO APPROVE A THEN AND NOW FOR THE HRA FOR THE ROAD DEPARTMENT FOR SEPTEMBER IN THE AMOUNT OF \$4,823.16.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a then and now for the HRA for the Road Department for September in the amount of \$4,823.16. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

E. ITEMS 2025 – 172 - MOTION TO APPROVE SELLING MISECELLANEOUS EQUIPEMENT ON GOVDEALS.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to sell the following equipment on GovDeals – Genesis Rescue System which includes Honda GX2000 power unit, Mini Cutter, Ram Cutter, Spreader, and 2 sets of 35' hydraulic lines, gas powered Honda GX160 5.5 ventilation fan, and a gas-powered Kawasaki FA130 ventilation fan.

Chief Hall stated that they no longer need these items because they now have battery powered rescue equipment.

Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

F. ITEM 2025 – 173 - MOTION TO APPROVE THE COST OF MOLD REMEDIATION AT STATION 152 BY TEASDALE FENTON IN THE AMOUNT OF \$689.94.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the cost of mold remediation at Station 152 by Teasdale Fenton in the amount of \$689.94.

Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

G. ITEM 2025 – 174 – MOTION TO APPROVE A THEN AND NOW FOR ATLANTIC EMERGENCY SOLUTIONS IN THE AMOUNT OF \$3,495.00.

Chief Hall stated that there was a delay in receiving these invoices from July for pump testing the equipment.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve a then and now for Atlantic Emergency Solutions in the amount of \$3,495.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

DISCUSSION:

PARK BUILDING – Mr. Willoughby stated that he talked to Butler County Zoning, and we meet the zoning requirements for the new building. He stated that the architect has completed the park building documents for the building and the septic field. He stated that he is asking for the board to approve the documents.

Mr. McGuire made a motion to add Item H to the agenda to approve the Park Building Documents. Mr. Willoughby seconded the motion. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

H. ITEM 2025 – 175 – MOTION TO APPROVE THE PARK BUILDING & SEPTIC FIELD BID DOCUMENTS FOR THE PARK AND AUTHORIZE ADVERTISEMENT.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the Park Building & Septic Field Bid Documents for the Park and Authorize Advertisement. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

FIRE HOUSE DESIGN – Mr. Willoughby stated that they met with the architect and went over changes to the design, water connections, storm, electrical and mechanical systems, etc. He affirmed that we would need to submit a Board of Zoning Appeals application for a conditional use permit prior to receiving a permit for the new fire station. He stated that the architect should have the plans completed by November.

SOUTHWEST REGIONAL WATER DISTRICT PLANS FOR THE TOWNSHIP – Mr. Willoughby stated that he met with the SWRWD, and they have plans to replace water lines in the West Middletown area at a cost of \$1,300,000.00 in 2026 and Mosiman Road in two phases starting in 2027 at a cost of \$2,054,000.00.

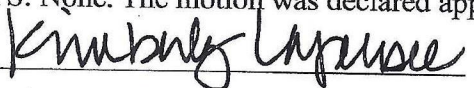
DRIVEWAY APRON AT 7665 WEST ALEXANDRIA ROAD – Mr. Cassidy stated that last year the county hired the contractor to pave our roads in the township. He stated that there was an issue with one of the aprons. He stated that he did call the county about it. He stated that recently an oversized truck with hauler got stuck on the apron where it touches the roadway and the owner is now complaining again about the apron never getting fixed the right way. The board discussed ORC Section 5543.16 which states that the owner is responsible for the maintenance of their own aprons. Mr. Cassidy stated that since it has been over a year since it got paved, there is nothing the county can do at this time.

ANNUAL SERVICE CONTRACT FOR 4ACES PLUMBING AND SEPTIC SERVICES – Mrs. Windle stated that we received a contract for service in the mail from 4Acres. She asked the Board if we approve it every year. The Board stated that we do not have an annual contract with them for service and only call them when needed.

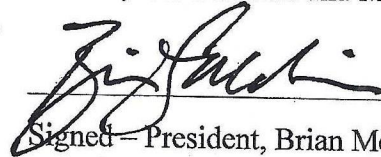
7596 DARL DRIVE – Mrs. Windle reported that they have made some progress with Darl Drive. She stated that they have removed the vehicle, the house has been demoed, they have hauled away some of the debris and will continue to remove more.

ITEM 2025 – 176 – MOTION TO ADJOURN

Mr. Coldiron made a motion to adjourn the meeting at 7:16 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.



Attest – Fiscal Officer, Kimberly Lapensee



Signed – President, Brian McGuire