

**MADISON TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**SEPTEMBER 17, 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:**

Christine Matacic – Butler County Elderly Services (BCES). Mrs. Matacic stated that there are 77 people in Madison Township that are on this program. She stated that they have a levy on the ballot in November for a .7 mill increase, they currently have a 1.3 mill existing levy, and the increase will cost an additional \$50 per \$100,000 in value or \$4.00 per month. She stated that 80% of the levy pays for services. She stated that they contract with the Council on Aging for basic services for people on the program. She stated that most of these activities we all take for granted. She stated that these monies will also help people stay in an apartment vs going to a nursing home. She stated to qualify for the program; people must be 60 years or older and must meet certain requirements. She stated that their levy request is Issue 1 and they have not asked for an increase in 20 years. She stated that there has been a 79% increase in elderly people over this period and they have many people on their waiting list because they do not have the money to help them.

**ITEM 2025 – 151 – 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 – 152 – 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 – 153 – 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 – 154 – 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: \$3,886,710.13  
HRA Account: \$9,3496.32  
STARR Ohio: \$1,100,000.00 - Interest earned in August - \$4,165.84  
Revenue to Date: \$2,195,923.26  
Expenditures to Date: \$1,849,358.25  
Payments August: \$219,838.88  
Fund Balances: 471,027.30 General Fund/\$114,870.24 Road/Bridge Fund/\$372,886.24  
Road Fund/\$3,091,659.22 Fire Fund/\$638,563.76 Park Fund  
Total All Funds: \$4,933,821.44

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** – Assistant Chief Jordan Peters reported the following for the month of August:

1. Fire – 18 incidents in August (eight (8) fires, ten (10) other runs).
2. EMS – 84 calls which resulted in forty-one (41) patients being transported (43 non- transports).
3. Training this month was extraction with M&M Towing and was led by Lieutenant Green.
4. There has been an increase in COVID and there were 2 critical calls this month. Captain Shappelle reported that we had a call but were able to help the hospital with early notification for a stroke victim and respiratory patient with critical care on the scene.
5. The department was able to purchase an Elk Lift that will assist patients who have fallen and cannot get back up and will help the department to get patients to a cot without lifting the cot off the ground (which will eliminate back injuries). This lift will perform 15 lifts with one charge. 14% of the runs the department receives are for falls/lift assistance.

**PUBLIC WORKS REPORT** – Mr. Cassidy was absent. Mrs. Windle went through the Public Works Department report for the board.

1. Maintenance and Repair – the base repair on Ernestine is complete. All culvert pipes have been replaced on Dickey and No Mans Road. Paving in Rolling Meadows will be during the week of September 22<sup>nd</sup>.
2. Drainage – attended the annual BCEO stormwater meeting last month and there are no changes to our MS4 Stormwater Permit for now.
3. Roadside Mowing and Vegetation Control – we will begin round 4 of road mowing September 22<sup>nd</sup>.

4. Signage and Markings – new sign request by a resident on Streebe Road to install Flashing Curve signs on Preble County Line Road.
5. Snow and Ice control – plowing, salting, equipment readiness. Right now, it is too soon to start converting over equipment to get it ready for winter.
6. Cemeteries – ground maintenance. We have been spot mowing when needed. In August, we had 4 burials (MV-3 and EC-1). Nothing new to report on headstone, fencing or preservation in the cemeteries.
7. Parks – grounds and landscaping. We have been spot mowing in the park when needed. Clearing the woods for the new septic system will begin September 23<sup>rd</sup> by the Public Works Crew. Trees have been removed that had fallen along the trails.

**OLD BUSINESS:**

- A. None.

**NEW BUSINESS:**

**A. ITEM 2025 – 155 – MOTION TO APPROVE THE PARTICIPATION IN THE PURDUE DIRECT SETTLEMENT WITH ONE OHIO.**

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve the participation in the Purdue Direct Settlement with One Ohio. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**B. ITEM 2025 – 156 – MOTION TO APPROVE RESOLUTION 2025-03 A RESOLUTION TO ESTABLISH A SPECIAL REVENUE ACCOUNT IN THE UAN FOR OPIOID MONIES.**

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-03 a Resolution to Establish a Special Revenue Account in the UAN for Opioid Monies. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**C. ITEM 2025 – 157 – MOTION TO APPROVE RESOLUTION 2025-04 A RESOLUTION TO APPROVE LIGHTING ASSESSMENTS FOR 2025.**

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve Resolution 2025-04 A Resolution to Approve Lighting Assessments for 2025. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**D. ITEMS 2025 – 158 – MOTION TO APPROVE RESOLUTION 2025-05 A RESOLUTION PETITION TO VACATE A PORTION OF ALJEN ROAD.**

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve Resolution 2025-05 A Resolution Petition to Vacate a Portion of Aljen Road. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**E. ITEMS 2025 – 159 - MOTION TO APPROVE THE PURCHASE OF 6,000 GALLONS OF PROPANE FROM WOOD PROPANE FOR THE PRE-BUY PRICE OF \$1.199 PER GALLON FOR A TOTAL AMOUNT OF \$7,194.00.**

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve the purchase of propane from Wood Propane in the amount of \$7,194.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**F. ITEM 2025 – 160 - MOTION TO APPROVE A CONTRACT WITH LEGEND WEBWORKS LLC FOR A NEW WEBSITE COMPANY IN THE AMOUNT OF \$4,920.00**

Mrs. Windle stated that she would like to hire a new company to redesign our current website. She stated that it will cost \$3,000.00 to do the work on the new design and then \$160.00 a month for hosting fees.

Mr. Coldiron moved, Mr. Willoughby seconded the motion to approve a contract with Legend WebWorks LLC for a new website company in the amount of \$4,920.00.

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

**G. ITEM 2025 – 161 – MOTION TO APPROVE AN AGREEMENT WITH PAINTING BY DAVID BARNES, LLC TO DO MAINTENANCE ON THE ROOF AND PAINT THE SIDING AND DOORS ON THE ADMINISTRATION BUILDING AND STORAGE BARN IN THE AMOUNT OF \$44,218.00.**

Mrs. Windle stated that Mr. Cassidy is requesting that we hire Painting by David Barnes LLC to coat the roof and paint the building and doors before winter.

Mr. Coldiron moved; Mr. Willoughby seconded the motion to approve an agreement with painting by David Barnes LLC. to do maintenance on the roof and paint the siding and doors on the administration building and storage barn in the amount of \$44,218.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**DISCUSSION:**

**TRICK OR TREAT** – will be held on October 31<sup>st</sup> from 6:00 to 8:00 PM.

**LED SOLAR FLASHING CURVE WARNING SIGN** – Mrs. Windle stated that Mr. Cassidy has received a request from a resident to install a curve warning sign on Preble County Line Road. She stated that Mr. Cassidy received a cost of \$4,758.00 from Kleem to install two signs. Mrs. Lapensee asked if that included the battery replacement and software package needed for the solar sign or will that be a separate charge? She stated that usually those signs require Wi-Fi because they gather data as cars pass the sign which is also subject to public records requests. The board asked for Mr. Cassidy to gather more information on those items.

**PARK BUILDING** – Mr. Willoughby stated that the park septic system plans have been submitted to the OEPA. He stated that the OEPA required some changes to the design which have also been resubmitted for approval.

**FIRE HOUSE DESIGN** – Mr. Willoughby stated that they met with the architect and went over changes to the design, appliances, floor plan, etc.

**7596 DARL DRIVE** – Mrs. Windle reported that they have made some progress with Darl Drive. She stated that they have worked on the vegetation and trees, and metal and are working to remove the car and tear the building down.

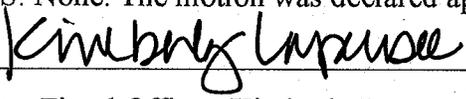
**MOLD AT POSTTOWN FIRE STATION** – Chief Peters stated that they will be getting some estimates for mold mitigation and to clean the vents for the fire station after mold was discovered there.

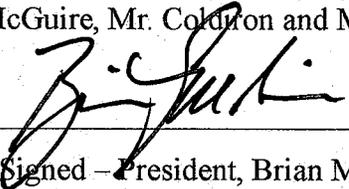
**PARK BOOK BOXES** – The book boxes have been installed at the park and are full of books for the children to use.

**COMMENTS FROM THE BOARD** – Mr. McGuire stated that he would like to read a statement. It is attached to this report.

**ITEM 2025 – 162 – MOTION TO ADJOURN**

Mr. Coldiron made a motion to adjourn the meeting at 7:23 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.

  
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Attest – Fiscal Officer, Kimberly Lapensee

  
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Signed – President, Brian McGuire