



AGENDA - ROSS TOWNSHIP BOARD OF TRUSTEES MEETING JANUARY 5, 2026

CALL TO ORDER

- 1) Pledge of Allegiance
- 2) Roll Call

PROCEDURAL ACTIONS

- 1) Move the adoption of **Motion No. 26-001** to nominate and appoint Russell A. McGurrin to the position of President of the Board of Trustees for 2026.
 - Need second to motion; discussion; roll call vote
- 2) President McGurrin assumes the duties of the President.
- 3) Move the adoption of **Motion No. 26-002** to nominate and appoint Donald Bennett to the position of Vice President of the Board of Trustees for 2026.
 - Need second to motion; discussion; roll call vote
- 4) Move the adoption of **Motion No. 26-003** to dispense with reading of the minutes from the December 4, 2025 regular meeting and the December 18, 2025 work session.
 - Need second to motion; discussion; roll call vote
- 5) Move the adoption of **Motion No. 26-004** to approve the minutes of the December 4, 2025 regular meeting.
 - Need second to motion; discussion; roll call vote
- 6) Move the adoption of **Motion No. 26-005** to approve the minutes of the December 18, 2025 work session.
 - Need second to motion; discussion; roll call vote
- 7) Police Chief Robert Gerhardt presents Full-Time Police Officer Michael Lemmer.
- 8) President McGurrin swears in Full-Time Police Officer Michael Lemmer.

PUBLIC PARTICIPATION

Individuals who wish to address the Board must speak from the podium and state their name and address for the record. Points should be made clearly and concisely within the five-minute time limit. One person's time may not be yielded to another. Comments should be directed to the Board with courtesy and respect. Any responses from the Board will be delivered in like kind.

REPORTS

- 1) **Fiscal Officer**
 - a. Certifications for POs and checks written since last regular meeting
 - b. Receipt Export since last regular meeting
 - c. Management Reports for December 2025
 - Revenue Status
 - Fund Status
 - d. Appropriation Summary as of December 31, 2025
 - e. Appropriation Supplemental Report
 - f. December 2025 Bank Reconciliation



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g. First Financial credit card attestation for November 2025

h. Hybrid Checking Account – Interest update

i. Consideration for Legislation:

Purpose – The Auditor of the State of Ohio requires certain policies be established to allow for strict internal controls on the public's money. This resolution sets that policy.

1. Move the adoption of **Resolution No. 2026-001** adopting the Ross Township fiscal policies for fiscal year ending December 31, 2026; authorizing transfer from the General Fund of Ross Township to various other funds pursuant to Ohio Revised Code Section 5705.40(E); and requesting the County Auditor to make advance payments of taxes throughout fiscal year 2026 pursuant to Ohio Revised Code Section 321.34.

- Need second to motion; discussion; roll call vote

Purpose – 2026 Appropriations Budget was the sole topic of conversation at a special meeting of the Board on November 19, 2025 and as part of the work session on November 20, 2025. The following resolution approves pay increases under the 2026 Appropriations Budget.

2. Move the adoption of **Resolution No. 2026-002** approving the staffing level and pay summary rates for the fiscal year ending December 31, 2026.

- Need second to motion; discussion; roll call vote.

Purpose – The Fiscal Officer has requested permission to enter into an agreement with the Ohio Auditor of State's Local Government Services Division to provide training and consultation services for 2026. The following resolution approves that agreement.

3. Move the adoption of **Resolution No. 2026-003** authorizing an agreement with Ohio Auditor of State's Local Government Services Division to provide consulting services to the Fiscal Officer as it may relate to their job duties, Ohio budgetary law, and other statutory requirements relating to the accounting and reporting function of the Township.

- Need second to motion; discussion; roll call vote

Purpose – approval to pay the bills.

4. Move the adoption of **Motion No. 26-006** to pay the bills as presented through the Fiscal Officer's Certification of Purchase Orders.

- Need second to motion; discussion; roll call vote

DEPARTMENT REPORTS

1) Administrator

a. Nuisances updates

b. Consideration for Legislation:

Purpose – The Board of Trustees must establish policy annually to allow for travel expense reimbursement, establish the meeting schedule, appoint its members to



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various boards and committees; and declare intent to conduct an internet auction for the sale of unneeded, obsolete or unfit township personal property for the current year. This resolution adopts those housekeeping measures.

1. Move the adoption of **Resolution No. 2026-004** establishing the schedule for meetings for the Board of Trustees, confirming appointments to various boards or committees; adopting an elected official's travel expense policy; and declaring intent to conduct an internet auction for the sale of unneeded, obsolete or unfit township personal property for fiscal year 2026.

- Need second to motion; discussion; roll call vote

Purpose – The Township Administrator has provided evidence of a nuisance violation to exist at a property on Robin Avenue. This resolution declares that property to be a nuisance and orders its abatement.

2. Move the adoption of **Resolution No. 2026-005** declaring a nuisance for accumulated debris at 2150 Robin Avenue.

- Need second to motion; discussion; roll call vote

2) Fire

- a. Monthly & Annual Fire & EMS run totals
- b. Monthly & Annual Inspection Report
- c. Grants update
- d. Personnel updates
- e. Consideration for Legislation:

Purpose – Accept Safety Intervention Grant funds through the Ohio Bureau of Workers' Compensation for a turnout gear drying cabinet for use in the Fire Department.

1. Move the adoption of **Resolution No. 2026-006** entering into project grant agreement with the State of Ohio's Bureau of Workers Compensation for its Firefighter Exposure to Environmental Elements grant in the Fire Department; establishing grant fund number 2925 entitled "2026 FEEE Grant"; authorizing the Fire Chief to execute the project; budgeting receipts and making appropriations for expenses; and requesting an Amended Certificate of Estimated Resources from the Butler County Auditor.

- Need second to motion; discussion; roll call vote.

Purpose – In an effort to keep the department self-sufficient, discussion regarding the need to renew and make continuous the current 3 mill levy in the Fire Department is determined to be necessary. The Board requested the Butler County Prosecutor prepare the following resolution which begins the process of placing the renewal levy on the May 2026 General Election ballot.

3. Move the adoption of **Resolution No. 2026-007** declaring the necessity for levy of a tax.

- Need second to motion; discussion; roll call vote



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3) Road

a. Consideration for Legislation:

Purpose – Curb work proposals approval.

1. Move the adoption of **Motion No. 26-007** to approve Road Superintendent Paul Bulach to accept proposals from Distler Concrete of \$44,000 for Robina Lane curb work and of \$40,600 for Fox Den Court curb work.
 - Need second to motion; discussion; roll call vote

4) Police

a. Monthly reports and updates for December 2025

b. Consideration for Legislation:

Purpose – hire Part-Time Police Recruit Chase Liddil, move Police Officer Chanda Stilts to Step III Police Officer pay grade, and promote Part-Time Police Officer Storm Back to Full-Time Police Officer.

1. Move the adoption of **Motion No. 26-008** to approve hiring Part-Time Police Recruit Chase Liddil at a pay rate of \$20.00 per hour, and upon successful completion of the Ohio Peace Officer Training academy, promote him to Part-Time Police Officer Step I at the rate \$29.38 per hour, and upon a vacant full-time opening, promote to Full-Time. Upon successful completion of his 1st year of employment, be eligible to apply for education reimbursement for tuition fees incurred while attending the Peace Officer Training Academy in accordance with current Township policy, to approve moving Full-Time Police Officer Chanda Stilts from Step II Police Officer pay grade to Step III Police Officer pay grade of \$32.36 per hour in accordance with the 2026 staffing level and pay summary rates and upon a satisfactory performance review, and to promote Part-Time Police Officer Storm Back to Full-Time Police Officer to fill the vacant School Resource Officer Position at a rate of \$32.36 per hour. All actions are to be effective January 11, 2026.
 - Need second to motion; discussion; roll call vote

TOWNSHIP BUSINESS

1) Old

- a. None from Administration – Any from the Board?

2) New

- a. Membership in OTA's Coalition of Large Ohio Urban Townships (CLOUT) - \$200 per year
- b. Re-scheduling of February 5, 2026 regular meeting due to potential conflict with attendance at Ohio Township Association conference?
- c. Any from the Board?

3) Announcements

- a. None from Administration – Any from the Board?



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4) Correspondence

- a. None from Administration - Any from the Board?

5) Topics for January 15, 2026 Work Session

- a. Fire Levy Resolution to Proceed
- b. Any from the Board?

EXECUTIVE SESSION

- 1) Move for the adoption of **Motion No. 26-009** to retire to executive session to discuss the employment, promotion, or compensation of a public employee, in accordance with Ohio Revised Code Section 121.22(G)(1). Time: _____pm.
 - Need second to motion; discussion; roll call vote
- 2) Move for the adoption of **Motion No. 26-010** to return from executive session to the regular meeting. Time: _____pm.
 - Need second to motion; discussion; roll call vote

LEGISLATIVE ACTION

Purpose - approve the promotion of Firefighter/Medic Scott Huston to Lieutenant.

- 1) Move the adoption of **Motion No. 26-011** to approve the promotion of full-time Firefighter/Medic Scott Huston to the position of Lieutenant at the rate of \$28.87 per hour effective January 11, 2026. This employment is in accordance with the current Staffing Summary and Pay Rate resolution.
 - Need second to motion; discussion; roll call vote

CLOSING ACTION

- 1) Is there any further business to come before the Board?
- 2) Move the adoption of **Motion No. 26-012** to adjourn the meeting.
 - Need second to motion; discussion; roll call vote

NEXT MEETING

Board of Trustees Work Session:

Date & Time:

January 15, 2026 at 6:00 p.m.

Location:

Ross Township Government Center
4055 Hamilton Cleves Road

Board of Trustees Regular Meeting:

Date & Time:

February 5, 2026 at 6:00 p.m.

Location:

Ross Township Government Center
4055 Hamilton Cleves Road