

**TWIN TOWNSHIP TRUSTEES
2026 ORGANIZATIONAL MEETING
JANUARY 5, 2026
MINUTES**

The Twin Township Trustees 2026 organizational meeting was called to order at 6 p.m. at the office of the Twin Township Trustees, 11474 Keran Street, Bourneville, Ohio by Fiscal Officer Kim Litter.

Roll call: present were Township Officials Trustees William Jones, Dylan Estep, Bryan Bethel and Fiscal Officer Kimberly Litter. Also present were Fire Chief Shaun Allen, Asst. Fire Chief Chris Benson, Volunteers Tony England and Kenny Bare, residents Todd Johnson, Holly Johnson, Jason Leacher, and Debbie Leacher.

Fiscal Officer Kimberly Litter assumed duties as President Pro-Temp and called for nominations for President. Mr. Jones nominated Mr. Bethel. There were no other nominations.

All voted in favor of Mr. Bethel as President for 2026. Based on above voting, Mr. Bethel was declared Twin Township Trustee President for 2026.

Mr. Jones nominated Mr. Estep as Twin Township Trustee Vice President. Mr. Estep nominated Mr. Jones as Twin Township Trustee Vice President.

Mr. Estep and Mr. Bethel voted for Mr. Jones. Mr. Jones voted for Mr. Estep. Based on above voting, Mr. Jones was declared Twin Township Trustee Vice-President for 2026.

Mr. Bethel assumed role as President to continue in regular township monthly meeting.

Reading of the minutes of the previous meeting was waived. Motion made by Mr. Jones and seconded by Mr. Estep to approve minutes and current agenda. All voted yes. Motion passed.

Motion by Mr. Jones and second by Mr. Estep to approve resolutions 2026-01-05-01 through 2026-01-05-06. All voted yes. Motion passed.

RESOLUTION 2026-01-05-01

SET DAY AND TIME FOR REGULAR MEETINGS FOR THE YEAR AS SECOND MONDAY OF EACH MONTH BEGINNING AT 6:00 P.M. AT THE TWIN TOWNSHIP TRUSTEE OFFICE AT 11474 KERAN STREET, BOURNEVILLE, OHIO AND ONCE A QUARTER MEET AT THE FIRE HOUSE AT 11521 RT. 50, BOURNEVILLE, OHIO. (Dates at bottom of minutes)

RESOLUTION 2026-01-05-02

SET MILEAGE REIMBURSEMENT RATE FOR OUT-OF TOWNSHIP BUSINESS FOR PUBLIC OFFICIALS, EMPLOYEES AND APPROVED VOLUNTEERS AT THE CURRENT I.R.S. RATE.

RESOLUTION 2026-01-15-03

SET METHOD USED TO NOTIFY PUBLIC OF CHANGE IN MEETING TIMES AND/OR DATES AND TOWNSHIP BUSINESS BY POST OF PUBLIC NOTICE ON BULLETIN BOARD LOCATED OUTSIDE TOWNSHIP GARAGE

RESOLUTION 2026-01-05-04

TO JOIN STATE AND LOCAL TOWNSHIP ASSOCIATION AND PAY DUES

RESOLUTION 2026-01-05-05

TO JOIN ROSS COUNTY ENGINEERS DRUG TESTING AND CDL PROGRAM.

RESOLUTION 2026-01-05-06

FISCAL OFFICER BE GRANTED PERMISSION TO MAKE SUPPLEMENTAL INCREASES/DECREASES TO APPROPRIATIONS AND INTER/INTRA-FUND TRANSFERS AND/OR ADVANCES AS NEEDED TO PAY BILLS, WITH FORMAL APPROVAL TO FOLLOW AT NEXT TRUSTEES' MEETING

RESOLUTION 2026-01-05-07

MR. JONES MOVED TO ACCEPT THE HOLIDAY SCHEDULE AS WRITTEN. MR. ESTEP 2ND. ALL VOTED YES. MOTION PASSED. (Reminder in December to vote on January 4, New Year's Day 2027.) (Schedule at bottom of minutes)

RESOLUTION 2026-01-05-08

MR. JONES MOVED TO PAY TRUSTEES, FISCAL OFFICER AND FIRE CHIEF 2ND FRIDAY OF THE MONTH. MR. BETHEL 2ND. ALL VOTED YES. MOTION PASSED.

CORRESPONDENCE/COMMUNICATION

Mr. Jones discussed conflict on 2026 Paving Contract on exact ending on Scott Rd. Mr. Jones will meet with Paul Cottrill to determine the actual bid and bring back to Board next meeting.

FINANCIAL

Motion by Mr. Jones and second by Mr. Estep to approve the items listed below:

- A. Bank Reconciliation
- B. Payment Listing
- C. Receipts Listing
- D. Fund Status/Cash Summary by Fund
- E. Purchase orders and blanket certificates

All voted yes. Motion passed.

OLD BUSINESS

550 White Truck—Hydraulic system needs all new parts and redoing it again. It is back but not working properly. Mr. Bethel will also look at price for hydraulic sander/spinner.

New Truck—Need it as soon as possible but will wait until Amended Certificate is received from County Auditor/Budget Commission to analyze financially the best choice of purchasing a new truck. Mr. Bethel will work with Chad on specs.

Road Garage Camaras—Mr. Jones purchased a new DVR. Cameras are back operational.

Mr. Jones made a motion to enter executive session at 6:20 pm to consider:

- a) the appointment, promotion or demotion of a public employee as permitted under Ohio Revised Code section 121.22 paragraph g article 1, and
- b) to prepare for conducting or reviewing negotiations with public employees concerning their compensation or other terms or conditions of their employment, as permitted under Ohio Revised Code section 121.22 paragraph g article 4.

Mr. Estep 2nd. Entering Executive Session were Trustees, Fiscal Officer and Chief Allen.

Executive Session concluded at 6:50 pm to return to regular meeting.

NEW BUSINESS

RESOLUTION 2026-01-05-09

Mr. Jones moved to approve 3% increase in salary for both Chad Miller and Jerry Williamson. Mr. Bethel 2nd. All voted yes. Motion passed.

Mowing Contract—Mr. Jones moved to accept bids for 2026 Twin Cemetery Mowing Contract through March 9 meeting. Mr. Bethel 2nd. All voted yes. Motion passed. The contract is available and will be posted on township website, local stores, and Post Office.

2026 EMS Contracts—Mr. Jones moved to send signed copies of the 2026 EMS contract to Huntington Township, Scioto Township, and Village of Bainbridge. 2025 contracts expire Feb. 28, 2026. Mr. Estep 2nd. All voted yes. Motion passed.

Fire Contracts will expire in May. At this point, Twin will continue with the Fire Contracts.

Extra Paving—Mr. Jones will check on the cost of paving the “Y” on Storms Road and report back at next meeting.

Resources 2026—Mr. Jones gave handout and explained 2026 Estimated Resources for the Township. (This handout is at bottom of minutes.)

FIRE CHIEF REPORT:

Chief Allen’s written report is at bottom of minutes.

Marc’s Radios—Mr. Bethel moved to pay \$20,000 down payment on new Marc’s radios. The grant monies have already been received and ready to spend. Mr. Jones 2nd. All voted yes. Motion passed.

VA Mutual Aid Agreement—Trustees were sent copies of possible agreement with VA. Several questions: Does Union Township have an agreement with VA? Is there a County Mutual Aid Agreement in General and what townships commit to this agreement? Mr. Jones would like to call Prosecutor and discuss the VA agreement. Fiscal Officer will send a copy of the VA Mutual Agreement to Prosecutor for him to review before Mr. Jones calls him.

Lift Assist Liability—Prosecutor feels it would no liability but would like to know what insurance policy has stated. Kim will check with insurance policy and get more information.

Budget—Proceed with Fire Department Budget as is and wait for Amended Certificate for approval.

Chief Items—Mr. Bethel asked Marty to get with Chief Allen to give him all items needed for the chief responsibilities.

Mr. Jones moved to give Marty the laptop he has been using. Mr. Estep 2nd. All voted yes. Motion passed.

Mr. Jones moved for Chief Allen to purchase a laptop under \$1,500. Mr. Estep 2nd. All voted yes. Motion passed.

Security Access—Mr. Jones is working with StarTec to find a way through the phone app for limited access to Fire Department Office. Mr. Jones will also ask about the Battery Backup light flashing in Fire Department.

Motion made by Mr. Jones and seconded by Mr. Estep to adjourn at 7:40 p.m. all voted yes. Meeting adjourned.

Bryan Bethel, President

William Jones, Vice-President

Dylan Estep, Trustee-at-Large

TWIN TOWNSHIP TRUSTEES' MEETING DATES

- Mon. Jan. 5
- Mon. Feb. 9
- Mon. March 9
- Mon. April 13
- Mon. May 11
- Mon. June 8
- Mon. July 13
- Mon. Aug. 10
- Mon. Sept. 14
- Mon. Oct. 12
- Mon. Nov. 9
- Mon. Dec. 14

PAID HOLIDAY SCHEDULE FOR FULL-TIME EMPLOYEES FOR 2026

- | | |
|----------------------------|---|
| 1) NEW YEAR'S | Jan. 1 (Thurs) |
| 2) MARTIN LUTHER KING DAY | Jan. 19 (Mon) |
| 3) PRESIDENT'S DAY | Feb. 16 (Mon) |
| 4) MEMORIAL DAY | May 25 (Mon) |
| 5) JUNETEETH | June 19 (Thurs)-Holiday falls on a Friday |
| 6) INDEPENDENCE DAY | July 6 (Mon)-Holiday falls on a Saturday |
| 7) LABOR DAY | Sep 7 (Mon) |
| 8) COLUMBUS DAY | Oct 11 (Mon) |
| 9) VETERAN'S HOLIDAY | Nov 11 (Wed) |
| 10) THANKSGIVING HOLIDAY | Nov 26 (Thurs) |
| 11) CHRISTMAS HOLIDAY | Dec 24 (Thurs) |
| 12) NEW YEAR'S EVE HOLIDAY | Dec 31 (Thurs) |

December 2025 Fire Department Summary/Update

Fire Run Update

- Number of Calls Received- 7
- Number of Calls Taken - 7
- Mutual Aid Calls - 4. Three calls providing MA and one received

Mutual Aid Discrepancies

- Chief Allen has reviewed all mutual aid invoices that were submitted and does not have any objections to those billings.

Department Update

- The helmets that were ordered in December have been received; however, we are still waiting for the shields to arrive before the can go into service.
- The 6 radios that had been ordered some time ago were received on 1/3/26. Those radios have been inspected by Chief Allen and appear to be of excellent quality and condition. This is the first purchase with the new radio equipment vendor. We are happy with the results.
- Chief Allen met with the radio vendor to discuss next steps in placing the order for the equipment identified in Marc's grant. Kris, the vendor, has requested a down payment on the equipment prior to placing the order. He is requesting \$20,000 of the \$38,674.87.
- On December 20th, at the request of Austin Depugh (Huntington Fire Chief), Shaun, Marty, and Chris Benson met with the chiefs and assistant chiefs with both Huntington and Bainbridge Fire Departments, as well as the assistant chief for Scioto Township. The meeting was held to discuss contracts and for those departments to recognize the transition that had been made at Twin. They had expressed their gratitude for the participation that Twin had been providing and recommended the fire contract be withdrawn. All participants agreed. They also wanted to discuss the EMS contract and the restructuring of that contract. Twin participants advised them to have their board members discuss with the Twin board as this wasn't something that could be decided amongst the chiefs.
- Mutual agreement with the VA has been provided and has been sent to the board for review.

estimated resources 2026

Fund #	name	2025 estimated revenue	2025 actual revenue	2025 expenses	+/-	2026 estimated revenue	2025 actual carry-over	total estimated resources for 2026
1000	general	\$128	\$149	\$123	\$26	\$130	\$388	\$518
2011	mvl	\$16	\$16	\$17	-\$1	\$16	\$6	\$22
2021	gas tax	\$125	\$147	\$162	-\$15	\$125	\$27	\$152
2031	Road & brdg	\$183	\$176	\$140	\$36	\$183	\$54	\$237
total	rd funds	\$324	\$339	\$319	\$20	\$324	\$87	\$411
2191	fire/ems	\$260	\$263	\$175	\$88	\$260	\$336	\$596
2041	cemetery	\$34	\$47	\$38	\$9	\$34	\$24	\$58