

**TWIN TOWNSHIP TRUSTEES
REGULAR MEETING
MARCH 9, 2026
MINUTES**

The Twin Township Trustees' regular meeting was called to order at 6 p.m. at the office of the Twin Township Trustees, 11474 Keran Street, Bourneville, Ohio by President Bryan Bethel.

Roll call: present were Township Trustees President Bryan Bethel, Vice President William Jones, Trustee-at-Large Dylan Estep and Fiscal Officer Kimberly Litter. Also present were Fire Chief Shaun Allen and Asst. Fire Chief Chris Benson; Volunteers Tony England and Duane Johnson.

Public Participation

There was no public participation.

Fire Department and Chief Report

1. The full Fire Report presented to Trustees attached to minutes.
2. Chief Allen will send Kim a map of EMS coverage to post on website.
3. Community Yard Sale on March 28 will be done in the FD parking lot.
4. FD received \$15,000 State Fire Marshal grant for turnout gear.
5. **Resolution 2026-03-09-01**
Mr. Bethel moved to purchase additional turnout gear in amount of \$22,500. Mr. Estep 2nd. All voted in favor. Motion passed.
6. Chief informed Trustees Chris Kessinger and Caleb Swepston will be resigning as FD volunteers.
7. **Resolution 2026-03-09-02**
Mr. Bethel moved pending further details from Chief Allen to purchase MSA-SCBA gear with tanks with intent to pay down payment of \$50,000 and finance the remaining cost for 5 years. This is a quote available until end of March for 12 additional free tanks. Mr. Estep 2nd. All voted in favor. Motion passed.
8. **Resolution 2026-03-09-03**
Mr. Jones moved to drop Spectrum internet and acquire Starlink. Mr. Estep 2nd. All voted in favor. Motion passed. Chief Allen will investigate this transition and contact Spectrum and purchase Starlink.
9. Mr. Jones asked Chief Allen to email to Trustees and Fiscal Officer an updated list of volunteers with phone numbers and email addresses.

Minutes

Mr. Jones moved to accept the minutes from previous meetings. Mr. Bethel 2nd. All voted in favor. Motion passed.

Correspondence

1. Mr. Jones informed Trustees Joyce Good contacted him concerning solar light being destroyed by equipment on husband's grave. There was no monument, only the solar light. She asked Township to buy a new one. After discussion, Trustees need to have cost

of the solar light. Cemetery guidelines state solar lights or any decorations need to be beside monument.

2. Mr. Estep informed Trustees Paul Corcoran took down limb on Alexander Hollow. Mr. Estep will get an invoice from Mr. Corcoran.
3. Mr. Jones reminded Fiscal Officer that the lease for Mike Corcoran of \$100 for Cemetery is due April 1.
4. **Resolution 2026-03-09-04**
Mr. Bethel moved the Bourneville Association permission to use Firehouse. Mr. Estep 2nd. All voted yes. Motion passed.

Financials

Mr. Bethel moved to pass the financials of Payment listing, Receipt listing, Fund Summary, Purchase Orders and Blanket Certificates, and Bank Reconciliation. Mr. Estep 2nd. All voted in favor. Motion passed.

Old Business

- A. Alley Abandonment—Discussion on proper procedure to abandon the alley in Bourneville between Mr. Cutright and Mr. and Mrs. Carroll. ORC has several options. Mr. Jones will discuss with County Engineer and parties involved if a cost will be involved on their part and report back at next meeting on suggested approach to solve this problem.
- B. Dump Truck—Down payment was made and closing on \$200,000 loan will be completed this week. Road crew had training on new truck last week.
- C. Items for Auction—Several items have been sold on auction. Mr. Jones will discuss with Ryan Elliott about County buying boom mower for \$5,000. If not, it will be included in auction. Mr. Jones will also inform Ryan of the other mower needing sold.
- D. Mowing Contract—
Resolution 2026-03-09-05
Mr. Estep moved to accept lowest bidder-Jake's Lawn and Landscape LLC. Mr. Bethel 2nd. All voted in favor. Motion passed. Mr. Estep will inform Jake's Landscape of awarded contract. Mr. Jones and Mr. Estep will inform others of decision.

New Business

- A. Road Garage Doors
Resolution 2026-03-09-06
Mr. Jones moved to pay for four doors with three remotes for Road Garage through TL Doors. Mr. Bethel 2nd. All voted in favor. Motion passed. Mr. Jones will work with TL Doors to finalize the project.
- B. Road Garage-Chicken Wire on Lean 2-Mr. Estep presented 2 quotes.
Resolution 2026-03-09-07
Mr. Bethel moved to honor lowest bidder's, Skaggs Construction, quote of \$6,440. This will include walls, ceiling with pigeon pokers. Mr. Jones 2nd. All voted in favor. Motion passed. Fiscal Officer will contact Shawn and setup payment of half down.

C. Road Garage—Paint wood gable ends and eaves on building.

Resolution 2026-03-09-08

Mr. Jones moved to honor lowest bidder's, Tranquility Stone, quote of \$3,700. Mr. Bethel 2nd. All voted in favor. Motion passed. Mr. Estep will inform Tranquility Stone.

D. Box Grader—Mr. Bethel shared information about a box grader to be used behind tractor. He would like to purchase a 10'.

Resolution 2026-03-09-09

Mr. Jones moved to buy a box grader for approximately \$1,200. Mr. Estep 2nd. All voted in favor. Motion passed. Mr. Bethel will research and purchase.

E. HVAC for Firehouse—Mr. Jones presented a quote for \$635 to remove zone controls in Firehouse. Mr. Jones recommended this is not needed because it would not improve the heating in extreme cold weather.

F. Novo Solutions—Mr. Jones discussed the Novo Solutions. This is a way to track road work, inventory, equipment maintenance, and variety of other areas. The basic system is approximately \$7,000 with \$4,500 annual fee. This covers 5 users. It is something Fire Department could use also. Mr. Jones will take Chad to location using the software and investigate system more thoroughly and report back at next meeting.

G. Cemetery Cleanup—The cemetery needs to be rid of overgrown shrubs, weeds, and vegetation. Fiscal Officer will post a notice on website that "All overgrown shrubbery will be removed after April 1." More plans will be discussed at next meeting.

H. Culverts—Chad asked Trustees to look at culverts on Scott Road around Minneys and Browns. Something needs to be done before paving begins.

I. Radios—Chad asked Trustees to look into purchasing radios in trucks when crew has no phone service in order to communicate. Mr. Estep suggested Rapids Radios. Mr. Bethel would like to have a demo set to try out to see if they actually work throughout the township. Mr. Estep will try to borrow a set.

J. Ross County EMA—Mr. Bethel moved to join the Ross County EMA and pay the annual \$150 fee. Mr. Estep 2nd. All voted in favor. Motion passed.

Motion made by Mr. Jones and seconded by Mr. Bethel to adjourn at 8:10 p.m. All voted in favor. Meeting adjourned.

Bryan Bethel, President

William Jones, Vice-President

Dylan Estep, Trustee-at-Large

February 2026 Fire Department Report

Fire Run Summary

- **Total Calls Received:** 9
- **Total Calls Answered:** 9
- **Mutual Aid Responses:** Mutual aid was provided on 4 calls.

February Operational Update

- On February 28, the department hosted an instructor and completed the classroom portion of the Emergency Vehicle Operator Course (EVOC). This training provided 8 credit hours. The driving portion will be scheduled once weather conditions permit.
- The department received Marc's radios and pagers purchased through the Marc's Grant. An invoice will be submitted upon receipt.
- The new EMS/Fire service contracts with Bainbridge, Scioto, and Huntington Townships were finalized, signed, and are now in effect.
- The Mutual Aid Agreement with the Veterans Affairs Fire Department was signed and became effective on March 1.
- Chief Allen met with Lieutenant Bamfield of the Ross County Sheriff's Office to provide contract updates so dispatch personnel can be properly informed of the changes.
- The skid unit associated with the Forestry Grant has been ordered and is expected to arrive within an 8–10-week lead time. An invoice will be provided upon receipt of the equipment.
- Discussion regarding the purchase of new SCBA units was tabled during the previous board meeting due to an emergency call. Department members would like to revisit available options and discuss next steps toward acquiring new equipment.

New Business

- Michelle McBee of the Bourneville Community Watch has requested permission to host a community yard sale at the firehouse on March 28. Board approval is requested for use of the facility.
- On March 5, Chief Allen received official notification from the Ohio State Fire Marshal confirming that Twin Fire was awarded the 2026 Personal Protective Equipment Grant. The grant provides \$15,000 to purchase new turnout gear.
- Three sets of turnout gear will be purchased using grant funds. The Chief is requesting approval to purchase additional sets previously approved in the 2026 fire budget.
- One member was removed from the department due to lack of participation, and another member resigned to focus on a growing business.
- One new membership application has been received. The applicant will be contacted to discuss next steps in the membership process.

