

**TWIN TOWNSHIP TRUSTEES
REGULAR MEETING
JUNE 8, 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; Volunteers Courtland Hastings and Duane Johnson.

No Public Participation

Minutes

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

Financials

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

Resolution—2026-06-08-1

Mr. Jones made motion to send Amended Certificate of Resources to increase Fire Department \$47,150 to include Grants and Road Garage \$23,352 to include Auction Items. Mr. Bethel 2nd. All voted in favor. Resolution passed.

Fire Department and Chief Report—Chief Allen

1. The full Fire Report presented to Trustees attached to minutes.
2. Reported 5 grants have been completed and Chief Allen sent in documentation. One grant remaining. Fiscal Officer will investigate and inform Chief Allen of OTARMA reporting process.
3. Mr. Jones moved to accept new volunteer Brady Jamison. Mr. Estep 2nd. All voted yes. Motion passed.
4. Chief Allen would like a key to get in building at Cemetery that houses some Fire Department items. Trustees gave Chief Allen permission to cutoff lock and replace with new lock giving a new key to Chad.
5. Mr. Bethel informed Chief Allen that Nutrien will be purchasing a Grain Bin Extraction for use in Ross County. This equipment will be housed in Bainbridge. Mr. Bethel recommends Twin Fire Department participate in the training of this equipment to learn how to operate.
6. Mr. Jones informed Fire Department that The Good Samaritan Law covers firefighters during active calls.

Correspondence

1. Mr. Jones received a call concerning the “look” of burn pile at cemetery. There is not much that can alleviate this problem as road crew does try to keep from getting too large.

2. Mr. Jones informed Trustees that tire disposal at fairgrounds on Fri. June 12 is free to Townships. Chad and Jerry will check roads for any “old” tires laying on road and take to disposal.
3. Mr. Bethel informed Trustees the measuring device on truck was installed by the County.

Trustees and Fiscal Officer entered into Executive Session concerning Personnel Issues at 6:30 pm. Executive Session ended at 6:45 pm.

Old Business

- A. Cemetery Cleanup—The removal of overgrown vegetation will wait until Fall. Mr. Bethel was given information on Cemetery grants. Fiscal Officer will investigate this opportunity.
- B. Cemetery Survey— Mr. Jones informed Trustees that surveyor will survey Plots 14-21 on July 8.
- C. Cemetery Grants—Mr. Bethel was given information on Cemetery grant. Fiscal Officer will investigate this opportunity.
- D. Scott Road Paving Project—Road crew is putting in new culverts. Paving will be later this summer.

Resolution—2026-06-08-2

Mr. Bethel moved for Road Crew to start using new form providing information on all township culverts displaying when and what work was completed. Mr. Estep 2nd. All voted in favor. Motion passed.

- E. Alley Abandonment—The vacating of alley in Bourneville has been approved by Ross County Commissioners. Mr. Bethel moved to accept the approval by Ross County Commissioners. Mr. Estep 2nd. All voted in favor. Motion passed.
- F. Road Crew Checklist—Mr. Jones will discuss with Road Crew again to leave the checklist available at each Trustee meeting.

New Business

A. *Resolution—2026-06-08-3*

Mr. Bethel moved to accept Fringe Benefits for full-time employees and public officials for 2026 retroactive to January 1, 2026:

- 1) Pay premiums of Term life insurance policy of \$38,000 to full-time employees and public officials
- 2) Reimbursement of \$25.00 per month for cost of personal cell phone for township business use (for the following: Township Trustees, Fiscal Officer, full-time Road & Cemetery Employee(s), Fire Chief)
- 3) Reimbursement of \$38.00 per month to Fiscal Officer for partial cost of high speed internet for home office
- 4) Reimbursement of health insurance premiums as per resolutions 2017-05-08-03 & 2017-08-14-03 to those public officials and full-time employees who qualify
- 5) Pay premiums of Vision and dental insurance policy to full-time employees and public officials
- 6) Pay Trustees and Fiscal Officer according to 2026 OTA Compensation Chart

- B. Tax Budget—Will be presented to Trustees at July meeting to be sent to Auditor by July 15. Public hearing will be before meeting at 6:45 pm.
- C. Road Crew Vacation and Leave—It is important for the Trustees and Fiscal Officer know when road crew will not be at work. This will help alleviate conflicts in scheduling Township projects.

D. **Resolution—2026-06-08-4**

Mr. Bethel moved employees need to complete a request for vacation 2 weeks prior to leave. When taking Emergency, Sick or Comp-time, Road Crew needs to text Trustees and Fiscal Officer immediately. Mr. Estep 2nd. All voted in favor. Motion passed.

Motion made by Mr. Jones and seconded by Mr. Estep to adjourn at 7:10 p.m. All voted in favor. Meeting adjourned.

Bryan Bethel, President

William Jones, Vice-President

Dylan Estep, Trustee-at-Large

May 2026 Fire Department Report

Fire Run Summary

- **Total Calls Received:** 8
- **Total Calls Answered:** 8
- **Mutual Aid Responses:** Mutual aid was provided on 1 call.

March Operational Update

- While installing the new skid unit in Brush 1603, it was noticed the rear end shackle bolts had deteriorated from rust exposure. The truck was taken out of service and parts were ordered. The repairs were made in house, and the truck was placed back in service within a few days.
- While on a run, Engine 1608 experienced a pump malfunction. This required a fix beyond members' knowledge and a professional was called in. The pump malfunction required a new switch which was installed by the mechanic and is now in good working condition.
- Engine 1602 was taken to Penwell's to receive service. After completing this service, all trucks have been serviced within the last 8 months.
- Citizens First Fire has come and measured the remaining members for fire gear. We are still waiting to receive the gear that has been ordered.
- We received signs for the storage unit, and it has been installed.
- Fish fry was held at the fire house on May 23. We had a great turnout and received many positive comments from the public.
- We have 3 members attending the 36-hour fire class. Class will be finished near the end of June.

New Business

- Our fire department has not received calls for several runs within our jurisdiction. A few of those we were called very late to as the responding departments have realized they are within our jurisdiction. One we never received a call and a couple after one of our members has notified dispatch. Chief Allen had called the dispatcher after two of the runs in hopes it would fix the issue. Apparently, it has not. The Chief has sent an email to Captain Bamfield, the dispatcher supervisor, informing him of the mistakes that have been made. Still awaiting a response from the captain.
- A twin resident has asked to burn a large pile of brush on their property. We have agreed to assist them and will be using this as a training event for our members. This will occur on June 11.

- The chief has received calls from two individuals interested in joining the fire department. Those individuals plan to attend the next fire meeting, June 9, to see how meetings are conducted and plan to meet with officers after the meeting.
- Twin Fire has been invited to participate in a 4th of July event at Cornerstone Church. This will be discussed with the members of the department at the next fire meeting.
- The Association is planning to hold a car show and tenderloin fry sometime in the fall. We would like to discuss the limitations on using the back alley to stage fire trucks during this event.

June 2026

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8 Nathan	9 Bill Chris Meira	10	11	12 George	13	14 Shaun Duane Rudy
15 Jeremy	16 Chris	17	18	19 George	20 Bill	21 Shaun Wyatt, Randa Duane
22 Jeremy	23 Chris	24 Meira	25	26 George	27	28 Shaun Duane Rudy
29	30 Chris					