

**TWIN TOWNSHIP TRUSTEES
REGULAR MEETING
JULY 13, 2026
MINUTES**

A Public Hearing was held at 5:45 pm to present the Estimated 2027 Tax Budget.

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; Asst. Fire Chief Chris Benson and Volunteers Trent Hendershot and Bill Painter.

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—2026-07-13-1

Mr. Bethel made motion to approve the 2027 Tax Budget and forward copy to Ross County Auditor. Mr. Jones 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. Mr. Bethel moved to accept new Volunteer members—Sam Fletcher, Tessa Horton, Duane (Abbott) Johnson and Jase Rinehart. Mr. Estep 2nd motion. All voted in favor. Motion passed.
3. Huntington Township has asked for Twin Fire Department to cover fire calls at this time as both HT engines are down and in need of repair. At this time, Twin is willing to help our neighboring township.
4. AC Unit has been repaired.

Trustees and Fiscal Officer entered into Executive Session at 6:15 pm with Fire Chief, Asst. Fire Chief and volunteers to discuss Personnel Issues. Exited Executive Session at 6:25.

Fire Department was asked to assist in washing rock out of ditch on Camelin Hill.

Fire Department has hired a consultant to help with 501C status. Until the time of approval, monies will be deposited into Township account under a new item in the Fire Department budget.

Correspondence

1. Mr. Jones received a call concerning properties in Bourneville needing cleaned up. One “burn” property owner is in process of getting debris disposed. The other “burn” property has sold and once deed is filed, Trustees can send a nuisance filing to owners. The other concerned property has been sprayed with weed killer.
2. It has been reported that trash has been dumped on Minnehan Bend Road.
3. Mr. Estep talked to Jake’s Landscape about mowing Twin Cemetery on Thursday or Friday instead of Monday. He was informed this was not possible as Jake’s have other commitments on those days.

Old Business

- A. Cemetery Survey— Twin Cemetery has been surveyed. Mr. Jones will meet with Chad to insert rebar at corners of plots.
- B. Cemetery Grants—Fiscal Officer has been working on grant and will get sent in by deadline.

New Business

- A. Citizens have sent letters concerning overgrown vegetation on Clayton Mills and Gordon Drive. Both properties have been mowed at time of meeting.
- B. County stated Alexander Hollow will need a 36” steel culvert. Trustees will work with County on next steps.
- C. Mr. Bethel spoke to County concerning the responsibility of bridge at bottom of McDonald Hill Road. Paul Cottrill will get back to Mr. Bethel with the answer and next steps.

Trustees and Fiscal Officer entered into Executive Session at 6:55 pm concerning Personnel Issues. Executive Session ended at 7:20.

Resolution—2026-07-13-2

Mr. Bethel moved a Request Leave Form be added to the Employee Handbook. Employees need to follow the guidelines in the manual on submitting this form. Mr. Estep 2nd. All voted in favor. Motion passed. Mr. Bethel will present the Employee Manual with Request Leave Form and Signature Page to employees.

Motion made by Mr. Jones and seconded by Mr. Estep to adjourn at 7:35 p.m. All voted in favor. Meeting adjourned.

Bryan Bethel, President

William Jones, Vice-President

Dylan Estep, Trustee-at-Large

June 2026 Fire Department Report

Fire Run Summary

- **Total Calls Received:** 11
- **Total Calls Answered:** 11
- **Mutual Aid Responses:** Mutual aid was provided on 3 calls.

March Operational Update

- On June 11th the fire department assisted a resident with the burning of a large brush pile. The resident had called and requested the FD to assist with this effort. We used this opportunity to perform a live burn training which was beneficial for several of our new members.
- Chief Allen had sent several emails to the Ross County dispatcher's office requesting an explanation for the department not receiving calls within their jurisdiction. Following those emails, Chief discussed the issue with a Captain that is within the Sherriff's office, and she committed to keeping an eye on the issue and assured them they would provide additional training to their staff. Since this time, there has only been one call missed to the best of the chief's knowledge. He will continue to monitor this closely.
- The fire officers met with two new applicants and agreed they would be a good fit for the department. They are Sam Fletcher, a certified firefighter and Tessa Horton, a certified EMT that is currently signed up for the Firefighter 1 class that will begin in August.
- Two department members were removed from the department for disciplinary reasons. Those two had both started the 36-hour firefighter training and were removed by the instructor due to lack of attendance as they had only attended a few classes. Those members are Hunter Bennett and Cheyenne Wells. They have both received and signed a dismissal letter which will be entered into the personnel file.
- The first 7 sets of fire gear, including bunker pants with suspenders and belt, jacket, hood, and gloves were received. This gear is a great addition for our staff. The remaining 4 sets that have been ordered are expected to be delivered sometime in the month of July. With receiving these sets, that provides new gear to have our members.

New Business

- We have received two additional applications for membership. Both individuals have recently graduated from high school and are interested in the fire field. They have both met with the FD officers and all officers have agreed they would be a good fit for the department. Those applicants are Abbott Johnson and Jase Rineheart. Both will need to attend the 36-hour fire class and have committed to signing up for the next available.

- We would like to ask the board to review and accept the total of 4 new applications that we have received in the last month. If accepted, that would bring our total crew to 22 active members.
- Recently the HVAC system in the firehouse has not been performing as it should. HVAC tech had been called and reviewed the situation. Some work will need to occur to get the system back operational.
- An odor had been noticed in firehouse which created an unpleasant environment. Members attempted to clean out and flush all drains but were unsuccessful in doing so. Bud's septic tank service had come to the station on July 9 and pumped out the septic tank and a holding tank for the interior drains. The odor appears to be much better, and the problem is believed to be fixed.
- New flag was purchased for the fire station as the old one was very worn and needed replacement. Smaller flags were added to the back of several trucks to create a better image as trucks were traveling.
- Starlink has been purchased for the station to provide better internet service. The previous service was not performing in a way that was adequate for department needs.
- Huntington Fire Chief DePugh had contacted Twin Chief and had notified him their first out engine was damaged and needed repairs. The information was provided to request Twin FD in supporting Huntington for structural fire support until their equipment is fixed and back in service. Chief Allen is requesting to discuss this situation with the board to come to a resolution in assisting Huntington FD.
- One member, Tony England, has completed his 36-hour fire training and is currently waiting to take his state certified test.