

**MADISON TOWNSHIP BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**JANUARY 21, 2026**

The Madison Township Board of Trustees met on this day in REGULAR session at the Township Administration building located at 5610 W. Alexandria Road, Middletown, Ohio at 6:30 p.m. The meeting was called to order by Board President Jeff Willoughby with the Pledge of Allegiance.

**ROLL CALL:** Mr. Willoughby – Present, Mr. McGuire – Present, Mr. Coldiron – Present, Mrs. Lapensee – Present, Mrs. Windle – Present.

**PUBLIC COMMENTS:**

There were a few people in attendance who had minor questions about the fire station.

**ITEM 2026 – 011 – MOTION TO APPROVE THE MINUTES**

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the minutes of the regular meeting of December 17, 2025, and the special meetings of January 7, 2026, as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

**ITEM 2026 – 012 – MOTION TO APPROVE THE BILLS**

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve the bills for this period as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

**ITEM 2026 – 013 – MOTION TO APPROVE THE ROAD SIGN CHECKS**

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve the road sign checks as presented. Vote: AYES: Mr. McGuire, Mr. Willoughby, Mr. Coldiron. NAYS: None. The motion was declared approved.

**ITEM 2026 – 014 – MOTION TO APPROVE THE FISCAL OFFICERS REPORT**

Mrs. Lapensee stated that we had the following amounts in our checking account and major fund balances:

Checking Account: \$4,212,891.34  
HRA Account: \$11,148.03  
STARR Ohio: \$1,100,000.00 - Interest earned in December - \$3,734.80  
EMS Billing to Date: \$371,068.92  
Revenue to Date: \$3,622,589.07  
Expenditures to Date: \$2,981,977.20

Payments December: \$298,434.41

Fund Balances: \$540,613.92 General Fund/\$197,972.98 Road/Bridge Fund/\$265,738.96  
Road Fund/\$3,333,282.12 Fire Fund/\$635,876.90 Park Fund

Total All Funds: \$4,104,656.20

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve the Fiscal Officers Report as presented. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**FIRE/EMS DEPARTMENT REPORT** – Fire Chief Hall reported the following for the month of November:

1. Fire – 24 incidents in December (four (4) fires, fourteen (14) motor vehicle crashes and six (6) other runs).
2. EMS – 93 calls which resulted in sixty-three (63) patients being transported (30 non- transports).
3. Training – The training for January was CPR certifications and next month will be a tanker truck that has been overturned.
4. Awards – Savannah Rutherford received EMS employee of the year award. Thomas Hall and Logan Marsh received the Fire employee of the year award. Zaidyn Duggins received the Life Saving Award for the year.
5. Total Runs for 2025: 1285 (289 Fire Runs and 996 EMS Runs). In 2024 there were 1213 total runs (284 Fire Runs and 929 EMS Runs) 5.9% increase overall.

**ROAD/CEMETERY REPORT** – Mr. Cassidy reported that the following occurred during the month of May:

1. Roads – Mr. Cassidy reported that the township paved 1.08 miles of roadway this year (Rolling Meadows Subdivision), crack sealed 2.21 miles (Mossiman Road) and performed 3.61 miles of retrace. A total of 7.15 miles of road projects were completed on township roadways. The City of Trenton resurfaced .25 miles of Pierson Road (per the 2009 agreement). The township replaced 5 culvert pipes on Dickey and No Mans Roads. The road mower made 4 round trips mowing along the ditches in the township – total miles traveled 384. Stolen signs cost the taxpayers \$2,000.00 this year to replace. We purchased 389 tons of salt in 2025.
2. Cemeteries – the crew mowed a total of 30 weeks and ran the weed eater 8 times over the warmer months. There were 25 total burials this year – Pleasant Hill 5, Miltonville 14, and Elk Creek 6. Headstone maintenance was performed on 10 stones in the older sections of the cemeteries.
3. Park – the crew mowed the park 27 times and used the weed eater 6 times. There were three large projects in the parks this year – Trail Marker installation by Kestra York, Book Box installed by Peyton Curry and her father, and a section of the woods were cleared for the septic system installation in 2026. The public works crew also installed new Park rules signs. Weekly playground inspections were conducted. The park hosted the annual food truck rally.

4. Building and Property Maintenance – The administration and storage bin were painted (roof repaired and painted along with all the siding). The fueling station was relocated and replaced and a locking gate was installed surrounding the dumpster and fueling area.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

**A. ITEM 2026 – 015 – MOTION TO APPROVE THE BUTLER COUNTY EMERGENCY MANAGEMENT AGENCY FEES FOR 2026 TOTALING \$4,854.85.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the Butler County Emergency Management Agency Fees for 2026 totaling \$4,854.85. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**B. ITEM 2026 – 016 – MOTION TO APPROVE THE EXPENSE POLICY FOR 2026.**

Mr. Willoughby stated that the policy would include the following:

1. \$15 max parking without receipt or fully paid with a receipt
2. Cab fares, meals, and hotels will be fully paid with a receipt
3. Transportation will be fully paid with a receipt to authorized meetings
4. Training, events, educational training, and conference registration will be paid in full with receipts.
5. “Super Saver packages” that include an extended stay with substantial discount may be utilized if financially beneficial to the township.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the expense policy for 2026. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**C. ITEM 2026 – 017 – MOTION TO APPROVE RESOLUTION 2026-02 A RESOLUTION REVISING MADISON TOWNSHIP PERSONNEL POLICY MANUAL ARTICLE IV LEAVE POLICIES.**

Mrs. Windle stated that the proposed resolution amends the policy to include eligibility for holiday pay, vacation leave, and sick leave benefits for part-time employees. The Board was informed the change would apply to the part-time Officer Manager Position. Our prosecutor confirmed that the current 100-day cap on sick leave accrual complies with the Affordable Care Act considerations.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve Resolution 2026-02, a Resolution Revising Madison Township Personnel Policy Manual Article IV Leave Policies. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**D. ITEM 2026 – 018 – MOTION TO APPROVE THE HIRE OF MATT ESTRIDGE AS A PART-TIME FIREFIGHTER/MEDIC PENDING PAPERWORK.**

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the hire of Matt Estridge as a Part-Time Firefighter/Medic pending paperwork. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**E. ITEMS 2026 – 019 - MOTION TO APPROVE THE PURCHASE OF NEW PAGERS FROM 4A COMMUNICATION SOLUTIONS INC. IN THE AMOUNT OF \$8,000.00.**

Mr. McGuire moved; Mr. Coldiron seconded the motion to approve the purchase of new pagers from 4A Communication Solutions Inc. in the amount of \$8,000.00. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**F. ITEM 2026 – 020 - MOTION TO APPROVE THE 2026 CEMETERY RULES AND RATES.**

Mr. Cassidy stated that he made no changes to the rates but did exclude Christmas and Memorial Day as days there would be no burials.

Mr. McGuire moved, Mr. Coldiron seconded the motion to approve the 2026 Cemetery Rules and Rates with the changes. Vote: AYES: Mr. Willoughby, Mr. McGuire, Mr. Coldiron. NAYS: None. The motion was declared approved.

**DISCUSSION:**

**PUBLIC NOTICE OF INTENT TO FILE AN APPLICATION FOR FINANCIAL ASSIST**

– Trustee Willoughby stated that the Township advertised a public notice of intent to file an application for financial assistance with the USDA for the construction/purchase of a new fire station facility. Trustee Willoughby went through the drawings with the public and the need to build a new fire station. He stated that there would be following included in the design:

1. 5 bays (one being a wash bay);
2. EMS storage;
3. Staff sleeping areas (bunks);
4. Bathrooms (men's and women's);
5. Decontamination Room for gear;
6. Gear Room with lockers for each employee;
7. Mechanical Rooms,
8. Kitchen
9. Multiuse Training/Meeting Room
10. Offices

He stated that the estimated cost of construction will be 5.2 million dollars. He stated that the township has received a grant in the amount of \$1.75 million and is looking to finance 2.5 million dollars through the USDA over a 30-year period. He stated that the township will take

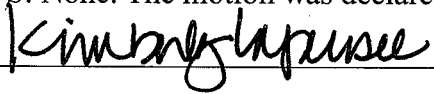
\$750,000 from the Fire Fund to pay the remaining portion of funds. This will not include soft costs (i.e., Furniture, etc.). Trustee Willoughby stated that we are progressing through the paperwork process and still need to work on the legal portion of the paperwork.

**PARK BUILDING DESIGN** – Mr. Willoughby stated that the bid was awarded at the last meeting and there will be a preconstruction meeting at 2:00 PM on Friday. He stated that they are currently working on the permits. Trustee Willoughby went over the possible purchase of new playground equipment to supplement what they have already purchased. The cost of the equipment will be \$98K plus installation. He stated that this is the price on state bid. He also stated that he may be getting 9 poles donated that can be used in the future for lights and displays (like veteran’s portraits, etc.).

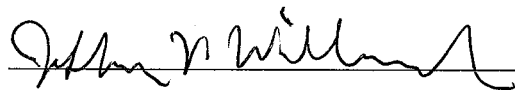
**UTUBE** – Mrs. Windle stated that the cameras are currently not working and she had to call for maintenance which was unsuccessful. She stated that she will investigate purchasing a new camera for the meetings.

**ITEM 2026 – 021 – MOTION TO ADJOURN**

Mr. McGuire made a motion to adjourn the meeting at 7:05 PM. Mr. Coldiron seconded the motion. A roll call of the vote resulted: AYES: Mr. McGuire, Mr. Coldiron and Mr. Willoughby; NAYS: None. The motion was declared approved.

  
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Attest – Fiscal Officer, Kimberly Lapensee

  
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Signed – President, Jeff Willoughby