

**Minutes of the Urbana Board of Trustees Meeting
held Monday, May 19, 2025**

The Board of Urbana Township Trustees met on this date with Trustee Blair Stinson, and Trustee Matt Harrigan present. Trustee Roger Koerner was absent.

Present:

Dean Ortlieb, Fire Chief, City of Urbana

The April 21, 2025, Meeting Minutes were reviewed and accepted with no additions or corrections. Mr. Stinson moved, seconded by Mr. Harrigan to approve the April 21, 2025 meeting minutes. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes.

Visitors

Chief Ortlieb – Provided Report on fire and EMS runs.

EMS is if someone calls, sick or hurt, we are going to go. Fire is investigation. “Smells and bells”. Actual fires – probably one a month. Rescue – extracating. Hasmat and car accident.

You are looking at across the nation, 80% is EMS, and then one and one on EMS. You have to have the capacity, because you don’t know when the run is coming.

Our ISO (Insurance Services Organization) – we are a 3 and 3. Three for this township and 3 for the city. The other thing is Chris our Director of Finance is leaving in June, and Kerry Brugger is also leaving, but we don’t know when. My guess is third or fourth quarter.

We are heading in three areas of concern. Manpower, competency or certification level, and our equipment. It is so easy when you don’t make a decision, is you kick that can down the road. It is tough for people that are leaving, worried about their legacy, not doing anything that would adversely affect anyone. They do an outstanding job.

Mr. Stinson – thank you Chief. This is high.

Chief – it is cyclical. We are high as a department right now. Sometimes it is related to the economy. I think you will see this will balance out. It should come down some. I think we need to see; there is nothing wrong with us talking and at least heading in the right direction.

Road and Maintenance Report

Mr. Harrigan – Richard and Blair went out and spread weed killer in late April around the poles and cemetery. A lot of mowing going on in May at the cemetery and the road. The 68 ditch at Tecumseh Woods. Richard started the large road mowing. He just finished the first round today. It took four days.

Mr. Stinson – it used to take 8 – 9 days. That is going from road to easement line.

Mr. Harrigan – thank you for all of your help spraying. That is a huge step forward.

Mr. Stinson– we will install new blades on the 20 foot bush hog mower. We didn't want to put them on this mowing in case there was a block or a chair.

Mr. Harrigan – We have roof leaks here at the opening of our entrance door and one by the hallway and bathrooms, and one by the heater. The sealant is dry rotted. I went to Lowes Home Depot and Skelley Lumber, so we are looking for something with UV protectant. It is \$400 for a 5 gallon bucket. We only get the leaks with heavy rains.

Mr. Harrigan – move to Zoning and cemetery.

Zoning and Cemetery Report

See attached.

Ms. Perry – I received notice from Dwight Pence that he wanted to transfer his grave sites to Tamera Purinton. Ms. Purinton also wants to buy additional grave sites. I gave her Sean's number for the new graves will prepare a new deed.

Old Business

Mr. Stinson - once we get the roadside mowing done, we have to do some work at Briarwood so we can get drainage tiles in.

Mr. Harrigan – I ordered those signs.

Mr. Stinson – we did take delivery on the rear blade from John Deere for berm repair. It has been too wet to use it yet.

Ms. Perry – we received the \$850.00 reimbursement from the state on the Janice Kelsey indigent burial.

New Business

Tax Budget – Mr. Stinson Blair moved to approve and file the tax budget with county auditor. Mr. Harrigan seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes.

Ms. Perry – we also received a request from OTARMA to appoint a representative to OTARMA and an alternate. Mr. Stinson moved to appoint Mr. Harrigan as the OTARMA representative, with Mr. Stinson as the alternate. Mr. Harrigan seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes.

New Business

Mr. Stinson moved that we approve all of the bills and authorize the disbursement of the checks. Mr. Harrison seconded the request. Roll call was as follows: Mr. Harrigan, yes; Mr. Stinson, yes.

The following bills were presented for payment:

Check No.	Date	Payee	Total Amount
	05/19/2025	US Treasury	\$1,561.08
	05/19/2025	City of Urbana	\$94.47
	05/19/2025	Ohio Department of Taxation	\$133.63
	05/19/2025	BWC	\$190.42
	05/19/2025	CT Communications	\$143.91
	05/19/2025	Pioneer Rural Electric	\$119.08
20775	05/19/2025	VOID	0.00
20776	05/19/2025	Richard McCain	\$25.00
20777	05/19/2025	Sean M. Tullis	\$25.00
20778	05/19/2025	Sandi Perry	\$233.09
20779	05/19/2025	Matthew J. Harrigan	\$425.00
20780	05/19/2025	Roger Koerner	\$425.00
20781	05/19/2025	Blair Stinson	\$539.98
20782	05/19/2025	Cintas	\$279.43
20783	05/19/2025	Williams Hardware	\$3.69
20784	05/19/2025	Heritage Cooperative	\$187.65
20785	05/19/2025	Koenig Equipment	\$327.70
20786	05/19/2025	Skelley Lumber	\$10.95
20787	05/19/2025	Peoples Savings Bank	\$167.16
20788	05/19/2025	Roberts Refuse	\$98.50
20789	05/19/2025	Matt Harrigan	\$900.75
20790	05/19/2025	Roger Koerner	\$760.05
20791	05/19/2025	Richard McCain	\$1,367.47
20792	05/19/2025	Sandi Perry	\$1,273.58
20793	05/19/2025	Blair Stinson	\$862.42
20794	05/19/2025	Sean Tullis	\$878.07
20795	05/19/2025	OPERS	\$2,055.31
Total			\$13,088.39

Announcements

Mr. Harrigan –the next meeting is Monday, June 16, 2025 at 5:00 P.M.

Public Comment

None.

Mr. Stinson moved to adjourn the meeting. Mr. Harrigan seconded the request. Roll call was as follows: Mr. Stinson, yes; Mr. Harrigan, yes.


_____ Matt Harrigan, President


_____ Sandi Perry, Fiscal Officer



Division of Fire

107 East Market Street, Urbana, OH 43078 | (937) 652 – 4375 | Fax (937) 652 – 4378 | www.urbanaohio.com

Fire Division 1st Quarter 2025 Highlights

News

- Firefighter Fulling completed the year-long probationary training and testing.
- Firefighter Shirk resigned from the division.
- Fire Marshal Jones announced his retirement with an effective date of May 23, 2025.
- Career presentations were presented at Hi-Point Career Center, Urbana High School, West Liberty High School, and Discovery Days at the Madison-Champaign Education Service Center.
- Installed 11 car seats.
- Issued 31 CPR cards.
- Created 14 community paramedic referrals.

Administrative

1st Quarter Inspections by Inspection Type	
	Amount
Building	125
Complaint	0
Day Care	1
Fire Alarm	37
Fire Protection	56
Food Truck/Festival	0
General	24
New Business	1
Occupancy	25
Plan Review	10
Pre & After School Programs	19
Re-inspection	269
Total	567

Operations

1st Quarter Incidents			
Incident Type	Amount	Daily Average	Daily Average Year to Date
EMS	697	7.74	7.74
Fire	62	.69	.69
Rescue	74	.82	.82
Totals	833	9.26	9.26
Multiple incidents in progress	173	1.92	1.92
Transports	524	5.82	5.82
Mutual aid received	19	.21	.21
Mutual aid given	26	.29	.29

5-19-25 Zoning

1. Zoning permit (#25-013) Jefferey Morgan 24'x35' garage 1557 Short Cut Rd.
2. Zoning permit (#25-014) 12'x24'x11' Ben Tackett storage shed at 1394 St. Rt. 54.
- 3.

5-19--25 Cemetery

1. Installed two footers on 5-15-25. One for Robert Mitchell at P# 67, G# 6 and one for Michael Stewart at P# 157, GS# 1.