

January 5, 2026

Minutes of Mifflin Township Board of Trustees Meeting and Organizational Meeting

Held January 5, 2026

The January 5, 2025 Mifflin Township Board of Trustee Meeting and Organizational Meeting was called to order at 6:12 p.m. by Chairman Eric Oswalt. Trustees present were Tim Echelberger, Eric Oswalt and Dan Atterholt. Others in attendance were Twp. Fiscal Officer, Shannon Schaub, Mifflin Twp. Volunteer Firefighter Chief J.J. Bittinger and Assistant Chief, Randy Jackenheimer and township resident Ed Amend.

The minutes of the December 29, 2025, Mifflin Township Trustee Board Meeting were sent to the trustees for review.

26-001 A resolution was made by Mr. Atterholt to approve the minutes as sent to the Trustees for review, second by Mr. Echelberger. Roll call results: Echelberger – yes and Atterholt – yes. Oswalt – yes.

Correspondence: None

Public Input: Ed Amend attended the meeting to bring to the board attention on a township dwelling of installing a septic. The trustees stated the health department and zoning are aware and looking into it.

Old Business: None

Reports:

Mifflin Twp. Volunteer Firefighter Chief J.J. Bittinger stated all grants are up to date currently and waiting for decisions and approval from Marc's grant and Rural grant.

Mifflin Twp. Volunteer Assistant Fire Chief Randy Jackenheimer said EMS grant is filed. EMS is in need of replacing cables for Life Pack. When cables come in a service guy will come install and check equipment.

Fiscal Officer Shannon Schaub stated the next regular meeting of the Mifflin Township Trustees will be held on Tuesday January 20, 2026. Monday is Martin Luther King Day.

Trustee Discussion Items

Check mileage on current EMS/Fire vehicles for oil and maintenance to start the new year.

New Business:

26-002 A resolution was made by Mr. Echerlber to pay the bills, a second by Mr. Atterholt. Roll Call results: Echelberger – Yes, Oswalt - Yes and Atterholt – Yes. Resolution Passed.

Budget Work Session:

Fiscal Officer Shannon Schaub presented the Trustees the 2025 Appropriation Budget Work Sheets and financial reports to establish the 2026 Mifflin Township Budget. A 202 Appropriation Budget was formed and will be turned in to the Ashland Co. Auditor & Budget Commission for their approval following the trustee board adoption.

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- 26-003 A motion was made by Mr. Oswalt to accept the 2026 Mifflin Township Appropriation Budget as prepared by the Board of Trustees, second by Mr. Echelberger. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Motion passed. 2025 Appropriation Budget Adopted.
- 26-004 A resolution was made by Mr. Oswalt to adjourn the Mifflin Township Board of Trustees Meeting, second by Mr. Atterholt. Roll Call results: Echelberger – Yes, Oswalt - Yes and Atterholt – Yes. Resolution Passed.

Regular Mifflin Township Trustee Board Meeting adjourned at 6:24 p.m.

Shannon M Schaub
Mifflin Twp. Fiscal Officer

(Chairperson)

(Date)

Mifflin Township Trustees Organizational Meeting

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Fiscal Officer, Shannon Schaub, assumed the duties of the chair in order to elect a 2026 Trustee Board chairperson. Ms. Schaub called the Mifflin Township Organizational Meeting to order at 6:24 p.m. and called for nominations from the floor for a chairperson.

- 26-005 A nomination was made by Mr. Oswalt to appoint Mr. Echelberger for 2026 Mifflin Township Trustee Board Chairperson, second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Nomination passed.

New Chairperson assumed the duties of the chair:

- 26-006 A nomination was made by Mr. Oswalt to appoint Mr. Atterholt as 2026 Vice Chairperson for Mifflin Township Trustee Board, second by Mr. Echelberger. Roll call results: Echelberger – yes, Atterholt - yes and Oswalt – yes. nomination passed.
- 26-007 A resolution was made by Mr. Atterholt to set the Mifflin Township Trustee Board Meetings on the 1st and 3rd Mondays of each month at the Mifflin Volunteer Fire Station with a 7:00 pm starting time and if the meeting falls on

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a holiday, the meetings will be held the next business day at the regular time, second by Mr. Oswalt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.

- 26-008 A resolution was made by Mr. Oswalt pay the Trustees for 2026 a salary as set in accordance with the ORC Sections 505.24, 507.09 and HB64 basing the salaries on the annual budget which will be $\$65.15 \times 200 \text{ Days} = \$13,030.00$ for Mr. Echelberger and $\$67.23 \times 200 \text{ Days} = \$13,446.00$ for Mr. Oswalt and Mr. Atterholt. 70% of each Trustee's salary be taken from the General Fund and 30% from the Road & Bridge Fund, second by Mr. Echelberger Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-009 A resolution was made by Mr. Oswalt to set the 2026 Salary for the Fiscal Officer as in accordance with the ORC Sections 505.24, 507.09 and HB64 and the annual budget, which will be \$22,190.00. The Fiscal Officer's Salary will be paid out of the following funds: General = 35%, MVL = 5%, Gasoline = 20%, R&B = 20%, Fire = 20%, second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-010 A resolution was made by Mr. Echelberger to set the 2026 wages for Part Time Road Supervisor/Worker at \$20.00/hr., second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-011 A resolution was made by Mr. Oswalt to pay \$16.00/hr. for any additional road workers as needed and can be increased based on qualification, second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-012 A resolution was made by Mr. Oswalt to set holiday pays at 8 hrs./holiday for the road workers pay rate for the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day, Second by Mr. Echelberger. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-013 A resolution was made by Mr. Atterholt to pay the Necessary and Legal expenses of Trustees, Fiscal Officer and Zoning Inspector for attending conferences, workshops or seminars as deemed necessary by the board, second by Mr. Oswalt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-014 A resolution was made by Mr. Oswalt to reimburse Trustees, Fiscal Officer , Zoning Inspector and Fire Department Officers using their own vehicles outside the township for township business, conferences, workshop and seminars at the rate of \$0.70 per mile, second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-016 A resolution was made by Mr. Atterholt to approve the fiscal officer's request to make money transfers and adjustments within a fund for 2026 as deemed necessary, second by Mr. Oswalt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-017 A resolution was made by Mr. Atterholt to approve Mifflin Twp. HC (Health Care Program) to reimburse Trustees, FO, Zoning Inspector up to \$200.00 for their "Out of Pocket" insurance premium payments, second by Mr. Oswalt. Roll results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.

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- 26-018 A resolution was made by Mr. Echelberger to keep the rent at \$600.00 per month for the Township’s rental property at 110 S. Ohio Street, Ashland, Ohio 44805, and if the tenant mows the Fire Station property, a \$50.00 deduction in rent will take place, second by Mr. Oswalt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-019 A resolution was made by Mr. Echelberger to hire Mr. David B. McQuillen as Zoning Inspector and Secretary to the Zoning Commission with a salary of \$1,500.00 per year and \$60.00 per meeting as secretary of the Zoning Commission second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-020 A resolution was made by Mr. Oswalt to appoint Mrs. Amanda Jones as Secretary of the Zoning Appeals Board with a payment of \$100.00 per meeting, second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-021 A resolution was made by Mr. Oswalt to set the 2026 Zoning Permits & Fees as follows:

Mifflin Township 2026 Zoning Permits & Fees

- House Trailer (Temporary Residence during Construction of a Permanent Dwelling) \$ 150.00
- Garage or a Necessary Building Addition to a Residence .. \$ 150.00
- All Residential Zoning Permits \$ 400.00
- Filing of a “Notice of Appeal” \$ 300.00
- Filing of an Application for Re-Zoning..... \$ 350.00

second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.

- 26-022 A resolution was made by Mr. Oswalt to accept The Volunteer Firefighters Active Roster, second by Mr. Echelberger. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt – yes. Resolution passed.
- 26-023 A resolution was made by Mr. Oswalt to destroy Financial & Non-Legal Information for years up to 2018, second by Mr. Atterholt. Roll call results: Echelberger – yes, Bartley – yes and Oswalt – yes. Resolution passed.
- 26-024 A resolution was made by Mr. Oswalt to adjourn the organizational meeting, second by Mr. Atterholt. Roll call results: Echelberger – yes, Atterholt – yes and Oswalt –Yes. Resolution passed.

The Mifflin Township Organizational Meeting adjourned at 7:37 p.m.

Shannon M. Schaub
Mifflin Twp. Fiscal Officer

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