

**RECORD OF PROCEEDINGS**  
**CLEARCREEK TOWNSHIP TRUSTEES**  
**Minutes of Regular Meeting**  
**February 9, 2026**

The Clearcreek Township Trustees met in regular session at 5:30 p.m. with the following members present: Mr. Gabbard, Mr. Muterspaw, and Mr. Holtrey.

Mr. Gabbard opened the meeting and led in the Pledge of Allegiance.

Mr. Gabbard administered the Oath of Office as an Alternate Board Member to the Board of Zoning Appeals to Carrie Huff. The audience congratulated Ms. Huff on her appointment.

Mr. Gabbard called for Public Comments. No comments were noted.

Mr. Gabbard asked if the Board members had any consent agenda item or items that they wished removed. No removal from the consent agenda was requested.

Mr. Carolus, Fiscal Officer, gave a short presentation on Ohio House Bill 309 and 335 which modified the County Budget Commission to review budgets for township governments. Mr. Carolus advised that the Township would need to develop a financial plan to adequately communicate the Township's financial needs to the budget commission.

Mr. Gabbard read Resolution 5648 – A Resolution authorizing the Township Administrator to incur obligations greater than \$10,000 on behalf of the Township, dispensing with the second reading, and declaring an emergency. The reason for the emergency is the need to authorize and to approve immediate payment for the obligations below at the earliest time permitted by law. The items being purchased are:

- A. Authorize the purchase of a 2026 Landpride CP3018 Cold Planer/Miller from Zimmer Tractor for \$23,676.00 after \$3,000.00 trade-in credit for the 2014 Bobcat 24" Cold Planer/Miller for the Roads Department.
- B. Authorize our annual contribution to the Warren County Drug Task Force in the amount of \$17,176.00.
- C. Authorize the annual subscription for our Lexipol Policy Manual & Procedure Manual from Lexipol, LLC for \$12,341.51.

Mr. Clark, Township Administrator, gave background information on the items being purchased. Mr. Gabbard asked for a motion to approve the Resolution. Mr. Muterspaw so moved with Mr. Holtrey seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Holtrey-yea; and Mr. Gabbard-yea.

Mr. Gabbard read Resolution 5649 – A Resolution declaring personal property as surplus and approving an internet auction, direct sale, donation, disposal, or destruction of said personal property, dispensing with the second reading, and declaring an emergency. The assets being removed are a 2014 Bobcat Cold Planer being used for a trade-in and a 2012 Dodge Durango with a high number of miles driven. Mr. Gabbard asked for a motion to approve the Resolution. Mr. Holtrey so moved with

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Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Holtrey-yea; Mr. Muterspaw-yea; and Mr. Gabbard-yea.

Mr. Gabbard read Resolution 5650 – A Resolution approving an annexation agreement between Clearcreek Township and the City of Springboro and dispensing with the second reading. Mr. Clark noted this annexation request was originally approved by the Board in 2024, but the developer never moved on completing the annexation to the city with the Warren County Commissioners. Mr. Gabbard asked for a motion to approve the Resolution. Mr. Muterspaw so moved with Mr. Holtrey seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Holtrey-yea; and Mr. Gabbard-yea.

Mr. Gabbard read Resolution 5651 – A Resolution to appoint Clearcreek Township resident Kimberly Ann Hensley to the Warren County Community Services (WCCS), Inc. Board of Trustees, dispensing with the second reading, and declaring an emergency. The reason for the emergency is the need to appoint the Board's designee to serve on the WCCS Board of Trustees at the earliest time permitted by law. Mr. Clark described the request along with his concerns about the proper jurisdiction being used (Township versus County). Mr. Gabbard discussed the issue with Mr. Pacheco, Law Director, and Mr. Clark. Mr. Muterspaw asked if the matter was time sensitive. Mr. Clark advised that it was urgent to the Community Services Board. Mr. Gabbard asked for a motion to approve the Resolution. Mr. Holtrey so moved with Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Holtrey-yea; Mr. Muterspaw-yea; and Mr. Gabbard-yea.

Mr. Clark requested that the Board reclassify part-time Parks Crewperson Hunter Wiseman as a probationary, full-time Parks Crewperson, effective February 14, 2026, subject to a one-year probation, at an hourly rate of pay of \$21.00. Mr. Clark noted that the position being backfilled a prior personnel transfer from the Parks Department to the Road Department. Mr. Gabbard asked for a motion to approve the probational offer. Mr. Muterspaw so moved with Mr. Holtrey seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Holtrey-yea; and Mr. Gabbard-yea.

Mr. Clark asked the Board to appoint the following applicants as seasonal Park Crewpersons, effective on their respective start dates, at the following hourly rates, pending acceptable pre-employment testing:

1. New Hire, Brogan Miller - \$15.00 per hour.
2. Returning, Carl Chiles – \$18.50 per hour.
3. Returning, Matthew Warren - \$15.50 per hour.
4. Returning, Nick Warren - \$15.50 per hour.

Mr. Gabbard asked for a motion to approve the conditional offers. Mr. Holtrey so moved with Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Holtrey-yea; Mr. Muterspaw-yea; and Mr. Gabbard-yea.

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Mr. Palmer, Planning and Zoning Director, gave background information on the conditions at 3555 Mary Ann Drive.

Mr. Gabbard read Resolution 5652 – Resolution determining that the maintenance of 3555 Mary Ann Drive constitutes a nuisance and ordering the removal of a junk vehicle after sufficient notice, dispensing with the second reading, and declaring an emergency. The emergency is the need to abate the nuisance at the earliest time according to law. Mr. Gabbard asked for a motion to approve the Resolution. Mr. Muterspaw so moved with Mr. Holtrey seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Holtrey-yea; and Mr. Gabbard-yea.

Mr. Agenbroad, Fire Chief, asked the Board to accept a generous donation of \$1,000 to benefit the Fire District by Enterprise TE Products Pipeline Co., LLC. Mr. Gabbard asked for a motion to accept the donation. Mr. Holtrey so moved with Mr. Muterspaw seconding the motion. Upon roll call the vote was as follows: Mr. Holtrey-yea; Mr. Muterspaw-yea; and Mr. Gabbard-yea.

Chief Agenbroad noted that the recent cold weather had facilitated ice rescue training.

Mr. Terrill, Police Chief, asked the Board to accept a generous donation of \$1,000 to benefit the Police Department by Enterprise TE Products Pipeline Co., LLC. Mr. Gabbard asked for a motion to accept the donation. Mr. Muterspaw so moved with Mr. Holtrey seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Holtrey-yea; and Mr. Gabbard-yea.

Chief Terrill noted that Kevin Barton, Police Detective, had been instrumental in securing four guilty verdicts on a local case involving attempted murder. Mr. Gabbard noted Detective Barton had received praise from the prosecutor in the case and had garnered headlines across the country.

Mr. Gabbard praised the Roads Department on their continued efforts to keep roads passable during the most recent weather events. Mr. Clark also acknowledged the department's effort to fix several ice dams that were damaging the Administration building.

Mr. Gabbard asked for a motion to approve the Consent Agenda. Mr. Holtrey moved to approve the Consent Agenda as presented to the Board:

- 1 Approval of Special Meeting Minutes – January 27, 2026, Special Session.
- 2 Current Bills and Financial Report.
- 3 Accept the employment resignation of part-time Fire Clerk and Communications Coordinator Jennifer Whittle effective February 12, 2026
- 4 Accept the Road, Planning and Zoning, Police and Fire monthly reports for January 2026.

Mr. Muterspaw seconded the motion and upon roll call the vote was as follows: Mr. Holtrey-yea; Mr. Muterspaw-yea; and Mr. Gabbard-yea.

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Mr. Clark updated the Board on efforts to define a Public Comment Policy.

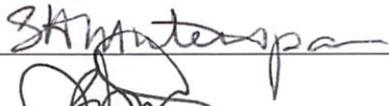
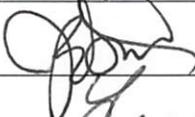
Mr. Clark introduced Ms. Brenda Wehmer, from Dinsmore Law, who gave the Board information on Tax Increment Financing (TIF) districts and New Community Authority (NCA) as methods to spur development in the township. The Board thanked Ms. Wehmer for the information presented.

Mr. Gabbard gave notice to Mr. Pete Gibbs, who had arrived after the meeting started, that he had missed the Public Comments section of the agenda and would be welcome to make comments at the next scheduled meeting of the Board on February 23, 2026, at 9:00 a.m.

At 6:44 p.m., Mr. Gabbard asked for a motion to enter Executive Session pursuant to Ohio Revised Code 121.22(G)(3), to conference with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action. Mr. Muterspaw so moved with Mr. Holtrey seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Holtrey-yea; and Mr. Gabbard-yea.

At 7:14 p.m. the Board returned from Executive Session and immediately resumed the Regular Session.

With no further business, Mr. Gabbard asked for a motion to adjourn the Regular Meeting at 7:14 p.m. Mr. Muterspaw so moved with Mr. Holtrey seconding the motion. Upon roll call the vote was as follows: Mr. Muterspaw-yea; Mr. Holtrey-yea; and Mr. Gabbard-yea.

FISCAL OFFICER   
TRUSTEE   
TRUSTEE   
TRUSTEE 