
Regular Council Meeting



Agenda

6:00 PM May 14, 2026

Teri Murphy, Mayor

Council Members:

Ora Allen..... At-Large
Branden Delph..... At-Large
Mike Daugherty..... Ward 1
Dave Miller..... Ward 2
Shirley Whitt..... Ward 3
Jeanette Marcus..... Ward 4

Michael Davis, City Manager
Martina Dillon, Law Director

Moraine Municipal Building • 4200 Dryden Rd, Moraine, OH 45439

I. Regular Meeting Call to Order

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes
 - 1. Regular City Council Meeting Minutes - April 23, 2026
- D. Special Presentations

II. Public Hearing

- A. Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1
 - 1. Open Public Hearing
 - 2. Staff Report
 - 3. Opponents/Proponents
 - 4. Close Public Hearing - Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1

III. Reports from the Following

- A. Finance Committee
- B. Finance Director
- C. Committee of the Whole
- D. City Manager
 - 1. City Manager's Report - May 14, 2026
- E. Law Director
- F. Mayor

IV. Guest Speakers - None

V. Business

(Anyone wishing to raise a question about any piece of legislation listed on this agenda will have three (3) minutes at this time. All other topics to be addressed to Council will be heard later in this meeting.)

Ordinances

- 2232-26 An Ordinance approving amendment(s) to Section 6.3 of the City of Moraine Personnel Policy Manual.
- 2233-26 An Ordinance approving amendment(s) to Section 6.16 of the City of Moraine Personnel Policy Manual.

Resolutions

- 8236-26 A Resolution declaring the items listed on the attached 2026 list to be surplus and no

longer needed for municipal purposes and authorizing the City Manager to dispose of such items through GovDeals Auction or donation to a non-profit organization or through a trade-in program.

To Be Added By Law Director

- A. A Resolution repealing Resolution No. 8164-25 adopted on June 26, 2025.

Voice Vote

- VI. Persons Appearing Before Council**
- VII. Any Other Business**
- VIII. Executive Session**
- IX. Adjournment**

RECORD OF PROCEEDINGS

Minutes of City Council

Held April 23, 2026

Regular Meeting Call to Order

Meeting called to order at 6:00 PM.

Roll Call

Teri Murphy	Mayor	Present
Branden Delph	At-Large	Present
Ora Allen	At-Large	Present
Mike Daugherty	Ward 1	Present
Dave Miller	Ward 2	Present
Shirley Whitt	Ward 3	Present
Jeanette Marcus	Ward 4	Present

Staff Attendance:

City Manager Michael Davis	Law Director Martina Dillon
Police Chief Craig Richardson	Fire Chief Traci Kuzminski
Finance Director Annetta Williams	Street Superintendent Chris Dunn
Build. Maint. Superintendent Rocky Bangert	City Engineer Lauren Alvarado
Comm. Dev. Director Libby Schroeder	Public Information Officer Aaron Vietor
Parks and Recreation Director Brent Shane	Clerk of Council Karen Powell
Build. & Zoning Admin. Brent Carpenter	

Pledge of Allegiance

Mayor Murphy led the Pledge of Allegiance.

Approval of Minutes

Regular City Council Meeting Minutes - April 9, 2026

Mayor Murphy asked if there were any changes or corrections to the April 9, 2026, Regular Council meeting minutes. Hearing none, the minutes were approved as submitted.

Oath of Office Firefighter/Paramedic Caleb Godin

Fire Chief Traci Kuzminski said Caleb Godin lives in Bellbrook with his wife and two boys. She noted that he has been in the fire service for eleven years and his previous experience has been in Jefferson Township, Vandalia, and more recently the Washington Township Fire Division.

Mayor Murphy administered the Oath of Office to Firefighter/Paramedic Caleb Godin.

Reports from the Following

Finance Committee

No report.

Finance Director

Finance Director Annetta Williams said the Finance Division survived another tax day, and it was great to be back in the City building this year. She pointed out that the March Financial Report is in the Council Meeting packet, and the City finished the quarter strong. She noted that revenues are slightly under year to date primarily because the first half of property tax

RECORD OF PROCEEDINGS

Minutes of City Council

Held April 23, 2026

collections will come in in April. Mrs. Williams reported that all other major sources of revenue are strong and expenses are below the 25 percent target year to date.

Committee of the Whole

Ms. Marcus noted the last Committee of the Whole meeting was on April 9, 2026. She reported there would be no meeting tonight, and the next meeting will be held May 14, 2026.

City Manager

City Manager's Report — April 23, 2026

No additional report.

Law Director

No report.

Mayor

Proclamation - Arbor Day 2026

Mayor Murphy read the Arbor Day Proclamation.

Guest Speakers - None

Business

Ordinances

2232-26 An Ordinance approving amendment(s) to Section 6.3 of the City of Moraine Personnel Policy Manual.

Mrs. Allen stated that this legislation amends Section 6.3 of the PPM as shown in Exhibit A. She noted this is the first reading of the Ordinance, and this item will be passed to the May 14, 2026, Regular City Council meeting for second reading and adoption.

2233-26 An Ordinance approving amendment(s) to Section 6.16 of the City of Moraine Personnel Policy Manual.

Ms. Marcus said this Ordinance amends Section 6.16 of the PPM as shown in Exhibit A. She noted this is the first reading of the Ordinance, and this item will be passed to the May 14, 2026, Regular City Council meeting for second reading and adoption.

Resolutions

8231-26 A Resolution authorizing The City Manager to enter into a Full Service Street Lighting Agreement with Miami Valley Lighting, LLC.

Mr. Daugherty remarked that MVCC and Miami Valley Lighting have negotiated a seven-year successor street lighting agreement for the consortium of participating cities. He stated that this Resolution authorizes the City Manager to enter into said agreement on behalf of the City of Moraine. Mr. Daugherty moved to approve.

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RESULT: Passed (*Yes 7, No 0, Abstained 0*)

MOVER: Mike Daugherty

AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt, Jeanette Marcus, Branden Delph

NAYS: None

ABSTAIN: None

8232-26 A Resolution authorizing the City Manager to authorize additional payment in the amount of \$19,497.90 to Bansal Construction, Inc. with respect to the MOT SR741-0861 Dorothy Lane Signal Upgrade Project (PID 113266) and execute necessary documentation to consummate payment.

Mr. Delph explained that this legislation authorizes the City Manager to approve additional payment in the amount of \$19,497.90 to Bansal Construction, Inc. for change orders made to the Dorothy Lane Signal Upgrade Project. Mr. Delph moved to approve.

RESULT: (*Yes 7, No 0, Abstained 0*)

MOVER: Branden Delph

AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt, Jeanette Marcus, Branden Delph

NAYS: None

ABSTAIN: None

8233-26 A Resolution authorizing and approving purchase order.

Mr. Miller stated that this legislation is to authorize a Then and Now certificate for a purchase order to record the payment for the final invoices #8 and #9 related to the \$19,497.90 contract overage to the Dorothy Lane Signal Upgrade Project. Mr. Miller moved to approve.

RESULT: Passed (*Yes 7, No 0, Abstained 0*)

MOVER: Dave Miller

AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt, Jeanette Marcus, Branden Delph

NAYS: None

ABSTAIN: None

8234-26 A Resolution setting forth the appointment of two (2) members to the Local Board of Tax Review for two-year terms.

Mrs. Whitt stated that Council wishes to appoint Patricia Bond and Sharon Duff to the Tax Review Board for two-year terms, and this legislation authorizes the appointments. Mrs. Whitt moved to approve.

RESULT: (*Yes 7, No 0, Abstained 0*)

MOVER: Shirley Whitt

AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt, Jeanette Marcus, Branden Delph

NAYS: None

ABSTAIN: None

8235-26 A Resolution declaring the items listed on the attached 2026 list to be surplus and no longer needed for municipal purposes and authorizing the City Manager to dispose of such items through GovDeals Auction or donation to a non-profit organization or through a trade-in program.

Mrs. Whitt said that this Resolution authorizes the disposal of listed items which are no longer of

RECORD OF PROCEEDINGS

Minutes of City Council

Held April 23, 2026

value or useful to the City. Mrs. Whitt moved to approve.

RESULT: Passed (*Yes 7, No 0, Abstained 0*)

MOVER: Shirley Whitt

AYES: Teri Murphy, Ora Allen, Mike Daugherty, Dave Miller, Shirley Whitt, Jeanette Marcus, Branden Delph

NAYS: None

ABSTAIN: None

Voice Vote - None

Persons Appearing Before Council - None

Any Other Business

Street Division Superintendent Chris Dunn reminded everyone that next month is May which is usually bulk trash pickup month. He said there are changes to the program, and he asked residents to check the Moraine Messenger for information on how to have their bulk trash picked up.

Parks and Recreation Director Brent Shane reported that along with the Proclamation that was read in the meeting, the Arbor Day Celebration will be Saturday, April 25, at Wax Park from 10:00 a.m. to noon.

Ms. Powell notified Council that the 2026 Community Shredding Event will be held on Saturday, October 10, from 9:00 AM to 11:00 AM. She said the event will again be located at the Moraine Recreation Center. She also noted that the National League of Cities City Summit information is in front of Council. She asked if any Council member is interested in attending the conference to please let her know so that early registration can be made in order to save money on registration fees. Ms. Powell also noted she will be out of the office from May 16 to May 22 attending the IIMC Conference.

Mr. Daugherty said his daughter, Daisy, is in the MLS Go Program through Parks and Recreation, and he is looking forward to the upcoming game on Saturday. He reported that a Steering Committee meeting was held for the 250th Anniversary celebration, and he noted there are a lot of neat ideas coming out of that committee. He suggested everyone keep an eye out for the Moraine Messenger going forward. Mr. Daugherty reported that he attended a National League of Cities Small Cities Council meeting last week. He said he also plans on attending the City Summit in November.

Mr. Miller welcomed Caleb Godin to the Fire Division, and he congratulated Mike Harris who just retired from the Fire Division.

Mrs. Whitt said she was able to attend Mike Harris's retirement reception on Monday. She congratulated Caleb Godin for his appointment to Moraine.

Ms. Marcus said that on Tuesday, April 21, she dined at Longhorn Steakhouse with the Moraine Seniors group, and she had a good time. She noted that the seniors try to get together for dinner once a month, and the next outing will be at Bullwinkle's Top Hat Bistro. Ms. Marcus reported that on Wednesday, April 22, she attended the First Suburbs Consortium in Trotwood and the conversation centered around economics.

Mrs. Allen welcomed Caleb Godin to the Fire Division.

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Minutes of City Council	Held April 23, 2026
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Mayor Murphy also welcomed Caleb Godin to the Moraine Fire Division. She apologized for missing Mike Harris's retirement reception.

Executive Session - None

Adjournment

Mayor Murphy thanked the Miami Valley Communications Council for broadcasting this meeting live as well as any future rebroadcasts.

Meeting adjourned at 6:18 PM.

Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1

Department: Community Development

Request: Presentation

Item Background and Purpose:

The applicant requests a Zoning District Change of four City Lots from R-2 to B-1 for the existing convenience store and drive-thru located at 3351 Main Street. The request is to facilitate the addition of gas pumps and canopy.

Financial Impact:

Is Item Budgeted?: No

Funding Source: N/A

Attachments:

1. COUNCIL LEGAL NOTICE R-01-2026
2. Reviewed Application R-01-2026 (1)
3. PACKET 8x11 Zoning Map with Lot Numbers Listed
4. Harjeet Gas Station Site Plan Option 1 (1)
5. Harjeet Gas Station Site Plan Option 2
6. B-1 District MCO Chapter 1151
7. Landscaping Requirements
8. Planning Commission Meeting Minutes - March 19, 2026 (1)



**CITY COUNCIL
LEGAL NOTICE
R-01-2026**

An application for a Zoning District Change in accordance with Moraine Codified Ordinances (MCO) Chapter 1127 was submitted through the Community Development Department.

A Public Hearing will be held on Thursday, May 14, 2026, at the Regular City Council Meeting regarding Zoning District Change Application R-01-2026. This 30-day public hearing period notice is required per MCO Chapter 1127.

A Planning Commission Meeting was held on Thursday, March 19, 2026, and was recommended for the application to be denied.

The agenda for this Zoning District Change is a request submitted by Harjeet Singh for the premises located at 3351 Main Street. The Lot Numbers affected by the Zoning District Change Request are 2157, 2158, 5057, and 5275.

This is a request for a Zoning District Change for the four (4) lots listed from R-2 (Single-Family Residential District) to B-1 (Neighborhood Business District).

Any person interested in or affected by this public hearing may appear and be heard at said public hearing. The meeting convenes at 6 p.m. at the **City of Moraine Municipal Building: 4200 Dryden Rd. Moraine, OH 45439.**

Additional information regarding this proposal may be obtained by visiting the Community Development Department or by contacting Nick Sorice, City Planner, at 937-535-1037. Additional contact can be made by email at nsorice@moraineohio.gov



City of Moraine Planning Commission

Application for Zoning District Change

Revised 11/2021

Office Use (This Section only)

Paid: Via Phone on 02/03/2026

Date Received: 02/03/2026

Application No.: R-01-2026

Receipt #: 7342

Fee: \$200

Proposed Zoning Dist.: B-1

PUD District? N/A

PUD Site Plan? N/A

Location Information - General

City Lot Number(s): 5275, 5057, 2150, 2157 Area in Acres: 1.1 Acres

Site Address: 3351 Main Street, Moraine, OH

Applicant(s) – Please include additional owners, applicants, or developers on back of application

Name of Owner: Harjeet Singh

Address: 2039 Southfork Drive City: Lebanon State: OH

Contact Phone: 513-692-3735 (cell) Email: cstoremoraine@gmail.com

Zoning Data

Present Use: Existing convenience store & Drive-Thru

Present Zoning Dist.: R-2 Proposed Zoning Change: B-1

Proposed Use(s): Addition of new gas pumps & canopy

Supporting Information

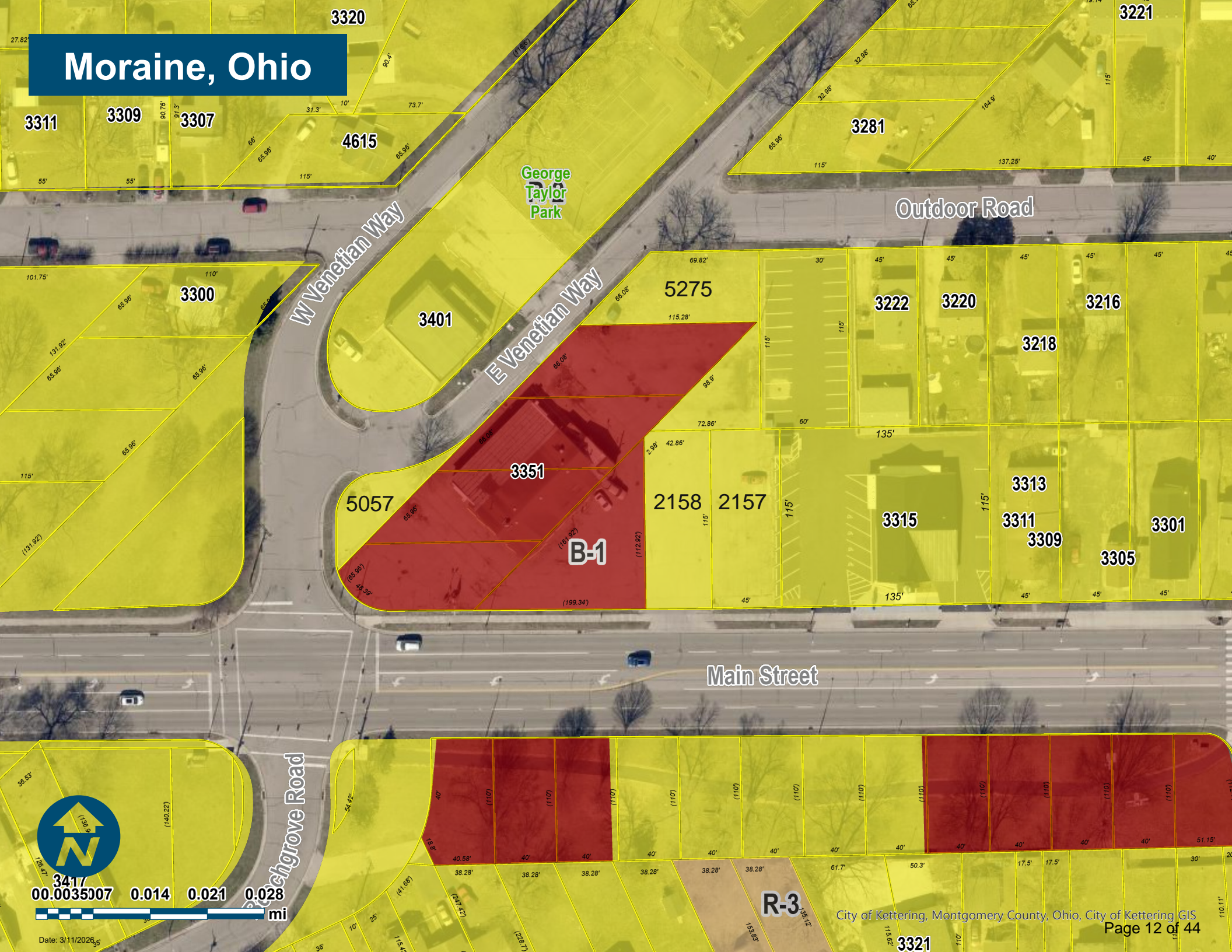
Your Application must include the following information. This information should be provided as an attachment to this application at the time of its filing. Failure to provide such information may delay the processing of your application.

- Vicinity Map, showing property lines, streets, existing and proposed zoning
- List of owners for all property within 200 feet of any property included in this application. This includes properties immediately contiguous, across any streets, or properties that are non-adjacent but within the 200 foot radius.
- If applying for PUD approval, include all materials and information required by MCO Chapters 1155.05(c) and/or 1155.06(d), as applicable.

Harjeet Singh
Applicant Signature

02/02/2026
Date

Moraine, Ohio



George Taylor Park

W Venetian Way

E Venetian Way

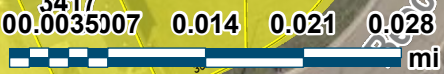
Outdoor Road

Main Street

Birchgrove Road

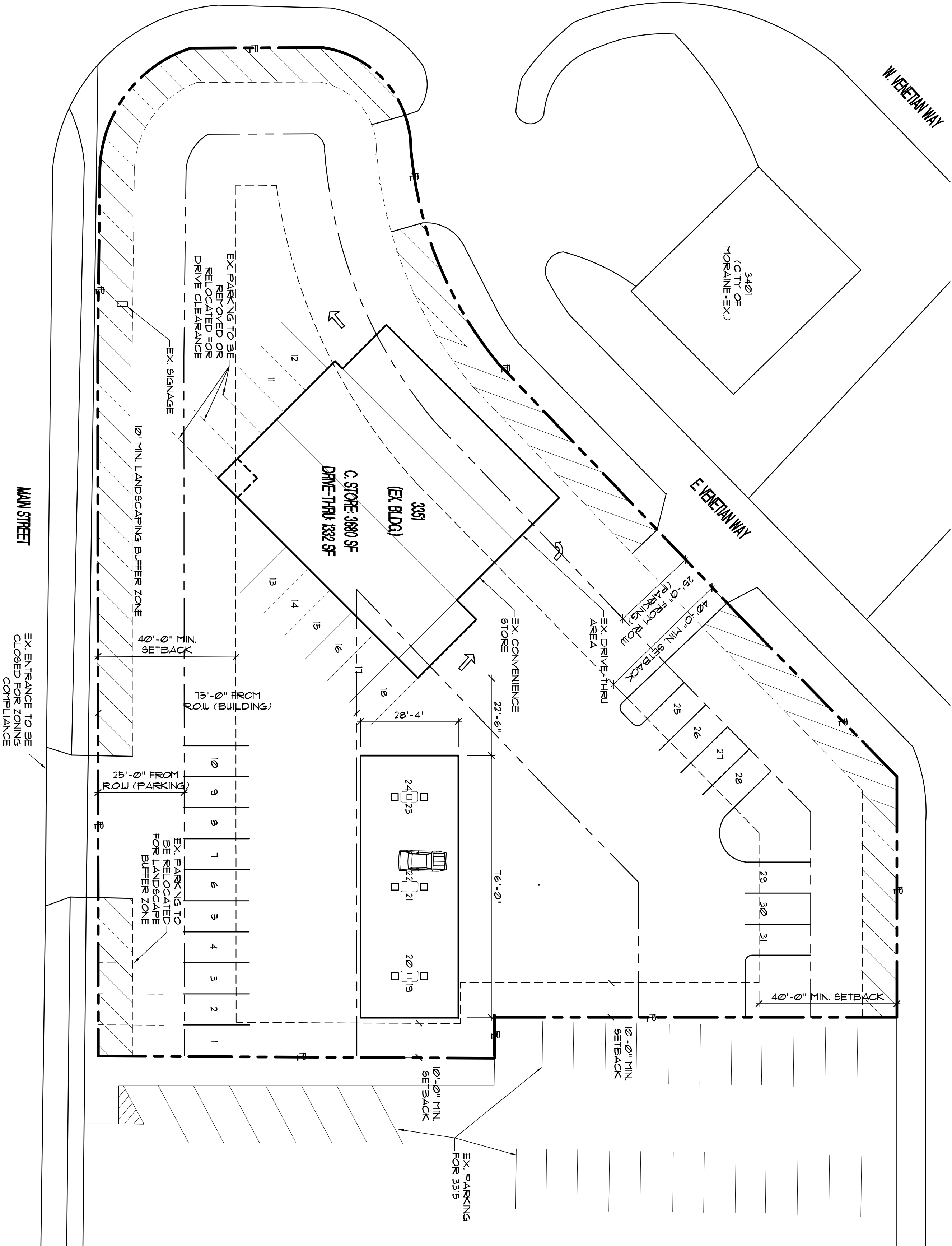
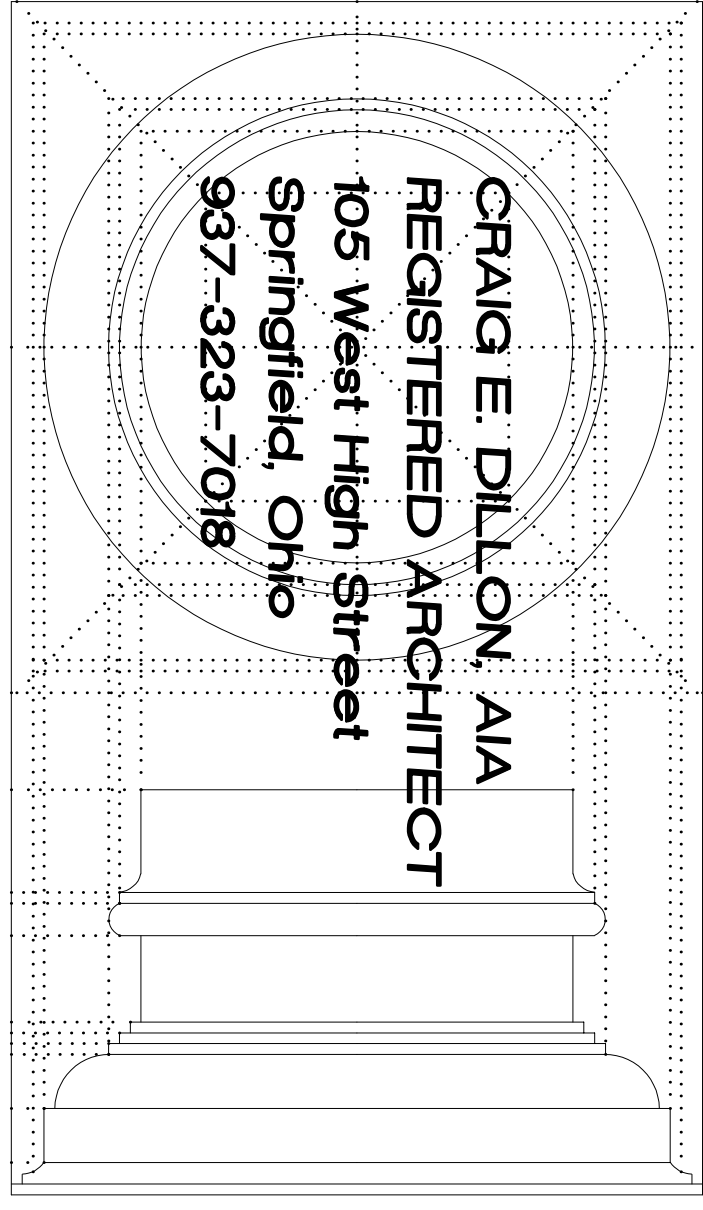
B-1

R-3



Date: 3/11/2026

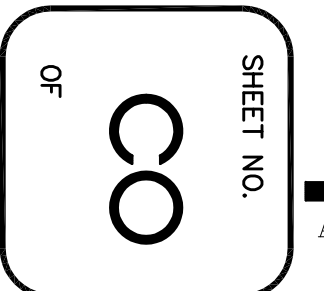
NEW GAS STATION FOR HARJEET GAS STATION 3351 MAIN STREET MORAINED, OH 45439 28, JANUARY 2026



SITE PLAN (OPT. 1)
SCALE: 1"=20'-0"
HARJEET GAS STATION

PARKING REQUIREMENT:
PER MCO 181.071 CONVENIENCE FOOD STORES, MINI-MARKETS & GROCERY STORES:
1-1/2 SPACES FOR EVERY TWO HUNDRED (200) SQUARE FEET OF FLOOR AREA, PLUS ONE (1) SPACE FOR EACH EMPLOYEE.
APPROX. 3680 SF/200' x 18.4 x 15 = 276
MIN. 28 SPACES + 3 EMPLOYEES = 31 SPACES TOTAL

PRELIM
NOT FOR
CONSTR.
2/2/2026



CRAIG E. DILLON AIA, ARCHITECT
ARCHITECTS AR 0011102

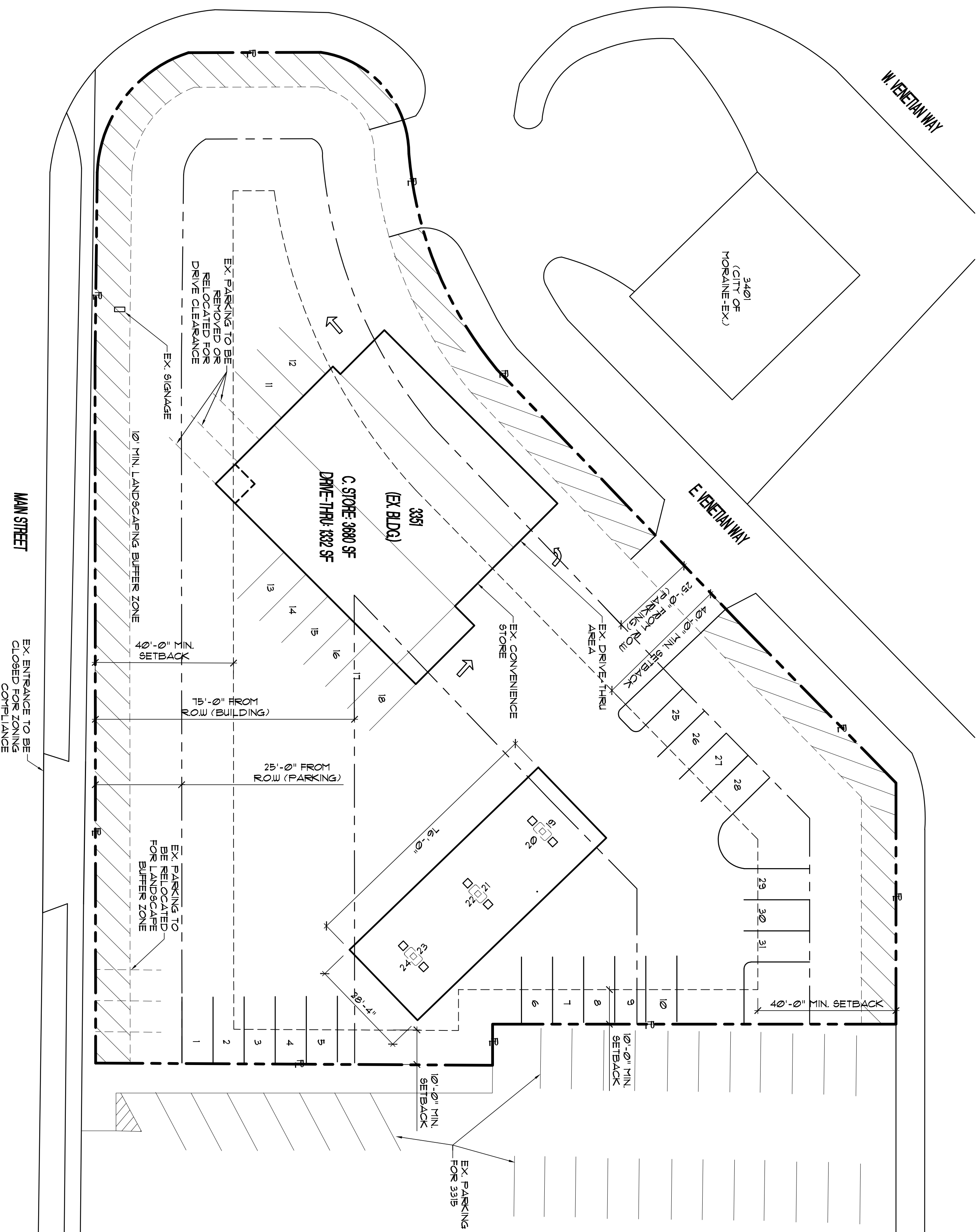
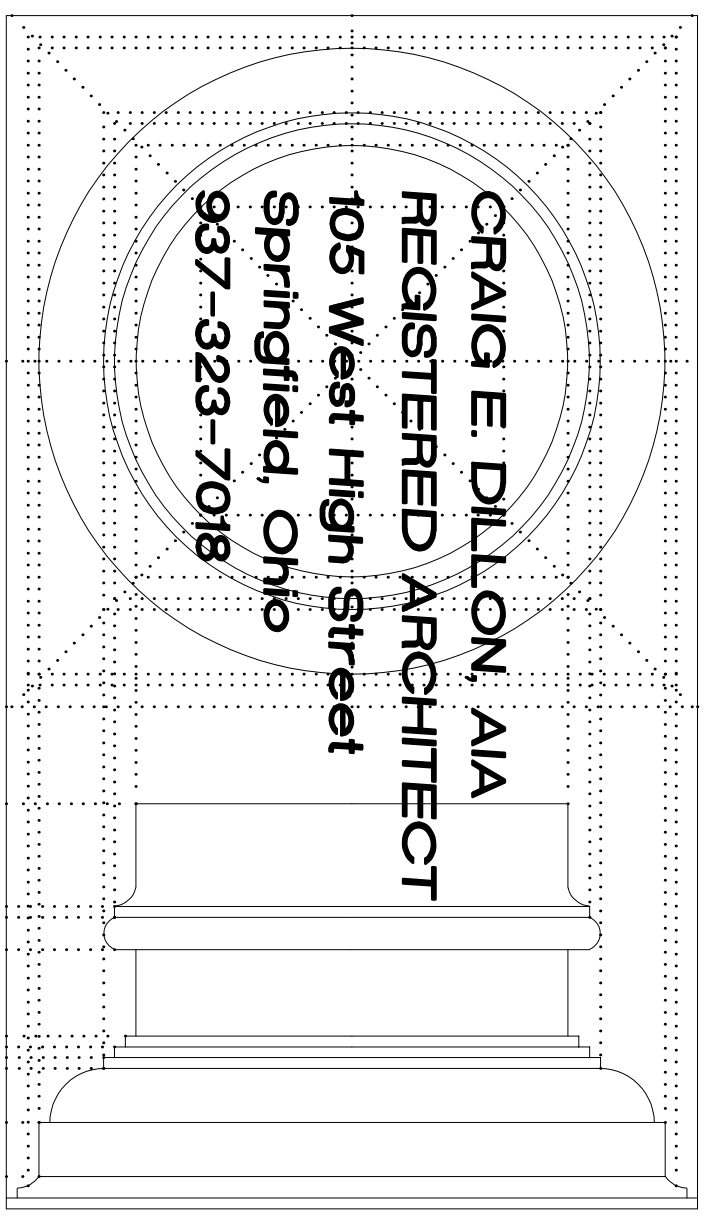
SHEET TITLE:
COVER

COMMISSION NO.
PHASE:
SCALE:
DRAWN BY: --
CHECKED BY: CED
REVIEWED BY: CED
ISSUE DATE: 00-00-00

MARK	DATE	REVISION

NEW GAS STATION FOR
HARJEET GAS STATION
3351 MAIN STREET
MORAINED, OH 45439
MORAINED 45439

NEW GAS STATION FOR HARJEET GAS STATION 3351 MAIN STREET MORAINE, OH 45439 28, JANUARY 2026



SITE PLAN (OPT. 2)
SCALE: 1"=120'-0"
HARJEET GAS STATION

PARKING REQUIREMENT
PER MO 1181.01, CONVENIENCE FOOD STORES, MINI-MARKETS & CARRY-OUTS, 1-1/2 SPACES FOR EVERY TWO HUNDRED (200) SQUARE FEET OF FLOOR AREA, PLUS ONE (1) SPACE FOR EACH EMPLOYEE
APPROX 3660 SF/200 = 18.4 X 15 = 216
MIN. 28 SPACES + 3 EMPLOYEES = 31 SPACES TOTAL

PRELIM
NOT FOR
CONSTR.
2/2/2026

CRAIG E. DILLON AIA, ARCHITECT
ARCHITECTS AR 0011102

SHEET TITLE:
COVER

COMMISSION NO.
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SCALE:
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CHECKED BY: CED
REVIEWED BY: CED
ISSUE DATE: 00-00-00

MARK	DATE	REVISION

NEW GAS STATION FOR
HARJEET GAS STATION
3351 MAIN STREET
MORAINE, OH 45439
MONTGOMERY COUNTY

CHAPTER 1151

B-1 Neighborhood Business District

1151.01 Purpose.

1151.02 Uses.

1151.03 Site development regulations.

CROSS REFERENCES

Definitions - see P. & Z. Ch. 1115

Accessory buildings and uses - see P. & Z. 1181.02, 1181.05

Supplemental regulations - see P. & Z. Ch. 1185

1151.01 PURPOSE.

The B-1 Neighborhood Business District is intended to provide for relatively small business and service establishments in suitable locations primarily to serve the daily staple needs of residents. (Ord. 1203-97. Passed 7-10-97.)

1151.02 USES.

(a) Permitted Uses.

- (1) Minor B-1 District which is entirely surrounded by R Districts and which district, including the streets, contains less than five acres.
 - A. Any use permitted and as regulated in the R-4 District;
 - B. Retail sales and services including any local convenience retail and for service uses including: grocery, fruit or vegetable store, meat market, drug store, shoe repair shop, hardware and paint stores, barber and beauty shops, dry cleaning and laundry pickup stations, laundromats;
 - C. Business and professional offices, supplying commodities or performing services primarily for residents of the neighborhood;
 - D. Restaurant, cafe, not including dancing or live entertainment;
 - E. Automobile service station, minor repair and storage garages; and
 - F. Commercial parking lots for passenger vehicles except as otherwise provided in the Zoning Code;
 - G. Accessory building incidental to the principal use. Regulations governing accessory facilities and uses are specified in Chapter 1181.
- (2) Major B-1 District. The following uses are allowed, provided no such use shall be permitted in a minor B-1 District.
 - A. Any local retail business or service establishment such as an electrical appliance shop, plumbing and heating shop, printing shop, furniture shop, interior decorating shop, and upholstery shop including automobile, boat and like upholstery;
 - B. Theaters, not including drive-ins;
 - C. Hotel; and
 - D. Garage for general automobile repair; but not including major body and fender work, overall painting and steam cleaning;
 - E. Accessory buildings incidental to the principal use. Regulations governing accessory facilities and uses are specified in Chapter 1181.

(b) Special Uses. The following special uses are subject to review in accordance with Chapter 1117.

- (1) Micro Antenna or wireless communication antenna attached to a pole located in the right-of-way provided the antenna does not exceed more than twenty feet above the highest point of the separate antenna structure and the transmission and receiving equipment is limited to five cubic feet and located in an underground vault and positioned parallel to the road, and is situated on the non-road way side of the pole. Also provided that said facilities meet all standards as set in Chapter 1117 for "Telecommunications: Commercial Mobile Radio, Television and Radio Service Facilities". (Ord. 1203-97. Passed 7-10-97.)

1151.03 SITE DEVELOPMENT REGULATIONS.

(a) Lot Requirements.

- (1) Minimum lot area 5,000 square feet
- (2) Minimum lot frontage 60 feet

(b) Yard Requirements.

- (1) Minimum front yard depth.
 - A. Dwellings: Same as permitted in R-4 District.
 - B. Permitted Uses: 40 feet*
- (2) Minimum rear yard depth.
 - A. Dwellings: Same as permitted in R-4 District.
 - B. Permitted Uses: 40 feet

- (3) Minimum side Yard width.
 - A. Dwellings: Same as permitted in R-4 District.
 - B. Permitted Uses: None required except adjoining any R-District in which case, not less than 10 feet.

(c) Structural Requirements.

- (1) Maximum building height shall be forty (40) feet.
 - (d) Parking and Loading Requirements.
 - (1) See Chapter 1187 for off-street parking and loading requirements.
 - (e) Signs.
 - (1) See Chapter 1189 for size and location of permitted signs.
 - (f) Supplementary Regulations.
 - (1) All permitted businesses, services or processing shall be conducted wholly within a completely enclosed building except for the sale of automotive fuel, lubricants and fluids at service stations and except for off-street automobile parking and loading.
 - (2) Within a major B-1 District all principal permitted buildings shall be located at least fifty (50) feet from any lot in any R District.
 - (3) In any B-1 District fronting directly across the street from any R-2 or R-3 District, the parking and loading facilities shall be distant at least twenty- five (25) feet from the established right-of-way line, and the buildings or the structures at least seventy-five (75) feet from the established right of way.
 - (4) Goods shall consist primarily of new merchandise.
 - (5) Processes and equipment employed and goods processed or sold shall be limited to those which are not objectionable by reason of odor, dust, smoke, cinders, gas fumes, noise, vibration, refuse matter or water-carried waste.
 - (g) See Chapter 1185 for additional provisions for commercial facilities.
 - (h) Special uses shall comply with all pertinent development standards contained in Chapter 1117.
- *The front yard depth shall be measured from the established right-of-way line as shown on the Official Thoroughfare Plan.
(Ord. 1203-97. Passed 7-10-97.)

1187.05 OFF-STREET PARKING LANDSCAPING REQUIREMENTS.

The following provisions are to be considered minimum landscaping requirements for the conditions defined herein. In cases in which respective zoning districts require greater yard setbacks, and/or landscaping, those requirements shall prevail.

Wherever in any zoning district off-street facilities are provided for parking or any other vehicular uses as provided in Section 1187.02, such off-street facilities and land shall conform to the minimum landscaping requirements set forth in this section, except, that single and two-family residential uses on individual platted lots and multi-level parking structures shall be exempt from such requirements. All landscaped areas shall be protected from vehicular encroachment by curbs, wheel stops and other similar devices. Existing trees, as defined herein, may be used to meet the requirements of this section.

(a) Plant Material.

(1) Trees. All trees shall be species having an average mature spread or crown of greater than fifteen (15) feet in the Miami Valley area and having trunk(s) which can be maintained in a clean condition over five (5) feet of clear wood. Trees having an average mature spread or crown less than fifteen (15) feet may be substituted by grouping the same so as to create the equivalent of a fifteen (15) foot crown spread. Tree species shall be a minimum of eight (8) feet overall height immediately after planting. Trees of species whose roots are known to cause damage to public roadways or other public works shall not be planted closer than six (6) feet to such public works, unless the tree root system is completely separated by a barrier.

(2) Shrubs and hedges. Shrubs shall be a minimum of two (2) feet in height when measured immediately after planting. Hedges, where required, shall be planted and maintained so as to form a continuous, unbroken, solid visual screen within a maximum of one (1) year after time of planting. Plant spacing will be three (3) feet on center at installation.

(b) Development Standards.

(1) Required landscaping adjacent to public right of way. On any parcel providing an off-street parking area or other vehicular use area in excess of three thousand (3,000) square feet or ten (10) spaces, where such area will not be entirely screened visually by an intervening building or structure from any abutting right of way, excluding alleys, there shall be provided landscaping between such area and such right of way as follows:

- A. A strip of land at least ten (10) feet in depth located between the abutting right of way and the off-street parking area or other vehicular use area which is exposed to an abutting right of way shall be landscaped to include an average of one (1) tree for each fifty (50) linear feet or fraction thereof. Such trees shall be located between the abutting right of way and off-street parking area or other vehicular use area.
- B. In addition, a hedge, wall or other opaque durable landscape barrier of at least two (2) feet in height shall be placed along the entire length of such landscaped area. If such opaque durable barrier is of nonliving material, for each ten (10) feet thereof, an average of one (1) shrub or vine shall be planted abutting such barrier but need not be spaced ten (10) feet apart. Such shrubs or vines shall be planted along the street side of such barrier unless they are of sufficient height at the time of planting to be readily visible over the top of such barrier. The remainder of the required landscaped areas shall be landscaped with grass, ground cover or other landscape treatment.

(2) Required landscaping adjacent to interior property lines. On any parcel providing an off-street parking area or other vehicular use area, there shall be provided landscaping between such area and such property line as follows:

- A. Where such area abuts property zoned or, in fact, used primarily for residential or institutional purposes that portion of such area not entirely screened visually by an intervening structure or existing conforming buffer from an abutting property, there shall be provided a landscaped buffer. Such landscaped buffer shall be located between the common lot line and the off-street parking area or other vehicular use area exposed to the abutting property so that the purpose of screening the off-street parking area or other vehicular use area is accomplished. The vertical requirement for such landscaped buffer area may be reduced to not less than three (3) feet where the only vehicular use area to be screened is a driveway not exceeding ten (10) feet in width.
- B. In addition, an average of one (1) tree shall be provided for each fifty (50) lineal feet of such interior property line or fractional part thereof. Such trees shall be located between the common lot line and the off-street parking area or other vehicular use area. Each such tree shall be planted in at least 150 square feet of planting area with a minimum dimension of at least eight (8) feet. Each such planting shall be landscaped with grass, ground cover or other landscape material excluding paving in addition to the required tree.
- C. Where such area abuts a dedicated alley or property zoned and, in fact, used for office, commercial or industrial purposes and exceeds 3,000 square feet or ten (10) spaces, only the tree provision with its planting area as prescribed in this subsection shall be required.

(3) Required vehicular use area interior landscaping.

- A. Off-street parking areas in excess of 3,000 square feet or ten (10) spaces shall have at least ten (10) square feet of interior landscaping for each parking space excluding those spaces abutting a perimeter for which landscaping is required by other sections thereof.
- B. Each separate landscaped area shall contain a minimum of 150 square feet and shall have a minimum dimension of at least eight (8) feet and shall include at least one (1) tree, with the remaining area adequately landscaped with shrubs, ground cover or other landscaping material. The total number of trees shall not be less than one (1) for each 100 square feet or fraction thereof of required interior landscaping area. Such landscaped areas shall be located in such a manner as to divide and break up the expanse of paving and at strategic points to guide traffic flow and direction.
- C. The front of a vehicle may encroach upon any interior landscaped area or walkway when such area is at least three and one-half (3- 1/2) feet in depth per abutting parking space and protected by motor vehicle stops or curbing. Two (2) feet of such landscaped area or walkway may be part of the required depth of each abutting parking space.

- (4) Sight distance for landscaping adjacent to public rights of way and points of access. When an accessway intersects a public right of way, all landscaping shall provide unobstructed cross-visibility at a level between two and one-half (2-1/2) and six (6) feet within the areas of property on both sides of an accessway formed by the intersection of each side of the accessway and public right-of-way lines with two (2) sides of each triangle being ten (10) feet in length from the point of intersection and the third side being a line connecting the ends of the two (2) other sides; provided that trees having limbs and foliage trimmed in such a manner that no limbs or foliage extend into the cross visibility area shall be allowed, and further provided they are located so as not to create a traffic hazard. Landscaping, except required grass or ground cover, shall not be located closer than three (3) feet from the edge of any accessway pavement.
- (c) Applicability. The provisions of this section shall apply to all new off-street parking or other vehicular use area. At such time as existing off-street parking or other vehicular use areas are enlarged or expanded, such provisions shall apply to the previous existing areas as well as the new area. Any appeal from an administrative determination relating to these regulations shall be to the Board of Zoning Appeals. Prior to issuing occupancy permits for new construction, implementation and completion of landscaping requirements in off-street vehicular facilities shall be required. Where a conflict exists between the strict application of this section and the requirements for number of off-street parking spaces or requirements for off-street loading facilities as found in the schedule of off-street parking and loading requirements, the requirements of this section shall supersede the Schedule.
- (d) Time of Completion. All tree plantings and planting screens required by this Zoning Code shall be installed prior to occupancy or commence of use. Where compliance with the preceding sentence is not possible because of the season of the year, the Zoning Administrator shall grant an appropriate delay, but shall issue no permanent zoning compliance certificate or certificate of occupancy until completion of all required plantings. Any zoning compliance permit or certificate of occupancy may be revoked, after thirty (30) days written notice to the person assessed for taxes on the affected lot and to the occupant, whenever planting screens or required tree plantings are not maintained as required by this Zoning Code. (Ord. 1069-94. Passed 4-28-94.)

RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

Call to Order

Meeting called to order at 6:00 PM.

Jacqueline Long was sworn in prior to the beginning of the meeting.

Kevin Howard	Chair	Present
Stephen Noel	Vice Chair	Present
Tom Watts	Member	Present
Gina Delph	Member	Absent
Jacqueline Long	Member	Present

Staff Present: City Planner Nick Sorice; Building and Zoning Administrator Brent Carpenter; Clerk of Council Karen Powell

Mr. Watts moved to excuse Mrs. Delph's absence; Mr. Noel seconded the motion.

RESULT: *(Yes 4, No 0, Abstained 0)*

MOVER: Tom Watts

AYES: Kevin Howard, Tom Watts, Stephen Noel, Jacqueline Long

NAYS: None

ABSTAIN: None

Nomination of Officers

Mr. Howard stated as this is the first meeting of the year, officer nominations are needed.

Mr. Watts nominated Mr. Howard to serve as Chair of the Planning Commission; Mr. Noel seconded the motion.

RESULT: Passed *(Yes 4, No 0, Abstained 0)*

MOVER: Tom Watts

AYES: Kevin Howard, Tom Watts, Stephen Noel, Jacqueline Long

NAYS: None

ABSTAIN: None

Mr. Watts nominated Mr. Noel as Vice Chair of the Planning Commission; Mrs. Long seconded the motion.

RESULT: Passed *(Yes 4, No 0, Abstained 0)*

MOVER: Tom Watts

AYES: Kevin Howard, Tom Watts, Stephen Noel, Jacqueline Long

NAYS: None

ABSTAIN: None

Approval of Minutes

Planning Commission Meeting Minutes - October 21, 2025

Mr. Howard asked if there were any changes or corrections to the October 21, 2025, Planning Commission meeting minutes. Hearing none, the minutes were approved as submitted.

Public Hearing - Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1

RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

Mr. Watts recused himself from the Public Hearing.

Mr. Howard opened the Public Hearing at 6:03 PM.

Ms. Powell administered the Oath to those in attendance wishing to speak during the Public Hearing.

Staff Report

Mr. Sorice said all legal notices for this hearing were issued per Moraine Codified Ordinances Chapter 1127. He reported that the applicant, Arjeet Singh, is applying for a zoning district change for the four remaining residential lots at the premises of 3351 Main Street, Moraine, Ohio, from R-2, which is a single family residential district to B-1, which is a neighborhood business district. He noted that the lots brought before the Planning Commission are Lots 2157, 2158, 5057, and 5275. He said the property encompasses nine total lots, with five lots zoned B-1 which contain the existing structure on the property. He said the current R-2 lots are comprised of 0.3903 acres of the 1.1029 acre property. Mr. Sorice said the proposed use for the zoning district change is for the addition of a gas canopy on the east side with three double-sided pumps. He said the architect, Mr. Craig Dillon of AIA Architects, informed the Planning Department that the station would be a Marathon franchise with fuel choices of unleaded, premium, and diesel. He noted that the proposed hours of operation are 5:00 AM to 12:00 AM.

He said there are two preliminary site plans in that packet that show a rough idea of what the applicant proposes if the zoning change is approved. Mr. Sorice said Site Plan Option 1 includes variances if the Zoning District Change were to be approved, and Site Plan Option 2 indicates what the layout would be if there were no variances if the zoning district change were to be approved. He said this is per the B1 District requirements. He discussed the required setbacks.

Mr. Sorice informed the board that the Technical Review Committee met on March 11, 2026, to review the application and documentation. He said the committee agreed that Site Plan Option 1 provides a better flow for traffic and larger vehicles to maneuver with the canopy as the current structure will continue to house a drive-through inside. He noted that it was mentioned that parking spots 1-10 on Option 1 may be an issue if a variance is allowed for the Main Street entrance to remain. He said the reason the Main Street entrance would be closed is due to the new use that would be added to the property. He noted, per Moraine Codified Ordinances (MCO) 1185.17(a), since the entrance is within 200 feet of the First Baptist Church property, there cannot be an entrance to a fueling station on the same side of the road. He explained that the parking spots in front of the entrance would not allow enough clearance if a larger vehicle or public safety vehicle had to maneuver within that area, and a buffer will need to be included as well with the residential zoned church property as it is an institutional use per the MCO. He said the Site Plans are only preliminary ideas and can change as they are contingent upon the zoning district change case. Mr. Sorice reported that if the zoning district change were approved by the Planning Commission and City Council, a lot combination will be required as construction cannot occur across lot lines.

Opponents / Proponents

Mr. Howard invited the applicant to provide a report.

Architect Craig Dillon spoke on behalf of the applicants. He stated the intent is to make sure the zoning district change is acceptable to the community before they go any further with plans. He said the plan provided is a preliminary plan to give the commission an idea of changes. He said if the zoning district change is approved, construction of the canopy will begin and the interior and exterior of the convenience store will be renovated, cleaning up the site.

Mr. Howard asked if anyone present would like to speak in favor of the zoning district change.

Seeing none, Mr. Howard asked if anyone present would like to speak in opposition of the

RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

zoning district change.

Seeing none, Mr. Howard asked if the commission members had any questions for the City Planner or the applicant.

Mr. Howard asked if anyone had talked with the residents to see how they feel about the zoning district change and proposed plans? He said in the case regarding Wawa, residents were concerned about lighting, traffic, and noise. He noted there is a concern with the tanker trucks if the Main Street entrance is blocked off.

Mr. Sorice said the applicant would have to apply for a variance to allow the Main Street entrance to remain.

Mr. Howard asked what updates would be made to the inside and outside of the property?

Mr. Dillon replied that the applicants have not contacted the neighbors. He assured the commission that any additional lighting will be shielded. He said they will make every effort to be a good neighbor.

Mr. Noel asked why there is a five-hour closure time frame. He additionally asked if approved, what is the construction timeline?

Mr. Dillon said if approved, the documentation will begin right away. He noted that the plan submittal process would take approximately six weeks. He said then there would be an approval process. He stated it is the applicants' intention to open as soon as possible.

Mr. Howard confirmed with Mr. Dillon that the drive-through will remain open during and after construction. He asked if any hot food will be offered?

Mr. Dillon said there has been no talk of a menu yet, and that would go through the Montgomery County Health Department.

Mrs. Long said her only concern is the tanker trucks' ability to get in and out of the lot.

Mr. Sorice explained that if approved, a variance will be needed to keep the Main Street access. He did note that the Main Street entrance would allow easier access for tanker trucks. He said that request would go through the Board of Zoning Appeals.

Mr. Noel said there has been discussion in the past about how the lot is funky from a zoning perspective. He asked if the zoning district change would unify the lot.

Mr. Sorice said generally a rezoning happens first so that everything is uniform when the lot combination is requested. He noted that is similar to the case concerning Wawa where the rezoning was approved before combining the lots.

Close Public Hearing

Mr. Howard closed the Public Hearing at 6:18 PM.

Business

Decision - Case No. R-01-2026: Zoning District Change of City Lots 2157, 2158, 5057, and 5275 from R-2 to B-1

The commission discussed pros and cons of the rezoning.

RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

Mr. Noel said the commission has talked in the past about unifying a lot of the City properties with regard to zoning.

Mr. Howard said his concern is he likes to give the community an opportunity to speak.

Mr. Sorice reported that part of the notification process involves sending letters to residents within a 200-foot radius of the lot lines at 3351 Main Street. He said he received three phone calls which were just inquisitive as to what it meant to rezone the four lots. He said there was no negative feedback. He confirmed for Mr. Noel that 32 letters were sent out regarding the zoning district change.

Mr. Noel moved to approve the zoning district change of City lots 2157, 2158, 5057, and 5275; Mrs. Long seconded the motion.

RESULT: Failed (*Yes 2, No 1, Recused 1*)

MOVER: Stephen Noel

AYES: Stephen Noel, Jacqueline Long

NAYS: Kevin Howard

ABSTAIN: Tom Watts (Recused)

Time Limit Discussion

Mr. Sorice asked to move that discussion to the Roberts Rules of Order and By-laws discussion.

Mr. Sorice explained to the applicant and commission that the case will go before City Council for review. He said it will move forward as an application to deny, and then City Council can approve the denial or overturn the denial.

Roberts Rules of Order and Planning Commission By-laws Review

Mr. Watts rejoined the commission.

Mr. Sorice reviewed the presentation on Roberts Rules of Order and remarked it is a good resource to review. He said there are copies of Roberts Rules of Order available at the dais and from the Clerk of Council. He mentioned that the Sunshine Laws Manual is also available for review online and is a good resource for information. Mr. Sorice reviewed the Planning Commission By-laws. He noted that the by-laws state in a public hearing, a proponent or opponent has a five-minute time limit to speak which can be altered by a vote at a meeting or may be changed by the commission. He noted that in City Council meetings, speakers are allowed three minutes. He suggested that if the commission would like to alter the by-laws to change the time-limit amount or if there is anything else in the by-laws the commission feels needs revision, that can be done by vote.

Mr. Watts asked if the commission could vote tonight to change the speaker time limit to three minutes to be consistent with City Council meetings?

Mr. Sorice replied yes.

Ms. Powell suggested the commission could review the by-laws to see if any other changes are desired, then the by-laws could be revised all at one time. She remarked that since the commission is familiar with the by-laws and if there are no other changes, then the vote regarding the time limit can be taken this evening, and the revisions will be made for approval at the next Planning Commission. She confirmed for the commission that the by-laws may be changed by the commission members and do not need to be approved by Council.

RECORD OF PROCEEDINGS

Minutes of **Planning Commission**

Held **March 19, 2026**

Mr. Sorice read the passage regarding amendments to the by-laws.

Mr. Watts moved to change the speaker time limit from 5 minutes to 3 minutes in the Planning Commission By-laws in order to be consistent with City Council; Mr. Noel seconded the motion.

RESULT: Passed (*Yes 4, No 0, Abstained 0*)

MOVER: Tom Watts

AYES: Kevin Howard, Stephen Noel, Tom Watts, Jacqueline Long

NAYS: None

ABSTAIN: None

Other Business

Mr. Watts addressed the commission members and explained that he was asked to recuse himself from the Public Hearing and decision because the church he attends is next door to the proposed gas station. He said whether he was for or against the gas station, it was deemed improper for him to be part of the meeting. He reported that he would like it to be on record that he has been asked to remove himself from the board on two different occasions because of the church. He said his house is 207 feet away from the same property, he did not receive a letter, and he was not asked to recuse himself because of the location of his home. He said his church is on Main Street, and he cannot help that. He said this board is not the final judge when it comes to a topic. He said anything voted on goes to Council for final approval. He noted that Council members are equally close to certain areas of the City that get voted on, and they are not asked to recuse themselves. He stated he is highly disappointed, and he is confused as to why, if he is not the final word, he is asked to leave. He also said that if Mrs. Delph were at the meeting this evening, she would have been asked to leave the room also.

Mr. Sorice informed the board that another zoning district change application was received and will be presented to the board in April. He said the application is for 2955 Springboro West Road. He said the applicant wants to change the zoning from B-1 to B-2. He said the next Planning Commission meeting will be the third Tuesday in April which is April 21, 2026. He reminded the commission that today's applicant will go before City Council for a Public Hearing, and Council can decide whether to overturn the denial.

Adjournment

Meeting adjourned at 6:39 PM.



ATTEST: City Planner, Nick Sorice



ATTEST: Clerk of Council, Karen Powell



Technical Review Committee

Michael Davis, City Manager
Nick Sorice, City Planner
Doug Hatcher, Fire Inspector
Lauren Alvarado, City Engineer
Brent Carpenter, Building & Zoning Administrator
Beth Waters, Community Development Secretary
Andrew Dickerson, CBO, National Inspection Corporation

City Council R-01-2026 Staff Report

Applicant: Harjeet Singh

Location: 3351 Main St. Moraine, OH 45439

Lot Numbers: 2157, 2158, 5057, 5275

Current Zoning District: R-2

Proposed Zoning District: B-1

This formality is brought before the City Council today after a 30-day legal notice period for a public hearing. All legal notices were issued per Moraine Codified Ordinances Chapter 1127.

Description: The applicant, Harjeet Singh, is applying for a Zoning District Change for the four (4) remaining residential-zoned (R-2) lots at the premises of 3351 Main St. Moraine, OH 45439 from R-2 to B-1. The Lots that are brought before the City Council for a Zoning District Change are 2157, 2158, 5057, and 5275. The property encompasses nine (9) lots total with five (5) lots at the B-1 Zoning District, which are the lots that contain the existing structure on the property. The current R-2 Lots comprise of 0.3903 acres +/- of the 1.1029 acre +/- property per Montgomery County Auditor records. This consists of 35.39% of R-2 lots currently. The B-1 lots consist of 0.7126 acres +/- of the property.

The proposed use for this Zoning District Change per Application R-01-2026 is for the addition of a gas canopy with three (3) double-sided pumps. The architect, Craig E. Dillon, AIA Architects, informed us that this would be a Marathon franchise for the fueling station. Choices of unleaded, premium, and diesel would be available. The fueling station hours would be from 5 am – 12 am. It would not be a 24/7 fueling station.

In your packet, you will see that two (2) preliminary site plans are provided, showing an idea of what the applicant would like to propose with the Zoning District Change, if approved. Site Plan 1 includes variances, if the Zoning District Change were to be approved. Site Plan 2 indicates what the layout would be if there were no variances. This is per the B-1 District requirements in your packet as there are setbacks required for parking and structures due to the location of the property.

The Technical Review Committee met on March 11, 2026, to review this application and documentation. With the review, it was agreed that Site Plan Option 1 provides better flow for traffic and larger vehicles to maneuver with the canopy. As the current structure will continue to house a drive-thru inside. It was mentioned that parking spots 1-10 would be an issue if a variance allowed the Main Street entrance to remain. The reason why the Main Street entrance would be closed off for this is in your packets under MCO 1185.17 (A) due to the new use on the property of a fueling station having an entrance on the same side of the street that is within 200' of the First Freedom Baptist Church property. The parking spots in front of the entrance would not allow enough clearance if a larger vehicle or public safety vehicle had to maneuver within that area. A buffer will need to be included as well with the Residential-Zoned church property to the east. The landscape requirements can be found in MCO Chapter 1187.

However, these site plans are only preliminary ideas to provide a visual to City Council and can change as this is contingent upon this Zoning District Change case.

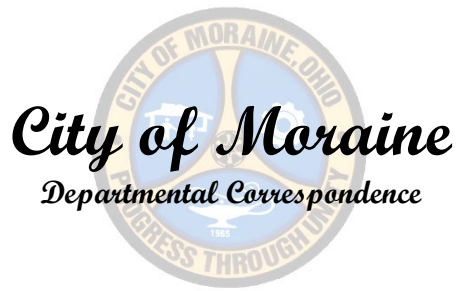
This case was not recommended by Planning Commission to proceed due to a voting board of 4: consisting of a recusal, 1 no, 2 ayes.

If there are any questions regarding the Technical Review Committee's report after our review of this zoning district change proposal, please feel free to ask at this time.

Thank you,



Nick Sorice
City Planner



TO: Mayor
City Council

FROM: Michael Davis, City Manager

DATE: May 11, 2026

SUBJECT: City Manager's Report

1) City Manager

- a) Attended the Dayton Area Managers meeting on April 24, 2026, in Clayton, where a presentation was provided by Joe Gerhart of the Port Authority.
- b) Met with Montgomery County Environmental Services and Fuyao representatives to discuss future infrastructure placement needs.
- c) Attended the State of the County annual meeting on April 30, 2026, with Community Development Director Libby Schroeder.
- d) Met with Kettering City Manager Matt Greeson on May 1, 2026, and toured adjoining municipal boundaries.
- e) Joined Mayor Murphy on a China–U.S. business relations conference call on May 7, 2026.
- f) Held the annual Cinco de Mayo employee appreciation luncheon on May 5, 2026, which continued to be a well-attended event.

2) Building & Zoning

- a) BZA heard two variance cases on May 5, 2026, both receiving approvals.

3) Engineer

- a) The 2026 Parking Lot Sealing & Striping Program was awarded to Cincinnati Asphalt.
- b) The 2026 Bike Path Sealing Program was awarded to Neyra.
- c) Traffic counts for MVRPC are currently underway for 2026.
- d) The final inspection for the 2023 MOT 741 0861 Dorothy/SR741 Traffic Signal project has been completed and approved.
- e) Construction for the 2026 MOT S Dixie Resurfacing project is expected to begin on August 2, 2026.

4) Parks

a) Splash Pad Project

- Currently working on three grant applications to help assist in funding with the splash pad. Community Development Block Grant (CDBG), NatureWorks Grant, State Capital Improvement Program.
 - Also working on a sponsorship packet to have for businesses to help donate or sponsor to the splash pad or any other projects we have going on in the future.
- b) Director Brent Shane reports 11 proposals were submitted for the demolition of the former Splash Moraine buildings with 10 of the 11 companies coming in under budget.
- c) Phase one of the flooring project at the Moraine Civic Center has been completed. The Civic Center will be closed next week as phase two begins. All rentals have either been relocated or canceled.
- d) The next Member Appreciation Event will take place next Friday, May 15, 2026 from 9:45 a.m.–10:45 a.m. (or while supplies last). Breakfast from Bob Evans will be served in the Meeting Room.

5) Police

- a) April 21: The Detective Section served multiple search warrants as part of a drug trafficking investigation. One subject was arrested, and detectives seized narcotics, firearms, and cash.

Officers responded to a juvenile threat complaint on Pensacola Drive. The investigation resulted in the juvenile being arrested on felony warrants.


A traffic stop led to the arrest of a fugitive wanted out of Kansas. Narcotics were recovered during the stop.

- b) April 22: An electrical transformer fire caused power outages affecting multiple intersections within the city. Officers assisted with traffic control and public safety measures.
- c) April 24: Patrol officers and detectives assisted the Warren County Drug Task Force with the execution of search warrants in Moraine.
- d) 4/29/26: Officers recovered an occupied stolen vehicle on Cobblegate Drive. The juvenile driver fled on foot but was quickly apprehended and taken into custody.
- e) May 4: Officers responded to a DUI-related crash in a construction zone on I-75. The driver was arrested for operating a vehicle under the influence.
- f) May 5: Officers initiated a fraud investigation involving Winsupply. The investigation remains ongoing.
- g) The Division's Honor Guard and several officers attend the Montgomery County Law Enforcement Memorial on May 8, 2026.
- h) The Division continues proactive enforcement and outreach efforts related to homelessness concerns in the Moraine Civic Center area.
- Calls for Service Highlights: Walmart – 11 calls, Red Roof Inn – 9 calls, Kroger – 10 calls, Red Horse Motel – 6 calls, I-75 – 45 calls.

6) Street Division

- a) Performed sign maintenance Citywide.
- b) Completed maintenance in parks, ballfields, flowerbeds and at Ellerton Cemetery.
- c) Staff patched potholes and cleaned up storm debris following the storm.
- d) Seasonal mowing maintenance was performed, including the use of a reach-arm mower on routes and mowing operations using a batwing mower.
- e) Staff leveled dirt at the Moraine Recreation Center.

Bi-Monthly Report

To: Michael Davis, City Manager
From: Traci Kuzminski, Fire Chief 
Date: May 6th, 2026
Subject: Activity Report

The Fire Division responded to a total of 177 incidents from April 12th- May 2nd, 2026.

EMS/ Fire & Rescue –

- Division Responded to 4 Motor Vehicle Incidents
- Division responded to 128 EMS Incidents
- Division responded to 21 Fire Alarms/Detector Activations
- Division Responded to 24 other calls

Long-term projects/issues:

- New Medic ordered. Still Waiting
- Order of new ladder E-One Metro Quint Fire Truck through Vogelpohl Fire.
- Receiving quotes for a new medic unit for delivery in 2029

Full time hiring/promotions:

- FT Firefighter/Paramedic Caleb Godin started 4/20/2026
- FT Firefighter/EMT Zachry Searles-Butz started 4/28/2026
- FT FF Robert Patterson has returned from injury leave
- FT FF Michael Harris Retirement

Part time hiring:

- We have 4 part time personnel currently on the roster
- 3 conditional offers sent out

Short-term projects/issues:

- Multiple large industrial size fans installed in station bays.
- Biannual Fire Hydrant testing- in progress

Number of Inspections/Re-Inspections:

- 23 Inspections

Meetings:

- Council Meeting 4/24

Other:

- 3 Ride Along Students
- 4 car seats checked for safety
- Water rescue operations training 4/14, 4/15, 4/16
- 1 CPR class taught at Dayton Bujinkan Dojo on Kettering Blvd.
- Lt. Sagraves to OFA for sprinkler class

- FF Kara Westfall and FF Hannah Flosi attended FDIC womens sessions seminar
- EMS training through Kettering- OB emergencies
- FM Hatcher attended a fire seminar with Miami Valley Fire Investigators Association
- Ladder/ D/O training 4/24
- Crews attended PR Events at Moraine Meadows, Spring Carnival

An Ordinance approving amendment(s) to Section 6.3 of the City of Moraine Personnel Policy Manual.

Department: Administration

Request: Action Item

Item Background and Purpose:

This discussion is related to amendments to vacation accrual and public safety full-time, non-union probationary employee benefits.

Financial Impact:

Is Item Budgeted?: No

Funding Source: N/A

Attachments:

1. 2232-26 Exhibit A - PPM - 6.3
2. PPM Amendments

RECORD OF ORDINANCES

Ordinance No. **2232-26**

AN ORDINANCE APPROVING AMENDMENT(S) TO SECTION 6.3 OF THE CITY OF MORaine PERSONNEL POLICY MANUAL.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

SECTION 1: That the amended Section 6.3 of the City of Moraine Personnel Policy Manual appended hereto as **Exhibit A** is hereby adopted. All other provisions of Section 6.3 not amended herein shall remain unchanged and in full force and effect.

SECTION 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Ordinance to the City Manager, Human Resources Administrator, and Finance Director. The Human Resources Administrator will oversee notification to all City employees and officials to ensure they are notified of the adoption of this Ordinance.

EXHIBIT A

PERSONNEL POLICY MANUAL SECTION 6.3

Section 6.3 Vacation

(b) New, non-union employees hired on or after January 1, 2002, shall receive ~~5 days (40 hours)~~ of **half** vacation credit after successfully passing their six-month probationary period. After six months, an employee would continue to accrue vacation leave hours based on their weekly paid status.

6.3 Vacation

(b) New, non-union employees hired on or after January 1, 2002, shall receive half vacation credit after successfully passing their six month probationary period. After six months, an employee would continue to accrue vacation leave hours based on their weekly paid status.

(c) Full-time, regular employees accrue vacation credit as follows:

1 through 4 years	10 days
After 5 years to 14 years	15 days
After 15 years of service.....	20 days

(d) Vacation Accrual

1. For non-union employees, up to 5 years of service for vacation accrual purposes may include full-time service in this City or in another Ohio public, political subdivision, such as cities, villages, townships, public school districts, health districts, special districts established by state law, or other appointing authorities for public employees established under Ohio law. It does not include service with the federal government, military service (except active duty service with the Ohio National Guard or other authorized Ohio militias), or service in any other state. Any employee claiming prior service for purposes of vacation accrual is responsible for obtaining verification of this prior service from his/her prior employing jurisdiction, by means of an original letter signed by an authorized official of the jurisdiction. Vacation accrual based upon prior service may only be granted to the employee prospectively from the date upon which the employee has provided such written verification from the prior employer.

6.16 Public Safety Full-Time, Non-Union Probationary Employee Benefits

(g) Police: All full-time non-union probationary police employees will receive the same employment benefits and leaves enumerated in the most current collective bargaining agreement as received by union employees with respect to:

1. Personal Leave;
2. Holiday Pay;
3. Earned Days Off;
4. Funeral Leave;
5. Sick Leave;
6. Leaves of Absence;
7. Education Incentive;
8. Compensatory Time; and
9. Shift Differential

An Ordinance approving amendment(s) to Section 6.16 of the City of Moraine Personnel Policy Manual.

Department: Administration

Request: Action Item

Item Background and Purpose:

This discussion is related to amendments to vacation accrual and public safety full-time, non-union probationary employee benefits.

Financial Impact:

Is Item Budgeted?: No

Funding Source: N/A

Attachments:

1. 2233-26 Exhibit B - PPM - 6.16
2. PPM Amendments

RECORD OF ORDINANCES

Ordinance No. **2233-26**

AN ORDINANCE APPROVING AMENDMENT(S) TO SECTION 6.16 OF THE CITY OF MORaine PERSONNEL POLICY MANUAL.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

SECTION 1: That the amended Section 6.16 of the City of Moraine Personnel Policy Manual appended hereto as **Exhibit A** is hereby adopted. All other provisions of Section 6.16 not amended herein shall remain unchanged and in full force and effect.

SECTION 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Ordinance to the City Manager, Human Resources Administrator, and Finance Director. The Human Resources Administrator will oversee notification to all City employees and officials to ensure they are notified of the adoption of this Ordinance.

EXHIBIT A

PERSONNEL POLICY MANUAL SECTION 6.16

Section 6.16 Public Safety Full-Time, Non-Union Probationary Employee Benefits

(g) Police: All full-time non-union probationary police employees will receive the same employment benefits and leaves enumerated in the most current collective bargaining agreement as received by union employees with respect to:

1. Personal Leave;
2. Holiday Pay;
3. Earned Days Off;
4. Funeral Leave;
5. Sick Leave;
6. Leaves of Absence;
7. ~~Compensatory Time;~~ and **Education Incentive;**
8. ~~Shift Differential.~~ Compensatory Time; and
9. Shift Differential

6.3 Vacation

(b) New, non-union employees hired on or after January 1, 2002, shall receive half vacation credit after successfully passing their six month probationary period. After six months, an employee would continue to accrue vacation leave hours based on their weekly paid status.

(c) Full-time, regular employees accrue vacation credit as follows:

1 through 4 years	10 days
After 5 years to 14 years	15 days
After 15 years of service.....	20 days

(d) Vacation Accrual

1. For non-union employees, up to 5 years of service for vacation accrual purposes may include full-time service in this City or in another Ohio public, political subdivision, such as cities, villages, townships, public school districts, health districts, special districts established by state law, or other appointing authorities for public employees established under Ohio law. It does not include service with the federal government, military service (except active duty service with the Ohio National Guard or other authorized Ohio militias), or service in any other state. Any employee claiming prior service for purposes of vacation accrual is responsible for obtaining verification of this prior service from his/her prior employing jurisdiction, by means of an original letter signed by an authorized official of the jurisdiction. Vacation accrual based upon prior service may only be granted to the employee prospectively from the date upon which the employee has provided such written verification from the prior employer.

6.16 Public Safety Full-Time, Non-Union Probationary Employee Benefits

(g) Police: All full-time non-union probationary police employees will receive the same employment benefits and leaves enumerated in the most current collective bargaining agreement as received by union employees with respect to:

1. Personal Leave;
2. Holiday Pay;
3. Earned Days Off;
4. Funeral Leave;
5. Sick Leave;
6. Leaves of Absence;
7. Education Incentive;
8. Compensatory Time; and
9. Shift Differential

A Resolution declaring the items listed on the attached 2026 list to be surplus and no longer needed for municipal purposes and authorizing the City Manager to dispose of such items through GovDeals Auction or donation to a non-profit organization or through a trade-in program.

Department: Administration

Request: Resolution

Item Background and Purpose:

These items are deemed no longer needed for City use.

Financial Impact:

Is Item Budgeted?: No

Funding Source: N/A

Attachments:

1. Disposal List - Exhibit A

RECORD OF RESOLUTIONS

Resolution No. **8236-26**

A RESOLUTION DECLARING THE ITEMS LISTED ON THE ATTACHED 2026 LIST TO BE SURPLUS AND NO LONGER NEEDED FOR MUNICIPAL PURPOSES AND AUTHORIZING THE CITY MANAGER TO DISPOSE OF SUCH ITEMS THROUGH GOVDEALS AUCTION OR DONATION TO A NON-PROFIT ORGANIZATION OR THROUGH A TRADE-IN PROGRAM.

WHEREAS, the City Manager has advised Council that the items on the attached 2026 list (Exhibit A) are surplus and no longer needed for any municipal purposes; and

WHEREAS, the City Manager has recommended that said items be disposed of through GovDeals Auction or donated to a non-profit organization or through a trade-in program.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORAIN, STATE OF OHIO:

SECTION 1: That it is the legislative determination of this Council that the items listed on the attached 2026 list (Exhibit A) are no longer needed for any municipal purpose and should be disposed of through GovDeals Auction or donated to a non-profit organization or through a trade-in program.

SECTION 2: That the City Manager is hereby authorized to dispose of items through GovDeals Auction or donation to a non-profit organization or through a trade-in program.

SECTION 3: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager and Finance Director.

SECTION 4: That this Resolution shall take effect and be in force from and after the date of its passage.

EXHIBIT A

ID Number	Description	Depart/Loc	Make	VIN/Model Number	Condition	Other Misc
26-010	misc. cabinets	IT			see desc	varoius metal cabinets
26-011	Lof of iPads	IT			see desc	approx 40 ipads, various models
26-012	misc analog av gear	IT			see desc	misc pieces and parts
26-013	Conf Tables	Admin			see desc	(2) conf room tables
26-014	Lot of Desks	Admin			see desc	(4) desk
26-015	(3) chair racks with folding chairs	Parks			see desc	approx 160 chairs
26-016	cold food prep table	Parks			see desc	unknown if works
26-017	baker rack	Parks			see desc	baker rack
26-018	Lof of Food Containers	Parks			see desc	Carlis Food Portable food containers
26-019	exercise bike	Police			see desc	small exercise bike

A Resolution repealing Resolution No. 8164-25 adopted on June 26, 2025.

Department: Clerk of Council

Request: Action Item

Item Background and Purpose:

The City recently became aware that Buck Pavement Restoration, LLC (“Buck”) has ceased operating its business and received a letter from Buck this week confirming that. Buck was previously awarded the 2025 Crack Sealing Project. No work had been performed by Buck and therefore no monies had been paid to Buck. Since Buck will not be performing this work, the request is to add this Resolution to the Regular Meeting agenda for a vote to repeal the prior resolution awarding this Project to Buck.

Financial Impact:

Is Item Budgeted?: No

Funding Source: (i.e. Capital, Operating, etc...)

Attachments:

1. 8237-26 - Exhibit A

RECORD OF RESOLUTIONS

Resolution No. **8237-26**

A RESOLUTION REPEALING RESOLUTION NO. 8164-25 ADOPTED ON JUNE 26, 2025.

WHEREAS, the City previously issued and received bids responsive to the *City of Moraine's 2025 Crack Sealing Program Request for Bids*; and

WHEREAS, Buck Pavement Restoration, LLC submitted a bid in response to the *City of Moraine's 2025 Crack Sealing Program Request for Bids*; and

WHEREAS, via adoption of Resolution No. 8164-25 on June 26, 2025 (*Exhibit A*), City Council accepted the bid proposal of Buck Pavement Restoration, LLC for the 2025 Crack Sealing Program; and

WHEREAS, the City has verified that after adoption of Resolution No. 8164-25, Buck Pavement Restoration, LLC ceased business operations; and

WHEREAS, no work was performed by Buck Pavement Restoration, LLC and no monies were paid by the City to Buck Pavement Restoration, LLC relative to the 2025 Crack Sealing Program; and

WHEREAS, given that Buck Pavement Restoration, LLC has ceased business operations and is therefore not capable of performing the 2025 Crack Sealing Program, the City has determined it to be in the best interest of the City to repeal previously adopted Resolution No. 8164-25 and on May 7, 2026, the City provided written notice to Buck Pavement Restoration, LLC of its intent to repeal Resolution No. 8164-25.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORAINE, STATE OF OHIO:

SECTION 1: That Resolution No. 8164-25, copy attached hereto (*Exhibit A*), and adopted on June 26, 2025 is hereby *repealed*.

SECTION 2: That the Clerk be and is hereby authorized and directed to forward a certified copy of this Resolution to the City Manager, City Engineer, and Finance Director.

SECTION 3: That this Resolution shall take effect and be in full force and effect from and after the date of its passage.

RECORD OF RESOLUTIONS

Resolution No. **8164-25**Passed **June 26, 2025**

A RESOLUTION ACCEPTING THE BID OF AND AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH BUCK PAVEMENT RESTORATION, LLC FOR THE 2025 CRACK SEALING PROGRAM FOR THE TOTAL AMOUNT OF \$69,600.00 AND FURTHER AUTHORIZING THE CITY MANAGER TO EXECUTE NEEDED CHANGE ORDER(S), IF ANY, IN SPECIFIED AMOUNT.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MORaine, STATE OF OHIO:

SECTION 1: Bids were requested and received for the 2025 Crack Sealing Program and upon review and recommendation by staff, and determination that the bid of Buck Pavement Restoration, LLC in the amount of \$69,600.00 is hereby deemed to be the lowest and best responsive bid submitted by a responsible bidder and same is hereby accepted, and the City Manager is authorized to enter into a contract therewith in accordance with the terms of the bid specifications, said costs to be paid from the Capital Improvement Fund.

SECTION 2: That the City Manager is further authorized to expend up to an additional 10% of the bid amount of \$69,600.00 for additional work, if necessary, making the total amount approved to be \$76,560.00.

SECTION 3: That the Clerk is hereby directed to forward a certified copy of this Resolution to the City Manager, City Engineer, and Finance Director

SECTION 4: That this Resolution shall take effect from and after the date of its passage.

APPROVED:



Mayor Teri Murphy

APPROVED AS TO FORM:



Law Director

ATTEST:



Clerk of Council

I, Karen Powell, Clerk of Council for the City of Moraine, Ohio, do hereby certify that the foregoing Resolution is a true and correct copy of Resolution No. 8164-25 passed by the Moraine City Council on June 26, 2025.

IN TESTIMONY WHEREOF, witness my hand and official seal this June 26, 2025.



Clerk of Council, Karen Powell