



WORKSHOPS

WEDNESDAY, FEBRUARY 4 11:00 a.m. – 12:00 p.m.

Where the Money Comes From (FIA) (CPIM)

One of the first things a new trustee is responsible for is passing the operating budget for the calendar year. Terms like inside millage, levies, bonds, and gas tax are thrown around. This session will review township funding sources and the different types of levies a township may place on the ballot.

Road Safety Best Practices

Discover resources that address the dangers associated with impaired driving, speeding, and other risky driving behaviors.

Zoning Law Update

Come review and discuss recent zoning court cases, laws, and other regulations that could affect your township.

Fulfilling Fiscal Responsibility Through Reserve Planning (FIA) (CPIM)

Proactive reserve planning can transform your township's financial strategy. Join a panel of experts, including County Auditor Chuck Walder, to learn the critical steps for establishing a reserve fund, ensuring the long-term stability and funding of community assets. In this session, learn practical insights for local government officials aiming to transition from reactive budgeting to a proactive, forward-looking financial plan.

Fiscal Officer 101: Survival Tips (FIA) (CPIM)

Learn easy, effective shortcuts for your new position that have been tested and proven. This workshop provides survival methods for your new position, presented by a seasoned fiscal officer with 20 years of experience and will help you survive the overwhelming workload, as well as future audits, as you become part of your township team.

Don't Hit Stuff

This engaging and practical session is focused on preventing vehicle collisions, incidents and lawsuits while performing necessary services. Discover how small, but critical, changes in policies, hiring procedures, and awareness training can significantly reduce costly damage, liability claims, injuries, fatalities, and downtime in a session that blends humor with real-world examples to drive home the importance of safe and mindful operations.

Working With Funeral Homes on Indigent Burials (FIA)

Townships are legally obligated to provide burial services for indigent residents. Attend this session to learn the legal requirements and how to work with funeral homes to provide respectful, cost-effective services.

Legislative Update (FIA) (CPIM)

There's always something going on at the Ohio General Assembly. This session will cover enacted and pending legislation, how the OTA engages legislators on behalf of Ohio townships, and how you could get more involved.

Your Township Website & the ADA: Are You Compliant?

While there has been much debate over the past several years about making government websites compliant with the Americans With Disabilities Act (ADA), the Department of Justice has now stipulated that all government websites must meet WCAG 2.1 AA accessibility standards by April 26, 2026, (large communities) or April 26, 2027 (smaller communities). Attend this session to learn more about the new ADA requirements, as well as other website requirements.

WEDNESDAY, FEBRUARY 4 12:30 – 3:45 p.m.

Public Records Training (FIA) (CPIM)

The Certified Public Records Training is a three-hour session, free of charge, provided to township officials or their appropriate designees. This program will examine in-depth the responsibilities of public offices, along with a review of the rights of the public records requester.

WEDNESDAY, FEBRUARY 4 1:00 – 2:00 p.m.

Preventing Fraud & Mismanagement in Township Finances (FIA) (CPIM)

Identify warning signs of fraud and implement safeguards to protect township funds and learn about internal controls and audit practices essential for financial integrity.

Trustee Oversight of Fire, Police, and EMS

This session explores the roles and responsibilities of township trustees in providing effective oversight of police, fire, and EMS departments. Attendees will learn best practices for balancing accountability, budgeting, and operational support while maintaining positive relationships with safety service leaders. This session is ideal for trustees seeking to strengthen governance and ensure high-quality community protection.

Developing and Updating a Comprehensive Plan

A strong comprehensive plan serves as the foundation for smart growth and effective land use decisions. Gain a better understanding of the process of creating or updating your plan, from community engagement and visioning to implementation and periodic review. Attendees will learn how to ensure your township's plan remains relevant, actionable, and aligned with future needs.

Hidden Costs, Future Gains: Modernizing Township ERP (FIA) (CPIM)

Explore how modern ERP systems can transform Ohio township finance operations. In this session, uncover the hidden costs of outdated technology—escalating maintenance, security vulnerabilities, and staff burnout—while showcasing the efficiency gains, improved service delivery, and revenue potential of modernization. Walk away with practical steps, Ohio-specific insights, and funding strategies to confidently map your path toward a more secure, efficient, and future-ready ERP system.

Township Triage: Employment Law Considerations During an Economic Downturn (FIA)

With global trade tensions and variable economic signs, townships should be aware of the possible impact of a faltering economy. This session uncovers what that means for the township's approach to employment and labor law issues.

Using Amazon to Buy Local and for Emergency Readiness

This session will highlight how townships can leverage Amazon Business to support local purchasing while improving efficiency and preparedness. The free Business Prime program, offered in partnership with OTA and Amazon, can streamline procurement, track spending, and help your township respond quickly during emergencies. Learn practical tips to make the most of this powerful and cost-effective resource.

Establishing a Partnership Through the Formation of a JEDD (FIA) (CPIM)

Collaboration between townships and municipalities can drive economic growth through the creation of Joint Economic Development Districts (JEDDs). This session will showcase the Kimberly-Clark Project in Howland and Warren Township as a real-world example of successful partnership and shared prosperity. Attendees will gain insights into the process, benefits, and lessons learned from forming a JEDD.

OTALA 1.0: Building Sustainable Communities

Develop a better understanding of the concept of sustainable communities and learn about the principles and practices that provide a framework for developing sustainable communities. This workshop is designed to explore the relationships between growth, development, environment, ecology, social structure, and civic culture.

THURSDAY, FEBRUARY 5 1:00 – 2:00 p.m.

Tools for Talking When the Stakes Are High (FIA)

This interactive session introduces tools to help you handle difficult conversations with greater confidence and clarity. Learn how to prepare, communicate effectively, and build shared understanding when stakes are high and emotions run strong. Gain practical techniques to support healthier dialogue and stronger relationships—both at work and beyond.

The Role of the OTA

As a township official or employee, the OTA is here to serve you! But do you know all of the benefits that come with your membership? Learn about the services provided by the Ohio Township Association and how to make the most of your membership.

WORKSHOPS

How Can the Ohio Fire Chiefs' Emergency Response System Help Your Fire/EMS Department During a Major Incident?

When experiencing the once or twice in a career event for an Incident Commander such as a major fire, water supply outage, flooding, devastating tornado damage, large hazardous materials incident, building collapse, or a mass casualty event, local mutual aid is normally overwhelmed, but there is a solution. In its 23-year existence, the Ohio Fire Chiefs' Emergency Response System has provided resources in all of Ohio's regions for these types of events.

Winter Maintenance Best Practices: Doing More With Less

This presentation will expand your knowledge of sustainable winter maintenance best practices and increase your understanding of various snow and ice control techniques. The implementation of best practices will make your agency more efficient and effective and allow you to do more with less.

Strategies for Cleaning Up Nuisance Properties

This session will provide you with practical tools to address and remediate nuisance properties in your communities. Discover how to use "self-help" methods and zoning enforcement through the courts to resolve issues efficiently and legally. Attendees will leave with actionable strategies to maintain property standards and protect the community's quality of life.

Fiscal Officer Roundtable: Addressing Your Questions (FIA) (CPIM)

Join this roundtable discussion with seasoned fiscal officers to discuss advanced fiscal strategies, share success stories, and address complex challenges unique to township fiscal policies. Cards will be available at the door - fill out and turn your question in at the front table.

Documenting Employee Discipline (FIA)

Having and following effective management practices are crucial for defending employee disciplinary decisions. Discuss and review some of the top errors to avoid during the discipline process including the failure to properly document, the importance of aligning performance evaluations and discipline, failure to investigate complaints, and the failure to consider applicable law or the terms of applicable collective bargaining agreements.

Ohio Cemeteries 101

Township officials will receive a comprehensive introduction to managing and overseeing cemeteries in Ohio. Learn about legal responsibilities, record-keeping requirements, maintenance best practices, and funding options, while gaining the knowledge needed to ensure your township's cemeteries are well-managed, compliant, and respectfully maintained.

Cyber Security Training Pursuant to New Law (FIA) (CPIM)

Stay ahead of evolving threats and legal requirements with this session on cybersecurity training for townships. Explore the latest state-mandated cybersecurity regulations, practical strategies to protect sensitive data, and best practices for staff awareness and compliance to ensure your township is prepared to prevent breaches and meet new legal obligations.

Artificial Intelligence in Townships

Explore how artificial intelligence is shaping township operations in this session, featuring insights from a recent survey of OTA members conducted by Miami University's CPMRA. Attendees will learn about current uses, opportunities, and challenges of AI in local government, along with practical considerations for implementation. Gain a clearer understanding of how emerging technologies can enhance efficiency and decision-making in your township.

OTALA 1.0: Conducting Effective Meetings

This is a workshop about the principles that provide a framework for conducting effective meetings. This session is divided into seven parts: meeting types; legal requirements; pre-meeting activities; meeting environment; process, rules and procedures; conducting the meeting - process and dynamics; and bringing closure and finishing the requirements.

THURSDAY, FEBRUARY 5 2:30 – 3:30 p.m.

Leading for Today: The Lasso Way (FIA)

Management lessons can come from many places, including TV. The content of this session will dive into how leadership can inspire and motivate employees by delving into the valuable lessons in leadership that we can learn from this endearing character.

Understanding the Budget (FIA) (CPIM)

The township's budget is important for all elected officials to thoroughly understand. Learn the ins and outs of a township budget in this session designed specifically for new(er) trustees.

Fire Service Grants for Dummies (FIA) (CPIM)

In this challenging and uncertain financial time, grants can be a great source of alternative funding for townships and fire departments. This program will provide an overview that elected officials or fire chiefs can take back to their community and get the most from the opportunities that exist.

Addressing Drainage Issues

This session offers township officials with practical guidance for identifying, managing, and resolving drainage problems in their communities. Learn about legal responsibilities, maintenance strategies, and cost-effective solutions to prevent property damage and protect public safety, and gain actionable tools to keep water moving efficiently and minimize drainage-related issues.

Zoning Roundtable

Join us for an interactive and informative discussion designed for township zoning officials and personnel. This session provides a unique opportunity to connect with peers, exchange insights, and explore solutions to common challenges in zoning administration and enforcement.

UAN Update (FIA) (CPIM)

The Ohio Auditor of State's Uniform Accounting Network (UAN) team will provide attendees with information about recent software updates, new features, and helpful tips to make township accounting more efficient and accurate.

Understanding the Ohio Revised Code for Fiscal Officers (FIA) (CPIM)

Gain a solid understanding of the specific sections of the Ohio Revised Code (ORC) that apply to fiscal officers. An experienced attorney will highlight key statutes, reporting deadlines, and the legal framework for financial management in townships.

Ensuring an Effective Employee Interview and Selection Process

Walk through the do's and don'ts of the interview and selection process and receive critical guidance on a legally defensible interview and selection process. A review of applicable case law will be provided - including an update on the legal implications of using Artificial Intelligence (AI) in selection. A must have training for both new and seasoned HR professionals and township supervisors!

Parks Roundtable Discussion

Join fellow township officials and parks professionals for an interactive discussion on the challenges and opportunities in managing local parks and recreation programs. Share experiences, ask questions, and gain practical insights on maintenance, programming, funding, and community engagement. This workshop offers a collaborative space to learn from peers and explore innovative ideas for enhancing township parks.

Understanding the Implications of Eliminating Property Taxes (FIA)

In this workshop, we will discuss the recent initiative to abolish property taxes and explore the potential outcomes of this initiative, including alternative revenue options for townships.

What You Need to Know: Important Township Legal Updates Resulting From HB 96 and HB 315 (FIA) (CPIM)

Co-Authors of Ohio's Township Handbook, Brodi Conover and Ben Yoder, will present on key statutory changes affecting Ohio Township resulting from the Ohio General Assembly's adoption of its recent Township Omnibus (HB 96) and State Operating Budget (HB 315) bills. Key topics include video public records, adult-use marijuana, public records laws, cybersecurity, referendum thresholds, township preservation commissions, and more.

OTALA 1.0: General Workshop

This basic course is designed to provide participants with an overview of the basic issues, expectations and practices associated with serving in public office. Learn principles and practices for improving your tenure and service.

THURSDAY, FEBRUARY 5 3:45 – 4:45 p.m.

Voted Levies and Inside Millage: Navigating the Evolving Legal Landscape (FIA) (CPIM)

Going forward, how best do townships assure adequate revenue to provide critical services? What options are left for maintaining or increasing revenue? This session will address those questions, as well as the current legal landscape.

WORKSHOPS

Policies Every Township Board Needs

The saying, "an ounce of prevention is worth a pound of cure," applies to board procedures, too. We'll look at policies and procedures boards can establish to encourage efficient and productive operations and meetings.

Trustee Oversight of Fire, Police, and EMS (Repeat)

This session explores the roles and responsibilities of township trustees in providing effective oversight of police, fire, and EMS departments. Attendees will learn best practices for balancing accountability, budgeting, and operational support while maintaining positive relationships with safety service leaders. This session is ideal for trustees seeking to strengthen governance and ensure high-quality community protection.

Who Owns Which Ditch: The Basics of Ohio Ditch Law

Gain a clear understanding of Ohio ditch law, including ownership, maintenance responsibilities, and legal procedures. With a discussion on navigating disputes, managing drainage systems effectively, and ensuring compliance with state regulations, attendees will obtain practical knowledge to handle ditch-related issues confidently and protect community interests.

Eyes in the Sky: Leveraging Drones for Township Zoning

Drones are revolutionizing the way townships approach zoning and land use management. Explore the practical applications of drone technology in zoning inspections, mapping, and enforcement. Uncover how drones can save time, reduce costs, and provide accurate data for decision-making while ensuring compliance with legal and privacy considerations.

Economic & Market Update (FIA) (CPIM)

This workshop will provide information for decision-makers on investing funds in today's markets. It will include a discussion on changes in the economic environment and its related changes in the fixed-income markets.

Intro to UAN (FIA) (CPIM)

Designed for newly elected or recently appointed fiscal officers, this session offers an overview of the Uniform Accounting Network (UAN) system. Participants will gain a foundational understanding of how to navigate the software, manage common financial tasks, and access available support resources.

Township Triage: Employment Law Considerations During an Economic Downturn (Repeat) (FIA)

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Working With Funeral Homes on Indigent Burials (Repeat) (FIA)

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Legislative Update (Repeat) (FIA) (CPIM)

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Your Township Website & the ADA: Are You Compliant? (Repeat)

While there has been much debate over the past several years about making government websites compliant with the Americans With Disabilities Act (ADA), the Department of Justice has now stipulated that all government websites must meet WCAG 2.1 AA accessibility standards by April 26, 2026, (large communities) or April 26, 2027 (smaller communities). Attend this session to learn more about the new ADA requirements, as well as other website requirements.

OTALA 1.0: Team Building

Discover the principles and practices that can provide a framework for building effective working relationships between and among members of the governing body and building effective working relationships with the administrative/managerial staff and with other employees of the local government.

FRIDAY, FEBRUARY 6
8:30 – 9:30 a.m.

Welcoming New Trustees: Building A Strong & Collaborative Board (FIA)

With the November election behind us, many townships will soon welcome newly elected trustees to their boards. This session will provide practical strategies for current trustees to prepare for smooth transitions, foster positive working relationships, and create a culture of collaboration from day one. Learn how to set the tone for effective governance and ensure your board starts the new term on the right foot.

Mastering Parliamentary Procedure (FIA)

Improve your ability to run efficient and productive township meetings by mastering the basics of parliamentary procedure. This session covers agenda setting, motion handling, and resolving disputes effectively.

Understanding the Fire Apparatus Spec and Build Process

In this class you will learn how your fire departments spec and order their apparatus, and what the process is after the order is placed. You will gain a key understanding of what it takes to plan fleet rotations, how to handle issues that arise, and how to have reasonable expectations from suppliers. These skills can then be applied to any department in your township.

Cracks, Cameras, and Capital Plans: The New Language of Pavement Intelligence

Attendees will walk away with practical and proven strategies to modernize their pavement programs, maximize budgets, and improve road conditions across their communities. Learn how pairing ASTM-aligned PCI scoring with AI, HD Video, GIS and quality control delivers more accurate data, innovative treatment plans, and defensible decisions.



OTA MA MEMBERS

CAN SAVE MONEY ON REGISTRATION COSTS

WITH THE MORE GRANT

Managing Short-Term Rentals in Township Zoning

This session explores how townships can effectively regulate and manage short-term rentals within their zoning frameworks. Attendees will learn about zoning strategies, legal considerations, and best practices for balancing property rights with community standards. Gain practical tools to address challenges, ensure compliance, and maintain neighborhood quality of life.

Financial Oversight of Joint Economic Development Districts (JEDDs) (FIA) (CPIM)

Gain insights into the financial responsibilities associated with JEDDs, including budgeting, revenue distribution, and ensuring compliance with agreements.

Fiscal Officer 102: Frequently Asked Questions & Little-Known Secrets (FIA) (CPIM)

Don't fall into the rabbit hole too. This session will share lessons learned over the years to help you stay on the right track.

Streamlining Injury and Illness Recordkeeping for Public Employers (FIA)

Learn to empower your township with the knowledge to protect your workforce and meet regulatory reporting as well as recording injury and illness requirements seamlessly. This session covers both injury reporting, trend analysis/tracking, and PERRP recordkeeping.

Parks Programming: From Free Small Classes to Community Events

Engage your community from small to large by creating programming that reaches out to your residents. This workshop focuses on the different types of programming that can be offered: free or paid, passive to active. The goal is to create avenues to reach larger swaths of your residents through different opportunities.

Effective Communication and Collaboration Across Township Departments (FIA)

Learn strategies for improving communication and fostering collaboration between trustees, administrators, fiscal officers, and other township departments through team-building and problem-solving.

Ohio Utility Legislation and Its Impact on Consumers

OCC will discuss the recently passed Ohio House Bill 15, which ushers in drastic changes in electricity regulation. Lawmakers are also considering a natural-gas counterpart, SB 103, which has seen substantial changes as it's moved through the General Assembly to better align it with the intent of House Bill 15. Other utility bills covered will include restoring protections for renters in sub metered apartments, as well as proposals on community energy and clearer, more consumer-friendly utility bills.



WORKSHOPS

OTALA 1.0: Team Building (Repeat)

Discover the principles and practices that can provide a framework for building effective working relationships between and among members of the governing body and building effective working relationships with the administrative/managerial staff and with other employees of the local government.

FRIDAY, FEBRUARY
10:15 – 11:15 a.m.

Voted Levies and Inside Millage: Navigating the Evolving Legal Landscape (Repeat) (FIA) (CPIM)
Going forward, how best do townships assure adequate revenue to provide critical services? What options are left for maintaining or increasing revenue? This session will address those questions, as well as the current legal landscape.

Resolution vs. Motion: Understanding Board Procedures (FIA)

When does a decision need to be made by motion or resolution? What are the proper procedures for taking action in an open meeting? The difference between a resolution and a motion, when to use each, and other proper procedures for township meetings will all be covered in this workshop.

First Responder Personal Wellness & Self Care

First responders face significant stress and mental health challenges. Discuss strategies for supporting the well-being of your township's firefighters, EMS personnel, and police officers. Learn about available resources and programs to promote mental health and prevent burnout.

Benefits of Road Department Software

Discover how modern software solutions can improve efficiency, accuracy, and communication within your township's road department. This session will highlight tools for tracking maintenance, managing assets, scheduling work, and optimizing budgets. Learn how technology can simplify operations and enhance service delivery for your community.

Data Centers: Incorporating Aspects of Zoning, Economic Development, & Working With Utilities

As data centers continue to expand across Ohio, townships must navigate their complex zoning, infrastructure, and economic impacts. Explore how to plan and zone for data center development while coordinating effectively with utilities and pursuing economic benefits. Attendees will gain insights into balancing community interests with the opportunities these high-tech facilities bring.

Public Records Requests and the Benefits of Digitization (FIA) (CPIM)

This session will help township officials understand their obligations under Ohio's public records laws and how to respond effectively to records requests. Learn how digitizing records can streamline access, improve transparency, and reduce administrative burdens. Leave with practical strategies for modernizing recordkeeping and enhancing public service efficiency.

Collaboration Between Township Trustees and the Fiscal Officer (FIA) (CPIM)

It is essential to build strong relationships with trustees to align financial decisions with township priorities. This workshop will provide communication strategies and techniques for collaboration.

Ensuring an Effective Employee Interview and Selection Process (Repeat)

Walk through the do's and don'ts of the interview and selection process and receive critical guidance on a legally defensible interview and selection process. A review of applicable case law will be provided – including an update on the legal implications of using Artificial Intelligence (AI) in selection. A must have training for both new and seasoned HR professionals and township supervisors!

Parks and Recreation: Enhancing Community Spaces

Explore strategies for creating and maintaining parks and recreational facilities. Topics include securing grants, community engagement, and designing spaces that meet diverse needs.

Using Amazon to Buy Local and for Emergency Readiness (Repeat)

This session will highlight how townships can leverage Amazon Business to support local purchasing while improving efficiency and preparedness. The free Business Prime program, offered in partnership with OTA and Amazon, can streamline procurement, track spending, and help your township respond quickly during emergencies. Learn practical tips to make the most of this powerful and cost-effective resource.

Economic Development Update (FIA) (CPIM)

From TIFs to JEDDs and everything in between, learn the economic development tools available to townships and how to make the most of them.

OTALA 1.0: Building Sustainable Communities (Repeat)

This is a workshop about developing a better understanding of the concept of sustainable communities and learning about the principles and practices that provide a framework for developing these communities. The session is designed to explore the relationships between growth, development, environment, ecology, social structure, and the civic culture.

FRIDAY, FEBRUARY 6
1:45 – 2:45 p.m.

Preventing Fraud & Mismanagement in Township Finances (Repeat) (FIA) (CPIM)

Identify warning signs of fraud and implement safeguards to protect township funds and learn about internal controls and audit practices essential for financial integrity.

Effective Governance for Township Trustees

An experienced attorney will provide insights into maintaining transparency, fostering collaboration among board members, and ensuring township operations align with residents' needs. Learn best practices for setting policies, making decisions, and managing township operations effectively.

Fostering Township Disaster Resiliency by Collaborating With Local Emergency Management Programs

This presentation will address various considerations for townships when preparing for disasters, as well as how local emergency managers can serve as resources in preparedness, response, recovery, and mitigation efforts.

Who Owns Which Ditch: The Basics of Ohio Ditch Law (Repeat)

Gain a clear understanding of Ohio ditch law, including ownership, maintenance responsibilities, and legal procedures. With a discussion on navigating disputes, managing drainage systems effectively, and ensuring compliance with state regulations, attendees will obtain practical knowledge to handle ditch-related issues confidently and protect community interests.

Understanding Zoning Classifications & Uses

Gain a clear understanding of the different zoning classifications and how they shape development within your township. This session will explain permitted, conditional, and prohibited uses, along with practical guidance for interpreting and applying zoning regulations.

Understanding Financing Options for Township Projects (FIA) (CPIM)

This workshop contains a practical overview of financing options available for funding capital improvements and major projects. Learn about bonds, notes, leases, and other financing tools, along with the legal and financial considerations for each. Attendees will gain the knowledge needed to make informed, responsible decisions when pursuing township funding opportunities.

Chart of Accounts and Fund Accounting Basics (FIA) (CPIM)

Understanding the township's chart of accounts is crucial for proper financial management. Join to learn how to allocate revenue and expenses to the correct funds, ensuring compliance with state laws and financial transparency. Attendees will leave with practical tips for avoiding common pitfalls in fund accounting.

Don't Hit Stuff (Repeat)

This engaging and practical session is focused on preventing vehicle collisions, incidents and lawsuits while performing necessary services. Discover how small, but critical, changes in policies, hiring procedures and awareness training can significantly reduce costly damage, liability claims, injuries, fatalities and downtime in a session that blends humor with real-world examples to drive home the importance of safe and mindful operations.

Preserving and Protecting Ohio Cemeteries

Explore strategies for maintaining and safeguarding Ohio's historic and active cemeteries. Attendees will learn best practices for preservation, legal protections, maintenance planning, and community engagement. Gain practical tools to honor your township's heritage while ensuring cemeteries remain safe, accessible, and well-managed.

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Development Challenges for Un-Zoned Townships

Is your township facing development pressures? Should you try to enact a township zoning resolution? What resources are available to townships facing annexation and other developmental pressures? This session is about developing relationships with property owners, county and other political subdivisions, and how to secure assistance from planning and/or development consultants.

Township Formation of Water and Sewer Districts

Many dozens of townships in Ohio have formed districts to enable and control the provision of water and sewer services in their townships and curtail annexation. This presentation will explain what is required to form a district and the benefits that can be achieved by creating a district.

OTALA 1.0: Conducting Effective Meetings (Repeat)

This is a workshop about the principles that provide a framework for conducting effective meetings. This session is divided into seven parts: meeting types; legal requirements; pre-meeting activities; meeting environment; process, rules and procedures; conducting the meeting – process and dynamics; and bringing closure and finishing the requirements.

FRIDAY, FEBRUARY 6
3:00 – 4:00 p.m.

Roles in the Township (FIA)

Understanding the different roles of township officials and employees (if applicable) is essential to the function of the township. This session will primarily cover the duties of the trustees and the fiscal officer and will also outline employees the township may have or may consider hiring.

Fire Service Grants for Dummies (Repeat) (FIA) (CPIM)

In this challenging and uncertain financial time, grants can be a great source of alternative funding for townships and fire departments. This workshop will provide an overview that elected officials or fire chiefs can take back to their community and get the most from the opportunities that exist.

Road Safety Best Practices (Repeat)

Discover resources that address the dangers associated with impaired driving, speeding, and other risky driving behaviors.

ADU Strategies for Ohio's Evolving Communities

Explore zoning, incentives, and support for accessory dwelling units with subject matter experts.

Hidden Costs, Future Gains: Modernizing Township ERP (Repeat) (FIA) (CPIM)

Explore how modern ERP systems can transform Ohio township finance operations. In this session, uncover the hidden costs of outdated technology—escalating maintenance, security vulnerabilities, and staff burnout—while showcasing the efficiency gains, improved service delivery, and revenue potential of modernization. Walk away with practical steps, Ohio-specific insights, and funding strategies to confidently map your path toward a more secure, efficient, and future-ready ERP system.

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What You Need to Know: Important Township Legal Updates Resulting from HB 96 and HB 315 (Repeat) (FIA) (CPIM)

Co-Authors of Ohio's Township Handbook, Brodi Conover and Ben Yoder, will present on key statutory changes affecting Ohio Township resulting from the Ohio General Assembly's adoption of its recent Township Omnibus (HB 96) and State Operating Budget (HB 315) bills. Key topics include video public records, adult-use marijuana, public records laws, cybersecurity, referendum thresholds, township preservation commissions, and more.



Every other year, the OTA Winter Conference features a legislative reception, giving OTA members the opportunity to connect directly with legislators at the Ohio Statehouse. **This year's reception will be held on Wednesday, February 4,** in the Statehouse Crypt/Museum Gallery, offering township officials a valuable chance to engage with their legislators and staff. Historically, the OTA's Legislative Reception has been the event to attend – legislators look forward to meeting with their townships and hearing the stories of the communities they serve.

For those who have never attended the OTA's Legislative Reception or for anyone who could use a refresher, below are a few tips to help you make the most of the evening.

The 136th General Assembly has seen no shortage of legislative activity. With the state operating budget complete and numerous bills moving through the legislative process, there is plenty to discuss. If you already have strong relationships with your House and Senate members, that's excellent, but the reception is still an ideal time to reconnect.

If you don't have an established relationship with your legislators, this is the perfect opportunity to start one. The reception offers a comfortable setting to introduce yourself and briefly discuss issues important to your township. While the OTA has sent formal invitations to legislators, we strongly encourage you to personally invite them, as well. A constituent invitation carries the greatest weight. Contact their legislative offices by phone or email and invite them to join you and other township officials in the Museum Gallery from 4:30 – 6:00 p.m. on February 4th. Legislators prioritize events where constituents are present, and letting their office know you will be in Columbus gives them even more reason to attend. Their contact information is available at legislature.ohio.gov.

When it comes to the winter conference dress code, there is not one as the conference is informal, but the Legislative Reception is not. **Business attire is required** when attending the reception at the Ohio Statehouse. As a general guideline, wear something that you would feel comfortable wearing to church or an evening wedding. While we want you to feel at ease while networking, presenting yourself professionally is essential. As a reminder, you will have to go through security so please do not have weapons with you.

While at the reception, please address legislators respectfully, using their proper titles – Senator or Representative – unless they tell you otherwise.

The OTA will provide transportation to and from the Statehouse. When you arrive, feel free to grab food and beverages before legislators arrive. This helps avoid the inevitable awkward moment of trying to discuss policy with a mouth full of hors d'oeuvres.

Once you return home, be sure to send a thank you note to the legislators you met with. Follow up on any information you offered to provide, and consider inviting them to visit your township for a meeting or event. Remember, House and Senate members will be campaigning in 2026, making this an especially timely moment to strengthen those relationships.

OTA staff will be in attendance throughout the event to help guide attendees and assist legislators in finding you. **Your engagement, however, is what makes this event successful.** With your participation, we can make the 2026 OTA Legislative Reception the best one yet!