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MIAMI TOWNSHIP BOARD OF TRUSTES MEETING

FEBRUARY 15, 2022

The Miami Township Board of Trustees met in regular session on Tuesday, February 15, 2022, at 7:00 p.m. Chair Mark Schulte called the meeting to order. The Pledge of Allegiance was recited by all. Mr. Tracy led the invocation.

Mr. Ferry called the roll. Trustees Mark Schulte, Ken Tracy, and Mary Makley Wolff were in attendance.

Approval of the Minutes

Ms. Wolff moved to approve the minutes of the January 18, 2022, business meeting as presented. Mr. Tracy seconded the motion. The motion carried by a vote of 3-0.

Special Presentations

Police Chief Mike Mills introduced Officer Clifford Ryan Boggs noting that he graduated from Williamsburg High School in 2013 and graduated from the Southern Hills Police Academy in 2015. He noted that Officer Boggs was coming to the township after serving four years for the Brown County Sheriff's Department. Chief Mills introduced Officer Boggs' family. Mr. Braun administered the oath of office. Officer Boggs' wife, Betsy, held the bible during the pinning ceremony. Chief Mills announced that Officer Boggs would be receiving his farther-in-law's badge, noting that T.J Spencer worked for the Township from June 1988 until October 2006. Officer Boggs was welcomed to the Miami Township Police Department.

Departmental Reports

Community Development Department Report – Director Brian Elliff thanked Mr. Schulte for attending the last Zoning Commission meeting and administering the oath of office to the new commission members. He noted that a report was provided to the trustees and pointed out that the department used the drone in a recent case.

Mr. Elliff was pleased with the turnout at the Community Open House for the Township's Land Use Plan. He noted that the Land Use Committee's next meeting would be held in April.

Finance Department Report – Fiscal Officer Eric Ferry announced that their report would be presented at a later date.

Fire/EMS Department Report – Chief Kelly offered to answer any questions related to his report. He announced that the department was looking forward to having local interns from Milford and Loveland High Schools return in January. He thanked the school districts for partnering with the department for this program.

Chief Kelly noted that Deputy Chief Jetter, Captain Monterosso and Lieutenant Moore traveled to Ocala, Florida last week to conduct a mid-point inspection of their new ladder truck. He

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anticipated that the truck would be delivered within the next 45 days. Mr. Ferry asked if the old ladder truck would be sold. Chief Kelly stated that the truck would be auctioned on GovDeals or another auction site. He added that the old vehicle was being appraised to determine the fair market value.

Chief Kelly reported that January 2022 was their busiest month ever in the history of Miami Township Fire and EMS with over 550 calls.

Police Department Monthly Report – Chief Mike Mills offered to answer any questions related to his report. He introduced their new CIT Specialist Matt Hale who will serve as a first responder for the crisis intervention team and will assist officers. Chief Mills said that Mr. Hale was originally from Texas and had lived in Brazil and spoke fluent Portuguese.

Chief Mills announced that the department received a check for just over \$21,000 from the Attorney General’s office for their training fund. Chief Mills shared a scam alert relating to IRS refunds. He advised the public to hang up the phone if they receive calls asking them to make payments with gift cards or crypto currency.

Recreation Department Report – Mr. Wright filled in for Recreation Director Krystin Thibodeau. He reported that January was a busy month for the Recreation Department and revenues were on pace to be comparable to pre-COVID years. Ms. Wolff said she was pleased that the Township offers Tai Chi. She stated that Tai Chi is for all ages and helps to improve balance and stability for aging adults.

Service Department Report – Service Director John Musselman reported that three of their trucks were in the shop getting repairs as a result of the recent snow storms. Mr. Schulte stated that the drivers also take a beating during snow events. Ms. Wolff said that she noticed pink salt on her street and asked if the township still had some of the Himalayan salt. Mr. Musselman noted that the salt was treated with Ice B’Gone liquid, which gives it a red tint. Mr. Tracy asked how many salt domes were in the county. Mr. Musselman estimated that there were less than 20 salt domes throughout Clermont County.

In closing, Mr. Musselman announced that the paving program would be finalized and presented at the March work session.

Administrator Report – Township Administrator Jeff Wright announced that the Township participated in the Little Miami River Chamber Alliances’ State of the Region event to highlight activities in the Township, such as accomplishments, new businesses, awards, community engagement, and completed and upcoming infrastructure projects. Mr. Wright referenced his economic benchmarking report that includes comparisons of the median incomes and housing in the County. He noted that Clermont County’s median income was just over \$68,000 while Miami Township’s median income rose to \$101,500, a 6.2% increase from 2020. He noted that Clermont County’s median home value was \$206,000 in 2021, and Miami Township’s median

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home value was \$251,000, a 9% increase from the previous year. Mr. Wright felt that the residents of Miami Township were shareholders and these numbers show them how their stocks were doing. He noted that Symmes Township and the City of Loveland also participated in the State of the Region event.

New Business

Mr. Tracy moved to pay the bills of the Township: 216 checks numbered 140924 to 141139 and 41 electronic checks numbered 2325 to 2365 for the total amount of \$2,518,583.65 plus payroll and payroll taxes for the check dates December 17, 2021, in the amount of \$296,393.90 and December 31, 2021, in the amount of \$316,293.08 and January 14, 2022, in the amount of \$314,119.03. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright presented Resolution 2022-02 which would authorize the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures totaling \$33,750.34.

Ms. Wolff moved to adopt Resolution 2022-02 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures totaling \$33,750.34, and declaring an emergency, seconded by Mr. Tracy. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright recommended that the board grant full-time employment to Lori Pegg for the vacant position of executive assistant. He noted that Ms. Pegg earned a bachelor's degree in business administration from Ohio University and has several years of experience in local government serving as administrative support to building and zoning departments, managing community events, serving as the secretary to parks and recreation, zoning, and personnel commissions.

Mr. Tracy moved to grant full-time employment to Lori Pegg for the position of executive assistant with a one-year probationary period, at a pay rate of \$30.00 per hour with a starting date of March 2, 2022. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright recommended the board grant employment to Clifford Ryan Boggs for the position of full-time police officer, with an eighteen-month probationary period, at a pay rate of \$40.81 per hour with a starting date of March 2, 2022. He noted this hire filled a vacant position.

Ms. Wolff moved to grant employment to Clifford Ryan Boggs for the position of full-time Police Officer with an eighteen-month probationary period, at a rate of \$40.81 per hour, with an effective starting date of March 2, 2022. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

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Mr. Wright recommended that the board grant full-time employment to Katherine J. Pohl for the position of full-time police administrative assistant with a one-year probationary period, at a pay rate of \$29.00 per hour with a starting date of February 28, 2021. Mrs. Pohl possesses a bachelor's degree from Southeastern University in Florida and has six years of government administrative experience with the City of Mason.

Mr. Tracy moved to grant full-time employment to Katherine J. Pohl for the position of administrative assistant with a one-year probationary period, at a pay rate of \$29.00 per hour with a starting date of February 28, 2021. The motion was seconded by Ms. Wolff. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright requested that a final offer of seasonal employment be extended to Jared Jetter and Samuel Angel for the position of Hydrant Maintenance Technician effective March 6, 2022 with an hourly rate of \$15 per hour.

Ms. Wolff moved to extend a final offer of seasonal employment to Jared Jetter and Samuel Angel for the position of Hydrant Maintenance Technician effective March 6, 2022 with an hourly rate of \$15 per hour. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright requested approval to extend final offers of part-time employment as Firefighter/EMTs to McKeon Buchanan effective March 6, 2022; Honor Workman effective March 7, 2022; Jonathan Swiecki effective March 8, 2022; Nathan Denouden effective March 9, 2022; Andrew Bober effective March 10, 2022; and Lawrence Sanderson effective March 11, 2022; all with a starting rate of \$15.60 per hour

Mr. Tracy moved to extend a final offer of part-time employment as Firefighter/EMTs to McKeon Buchanan effective March 6, 2022, Honor Workman effective March 7, 2022; Jonathan Swiecki effective March 8, 2022; Nathan Denouden effective March 9, 2022; Andrew Bober effective March 10, 2022; and Lawrence Sanderson effective March 11, 2022; all with a starting rate of \$15.60 per hour. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright requested approval to rehire full-time Firefighter/Paramedic Dominic King effective February 22, 2022, with an hourly rate of \$29.90.

Ms. Wolff moved to rehire full-time Firefighter/Paramedic Dominic King effective February 20, 2022, with an hourly rate of \$29.90. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright reported that \$4,500 was budgeted for the purchase of a Smartboard similar to the one located in the Treehouse Conference Room and would replace the current A/V system in the

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Video Conference room. He noted that the Smartboard would be purchased from Millennium Business Systems, the same company from which the previous Smartboard was purchased.

Mr. Tracy moved to purchase a Sharp 70" – 20 Point Interactive Aquos Board with Compact PC, rolling card stand, and accessories from Millennium Business Systems at an amount not to exceed \$4,500. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright noted that Choice One Engineering was going to perform the survey work and design for the Business 28 Sidewalk Project, and requested approval to hire Choice One to perform the same work for the Cook Road Sidewalk Project. He noted that the Township's goal is to increase connectivity from neighborhoods to the central business district. He requested that Choice One Engineering be hired to complete the survey work, design, contract, and inspection assistance for the Cook Road Sidewalk Project. Mr. Wright pointed out that this sidewalk would connect six subdivisions to the Business 28 district.

Ms. Wolff moved to contract with Choice One Engineering to provide engineering services for the Cook Road Sidewalk project in an amount not to exceed \$25,900. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright noted that Chief Kelly and Assistant Chief Mack gave a presentation at the last work session on the need to replace the township's oldest ambulance. The Chief discussed different options including the replacement of a chassis on an existing ambulance. Mr. Wright requested approval to remount one of the existing ambulances through Crossroads Ambulance at a cost not to exceed \$210,000.00.

Mr. Tracy moved to approve to remount one of our existing ambulances through Crossroads Ambulance at a cost not to exceed \$210,000.00. If not practical through the State bid process, the bidding may also be performed through the public process. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright announced that the township has an annual rotation plan to replace turnout gear, which costs nearly \$3,000. He noted that federal standards require that turnout gear be replaced every 10 years. Mr. Wright requested approval to purchase 12 sets of turnout gear from Phoenix Safety Outfitters at a cost not to exceed \$35,988.

Ms. Wolff moved to approve the purchase of replacement turnout gear from Phoenix Safety Outfitters in an amount not to exceed \$35,988. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright discussed the two-year plan to replace the critical sections of roof on the Civic Center. He noted that in 2021, some roof and other weatherization improvements were made in areas that were leaking and in immediate need of replacement. This year, staff would like to

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have the flat roof replaced as discussed at the last work session. Mr. Wright requested authorization to enter into an agreement with Prodigy Building Solutions for the replacement of Section 2 of the Civic Center roof at a cost not to exceed \$186,000. Mr. Wright noted that \$190,000 was budgeted for this project. He added that Prodigy would use a public bidding system to acquire the contractors and subcontractors. Mr. Wright explained that the new roof would have a 40-year warranty.

Ms. Wolff moved to authorize the Township Administrator to enter into an agreement with Prodigy Building Solutions for the replacement of Section 2 of the Civic Center roof at a cost not to exceed \$186,000. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright explained that the fire/EMS department would like to purchase a respiratory fit testing machine. In the past, the township was able to borrow the equipment to conduct the testing but that wasn't practical given the number of firefighters that worked for the township. Additionally, the equipment that was borrowed was aging and it was not always available. Mr. Wright requested approval to purchase a fit testing machine at a cost of \$14,005.00, which includes a five year warranty, annual maintenance, and calibration of the machine. He also requested that the ARPA funds be used for the purchase.

Mr. Tracy moved to approve the purchase of a respiratory fit testing machine from TSI Health & Safety in the amount of \$14,005. Ms. Wolf seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright pointed out that the only travel request being submitted by the fiscal office in 2022 was for Finance Director Kelly Flannigan to attend the Government Finance Officers Association (GFOA) annual conference in Austin, Texas from June 4 through June 8, 2022. He added that this conference is extremely valuable and resourceful for all sizes and types of government entities. Additionally, this conference provides continuing professional education credits towards the CPA license requirement of 120 every three years, with at least 20 to be earned annually. Mr. Wright noted that the total cost would be \$1,890 and included the early bird conference registration, lodging, travel, and meals.

Ms. Wolff moved to approve the out of Township Travel to send Kelly Flannigan to attend the GFOA annual conference in Austin, Texas June 4 through June 8, 2022 at a cost not to exceed \$1,890. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright noted that 2022 budget included funds to replace numerous computers in the police department that have been marked by INTRUST as in need of replacement. He requested authorization to spend \$10,453.25 to replace 11 desktop computers with Dell OptiPlex 3080 units.

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Mr. Tracy moved to approve the purchase of replacement computers for the Police Department from Intrust in an amount not to exceed \$10,453.25. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright explained that there was a need to widen the intersection of Miami Hills Drive and SR 28 to enhance safety for residents and motorist. He noted that all of the work would be in the township's right-of-way and approval has been received from ODOT. He noted that the roadway is currently 20' wide and today's subdivision regulations require roadways to be 24' wide. Mr. Wright proposed that the Township hire Choice One for engineering services that would include collection of survey data, get formal approval from ODOT, and help in bidding the project. He noted that the cost for engineering services would be \$11,850.

Ms. Wolff pointed out that the total project would cost \$60,000. She thought that was a lot of money for a project that should have been done correctly in the first place.

Ms. Wolff moved to contract with Choice One Engineering for engineering services for the Miami Hills – SR 28 intersection widening project in an amount not to exceed \$11,850. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright reported that two years ago the board authorized the police department to purchase equipment that is used primarily in crisis situations. The department would now like to purchase equipment pouches that would go on their plate carrier vests. He noted that three competing bids for the 84 equipment pouches were received with the lowest and best bid being submitted by Rapture Tactical in the amount of \$3,280.45.

Mr. Tracy moved to purchase equipment pouches from Rapture Tactical at a cost not to exceed \$3,280.45. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright noted that at the last work session, the fire department discussed the need to purchase multiple sections of rope and body harnesses for their technical rescue program. He stated that this expense was included in the budget and was in accordance with the replacement cycles for the rope and harnesses kept in inventory. He noted that the department is due to replace eleven harnesses that are worn by the rescuers and that can be used to place on a victim in need of rescue. Also due for replacement were four sections of life-safety rope that is used for rescue purposes, as well as multiple smaller pieces of rope called prusik cord, some straps, and other hardware that is used to set up a complete rope rescue operation. Mr. Wright requested approval to spend \$6,041.41 on this project through Rescue Direct.

Ms. Wolf moved to purchase rescue rope and harnesses from Rescue Direct at a cost not to exceed \$6,041.41. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

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Mr. Wright reported that the Fire & EMS, police, and administration departments would like permission to dispose of surplus equipment that is no longer of value to their operations. Mr. Wright noted that a list of the items was provided to the board.

Mr. Tracy moved to adopt Resolution 2022-03, a resolution authorizing the disposal of surplus property and authorizing the sale of unneeded or obsolescent personal property no longer necessary for township use by internet auction pursuant to Section 505.10 of the Ohio Revised Code and dispensing with the second reading. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Mr. Wright reported that the engineering costs for the Mill Street Storm Sewer Project were included in the 2022 budget and recommended that ARPA funds be used for this storm sewer project. He noted that the Township held off paving Mill Street in 2021 because the south edge of the pavement had deteriorated and an old storm water system had broken. He stated that there were concerns about vehicle tires getting caught in the open channel and the roadway was not ideal for pedestrian crossing. Mr. Wright wanted to engage Choice One for engineering services (survey, construction plans, easement documents and bidding procedures) in the amount of \$17,570 for this project.

Ms. Wolff moved to contract with Choice One Engineering to provide engineering services for the Mill Street Storm Sewer Project in the amount of \$17,570. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried with a vote of 3-0.

Public Comment: None.

Executive Session: None.

With no further business to come before the Board, the meeting adjourned at 7:50 p.m.

ATTEST:

Eric C. Ferry

Eric C. Ferry, Fiscal Officer

Mark C. Schulte

Mark Schulte, Chairman

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