

RECORD OF PROCEEDINGS

Minutes of MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

December 5, 2022

The Miami Township Board of Trustees met in a work session on Monday, December 5th, 2022, at 6:00 p.m. at the Miami Township Civic Center. Chairperson Schulte called the meeting to order and led the Pledge of Allegiance.

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

Mr. Wright is requesting that the Board take the following actions regarding personnel matters in the Township.

Community Development Department

Release Township Planner Jamie Kreindler from probationary status, effective December 8, 2022. At that time, she will have successfully completed a one-year probationary period, as documented in two completed performance reviews for this time. Her new pay rate will be \$31.50 per hour.

Service Department

Correct John Prince's rate of pay retroactive to his first anniversary date of August 18, 2022, with a change in rate of pay from \$24.31 (MW2-1) to \$26.59 (MW2-2).

Fire Department

Accept the resignation of full-time Firefighter Paramedic Robert Young effective November 30, 2022.

Mr. Tracy made a motion to accept the personnel actions as stated, seconded by Ms. Wolff and all voted "AYE."

Mr. Schulte called the 2023 Budget Hearing to order.

Mr. Wright started by noting that revenues are improving in most of the funds since we are still attracting new construction. Our interest income is also greatly increasing and is another factor in overall revenue growth as the Fed has increased interest rates several times this year. We anticipate seeing very high yields on investments for the next few years as we can reinvest maturing CDs into new options with a much higher yield.

Other revenue highlights include the Parkview development on Hilltop Way, commercial construction including a new doctor's office, a Fifth Third Bank and a Jimmy John's that are currently under construction. Aldi, an associated restaurant and 49 townhomes are expected to break ground in 2023.

The Township received a total of \$4.4 million in funds from the Federal American Rescue Plan Act (ARPA). We have been very conservative in the use of these funds and only spent approximately \$250,000 in 2022. The federal government has revised their restrictions of the funds and added more categories of acceptable expenditures and staff agree that the responsible use of these funds is to replace and maintain existing infrastructure and large items to relieve the burden on our existing levy funds.

Residents will continue to see a great and obvious benefit from the additional 1.0 mil street paving levy they passed in 2018. The annual repaving program in 2023 will be the second largest ever, second only to 2021. We are now on pace to repave every street approximately every 15 years vs. every 40 years.

We are very proactive and have been successful in competing for grants to offset the costs of some capital items and construction projects. These would include BWC equipment grants in both Police and Fire & EMS; OPWC for road stabilization and the Clermont County Park District grant for small improvements at our parks. We have also

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received two Community Development Block grants, the first in our history, and will use them to install sidewalks, curbs and gutter along Business 28 and sidewalks in Miamiville to connect to the Little Miami Bike Trail.

Mr. Wright presented an overview of Township staffing, and noted we will continue to attract and retain the best and most profession employees we can to serve our residents. Investments made in the employee health and wellbeing program continue to pay dividends and we were recently awarded the 2022 Healthy Workplace Platinum Distinction from the Healthy Business Council of Ohio.

The hiring of our new HR Director, Emily Asher, has enabled us to focus on having our hiring, onboarding and training programs for new employees be consistent across all departments. One of the items being proposed is a new HR information system that will allow us to automate and streamline several manual processes including recruiting and onboarding, HR Reporting, employee files and allowing employees to have access to their own personal information. This new system will improve the current time and attendance scheduling systems and provide a way to organize training opportunities and compliance items.

Mr. Wright discussed the capital projects funded by the TIF/RID funds. The TIF & RID Funds will have a 2023 estimated beginning balance of \$6,033,724, which is \$500,000 more than the prior year. These funds have an estimated revenue from payments in lieu of taxes of \$6,538,000 for 2023. After accounting for potential grant and other revenue, reimbursement to schools of \$3,602,000, payment to the County Transportation Improvement District and payment of debt service, there will be \$8,626,138 available for capital projects. The forecasted reserves of \$6,389,259 is an increase over the amount in the 2022 beginning fund balances of the TIF funds.

Ms. Flanigan presented a comparison of the current year budget to the to 2023 budget which showed an overall increase of 2.8% and healthy fund balances. These increases are due to an increase in the price of fuel and construction costs. She also summarized the transfers, advances, and reimbursements in and out among various funds in the budget. Advances are expected to be repaid from the fund in which the advancement was made. Reimbursements are related to indirect administrative overhead, reimbursement of labor expense from the cemetery fund and funding of Police and Fire/EMS operations from the Safety Services levy.

The fund balances were summarized, and Ms. Flanigan noted that we are very conservative in the estimated revenue amounts. She discussed interest rates and reinvestment opportunities with much higher yields for the future.

We continue to have a very low debt ratio for a community and budget of our size. Funds to repay existing debt and bonds will primarily come from payments in lieu of taxes (PILOTS) in our Tax Increment Financing Districts (TIF) or Residential Improvement Districts (RID). Our TIF and RID districts which have existing development are a steady, reliable source of revenue for public improvements, including permitted safety service and infrastructure projects. Our strong financial conditions have aided in a competitive Aa2 rating from Moody's. One of our older loans was paid off in 2022 and another one will be retired in 2023.

The Township continues to use TIF districts as they were intended when working with developers for potential new commercial developments and required infrastructure improvements to support those investments. This means that any new bonds for infrastructure in support of those projects are covered by the payments in lieu of taxes that the developers would pay to retire any associated debt. Even with a record volume of capital projects proposed for 2023, we are not anticipating any new debt obligations to pay for them.

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Ms. Flanigan presented the general fund budget and noted that there is a slight increase in our Tech Support costs and the purchase of the new HR software. Mr. Wright also noted that there is an increase in our property/casualty insurance due to the addition of a cyber security policy.

Mr. Eliff discussed the Community Development portion of the general fund budget. He noted the nuisance abatement cost is going up due to a recent nuisance case that will be costly to abate, but we will be able to recoup those costs through assessments on property tax. Vehicle maintenance costs have gone down due to the purchase of a new vehicle. Other increases are nominal based on inflationary issues.

Mr. Musselman discussed the expenditures in the Road related funds. The largest increase being in the price of salt, almost 30% more than the previous year. He would also like to purchase a replacement salt truck and pick-up truck, both of which are higher than usual on the state bid, and with the increase in the prices of steel and the limited inventory of vehicles he will get the order in as soon as possible.

The park levy fund notes several capital projects that will be completed using ARPA funds. The condition of the deck at the Leming House was discussed and a new trex style deck is planned to be completed in 2023. Ms. Thibodeau noted there is an increase in full-time salaries due to the increase in rate for the facilities maintenance position. She also noted that there will be an .80 cent increase in minimum wage next year which will cause a slight increase in the salaries of our part-time summer camp employees. One highlight is that the rental revenues are increasing, and we expect that to continue to happen so we can reinvest in our facilities.

Chief Mills noted that there has been an increase in the price of police equipment including guns and ammunition. Like other departments, fuel costs are also adding to an increase due to the large amount of road patrol. The State of Ohio has mandated that we purchase a specific intoxilyzer in 2023, which is an \$11,000 increase over last year as we have had our current intoxilyzer for many years. His capital expenditures include the renovation of the fitness center, which was discussed at being an important part of the well-being of our employees.


In looking at the Fire/EMS fund, Chief Kelly noted that they are converting many of their part-time positions to full time, which accounts for an increase in salary and benefit costs. Our medical providers have increased their pricing for physicals, and we have included an onsite fitness program three days per week to help reduce workers comp claims.

Most of the Fire/EMS fleet is diesel based and fuel prices are still expected to rise. The current usage is between \$11-13,000 per month and based on the rise in prices and the increased calls for service we will expect to see a large increase in 2023 over 2022. Chief Kelly also discussed capital projects, several of which are already underway or on order due to long lead times on materials and vehicles. As with most projects he is always looking for grants to cover some if not all the costs.

The Board thanked Staff for their hard work on the budget. Their being no further comments the meeting was adjourned at 8:09 pm.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mark Schulte, Chairperson