

# MIAMI TOWNSHIP BOARD OF TRUSTEES

DECEMBER 12, 2023

The Miami Township Board of Trustees met in a regular session on Tuesday, December 12, 2023, at 7:00 p.m. at the Miami Township Civic Center, 6101 Meijer Drive, Miami Township, Ohio 45150. Trustee Tracy called the meeting to order and led the Pledge of Allegiance.

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

**Swearing-In Ceremony:** Elected Officials Ken Tracy and Eric Ferry.

**Approval of Minutes:** Ms. Wolff made a motion to approve the minutes of the November 21, 2023, Business Meeting and the December 4, 2023, Work Session Meeting. Mr. Schulte seconded the motion, and all voted "AYE."

**Department Reports:** A representative of each department presented a report of activities for the month of November 2023.

**Old Business:** None.

**New Business:** Mr. Schulte made a motion to pay the bills of the Township, including 63 checks numbered 145824 through 145886, 62 ACH payments numbered 91 through 152, and 28 electronic payments numbered 3490 to 3517 for the total amount of \$1,405,411.19. In addition, approve the following net payroll expenses: Payroll and payroll taxes for the checks dated 12/01/2023 in the amount of \$367,431.73 and 12/01/2023 leave payouts of \$146,761.84, seconded by Ms. Wolff and the motion carried.

Chief Kelly advised there were three departments with personnel actions. Administration recommended an offer of employment to Terrell Hill as a Multimedia Coordinator Co-Op earning \$15.00 per hour effective January 22, 2024. This offer is contingent upon successful completion of the background check and drug screen. The Fire Department recommended accepting the resignations of part-time Firefighter/EMT Wilhelm Genn Jr. effective December 3, 2023, and part-time Firefighter/EMT Charles Graham IV effective December 9, 2023. The Police Department recommended a conditional offer of employment to Jeffrey Alan Van Pelt for the position of full-time Police Officer. The offer will be contingent on successfully completing the remaining steps of the selection process. The position is being filled due to a vacancy.

Ms. Wolff made a motion to accept the personnel recommendations as stated, Mr. Schulte seconded, and the motion carried.

Chief Kelly advised that Mrs. Flanigan at the direction of Mr. Ferry has proposed supplemental appropriations are necessary to reconcile accounts for the year 2023. The aggregate effect of the final supplemental appropriations is to decrease total appropriations by \$1,971,064.88. The decrease is related to reserve balances that are included in the ending fund balance and to reduce appropriations to total amount available to comply with budgetary law. If actual revenues are less than estimated, Ohio Revised Code may require appropriations to be reduced in these funds. A brief recap of the proposed appropriations was detailed, along with line-item adjustments of appropriations necessary for fund transfers and advances.

Mr. Schulte made a motion to adopt Resolution 2023-46, a resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2023, and dispensing with the second reading. Ms. Wolff seconded, and the motion carried.

Chief Kelly presented the proposed Miami Township 2024 Operating and Capital Budget. Staff has continued to prepare fiscally conservative budgets that recognize our moderate gains in revenue, yet still provide sufficient funds to allow the departments to carry out their missions to provide quality, efficient services to our residents. The Board of Trustees held a Budget Work Session on December 4, 2023, to discuss the proposed 2024 Operating and Capital

## MIAMI TOWNSHIP BOARD OF TRUSTEES

DECEMBER 12, 2023

Budget. The attached resolution is a result of the presentation and discussion from that meeting.

Ms. Wolff made a motion to adopt Resolution 2023-47, a resolution to make appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2024, and dispensing with the second reading. Mr. Schulte seconded, and the motion carried.

Chief Kelly presented Resolution 2023-48 authorizing the compensation of each member of the Board of Trustees and Fiscal Officer. The compensation of the Township Trustees and Fiscal Officer shall be the maximum compensation permitted per the Ohio Revised Code and the compensation of the Township Trustees and Fiscal Officer shall be an annual salary to be paid in equal monthly payments.

Mr. Schulte made a motion to adopt Resolution 2023-48, a resolution authorizing the compensation of the Township Trustees and Township Fiscal Officer for 2024 and dispensing with the second reading. Ms. Wolff seconded, and the motion carried.

Chief Kelly presented Resolution 2023-49, authorizing the travel expenses for the Board of Trustees and Fiscal Officer as the Trustees and Fiscal Officer are required to attend various out-of-township conferences, meetings and training programs that are necessary in the performance of their township duties and responsibilities.

Ms. Wolff made a motion to adopt Resolution 2023-49, a resolution approving travel expenses for Township Trustees and Township Fiscal Officer and dispensing with the second reading. Mr. Schulte seconded, and the motion carried.

Chief Kelly presented the 2024 Pay Rates. At the end of each year the Board of Trustees set the pay rates for employees for the following year. For the four collective bargaining units, which include most Township employees, the rates of pay were previously established by approved contracts. For the non-bargaining employees who are no longer on probation, the rate increase for 2024 will be three percent. Attached is a list of non-union employees and their new rates of pay for 2024.

Mr. Schulte made a motion to approve the attached Township employee compensation list effective at the beginning of the pay period following January 1, 2024. Ms. Wolff seconded, and the motion carried.

Chief Kelly presented the tentative Trustee Meeting Schedule for 2024. He noted the March meetings will be held a week earlier due to the primary election day on Tuesday, March 19, 2024.

Ms. Wolff made a motion to accept the 2024 Board of Trustees Meeting Schedule. Mr. Schulte seconded, and the motion carried.

Chief Kelly presented the Board with the opportunity to enter into a memorandum of understanding with Xavier University to offer tuition discounts for any employees that wish to pursue degree-seeking or professional development courses. This arrangement is available to members of the Center for Local Government and is available at no cost or formal obligation to the Township. Xavier only asks that we assist them by advertising this partnership and program to our employees and make available our name and Township logo for use on their website as a partnering agency. The draft MOU and program advertising are attached for your review.

Mr. Schulte made a motion to enter into a Memorandum of Understanding with Xavier University to offer tuition discounts for any employees that wish to pursue degree-seeking or professional development courses. Ms. Wolff seconded, and motion was carried.

## MIAMI TOWNSHIP BOARD OF TRUSTEES

DECEMBER 12, 2023

Chief Kelly presented the Board a proposal for Financial Statement Preparation and Filing. Bastin & Company, LLC (Bastin) is a knowledgeable and experienced accounting firm that has assisted the Township with preparing draft financial statements, related footnotes and filing of our financials since 2011. Miami Township maintains daily accounting records on a cash basis, which Bastin then uses to prepare draft financial statements and related footnotes to complete the annual filing requirements with the Auditor of State. These financial statements are then subject to audit by the Ohio Auditor of State (AOS) or an independent accountant chosen by the AOS. A proposal to provide these services to Miami Township for the year ended December 31, 2023, has been received in an amount not to exceed \$3,500.00 for an estimated 50 hours of work by their certified public accountants. The fiscal office has been very pleased with the work done by Bastin and feels it is a great value for the product received.

Ms. Wolff made a motion to authorize the Township Administrator to enter into a contract with Bastin & Company LLC for the provision of financial statement preparation and filing services for a cost not to exceed \$3,500.00. Mr. Schulte seconded, and the motion was carried.

Chief Kelly recommended FEMS Job Descriptions. As discussed in the Budget Hearing, Chief Kelly proposed the following job descriptions: Director of EMS – would replace AC Mack’s position when he retires in 2024. Full-Time Fire Inspector – this has been part-time in 2023 and it is working out well. Chief Kelly would like to make the position full-time and has the available spot to make this happen. This would not be a union position, since the Fire Inspector is not required to be a professional firefighter or paramedic. The person in the position would focus on code enforcement and work across the aisle with John Langenheim in Community Development on any issues that both departments could work on together.

Mr. Schulte made a recommendation to approve the Director of EMS and Full-Time Fire Inspector Positions. Ms. Wolff seconded, and the motion was carried.

Chief Kelly advised the Board that last week he and Mr. Musselman met with the contractor performing Phase 1 of the Lorven Drive/Aldi project and ODOT. They are concerned that the property acquisition for the Sorrel Lane connection that is part of Phase 2 could unnecessarily delay or complicate the completion of Phase I and the opening of the Aldi store. Based on the current information and the discussion last week, a recommendation of splitting Phase 2 and 2A, would allow us to move forward with bidding all parts of Phase 2 except for the Sorrel Lane connection. This will help ensure that we can perform the tie-in to the Christ Hospital medical facility and create the right in/right out onto SR 28 in conjunction with the activation of the Lorven Drive traffic signal and the opening of the Aldi store. Additionally, this may allow the current contractor who is on site to give us a better quote for these phases of the project as they should not have any additional mobilization costs. The additional cost for McGill Smith Punshon to separate Phase 2 into two distinct phases is \$4,800.00.

Ms. Wolff made a recommendation to contract with McGill, Smith, Punshon Design to split the Lorven Drive roadway project into Phase 2 and 2A at a cost not to exceed \$4,800.00. Mr. Schulte seconded, and the motion was carried.

Mr. Tracy made a recommendation to rotate the Board so that all members can have the opportunity to serve as Board Chairperson. Mr. Tracy nominated Ms. Wolff as Chairwoman for 2024, Mr. Schulte as Vice Chair and Mr. Tracy as Board Member. Ms. Wolff seconded, and the motion was carried.

Mr. Tracy thanked all department heads, Mr. Braun, and employees of Miami Township for their contributions to the many successes of 2023.

Mr. Tracy stated the business portion of the meeting has concluded.

Public Comment: none.

Executive Session:

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

**DECEMBER 12, 2023**

Mark Schulte made a motion to go into executive session. Ken Tracy seconded the motion. Upon roll call, all voted “aye”.

Mark Schulte made a motion to come out of executive session. Ken Tracy seconded the motion. Upon roll call, all voted “aye”. The meeting was adjourned at 8:25 PM on December 12, 2023.

ATTEST:

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Eric C. Ferry, Fiscal Officer

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Mary Makley Wolff, Chairperson