

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

MARCH 8, 2021

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The Miami Township Board of Trustees met in a virtual work session on Monday, March 8, 2021 at 8:30 a.m., as permitted by Bill 197 passed by the Ohio General Assembly. Chairperson Wolff called the meeting to order and led the Pledge of Allegiance.

Mr. Ferry called the roll. Attending were Mary Makley Wolff, Karl Schultz and Ken Tracy.

Chief Kelly presented a request to make repairs to the Live Oaks training tower. He shared that use of the training tower has been ceased due to concerns with the condition of the interior metal staircase. The tower was built in the late 60s and it is believed the staircase is original to the building. He stated the work would be performed by a metal welding company as recommended by a structural engineer. Quotes were sought and he recommended Sauerwein Welding to perform the work for a cost not to exceed \$10,000. This item will be presented at the upcoming business meeting to consider formal approval.

Mr. Wright advised that he and Chief Kelly are requesting the Board accept the resignation of full-time FF/Medic Andrew Browning effective March 6, 2021. He stated Mr. Browning's five years of service to Miami Township is appreciated and we wish him well as he becomes a full-time member of the Harrison Fire Department.

Mr. Schultz made a motion to accept the resignation of full-time Firefighter/Medic Andrew Browning effective March 6, 2021, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised that two employees from the Fire Department are being requested for release from their one year probationary terms which they have successfully completed. Firefighter/Medic Stephanie McMahon would be released effective March 8, 2021 with an adjusted pay rate of \$27.67 per hour and Firefighter/Medic John Cooper, Jr. effective March 9, 2021 with an adjusted hourly rate of \$27.67 per hour.

Mr. Tracy made a motion to release Stephanie McMahon from probation effective March 8, 2021 and John Cooper, Jr. from probation effective March 9, 2021, both with an adjusted pay rate of \$27.67 per hour, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that Chief Kelly would like to request a conditional offer of volunteer employment be extended to EMT Elizabeth Highland to allow her to continue in the screening and hiring process.

Mr. Tracy made a motion to grant a conditional offer of volunteer employment to EMT Elizabeth Highland, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the Fire Department would like to withdraw the volunteer position assignment for FF/EMT Jack Ward effective March 16, 2021.

Mr. Schultz made a motion to withdraw the volunteer position assignment for Jack Ward effective March 16, 2021, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised that Chief Kelly is requesting a formal offer of seasonal employment to Jared Jetter for the position of Hydrant Maintenance Technician at an hourly rate of \$12.00 effective March 16, 2021.

Mr. Tracy made a motion to grant a formal offer of seasonal employment to Jared Jetter for the position of Hydrant Maintenance Technician at an hourly rate of \$12.00 effective March 16, 2021, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that Mr. Musselman is requesting to release from probation full-time Maintenance Worker Doug Morgan effective February 19, 2021 with an adjusted hourly rate of \$21.08 for the position of Maintenance Worker 1, Step 2 in accordance with the collective bargaining agreement.

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Mr. Schultz made a motion to release from probation full-time Maintenance Worker Doug Morgan effective February 19, 2021 with an adjusted hourly rate of \$21.08 as Maintenance Worker 1, Step 2, seconded by Mr. Tracy with all voting "AYE".

Ms. Flanigan presented the semi-annual credit card review to the Board in accordance with Ohio Revised Code 505.64. She reported there have been no changes to the number of cards, no changes to the limits, and none have expired. She referenced one card was inactivated and re-issued due to external fraudulent activity. The credit limit and expiration date for that card remained the same. A recommendation was made to accept the semi-annual credit card report for the period September 2020 – February 2021.

Ms. Wolff held discussion on receiving an update as to the employees who have access to the cards, who uses the cards and who conducts the auditing process for the cards. Mr. Tracy concurred with receiving an update to the officials with this information. After additional discussion, Mr. Schultz made a motion to accept the semi-annual credit card report for the period September 2020 – February 2021, seconded by Mr. Tracy with all voting "AYE".

Chief Kelly reported that the Clermont County Fire Chiefs' Alliance Hazard Zone Management Plan was most recently revised in 2014. He stated this is a county-wide mutual aid contract which allows for emergency assistance in other jurisdictions. Chief Kelly stated that FEMA requires this for reimbursement purposes in the event of a disaster. He stated no substantive changes have been made other than dates. This item will be presented at the upcoming business meeting to consider formal approval.

Mr. Wright advised the Township is now in the position where the scope of work has been completed and the components of the improvements to the Leming House have been bid out to a variety of subcontractors. He stated that, as the Board knows, the original structure of the Leming House dates back to 1844 and there are some improvements to make for the structural integrity of the building. Prodigy Building Solutions was engaged to perform multiple inspections of the building utilizing their in-house engineers as well as multiple subcontractors to formulate a scope of work.

Mr. Wright informed the Board that Prodigy has bid out the numerous categories of the scopes of work using their TIPS-USA (cooperative purchasing) contract. He shared that Matt Direnzi from Prodigy was present and available for any technical questions regarding the scope of work. Mr. Wright summarized the work would include a new gas furnace, new air conditioner, interior wall repair from failing plaster, replacement of up to 450 of the original bricks, including mortar, on the exterior where these materials are failing, and weep holes and vents will be added for moisture relief. He continued that some of the siding on the second floor would need replaced and parts of the exterior repainted. He stated the original section has a hand-laid stone foundation from the 1840s and stormwater issues in the cellar. To correct that situation, Prodigy would install yard drains near the foundation and run a pipe underground to outlet that stormwater further away from the building. In addition, a foundation sealant would be applied to the subterranean portion and also install a concrete curb at the foundation wall to divert water away. A non-operating window in the basement would be replaced with CMU block.

Mr. Wright was pleased to report the work has been bid at \$137,103 while the originally budgeted amount was \$140,000. He added the total includes expanding the scope to replace several rotten windowsills on three sides of the original building.

Mr. Wright highlighted that he and Mr. Musselman have observed in their working with Prodigy that they seem to have an appreciation and affinity for the structure as much as staff and the Board does. He stated that Prodigy understands its importance in the community, and it is where our residents come together to celebrate and congregate with one another. He noted that in a recent meeting with Prodigy it was stressed that there will be four special events there this summer and the building is rented almost daily. Prodigy acknowledged that advance

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notice would be given when each of the specialty contractors would be on-site to help limit any impact to the residents. Interior and exterior restrooms would be kept open at all times. Some of the grounds might be limited with construction safety fencing and Prodigy would be communicating with the Township and it would be shared with Ms. Thibodeau to reduce impact. He clarified they do not foresee disruption of the public side of the building that is rented out.

Ms. Wolff held discussion noting the restroom facilities may need addressed as part of the issues within the building. Mr. Wright stated that he is aware that the current building codes in Ohio may not allow a public use of the original part of the building and that was part of the limitation in having the restrooms in the back. Mr. Direnzi explained that unfortunately due to the construction type and structural component, an occupancy permit may not be obtained unless the structure is reinforced. He stated the second floor is okay for storage and to have people walking on it. He noted it would be a very large cost to achieve the occupancy result. He concluded that their project was catered around preserving the structure to be able to utilize the structure for another 100 years.

Ms. Wolff commented that over the years there have been requests by the Milford Historical Society to be able to utilize the front room on the first floor (where fireplace is located). She referenced the use was proposed as a Miami Township historical museum on a part-time basis. She noted that has been discussed for 15 years. She stated some have wanted to utilize it as an office space. She inquired as to whether enough of the front room could be reclaimed to allow it to be utilized and referenced the room would need repairs. Ms. Wolff commented that the front room, if this current scope is focused only on structure, may need to be another project to consider.

Mr. Wright responded that the front room would be a separate scope of work and project. Mr. Direnzi concurred and offered to put together budgetary figures for consideration.

Chief Kelly reported that he is requesting approval to revamp the Fire Department's existing part-time employee program. He noted the last time this was completed was in 2016 and a lot has changed over the past five years. He shared that there are a lot less people getting into the industry of public safety, and that it is likely occurring in police work as well. He commented that we are all starting to compete for the same pool of people that is becoming more and more shallow.

Chief Kelly continued by stating that the Fire Department is trying to revamp its hiring process, positions within the department and subsequently the pay that goes with it so that they can keep up with what is going on in this area (since it is a limited pool). He stated that traditionally the Township has hired a lot of its part-time employees as full-time employees also. He referred to the pay structure pages of his memo showing the four categories which were: part-time Firefighter/Paramedic, part-time Firefighter/EMT, part-time Paramedic Only, and part-time Fire Inspector.

Chief Kelly reviewed that in the pay scale and structure information presented, area departments were surveyed in order to be competitive. He stated that the positions are not afforded benefits or overtime in any way and truly wages are the motivating attraction of part-time employment. He noted that the proposal would be to mirror the wages to the entry level of the current collective bargaining agreement. He clarified they would not be union employees, but the probationary pay would correlate. He commented this would standardize the pay scale to make it easier for people to reference. He stated previously various rates were factored in for working weekends and holidays, etc. that were difficult for people to digest. He noted the item being kept in the new proposal is the longevity pay. He stated of the 10 part-time employees, only four receive longevity pay added to their hourly rate.

Chief Kelly stated that they are trying to utilize hours that were traditionally filled by overtime in the full-time ranks and ultimately switch those hours back to the part-time pay hours. He

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stated that this year he worked with the finance department and Mr. Wright to ensure that the budget for overtime and part-time was indicative of what we observed in 2019 and 2020. He stated the request is to prove that the department can utilize more part-time employees to reduce firefighter full-time overtime. He stated by doing that they will be well within their boundaries of the budget to afford the proposed changes. He noted the projections for 2022 would be well within their boundaries with just a slight increase of \$124,000 that would be reduced from the full-time firefighter overtime budget. Chief Kelly concluded by offering to answer any questions and sought feedback from the Board.

Ms. Wolff held discussion on the consideration of comps in Clermont County. Chief Kelly stated that they included similarly sized agencies relatively close to their department in the southwest Ohio region. Mr. Ferry posed the question of finding a long-term solution and whether an education benefit would be attractive for recruitment. Chief Kelly reviewed the effort of working with Milford and Loveland Schools to have the internship program in place to engage youth early enough in hopes they see firefighting as a career option. He noted that Chief Mills is just as aware, when the economy is good their jobs are not necessarily the jobs being sought, but rather are seeking career routes such as computer engineering, doctors and lawyers—paths with college degrees. He stated they are seeing a deficit to some degree in the trade. He stated they are continually marketing themselves and referenced the pandemic and state of the country is working against marketing the first responder line of work.

Ms. Wolff held discussion on the proposed pay structure and stated this would bring the Township higher in pay than others in the region. She asked if this would be the purpose. Chief Kelly responded that short of Blue Ash, yes, and there are not that many Firefighter/EMTs staffed on a daily basis. He compared that FexEx has hiring signs posted around town advertising \$14-16 an hour to be a package handler, which is not nearly as dangerous or worrisome.

Mr. Tracy expressed that he did not disagree with Chief Kelly and pointed to the new federal laws coming in about minimum wage and what other companies are doing relative to their base wages for part-time workers. He stated he would like to see comps from other areas and any insights on what other jurisdictions are doing surrounding this issue. He acknowledged Chief Kelly was accurate in that this issue is going to continue. Chief Kelly asked if there were any jurisdictions of interest other than already provided, such as inside the County. Ms. Wolff stated that we can already know the Township would be the highest inside the County.

Mr. Tracy clarified utilizing jurisdictions comparable to Miami Township, not Clermont County; and added that the pay is one item and the interest is what are other jurisdictions doing surrounding the part-time recruitment issue in addition to looking at base compensation. Chief Kelly shared that other departments are reducing part-time positions and hiring full-time employees due to the number of hours they can get full-timers to work versus being maxed at 1500 hours with part-time employees. Mr. Tracy expressed interest in seeing a comp analysis on the part-time versus full-time model. Chief Kelly stated he could pull that information for the Board.

Mr. Ferry confirmed that part-time personnel receive no benefits other than what is required by federal law. Mr. Wright added that the current part-time pay scale has the best intentions for being attractive to mid-career workers, but it is so confusing. He stated that optically it looks like the township would be going from \$15-20 per hour, but many of the part-timers are currently making more with the differentials for weekend work, nighttime versus day, which makes it convoluted and the new proposal is intended to simplify it. The gross impact would not be as extreme as it looks because of the pay differentials. Ms. Wolff commented on the document formatting of the numbers as to how the figures reflect.

Ms. Wolff commented that everyone concurs recruitment is a problem. She stated that the expense of providing first responder services to communities is difficult and expensive and acknowledged that safety services is the biggest portion of the budget. She stated she would

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like to digest the information and pondered if there is a pilot program that could be created and highlighted they are not opposed to that type of creativity. She expressed her empathy for the situation being difficult and thanked Chief Kelly for the information.

Mr. Wright advised of the need for surplus property disposal from various departments for items that are no longer of value to their operations. He stated this would be brought to the Business Meeting by resolution to request disposal of those items.

Chief Kelly presented the annual turnout gear purchase request for 20 sets in 2021 as part of the annual replacement program. He stated all of the turnout gear is on a cycle and this was budgeted for 2021, however, recently found out from the distributor Phoenix Safety Outfitters that there is a planned increase of three percent coming up on April 1st which is why this item is being brought now versus later in the year. He stated the request for approval would be for a total of \$54,380 to cover the 20 sets of gear. Ms. Wolff made note of the point made earlier in the meeting with this purchase request being an example of the equipment being expensive. This item will be brought to the March Business Meeting to be formally considered.

Ms. Thibodeau discussed the Recreation Department's proposed plan to hold an event in May in place of the annual February Daddy Daughter Dance. She described the dance parameters would be a scaled down version and be called the Daddy Daughter Spring Fling. She stated that she is confident they can provide a safe environment for participants by changing some of the operational aspects of the evening and implementing health protocols.

Ms. Thibodeau reviewed the planning aspects of the event stating that when participants check-in she would provide them with a protocol guideline and take temperatures. Masks would be worn except when seated at a table eating food or when able to socially distance. The number of participants would be cut in half from 140 to 70 (includes dads and daughters) and two rooms would be utilized. Food and drinks would be provided in sealed packaging and there would not be a buffet table. Crafts would be provided to each girl to take to their table to complete. There would not be a photo booth, but a photographer would take individual pictures and forward to participants by email. She stated participants would be encouraged to dance socially distanced.

Ms. Thibodeau stated that they believe it could work although there are not as many sign-ups as usual. She sought approval from the Board on whether the event should go forward and stated she was unsure if 70 people would sign up for the event. She stated they are nine weeks out from the event and will continue to evaluate what is going on in the community with attention to the local and state health department guidelines.

Ms. Wolff was in favor of the idea and commented that the Recreation Department did a good job with the summer camps. She noted people are looking for some normalcy. She stated if it is realized the numbers are not there or guidelines change, it can be decided to not have the event. Ms. Wolff added that residents love the recreation activities and they are important to the community. She advised where we can safely do things; this would be a cute idea.

Mr. Ferry held discussion of the venue changing to an outdoor setting as a safety measure. Mr. Tracy expressed support stating that keeping safety in the forefront will make good things happen. Ms. Thibodeau expressed her appreciation for the opportunity to go forward with the event.

Chief Kelly reported that he is requesting review and approval of a new job description for their department. He stated that after Captain Gulat retired as the Training Captain this year, they are looking to reclassify the position to improve the efficiency and effectiveness of their operations. He informed the Board the new position would be called the Division Chief of Community Risk Reduction. He stated the position would be exempt and salaried as part of their upper management structure. The responsibilities would include assessing the various

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needs of the community that map to the Fire Department Operations. He referenced this was noted in the budget talks in 2020.

Chief Kelly continued by stating the position would create and administer programs that meet the needs of the community. He stated this position would have oversight of the Community Paramedicine Program, working with members of the MMART Team (Miami Twp-Milford Addiction Response Team), conducting public relations activities and working with the schools. The goal is to improve the prevention efforts and tailor them specifically to the needs of our residents and community. He stated while they do a good job right now responding to the community, he believes they can do better and utilize the data from the records management system and others to drive down into the immediate needs of the community. He provided the example of runs related to smoke detectors not working and a program would then be deployed for a smoke detector blitz in that area to ensure residents are safe.

Chief Kelly summarized the goal of the position and highlighted that this would not be an additional position for their department. He stated at this time it is not their intent to replace the Training Captain position. He referenced the new training software platform that was implemented and stated it is doing a lot of the data collection, providing analysis and tracking credentials for recertifications. He referenced the proposed pay would be less than the Training Captain position pay from 2020. He thanked the Board for the opportunity to present a new position.

Mr. Tracy inquired about an overall strategy and structure for the department for the next three years. Chief Kelly stated they have revised their overall organizational chart and plan. Mr. Tracy stated he would like the strategy information to include the previous discussion in this meeting of the part-time versus full-time and the addition of the proposed position. He commented that we always want to look at the long-term of what the department will look like, what Chief Mills' department will look like, and consider the variables first responders are facing. He stated that what the departments are facing, he does not have the insider knowledge into and both department Chiefs will know that and have the ability to provide a strategic structure with information that will identify trends, future needs, and ways to manage changes and obligations to the community.

Chief Kelly added that this is a plan that their department has been working on for years as they planned for retirements which started in 2017 and again in 2019. He shared the timeline for the plan has been driven by the option firefighters have in Ohio Police & Fire Pension with the State to participate in a deferred retirement plan (up to eight years). He stated that as people are leaving the organization it opens up opportunity for the Department to institute components of these programs that have been in place for a while. Chief Kelly stated he would forward that information to the Board.

Mr. Tracy expressed that is it good for the Board to have it similar to the Vision 2025 plan for Miami Township. He commented that the Township is not going to get smaller, it is only going to get bigger; and the better we stay on top of this with our departments, the better it will be for the community as a whole. Chief Kelly concurred and referenced the resource this position would be in making assessments to stay up on community needs and manage the programs like Community Paramedicine, fire inspections, public prevention, and public education as well.

Mr. Schultz stated that there has not been a strong commitment in the local disaster preparedness committee at the County level and asked if it could be added to the position description. Chief Kelly affirmed it could be added and stated that the position would have a lot of outreach in the community, throughout the county and southwest Ohio.

Mr. Musselman presented the Board with bid opening results for the 2021 Riverview and Paxton Ramsey Park Resurfacing Project that was held on March 4, 2021 at 2 p.m. He referenced discussion with Chief Kelly's desire to have patching work completed at fire

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stations which was separately included in the bid tab. He noted the projects were bid as a package. He noted there were eight bids which reflected interest. He shared the engineer's estimate was \$255,000 (including Fire Department lots). He stated that the high bid was Jurgenson at \$231,334 and the low bid from Neyra Paving for \$177,907.82. The park resurfacing in the Neyra bid was \$162,292.46 which included the walking path and parking lot at Paxton Ramsey, and the patch of the Fire Department lots totaled \$15,615.36.

Mr. Schultz inquired if there has been experience with Neyra Paving and discussion was held on the lower cost bid, and in comparison to the engineer's estimate. Mr. Musselman also noted that specifications are in place to follow regarding performance assurance. This item will be brought to the March 16th Business Meeting to be formally considered.

Mr. Wright advised that each year the County receives approximately \$900,000 from HUD which can be used locally for Community Development Block Grant projects. He stated this was funding the County is permitted to award to local jurisdictions. He stated that because the federal funding has a requirement to be used in a low to moderate income (LMI) designated census tract, Miami Township has had limited opportunities in the past to apply for those funds. He added the funds have to be utilized in specific ways. The Miami Township LMI census tract is bordered on the southern side of Business 28 between Cook and Highview Roads and for the most part lacks sidewalks. The business district connects several high density housing areas.

Mr. Wright continued that completing sidewalks in that area would assist low to moderate income residents and other users of having a safe way to walk to employment, shopping and public properties. He stated that he has been working with ChoiceOne Engineering on a preliminary design and cost estimate for the project. He noted that since that section of Business 28 does not have curbs and gutters, some of the funds would be utilized to install storm pipe and barrier curb to protect the users of the sidewalk. He added that it also would give a more finished appearance as right now that section of Business 28 has some gravel drive aprons. In addition to the increase of pedestrian safety, the appearance of that section could be improved.

Mr. Wright reported that ChoiceOne's preliminary estimate for the design, the construction of the project and surveying work would total approximately \$322,000. He offered a strategy of applying for a \$200,000 grant and recommended the Township provide a local match of \$122,863. He noted the timeline is long. If the Board supported the idea to complete an application for the competitive grant process that is due to Clermont County on March 26, the Township would find out from the County this summer if we are selected for one of the grants. He stated the funds would not become available until 2022 and funds could be budgeted from the Pinebrook TIF for the Township's matching funds. He stated no action was necessary at this meeting and was seeking to present the concept. This item will be brought to the March Business Meeting to be formally considered.

Mr. Schultz commented while this area is being reviewed, to connect from Highview Drive to the Wolfpen sidewalk may be more of a challenge and outside of this grant. He stated he would like to take a look at the area and referenced the high density, and potential walking distance to the school. He stated he would like to take a look at the cost estimates and what would be involved on such a project.

Mr. Wright stated that he would work with ChoiceOne and staff to propose what a phase two or three might look like and if there are impediments with right of way along with preliminary cost estimates.

Ms. Thibodeau presented replacement flooring bids for the Clermont Room. She stated that as the Board is aware it is one of the few areas left at the Civic Center with original carpeting and is badly in need of replacement. She shared bids from three companies and recommended

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McSwain Carpet in the amount of \$5,889. She commented they have completed previous carpet installs for the Township and she has been very satisfied with their workmanship.

Ms. Wolff noted it was not the lowest bid received which was Carpetland. It was then noted the difference was six dollars and Carpetland has been utilized in the past. Ms. Thibodeau recalled the flooring install by McSwain and her positive experience with their planning and communication throughout the project. She stated it was important in a public use building for minimal disruption. Ms. Wolff also asked for clarification on whether carpet tiles were no longer being utilized. Ms. Thibodeau responded that the high quality flooring (vinyl) will wear well and fit the use of the room and referenced children's activities are held in the room. Mr. Schultz discussed if options of engineered flooring were considered. Ms. Thibodeau stated the room would be best suited for manufactured flooring as it would not show wear in the highly used room. This item will be brought back to the March Business Meeting to be formally considered.

Mr. Musselman reported that the Township budgeted \$40,000 for a solution to the damaging water leaks occurring on the Service Department building roof previously identified as primarily flashing, gutter and porous wall block issues. He shared that because of Prodigy's solutions with multiple trades, they were asked to review the leaks and provide an estimate for a solution.

Mr. Musselman provided the synopsis of Prodigy's assessment which stated the roof has reached the end of its useful life and making repairs to the roof would not offer a viable long-term solution to stop the leaks. The cost to repair the roof system is \$34,704 which includes a metal retrofit system with a 30-year membrane warranty and 20-year no limit material and labor warranty.

Mr. Musselman continued with Prodigy's information which separately identified aging fascia metal on the sides of the building, as well as the exterior walls need to be sealed. He stated Prodigy did not identify this as a current cause of the leaks, however, is likely allowing moisture and bugs to enter the building and will need to be addressed soon (near future). The cost for these additional repairs is \$19,829, for a project total of \$54,533.

Discussion was held on the timing of the immediate repairs. Ms. Wolff stated a decision would need considered as to whether the second portion is performed now or if it is really something we can wait on. Mr. Musselman stated that Prodigy stated the second project could wait to be budgeted. Mr. Schultz added the consideration of whether economically it would make sense to perform the projects at the same time. Mr. Musselman noted the costs could not be guaranteed for a year due to a variety of variables. Mr. Direnzi confirmed that a small economy of scale to perform it this year would be realized.

Mr. Musselman reported the Township had budgeted \$170,000 for a new salt truck this year and has purchased the cab and chassis (ordered). He stated \$88,380 remains for the truck bed, snowplow, etc. for the upfitting of the salt truck. He stated he would like to request the Board allow for use of a portion of savings realized by not having to purchase a new liquids tank which was budgeted for \$24,000. He stated a tank was acquired through Symmes Township from the Ohio Department of Transportation at no cost.

Mr. Musselman shared that after staff discussions, being recommended was the swaploader setup. He stated the v-box spreader the lift truck and truck bed fits the single swaploader the Township has currently. He noted the v-box spreaders work very well and adding a second swaploader truck would allow multiple uses of the cab and chassis versus it being dedicated as a salt truck only.

Mr. Musselman stated the cost needed would be \$12,000 of the \$24,000 budgeted for the liquids tank. He acknowledged this was a change from the budget and requested this based on

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the increased used and versatility of a salt truck. He stated he would bring this item to the March Business Meeting to be formally considered.

Chief Mills reported that in 2020 the Township received a public safety grant from Firehouse Subs for the purchase of 42 ballistic helmets for the Police Department at no cost. He stated a deliberate decision was made at that time to only obtain the equipment necessary for the safety of the officers and deferred the face shields for additional budgetary requests. He stated that during the 2021 budget preparation a \$6,000 budget was proposed and, unfortunately, the costs of the shields have increased. To stay within the budget 28 officers would be receiving shields and those are the primary patrol officers. Competing bids were collected and the lowest bid was received from Baysinger Uniforms & Equipment for 28 shields and mounting rails at a total cost of \$6,028.86. He stated this would be brought to the March Business Meeting to be formally considered.

Chief Kelly provided an update to the Board of the CodeRed test and implementation. He shared that the community notification system is ready to be tested and implemented. He stated that in setting up the system over 16,000 phone numbers can be touched during the testing phase. He stated the community newsletter that is going out will have information about the system and Mr. Menz will begin to push information through social media. It will be announced on the website as well. He informed the Board that on March 22nd residents can expect a test call from the system from an 800 number. He stated the intent is for the recipient to confirm the message which will fully capture their phone number. Announcements will continue to be shared with the public about the upcoming test call and system availability.

Multimedia Manager Will Menz reported that at the February Work Session staff presented quotes for replacement of the wooden signs at Paxton Ramsey and Riverview Parks. He informed the Board the new signs are all aluminum with vinyl wrap which results in much less maintenance. Quotes were received from Signarama and Holthaus Lacker.

Mr. Menz next reviewed slides of photos displaying the signs proposed in February and stated the item was pulled from the February Business Meeting agenda when a discussion point was made to revisit the use of the new branding logo throughout the community as compared to our traditional seal that used on letterhead and in the Trustee meeting room.

For discussion purposes, Mr. Menz shared photos showing the ways the branding logo has been used in the last year or so throughout the community which included application on the fencing on the SR 28 overpass over I-275 to be installed in 2022, banners on the streetlight poles along Business 28 and Romar Drive, soon to be installed banners on Branch Hill Guinea Pike and Loveland Miamiville Road, and examples of how the 'seal' logo would look on the park signs rather than the marketing brand logo.

Ms. Wolff stated that she would share what she perceived as the marketing brand and the official logo of government. She stated that she loves that the I am Miami Township 'campaign' to create identity and complimented Mr. Menz' for his work as being genius. She then acknowledged there has been a desire to change everything to the I am Miami image. She stated that would mean changing the pylon sign, every digital sign, the gateway entrance sign, and every road/street sign that has the round township logo on it. She stated that it would mean changing in the background in the Trustee room which she does not see the need to do at this point.

Ms. Wolff recalled that her understanding of the I am Miami Township marketing branding opportunity was more of a campaign to create identity and utilize it in the business districts where most people say they are either from Milford or Loveland. She acknowledged the overpass will have the I am Miami Township branding, which is great, particularly because it will coincide with the business district area. She then noted that she did not think the signs in the business district would forever be just that sign. She stated that in business districts she has observed a rotation of the sign for different events in the community.

RECORD OF PROCEEDINGS

Minutes of **MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION**

Meeting

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held

MARCH 8, 2021

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Ms. Wolff continued by stating that the examples that appear to be on wood may date us faster than realized. She stated the county/farm theme is the opposite of what we have tried to say about Clermont County being a country community. She stated we are not a country community; we are an upscale suburban community. She stated she is not 100% sold on the visual because of it.

Next, Ms. Wolff discussed the result being half of the parks looking one way and the other half another. She stated there is not a consistency showing the area is all Miami Township and that taxpayers paid for these amenities. She referred to the Fire & EMS as having the logo embedded and stated there are a lot of divided pieces to the marketing. She stated she would rather see the traditional circle logo that shows it is government and it is more consistent (referencing the digital signs).

Mr. Ferry commented that any sign the Township has on an official place should have the round circle logo as that is what he identifies as Miami Township.

Mr. Tracy discussed the Township having a marketing strategy. He stated that we came out with the I am Miami Township which was a very good idea and it was a campaign in a sense. He stated the Township needs to ask the marketing question as to whether it is a brand or a campaign. Mr. Tracy stated that if it is just a campaign then we need to look at what is going on the overpass and asked if we would stay with the campaign as the brand or have a different brand. Mr. Tracy commented that it may be to look at a marketing firm, as we do not want to confuse a campaign with a brand. He stated that if the Township is making a commitment to change as we did with the fire trucks, then do that but consistently.

Ms. Wolff held additional discussion regarding whether the campaign was changing the location identity and stated she did not notice a change thus did not want to spend more money to get people to know where they live and change everything. She stated it would then have to change again in another five years. She commented that she would suggest a committee or marketing consultant as has been previously discussed, and maybe bring in public involvement. She referred to residents associating with either Loveland or Milford. She acknowledged the commitment of the logo on the overpass and stated that may need reviewed as overpasses have all types of designs. Ms. Wolff made reference to the circle logo being utilized on the firetrucks and encouraged the group to get more feedback and understanding of use of the logo with a marketing firm.

Mr. Tracy posed the thought of what would provide evidence of change. He stated that no matter how much we try to identify ourselves as Miami Township, we are always going to have the school districts and people will always identify themselves with the school district. He stated that knowing that, what will be the Township's strategy and desired outcomes.

Discussion was held regarding businesses and schools associating with Miami Township. It was reiterated that engaging a marketing strategy and committee may be beneficial. In conclusion, the topic will be again discussed at the busines meeting for further consideration.

An upcoming meeting announcement was made by Ms. Wolff for the Special Trustee meeting scheduled for March 11, 2021 at 7 p.m. via Zoom.

Public Comment: Mr. George Pattison introduced himself as counsel for Jason Powers and stated he would like to address the Board in regard to the Township's property maintenance and zoning codes in relationship to swimming pool safety. He referenced existing Township pool barrier codes and stated Mr. Powers, 410 Branch Hill-Miamiville Road, was cited for violation of the property maintenance code pertaining to his power pool cover. Mr. Pattison made a presentation to the Board on the surrounding information related to the citation and pool cover and requested consideration of modifying the code to include power pool covers as a safety barrier for pools.

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Discussion was held with Mr. Pattison and Mr. Schultz suggested this be researched and referred to the Zoning Commission for further review and recommendation. Mr. Braun provided guidance that the Board could refer this item to the Zoning Commission or choose to inspect the pool and cover. Mr. Tracy stated he would like an inspection to occur as Mr. Braun offered with a report back to the Board so that research is conducted prior to any course of action. Mr. Braun stated that he, Mr. Elliff and Fire Chief Kelly could then coordinate an inspection and provide a report to the Board. Additional discussion was held regarding principles of pool safety in general and options for reviewing this matter.

Executive Session: None.

With no further business to come before the Board the meeting was adjourned at 10:18 a.m.

ATTEST:

Eric C. Ferry

Eric C. Ferry, Fiscal Officer

Mary Makley Wolff

Mary Makley Wolff, Chairperson