

**RECORD OF PROCEEDINGS**

Minutes of

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

MARCH 12, 2024

20

The Miami Township Board of Trustees met in a Business Session on Monday, March 12, 2024, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mary Wolff called the meeting to order and led the Pledge of Allegiance.

**INVOCATION**

An Irish blessing was read aloud by Chairperson Wolff.

**ROLL**

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

**SWEARING IN CEREMONY**

Chief Mike Mills introduced Officers Christopher (CJ) Pairan, badge #25, and Michael McKeel, badge #28. Mr. Joe Braun issued oaths of service for both officers.

**PRESENTATION**

Mr. Mike Hinnenkamp of Ohio Plan Property & Casualty Insurance discussed the company's quote in detail, and mentioned several outstanding qualities they offer such as 98-99% retention, local government and public entity focus, and long-term rate stability. Karie Novesl from Hylant Administrative Services also joined to discuss additional benefits including drone coverage.

**APPROVAL OF MINUTES**

Mr. Ken Tracy made a motion to approve the Minutes for the February 12, 2024 Trustee Work Session, seconded by Mr. Mark Schulte. All voted "AYE."

Mr. Schulte made a motion to approve the Minutes for the February 20, 2024 Trustee Business Meeting, seconded by Chairperson Wolff. All voted "AYE."

**DEPARTMENT REPORTS**

Each Department Head gave a report for the previous month. Key highlights included:

**Community Development**

Mr. Brian Eliff discussed permits for access structures, the Allor Planning and Zoning Conference, and Brownfields remediation.

**Fire & EMS**

Mr. Dave Jetter discussed recent Paramedic School graduates, DIY Science, hosting for Air Care training, and Live Burn training.

**Police Department**

Chief Mike Mills discussed local speed signs, the Internet Exchange Zone, a recent drug and gun seizure, and the successful recruitment of 20+ officers over the last 5 years.

**Recreation Department**

Mr. Ryan Himes discussed the 2024 Daddy/Daughter Dance, Crafting with Robin, and the Easter Extravaganza.

**Service Department**

Mr. John Musselman discussed new Pickleball courts and other improvements to Riverview Park, as well as a new pier wall located along Sugar Camp Road.

**Administration**

Interim Administrator Steve Kelly discussed the first annual Police & Fire bowling challenge at The Pin Deck and updated the Board on recent Lorven Drive/ALDI project developments.

Held MARCH 12, 2024 at 20

**OLD BUSINESS**

None.

**NEW BUSINESS**

New Business was discussed as follows:

**PAYMENT OF BILLS**

Mr. Tracy made a motion to pay the bills of the Township including 120 checks numbered 146218 through 146337, 57 ACH payments numbered 293 through 349, and 35 electronic payments numbered 3637 to 3671 for the total amount of \$1,171,222.90.

In addition, the motion approved the following net payroll expenses:

<u>Direct Deposit</u>	<u>Date Amount</u>
02/23/2024	\$346,558.73
03/08/2024	\$352,969.43

The motion was seconded by Mr. Schulte. All voted "AYE."

**THEN AND NOW**

Mr. Schulte made a motion to adopt Resolution 2024-008 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$130,093.58, dispensing with the second reading, and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

**PERSONNEL**

Mr. Tracy made a motion to accept the following personnel recommendations as stated:

**Recreation Department**

- Make a conditional offer of part-time employment to Jacqueline Tillotson for the position of Facility Maintenance contingent on passing a background check and drug screen.
- Make a conditional offer of volunteer employment to Hannah Powers and Mackenzie Asher contingent on passing a background check.
- Make a conditional offer of part-time employment to Kenzie Cramer for the position of Summer Camp Assistant contingent on passing a background check and drug screen.

**Police Department**

- Make a final offer of employment to Christopher Pairan at a pay rate of \$36.63 and Michael McKeel at a pay rate of \$34.63 for the position of full-time police officer, with an 18-month probationary period starting March 26, 2024.
- Accept the resignation of full-time police officer Daniel Stephan effective March 10, 2024.

Mr. Schulte seconded the motion. All voted "AYE."

**Job Descriptions**

Under Recreation and Service, job descriptions for the following roles were requested for Board approval:

- Part-time Lifeguard—This position would provide Lifeguard supervision at Township aquatic programming.
- Part-time Facility Maintenance—This position would assist the Recreation Department and Service Department with seasonal decorations and beautification of the Township.

**RECORD OF PROCEEDINGS**

Minutes of

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

MARCH 12, 2024

20

Chairperson Wolff raised concern about job descriptions being discussed at a Business Meeting as opposed to a Work Session, which would allow more space for discussion and consideration of necessity and cost. Mr. Himes and Mr. Musselman agreed.

Mr. Tracy made a motion to approve the Part-time Lifeguard and Part-time Facility Maintenance job descriptions, seconded by Mr. Schulte. All voted "AYE."

**POLICE DEPARTMENT SMART BOARD PURCHASE**

Mr. Schulte made a motion to purchase a Smart Board from CDW-G at a cost not to exceed \$6,819.08, seconded by Mr. Tracy. All voted "AYE."

**POLICE DEPARTMENT EXTERIOR STAIR PROJECT**

Mr. Tracy made a motion to proceed with the stair replacement through Osborne Reconstruction Service for a cost not to exceed \$10,755.29, seconded by Mr. Schulte. All voted "AYE."

**2024 IT & CYBERSECURITY PROJECTS**

Administration requested approval to proceed with several planned 2024 IT & Cybersecurity projects. Mr. Tracy raised concern that the Township is contractually obligated to purchase certain forms of equipment, at cost, from the same company giving equipment recommendations. Mr. Braun stated that when the contract comes up for renewal, the Township should investigate this further.

Mr. Schulte made a motion to approve the IT infrastructure, cloud-hosted programs, and cybersecurity systems listed [above] through Intrust at a cost not to exceed \$112,704.25 and allow the Interim Administrator to execute any necessary agreements.

The motion was seconded by Mr. Tracy. All voted "AYE."

**FIRE & EMS LAPTOP PURCHASES**

Mr. Tracy made a motion to approve the purchase of two (2) laptop computers through Lenovo at a cost not to exceed \$3,700.00, seconded by Mr. Schulte. All voted "AYE."

**PAVEMENT CONDITION RATING UPDATE**

Mr. Schulte made a motion to contract with Stantec Engineering for an updated pavement condition rating on approximately 75 miles of Miami Township roadway for the amount of \$42,600.00 and allow the Interim Administrator to execute the contract.

The motion was seconded by Mr. Tracy. All voted "AYE."

**LORVEN DRIVE MEDICAL CENTER CONNECTION PROJECT**

Mr. Tracy made a motion to contract with J.K. Meurer for installation of the connector driveway between Lorven Drive and the neighboring Christ Hospital Medical Facility at a cost of \$74,140.00.

The motion was seconded by Mr. Schulte. All voted "AYE."

**MEMO TO SET ZONING CASES**

Mr. Tracy made a motion to set a special Board of Trustees meeting for Monday April 08, 2024 at 6:30 p.m. to hear zoning case #594, and any other business that may come before the Board.

The motion was seconded by Mr. Schulte. All voted "AYE."

RECORD OF PROCEEDINGS  
MIAMI TOWNSHIP BOARD OF TRUSTEES

258

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO 10148

MARCH 12, 2024

Held \_\_\_\_\_ 20 \_\_\_\_\_

**ADDITIONAL**

Chairperson Wolff appointed Steven Kelly as the new Township Administrator and Public Safety Coordinator. Mr. Schulte made a motion to adopt Resolution 2024-009, a Resolution approving an employment agreement with Steven M. Kelly to serve as the Township Administrator and Public Safety Coordinator, dispensing with a second reading and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

Mr. Schulte also made a motion to adopt Resolution 2024-010, a Resolution in which Miami Township agrees to pick up the statutorily required employee contribution to the Ohio Police and Fire Pension Fund for Township Administrator/Public Safety Coordinator Steven M. Kelly, pursuant to Ohio Revised Code section 742.32 and section 414(h)(2) of the Internal Revenue Code, dispensing with a second reading and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

Mr. Schulte made a motion to go into Executive Session pursuant to Ohio Revised Code section 121.22 (G)(1) to consider the employment of a public employee.

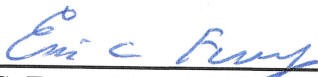
Mr. Tracy seconded the motion. All voted "AYE."

Mr. Schulte made a motion to exit Executive Session, seconded by Mr. Tracy. All voted "AYE."

Mr. Tracy recommended that Chris Burdsall be appointed as Service Director, seconded by Mr. Schulte. All voted "AYE."

The meeting was adjourned at 9:30 p.m. on March 12, 2024.

ATTEST:

  
Eric C. Ferry, Fiscal Officer

  
Mary Makley Wolff, Chairperson