

BOARD OF TRUSTEES  
KARL B. SCHULTZ  
KENDAL A. TRACY  
MARY MAKLEY WOLFF

FISCAL OFFICER  
ERIC C. FERRY

ADMINISTRATOR  
JEFFREY A. WRIGHT



## MIAMI TOWNSHIP

6101 MEIJER DRIVE • MILFORD, OH 45150-2189

ADMINISTRATION  
248-3725  
248-3730 (FAX)  
COMMUNITY DEVELOPMENT  
248-3731  
SERVICE DEPARTMENT  
248-3728  
POLICE DEPARTMENT  
248-3721  
FIRE/EMS  
248-3700  
PARKS / RECREATION  
248-3727

March 18, 2020

In response to the COVID-19 pandemic and guidance from the Centers for Disease Control and Prevention, World Health Organization, the Ohio Department of Health and Clermont County Public Health, effective March 19, 2020 the Miami Township Civic Center and other buildings and offices will be closed to the general public until further notice. Township offices will remain staffed and personnel will conduct business via telephone or email.

Please visit our website, [www.miamitwpoh.gov](http://www.miamitwpoh.gov) and our Facebook page <https://www.facebook.com/MiamiTownshipOH> as well as our various Twitter accounts for updates.

In addition to contacting staff via email and phone, we always have an option available for residents to utilize to send us inquiries, requests for frequently asked services, various maintenance requests and public records requests. Our action line is available on our website at: <https://www.egovlink.com/miamitownship/action.asp> This action line directs the question to the most appropriate department or staff person and is more effective than writing a question on Facebook.

For further clarification of available services, please see the statements below for each department.

**Administration:** 248-3725

Staff is also available via email. Requests for Records: For historical records requests, please call (513) 248-3725 or visit MiamiTwpOH.gov to submit a request online using E-Gov. Click on the **Public Records Request** link.

**Board of Trustee Meetings:** The April 22 Board of Trustees Business Meeting is still planned at this time. The April 13 work session has been cancelled.

**Fire and EMS Department:**

- 911 operations are still fully supported, but callers may spend additional time on the phone answering the Dispatcher's questions. All 911 calls will be answered but may be prioritized based on the nature and severity of the call which means there may be slight delays.
  - Please disclose any possibility of patients who are in quarantine or isolation immediately when calling 911 or the non-emergency number for a service call.

MiamiTwpOH.gov

- Routine service calls for smoke detector checks, animal rescues, open burning, etc. will be a lower priority call and will be handled as units are available.
- Crews may arrive at your residence or place of business in personal protective equipment that appears odd or strange for your type of call. Please be aware that we are taking all necessary precautions at this time for the safety of our crews and the community.
- All fire stations are closed to visitors. If you have a record request, please call ahead to arrange pickup for your documents. Similarly, car seat installations or checks will only be done on an emergency basis to ensure the safe transport of a child. Please call to discuss your needs.
- Unfortunately, during this time, we cannot honor requests for tours of our stations or for fire and EMS vehicles to attend any public function or event. We look forward to honoring those requests for visits when this event has passed.
- We are unable to allow students or other individuals who wish to do “ride time” or observer time on our units at this time and will work to restore that option as soon as possible.

**Police Department:** non-emergency number: **248-3721**

1. We will limit our response to squad runs with the exception of calls needing a police response. We can be contacted by the fire department to respond or if the call would need a police response.
2. We will limit our response to nursing homes and suspend our senior visits until further notice. If we receive a call from a nursing home for a theft report etc, we will contact the complainant over the telephone.
3. We will take as many non-emergency calls for service by phone as we can.
4. We will continue to make traffic stops when needed; however, we will limit personal contact when possible.

**Community Development Department – 248-3731. zoning submissions via email**

Staff will first determine if the project is sufficiently straight-forward so that it may be processed via email. Examples of such projects could include a rear shed on an ordinary lot, a fence on an ordinary lot, a simple residential alteration or a commercial signage application. Examples of more complicated projects that do not lend themselves to review by email include new business applications, a corner lot fence project, or a complex residential pool project.

- 1) In addition, the following questions must be affirmatively answered prior to acceptance of an application via email:
  - Has staff reviewed the project with the applicant and is sufficiently familiar with the project?
  - Has staff authorized that the application be submitted via email?
  - Has staff been notified that the application and associated materials are forthcoming in the email submission?
  - Has the application been completed in accordance with the staff’s review and orientation to the project (see 1 above)?
  - Can payment be submitted via credit card?

2) The scanned application must contain an original signature in blue ink or other distinguishing color (not black).

3) Applications and plans must be in PDF format.

Some matters may be too complicated for electronic submittal. Staff may be contacted by telephone with questions at 513.248.3731. Also, if you have internet audio-visual capability, you may request an e-meeting.

**Submit zoning applications to this e-mail:**

Zoning permitting: [jeff.uckotter@miamitwpoh.gov](mailto:jeff.uckotter@miamitwpoh.gov)

**Additional zoning contacts:**

Zoning enforcement: [nick.colliver@miamitwpoh.gov](mailto:nick.colliver@miamitwpoh.gov)

Planning & Zoning Administrator: [brian.elliff@miamitwpoh.gov](mailto:brian.elliff@miamitwpoh.gov)

**Fiscal Office:**

Staff will be available by email and can be reached by calling 513-965-6706 or 513-965-6705.

**Recreation Department: 248-3727**

All Miami Township sponsored activities and classes have been suspended through April 5<sup>th</sup>. All facility rentals are also suspended until the State of Emergency issued by Miami Township has been lifted.

**Service Department: 248-3728**

Our parks and park facilities are currently open, although we would advise parents to please realize that we do not have the ability to guarantee that playground equipment is sanitized. Should our staffing levels decrease due to illnesses, it may become necessary to close certain amenities and possibly even park restrooms on a rotating basis as we work on cleaning with a limited crew. Our road and park crews are still performing their usual functions. If you are inquiring about a lot purchase at Evergreen Cemetery, please call first to make an appointment.

Thank you for your continued patience as we work collectively to contain the spread of the COVID-19 virus.

Jeff Wright  
Township Administrator