

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

FEBRUARY 13, 2017

The Miami Township Board of Trustees met in work session on Monday, February 13, 2017 at the Miami Township Civic Center. Vice Chairperson Mary Makley Wolff called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Mary Makley Wolff and Karl Schultz. Mr. Tracy was not able to make the meeting.

Mr. Wright advised it is common for Townships our size to contract for legislative advocacy services for support in state and federal legislation, is important to further the interests of the Township and can be used as an advocate for supporting the Township's applications for various competitive state grant requests. Mr. Wright has submitted a contract from Focused Capital Solutions for a monthly cost of \$1,250. This will be an action item at the February 21st business meeting.

Mr. Wright advised Mr. Bruce Benetti, a Lead Instructor-Facilitator in the Recreation Department, was inadvertently left off of the list for non-union employee yearly wage increases. Mr. Wright is recommending the Board increase Mr. Benetti's rate of pay from \$16.00 per hour to \$16.32 per hour retroactive to the first pay of January 2017.

Mr. Schultz made a motion to increase the rate of pay of Bruce Benetti from \$16.00 per hour to \$16.32 per hour effective retroactive to the first pay of January 2017, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright recommended the Board accept the resignation of Wendell Wehrum, part-time park employee effective January 1, 2017.

Mr. Schultz made a motion to accept the resignation of Wendell Wehrum, part-time park employee effective January 1, 2017, seconded by Ms. Wolff with all voting "AYE".

Chief Kelly is requesting consideration and approval to institute two new part-time positions in the Fire/EMS Department. One would be a part-time Fire Inspector and the second is an existing position that has gone unfilled for many years and that is for a Paramedic. Both positions will afford them added flexibility for staffing and operations that they believe will assist them with addressing the changing needs of the community. This will be an action item at the February 21st business meeting.

Chief Kelly is requesting approval to put two remaining ambulance remounts that were budgeted for in 2017 out for bid as a single project. Chief Kelly anticipates one ambulance being completed in 2017 and the other being sent out but not completed until early 2018. Chief Kelly is asking the Board to approve this project going out for bid.

Mr. Schultz made a motion to approve advertising for bids for the two ambulance remounts, seconded by Ms. Wolff with all voting "AYE".

Chief Kelly is requesting approval to replace the five front line cardiac monitors as part of one of the department's capital projects and was budgeted for 2017. These monitors are in their 10th year which exceeds the recommended replacement lifecycle of seven to eight years in the EMS industry. They have received a quote from Zoll Medical Corporation in the amount of \$169,177.96 for the complete replacement of the front line cardiac monitors and equipment. This exceeds the amount that was budgeted, which is \$165,000.00. Chief Kelly would like to spend the full \$165,000.00 on the project and scale back on some of the add-on items that can be purchased through their regular EMS equipment account. They can trade in the existing monitors and battery chargers for a value of \$14,200.00 towards the original purchase price. This will be an action item at the February business meeting.

Chief Kelly is requesting to purchase a new furnace and air conditioning unit for the Fitness Center Building next door to the Central Station. In 2015 the AC unit went out a few times during the summer and was found to be in need of replacement. At the beginning of this winter

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the furnace was inspected as part of routine maintenance and it was suggested that it be replaced. During the holidays the furnace stopped working and needed emergency repairs. It again can go out at any time. Chief Kelly stated Nelson Comfort offered the lowest package price to replace the furnace and AC unit for a total cost of \$6,391.00, which includes labor and parts. This will be an action item at the February business meeting.

Chief Kelly is requesting approval to contract with Bzak Landscaping to perform landscaping and construction work at Station 26 and Station 27. They worked with five different landscape companies to try to arrive at some long term solutions to their needs and that could be phased in over time as well as assist with budgetary needs. Bzak has presented the lowest bid. Chief Kelly stated they intend to install a sidewalk at Station 27 that will connect the front parking area with the main entrance to the building and also replace an existing wooden retention wall that is failing in front of the station. The Board asked Chief Kelly to check with Live Oaks to see if they would be able to do part of these projects. Chief Kelly will bring this to the Trustees at the February business meeting.

Chief Madsen discussed purchasing security cameras for the Evergreen Cemetery to increase safety and security. The cost of the video hardware and labor to install will be \$3,100.00. This will be an action item at the February business meeting.

Chief Madsen is requesting approval to replace 12 computers and three monitors from Intrust as they are outdated and well beyond their warranty. The total cost to replace 12 computers and three monitors is \$9,293.00. This will be an action item at the February business meeting.

Chief Madsen is requesting to upgrade their current Kustom in car camera system to a wireless platform for downloading of videos. Currently, officers have to pull the hard drives manually and bring them into the department to download the video into a Kustom camera system server and then return the hard drives to each vehicle, which can be very time consuming. With wireless capability, the officer assigned to the cruiser will be able to pull into the Police parking lot and the camera system will automatically start downloading to the server. The purchase will cover the upgrade kits, required software, installation and technical support needed to make this possible through Kustom Signals, Inc. The budgeted amount is \$11,026.00. This will be an action item at the February business meeting.

Mr. Wright advised the Clermont County Engineer's Office applied for and received a competitive grant from the Ohio Public Works Commission for them to be able to repave some roads in the County this year. The State grant pays 79% of the costs of repaving with a local match of only 21%. The County will be paving O'Bannonville Road and asked if we would like to participate in the program and repave any necessary Township roads in that close proximity. Mr. Wright and Mr. Musselman submitted Neale Lane and Smith Road to them and they have been accepted for the program. The total cost estimate for repaving Neale Lane and our portion of Smith Road is approximately \$126,000.00. Since we only need to pay 21% of the cost, our share will be only \$26,500.00. This program will be for Neale Lane and our portion of Smith Road only. The Township will still have our yearly paving program completely independent of the County. Mr. Wright is drafting a resolution for the Board's consideration at the February business meeting.

Mr. Elliff presented a proposed policy for the removal of junk motor vehicles from private properties. This process would help restore vacant properties to productive use in those circumstances where junk vehicles are also present. Mr. Elliff explained the policy procedure. The Board asked about determining what a junk vehicle as opposed to a vehicle in a state of restoration. Mr. Elliff stated they would look at the facts of each case individually.

Chief Madsen presented out of Township travel requests for the Department for the year. The first request is for Detective Tobias and Officer Frasher to attend the Federal Law Enforcement Money Laundering & Asset Forfeiture Training program in Glynco, Georgia May 1st through May 5th, 2017. This federally funded training provides training fees, meals and lodging at no

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cost. The only fees required to attend this training is travel cost. For both officers to attend this course the cost will not exceed \$550.00. This will be an action item at the February business meeting.

The next out of Township travel request is for Officer Rasfeld to attend the Annual D.A.R.E. International Conference in Grapevine, Texas from July 11th through July 13th, 2017 at a cost not to exceed \$1,900.00. This will be an action item at the February business meeting.

The next out of Township travel request is for SRO Officers Arter and Brashear to attend the National Association of School Resource Officers (NASRO) conference in Washington, DC July 23rd through July 28th, 2017 at a cost of \$3,320.00 for both. This will be an action item at the February business meeting.

The next out of Township travel request is for Officers Mehne and J. Taylor to attend the Drug Recognition Expert (DRE) conference in National Harbor, Maryland at a cost not to exceed \$900.00. The conference fees are sponsored therefore, the overall costs are for meals, lodging and transportation. This will be an action item at the February business meeting.

Chief Madsen noted all officers will be sharing rooms.

Chief Madsen requested permission for out of Township travel for the Police Department Honor Guard members: Sgt. Hirsch, Officer Morgan, Officer Rasfeld, Officer Frasher, Officer Mehne, Officer Chirgwin and Chief Madsen to attend and participate in the Candlelight Vigil in Washington, DC. Miami Township Police has been invited to participate in this memorial as Miami Township Constable Roy Carter's name is added to the National Peace Officer Memorial wall on May 13, 2017. Due to this recognition the Honor Guard has also been invited to participate in the National Police Officer Memorial at the U.S. Capital on May 15, 2017 if approved. All officers will be sharing rooms for 3 nights for a cost of \$4,533.00, parking \$100.00, tolls and rail costs \$767.50 and per diem for meals \$1,400.00 for a total cost of \$6,800.50. Chief Madsen is requesting approval today so hotel confirmations can be made and other necessary travel arrangements to ensure they are able to acquire the present rates. This will be an action item at the February business meeting.

Chief Kelly presented an out of Township travel request for Capt. Brian Gulat to attend the annual Fire Department Instructors Conference in Indianapolis, Indiana at a cost not to exceed \$2,375.00. He would also like the Board to approve to send Lt. Dave Jetter, Lt. Ross Pawlak and Lt. Jim Petry to the classes only for this conference. Jetter, Pawlak and Petry will pay the cost of travel, lodging and meal expenses. The cost of them to take the classes will not exceed \$2,650.00 for all three. This would be a cost not to exceed \$5,025.00 for all four to attend. This will be an action item at the February business meeting.

Mr. Musselman updated the Board on Service Department projects, including bringing plans to the Board for the new storage building for the Service Department, the Miami Meadows Lake Erosion Control Project Phase 2 bids were opened and two bids were received. Mr. Musselman is checking references and will have a recommendation at the business meeting. Other updates included No Parking signs going up, Civic Center siding being installed, working on the 2017 road paving list, natural gas line installation should take approximately three months to complete and they have received their new salt truck.

Mr. Wright noted Ms. Thibodeau had budgeted \$17,500.00 for replacement of flooring in the high traffic areas of the Civic Center. Ms. Thibodeau stated there has been a lot of wear and tear on the carpet in our high traffic areas due to the high volume of renters and seniors. Two bids were received, one from Carpetland and one from Buddy's Flooring. Carpetland was approximately \$1,500.00 to \$2,000.00 less. Ms. Thibodeau is recommending Carpetland replace the carpet in the high traffic areas with high quality laminate for a cost of \$17,500.00.

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Mr. Ferry, Fiscal Officer, asked about the house being torn down at the Corner of St. Rt. 28 and Meijer Drive. Mr. Wright stated that is a part of the marketability of the property.

Public Comment: Ms. Shannon Dennis of 963 Creek Knoll and Ms. Kathy Smith of 5940 Creekview came forward to address the Board regarding the tethering of dogs. Ms. Dennis and Ms. Smith presented a resolution they would like the Trustees to adopt. The Board asked if Ms. Dennis and Ms. Smith thought about doing a public survey to ask residents about this type of resolution. Ms. Smith stated they had not. Chief Madsen stated they have a very good relationship with the animal control person at the County Animal Shelter and they work very well together for any issues that may arise. Joe Braun, Law Director will review the presented resolution.

With no further business to come before the Board the meeting was adjourned at 9:40 a.m.

ATTEST:

Eric Ferry, Fiscal Officer

Mary Makley Wolff, Vice Chairperson