

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FOHM NO 10148

Held _____ 20____
SEPTEMBER 18, 2018

The Miami Township Board of Trustees met in regular session on Tuesday, September 18, 2018 at 7:00 PM. Trustee Wolff called the meeting to order and led the Pledge of Allegiance. The invocation was given by Mr. Tracy. Mr. Schultz made a motion to appoint Kelly Flanigan as Acting Fiscal Officer, seconded by Mr. Tracy with all voting "AYE". Mrs. Flanigan called the roll. Attending were Mary Makley Wolff, Karl Schultz and Ken Tracy. Mr. Tracy made a motion to approve the minutes of the August 16, 2018 Special Zoning hearing, the August 21, 2018 Business meeting and the August 23, 2018 Special Zoning hearing, seconded by Mr. Schultz with all voting "AYE".

Correspondence: One liquor permit for Milford Petroleum Inc., DBA Milford Sunoco at 987 St. Rt. 28 was received and the Police Department has no objections and no hearing is required.

Millbrook Farm Section 2 street lighting district public hearing was called to order and the notice of public hearing was read. Mr. Wright explained during review of the street lighting districts it was determined individuals within Millbrook Farm Section 2 have never been assessed for their existing street lights. Mr. Wright explained a petition was submitted in the early 2000's however there is no evidence there was ever a public hearing or resolution sent to the County Auditor. Mr. Wright advised he and Mrs. Flanigan reached out to the Homeowners Association president to advise of the issue. Mr. Wright explained this public hearing and adoption of a resolution will correct the situation.

There were no affected property owners or concerned citizens regarding this hearing.

Mr. Schultz made a motion to adopt Resolution 2018-47 a resolution providing for the procurement of a street lighting system for Millbrook Farm Section 2 and declaring an emergency, seconded by Mr. Tracy with all voting "AYE".

The public hearing was closed by Mrs. Wolff.

Proclamations and Special Presentations:

Department Reports: A representative of each department presented a report of activities during the month of August 2018.

- Community Development Mr. Elliff
- Finance Mrs. Flanigan
- Fire/EMS Chief Kelly
- Police Chief Madsen
- Recreation Mrs. Thibodeau
- Service Mr. Musselman
- Administration Mr. Wright

Old Business: None

New Business: Mr. Tracy made a motion to pay the bills of the Township with 219 checks numbered 131503-131722 and 20 electronic checks numbered 1245-1265 for the total amount of \$882,781.48 plus payroll for the check date 8/31/2018 in the amount of \$282,955.61 and payroll for the check date 9/12/2018 in the amount of \$292,190.09, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate in the amount of \$6,860.79.

Mr. Schultz made a motion to adopt Resolution 2018-41 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$6,860.79 and dispensing with the second reading, seconded by Mr. Tracy with all voting "AYE".

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Mr. Wright presented the following personnel items for the Board's consideration. In the Police Department to grant a conditional offer of employment to William Hickey for the position of full time Police Officer. This conditional offer is the replacement officer for Chief Madsen upon her retirement. It is the department's goal to have this officer hired, trained and prepared for solo patrol near the date Chief Madsen retires to maintain approved staffing of 41 officers.

Mr. Tracy made a motion to grant conditional offer of employment to William Hickey for the position of full time Police Officer, seconded by Mr. Schultz with all voting "AYE".

In the Fire/EMS Department to grant conditional offer of Volunteer employment to Brandon Behymer to allow him to continue with the employee screening process.

Mr. Schultz made a motion to grant conditional offer of Volunteer employment to Brandon Behymer to allow him to continue with the employee screening process, seconded by Mr. Tracy with all voting "AYE".

In the Fire/EMS Department to change the classification of Volunteer Firefighter/Paramedic Kevin Bartenerger to part-time at the starting rate of \$16.99 per hour effective September 23rd. Kevin was previously part-time with us but has been away at school to become a Physician's Assistant. He will be working with us until he is able to find a position in his field.

Mr. Tracy made a motion to change the classification of Volunteer Firefighter/Paramedic Kevin Bartenerger to part-time at the starting rate of \$16.99 per hour effective September 23, 2018, seconded by Mr. Schultz with all voting "AYE".

In the Fiscal Office to release Finance Associate Laura Thomas from her one-year probationary period effective September 20, 2018.

Mr. Schultz made a motion to approve the Fiscal Office personnel action as presented, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright explained the owners of Metal Systems have submitted an application for a tax abatement incentive through the Rural Enterprise Zone (REZ) program. Metal Systems is an existing business that currently operates in a building it owns at 1275 US Route 50 in Miami Township. The have outgrown that facility and have a plan to relocate to a new building that they would construct on a currently vacant lot located at 1036 TechneCenter Drive. The new larger building will allow Miami Township to retain the company's 15 existing employees. Their projection over the next three years is to add 6 new full-time employees. The real property exemption will apply to their new building, which is estimated to be a \$1,300.00 investment. The Company is requesting a ten (10) year, 60% abatement on real property taxes. The estimated annual tax collection prior to abatement is approximately \$26,975. The annual tax abatement is \$16,185. The estimated annual tax collected is \$10,790 during the ten-year term of the partial abatement. Mr. Wright introduced Mr. Don Kellerman, one of the principal owners. Resolution 2018-42 was presented for the Board's consideration.

Mr. Tracy made a motion to adopt Resolution 2018-42 authorizing a tax abatement to Metal Systems through the Rural Enterprise Zone Legislation and dispensing with the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright recognizes a couple of our partners in Economic Development, Ms. Adele Evans and Allison Murcia with the County Department of Community and Economic Development and thanked them for their help through the process of the Rural Enterprise Zone.

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Mr. Wright presented a nuisance abatement resolution for the Board to consider. The two properties have been served violation notices and the Community Development Department has exhausted all avenues for the issues to be remedied. Mr. Wright is recommending the Board adopt Resolution 2018-43.

Mr. Schultz made a motion to adopt Resolution 2018-43 a resolution authorizing the abatement, control or removal of non-maintained vegetation and dispensing with the second reading, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised each year the County Budget Commission reviews Miami Township's Tax Budget and provides an estimate of the rate of each tax necessary to be levied. The Township must pass a resolution accepting the amount and rates and certify them to the County Auditor prior to October 1st to meet statutory requirements. Mr. Wright recommended the Board adopt Resolution 2018-44.

Mr. Tracy made a motion to adopt Resolution 2018-44 a resolution accepting the amounts and rates as determined by the Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised in year two of the four-year plan regarding computer network infrastructure replacements and upgrades, the 2018 plan for the Civic Center includes replacement of a firewall that is at the end of its useful life, adding a network switch and other related components. This anticipated replacement and upgrades were part of the 2018 budget at a cost of \$51,000.00. The InTrust quote of \$31,065.93 is attached for review. Per e-mail from Trevor Minton of InTrust, the labor estimate is actually reduced from \$4,600.00 to \$2,300.00 as the original labor was based on two firewalls and switches and we are replacing only one. This makes the total revised InTrust quote at \$28,765.93. Mr. Wright is recommending the Board approve this Civic Center firewall replacement through Intrust at a cost of \$28,765.93.

Mr. Schultz made a motion to approve the 2018 plan for one firewall replacement at the Civic Center through InTrust at a cost of \$28,765.93, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised as discussed at the work session, the Service Department received quotes from Carpetland and McSwain to replace the carpet and vinyl tile in the Service Department headquarters. Based on the quotes, Mr. Musselman is requesting the Board approve McSwain's Option 3-Lifetime Carpet and LVT in the offices, lunchroom and restrooms for \$16,150.00. This was a budgeted item for 2018.

Mr. Tracy made a motion to approve the purchase of McSwain's Option 3-Lifetime Carpet and LVT in the offices, lunchroom and restrooms at a cost not to exceed \$16,150.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the Clermont County Park District has a grant program they are calling "Community Parks Improvement Program". After the wall at Miami Meadows Lake was completed, several residents contacted staff to request that handicap accessibility measures be implemented at the lake to assist the safety of residents fishing from wheelchairs or who may be otherwise physically handicapped. The situation can be satisfied by installing a concrete sidewalk from the adjacent parking lot to the new concrete pad adjacent to the wall over the lake and installing protective railing on the water's edge of the concrete pad. Staff believes that our proposed handicap accessibility improvements for a walkway and fishing platform at Miami Meadows lake would compete well in the safety issues category. Grant requests for \$10,000 or less do not require local match. Mr. Musselman has obtained quotes from two contractors and we believe that the total project can be completed for approximately \$9,200. Another request fielded from residents is that while the large pavilion at the playground at Miami Meadows Park is nice, it is the only shelter there and when it is reserved, no other

RECORD OF PROCEEDINGS

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residents can enjoy shade while visiting that area of the park. A shade/picnic shelter in the area of the playground will allow people to watch their children or grandchildren play on the playground and even enjoy a picnic. Mr. Wright advised the cost for the shade shelter is between \$4,500 and \$8,500. Mr. Wright is recommending the Board approve submitting an application to participate in the Clermont County Park District 2018 Community Parks Improvement Program. Mr. Wright submitted Resolution 2018-45 for the Board's consideration.

Mr. Schultz made a motion to adopt Resolution 2018-45 authorizing the Township Administrator to prepare and submit an application to participate in the Clermont County Park District 2018 Community Parks Improvement Program and to execute contracts as required, dispensing with the second reading and declaring an emergency, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised the Police and Fire/EMS Departments are requesting permission to dispose of surplus equipment that is no longer of value to their operations. They intend to dispose of these items by internet auction on GovDeals and recycle them appropriately if there are no qualified bidders.

Mr. Tracy made a motion to adopt Resolution 2018-46 a resolution authorizing the disposal of surplus property and authorizing the sale of unneeded or obsolescent personal property no longer necessary for Township use by internet auction pursuant to Section 505.10 of the Ohio Revised Code and dispensing with the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised proposed supplemental appropriations are necessary to reconcile accounts for the year 2018. The aggregate effect of the supplemental appropriations is to decrease total appropriations by \$437,400. Most of the decrease is a result of a reduction of appropriations in the Miami Commons TIF fund due to no activity in this TIF district. The Township has now received our first and second half personal property tax settlement and special assessment distributions. Adjustments are being requested in other funds to reduce or increase appropriations based on actual revenues received. If actual revenues were less than estimated, Ohio Revised Code may require appropriations be reduced in these funds. On the contrary, actual revenue exceeded estimates in several funds and an increase in appropriations is necessary to allow for the payment in lieu of taxes to the local schools in accordance with our revenue sharing agreements. Mr. Wright gave a brief recap of the proposed appropriation changes. Mr. Wright recommended the Board adopt a resolution to amend appropriations.

Mr. Schultz made a motion to adopt Resolution 2018-48 a resolution to amend appropriations for current expenses and other expenditures of Miami Township, during fiscal year ending December 31, 2018 and dispensing with the second reading, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised the Board has traditionally set Trick or Treat hours in Miami Township for October 31st from 6:00 p.m. to 8:00 p.m. and is recommending the Board do the same for this year.

Mr. Tracy made a motion to set Trick or Treat for Wednesday, October 31st from 6:00 p.m. to 8:00 p.m., seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of an add on for the agenda. Mr. Wright advised, as discussed at the August work session, the Board discussed that ODOT has determined that the Happy Hollow Road overpass over Bypass 28 is nearing the end of its useful life and ODOT has hired a transportation engineering firm to complete the design of a replacement. The timeline is for the design to be completed this fall, ODOT will bid the project in 2019 and the construction is anticipated to occur in 2020. Also discussed was that we are continuously working to increase our brand awareness and we should take this opportunity and capitalize on this by putting our Township name on the new overpass. The Board had preferred Option #2 which was the

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ODOT Vandal Proof Fence with Black Powder Coating and Letters on the fencing on each side of the bridge for an estimated amount of \$80,000. Sufficient funds exist in the adjacent Lowe's TIF since it satisfies the needs of a rational nexus and is for transportation infrastructure. Mr. Wright advised he received an engineering services proposal for the Firm E.P. Ferris & Associates to complete the development of the aesthetics, revise the project plan details and estimate sheets prior to bidding the project and provide inspection and answer questions for the bidders and general contractor once the project is bid for a cost of \$5,000. Mr. Wright is recommending the Board accept an engineering agreement with E.P. Ferris and Associates for the design of the aesthetic features for the Happy Hollow Road overpass in the amount of \$5,000.

Mr. Schultz made a motion to accept an engineering agreement with E.P. Ferris and Associates for the design of the aesthetic features for the Happy Hollow Road overpass in the amount of \$5,000, seconded by Mr. Tracy with all voting "AYE".

Chief Kelly advised of the replacement cycle of the Fire Department's turnout gear. Many of the sets of gear are nearing their ten year life cycle and the department is required, by the National Fire Protection Association guidelines, to replace turnout gear every ten years. Chief Kelly is requesting the Board's approval to replace 25 sets of turnout gear for 2018 as part of that annual replacement program. This was a 2018 budget item. Phoenix Safety Outfitters is holding the price for each set of gear at the 2017 price which is \$2,501.00 per set. Chief Kelly is requesting approval to purchase 25 sets of turnout gear through Phoenix Safety Outfitters at a cost of \$62,750.00 including shipping and handling.

Mr. Tracy made a motion to approve the purchase of 25 sets of turnout gear through Phoenix Safety Outfitters at a cost of \$62,750.00, seconded by Mr. Schultz with all voting "AYE".

Public Comment: Ms. Patricia Lawrence came forward to state she is running for State Representative in the 65th District and would like to go to Columbus and work together to keep Miami Township a great place. Ms. Lawrence gave some information on her background.

Executive Session: Mr. Tracy made a motion to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official, pursuant to Section 121.22(G)(1) of the Ohio Revised Code, and to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or negotiations with other political subdivisions respecting requests for economic development assistance that involves public infrastructure improvements and that it is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project pursuant to Section 121.22(G)(8) of the Ohio Revised Code, seconded by Mr. Schultz with all voting "AYE".

Chief Madsen noted there were residents in the audience that she and Mr. Elliff have had meetings with and the meetings have gone well, and they will continue working on the noise issue. Mr. Wright noted they have a vendor that will be demonstrating handheld devices for the Township to purchase for measuring noise. A resident thanked all for their help on this.

Mr. Tracy made a motion to come out of Executive Session, seconded by Mr. Schultz with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 9:05 p.m.

ATTEST:


 Kelly Flanigan, Acting Fiscal Officer


 Mary Makley Wolff, Chairperson