

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20_____
NOVEMBER 20, 2018

The Miami Township Board of Trustees met in regular session on Tuesday, November 20, 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. Ferry called the roll. Attending were Mary Makley Wolff, Karl Schultz and Ken Tracy. Mr. Schultz made a motion to approve the minutes of the September 28, 2018 business meeting, the October 16, 2018 business meeting and the November 12, 2018 work session, seconded by Mr. Tracy with all voting "AYE".

Correspondence: Mr. Ferry advised a liquor permit for Cincinnati Sands LLC, DBA Cincinnati Sand Volleyball Club, 850 US 50. The Police Department has no objections and no hearing is required.

Proclamations and Special Presentations: Ms. Parker, a Great Oaks Teacher for Marketing and DECA located in the Milford High School, came forward to address the Board that each year they host an event for Remembrance at the Meadows at the Spirit of 76 Park in Miami Meadows Park. Ms. Parker introduced, and thanked, Juliana Bottomly a DECA student who coordinated and managed this year's project and Alissa Campbell who is the DECA President. Ms. Parker advised they have raised \$500.00 for the Spirit of 76 Park. Mrs. Thibodeau addressed the Board saying she is very pleased with this organization and thanked them for their participation.

Mr. Wright recognized and thanked Gretchen Williams, John Becker and Mike McCurdy for all of their work on the successful road levy. The Board thanked them for their hard work.

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

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| Community Development | Mr. Elliff |
| Finance | Mr. Ferry |
| Fire/EMS | Assistant Chief Mack |
| Police | Chief Madsen |
| Recreation | Mrs. Thibodeau |
| Service | Mr. Musselman |
| Administration | Mr. Wright |

Old Business:

New Business: Mr. Tracy made a motion to pay the bills of the Township with 305 checks numbered 131926-132231 and 28 electronic checks numbered 1294-1322 for the total amount of \$3,117,412.91 plus payroll for the check date 10/26/2018 in the amount of \$284,070.34 and payroll for the check date 11/09/2018 in the amount of \$259,804.61, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate.

Mr. Schultz made a motion to adopt Resolution 2018-55 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$17,585.95 and dispensing with the second reading, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright presented personnel actions for the Board to consider. In the Fire/EMS Department to accept the resignation of part-time Firefighter/Paramedic Sean McCarthy effective November 9, 2018.

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

In the Fire/EMS Department to accept the resignation of part-time Firefighter/Paramedic Kevin Bartenberger effective November 27, 2018.

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

In the Fire/EMS Department to rescind the conditional offer of full-time employment for Luke Palmer from the current career hiring process.

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

In the Fire/EMS Department to make a conditional offer of employment to the following individuals to allow them to continue with the next steps in the 2018 career hiring process to fill the new SAFER grant positions: Ryan Hadley, John Anderson, Jeff Ashpaw, Brent Johnson, Michael Ramsey, Christopher Dotson and Justin Allen.

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

In the Police Department to offer employment to Sarah Mathews for the position of part-time police clerk at \$19.26 per hour, effective November 26, 2018 with a one year probationary period.

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

In the Police Department to remove Officer Hunter Willoughby from probationary status retroactive to November 1, 2018 and Officer Robert Bunnell effective December 26, 2018. There are no changes at this time to the officer's current pay status.

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

Mr. Wright advised earlier this year the Board supported having ODOT's upcoming replacement of the Happy Hollow Road Overpass over Bypass 28 be upgraded to include the "Miami Township" lettering and a more attractive fencing be designed and included with the new bridge. As is customary anytime ODOT constructs a project in concert with a local jurisdiction that is adding additional features, the local government is required to pass legislation that states the obligations of the Township. For this project, we are in agreement to be responsible for the fencing and the costs and maintenance of the lettering. Mr. Wright presented Resolution 2018-53 for the Board to consider.

Mr. Schultz made a motion to adopt Resolution 2018-53 regarding participation and obligations related to maintenance for portions of the ODOT Happy Hollow Overpass Project and declaring an emergency, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright explained, because we are a Township of over 40,000 in population, that each year we appoint a representative to the Ohio Kentucky Indiana Regional Council of Governments Board of Directors. Mr. Schultz has been our representative for several years and Mr. Wright is recommending we re-appoint Mr. Schultz.

Mr. Tracy made a motion to re-appoint Karl Schultz as the Miami Township representative to the Ohio Kentucky Indiana Regional Council of Governments Board of Directors for 2019, seconded by Ms. Wolff. Mr. Tracy and Ms. Wolff voted "AYE" and Mr. Schultz abstained.

Mr. Wright explained staff has vetted seven different cleaning service companies and obtained quotes from four as a potential replacement from our current cleaning service for the administrative side of the Civic Center. The current service has been contacted on numerous occasions for non-performance. We are recommending the Board approve a month to month

RECORD OF PROCEEDINGS

Minutes of

Meeting

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contract with Precision Cleaning Systems/PCS Janitorial for cleaning services on the Administrative side of the Civic Center, five times a week at an annual cost of \$10,200.

Mr. Schultz made a motion to approve a contract with Precision Cleaning Systems/PCS Janitorial for cleaning services on the Administration side of the Civic Center, five times a week at an annual cost of \$10,200, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised the Police Department is in possession of surplus property or 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 winning bidders. Mr. Wright presented Resolution 2018-57 for the Board to consider.

Mr. Tracy made a motion to adopt Resolution 2018-57 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, as discussed at the work session, Bastin & Company, LLC is a knowledgeable and experienced accounting firm that has assisted the Township with preparing draft financial statements, related footnotes and filing of our financials since 2011. Miami Township maintains daily accounting records on a cash basis, which Bastin then uses to prepare draft financial statements and related footnotes to complete the annual filing requirements with the auditor of State. Those financial statements are then subject to audit by the Auditor of State of Ohio or an independent accountant chosen by the Auditor of State. Bastin has submitted a proposal to provide these services at the same rate provided for in 2017. The project is anticipated to require a maximum of 50 hours, billed at a rate of \$65.00 per hour for a total proposed fee of \$3,250.00. The Fiscal Office is very pleased with the work done by Bastin and feels this is a great value for the product received. The Fiscal Office is recommending we approve the proposal from Bastin & Company.

Mr. Schultz made a motion to approve the proposal from Bastin & Company, LLC to provide fiscal services at a cost of \$3,250.00, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised a couple of months ago the Board adopted a new noise resolution and this resolution would eliminate noise provisions from the zoning Resolution. Mr. Elliff is requesting the Board adopt a resolution initiating the text amendment concerning noise.

Mr. Tracy made a motion to adopt Resolution 2018-58 agreeing to initiate amendments concerning noise to the zoning resolution of Miami Township, Clermont County, Ohio and dispensing with the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the need for a nuisance abatement for two properties. The Community Development Department has tried working with the property owners to bring the conditions into compliance but has been unsuccessful. Mr. Wright presented Resolution 2018-59 for the Board to consider.

Mr. Schultz made a motion to adopt Resolution 2018-59 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 staff is currently preparing the draft 2019 Annual Budget and the Board needs to set a budget hearing. Mr. Wright is recommending the Board hold the budget hearing on Monday, December 10, 2018 at 8:30 a.m. in lieu of the regularly scheduled work session.

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Mr. Tracy made a motion to hold a public hearing on the 2019 Annual Budget in lieu of the work session on Monday, December 10, 2018 beginning at 8:30 a.m. in the Trustee Meeting Room and any other business that may come before the Board, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised, as discussed at the work session, Mrs. Thibodeau updated you on our growing facility rental trends with total facility revenues running ahead 11% over last year. Mrs. Thibodeau is recommending a fee increase for Miami Room, the Mulberry Room and the Leming House as submitted. The increase will take effect in 2019 and anyone who has reserved one of these facilities already for 2019, the increase will not affect them.

Mr. Schultz made a motion to approve the rental fee increase of the Mulberry Room, the Miami Room and the Leming House as proposed, seconded by Mr. Tracy with all voting "AYE".

It was noted that Kelly Flanigan, Finance Director, gave birth to a healthy baby boy and all are home and doing well. Also, it was noted that Trustee Ken Tracy recently became a first-time proud grandfather to a healthy baby boy and all are doing well.

Public Comment:

Executive Session: Mr. Tracy made a motion to go into Executive Session 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".

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 8:25 p.m.

ATTEST: 
Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson