

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

JULY 9, 2018

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The Miami Township Board of Trustees met in work session on Monday, July 9, 2018 at the Miami Township Civic Center. Chairperson 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.

Ms. Wolff called the 2019 Preliminary Budget hearing to order. Mr. Wright advised the Township must adopt a tax budget prior to July 15th of each year and submit it to the County Auditor prior to July 20th, in accordance with ORC Section 5705.28. The Fiscal Office has prepared the 2019 Tax Budget. This is not the 2019 Operating Budget, which is developed and proposed later in the year. Mr. Wright explained the Township has seven funds which derive money from property taxes: the General Fund, Road & Bridge Fund, Police Fund, Fire fund, Ambulance & EMS Fund, Park Fund and combined Safety Services Fund. Detailed schedules for these funds have been included in the 2019 tax budget. Mr. Wright recommended the Board make a motion to approve the 2019 Tax Budget and that it be submitted to the Clermont County Auditor's Office. The Board had no questions and there were no public comments. Ms. Wolff closed the public hearing.

Mr. Schultz made a motion to approve the 2019 Tax Budget and that it be submitted to the Clermont County Auditor's Office, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright presented personnel actions for the Board to consider. In the Police Department, Chief Madsen is requesting a conditional offer of employment be given to Justin Flynn for a full time Police Officer position. This position will increase the police departments staffing from 40 to 41. This road patrol position was only made available upon the agreement with the Milford Exempted Village School District to add a School Resource Officer to the Milford Junior High School in Miami Township beginning with the 2018-2019 school year. Chief Madsen gave some background information on Justin Flynn.

Mr. Schultz made a motion to grant conditional offer of employment to Justin Flynn for the position of full time Police Officer, seconded by Ms. Wolff with all voting "AYE".

In the Fire/EMS Department to accept the resignations of Richard Kraft and Jacob Wedig from their part-time FF/Medic positions effective July 9, 2018.

Mr. Schultz made a motion to accept the resignations of Richard Kraft and Jacob Wedig from their part-time FF/Medic positions effective July 9, 2018, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright explained every five years the Clermont County budget Commission approves an Alternative Method of Distribution of how to divide the local government funds received from the State. On June 28, 2018 the County Budget Commission and County Auditor held a meeting with Clermont County local governments relating to the future distribution of Local Government funds. Several alternatives to the state formula were discussed, including maintaining the current distribution method. Using the method approved in 2013 Miami Township is estimated to receive approximately \$117,382 in 2019. In order for the county to adopt an alternative distribution method, it must be adopted by the County Commissioners, the largest municipality in the county (Milford) and a majority of the townships and other municipalities. The County requires a Resolution from a majority of local jurisdictions to adopt an alternative distribution method of Local Government Funds. Although the alternative distribution method is not ideal, a better alternative distribution method that would better distribute funds based on population, road miles, area of the local government, etc is unlikely to be adopted since the cities and villages in the County benefit more from the current method. Rather than following past practice and adopting the current formula for another five year term, an option is to have it in place for only one year in an attempt to have more discussions with

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other jurisdictions in an effort to have a majority of the jurisdictions agree on a new alternative for apportionment that is more equitable for a majority of the residents of the County. Mr. Wright is reaching out to his counterparts at the other townships in which a majority of the residents reside. This will be an action item at the business meeting.

Mr. Musselman requested permission from the Board to advertise the project of the Klondyke Road Slope Stabilization on July 19th with a bid opening date of August 8th. The Engineers gave an estimate of \$247,456.00 and Miami Township's match would be 21% or \$51,966.00. Mr. Musselman stated these are pre bid numbers so they could vary.

Mr. Schultz made a motion to approve the advertising for the Klondyke Road Slope Stabilization project, seconded by Ms. Wolff with all voting "AYE".

Mrs. Flanigan discussed investment services for the Township noting she and Mr. Ferry met with a Managing Director of the Carillon Group of Raymond James with over 37 years of experience in the financial services industry including 20 years of experience working with public funds. The types of investments are limited to those permitted by the Ohio Revised Code and Raymond James has delivered 121 consecutive quarters of profitability. Mrs. Flanigan went over the services Raymond James provides and feels adding Raymond James to our current broker-dealer for investment management, keeps us from having our assets almost entirely handled by one company. This will be brought back to the Board at the business meeting for consideration.

Mr. Musselman advised of the need to purchase a mower for the parks. The 2004 Jacobsen is past its prime and should replace it while it has value. The 2014 Jacobsen has not done well and is not efficient enough to meet the demands of our workload. The 2014 has had numerous problems including overheating, starves itself for fuel and dies, does not throw and spread the grass but wind-rows it in piles. The 2004 Jacobsen will have a trade in value of \$6,500.00 and the 2014 Jacobsen will have a trade in value of \$16,000.00. Mr. Musselman would like to purchase a new Toro Groundmaster priced at \$59,414.25. With the trade in of both Jacobsen mowers the final cost will be \$36,914.25. The Service Department had budgeted \$57,000.00 for a new mower in the 2018 budget. This will be an action item at the business meeting.

Mr. Musselman discussed the proposed storage building for Service vehicles and equipment. Mr. Musselman is recommending the use of an architect to develop building plans for the proposed storage building. Mr. Musselman sought out and received a proposal of \$15,500 from DS2 Architects to design the building. A second proposal was received from Brandstetter and Carroll in the amount of \$45,000 to design the building. The Board questioned Mr. Musselman about the concrete floor in the existing building with the salt that comes in from the trucks and Mr. Musselman stated they get the salt off immediately and the floor is holding up. There was a brief discussion regarding the current Service building and how soon it will be paid for. Mr. Musselman will bring back a request to use DS2 for an architectural plan for the storage building at the business meeting.

Mr. Musselman advised he received a quote for road salt in the amount of \$80.88 per ton. It was noted this was one of the lowest prices in the SWOP4G consortium, but this is higher than he was anticipating. The Board asked about the brine used before a snow. Mr. Musselman indicated when brine is applied the temperatures have to be just right and even then, it has limited success if you get more than an inch or two of snow. It is used primarily as a wetting agent for the salt so when it's cold and dry out the salt is already wet when it hits the streets so it's already started to melt. There is another product they will be using that will be more beneficial than the brine. This was for information only.

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Chief Kelly discussed the replacement of three Panasonic Toughbook CF-31 mobile data computers as part of their routine computer replacement schedule. The existing MDC's are at the end of their service life and are scheduled to be replaced. With the improvements to the County's computer aided dispatching system, now is the time to replace these older models with the newer model that has been specified by the county Communications Center to be compliant with the upcoming changes to the new Computer Aided Dispatching system. The County Communications has obtained a group discount rate through CDW-G so pricing for the new unites is fixed. Chief Kelly is requesting to spend no more than \$11,037.00 for three units and this was a 2018 budgeted item. This will be an action item at the business meeting.

Chief Kelly presented an out of Township travel request for two department members to attend the 2018 Annual Spartan Fire Truck Training Conference in Lansing, Michigan from September 30 through October 5. The conference provides the ability to learn and practice with the various specialty systems that are found on each piece of fire apparatus. Chief Kelly is requesting to send FF/Medic Jordan Hall and Deputy Chief Dave Jetter to this conference so each person can take a different educational track to be able to maximize the amount of information that they can bring back to our department. The estimated cost for the conference and all travel expenses is estimated not to exceed \$2,272.00 and reflects double occupancy for lodging. This will be an action item at the business meeting.

Chief Kelly presented a request to proceed with two station improvements projects that were planned for 2018 in the capital budget. The first is repainting of the apparatus bays at Station 27 as they have not been painted for over 10 years. The quote from Mason Painting to paint the walls and ceilings will not exceed \$7,000.00. The second item involves maintenance work on the doors that separate the offices from the apparatus bays in Stations 26, 27 and 28. The doors are solid, with no window, and it has caused many issues with people accidentally opening the door into other people that could not be seen on the other side, which could have caused and injury. The quote from Skeets Humphries to retrofit all three stations is \$4,897.00 for parts, labor and installation. This will be an action item at the business meeting.

Chief Kelly presented a request to proceed with the purchase of replacement tactical body armor that was budgeted for this year to replace the department's expired body armor. To maximize this purchase, we will not issue body armor to each member of our department. Instead, we will have various sizes at each station. Personnel will select the appropriate size body armor and place it on the vehicles at the start of their shift. We are also requesting permission to purchase tactical helmets as part of this project. We currently do not have helmets, but these are critical to protecting personnel. Therefore, we did factor the purchase of helmets into the \$28,000 that was budgeted for in 2018. Our intent is to buy 34 carriers with Kevlar inserts at \$577.40 for a total of \$19,631.60, and 16 helmets at \$501.50 each for a total of \$8,024.00. This makes the total project cost \$27,655.60. Shipping is included in these prices. This will be an action item at the business meeting.

Mr. Wright advised the Board the Township has existing leases in place with STC Two, a Sprint subsidiary, for the two existing cell towers located at Paxton Ramsey Park. Since T-Mobile acquired Sprint they are in the process of converting the leases into 50-year easements. Crown Castle Towers LLC is the broker working nationally on many of these lease conversions of the former Spring sites. When this was discussed earlier this year, the Board saw the benefit to the Township of entering into these agreements since sixty days after final execution of the easements we will receive \$148,000 for one of the towers and \$118,000 for the other tower. We will continue to receive 25% of the revenue share from existing and future subtenants. With the ever-changing environment of the technology and ownership of the cellular communications industry, it is in our best interest to lock in commitments now. If the grantee abandons the easement area for a period of two years, we may terminate the agreements and within 120 days of termination they would be required to remove its tower, buildings, and all above ground equipment and restore the property to its original conditions.

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Mr. Wright is recommending the Board approve fifty-year term easement for the two existing cell towers at Paxton Ramsey Park and authorize the Administrator to execute applicable documents that may be necessary to complete the agreement.

Mr. Schultz made a motion to approve fifty-year term easements for the two existing cell towers at Paxton Ramsey Park and authorize the Administrator to execute applicable documents that may be necessary to complete the agreement, seconded by Ms. Wolff with all voting "AYE".

Mr. Musselman updated the Board regarding Service Department projects noting Duke has been contacted to schedule the removal of the old light poles on Romar, however Duke has not contacted us with that schedule. The Gateway fountain has been having issues with debris clogging the inlet and restricting flow of water. They are working on a long-term solution and the 2018 Street resurfacing work is to begin the week of July 9.

The Board was reminded they have a zoning hearing on Wednesday, July 11th at 7:00 p.m.

Mr. Wright asked the Board to add to the Wednesday, July 11th 7:00 p.m. meeting, the discussion on the resolution to proceed with the street levy.

Mr. Schultz made a motion to add the discussion of the resolution to proceed with the street levy to the Wednesday, July 11th 7:00 p.m. meeting, seconded by Ms. Wolff with all voting "AYE".

Public Comment: None.

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

ATTEST:

Eric Ferry
Eric Ferry, Fiscal Officer

Mary Makley Wolff
Mary Makley Wolff, Chairperson