

Held MARCH 12, 2019 _____ 20 _____

The Miami Township Board of Trustees met in regular session on Tuesday, March 12, 2019 at 7:00 PM. Trustee Schultz called the meeting to order and led the Pledge of Allegiance. The invocation was given by Trustee Tracy. Mr. Ferry called the roll. Attending were Karl Schultz, Mary Makley Wolff and Ken Tracy. Ms. Wolff made a motion to approve the minutes of the February 19, 2019 special meeting, seconded by Mr. Tracy with all voting "AYE".

Correspondence: Mr. Ferry confirmed no correspondence was received.

Special Personnel Presentations: Chief Mills invited the Board to come forward along with Kelsey Feverston and her family for the swearing-in and badge pinning ceremony for the position of full-time Police Officer.

Chief Mills next invited Daniel Stephan and his family forward to conduct the swearing-in and badge pinning ceremony for the position of full-time Police Officer.

Department Reports: A representative of each department presented a report of activities during the month of February 2019.

Community Development	Mr. Elliff
Finance	Mr. Ferry
Fire/EMS	Chief Kelly
Police	Chief Mills
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 217 checks numbered 132920 – 133137 and 20 electronic checks numbered 1384 - 1404 for the total amount of \$1,046,493.59 plus payroll and payroll taxes for the checks dated 3/1/2019 in the amount of \$298,886.93, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate in the amount of \$39,317.43.

Ms. Wolff made a motion to adopt Resolution 2019-06 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$39,317.43 and declaring an emergency, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised that Finance Director Kelly Flanigan has successfully completed her probationary period. He recommended to remove her from probationary status with a salary increase to \$91,800 annually.

Mr. Tracy made a motion to remove Finance Director Kelly Flanigan from probationary status with a pay increase to a salary of \$91,800 annually effective February 19, 2019, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright requested that Gary Frank of the Service Department be reclassified to Maintenance Worker 4, Step 1 with an hourly rate of \$28.60 effective March 24, 2019.

Ms. Wolff made a motion to reclassify Gary Frank to a Maintenance Worker 4, Step 1 with an hourly rate of \$28.60 effective March 24, 2019, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright requested that Eric Wiederhold of the Service Department be reclassified to Maintenance Worker 2, Step 1 with an hourly rate of \$22.15 effective March 24, 2019.

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Ms. Wolff made a motion to reclassify Eric Wiederhold to Maintenance Worker 2, Step 1 with an hourly rate of \$22.15 effective March 24, 2019, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised the need to accept the resignation of Melissa Thompson, the Administrative Assistant to the Service Director, effective March 1, 2019.

Ms. Wolff made a motion to accept the resignation of Melissa Thompson effective March 1, 2019, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright presented three resignations from the Fire Department of volunteer Fire Fighter/Medics:

Christopher Hilton effective February 25, 2019

Andrew Webber effective February 27, 2019

David Thomas effective March 18, 2019

Mr. Tracy made a motion to accept the resignation of Firefighter/Medics Christopher Hilton effective February 25, 2019, Andrew Webber effective February 27, 2019, and David Thomas effective March 18, 2019, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright recommended the Board grant final employment to Kelsey Feverston and Daniel Stephan for the positions of full-time police officer, both with an eighteen-month probationary period, at a pay rate of \$29.72 per hour with a starting date of March 27, 2019.

Ms. Wolff made a motion to grant final employment to Kelsey Feverston and Daniel Stephan for the positions of full-time police officer, both with an eighteen-month probationary period, at a pay rate of \$29.72 per hour with a starting date of March 27, 2019, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright presented removal of two non-buildable lots from the Woods at Miami Trails Lighting District, Section 5,6,7. The parcels were deeded to the adjacent property owners by the developer around 2004 when residents originally purchased their homes. The lighting district assessment will then be redistributed among the remaining 41 lots that will still comprise that district. A resolution has been prepared effectuating this adjustment which will be sent to the County to make corrections to their tax bill.

Mr. Tracy made a motion to adopt Resolution 2019-07 a resolution amending the Woods at Miami Trails 5,6,7 Lighting District to remove two lots and adjust the assessment among the remaining lots and declaring an emergency, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that a bid opening was held on February 7, 2019 for the Lewis Road Slope Stabilization Project. Three bids were received. He recommended that the contract be awarded to W.E. Smith Construction in the amount of \$225,398. He noted that 35% of the construction costs will be paid by the Township and the other two-thirds of the project will be paid by the State of Ohio, resulting in the cost to the Township being \$78,889.30.

Ms. Wolff made a motion to accept the bid from W.E. Smith Construction for the Lewis Road Slope Stabilization Project at a cost of \$225,398, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright reported that the last few financial audits were conducted by Perry & Associates as contracted to audit the Township for the three biennial periods covering the years 2013-2018. He stated the Township is in the final year of that contract to audit the Township's financial statements for the years ended December 31, 2018 and 2017. The expected fee and expenses for audit services shall not exceed \$8,950 and agrees with the original terms of the agreement from 2015.

Mr. Tracy made a motion to approve payment to Perry & Associates for audit services covering the years ended December 31, 2018 and 2017 at a cost not to exceed \$8,950, seconded by Ms. Wolff with all voting "AYE".

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Mr. Wright advised staff is requesting the Board award the design, survey, and construction plan services for the Hoffman Road Widening project as presented in December during budget discussions, and at the February Trustee Business meeting. He stated the traffic counts that were shared do show a higher number of vehicles utilizing that roadway and the two-lane road is less than 20 feet. He stated that ChoiceOne Engineering is a local engineering firm that has submitted a responsible quote in the amount of \$11,400.

Ms. Wolff made a motion to approve the Hoffman Road Widening Project as presented and engage ChoiceOne Engineering to design construction plans for a total cost not to exceed \$11,400.

Mr. Wright reported that the Board is aware that the Township is in year three of a four-year plan to upgrade the network infrastructure for the entire computer, telephone, and data storage needs. He stated the total cost, anticipated in the 2019 Budget, is \$41,147.72. He noted the cost is comprised of seven different work products and provided a summary of the individual projects.

Mr. Tracy made a motion to approve the purchase of computer network improvements and replacement computers utilizing InTrust for an amount not to exceed \$41,147.72, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that at the last Trustee Business Meeting, Mr. Musselman made a presentation of the Versalift bucket lift swap-loader that can be utilized on existing trucks. Mr. Wright noted that during the budget process in December Mr. Musselman received a quote from K.E. Rose and for continuity would like to utilize the same vendor that has been building our truck. The total cost for the new components is \$49,000.

Ms. Wolff made a motion to approve the purchase of the Versalift bucket lift swap-loader from K.E. Rose Company in the amount of \$49,000, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright stated in December Chief Kelly made a presentation as part of his budget requests for 2019 that it was necessary to consider replacement of the Cradlepoint wireless access devices which replaced what we used to call air cards. The devices are used by paramedics in the field. The total cost for this portion of the project is \$6,287.95 which covers the hardware components, antenna and power supplies that are necessary for them to be installed in the fire apparatus. These would be purchased through StepCG. The second component of this work is to utilize Cincinnati-based Camp Safety Equipment for installation of the devices at a cost of \$2,232.

Mr. Tracy made a motion to approve the purchase of five Cradlepoint wireless access point devices from StepCG in the amount of \$6,287.95, and the installation cost of \$2,232 by Camp Safety Equipment, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright presented a records management policy with minor revisions along with a three-page form the public utilizes for public records requests. The changes relate to the allowable redactions required prior to release of a public record (video, medical information) according to the Ohio Revised Code.

Ms. Wolff made a motion to adopt the revised Records Management Policy and RC-100, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised that as anticipated in the 2019 Budget, there is a need to replace some of the existing and oldest furniture in Fire and EMS Station 27. Chief Kelly has requested it be from Dreamseat, the same vendor utilizing the state bid for competitive pricing. Five components of furniture are being proposed for replacement at a cost of \$3,410.56. The old furniture will be placed online for auction.

Ms. Wolff made a motion to approve the purchase of five recliners from Dreamseat in the amount of \$3,410.56.

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Mr. Wright stated that also discussed in the 2019 Budget was the need to replace the HVAC equipment at the Police Department. The building was constructed in 1975, making the age of the equipment 44 years old and past its useful life. The service bills from the past few years have been reviewed along with discussions with vendors on efficiency of the HVAC. He stated that

Chief Mills solicited bids from three area vendors and the cost recommended includes the equipment, installation and warranty in the amount of \$44,175 from Tribble Refrigeration.

Mr. Tracy made a motion to approve HVAC system replacement at the Police Station by Tribble Refrigeration at a cost not to exceed \$44,175.

Public Comment: John McGraw, 4604 Branfield, Union Township, shared that he is a Union Township Trustee. He congratulated the Township on its new hires in the Police Department and complimented their services. He shared that the Local Government Fund formula is being recalculated and appears to be moving forward. He stated that House Bill 54 proposes to restore the Local Government Fund back to a former level. He encouraged everyone to contact their local representative to support the bill.

Aaron Moss, 822 Bolender Road, Moscow, Ohio, 45153, stated that he is the law director for Franklin and Washington Township. He announced his intent to seek the seat of County Prosecutor.

Ms. Wolff made a motion to move into executive session pursuant to Ohio Revised Code Section 121.11 (G)(1) to consider the compensation and conditions of employment of a public employee or official, and pursuant to Ohio Revised Code Section 121.22 (G)(2) to consider the sale or purchase of property, seconded by Mr. Tracy with all voting "AYE".

Ms. Wolff made a motion to come out of executive session, seconded by Mr. Tracy, with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 8:40 p.m.

ATTEST:


Eric C. Ferry, Fiscal Officer


Karl Schultz, Chairperson