RECORD OF PROCEEDINGS

Minutes of MIAMI TOWNSHIP BOARD OF TRUSTEES Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held JULY 16, 2019 20

The Miami Township Board of Trustees met in regular session on Tuesday, July 16, 2019 at 7:00 PM. Trustee Schultz called the meeting to order and Eagle Scout Ben Behimer led the Pledge of Allegiance. The invocation was given by Trustee Tracy. Mr. Ferry called the roll. Attending were Karl Schultz and Ken Tracy. Mr. Tracy made a motion to approve the minutes of the March 13, 2019 special meeting and June 18, 2019 business meeting, seconded by Mr. Schultz with all voting "AYE".

Correspondence: Mr. Ferry advised no correspondence was received.

Proclamations and Special Presentations: Ben Behimer reviewed with the Board the completed project work he recently finished at the Spirit of '76 Park to achieve the rank of Eagle Scout. He shared photos of the park improvements which consisted of adding a copper roof for the existing information signs for weather protection, installing a decorative cover around the existing pump near the lake for improved aesthetics, and installing shade roofs over two of the existing benches to provide an option for shade during the summer. Mr. Behimer expressed his appreciation for the opportunity to do the project as well as having achieved the Eagle Scout rank.

Mr. Tracy thanked Mr. Behimer for his contribution to the community and read the proclamation recognizing his achievement of Eagle Scout. Mr. Schultz then presented the proclamation to Mr. Behimer.

Administrator Jeff Wright announced the Township Fire Department has received an award from the American Heart Association. Amy Graham on behalf of the American Heart Association presented Chief Kelly with the 2019 Mission Lifeline EMS Recognition Award for the Miami Township Fire and EMS. She stated the department has achieved the Silver Award which measures how they treat patients while they are having or have been diagnosed with a heart attack. The EMS personnel are responsible for identifying signs and symptoms of a heart attack, obtaining an EKG within the first ten minutes and transmitting that EKG to the hospital, and in doing so during 2018 the Fire Department achieved high compliance scores. She stated that nationwide there is just over 600 agencies that have achieved this award.

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

Old Business: None.

New Business: Mr. Tracy made a motion to pay the bills of the Township with 175 checks numbered 133925 - 134099 and 22 electronic checks numbered 1480 – 1501 for the total amount of $1,051,532.90 plus payroll and payroll taxes for the check dates 06/21/2019 in the amount of $289,897.46 and 07/05/2019 in the amount of $283,297.30, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate in the amount of $17,236.23.

Mr. Tracy made a motion to adopt Resolution 2019-20 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling $17,236.23 and dispensing with the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that he and Chief Kelly are requesting the conditional employment offers be revoked for Cory Church and Brandon Lynch.

Mr. Tracy made a motion to revoke the conditional employment offers for Cory Church and Brandon Lynch, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright requested conditional employment be offered to Richard Kraft for the position of part-time firefighter/paramedic to continue in the remaining steps of the hiring process.

Mr. Tracy made a motion to grant a conditional offer of part-time employment to Richard Kraft for the position of part-time firefighter/paramedic for the purpose of continuing in the hiring process, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright requested Deputy Chief David Jetter be removed from probationary status. He stated that Chief Jetter has successfully completed his first year in his position, effective July 17, 2019, and the rate of pay would be adjusted to $99,290.54.

Mr. Tracy made a motion to remove Deputy Chief David Jetter from probationary status effective July 17, 2019 and adjust his annual rate of pay to $99,290.54, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the two full-time retirements of Firefighter/Paramedic of Tony Romano effective July 5, 2019 and Lt. Bill Richardson, effective July 6, 2019.

Mr. Tracy made a motion to accept the retirements of Firefighter/Paramedic Tony Romano, effective July 5, 2019, and Lt. Bill Richardson, effective July 6, 2019, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised to fill the vacancies from the fire department retirements, final offers of employment are being requested:

Firefighter/Paramedic Luke Palmer with an effective date of August 11, 2019 at the one-year rate under the current collective bargaining agreement with a starting rate of pay at $24.35 per hour and a one-year probationary term.

Firefighter/Paramedic Chris Dotson effective August 12, 2019, at the rate of $22.71 per hour and a one-year probationary term.

Mr. Tracy made a motion to grant full-time employment offers to Firefighter/Paramedic Luke Palmer, effective August 11, 2019 at $24.35 per hour with a one-year probationary term, and Firefighter/Paramedic Chris Dotson, effective August 12, 2019, at the rate of $22.71 per hour with a one-year probationary term, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright requested that within the Service Department a conditional offer of part-time employment be offered to Ethan Bullock as a part-time Maintenance Worker.

Mr. Tracy made a motion to grant a conditional offer of part-time employment to Ethan Bullock for the position of part-time Maintenance Worker, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright requested a conditional offer of seasonal, part-time employment be offered to Thomas McNary as a Maintenance Worker in the Service Department.

Mr. Tracy made a motion to grant a conditional offer of seasonal, part-time employment to Thomas McNary as a Maintenance Worker within the Service Department, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that Officer Ryan Frasher has informed the Township of his resignation effective July 5, 2019 to move closer to his home and family.

Mr. Tracy made a motion to accept the resignation of Officer Ryan Frasher effective July 5, 2019, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright recommended Police Chief Mike Mills be removed from probationary status and Police Lieutenant Kevin Petrocelli be removed from probationary status effective August 1, 2019. Both were promoted to their respective positions on February 1 this year and have successfully completed their probationary six-month terms. No changes in pay are being requested.

Mr. Tracy made a motion to remove Police Chief Mike Mills and Lt. Kevin Petrocelli from probationary status effective August 1, 2019, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised Finance Director Kelly Flanigan is requesting approval to attend the annual Ohio Government Finance Officers Association that is held in Columbus from September 18 – 20, 2019. This conference is typically attended by township, village and city finance officers.

This also allows her to obtain credits to maintain her CPA license. The total cost of the conference including registration fees, lodging and associated travel is $1,200.

Mr. Tracy made a motion to approve out of township travel for Kelly Flanigan to attend the Ohio Government Finance Officers Association conference in Columbus from September 18 – 20, 2019 totaling $1,200, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright presented an updated personnel policy and procedures manual noting it had been five years since its last revision. There were housekeeping items and updates to state and federal requirements. It was also an opportunity to review best management practices, including cost-neutral options, with many new members on the leadership team to ensure the Township attracts high quality candidates.

Mr. Wright summarized the larger changes as follows: replace Columbus Day with Veterans Day; transition vacation accrual language to match collective bargaining agreements; provide access to 40 hours of vacation time earned to full-time employees who complete six months of employment with a stellar evaluation; clarify allowable reimbursement expenses and to align per diem with the General Service Administration Standards; updates to the credit card policy; and the option for non-union members to convert overtime hours worked to compensatory time up to 40 hours that must be utilized within one year. He advised that upon approval by the Board the updated policy will be distributed to all employees.

Mr. Tracy made a motion to approve the updated policy and procedures manual as presented, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that the Police and Fire Departments are requesting permission to dispose of property that is no longer of use to the Township as presented in the list of items attached to Resolution 2019-21.

Mr. Tracy made a motion to adopt Resolution 2019-21, Authorizing the Disposal of Surplus Property and Authorizing the Sale of Unneeded or Obsolescence Personal Property No Longer Necessary for the 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 that Chief Kelly has his department personnel maintain a certain standard fitness for duty and toward that goal is a multi-year plan of replacement of equipment. In the 2019 budget, one existing piece of equipment for replacement is a fitness solutions item called a Stairmaster Gauntlet. Multiple quotes were sought, and Commercial Fitness Solutions had the lowest bid.

Mr. Tracy made a motion to approve the Stairmaster Gauntlet from Commercial Fitness Solution at a cost not to exceed $5,290, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that the records management system is another proposal that Chief Kelly and staff have worked on. The software is used for every run and last year there were 5,200 runs for the year. Unfortunately, the prior vendor has abandoned the software platform which has necessitated a search with other vendors. The 2019 budget included software and the contract brought forward does show the best RMS replacement would be from a company called Image Trend at a cost for the current year not to exceed $15,000 and there will be a process for building the platform.

It was clarified that the setup and migration cost is included in the $15,000 cost along with deployment and training. The remaining balance would be prorated fees for monthly costs. The annual cost would be $20,835.

Mr. Tracy made a motion to enter into a contract with Image Trend for the start-up fees, training and monthly access fees for the remainder of 2019 at a cost not to exceed $15,000, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the need for establishment of a change fund with the addition of the Miami Township Proud merchandise, thanks to Multimedia Manager Will Menz. Residents are purchasing the clothing items to show pride in their community. Mr. Wright clarified that this was not a petty cash fund but exclusively a way to make change for a cash transaction at the recreation or administration counters and will also be locked and secured each evening. The amounts will be $50 for administration and $40 for recreation.

Mr. Tracy made a motion to adopt Resolution 2019-22 Establishing a Change Fund for use by Administration and Recreation Departments, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that he and Mr. Musselman have worked on Ohio Public Works Commission grant applications, as the Board is aware, which require authority by resolution for the application. He stated that there have been new slides in the Township with the record rainfalls in June, and with some roads located next to the community creeks, slippage of several roads has occurred. The two grant applications for August include Redbird and Happy Hollow Roads. Due to the single ingress and egress these are considered emergencies in the Township's opinion. Local funds would include a match by the Township in the competitive grant process with projects submitted from Butler, Clinton and Warren counties. He explained that with the gasoline tax there will be a new funding source for the local match. If successful in the grant funding the projects would begin in July 2020.

Mr. Tracy made a motion to adopt Resolution 2019-23 Authorizing the Township Administrator to Prepare and Submit an Application to Participate in the Ohio Public Works Commission State Capital Improvement Program and to Execute Contracts as Required, Dispensing with the second Reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the purchase of a mini excavator was originally brought to the Board in May and was planned in the 2019 capital budget. The hydraulics, after 15 years, are not functioning well. As the Board requested in May, Mr. Musselman has obtained from a vendor to discern the specific cost of the necessary repairs to the existing mini excavator which was approximately $15,000 of immediate repairs. He stated the proposal is to utilize the trade-in value of the mini excavator with Bobcat Enterprises toward the cost of a replacement which would total $32,113.18.

Mr. Tracy made a motion to approve the purchase of an E35 ZTS compact excavator from Bobcat Enterprises of Cincinnati for $32,113.18, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that the integrity and preservation of the Leming House is important to the Township. He reiterated as Mr. Musselman reported there are numerous problems and varied types of issues requiring a variety of contractors to make repairs. Multiple meetings have been held with different contracting and engineering firms, and items that need work include HVAC, brick tuck-pointing, masonry failure, plaster decomposition on the interior, stone foundation issues, water issues, floor joist issues. The specific dollar amount of repairs cannot be obtained until intelligence is gained through opening up certain areas of the building.

Mr. Wright further advised that Townships in Ohio can procure service and labor by participating in a joint purchasing program for design-build projects. It is being proposed that the Board authorize a letter of commitment with Prodigy to perform the reconnaissance items to find out the work that needs to be completed. The next step would be to enter into a separate agreement with Prodigy as a turn-key operation for the design and general contracting services.

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A detailed agreement could be presented as early as the August meeting for the Board to consider the design-build services. The letter of commitment would be a cost of up to $7,000 for the first phase and the second phase would be brought back to the Board for consideration.

Mr. Tracy made a motion to authorize the Township Administrator to execute a letter of commitment with Prodigy Building Solutions, LLC for the scope of development, investigation, and design work for the structural reinforcement and HVAC at the Leming House, and in addition, if a future contract is not entered into, the Township shall reimburse Prodigy Building Systems LLC $7,000 for this first phase of professionals services, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the Township's requirement to convene the Records Commission annually and staff has revisions to the records retention schedules which should be able to be accommodated at the regular meeting on Tuesday, August 20, 2019 at 7:00 p.m.

Mr. Tracy made a motion to hold a Records Commission meeting on Tuesday, August 20, 2019 at 7 p.m. during the regularly scheduled business meeting, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that the Township has received petitions for Street Lighting Districts for the Woods at Miami Trails' final phase and the next two phases of the Mills of Miami subdivisions. Those items can be set for 7 p.m. on Tuesday, August 20, 2019 at the regular business meeting.

Mr. Tracy made a motion to set a hearing date for the two street lighting districts—Woods at Miami Trails Section 13 and the Mills of Miami 2A and 2B for August 20, 2019 at 7 p.m. during the regularly scheduled business meeting, seconded by Mr. Schultz with all voting "AYE".

Public Comment: None.

Executive Session: None.

With no further business to come before the Board the meeting was adjourned at 8:14 p.m.

ATTEST: Eric C Ferry
Eric C. Ferry, Fiscal Officer

WB
Karl Schultz, Chairperson