

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

**FEBRUARY 21, 2017**

The Miami Township Board of Trustees met in regular session on Tuesday, February 21, 2017 at 7:00 PM. Trustee Ken Tracy 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 Trustees Ken Tracy, Mary Makley Wolff and Karl Schultz. Ms. Wolff made a motion to approve the minutes of the January 17, 2017 business meeting and February 13, 2017 work session, seconded by Mr. Schultz with all voting "AYE".

**Correspondence:** Mr. Ferry advised of two liquor permit requests. One from Greenies at St. Rt. 28 and Woodspoint Drive, which is being denied due to extensive police contact. The second permit request is from Double J Café located at 1296 St. Rt. 28 which is being approved.

**Proclamations and Special Presentations:** None

**Department Reports:** A representative of each department presented a report of activities during the month of July 2016.

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

**Old Business:** None

**New Business:** Mr. Schultz made a motion to pay the bills of the Township with 349 checks numbered 126439 - 126788 and 17 electronic checks numbered 887 - 904 for the total amount of \$1,329,076.90 plus payroll and payroll taxes for the week of 01/14/2017 in the amount of \$468,242.00, payroll and payroll taxes for the week of 01/28/2017 in the amount of \$414,872.15 and payroll and payroll taxes for the week of 02/11/2017 in the amount of \$442,577.46, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate in the amount of \$142,930.19.

Ms. Wolff made a motion to adopt Resolution 2017-04 a resolution authorizing the township Fiscal Officer to issue a Then and Now Certificate for payment of various expenditures and dispensing with the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright recommended the Board take action on the following personnel actions. In the Fire/EMS Department to make a final offer of employment as Volunteer employees to David Thomas, Leanne Thacker, Casey Newsome and Christopher Hilton effective February 26, 2017.

Mr. Schultz made a motion to grant final offer of employment as Volunteer employees to David Thomas, Leanne Thacker, Casey Newsome and Christopher Hilton effective February 26, 2017, seconded by Ms. Wolff with all voting "AYE".

In the Fire/EMS Department to make a condition offer of employment as a Volunteer employee to Casey Duncan.

Ms. Wolff made a motion to make a condition offer of employment as a Volunteer employee to Casey Duncan, seconded by Mr. Schultz with all voting "AYE".

In the Fire/EMS Department to make a condition offer of part-time employment as a Firefighter/Paramedic to Sean McCarthy, Brittany Dryden and Bryan Schmidlapp.

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Mr. Schultz made a motion to offer conditional employment as a part-time Firefighter/Paramedic to Sean McCarthy, Brittany Dryden and Bryan Schmidlapp, seconded by Ms. Wolff with all voting "AYE".

Also in the Fire/EMS Department to accept the resignation of Firefighter/Medic Tyler Mirick effective February 1, 2017.

Ms. Wolff made a motion to accept the resignation of Firefighter/Medic Tyler Mirick effective February 1, 2017, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright recommended the Board make a conditional offer of employment to: Sarah Ehrman – Recreation Assistant (currently a YELL volunteer); Lindsay Schaeffer – Recreation Assistant (currently a YELL volunteer); Katelyn Hill – Recreation Assistant; Tess Krage – Recreation Assistant; Jessica Franks – Recreation Assistant/Instructor and Mary Kolady – Recreation Assistant/Instructor.

Mr. Schultz made a motion to make a conditional offer of employment to: Sarah Ehrman – Recreation Assistant (currently a YELL volunteer); Lindsay Schaeffer – Recreation Assistant (currently a YELL volunteer); Katelyn Hill – Recreation Assistant; Tess Krage – Recreation Assistant; Jessica Franks – Recreation Assistant/Instructor and Mary Kolady – Recreation Assistant/Instructor, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright recommended the Board accept the following Citizens Police Academy graduates as Auxiliary Staff: Rob Agar; Marc Brunell; Verna Gibson; Brenda Kohl-Orlando; David McGibney; Scott Tobias; JoAnne Ward; Kenneth Ward, Sr. and Tara Wright.

Ms. Wolff made a motion to accept the following Citizens Police Academy graduates as Auxiliary Staff: Rob Agar; Marc Brunell; Verna Gibson; Brenda Kohl-Orlando; David McGibney; Scott Tobias; JoAnne Ward; Kenneth Ward and Tara Wright, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised a resident of Oasis Pointe subdivision contacted the Township regarding having two (2) street lighting assessments on their taxes. The resident owns two lots that are adjacent. The vacant lot is an unbuildable lot due to size, being a corner lot and not being able to meet setbacks. The owner could not sell the lot to someone to have a home built because of all of the fore mentioned reasons. The owner asked to have the assessment for the lighting district removed from the unbuildable lot. After discussion with Mr. Taphorn, it was determined the assessment should come off of an unbuildable lot and the assessment would then be divided between the homes and added to their tax bill to avoid any loss of funds to the Township. Mr. Wright has prepared Resolution 2017-05 for the Board's consideration.

Mr. Schultz made a motion to adopt Resolution 2017-05 a resolution removing Parcel #172517D120 from the Oasis Pointe Street Lighting District, dispensing with the second reading and declaring an emergency, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised as discussed at the work session the fire Department is requesting consideration and approval to institute two new part-time positions in the Department. One is that of a part-time Fire Inspector and the second is an existing position that has gone unfilled for many years, and that is for a Paramedic. Both positions will afford added flexibility for staffing and operations that they believe will assist with addressing the changing needs of the community. The job descriptions for both positions were submitted to the Board.

Ms. Wolff made a motion to approve the job descriptions for the two new part-time positions as Fire Inspector and Paramedic, seconded by Mr. Schultz with all voting "AYE".

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Mr. Wright advised that as discussed at the work session, Chief Kelly is requesting to replace the five front line cardiac monitors as part of one of their capital projects that was budgeted for in 2017. The devices are critical to the operations as they are used extensively on a daily basis. The monitors are ten years old which exceeds the recommended replacement lifecycle of seven to eight years in the EMS industry. Chief Kelly is requesting to spend up to \$165,000.00 on the new cardiac monitors. They also will trade in the existing cardiac monitors and battery chargers for a value of \$14,200.00 towards the original purchase price.

Mr. Schultz made a motion to approve the replacement of five front line cardiac monitors through Zoll Medical Corporation in an amount not to exceed \$165,000.00, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the replacement of the furnace and air conditions in the Fitness Center building was discussed at the work session. The HVAC unit has gone out and been worked on numerous times and now needs to be replaced. Chief Kelly received three quotes and the best and lowest quote was from Nelson Comfort for \$6,391.00 which would include labor and parts. Mr. Wright is recommending the Board accept the quote from Nelson Comfort.

Ms. Wolff made a motion to approve the replacement of a new HVAC system for the Fitness Center Building through Nelson Comfort in the amount of \$6,391.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that as discussed at the work session, Chief Kelly received bids for landscaping at Stations 26 and 27. The low bid was from Bzak Landscaping Inc. to perform all landscaping and construction work at both stations. It was explained that Station 27 will have to have the retaining wall replaced and they will also construct a sidewalk that will connect the front parking area with the main entrance. All of the concrete work, retaining wall and landscaping at Station 27 will cost \$13,252.80. Station 26 will have low maintenance plantings done and paver block around the existing flag pole. The paver blocks will have the names of the Fire Department's retirees. The cost for Station 26 landscaping will be \$5,702.80. A total cost for both Stations will be \$18,955.60.

Mr. Schultz made a motion to approve the landscape plans from Bzak Landscaping Inc. for Station 26 at a cost of \$5,702.80 and for Station 27 at a cost of \$13,252.80 for a total cost of \$18,955.60, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised, as presented at the work session, the Police Department currently has several desktop computers that have been marked by Intrust as in need of replacement due to age of hardware and lack of warranty. It is being recommended the Police Department purchase 12 computers and 3 monitors as part of the 2017 planned hardware inventory upgrades through Intrust IT at a cost of \$9,293.00.

Ms. Wolff made a motion to approve the purchase of 12 computers and 3 monitors through Intrust IT at a cost of \$9,293.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised, as discussed at the work session, the Police Department is requesting to purchase and install video hardware at Evergreen Cemetery. Kraft Electric has given a quote of \$3,100.00 for hardware, labor and installation.

Mr. Schultz made a motion to approve the purchase of video hardware and labor costs to install purchased hardware from Kraft Electric at Evergreen Cemetery at a cost of \$3,100.00, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised, as discussed at the budget hearing in December and at the work session in February, the Police Department is requesting to upgrade the in car camera system in the police vehicles. The department has had in car cameras since 2004 and technology has progressed to the point where the need to upgrade is being requested. The department is

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recommending the Eyewitness Data Vault HQ by Kustoms Signal Inc. due to less wear and tear on internal drives and the need for replacement of those drives, which will result in a more efficient use of officer time, expenses and current technology. The purchase price for the upgrade kits, required software, installation and technical support needed for the current patrol vehicle fleet will be \$11,026.00.

Ms. Wolff made a motion to approve the purchase of Eyewitness Data Vault HQ from Kustoms Signal Inc. at a cost of \$11,026.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the Police Department is in possession of miscellaneous surplus equipment that is no longer necessary for its operation or is obsolete. He is recommending the equipment be disposed of by Internet Auction and if no qualified bidders are found within 60 days then the Police Chief be authorized to dispose of the equipment by destruction or other means. Mr. Wright has prepared resolution 2017-06 for the Board's consideration.

Mr. Schultz made a motion to adopt Resolution 2017-06 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 501.10 of the Ohio Revised Code and dispensing with the second reading, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the Service Department is recommending the Board reduce the speed limit on four streets in Willows Bend subdivision. Resolution 2017-07 has been prepared for the Board's consideration.

Ms. Wolff made a motion to adopt Resolution 2017-07 a resolution lowering the speed limit on certain streets in Miami Township and declaring an emergency for the following streets, Willows Bend Drive, Silverleaf Lane, Birch Creek Drive and Copper Cove, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised as discussed at the work session, the Police Department and Fire/EMS Department are requesting out of Township travel requests. Mr. Wright turned these requests over to Chief Madsen and Chief Kelly for discussion. Chief Madsen is requesting to send Detective Tobias and Officer Frasher to the Federal Law Enforcement Money Laundering & Asset Forfeiture Training program in Glynco, Georgia from May 1 through May 5, 2017 at a cost not to exceed \$550.00. Chief Madsen advised this is a federally funded program.

Mr. Schultz made a motion to grant approval for the out of Township travel for Detective Tobias and Officer Frasher to attend the Federal Law Enforcement Money Laundering & Asset Forfeiture Training program in Glynco, Georgia May 1<sup>st</sup> through 5<sup>th</sup>, 2017 at a cost not to exceed \$440.00, seconded by Ms. Wolff with all voting "AYE".

Chief Madsen presented an out of Township travel request for Officer Rasfeld to attend the Annual DARE International Conference in Grapevine, Texas July 11 through 13, 2017 at a cost not to exceed \$1,900.00. The international conferences will only be brought for approval every other year.

Mr. Schultz made a motion to grant approval for the out of Township travel for DARE Officer Rasfeld to attend the Annual DARE International Conference in Grapevine, Texas July 11 – 13, 2017 at a cost not to exceed \$1,900.00, seconded by Ms. Wolff with all voting "AYE".

Chief Madsen presented an out of Township travel request for Officers Arter and Brashear to attend the National Association of School Resource Officers (NASRO) conference in Washington, DC, July 23 – 28, 2017 at a cost not to exceed \$3,320.00. This conference is only approved training every other year.

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Ms. Wolff made a motion to approve the out of Township travel for SRO Officers Arter and Brashear to attend the National Association of School Resource Officers (NASRO) conference in Washington DC July 23-28, 2017 at a cost not to exceed \$3,320.00, seconded by Mr. Schultz with all voting "AYE".

Chief Madsen presented an out of Township travel request for Officers Mehne and J. Taylor to attend the Drug Recognition Expert (DRE) conference, August 12 -14, 2017 in National Harbor, Maryland at a cost not to exceed \$900.00. This training is required to maintain their DRE certifications. Conference fees are sponsored therefore the overall costs are for meals, lodging and transportation.

Mr. Schultz made a motion to approve the out of Township travel for Officers Mehne and J. Taylor to attend the Drug Recognition Expert (DRE) conference in National Harbor, Maryland at a cost not to exceed \$900.00, seconded by Ms. Wolff with all voting "AYE".

Chief Madsen presented an out of Township travel request for herself and the Police Honor Guard to attend and participate in the Candlelight Vigil to memorialize Miami Township Constable Roy Carter as his name is inscribed on the National Peace Officers Wall in Washington, D.C. as well as participate in several other honor guard events during Police Memorial Week May 13-16, 2017. Miami Township Constable Roy Carter gave his life on August 6, 1966 during an altercation with a suspect that was resisting arrest on Loveland Branch Hill Road. The total cost for Chief Madsen and the Honor Guard to attend will not exceed \$6,800.50.

The Board felt the cost and the amount of people being pulled out of duty seems to be a lot. While they think it is an honor for the Constable's name to be inscribed on the wall they would like to table this request and discuss possible private funding for this request.

Mr. Schultz made a motion to table the out of Township travel request for the Police Honor Guard and Chief Madsen to attend the ceremonial events in Washington, DC during the week of May 13-16, 2017, seconded by Ms. Wolff with all voting "AYE".

Chief Kelly presented an out of Township travel request for four members of the department to attend the annual Fire Department Instructors Conference (FDIC) in Indianapolis, Indiana this year. Capt. Brian Gulat is their Training Officer and would go at a cost not to exceed \$2,375.00. Lt. Dave Jetter, Lt. Ross Pawlak and Lt. Jim Petry also have requested to attend at a cost not to exceed \$2,650.00 for all three members. The three Lieutenants will pay their own travel, lodging and meal expenses to be able to attend. They are asking for the classes only to be paid for.

Ms. Wolff made a motion to send Capt. Brian Gulat to the annual Fire Department Instructors Conference in Indianapolis, Indiana at a cost not to exceed \$2,375.00 and to send Lt. Dave Jetter, Lt. Ross Pawlak and Lt. Jim Petry to the classes only at the annual Fire Department Instructors Conference in Indianapolis, Indiana at a cost not to exceed \$2,650.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised Phase 2 of the Miami Meadows Lake Erosion Control Project went to bid and two bids were received. Advanced Contractors and Estimators bid was \$207,840.00 and were the Phase 1 contractor and a bid from Environmental Remediation Contractor bid was \$189,720.00. The anticipated budget for this phase was \$215,000.00 and the bids came in well under. It is being recommended we expand the scope to have an additional 126 feet of bank completed for a total cost of \$215,000.00 and to accept the bid from Environmental Remediation Contractor.

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Mr. Schultz made a motion to award the construction contract for Phase 2 of the Miami Meadows Lake Erosion Control Project for the expanded scope to Environmental Remediation Contractor for the amount of \$215,000.00, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright explained he solicited bids from two civil engineering companies for the design work for the proposed Buckwheat Road sidewalk. Money has been budgeted in 2017, through appropriate TIF funds, for the design and the construction costs for this project. The low bid for the surveying, design and construction document work came from Roberts Engineering Incorporated, which was approximately half of the submitted quote from the other firm. The only other anticipated expenses prior to construction that we anticipate is if we would need for our engineer to complete legal descriptions or similar instruments for easements from Mr. Braun. Having a stream culvert crossing in the project area adds to the difficulty of design and construction for this project. The goal is to still have the project bid early enough so that we try to have the construction completed before the next school year begins. Mr. Wright is recommending the Board accept the bid from Roberts Engineering Incorporated in the amount of \$19,900 and authorize the Township Administrator to execute the contract on the Board's behalf.

Ms. Wolff made a motion to authorize an agreement with Roberts Engineering Incorporated for the design of the Buckwheat Road Sidewalk project at a cost not to exceed \$19,900 and authorize the Administrator to execute the contract on the Board's behalf, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised, as discussed at the work session, the Clermont County Engineer's Office applied for and received a competitive grant from the Ohio Public Works Commission for them to be able to repave some roads in the County this year. The State grant pays for 79% of the costs of repaving with a local match of only 21% being required. O'Bannonville Road is one of the County roads being repaved with the grant and the Engineer's Office asked if we would like to participate in the program and repave any necessary Township roads in that close proximity. Mr. Musselman submitted Neal Lane and the Township's portion of Smith Road and they have been accepted for the program. The total estimated cost of repaving Neal Lane and Smith Road is \$126,000.00. Since we would only need to pay for 21%, our cost will be only \$26,500.00. This will be a savings to us of \$100,000.00. This grant program and agreement with Clermont County will only be for those two roads. We will still perform our annual street paving program entirely independent of the County. An agreement between Miami Township and the County is attached for the Board's review along with Resolution 2017-08.

Mr. Schultz made a motion to adopt Resolution 2017-08 a resolution authorizing approval of an Agreement between Miami Township and the Board of Commissioners of Clermont County and dispensing with the second reading, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright noted it is common for local governments of our size to contract for professional services for legislative advocacy. This is commonly done in order to have an amplified voice in support of state and federal legislation that is important to further the interests of the Township. The services can also be used as an advocate for supporting the Township's applications for various competitive state grant requests. Mr. Wright is recommending the firm of Focused Capital Solutions who submitted a contract from March 1<sup>st</sup> through December 31<sup>st</sup> at a monthly cost of \$1,250.00.

Ms. Wolff made a motion to authorize an agreement with Focused Capital Solutions for legislative advocacy services at a cost of \$1,250.00 per month, seconded by Mr. Schultz with all voting "AYE".

**Public Comment:** None.

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**Executive Session:** Mr. Schultz 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 which 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, seconded by Ms. Wolff with all voting "AYE".

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

With no further business to come before the Board the meeting was adjourned at 9:00 p.m.

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

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Ken Tracy, Chairperson