

# RECORD OF PROCEEDINGS

Minutes of

Meeting

## MIAMI TOWNSHIP BOARD OF TRUSTEES

DAYTON LEGAL BLANK, INC., FORM NO. 10148

Held OCTOBER 17, 2017 20

The Miami Township Board of Trustees met in regular session on Tuesday, October 17, 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 Ken Tracy, Mary Makley Wolff and Karl Schultz. Mr. Schultz made a motion to approve the minutes of the September 26, 2017 business meeting, seconded by Ms. Wolff with all voting "AYE".

**Correspondence:** None

**Special Personnel Actions:** Mr. Wright advised that he and Police Chief Madsen are recommending the Board grant final employment to Ryan Rees and Jesse Graham for the position of full time police officer with an eighteen month probationary period, at a starting rate of pay of \$28.57 per hour with a starting date of October 18, 2017. Both gentlemen were granted conditional offers of hire at the September 26<sup>th</sup> business meeting and have successfully completed the final phases of the hiring process.

Ms. Wolff made a motion to grant final employment to Ryan Rees and Jesse Graham for the position of full time Police Officer with an eighteen (18) month probationary period, at a starting rate of \$28.57 per hour with an effective starting date of October 18, 2017, seconded by Mr. Schultz with all voting "AYE".

**Proclamations and Special Presentations:** Chief Madsen asked the elected officials, the Administrator and Law Director to step forward for the Oath of Office and pinning ceremony. Chief Madsen asked Ryan Rees, his mother, father, brother and girlfriend to come forward and also Jesse Graham, his mother, father and fiancé to come forward. Chief Madsen shared background information on Ryan Rees and Jesse Graham. Law Director, Joe Braun, administered the Oath of Office to Ryan Reese and then to Jesse Graham. At this time Assistant Chief Mills brought Bade #21 and presented it to Miss Mullins for pinning on Ryan Reese and Badge #25 and presented it to Mrs. Graham, for pinning on Jesse Graham. Chief Madsen gave background on the former officers who wore these badges.

Fire/EMS Chief Steve Kelly advised Miami Township Fire/EMS is being awarded the American Heart Association 2017 Bronze Mission Lifeline Award and invited Assistant Chief Dan Mack to come forward to explain why they were receiving this award.

**Department Reports:** A representative of each department presented a report of activities during the month of September 2017.

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

**Old Business:**

**New Business:** Mr. Wright advised they are being asked to pay the bills of the Township for two separate months which each need their own separate motion.

Mr. Schultz made a motion to pay the bills of the Township with 280 checks numbered 128386-128666 and 18 electronic checks numbered 997-1015 for the total amount of \$4,061,153.67 plus payroll and payroll taxes for the week of 08/18/2017 in the amount of \$429,858.23 payroll and payroll taxes for the week of 09/01/2017 in the amount of \$385,778.67 and payroll taxes for the week of 9/15/2017 in the amount of 424,619.33, seconded by Ms. Wolff with all voting "AYE".

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Ms. Wolff made a motion to pay the bills of the Township with 218 checks numbered 128667- 128884 and 12 electronic checks numbered 1016-1028 for the total amount of \$1,159,429.44 plus payroll and payroll taxes for the week of 09/29/2017 in the amount of \$393,042.87 payroll and payroll taxes for the week of 10/13/2017 in the amount of \$412,002.92

Mr. Wright advised of the need for a Then and Now Certificate for two months, each needing a separate resolution adopted. One resolution is for August 2017 and the second one is for September 2017.

Mr. Schultz made a motion to adopt Resolution 2017-46 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$53,279.54 and dispensing with the second reading, seconded by Ms. Wolff with all voting "AYE".

Ms. Wolff made a motion to adopt Resolution 2017-47 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$13,385.13 and dispensing with the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised for the past several years Miami Township has adopted a Conversion Plan that permits employees to convert a portion of the payout to pensionable income. This has been a benefit to our retiring employees by providing a slight increase to their monthly pension at no to little cost to the Township. According to Ohio Public Employees Retirement System regulations, employers with Conversion Plans must update them annually. Resolution 2017-48 has been prepared for the Board's consideration.

Mr. Schultz made a motion to adopt Resolution 2017-48 a Resolution authorizing the adoption of an Annual Conversion Plan in accordance with Ohio Revised Code Section 145.01 and Ohio Administrative Code 145-1-26 and dispensing with the second reading, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that at the beginning of each winter season the Board adopts a resolution that permits the Service Department to plow dedicated but unaccepted streets. The resolution declares an emergency for a six month period and this resolution will be in effect until April 18, 2018.

Ms. Wolff made a motion to adopt Resolution 2017-49 a resolution declaring an emergency to exist and authorizing the removal of snow and ice from undedicated roads in accordance with Revised Code 505.82, dispensing with the second reading and declaring an emergency, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the Board needs to set a zoning hearing for two (2) zoning cases. One for the Lidl grocery store and one for the Redwood Living Apartments. The window of time for the Board to hear these cases is between Monday, November 6<sup>th</sup> and Thursday November 16<sup>th</sup>. It is being recommended the Board hear these cases on Thursday, November 9, 2017 at 7:00 p.m.

Mrs. Wolff made a motion to set Thursday, November 9, 2017 at 7:00 p.m. to hear Zoning Cases #555 and #556 and any other business to come before the Board, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised as discussed at the 2017 budget meeting as a capital improvement project to replace twelve double hung windows with hardware and screens for replacement of the upper level windows in the Police department. Three quotes were received: Renewal by Anderson \$18,882.00; Pella \$11,115.80 and Gilkey Windows \$10,425.00. It is being

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recommended that the Board approve this budgeted capital improvement and award this project to Gilkey Window Company in the amount of \$10,425.00.

Mr. Schultz made a motion to approve the purchase and installation of windows for the upper level of the Police department from Gilkey Windows Company at a cost not to exceed \$10,425.00, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised as discussed at the April business meeting, the Police department is ready for the final conversion of the former Trustee Meeting Room for part of it to be the Investigations department. This final stage is for the individual work stations to include cabinetry, shelving and work surface areas at a cost of \$6,332.91 through Loth Inc. This was not a 2017 budgeted Police Department item, however a capital improvement project that was budgeted for in 2017 was not done which was budgeted at \$21,138.00. Mr. Wright is recommending the Board approve this final phase of the Police Investigations Division through Loth Inc. at a cost of \$6,332.91.

Ms. Wolff made a motion to approve the purchase and installation of cabinetry, shelving and work surfaces from Loth Inc at a cost of \$6,332.91, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright presented a job description for "Deputy Chief of Operations". This position is a reclassification of the Division Chief of Support Services that was vacated upon the retirement of Harold Thiele in August. This position will be considered "third in command" and will be an exempted, salaried position. We are recommending a starting salary range for this position from \$91,543.20 to \$95,902.40 annually based on experience and qualifications. This pay range represents a range of 5% to 10% above the existing 2018 starting Captain's pay in accordance with the current Collective Bargaining Agreement. Chief Kelly stated with this reclassification and restructuring it will benefit the organization and there will be a cost savings over the former Division Chief of Support Services title.

Ms. Wolff made a motion to approve the job description for the position of Deputy Chief of Operations with a starting salary range from \$91,543.20 to \$95,902.40 annually based on experience and qualifications, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright reminded the Board that the Fire Department presented the findings from our fleet assessment that was conducted by Fire Apparatus Consultants to the board in March of this year. At that time the direction that was given to us was to research and investigate the purchase of one or two fire engines to replace Engines 6 and 8 due to their service life and extensive corrosion issues. A committee was formed to research and obtain quotes from four of the major fire apparatus manufacturers for the construction and purchase of a new fire engine to replace Engine 8. Vogelpohl Fire Equipment is the local dealer for Emergency One (E-One) and Emergency One has developed a vehicle that will best fit this role. The overall cost for the vehicle has been quoted at \$508,797.00. We are able to recognize a cost savings by signing a contract with E-One prior to October 31<sup>st</sup> when they will have a price increase across their fire apparatus division. Additionally, if we purchase the vehicle through a municipal lease with their lease company (REV Group) we can realize an additional savings of \$14,002.00p which would result in the final purchase price of the vehicle being \$496,830.00. It is being recommended the Board approve the purchase of one fire engine through Vogelpohl Fire Equipment in the amount of \$508,797.00. Mr. Wright is also recommending the Board approve financing through the REV Group for a period of five years at an interest rate of 2.85%

Ms. Wolff made a motion to approve the purchase of one fire engine through Vogelpohl Fire Equipment in the amount of \$508,797.00, seconded by Mr. Schultz with all voting "AYE".

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Ms. Wolff made a motion to approve financing for the purchase of the new fire engine through the REV Group for a period of five years at an interest rate of 2.85% and to allow the Township Administrator to sign the appropriate applications and contracts, 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 and is recommending the Board adopt a resolution allowing for the surplus equipment to be disposed of by Internet Auction pursuant to Section 505.10 of the Ohio Revised Code. If no qualified bidders are found within sixty (60) days then the Police Chief is authorized to dispose of the equipment by destruction or other means.

Ms. Wolff made a motion to adopt Resolution 2017-50 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 that during the 2017 budget hearing a new monument LED sign was budgeted for as part of the capital improvement projects for Station 29, at the corner of Wards Corner Road and Branch Hill Guinea Pike. The existing brick sign is original from when the building was constructed in 1989 and the brick is spalling and the sign is in disrepair to the point where the cost for masonry to fix the sign exceeds the value. The cost for a new monument sign is \$39,500.00 and would be in the same style as the other signs in the Township. Mr. Wright is recommending the Board approve the purchase of anew monument sign for Station 27 through Signarama at a cost of \$39,500.00.

Ms. Wolff made a motion to approve the purchase of a new monument sign for Station 27 through Signarama at a cost of \$39,500.00, seconded by Mr. Schultz with all voting "AYE".

Chief Madsen addressed the Board with regard to replacing the Police Department uniforms. Chief Madsen advised that there are increasing back injuries in the department due to the added weight of their duty belts they have to carry around their waists. Due to an employee's back surgery they were required to wear a special kind of suspenders to help with the added duty belt weight. Chief Madsen looked into a safe alternative for that officer to wear the additional equipment to alleviate that lower back pain. After looking around they found a new type of uniform that would allow those suspenders to be worn underneath the vest so they cannot be easily grabbed by a person and become a safety component issue for the officer. Assistant Chief Mills was wearing one of the new uniforms to show what it would look like and how all of the pieces fit together. Assistant Chief Mills stated one of the worst things about wearing the Police uniforms is the extra 20 to 25 pounds of additional weight an officer has to carry and the heat of the vest and uniform. Chief Madsen stated Workers Compensation has come out several time to meet with them and they still have to complete the final grant offering with the Bureau of Workers Compensation. The total cost of the uniform purchase will be \$18,322.70 and the grant applied for is \$11,924.08. If the grant is approved the Township would only have to pay \$6,398.62 total.

Mr. Wright advised that one of the needs that was discussed last winter when finalizing the 2017 budget was the fact that we still operate with Microsoft Office 2007 for all of our work stations and digital devices. This antiquated platform has been phased out by Micorsoft so there is limited support and in fact several of our users in many departments have experienced crashing of various programs while in the middle of work, which has caused disruptions to

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customer service and lost data. The budgeted solution to this problem is to replace Office 2007 with Office 365. This migration of the replacement software for all 170 users on our system can be performed by our IT contractor for \$9,750.00. There are several benefits that we will realize by migrating to the new platform, including freeing up upfront capital expenditure by not buying a new server. All server hardware and software upgrades are completed by Microsoft and are attended to as gradual improvements minimizing the impact to the Township. Also, we will now have a subscription to the latest version of Exchange Server and our email will be assessable anywhere now that has internet service available. Our licensing will allow each of our users to operate the various components of the software package on up to five devices per employee.

Ms. Wolff made a motion to approve the Office 365 Software Migration project for software replacement and labor for installation with Intrust IT for a one-time cost of \$9,750.00, seconded by Mr. Schultz with all voting "AYE".

**Public Comment:** None

**Executive Session:** Mrs. Wolff made a motion to go into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official, pursuant to Section 121.22(G)(1) of the Ohio Revised Code, seconded by Mr. Schultz with all voting "AYE".

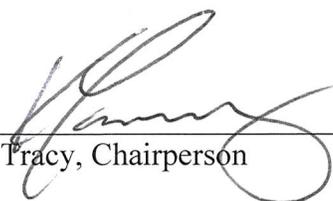
Ms. Wolff made a motion to come out of executive session, seconded by Mr. Schultz with all voting "AYE".

Ms. Wolff made a motion to move the November work session to Thursday, November 9, 2017 at 6:00 p.m., seconded by Mr. Schultz with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 8:50 p.m.

ATTEST:

  
Eric C. Ferry, Fiscal Officer

  
Ken Tracy, Chairperson