

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

APRIL 10, 2017

The Miami Township Board of Trustees met in work session on Monday, April 10, 2017 at the Miami Township Civic Center. Chairperson Ken Tracy called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Ken Tracy, Mary Makley Wolff and Karl Schultz.

Mr. Wright advised it is time to renew the Township's Property & Casualty Insurance. The Township has been with OTARMA since 1989 and Mr. Wright also looked at another company. OTARMA quoted \$132,226.01 however the Township will be receiving a 2017 Capital Distribution (rebate) of \$8,619.71 and an additional \$500.00 rebate for renewing. This is a total cost of \$122,726.29 after the rebates. The second broker was not able to provide a final, competitive proposal for this year. Mr. Wright is recommending the Board renew the Township's annual Property & Casualty Insurance with OTARMA. This will be an action item at the business meeting.

Mr. Wright presented personnel actions for the Board's consideration. In the Police Department to grant conditional offer of employment to Hunter Willoughby for a full time Police Officer position. Granting conditional offer of employment will allow the Township to begin the background check, psychological testing and drug screening.

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

In the Service to offer conditional offer of employment for part time positions to Jason Walton, Andrew Greine and Joe McCabe.

Ms. Wolff made a motion to offer conditional employment for part time positions to Jason Walton, Andrew Greine and Joe McCabe, seconded by Mr. Schultz with all voting "AYE".

Also in the Service Department to accept the resignation of Louis York effective April 5, 2017.

Mr. Schultz made a motion to accept the resignation of Louis York effective April 5, 2017, seconded by Ms. Wolff with all voting "AYE".

Mrs. Thibodeau advised she has been working on guidelines and policies for our Special Event Request process. Mr. Braun will be reviewing the guidelines and policies and they will be brought back to the Board at the May work session.

Chief Kelly made a special presentation regarding the findings of the inspection of the Township Fire Apparatus by Alan Saulsbury of Fire Apparatus Consultants. The report summary included a detailed report of the maintenance, operating condition, general overview, unusual or unexpected items, estimated re-sale value, refurbishment evaluation and recommendation for each fire truck. Chief Kelly is looking at replacing two fire engines, Engine 6 and Engine 8, with used and or demo trucks which could save up to \$400,000.00. This report was presented for information only, to look into replacing both engines in the next two years and for the Trustees input. The Board discussed looking at the Debt Structure and considered purchasing new vehicles over used or demo vehicles.

Chief Kelly presented a proposal to have the exterior of Station 27 and Station 28 painted due to normal weathering and wear. He received two quotes and he is recommending Burns Quality Painting to perform the work at a total cost of \$7,798.00 for both buildings. This will be an action item at the April business meeting.

Chief Kelly presented the single bid that was received for the 2017 ambulance remounting project from Crossroads Ambulance Sales and Service in the amount of \$323,030.00 for two vehicles. This is the final phase of the ambulance remounting project that began in 2015 and consists of the final two ambulances that need to be remounted and overhauled. This will be an action item at the April business meeting.

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Chief Kelly presented two out of Township travel requests. The first is to send Jason Burbrink and Greg Ortman to Denver, Colorado to the Zoll Summit conference for updated EMS reporting software that the department uses. The total cost to send both members would be \$1,000.00. Both members have been asked to be presenters at the conference. With them being presenters gives us a huge cost savings.

Mr. Schultz made a motion to approve the out of Township travel to send Jason Burbrink and Greg Ortman to attend the Zoll Summit Conference in Denver, Colorado at a cost not to exceed \$1,000.00, seconded by Ms. Wolff with all voting "AYE".

Chief Kelly is requesting to send Asst. Chief Mack, Capt. Miracle and FF/Medic Ed Lillich to Rock Rapids, Iowa in April to complete the final inspection of the new Rescue vehicle. All three have been instrumental in the development and inspection of this new vehicle. The manufacturer, MCB, needs us to perform the final inspection on April 18th prior to delivery and showcasing the truck at FDIC in Indianapolis the week of April 22nd. Our intent will be to have our members drive to Rock Rapids so we are only requesting approval for two hotel rooms for two nights and meals for each member at a cost not to exceed \$810.00, including incidentals. Chief Kelly is requesting approval today to realize any cost savings by making travel arrangements as soon as possible.

Ms. Wolff made a motion to approve the out of Township travel for Asst. Chief Mack, Capt. Miracle and FF/Medic Ed Lillich to inspect the new Rescue vehicle in Rock Rapids, Iowa at a cost not to exceed \$810.00, seconded by Mr. Schultz with all voting "AYE".

Chief Kelly is requesting approval to purchase five Cradlepoint wireless access point devices for the five ambulances in the fleet as part of their 2017 capital budget projects. This purchase will allow the department to reduce the number of air cards that are used in the ambulances for wireless connectivity by purchasing a single device that can coordinate multiple other devices that are wifi enabled. The goal is to eliminate one of the two air cards that are currently in use, thereby realizing a savings of approximately \$50.00 per month per ambulance. The Cradlepoint devices have been approved by InTrust and are currently being deployed by the Police Department in their cars. The total cost for this portion of the project is estimated to be \$6,000.00. This will be an action item at the April business meeting.

Mr. Musselman is requesting permission to advertise for bids for the provision of a pre-engineered steel building to serve as a Service Department equipment storage garage. Receiving permission today will allow for receipt of bids prior to the May work session. The Board advised Mr. Musselman to advertise for the building, concrete floor and doors.

Mr. Schultz made a motion to approve the Service Department to advertise for bids for a pre-engineered steel Service storage building with concrete floor and doors, seconded by Ms. Wolff with all voting "AYE".

Mr. Musselman advised they conducted a bid opening for the Wolfpen Sidewalk Project. The Engineers Estimate was \$148,311.00. They received two bids, one from Adleta Construction for \$172,325.85 and one from Prus Construction for \$184,382.00. Mr. Musselman is recommending the Board reject both bids and request permission to re-advertise for bids.

Ms. Wolff made a motion to reject the bids received for the Wolfpen Pleasant Hill Sidewalk Project and re-advertise for bids, seconded by Mr. Schultz with all voting "AYE".

Mr. Musselman requested permission to advertise for bids for the decorative street light poles and luminaries to be installed on Romar Drive. Receiving permission today will allow us time to advertise and receive bids prior to the May work session, where the Board could review them prior to possible award at the May business meeting.

Ms. Wolff made a motion to approve the Service Department to advertise for bids for decorative street light poles and luminaries for Romar Drive, seconded by Mr. Schultz with all voting "AYE".

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Chief Madsen is requesting to purchase partitions panels and work surfaces for the 30' x 20' open space within the police department which will be used for the four detective offices. Two quotes were received and Chief Madsen is recommending the Board approve the quote from Loth Furniture in the amount of \$16,958.52. This will be an action item at the April business meeting.

Mr. Wright advised the Police Department and the Fire/EMS Department are in possession of miscellaneous surplus equipment that is no longer necessary for its operation or is obsolete and is recommending the Board adopt Resolution 2017-12 authorizing the disposal of the surplus property by Internet Auction and if no qualified bidders are found within sixty days it is recommended the Police Chief and Fire Chief be authorized to dispose of the equipment by destruction or other means.

Mr. Schultz made a motion to adopt Resolution 2017-12 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 Interned Auction pursuant to Section 505.0 of the Ohio Revised Code and dispensing with the second reading, seconded by Ms. Wolff with all voting "AYE".

Mr. Musselman updated the Board on current projects including the 2017 Paving Program bids will be opened on April 13th, the No parking project is in the 2nd section, Civic Center Siding is complete, Duke Energy gas conversion is on schedule for approximately mid June completion, Miami Meadows Lake erosion wall is underway, the Buckwheat sidewalk project is still in the engineering and survey phase and looking at salt bids for next winter.

Public Comment: None.

Executive Session: Mr. Schultz made a motion to go into Executive Session to conference with counsel related to pending or imminent litigation, seconded by Ms. Wolff with all voting "AYE".

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

With no further business to come before the Board the meeting was adjourned at 10:15 a.m.

ATTEST: _____
Eric Ferry, Fiscal Officer

Ken Tracy, Chairperson