

## RECORD OF PROCEEDINGS

Minutes of

Meeting

## MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

MAY 15, 2018

The Miami Township Board of Trustees met in regular session on Tuesday, May 15, 2018 at 7:00 PM. Trustee Wolff 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 Mary Makley Wolff, Karl Schultz and Ken Tracy. Mr. Tracy made a motion to approve the minutes of the April 17, 2018 business meeting and the May 7, 2018 work session, seconded by Mr. Schultz with all voting "AYE".

**Correspondence:**

**Proclamations and Special Presentations:** Ms. Wolff read a proclamation recognizing the 156<sup>th</sup> anniversary of Ebenezer Baptist Church. Parish members thanked the Board and all Township services for all they do for the community.

Ms. Wolff read a proclamation recognizing the week of May 20-26, 2018 as Emergency Medical Services week. Chief Kelly thanked the Board and community for their support.

The Board invited Marv Hudson to the podium to speak about the Run for the Poor. Mr. Hudson introduced Jerry Neeb, President of the St. Martin District Council of St. Vincent de Paul, who sponsors the Run for the Poor. Mr. Neeb will be replacing Mr. Hudson as the Chairperson of the run. The run will be Saturday, June 9<sup>th</sup> and will be the 26<sup>th</sup> run. Mr. Neeb thanked the Township for all of the support over the years.

**Department Reports:** A representative of each department presented a report of activities during the month of April 2018.

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 240 checks numbered 130451 - 130691 and 14 electronic checks numbered 1143 - 1157 for the total amount of \$1,379,028.42 plus payroll for the check date 4/27/2018 in the amount of \$268,026.99 and payroll for the check date 5/11/2018 in the amount of \$270,086.38, seconded by Mr. Tracy with all voting "AYE".

Mr. Tracy made a motion to adopt Resolution 2018-13 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$3,605.34 and dispensing with the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright presented personnel actions for the Board to consider. In the Fire/EMS Department to release Volunteer EMT-Basic Casey Duncan from her one-year probationary period effective May 22, 2018.

Mr. Tracy made a motion to approve the Fire/EMS personnel action as presented, seconded by Mr. Schultz with all voting "AYE".

In the Fire/EMS Department to release the following part-time employees from their one-year probationary periods effective May 22, 2018: Sean McCarthy, Brittany Dryden and Bryan Schmidlapp as Firefighter/Paramedics and adjust their hourly base rate of pay to \$16.99 per hour.

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Mr. Schultz made a motion to approve the Fire/EMS personnel action as presented, seconded by Mr. Tracy with all voting "AYE".

In Administration to adjust the compensation for Executive Administrative Assistant Jo Brotherton to \$25.00 per hour beginning May 16, 2018.

Mr. Tracy made a motion to approve the Administration Department personnel action as presented, seconded by Mr. Schultz with all voting "AYE".

In the Police Department to accept the resignation of Police Clerk Karen Evans effective June 1, 2018.

Mr. Schultz made a motion to approve the Police Department personnel action as presented, seconded by Mr. Tracy with all voting "AYE".

In the Service Department to offer full time employment to Patrick Race for the position of Maintenance Worker 1 at \$16.60 per hour effective May 16, 2018.

Mr. Tracy made a motion to approve the Service Department personnel action as presented, seconded by Mr. Schultz with all voting "AYE".

In the Recreation Department to offer full time employment to Jay Niederheman for the position of Facility Maintenance Worker at \$17.00 per hour conditioned on a satisfactory return of the background check and drug screening.

Mr. Schultz made a motion to approve the Recreation Department personnel action as presented, seconded by Mr. Tracy with all voting "AYE".

In the Recreation Department to adjust the hourly pay rates of the following part-time Recreation employees effective May 16, 2018: Katie Hill to regular rate \$10.00 and \$15.00 Lead rate; Mollie Vonderhaar to \$10.00; Sean Vonderhaar to \$10.00; Nash Leavens to \$9.00; Sarah Ehrman to \$9.00; Sami Conner to \$9.00 and Lindsay Scheaffer to \$9.00.

Mr. Tracy made a motion to approve the Recreation Department personnel action as presented, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that the Fire/EMS and Administration Departments are in possession of surplus property or equipment that is no longer of value to their operations. They intend to dispose of these items by internet auction on GovDeals and recycle them appropriately if there are no winning bids. Resolution 2018-14 was presented for the Board's consideration.

Mr. Tracy made a motion to adopt Resolution 2018-14 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 presented out of Township travel requests that were discussed, in detail, at the work session. In the Police Department to send Crime Prevention/Community Relations Officer Annie Morgan to the weeklong 28<sup>th</sup> Annual Problem Oriented Policing Conference in Providence, Rhode Island, November 4-8, 2018 at a cost not to exceed \$1,942.79.

Mr. Schultz made a motion to approve the out of Township travel request to send Crime Prevention/Community Relations Officer Annie Morgan to the 28<sup>th</sup> Annual Problem Oriented Policing Conference in Providence, Rhode Island, November 4-8, 2018 at a total cost not to exceed \$1,942.79, seconded by Mr. Tracy with all voting "AYE".

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In the Fire/EMS Department to send Deputy Chief David Jetter to Phoenix, Arizona for the Blue Card Incident Command Train-the-Trainer course from August 5-11, 2018. This training will benefit our department greatly as we already have two instructor licenses from two past instructors. The cost will not exceed \$4,211.00.

Mr. Tracy made a motion to approve the out of Township travel request to send Deputy Chief David Jetter to the Blue Card Incident Command Train the Trainer course in Phoenix, Arizona, August 5-11, 2018 at a cost not to exceed \$4,211.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised as discussed at the work session, quotes were presented to the Board for the purchase of one marked and fully quipped police vehicle. This request was brought forward to replace the current police vehicle #1503 that was involved in a vehicle crash resulting in damages that surpassed the possibility of repairs due to expected frame damage. The totaled value of the vehicle payment from our insurance provider is \$18,722.00, minus \$935.00 paid to Camp Safety for removal of equipment in #1503 equals \$17,787.00. Additional amount needed from Safety Service or TIF fund for purchase is \$17,052.42. Total amount requested for purchase of 2018 Ford Explorer with paint, graphics and installation of equipment is \$34,839.42. Mr. Wright is recommending the Board approve this purchase.

Mr. Schultz made a motion to approve the purchase of one Ford Police vehicle from Beechmont Ford Fleet Sales along with the associated internal and external hardware from the noted vendors for a total cost of \$34,839.42, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised as discussed at the work session, the ZonePro software for Community development was absorbed by IWorq Systems and they have advised that it cannot guarantee that ZonePro will remain functional. ZonePro is based upon Microsoft FoxPro database software and Microsoft ceased supporting FoxPro in 2015. It is recommended we enter into an agreement with IWorq Systems for the first year at no cost and at an annual cost of \$4,000.00 thereafter.

Mr. Tracy made a motion to authorize the Township Administrator to enter into an agreement with IWorq Systems for the zoning and property maintenance permitting and tracking software at an annual cost of \$4,000.00 per year beginning with the second year, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised as discussed at the work session, Potterhill Homes, the developer of Mills of Miami Subdivision, has submitted a request for the Board to initiate the process to vacate two very small portions of a street in that neighborhood. Potterhill Homes is the only adjacent property owner, so this would not result in a landlocked parcel. The request is to accommodate a change to the second phase of the development which was approved in 2017 by the Township to have the second phase be single family detached homes rather than the attached product layout that had first been approved in 2004. Resolution 2018-15 has been prepared along with a copy of the original preliminary plan, the 2017 plan and the legal descriptions prepared by Potterhill Homes' design engineer, Jim Watson of MSP Design. Upon adoption of the proposed resolution from the Board, the request will be sent to the Clermont County Engineers Office and the Clermont county Board of Commissioners for review and consideration. The portions of streets can only be vacated after the Board of County Commissioners holds a public hearing and then votes to pass the requested vacation.

Mr. Schultz made a motion to adopt Resolution 2018-15 requesting the vacation of a portion of Miami Park Circle and dispensing with the second reading, seconded by Mr. Tracy with all voting "AYE".

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**Public Comment:** A resident came forward to discuss the noise from dirt bikes and if the noise resolution can address this.

**Executive Session:** Mr. Tracy made a motion to go into Executive Session to discuss pending or imminent litigation pursuant to Section 121.22(G)(3) of the Ohio Revised Cede, seconded by Mr. Schultz with all voting "AYE".

Mr. Tracy 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 8:15 p.m.

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

Mary Makley Wolff  
Mary Makley Wolff, Chairperson