

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

BH AH: GRAPHICS 800.325.8094 FORM NO. 10148

Held

20

APRIL 8, 2019

The Miami Township Board of Trustees met in work session on Monday, April 8, 2019 at the Miami Township Civic Center. Mr. Tracy called the meeting to order and led the Pledge of Allegiance. Ms. Wolff made a motion to appoint Mr. Jeff Wright as acting Fiscal Officer, seconded by Mr. Tracy with all voting "AYE". Mr. Wright called the roll and present were Ken Tracy and Mary Makley Wolff.

Mr. Wright introduced Hannah Lubbers with the Adams-Clermont County Solid Waste District. He advised she recently became the Director and will talk about the renewal of the Adams-Clermont County Solid Waste District Plan which is updated periodically. He advised she would also be requesting a resolution of support from the Trustees for the renewal.

Ms. Lubbers reported that the main responsibility of the Solid Waste District is to meet the goals of the Solid Waste District Plan through ensuring there are recycling opportunities for ninety percent of the residents within the district. She noted that the drop-off receptacles at the Miami Township Civic Center provides the largest drop-off site in the district. She stated the State's goal is to divert the waste from landfills which is accomplished through recycling.

Ms. Lubbers reviewed the structure and function of the district, and advised the plan is reviewed every five years. This process includes updating inventory, making sure waste disposal capacity is available and identifying programs to implement or continue. She reviewed existing curbside recycling programs available in area communities, and noted that recently the Townships of Williamsburg, Ohio and Batavia were added through a waste franchise. She stated that this is an option Miami Township can consider whereby a bid for waste collection is sent out which allows the Township to determine the specifications in the bid such as requiring curbside recycling. The three townships were able to achieve for residents a waste and curbside recycling service for less than \$20 per month.

Ms. Lubbers summarized additional services and functions of the Adams-Clermont County Solid Waste District, including the local emergency management committee in which they coordinate disaster response and debris removal.

Ms. Lubbers discussed their effort to coordinate a uniform recycling message to assist residents with understanding what is acceptable and unacceptable recycling material. She also stated that they would like to have a drop-off site for large items established in Clermont County to help curb illegal dumping issues. She shared that in 2017 the roadside litter clean-up collected over 45,000 tons of garbage along the roads representing 1500 roadway miles.

Ms. Lubbers advised there are four new programs in the solid waste plan: (1) In-School Recycling—this would provide bins inside the classroom; (2) Recycling Drop-offs at Multi-Family Housing—this would make recycling available to apartment residents and lessen the strain on drop-off sites; (3) Large Item Collection Site—establish in Clermont County; and (4) Surveillance on Drop-Off Sites—work with local law enforcement and Clermont County Park District Sheriffs through a part-time contract which will also provide ability to follow-up on illegal dumping issues.

Ms. Lubbers advised the generation fee in the plan is \$3.00 per ton which is a fee collected at the dump and remitted to the Solid Waste District. The fee is proposed to increase by \$.50 in 2020 and it may go \$4.00 per ton in 2021. She discussed the need for the fee increase to \$3.50 per ton which is largely to cover the cost of the recycling drop-offs which has more than doubled over the last ten years.

Ms. Lubbers concluded they are in the process to revise the plan and have submitted it to Ohio Environmental Protection Agency (EPA) for review. The draft has been shared for public

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

APRIL 8, 2019

20

comment through a public hearing and is currently in the phase of ratification. Within ninety days the district must obtain from all municipalities and townships that represent more than sixty percent of the population in the district a resolution approving the plan. The submission deadline with the Ohio EPA is June 14, 2019. She requested from the Trustees a resolution to adopt the plan. She advised that no action is counted as a no vote.

The Board discussed with Ms. Lubbers the communication efforts for residents and where the recyclables are being sent in response to market changes. Ms. Lubbers advised that Rumpke has 80% of their recycling marketed in Ohio.

Mr. Wright advised that if the Board agrees staff would prepare and bring a resolution to the next meeting of the Trustees. Ms. Wolff and Mr. Tracy concurred.

Mr. Wright next introduced Paula Anstaett and Tony Rossi of the Milford High School Class of 1979 Reunion Committee. He advised they would share information about a fatal incident that occurred in 1979 when a National Guard helicopter crashed in Miami Township in the Wards Corner, Miami area. He stated staff met recently with Ms. Anstaett and Mr. Rossi where they discussed a generous donation campaign in which they are undertaking for the goal of having in place by their September reunion, and to be held in Miami Township at the Paxton Ramsey Park, a boulder with a plaque commemorating the occurrence along with two to four benches to be located between the restrooms and playground area.

Mr. Rossi informed the Board that the reunion committee met to plan their upcoming reunion and identified this community-oriented goal, noting that the individuals who died in the incident have never had a memorial. He is in touch with the National Guard and requested a letter of support from the Township to help activate the National Guard's assistance in locating the family of the deceased to be invited to the memorial event. Photos were shared of the existing gravesites and of the areas in the park (a mile from where the crash occurred) where the boulder and benches could potentially be installed.

Mr. Rossi shared potential plans to coordinate the National Guard to conduct a fly-over at the memorial and have an honor guard present the colors at 12:30 p.m. which is when the crash occurred. He expressed that use of the park at this time could present a conflict with the ballfields. Ms. Thibodeau advised that if advance notice is given the park could be reserved to ensure no activity on the ballfield during the event.

Ms. Anstaett stated that during their meeting the benches and installation methods were discussed with Mr. Musselman to help coordinate the type and material proposed.

Mr. Rossi requested a proclamation for the event to help make residents aware they are invited to this event and expressed his desire to have the Township's support in recognizing those who lost their lives in this deadly crash. Ms. Wolff advised that the Township could help market the event honoring the individuals and noted attendance levels could not be guaranteed. She expressed that what is being proposed is very admirable.

Mr. Tracy asked about the goal level of funding. Ms. Anstaett explained that a budget has been prepared that includes the boulder, benches, and \$500 toward each family's travel expenses for a total of \$7,500. Mr. Rossi reiterated the need for a letter from the Township in support of the event. Mr. Wright advised he could assist in the letter preparation. Mr. Tracy requested their contact information be provided so that assistance could be given privately towards raising funds.

Ms. Wolff also discussed placement of the benches and noted potentially incorporating tree plantings to provide shade for the benches. Mr. Tracy asked how the committee got involved with this effort. Mr. Rossi explained that he saw the crash and at the time it was on the local

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

HEAR GRAPHICS 800 325 8094 FORM NO 10148

Held _____ 20 _____

APRIL 8, 2019

news for several weeks. He stated they when their first committee reunion meeting was held, they discussed coming up with a project for the community.

Ms. Wolff expressed appreciation for their effort and how the park can be utilized in multiple ways for the community. Mr. Tracy stated his appreciation for their passion for the project.

Mr. Musselman advised that a bid opening was held on April 4, 2019 for the 2019 Road Improvement Program. J.R. Jurgensen and Barrett Paving submitted bids. He stated that after speaking with Finance Director Kelly Flanigan and Administrator Wright, it was confirmed that there would be \$1,445,000 in resurfacing funds which allows the Township to perform the base and alternate bid. He advised the engineer's estimate of the base plus the alternate was \$1,325,533.30. The J.R. Jurgensen bid was \$1,333,908.35 and the bid for Barrett Paving was \$1,324,602.88.

Mr. Musselman advised performing the maximum number of streets, including the reclamite, to be completed within the available budget. Mr. Wright advised this would be presented for award at the next business meeting.

Mr. Wright advised that Krystin Thibodeau has requested that conditional employment be offered for part-time to Patricia Day as Recreation Leader/Assistant, Brooklyn George, Emma McManis, Madison Reckman, and Olivia Tarter as Recreation Assistants; and Peyton Fiegel as a YELL Volunteer.

Ms. Wolff made a motion to offer conditional, part-time employment to Patricia Day for the position of Recreation Leader/Assistant; to offer conditional, part-time employment as Recreation Assistants to Brooklyn George, Emma McManis, Madison Reckman, and Olivia Tarter; and offer conditional employment as a YELL Volunteer to Peyton Fiegel, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised that Chief Kelly of the Fire & EMS Department has requested to accept the resignation of Part-Time Fire Fighter/Medic Shawn Wurzelbacher effective April 5, 2019. He stated that Mr. Wurzelbacher found full-time employment with another Fire and EMS department in this region.

Ms. Wolff made a motion to accept the resignation of Firefighter/Medic Shawn Wurzelbacher effective April 5, 2019, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised Chief Mills of the Police Department has requested Officers Ryan Rees and Jesse Graham be removed from probationary status effective April 18, 2019. Both Officers have successfully completed the requirements of their probation period. Mr. Wright stated that he had the opportunity to witness them interact with residents and is very impressed with their attitude and progress.

Ms. Wolf made a motion to remove Officers Ryan Rees and Jesse Graham from probationary status effective April 18, 2019. Seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised that John Musselman of the Service Department has requested to offer conditional employment to Justin Stokes, Robert Veite, Kennedy Beasley, and Jack Ward for the positions of part-time, seasonal Maintenance Worker.

Ms. Wolff made a motion that conditional employment be offered to the following candidates as part-time, seasonal workers in the Service Department: Justin Stokes, Robert Veite, Kennedy Beasley, and Jack Ward, seconded by Mr. Tracy with all voting "AYE".

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

APRIL 8, 2019

20

Chief Kelly advised that for consideration of the Board is the apparatus bay painting for Station 28. He stated that last year the repainting project was started with Station 27. Being satisfied with the vendor's work, the same company is being proposed. They were also the lowest of the three bids sought. The proposal is to paint the ceiling and the walls of the apparatus bay which would last approximately 20 years. The work has been quoted at \$7,800 from Mason Painting. The proposal will be brought before the Trustees at their next business meeting.

Chief Mills advised that over the past few years, during heavy rains, the police department's first floor has experienced flooding. In early 2018, a drainage catch basin was installed on the south side of the parking lot, however, the north end of the lot is in need of additional drainage. Sandbags have been in place since the fall of 2018 to redirect the water. He reported that three competing bids have been collected and Cincinnati Asphalt is being recommended for a total of \$7,523.

Mr. Wright advised that due to the timing of the rains during this month it is being requested that the Board pass a motion at this meeting to authorize the work to proceed.

Ms. Wolff made a motion to accept and proceed with Cincinnati Asphalt in the amount of \$7,523 to mitigate the parking lot drainage at the Police Department, seconded by Mr. Tracy with all voting "AYE".

Mr. Musselman advised that the Township is in the third year of a four-year plan for computer network and infrastructure upgrades identified by Intrust. One item failing is the battery back-up system which needs replaced. Another item is a switch and related components in the computer room, along with six laptops to bring users up to the Windows 10 system to decrease compatibility issues. The total cost is \$13,360.86 which was included in the budget for 2019. He noted the quotes were attached for review and action will be requested at the next business meeting.

Mr. Elliff reported that at the recent special trustee meeting, he shared with the Board that staff was interested in proposing text changes to the fencing regulations. The Board requested the proposed changes be reviewed by the Zoning Commission which occurred on April 4, 2019. He advised that the Zoning Commission provided good observations and were supportive of the text changes. Additions included addressing fencing installed on raised platforms. The Zoning Commission added a provision for fence height on large lots. He referenced a red-line document was provided reflecting the proposed changes. Mr. Elliff stated he would like to bring this item to the next business meeting with a resolution to initiate the text changes.

Mr. Wright advised that one year ago the Township switched its property and casualty insurance coverage from the former plan with OTARMA after having been with them approximately 29 years. One year ago, the Township solicited competitive bids from OTARMA as well as two other regional property and casualty brokers, and at that time, the decision was made, based on improved financial conditions, to switch from OTARMA. For the past year the Township has brokered locally through Marsh McLennan. The current premium expiring this month was at a cost of almost \$139,000 and included in that was an \$8,000 tail coverage as a one-time prior operations coverage. The former policy with OTARMA would not cover any past claims.

Mr. Wright advised the plan for 2018 included a three-year price quote with HCC Public Risk if claims experience stayed positive. He stated the usage has been low and the Township has had a very safe year. He expressed his appreciation for the employees being very proactive and conscientious about the mission to work safely. The plan this year will cost just over \$129,000 and is lower than the Township experienced two years ago with the former OTARMA plan. He ensured there are no gaps and newer liabilities such as cyber, funds transfer fraud and social engineering liability are included at appropriate levels. He requested the Board approve by motion at this meeting due to the expiring policy and effectuate the new policy to begin on April 19, 2019.

Ms. Wolff made a motion to renew the property and casualty insurance with Marsh McLennan Agency for the HCC Public Risk Plan in an amount not to exceed \$129,071, seconded by Mr. Tracy with all voting "AYE".

RECORD OF PROCEEDINGS

126

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAH GRAPHICS 800.325.8094 FORM NO. 10148

Held APRIL 8, 2019 _____ 20_____

Chief Kelly advised that he is requesting to replace the flooring at Station 26 inside the stairwell. He stated the flooring is original to the building and, in consultation with Mr. Musselman has concluded that it is no longer able to be revitalized. Noting that it is a high-volume traffic area, the recommendation for the stairwell is LVT tile which has been installed at the Civic Center. Bids were sought and United Commercial Flooring is being recommended for a total of \$4,012.84 to refinish all the stair treads and landings. This project will be brought to the next business meeting for consideration.

Mr. Elliff advised that proposed sign text amendments were presented to the Board at its special meeting on March 13, 2019. He stated the Board requested an add-on which was an auto-dimming feature which has been incorporated along with illumination standards. He stated he would bring this item to the next business meeting to request the Board initiate the text amendment.

Chief Kelly advised that the 2019 capital budget plans for Station 26 included an opportunity to remodel the kitchen at that station. The existing bank of cabinets and countertops are over 15 years old and need replacement rather than repair. Many of the drawers have been rebuilt by the crews and reattached countless times and many of the area of the countertops are delaminating and chipping away. He requested approval to engage with K&S Kitchen Design in Miami Township to complete the work at a cost not to exceed \$9,790 which includes debris and material haul away. He clarified that this is not a request to remodel the entire kitchen, just the countertops and cabinets. He noted that pantry style cabinets are being proposed which will provide efficiency in the space utilized by the crews. This project will be brought before the Trustees at the next business meeting.

Mr. Tracy asked if there were any additional items. Chief Kelly advised that he has one add-on for the agenda and apologized for not submitting it in advance for the packet. He stated that he would like to propose window replacement at Station 26 and will forward the memo information for review. He advised bids were sought to replace all windows in the building which are original. He noted the windows are very low-efficiency and causing HVAC taxing issues. He shared that Window World was the lowest quote received in the amount of \$12,575 to replace all windows with more energy efficient windows. This project will be brought before the Trustees at the next business meeting.

Public Comment: None.

Executive Session: Ms. Wolff made a motion to go into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(1) to discuss employment, terms and conditions, or discipline of a public employee, seconded by Mr. Tracy with all voting "AYE".

Mr. Tracy 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 9:37 a.m.

ATTEST:

Jeff Wright

Jeff Wright, Acting Fiscal Officer

WBS

Karl Schultz, Chairperson