

MIAMI TOWNSHIP BOARD OF TRUSTEES

DECEMBER 14, 2021

The Miami Township Board of Trustees met in a regular session on Tuesday, December 14, 2021, at 7:00 p.m. at the Miami Township Civic Center, 6101 Meijer Drive, Miami Township, Ohio 45150. Trustee Wolff called the meeting to order and led the Pledge of Allegiance.

Chair Wolff recognized the passing of two stalwart members of the Miami Township Community and their accomplishments, which were Jim Parker and John Imbus. A moment of silence was observed.

Mr. Ferry called the roll. Attending were Mary Makley Wolff and Karl Schultz.

Mr. Schultz made a motion to approve the minutes of the November 16, 2021 Trustee Business Meeting and December 6, 2021 Trustee Work Session, seconded by Ms. Wolff and the motion carried.

Special Presentations: Chief Mills presented donations raised by the Police Department's Beards for a Cause fundraiser. He announced that \$1,700 was donated by the police employees and after an informal vote from the Department's Facebook followers, three charities were selected. Chief Mills introduced each charity. Kingdom Warriors received \$200, Feed Our Flock received \$1,000 and Reset 360 received \$500 of the donations.

Chief Mills introduced badge pinning ceremony for Sergeant Todd Taylor, and Corporals James Taylor and Tyler Foster. The swearing-in was conducted by the Acting Law Director.

Department Reports: A representative of each department presented a report of activities during the month of November 2021.

Old Business: None.

New Business: Mr. Schultz made a motion to pay the bills of the Township: 233 checks numbered 140691 to 140923, and 39 electronic checks numbered 2286 to 2324 for the total amount of \$2,030,904.72 plus payroll and payroll taxes for the check dates 11/19/2021 in the amount of \$312,234.51 and 12/3/2021 in the amount of \$464,129.40 (including leave payouts) and 12/7/2021 in the amount of \$1,234.72, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised of the need for a Then and Now Certificate in the amount of \$17,902.30.

Mr. Schultz made a motion to adopt Resolution 2021-45 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$17,902.30 and dispensing with the second reading, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that Chief Kelly accept the resignation of Lt. Daniel Berkebile effective January 8, 2022. He thanked Lt. Berkebile for his 20 years of service to the community and wished him well as he takes a new position as the Assistant Fire Chief for Hamilton Township in Warren County.

Mr. Schultz made a motion to accept the resignation of Lt. Daniel Berkebile effective January 8, 2022, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised he and Chief Kelly would like to request a conditional offer of part-time employment to the following individuals to continue them through the current hiring process for part-time Firefighter/EMTs: Andrew Bober, McKeon Buchanan, Donald Burke, Nathan Denouden, Colby Hooper, Adam Kahny, Klayton Newman, James Piron, Lawrence Sanderson, Sam Steffen, Jonathan Swiecki, Honor Workman.

Mr. Schultz made a motion to grant conditional offer of part-time employment to Andrew Bober, McKeon Buchanan, Donald Burke, Nathan Denouden, Colby Hooper, Adam Kahny, Klayton Newman, James Piron, Lawrence Sanderson, Sam Steffen, Jonathan Swiecki, Honor

Held

Meeting

Minutes of

Workman so that they may continue with the current hiring process for the position of Firefighter/EMTs, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised that Chief Kelly is also requesting part-time Firefighter/Paramedic William Spitznagel be removed from probationary status retroactively effective July 13, 2021, as he successfully completed the required one-year probationary period. Effective on the same date, his adjusted hourly weekday base is \$18.03 with a total hourly weekday rate of \$20.03.

Mr. Schultz made a motion to release part-time Firefighter/Paramedic William Spitznagel from probationary status retroactively effective July 13, 2021, with an adjusted hourly weekday base of \$18.03 and a total hourly weekday rate of \$20.03, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised that Chief Mills is requesting Lt. Rob Hirsch and Dan Tobias be removed from probationary status, both effective November 29, 2021. They have both successfully completed the requirements of their probationary period. Consistent with other non-union positions in 2021, and effective the same date, Lieutenant Hirsch's first raise of the year adjusts his salary to \$113,632.90. Sergeant Tobias rate will be in accordance with the collective bargaining agreement for sergeants.

Mr. Schultz made a motion to remove Lieutenant Rob Hirsch and Sergeant Dan Tobias from probationary status effective November 29, 2021. Effective the same date, Lieutenant Hirsch's annual salary is adjusted to \$113,632.90, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised that Chief Mills is also recommending the Board of Trustees approve the promotion of Todd Taylor to Police Sergeant. I am also recommending James Taylor and Tyler Foster be reassigned to Police Corporal. The promotion and reassignments will be effective January 9, 2022.

Mr. Schultz made a motion to grant the promotion of Todd Taylor to Police Sergeant and the reassignment of James Taylor and Tyler Foster to Police Corporal. The promotion and assignments will be effective January 9, 2022. The payrates will be in accordance with the collective bargaining agreement, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised that at a recent meeting it was approved that Zach Ober be moved to a Maintenance Worker 2, Step 3, but the rate for the step was incorrectly inserted. The correct hourly rate for that step is \$25.20 per hour in accordance with the existing collective bargaining agreement.

Mr. Schultz made a motion to approve Zach Ober be advanced to Maintenance Worker 2, Step 3 at \$25.20 per hour, effective November 17, 2021, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised that he and Mr. Musselman are asking for approval to hire Gage Pettit for a vacant position of Maintenance Worker 1, Step 1 at an hourly rate of \$20.28 per hour effective January 3, 2022. Mr. Pettit formerly worked for the Township as a seasonal employee and right now is working full time for Deerfield Township.

Mr. Schultz made a motion to grant a final offer of full-time employment to Gage Pettit as a Maintenance Worker 1, Step 1 at a starting hourly rate of pay at \$20.28 and a one-year probationary period effective January 3, 2022, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised that he and Chief Kelly have been working on a project to extend public sanitary sewer on Branchhill Guinea Pike to Fire Station 27. He noted that station was built approximately 35 years ago and is on its own private septic system. He stated that last summer the Township engaged Kleingers Group and a preliminary design was prepared. Meetings with property owners and the County were held. When it was determined that some of the easements would not be coming, the Township had to re-design the project. It is being requested to increase the contract with Kleingers Group for the design by an additional \$8,500 for survey and engineering work.

Mr. Schultz made a motion to approve \$8,500 with Kleingers Group to perform additional surveying and engineering design services for the Fire Station 27 sanitary sewer project, seconded by Ms. Wolff and the motion carried.

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Mr. Schultz made a motion to appoint Tim Brandstetter to an unexpired term to the Zoning Commission, beginning January 1, 2022 through December 31, 2025, seconded by Ms. Wolff and the motion carried.

Mr. Schultz made a motion to re-appoint Karen Wikoff as an alternate member to the Zoning Commission, for a five-year term beginning January 1, 2022, seconded by Ms. Wolff and the motion carried.

Mr. Schultz made a motion to re-appoint Randy Merrill to the Board of Zoning Appeals for a five-year term beginning January 1, 2022, seconded by Ms. Wolff and the motion carried.

Mr. Schultz made a motion to appoint Greg Horn to an unexpired term to the Board of Zoning Appeals, beginning January 1, 2022 through December 31, 2024, seconded by Ms. Wolff and the motion carried.

Mr. Schultz made a motion to appoint Cheryl Eckelman as an alternate member to the Board of Zoning Appeals, to an unexpired term beginning January 1, 2022 through December 31, 2023, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised of an item Townships in Ohio do before the next budget year. He proposed Resolution 2021-49 that would authorize travel expenses for the Board of Trustees and the Fiscal Officer. This would be for any required conferences, meetings, trainings or programs throughout the year.

Mr. Schultz made a motion to adopt Resolution 2021-49 a resolution approving travel expenses for Township Trustees and Township Fiscal Officer and dispensing with the second reading, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised that at the end of each year the Board sets the payrates for non-contracted employees for the following year. For the four collective bargaining units, those rates of pay are previously established by the various four contracts. For the majority of the non-bargaining employees the rate increase for 2022 would be approximately 4% and that is taking a look at the consumer price index and rate of inflation currently. He referred to the list of non-union employees list attached to the memo reflecting the payrates for 2022.

Mr. Schultz made a motion to approve the attached Township employee compensation list effective the beginning of the pay period following January 1, 2022, seconded by Ms. Wolff and the motion carried.

Mr. Schultz made a motion that the Board authorize the Township Administrator and the Township Law Director to finalize and execute a new collective bargaining agreement with Teamsters Local 100 covering the unionized workforce in the Township Service Department to be in effect until December 31, 2024, seconded by Ms. Wolff and the motion carried.

Chair Wolff concluded the business portion of the meeting and wished everyone a Merry Christmas and Happy New Year.

Public Comment: Susan Hardin, 6110 Second Street, Miami, spoke in opposition to perceived parking issues in Miami and grants being sought by Miami Township to add parking in a residential area in Miami. She expressed concern over potential future development plans in the area; and gave thoughts on where parking would be suitable in her opinion.

Mr. Wright commented that the Township is not purchasing any property. He shared that traffic counts are up and there are more trail users. He described some parking issues where vehicles are in the grass, sometimes on the state right of way and on a private property. He stated there is no pursuit by Miami Township to buy property in Miami. He stated that it is correct that the Township did seek some state funding for a public parking lot fully within the right of way. He stated there is a lot of paper streets or unimproved rights of way throughout Miami (which is not unique). He stated he was very preliminary with a conversation with one property owner and did leave messages for others.

Held

Mr. Wright next advised of an item that the Fiscal Office brings forward every December and noted it was typical for all local governments in Ohio to do an appropriations at the end of their budget year. He reviewed changes to the General Fund, Road and Bridge Fund, Lighting District Fund, Public Safety Fund and some transfers from the General Fund to the AIM MRO sewer project completed several years ago; and from the General Fund to the FEMA Fund in anticipation of a reimbursement from FEMA.

Mr. Schultz made a motion to adopt Resolution 2021-46 a Resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2021 and dispensing with the second reading, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised the Board of Trustees held a work session last week when the proposed 2022 Budget was discussed. He stated the directives from the Board at that meeting have been updated and incorporated into the document presented. He reviewed the changes were to increase funds to replace the interior computers for the two oldest electronic signs, to move the electronic sign utility expenses from the Park Fund to the General Fund, and to add some additional building duct cleaning to all of the Township buildings using the Federal ARPA Funds.

Mr. Schultz made a motion to adopt Resolution 2021-47 a resolution to make appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2022 and dispensing with the second reading, seconded by Ms. Wolff and the motion carried.

Mr. Wright advised there are some revisions to the Township's personnel policy and procedures manual being proposed. The revisions have been reviewed and discussed with Law Director Braun. He noted that this fall has been unique in that the Township has negotiated all four union contracts at once and we are also faced (nationally) with the tightest labor market in a couple of generations.

Mr. Wright commented that any proposed revisions in future years will begin earlier, probably reviewing in the summertime. He pointed out that one new section at the end of the policy is to insert the records management policy. He stated that this new component was a recommendation from the recent audit. He continued that after having discussions with the Board and Fiscal Officer for direction, the Township has about 20% of employees are non-union. He stated there were sections related to vacation, sick leave and personal leave that were proposed to be amended to be similar to what the other 80% of employees receive. He stated there were a few small items such as donation of sick leave which was to utilize it within six months of receiving it. He stated that previously there was a personal appearance revision and that has been removed with no changes to Section 4.9. He stated that sections for tuition assistance and expense reimbursement sections have strengthened language.

Mr. Wright commented that the policy document can be amended at any time by the Board and that if in 2022 the Board would like to give additional direction, staff will do research and bring back any changes the Board would like to see.

Mr. Schultz made a motion to approve the revised Miami Township Personnel Policies and Procedures Manual, seconded by Ms. Wolff and the motion carried.

Mr. Wright presented for approval Resolution 2021-48 to compensate each member of the Board and the Fiscal Officer. Typically the maximum compensation is set as found in the Ohio Revised Code. The annual salary would be paid in monthly payments to the elected officials.

Mr. Schultz made a motion to adopt Resolution 2021-48 a resolution authorizing the compensation of the Township Trustees and Township Fiscal Officer for 2022 and dispensing with the second reading, seconded by Ms. Wolff and the motion carried.

Mr. Wright presented a work product by Planning & Zoning Administrator Brian Elliff to which he concurs. He stated that the BZA and Zoning Commission each have five members with alternates, for a total of 12 members. Motion were prepared in regards to the proposed appointments for the Board's consideration. Mr. Wright offered to answer any questions.

Mr. Schultz made a motion to accept resignation of Mark Schulte from the Zoning Commission, seconded by Ms. Wolff and the motion carried.

Ms. Wolff discussed the Township's approach, options to be proactive as a government entity when it comes to reviewing parking needs in an area and explained the intent of the parking review is to lessen the impact on Miamiville as it continues its evolution.

Mr. Schultz shared that he spent a lot of time in Miamiville as a young boy, and his daughter lived there for quite a while. He stated that Miamiville has been its own community with its own culture, and things are happening there and around it that will cause change whether it is planned for or not. He stated that the question is how do we get in front so that when it does change, it occurs in a manner that the residents would like.

Rick Pitcairn, 369 Center Street, Miamiville, introduced himself as the minister of the church. He expressed his concern for the lack of existing parking. He commented that the church as been trying to purchase the Miller property to improve it as a community building and add parking.

Discussion was held regarding the Miller property; and Mr. Pitcairn stated that it is another option for consideration in regards to parking.

Unidentified individual, spoke about the changes in the Miamiville area, and that he was in attendance to fact-find information that he has heard. He stated that he appreciated the Township sharing its intentions and that overall, it is good.

Doug Sky, 324 West Poplar, spoke about an email he sent to Administrator Wright and appreciated the forthcoming response received. He commented that he built a home next to the Moeller property. He stated that hearing from the Trustees and the email received sounds to him like we are starting a discussion early and he feels good about it.

Bob Latessa, 344 Poplar Street, expressed his appreciation for the public forum. He stated the frustration from the neighborhood is that people feel shut-out, and that parking is being reviewed after the Trailyard going in which is an example of something being built that created a problem that needs fixed. He commented that Moeller will have a football stadium there in five years. He asked for communication and anticipation of related issued; to get all stakeholders involved and host meetings. He noted concerns for teen drivers coming off 126.

Ms. Wolff thanked all of the Miamiville residents who attended and shared their viewpoints. She reiterated the Township's prevention minded approach, potential opportunities through grants for any road situations, and if anyone would like to leave their contact information for Jeff Wright.

Mr. Schultz recognized the Miamiville residents in attendance for representing the long-term residents, and also added that there are people buying property there who's ambition is to develop it. He stated that is where we have to reach an equilibrium and come up with a plan early on to be in much better shape.

Mr. Wright also referenced communications occurring with residents on Mill Street due to its condition and need for improvement, and the road rebuild is a stand-alone project.

With no further business to come before the Board the meeting was adjourned at 8:19 p.m.

ATTEST:



Eric C. Ferry, Fiscal Officer



Mary Makley Wolff, Chairperson