

RECORD OF PROCEEDINGS

Minutes of MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

November 7, 2022

The Miami Township Board of Trustees met in a work session on Monday, November 7th, 2022, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Schulte called the meeting to order and led the Pledge of Allegiance.

Mr. Ferry called the roll. Attending were Mark Schulte, Ken Tracy, and Mary Makley Wolff.

Mr. Wright presented several funds requiring appropriation changes to allow for payment of necessary expenditures. The Board has recently approved a contract with Compass Minerals to provide and deliver highway deicing salt for the 2022/2023 winter season. Before winter arrives, we need to purchase around 1/3 of our total obligation to stock our salt supply. This would apply to our total obligation of 3,500 tons from Compass Minerals.

With the ability to process recreation refunds to credit cards used for original payment, we are much more efficient and have greatly reduced the turn-around time. The RecTrac system interfaces these refunds with our financial system in the same manner as recording the revenue. Initially we had reduced the amount budgeted for refunds to \$4,000 due to the change in process, however, the accounting for refunds remains the same and increased appropriations are necessary to account for the credit card refunds. Our year-to-date refunds are consistent with prior years and offset by the previously collected revenue.

With the addition of street lighting districts, there have been expenditures not initially budgeted. The increased expenditures are covered by revenue from special assessments for the lighting districts and are reviewed annually to ensure we are covering the cost. Several of our tax increment financing (TIF) districts experienced increases in assessed valuation during the last re-valuation process in Clermont County. Increased TIF values result in an increase of payments in lieu of taxes (PILOTS) received from the County. The second half special assessments have been received and require supplemental appropriations to make the payments per the revenue sharing agreements to Milford Exempted Village School District, Loveland City School District and Great Oaks. The aggregate effect of the supplemental appropriations is to increase total appropriations by \$282,450

Ms. Wolff made a motion to adopt Resolution 2022-42 a Resolution to Amend 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 Mr. Tracy and all voted "AYE."

Mr. Wright is requesting that the Board take the following actions regarding personnel matters in the Township.

From Administration

Accept the resignation of full-time Finance Associate, Laura Wells effective 10/1/22. Extend a final offer of employment to Melissa Latham for full-time Finance Associate at a rate of \$31.75 per hour effective 12/5/22. This offer is contingent upon successfully completing a background check and drug screen.

Parks & Recreation Department

Accept the resignation of part-time Recreation Assistant, Zoey Wiesner effective 10/18/22. Accept the resignation of Facilities Maintenance, David Pegg effective 10/31/22.

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Service Department

Held ²⁰ ~~Extend a final offer of employment to John Downs for part-time Maintenance Worker at a rate of \$15 per hour effective 11/14/22. This offer is contingent upon successfully completing a background check, drug screen and physical. Extend a final offer of employment to Justin Hayes for part-time Maintenance Worker at a rate of \$15 per hour effective 11/14/22. This offer is contingent upon successfully completing a background check, drug screen and physical. Remove Seth Pitman from probation effective 11/7/22 with a change in rate of pay from \$24.31 (MW2-1) to \$26.59 (MW2-2).~~

Police Department

Extend a conditional offer of employment to Michelle Britton for the position of full-time Police Officer. The offer will be contingent on Ms. Britton successfully completing the remaining steps of the selection process. The position is being filled due to a vacancy.

Mr. Tracy made a motion to accept the personnel actions as stated, seconded by Ms. Wolff and all voted "AYE."

Chief Kelly presented information on a new position funded by a \$220,000 ARPA Grant for First Responder Wellness. The Behavioral Health Support Specialist position will be shared between Fire & EMS and Police but will also be available to all Township Personnel. The funding will include salary and benefits, as well as training courses and administrative overhead. There was feedback given regarding the title and minimum education requirements that Chief Kelly will update on the job description and bring back to the Business Meeting.

Mr. Musselman presented information on an upgrade to the Community Park electric message board. This sign was installed in 2016 and needs several components upgraded. An upgrade would consist of a new Samsung 8mm 120 x 270 Matrix Display. This would give us a bit more than 4.5 times the pixels than the current 16 mm sign has (6,912 in current display compared to 32,400 in new display). The smaller the pixel number means less space between the pixels for a much higher resolution image. This upgrade would also give us the ability to display videos up to 60 frames per second. The new display would also be about 6 inches taller, so the estimate includes the necessary modifications to the exiting cabinet. Signarama of Lawrenceburg provided a quote in the amount of \$31,302.90.

Mr. Musselman shared two quotes to repair the Miami Township Towne Center pylon sign at Montclair Court and I-275. The internal lighting system has been failing and is reaching the end of its expected life. The first quote is just to repair the power supply in the currently failing cabinet in the amount of \$3,558.88, and the second in the amount of \$23,417.84 is for replacement of the power supply for all of the tenant cabinets. The LEDs would come with a 10-year parts and a 5-year labor warranty, and the power supplies would come with a 5-year parts and labor warranty.

Chief Mills discussed Ohio House Bill 206 which was recently passed allowing Township Police Officers, with populations under 50,000 arrest powers on Interstate highways. If the Board supports allowing our Township Officers to use those powers, they would be used to respond to auto crashes on the Interstate so that crash scenes can be cleared more quickly. When crashes occur, we must wait for an Ohio State Highway Patrol officer to come on scene to complete the investigation and report so that we can open the lanes of traffic back up to the public. We are not making this request to spend additional time patrolling I-275 for traffic offenders and speeders, but as a benefit to Township residents and business owners to keep traffic moving.

Chief Mills asked for authorization to replace the mechanic's laptop that runs the Ford diagnostic software and additional diagnostic software necessary for fleet maintenance and repair. The current laptop will no longer run the required software due to updates. Intrust has quoted \$2,770.50 for a Panasonic Toughbook 55 that will come from our 2022 IT budget.

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20 _____

Mr. Tracy made a motion to authorize the purchase of a Panasonic Toughbook with warranty protection, docking station and adapters from Intrust in an amount not to exceed \$2,770.50, seconded by Mrs. Wolff and all voted "AYE."

Mr. Musselman gave updates on the Brooklyn Avenue paving project, which has been completed and concludes the Township paving for 2022.

Mr. Musselman addressed concerns expressed to Ms. Wolff regarding the need for fencing at the new pickleball courts at Miami Meadows. The original consultation with the designers of the pickleball courts did not call for fencing between courts or a standard size for the fencing around the courts. After hearing these concerns, Mr. Musselman did reach out to a number of contractors to add the needed fencing. Mills Fence does have availability but did not want to be responsible for coring into the new pickleball surface. They will add the fencing as soon as a coring company can be identified to drill the holes. As with many projects post-Covid many contractors are having trouble finding help and materials in a timely manner, but this project is a priority.

PUBLIC COMMENTS: There were no public comments.


Mr. Tracy made a motion to go into executive session to consider the purchase of property pursuant to Section 121.22 (G)(2) of the Ohio Revised Code, seconded by Ms. Wolff and all voted "AYE."

Mr. Tracy made a motion to come out of executive session, seconded by Ms. Wolff and all voted "AYE."

The meeting was adjourned at 8:10 pm.

ATTEST:


Eric C. Ferry, Fiscal Officer


~~Ken Tracy, Vice-Chairperson~~
Mark Schulte, Chairperson

RECORD OF PROCEEDINGS

Held _____ 20