

## RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held FEBRUARY 12, 2024 \_\_\_\_\_ 20 \_\_\_\_\_

The Miami Township Board of Trustees met in a Work Session on Monday, February 12, 2024, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mary Wolff called the meeting to order and led the Pledge of Allegiance.

**ROLL**

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

**PRESENTATION**

Marsh McLennan presented 2024 Insurance Renewal information. It is recommended to stay with Travelers insurance.

**AGENDA ITEM #1 — PERSONNEL**

Chief Kelly recommended the following action for personnel:

**Police Department**

Accept the resignation of full-time Police Officer Josh Bail effective February 9, 2024.

Make conditional offers of employment to Michael McKeel and Christopher Pairan for the position of full-time Police Officer contingent on the successful completion of the remaining steps in the selection process. These positions are being filled due to vacancies.

Make a conditional offer of employment to Cara Miller for the position of full-time Police Clerk contingent on the successful completion of the remaining steps in the selection process.

**Fire Department**

Accept the resignation of part-time Firefighter Tyler Todhunter effective August 24, 2023.

Remove Firefighter/Paramedic Jeff Dahlhoff from probationary status effective January 25, 2024.

Remove Firefighter/Paramedic Hunter Melton from probationary status effective January 19, 2024.

Make a final offer of employment to Landon Williams for the position of full-time Firefighter/Paramedic effective February 27, 2024, with the hourly rate of \$27.95.

Make a final offer of employment to Jacob Myrick for the position of full-time Firefighter/EMT effective March 1, 2024, with the hourly rate of \$22.44.

Make a final offer of employment to Michael Ruehr for the position of full-time Firefighter/EMT effective February 28, 2024, with the hourly rate of \$22.44.

Make a final offer of employment to Austin Cannon for the position of part-time Firefighter/EMT effective March 1, 2024, with an hourly rate of \$20.75.

Mr. Tracy made a motion to accept the personnel recommendations as stated, seconded by Mr. Schulte with all voting "AYE".

**AGENDA ITEM #2 — HUMAN RESOURCES SOFTWARE PLATFORM**

Ms. Asher presented information on a new Human Resources Information System (HRIS). She stated this is a 2024 budgeted expense and that many employers utilize an HRIS system to modernize HR processes and provide efficient employee access to information. This system will allow the Township to streamline several HR processes including Time and Labor Management, Benefits Administration, and Performance Management. It will also add functions such as Applicant Tracking, Onboarding and Offboarding, Learning Management, Data Analytics, and Electronic Employee Files. Implementing a new HRIS system would

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replace our current time management system (PDRight), ben-admin system (Plansource), and performance management (Guardian Tracking).

With the help of Marsh McLennan HR Technology Consulting, she conducted a vendor evaluation and received quotes and demos from several companies over the last six months. The two finalists were ISolved and PrimePay. ISolved has an annual cost of \$42,810.41 and a one-time implementation fee of \$9,226.80; PrimePay has an annual cost of \$44,930 and a one-time implementation fee of \$1,600. After several in-depth demonstrations, ISolved was able to meet all our needs and provide the highest level of ongoing support. We recommend proceeding with ISolved as the new HRIS system for the Township to streamline HR functions and provide the best system for both management and employees. It was noted this item will return to the Business Meeting to be formally considered.

**AGENDA ITEM #3 — POLICE DEPARTMENT RIFLE LIGHTS**

Chief Mills presented a request to purchase mounted lights for our patrol rifles. Currently without lights, it makes it challenging for officers to utilize them in the dark as they officers have to simultaneously hold a flashlight. Mounted lights will increase accuracy and the chances of stopping a situation earlier in a low-light condition. Competing bids were collected for 29 rifle lights from: Kiesler \$7,450.58, LA Police Gear \$7,849.61, and Galls \$10,439.71. The department will present a request at the next business meeting to purchase 29 rifle lights from Keiseler at a cost not to exceed \$7,450.58.

**AGENDA ITEM #4 — POLICE DEPARTMENT AED KITS**

Chief Mills advised the police department needs an additional 11 AEDs to have one in every patrol vehicle. The department would like to purchase 11 American Home Philips Heart Start AED kits to equip each patrol vehicle in the fleet and ensure one will be available in an emergency. These are the kits both the police and fire department currently use. American AED is willing to give the township a \$5,500 discount for the 11 AEDs. It was noted that at the February Business Meeting, they will request authorization to proceed with the purchase of 11 AED packages from American AED at a cost not to exceed \$10,329.

**AGENDA ITEM #5 — PURCHASE OF ASP BATONS AND CAPS**

Chief Mills stated as indicated in the Police Department’s 2024 budget, we need to purchase 50 ASP 21” Airweight Expandable Batons with ASP Breakaway Sub Caps. Currently each officer uses a steel baton that is twice as heavy as the aluminum Airweight baton. The department’s current inventory of batons is a mixture of styles, lengths, and manufacturers over the past 30-40 years. The breakaway cap will be installed on each baton and used to break glass on a vehicle or residence to quickly address a medical need or safety issue. Each baton costs \$141.60 and the sub cap costs \$21.99, totaling \$8,179.50. Chief Mills stated that at the February Trustees Business Meeting, he will request authorization to proceed with the purchase from Galls.

**AGENDA ITEM #6 — REMODEL OF TOWNSHIP FITNESS FACILITY**

Chief Mills presented a renovation proposal for the Carr Building next to Station 26, including before and after blueprints. He received quotes from three Township builders/renovations including Steve Osborne Construction Service \$55,500.20; Perkins/Carmack Construction \$58,477; All Around Joe for \$54,009. Each also quoted a new HVAC system not to exceed an additional \$6,200. He mentioned he will be requesting authorization to accept and proceed with the bid for the renovation of the Township gym by All Around Joe for an amount not exceed \$60,209.

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**AGENDA ITEM #7 — PURCHASE OF KNOX KEYSECURES**

Chief Kelly advised the fire department would like to purchase five (5) additional Knox KeySecure vehicle mounted storage units to finish outfitting our fleet. Currently, these units are installed in all Fire & EMS vehicles so that crews have immediate access to the keys that open the Knox Boxes that have been installed in most local businesses and many residences. They are requesting approval to spend \$4,554.00 through Knox for the five (5) units, which includes shipping and handling. The installation will be done separately by Valor Outfitters, who handles the department's vehicle outfitting.

**AGENDA ITEM #8 — RECONSTRUCTION OF EXTERIOR STORAGE: STN. 26**

Chief Kelly presented bids from Bzak Landscaping and Warren's Landscaping for repairs to the exterior storage area retaining wall behind Station 26. The block retaining wall is failing and allowing slippage of the gravel surface where we store items that can be exposed to the elements. They are requesting approval to contract with Bzak Landscaping to perform the necessary repairs, stabilize the area, and rebuild the block retaining wall at a cost not to exceed \$7,800.00.

**AGENDA ITEM #9 — FEMS VEHICLE UPFITTING**

Chief Kelly presented a contract with Valor Outfitters to upfit the second Dodge Durango vehicle in the fleet with the appropriate warning lights, sirens, and other safety equipment. This project was planned as part of the 2023 vehicle replacement plan with the purchase of two new Dodge Durango's but was not requested at the time of purchase due to supply issues. He is asking for approval to spend up to \$15,597.52 to complete this project and place the vehicle into service. This price reflects all equipment, wiring, and installation.

**AGENDA ITEM #10 — TRANSFER OF 2009 CHEVROLET TAHOE**

Chief Kelly advised that the out-of-service 2009 Chevrolet Tahoe is currently not drivable due to significant mechanical issues. The estimated cost to have the vehicle repaired and restored to drivable condition was several thousand dollars. The board previously granted permission to dispose of the vehicle but since then, there have been significant expenses that have come up in order to sell it, such as removing all the emergency lights, siren, radio equipment and graphics and repairing holes in the roof. With those factors in mind, they reached out to other fire departments to see if anyone would be interested in purchasing the vehicle. Stonelick Township Fire Department offered to purchase it for \$2,000. Chief Kelly recommends selling the vehicle to Stonelick Township for a price of \$2,000.

**AGENDA ITEM #11 — SALT TRUCK UPFITTING**

Mr. Musselman stated the Service Department was granted approval for the purchase of a new single axle cab and chassis for the purpose of being upfitted as a salt truck and that truck has been ordered. The memo presented addresses the issue of the truck upfit. Combined material and labor costs for the upfit portion of the truck have risen approximately 6%. The current cost for the upfit is \$123,175.00 up from last year's price of \$116,268.00. These are state term prices (Sourcewell Contract). K.E. Rose provided this quote, and they have an excellent track record for providing us with good equipment. This brings the total price of the fully-upfitted vehicle to \$223,246.00, slightly under the budget of \$225,000.00.

**AGENDA ITEM #12 — EXCAVATOR PURCHASE**

Mr. Musselman advised the service department's current excavation machine is a 2014 model with 2740 hours. Many of its critical components are worn and it has developed some "play" in the swing arm leading to over travel when dumping and returning to dig. The new machine they would like to purchase will be fitted with an optional Power Tilt fitting which will allow for tilting of the excavator bucket for more accurate excavation when the angle of the ditch and the angle of the road are not the same. The new machine the department is requesting to purchase will cost \$80,303.77, offset by a trade in value of \$29,750.00, giving a total final cost of \$50,553.77.

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**AGENDA ITEM #13 — PURCHASE OF ZERO-TURN MOWER**

Mr. Musselman presented the Service Department’s request to purchase a new diesel powered zero turn mower for the parks department at a cost of no more than \$66,399 (State Bid pricing). This purchase is a 2024 budgeted expense. This mower is meant to serve as a new primary mower for the parks. The unit it is replacing is a 2018 with 1511 hours on it. It had to spend several months in the shop being repaired last summer which cost us in productivity and manpower. It took two mowers and two operators to offset the loss of this one piece of equipment. The 2018 mower will fall into a backup roll and will be utilized when one of the others needs repair or maintenance, so the township can continue to be as efficient as possible with our mowing efforts. The mower being requested to purchase has a mowing radius of 114 inches.

**AGENDA ITEM #14 — ACCEPTANCE OF RESURFACING BIDS**

Mr. Musselman advised a bid opening was conducted on February 8, 2024, at 2:00 pm for the 2024 Miami Township Resurfacing Project. He received the following bids:

Engineers Estimate	Base Bid	\$2,113,581.64
	Base & Alternates	\$2,231,260.64
Barrett Paving	Base Bid:	\$2,148,665.00
	Base & Alternates	\$2,278,679.00
JR Jurgenson	Base Bid:	\$1,966,349.64
	Base & Alternates	\$2,080,766.14
Asphalt rejuvenation by other’s costs:	Base plus alternates estimate:	\$130,559.00
	Total with resurfacing:	\$2,211,325.14

He stated there is \$2,220,000 budgeted for resurfacing this year. John R. Jurgenson submitted the lowest and best bid on both the base bid and the base plus alternates bid. This year the resurfacing will cover 7.6 miles of street and curb out of the 158 total miles in the township.

**AGENDA ITEM #15 — CONTRACT FOR TOWNSHIP PARKS ASSESSMENT AND MASTER PLAN**

Chief Kelly presented a request to enter a contract with The Kleingers Group to perform a full assessment of all Township-owned parks and assist us with a master plan that can be used for future development and improvement of the park system. Since the inception of the township’s park system in the early 1990’s, the community has continually enjoyed the various amenities and activities that each one provides. Residents have communicated and worked closely with the township to ensure that these parks meet their needs and expectations.

The Kleingers Group has done extensive work in this field and was recommended to us for this project when we were compiling the 2024 budget last fall. We intend to utilize existing ARPA funds to help with this infrastructure project. The attached proposal and documentation reflect a cost of \$18,800.00 to perform all the services listed within.

**AGENDA ITEM #16 — CLERMONT COUNTY 9-1-1 PROGRAM REVIEW COMMITTEE**

Chief Kelly mentioned he was contacted by Jessica Wiederhold, the Director for the Clermont County Communications Center, about the need for the townships in the County to pass individual resolutions in support of an appointment to the 9-1-1 Committee. The Clermont County Township Association has met to discuss this and internally selected Goshen Township Trustee Bob Hauserman as the delegate that will represent the various townships in Clermont County.

Chief Kelly said Mrs. Wiederhold previously stated that “The goal of this committee is to meet annually, to review Clermont County’s 911 Program (for the whole county). So, each year we will go over the path our county is going down, towards NG911. The committee is also going

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to be in charge of going over the 911 financials each year and how we spend our money here. Mostly focusing on the 911 funds we get from the state 911 office.”

Mr. Braun had prepared a resolution for review and consideration of approval.

Ms. Wolff expressed concern that whoever is chosen to represent the rest of the townships will have the expertise needed on the subject. Since none of the trustees were able to attend the meeting with the Committee, she requested they table the recommendation to the business meeting.

Mr. Tracy stated he also has concerns and questions as to why Union Township has their own representative, but Miami Township does not. He added that we are a township of over 40,000 residents and a member of CLOUT. He would like to see both Union Township and Miami Township having their own representative.

Mr. Tracy asked Chief Kelly about any discussions he had concerning the matter with Mrs. Weiderhold. He stated she made mention that municipalities had been given the opportunity for representation and a seat on the board, which is why Milford and Loveland have their own representatives. Union is the largest township by population and has its own dispatching center. Mr. Tracy stated this logic doesn't add up and wanted more clarification. Chief Kelly said he would follow up with her. The agenda item was tabled for the business meeting.

#### **AGENDA ITEM #17 — SERVICE PROJECT UPDATES**

Mr. Musselman gave project updates:

- Lorven Drive: Interim Administrator Kelly and Mr. Musselman continue to work diligently with the engineers and contractors to keep this project moving towards completion in a timely manner.
- The water main replacement at MTCC is underway.
- ODOT is seeking to correct a water ponding issue on SR 126 and Wards Corner by connecting to the new 18-inch pipe that is the outlet pipe for the Mill Street/Main Street project. Choice One reviewed ODOT's drainage calculations to make sure that water will not create any issues on Mill Street, and they have determined that it has the capacity to carry the additional water.

#### **OTHER / PUBLIC COMMENT**


Ms. Wolf recognized Mary Ann Will from the Milford School Board. No public comment.

#### **EXECUTIVE SESSION**

Mr. Schulte made a motion to go into Executive Session. Mr. Tracy seconded the motion. All voted "AYE." Mr. Schulte made a motion to exit Executive Session. Mr. Tracy seconded the motion. All voted "AYE."

The meeting was adjourned at 9:00 p.m. on February 12, 2024.

ATTEST:

  
Eric C. Ferry, Fiscal Officer

  
Mary Makley Wolff, Chairperson