

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

APRIL 08, 2024

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The Miami Township Board of Trustees met in a Work Session on Monday, April 08, 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 Trustees Mary Makley Wolff, Mark Schulte, and Ken Tracy. Also attending were Township Administrator Steve Kelly, and Attorney Joseph Braun.

PRESENTATION

Jim Benedict from Government Strategies Group and his cohort from the Milford Youth Baseball Association (MYBA) gave a presentation discussing the possibility of leasing the previous land site of Seipelt Elementary School and developing baseball fields there. The presenter stated that 70% of its players live in Miami Township, and that the group does not intend to ask for funds from the Township for the project.

Chairperson Mary Wolff asked the presenter to explain more about why the MYBA needs a new location. The presenter explained that FC Cincinnati intends to develop land that the MYBA may have used. The City of Milford, he says, has arranged to give the MYBA land at Riverside Park to accommodate four (4) baseball fields.

The Board reviewed a rough draft of possible field configurations at the old Seipelt location. Chairperson Wolff advised that the drainage in that location is very poor. The presenter went on to explain that MYBA plans to put 5-6 baseball fields in the area. When asked by Mr. Braun if the venture would be for-profit, the presenter answered that it would not. He also explained that the area would still be available for use by the Township most weekends and in the off-season.

Chairperson Wolff mentioned that the Township does already have several ball-fields available for use and expressed concern that the nearby residents of the area in question would not want active recreation in such close proximity to their yards. Additionally, it was discussed that the aforementioned FC Cincinnati deal is not, in fact, finalized.

Mr. Schulte and the Board suggested that it would be pertinent for the MYBA to do some due diligence in the neighborhood by knocking on doors and explaining details to residents regarding use times and potential water run-off issues. It was discussed that this should be accomplished prior to any agreements or next steps regarding land use.

CORRESPONDENCE

Mr. Eric Ferry presented correspondence items including 1 new liquor permit request from OTR Drive Thru and 1 liquor permit transfer request from OASIS. Mr. Ferry had no objections.

AGENDA ITEM #1 — PERSONNEL

Emily Asher, Human Resources Director, recommended the following action for personnel:

Police Department

Make a final offer of employment to Cara Miller for the position of full-time Police Clerk at the rate of \$25.00 per hour effective April 22, 2024.

Service Department

Advance Eric Wiederhold from Maintenance Worker 4-1 to Maintenance Worker 4-2 with a rate of \$36.42 per hour effective March 25, 2024.

Increase the hourly rate of part-time Maintenance Worker Dave Martin to \$16.55 per hour effective April 01, 2024.

Make a conditional offer of employment to Roger Heider for the position of part-time

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Maintenance Worker contingent on the successful completion of the background check and drug screen.

Community Development

Make a conditional offer of employment to Nii-Shidaa Adjei for the position of part-time Student Co-Op contingent on the successful completion of the background check and drug screen.

Mr. Ken Tracy made a motion to accept the personnel recommendations as stated, seconded by Mr. Mark Schulte. All voted "AYE."

AGENDA ITEM #2 — PROPERTY & CASUALTY INSURANCE QUOTES

Administrator Steve Kelly informed the Board that the Township has been working with 3 insurance companies to obtain Property & Casualty insurance quotes. Mr. Kelly called attention to a provided side-by-side comparison of the quotes and pointed out that both Ohio Township Association Risk Management Authority (OTARMA) and the Ohio Plan would allow the Township to save on current expenses related to Elected Official and Employee Bonds. Additionally, the Ohio Plan would allow several other cost-saving opportunities.

The Board briefly reviewed the line-item comparisons and discussed the importance of finding Risk Management solutions that work well for the Township. Mr. Kelly stated that he would bring a recommendation to the next Business Meeting.

AGENDA ITEM #3 — SUNSHINE LAWS TRAINING DESIGNEE

Mr. Kelly recommended the Board appoint Kelly Gibson as the 2024 primary Sunshine Laws training designee, and Emily Asher as proxy, to satisfy the three-hour public records training requirement for all elected officials.

Mr. Schulte made a motion to accept the recommendation as stated, seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #4 — ADMINISTRATOR OUT OF TOWNSHIP TRAVEL

Mr. Kelly informed the Board that he would like to attend the 2024 Ohio Basic Economic Development Course that is put on by the Ohio Economic Development Association from April 29th through May 2nd. Mr. Kelly stated that the course would strengthen his abilities in his new position as Township Administrator, and that costs for the conference would not exceed \$1,323.00. The request will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #5 — CELLEBRITE & AXON ARPA FUNDS APPROVAL

Police Chief Mike Mills informed the Board that the Police Department would like to purchase Cellebrite equipment and subscriptions to download cell phone logs in-house and alleviate a major backlog of these cases. Currently, the department is calling in favors from neighboring departments for the extraction of this data, and those departments are also overwhelmed, leading to potential delays in justice. Total cost for training, equipment, and freight would not exceed \$47,219.10, and may be allowable under ARPA funds, if approved. The request will be brought to the Board for final approval at the next Business Meeting.

Chief Mills also informed the Board that the Police Department would like to purchase unlimited Axon storage due to increased public records requests for Bodycam Video which make it necessary for the department to store large files for extended periods of time. At the next Business meeting, the PD plans to request authorization for the purchase at an annual cost not to exceed \$11,889.00.

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AGENDA ITEM # 6 — PEDESTRIAN CONNECTIVITY PROJECTS

Mr. Brian Elliff presented to the Board two areas of pedestrian connectivity concern. These are 1: Pedestrian signalization at Loveland Miami Road and Branch Hill Guinea Pike; and 2: Engineering for and completion of sidewalk spans along East Business 28, Meijer Drive, and Wolfpen Pleasant Hill Road. According to Mr. Elliff, these areas are of congestion and pedestrian safety concern, and the necessary steps to design and complete the projects could be covered under ARPA funds, if approved. Chairperson Wolff expressed that she would like to have more strategy and design go into such ideas so that she might be able to take them to groups such as OKI, where she has connections. It was tentatively suggested that perhaps ARPA funds could be used to complete the design portion of the projects.

AGENDA ITEM #7 — FIRE STATION 26 PAINTING

Fire Chief Dave Jetter informed the Board that the Fire Department would like to have the interior of Station 26 painted as it has experienced significant wear and tear. Chief Jetter presented 3 separate quotes to the Board, and recommended Brian Abney Painting to complete the work. The request will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #8 — FIRE & EMERGENCY SERVICES OUT OF TOWNSHIP TRAVEL

Chief Jetter informed the Board of several Out of Township travel requests for members of the Fire Department. These requests were stated as work and development-related events and would cost the Township no more than \$1,477.00, \$977.00, \$3,318.00, and \$2,019.00, respectively. The requests will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #9 — TURNOUT GEAR PURCHASE

Chief Jetter informed the Board that the FD would like to make its annual purchase of turnout gear as was accounted for in its capital budget. Chief Jetter described the process the department has undergone throughout the past year to update its gear options to be more effective for the types of situations it is most used for in the Township. Total costs for the purchase are not to exceed \$55,500.00. The request will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #10 — PARKS IMPROVEMENT GRANT

Mr. Kelly informed the Board that the Township would like to apply for the 2024 Clermont County Parks District grant to help fund the purchase and installation of a new shade structure for the pickleball courts that are planned for Riverview Park.

Mr. Tracy made a motion to adopt Resolution 2024-011 authorizing the Township Administrator / Public Safety Director to submit a 2024 Community Parks Improvement Grant application to the Clermont County Park District, dispensing with a second reading, and declaring an emergency. Mr. Schulte seconded the motion. All voted "AYE."

AGENDA ITEM #11 — ELECTRONIC SIGNS LOGO REPLACEMENT

Mr. Kelly recommended that the seals of the 6 electronic signs located throughout the Township be replaced with the new "I am Miami" logo. Mr. Kelly provided the proposed artwork and an attached quote by Signarama in the amount of \$2,988.94. The request will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #12 — TRANSPORTATION IMPROVEMENT DISTRICT (TID) APPOINTMENT

Mr. Kelly recommended the Board send a letter to the Board of County Commissioners requesting his appointment in place of Brian Elliff, who has done a wonderful job filling in since late 2023.

Mr. Schulte made a motion to adopt Resolution 2024-012 appointing Stephen M. Kelly to serve as Miami Township's representative as a member of the Clermont County

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Transportation Improvement District Board of Trustees, dispensing with a second reading, and declaring an emergency. Mr. Tracy seconded the motion. All voted "AYE."

AGENDA ITEM #13 — SERVICE DEPARTMENT ITEMS

Newly appointed Service Director Mr. Chris Burdsall presented 4 discussion items to the Board for informational purposes:

1. Quotes for the Cottonwood Court Storm Pipelining project were received, and Mr. Burdsall recommended going with National Gunite at a cost not to exceed \$44,845.00 due to previous satisfactory work they have completed with the Township. It was stated that the cost is as quoted due to the length and width of the large pipes, and that the lining was necessary to prevent collapse of the road.
2. The bid opening for the Lorven Drive Phase 2A project took place March 21, 2024 and several provided bids were received. The lowest bid, from Stauffer Site Services at \$580,340.00 was recommended by Mr. Burdsall due to both cost effectivity and his personal verification of the company's ability to complete the project.
3. The bid opening for the Lorven Drive Phase 2B project took place April 04, 2024 and several provided bids were received. The lowest bid, from Stauffer Site Services at \$205,474.50 was recommended by Mr. Burdsall due to cost effectiveness, ease of using one company for both projects, and his personal verification of the company's ability to complete the project.
4. The Service Department needs a new zero-turn mower as its current equipment is nearing its end of usable life. A new mower was accounted for in the Service Department's annual budget at an estimated cost of \$8,400.00. The lowest quoted price from available local vendors came in at \$8,609.00 via Koenig Equipment.

The requests will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #14 — MIAMIVILLE BEAUTIFICATION PROJECT

Mr. Kelly presented new recommendations regarding the Miamiville Beautification Project which was presented in March by the Miamiville Civic Association. Mr. Kelly recommended that the Township purchase the items that they have presented in their plan so that it may have oversight of the types and durability of the items that are necessary to complete the project.

Items, quantities, and costs that have been researched and sourced through our Service Department and their vendors are as follows:

- Flags, poles, & mounting brackets x10 @ \$169.00 each = \$1,690.00
- Planters x6 @ \$78.00 each = \$468.00
- Shipping & handling cost estimate = \$100.00
- **Total project cost: \$2,258.00**

Mr. Kelly stated that he believed the project to be a good and visible addition to one of the major entryways to the northern end of our community. It was suggested that only the planters are discussed for approval at the next Business Meeting due to the time it may take to finalize costs related to the flags.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Ken Tracy made a motion to go into Executive Session pursuant to Ohio Revised Code section 121.22 (G)(1) to consider the employment of a public employee. Mr. Schulte seconded the motion. All voted "AYE."

Mr. Tracy made a motion to exit Executive Session, seconded by Mr. Schulte. All voted "AYE."

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The meeting was adjourned at 9:00 p.m. on April 08, 2024.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson