

JANUARY 18, 2022

DAYTON LEGAL BLANK, INC., FORM NO. 10148

~~Held~~ The Miami Township Board of Trustees met in regular session on Tuesday, January 18, 2022, at 7:00 p.m. Chair Mark Schulte called the meeting to order. The Pledge of Allegiance was recited by all. Mr. Tracy led the invocation.

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

Approval of the Minutes

Ms. Wolff moved to approve the minutes of the December 14, 2021, business meeting and the January 10, 2022, work session. Mr. Schulte seconded the motion. The motion carried by a vote of 2-0, with Ms. Wolff and Mr. Schulte voting aye. Mr. Tracy was not in attendance at either meeting.

Departmental Reports

Community Development Department Report – Director Brian Elliff summarized the department’s activities for 2021. He noted that 897 zoning certificates were issued. He announced that the department welcomed Township Planner Jamie Kreindler and Zoning and Property Maintenance Inspector John Langenheim recently. Significant projects in 2021 included: \$30 million in planned renovations at Live Oaks; \$8 million in improvements at Clover Apartments; \$3 million for Moeller’s athletic fields; and \$1.48 million in improvements at UDF. Mr. Elliff reported that of the single family homes built in 2021, 59 were valued in excess of \$500,000.

Mr. Elliff noted that Mr. Schulte administered the oath of office to the members of the Board of Zoning Appeals (BZA). He added that in 2021, the BZA has 23 cases, and the Zoning Commission had six cases. He noted that property maintenance cases were down from 2020.

Finance Department Report – Fiscal Officer Eric Ferry stated that his report had been provided and offered to answer questions. He thanked Finance Director Kelly Flannigan for her willingness to fill in for sick employees and in positions that have been vacated.

Fire/EMS Department Report – Chief Steve Kelly offered to take any questions related to his report. He noted that Firefighters John Cooper, Jr. and Jon Furbush. were presented with the Community Responder Award by the Little Miami River Chamber Alliance for assisting an expectant mother during a snowstorm in February 2021. Chief Kelly reported that the department traveled to the Veterans Home in Georgetown to participate in the Light Ohio Blue Operation Santa’s Sleigh event. The organization visits Veterans homes and children’s hospitals to pay respect to the people that are hospitalized during the holidays and to the staff that works tirelessly to care for those people. Chief Kelly shared a video from the event.

Chief Kelly reported that the Fire/EMS department responded to over 6,000 calls for service in 2021, which was an increase of 788 calls from 2020. He noted that the increase could be attributed to the pandemic and expected more of the same in 2022.

Police Department Monthly Report – Lieutenant Hirsh announced that the Miami Township Police Department has been named Agency of the Month by the Ohio Association of Chiefs of Police for their community engagement and community relations efforts. He noted that there were over 800 police agencies across the State of Ohio. He then highlighted some of the programs that helped the department achieve this recognition: Citizens Police Academy, Shop with a Cop, Bicycle Safety and Education Program, Public Safety Cadets, Pet Microchipping, Kindergarten Safety Course, National Night Out, Citizens Police Academy Alumni Association, Junior Police Academy, and H2O with the Five-0. In closing, Chief Kelly noted that Keely Kerns, a senior at the University of Cincinnati and Criminal Justice Major, will be interning with the police department during the spring semester. Mr. Schulte congratulated the department for receiving the Agency of the Month award.

Recreation Department Report – Recreation Director Krystin Thibodeau highlighted the Township’s Holiday Hoopla event which included Santa, carolers, and horse and carriage rides.

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She thanked the service department for decorating the Civic Center. The Gingerbread House Decorating event was a success and included a police station made of gingerbread. Ms. Thibodeau said that it was nice to see recreation programs return, such as yoga, basketball, and line dancing to name a few. Ms. Thibodeau was very pleased with the instructors who make these programs possible. She noted that the Township was able to hold all their events, except the Easter event. Ms. Wolff congratulated Ms. Thibodeau on a job well done.

Service Department Report – Service Director John Musselman shared before and after pictures of the Sugar Camp Landslide Repair Project. He noted that the Miami Meadows - Mills of Miami Walking Path Project was complete. Mr. Musselman added that he was making edits to the pavement condition assessment report and was finalizing the 2022 paving program.

Administrator Report – Township Administrator Jeff Wright provided an update on two projects. He reported that the Ohio Department of Transportation (ODOT) confirmed that two engineering firms had issued requests for qualifications (RFQ) to hire an engineering company to design the bridge for the Branch Hill Miamiville Bridge Project. He anticipated that a design firm would be selected in March, in hopes of bidding the project in 2023, with construction commencing in the 2024-2025 timeframe. Mr. Wright explained that the Township identified the State Route 28 bridge as an area to improve aesthetics and add branding. He announced that the engineers at the local ODOT office were going to award the final contract in the next 30 to 60 days, with construction to begin in 2022 and be completed in 2023.

New Business

Mr. Tracy moved to pay the bills of the Township: 216 checks numbered 140924 to 141139 and 41 electronic checks numbered 2325 to 2365 for the total amount of \$2,518,583.65; plus payroll and payroll taxes for the check dates December 17, 2021, in the amount of \$296,393.90; December 31, 2021, in the amount of \$316,293.08; and January 14, 2022, in the amount of \$314,119.03. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright presented Resolution 2022-01 which would authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures totaling \$600,968.69. He noted that the Township began receiving bills on January 2, 3, and 4, prior to being able to issue purchase orders, with the largest being for the annual TID contribution.

Ms. Wolff moved to adopt Resolution 2022-01 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures totaling \$600,968.69, and declaring an emergency, seconded by Mr. Tracy. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright announced that Human Resources Coordinator Sherrie Henslee submitted a retirement notice for the Board's acceptance, effective January 31, 2022. He thanked her for serving the Township for 35 years.

Mr. Tracy moved to accept the resignation of Sherrie Henslee effective January 31, 2022, seconded by Ms. Wolff. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

At the request of Mr. Elliff, Mr. Wright proposed that Carol Turchick be appointed to fill an unexpired term on the Zoning Commission. He added that Ms. Turchick formerly served on the Board of Zoning Appeals and was in good standing.

Ms. Wolff moved to appoint Carol Turchick as a regular member of the Zoning Commission to fill an unexpired term that will expire on December 31, 2022. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

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Held. At the request of Chief Kelly, Mr. Wright asked the Board to accept the resignation of career Fire Fighter/Paramedic Lee Hines, effective January 27, 2022. Mr. Wright thanked Mr. Hines for his 20 years of service to the community.

Mr. Tracy moved to accept the resignation of career Fire Fighter/Paramedic Lee Hines effective January 27, 2022, and thanked him for his 20 years of service to the community, seconded by Ms. Wolff. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright requested approval to extend a conditional offer of full-time employment to current part-time Fire Fighter/EMT Michael Alex Kessen so that he may continue with the next steps of the hiring process.

Ms. Wolff moved to extend a conditional offer of full-time employment to current part-time Fire Fighter/EMT Michael Alex Kessen so he may continue with the next steps in the hiring process, seconded by Mr. Tracy. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright asked that the conditional offer of full-time employment to Adam DiLonardo be withdrawn.

Mr. Tracy moved to withdraw the conditional offer of full-time employment to Adam DiLonardo. The motion was seconded by Ms. Wolff. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright noted that at the January 10 work session, the Board set the 2022 meeting schedule through May 17. Work sessions will be held at 7:00 p.m. on the second Monday of each month and the business meetings will be held at 7:00 p.m. on the third Tuesday of each month. The only exceptions would be in February, March, November and December. Mr. Wright explained that during the months of February, March and November, the second Mondays and third Tuesdays fall on back-to-back days. Therefore, the work sessions would need to be moved up one week to the first Mondays in those months. He pointed out that the Trustees have routinely moved both meetings in December up one week to have fewer conflicts near the holidays and to allow the township to submit its budget to the County Auditor's Office.

Ms. Wolff referenced the three month work session recess period. She felt the work sessions were needed in order to conduct the business of the Township and suggested that only one work session recess be held. Ms. Wolff noted that she was flexible on the month. Following a brief discussion it was decided that a recess will be held in July.

Ms. Wolf moved to amend the regularly scheduled Trustee meetings for 2022 to reinstitute a work session for June 13 and August 8, noting that all business meetings and work sessions are held at 7:00 p.m. at the Miami Township Civic Center. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright noted that Chief of Police Mike Mills presented their vehicle replacement schedule at the December 2021 budget meeting and at the January 10 work session. He explained that the five-year replacement plan called for the replacement of three marked patrol vehicles and one unmarked vehicle. He added that the unmarked vehicle, which was 15 years old, will be assigned to Mr. Menz as his vehicle has become inoperable. The remaining three vehicles will go to auction. Mr. Wright stated that the pricing offered through the state bid was incredible. In addition to the cost of the vehicles, the township will also incur the cost of outfitting the vehicles, including markings, safety lighting, as well as interior and exterior components. He added that the patrol vehicles would be equipped with mobile computers.

Mr. Tracy moved to approve the purchase of three 2022 Police Interceptor Utility AWD Base vehicles from Beechmont Ford for a total of \$136,681.00; up fitting of the three vehicles from Parr Public Safety Equipment in an amount not to exceed \$45,205.69, and three Panasonic Toughbooks from SSI for a total amount of \$11,370.00. Ms. Wolf seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

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Mr. Wright noted that the township applied for and was awarded \$217,000 in Community Development Block Grant (CDBG) funds from Clermont County to install sidewalks and associated curb, gutter, and storm water improvements to facilitate sidewalks on the south side of Business 28 between Cook Road and Highview Drive. Mr. Wright stated that the township's only LMI-eligible census tract was bordered by the southern side of Business 28, which connects several high-density housing areas.

Ms. Wolff thanked Mr. Wright for his tenacity in receiving these funds. There was a misconception that Miami Township didn't have areas that would qualify for CDBG funding. At Mr. Wright's request, the issue was revisited by the County and it was found that the Township does have areas that qualify and that this was a good project.

Ms. Wolff moved to enter into a contract with Choice One Engineering in the amount of \$339,863 for the surveying, design, contract assistance, and construction inspections for Business 28 CDBG Sidewalk Project. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright requested approval to enter into a contract with Bastin & Company, a Clermont County based CPA firm that has prepared the township's required finance report to the Auditor of State for the past eleven years. He added they charge an hourly rate of \$66 and saw that as a great efficiency.

Mr. Tracy moved to authorize the Township Administrator to enter into a contract with Bastin & Company LLC for the provision of financial statement preparation and filing services for a cost not to exceed \$3,300, Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright announced that the township received the annual mileage certification from the Clermont County Engineers Office, which showed the township has gained 1.504 miles of roadway as a result of subdivisions being accepted. He noted that Miami Township is the second most populated township in the county and has the most miles of roadway in any township within Clermont County.

Ms. Wolff moved to accept the new 2021 mileage certification as submitted by the Clermont County Engineers Office and approve its submission to ODOT. This report must be submitted to ODOT by March 1, 2022. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright explained that the township has a two-tier rate system for its cemetery that includes a resident rate and non-resident rate. He noted that the fees were last adjusted in 2013. Mr. Wright reported that upon a review of various service rates for cemeteries operated by communities surrounding Miami Township it was found that the township has fallen behind those communities for comparable cemetery services. He added that the rate changes would go into effect on March 1, if adopted.

Mr. Tracy moved to adopt the rate changes for services at Evergreen Cemetery as outlined in the attachments and make them effective on March 1, 2022. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

During the discussion of the 2022 budget and again at the January 10 work session, Mr. Musselman proposed the purchase of a single axle cab and chassis through Freightliner at the State Purchasing Contract pricing. Mr. Wright stated the township will maintain 10 salt trucks with one back-up salt truck. He anticipated that it would take up to a year to get the snow truck outfitted and have it in operation for the 2023 snow season. Ms. Wolff pointed out that the cost had increased by almost \$7,500 from 2021.

Ms. Wolff moved to contract with Fyda Freightliner for the purchase of a 2023 model year single axle cab and chassis to be up fitted as a salt truck. This is a State Bid purchase. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

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Mr. Wright noted that the Township annually appoints two representatives to the Ohio Volunteer Fire Fighters' Dependents' Board. Mr. Wright acknowledged that he and Chief Kelly were willing to continue in that capacity.

Mr. Tracy moved to reappoint Jeff Wright and Steve Kelly to the Ohio Volunteer Fire Fighters' Dependents' Board, seconded by Ms. Wolff. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright requested technology replacements for seven work stations, network and server maintenance, and renewal of software licensing. Intrust, the Township's IT contractor bid these items and the total cost would not exceed \$22,500.

Ms. Wolff moved to approve the purchase of computer replacements, warranty renewals for switches and firewalls, and Microsoft Software Assurance for multiple departments from Intrust IT at a total cost not to exceed \$22,500. Mr. Tracy seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright reported that it was necessary for the Township to replace the thirteen year old software being used for township's sign program as the existing software has become obsolete. He explained that the new software would cost \$14,000 for the first year and would cover training, launching the new software, bringing the current information over to the new program, and the first year's maintenance coverage. Support and maintenance of the software would cost \$7,000 each succeeding year.

Mr. Tracy moved to contract with Cartegraph Solutions for the purchase of a new sign software package to include training and annual maintenance at a cost of \$14,000. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Mr. Wright requested the Board table the request to revise and reclassify the Community Paramedicine Coordinator's job description.

Mr. Wright requested approval to replace windows throughout Station 28. He noted that Chief Kelly received three bids with Window World providing the lowest and best bid in the amount of \$5,692.

Ms. Wolff moved to approve the purchase of replacement windows for Fire & EMS Station 28 from Window World in the amount of \$5,692, seconded by Mr. Tracy. Mr. Ferry called the roll. The motion carried by a vote of 3-0.

Public Comment: None.

Executive Session: Mr. Tracy moved to adjourn to executive session under Ohio Revised Code Section 121.22 (G)(1) to consider the employment and compensation of a public employee, and 121.22 (G)(4) to prepare for and review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment. Ms. Wolff seconded the motion. Mr. Ferry called the roll. The motion carried by a vote of 3-0. The Board adjourned to executive session at 7:46 p.m. and returned to regular session at 8:25 p.m.

With no further business to come before the Board, the meeting adjourned at 8:26 p.m.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mark Schulte, Chairman

0429

Meeting

RECORD OF PROCEEDINGS

Minutes of

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