

## RECORD OF PROCEEDINGS

Minutes of MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

Meeting

BEAR GRAPHICS 800-325-6094 FORM NO. 10148

Held

March 13, 2023

20

The Miami Township Board of Trustees met in a work session on Monday, March 13, 2023, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Tracy 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. McManus from the Clermont County Soil & Water District presented information on their services to the community and gathered feedback for use in long term planning.

Mr. Wright recommended the following actions for personnel:

#### **Administration**

Remove Lori Pegg from probation effective March 2, 2023, with a new hourly rate of \$30.90 per hour. She will also receive the additional 120 hours of vacation as of that date.

#### **Fire Department**

Promote full-time Firefighter/EMT Evan Malott to full-time Firefighter/Paramedic effective March 5, 2023, following his graduation from Paramedic School. His hourly rate will change to the probationary Firefighter/Paramedic rate of \$25.31 per hour.

#### **Recreation Department**

Accept the resignation of part-time recreation assistant Mollie Vonderhaar effective March 13, 2023.

Adjust the hourly rate for part-time recreation assistant Michelle Schmahl to \$10.50 for her assistant rate and \$17.50 for her lead rate effective March 5, 2023.

#### **Police Department**

Remove Katie Pohl from probation effective February 28, 2023 with a new hourly rate of \$29.87 per hour. She will also receive the additional 120 hours of vacation as of that date.

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

Mr. Wright presented a request from a resident asking for approval from the Township and the Clermont County Commissioners to vacate a small portion of Riverside Avenue in the Branch Hill neighborhood. Riverside Avenue in that area is an unimproved "paper street" and is not accessed by the public. Mr. Anthony Chisman, the requester, owns the property adjacent to the 5,000 square feet of right-of-way he is requesting to have vacated. To the west of the subject R-O-W is the Little Miami River and to the east are Mr. Chisman's other parcels. It does not appear that there is any public purpose needed for the subject R-O-W; vacating the R-O-W would not prevent access from any other privately-owned property; and the Surveyor at the Clermont County Engineer's office has reviewed the vacation plat and legal descriptions and does not have any concerns with the request.

If this is approved by the Board, the request will also then need to be approved by the Clermont County Commissioners and then come back to this Board for a second Resolution to be approved.

Mr. Wright reminded the Board that the Township has initiated a project to extend sewer along Branch Hill Guinea Pike to Fire Station 27 so that our station can be served

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by public sewer and the on-site system be removed. In fact, he and Chief Kelly have taken the lead on the contract for design and public process to have the project completed.

As is typical with public utility extension projects, it is necessary for the Township to grant to Clermont County a small portion of the frontage of the Fire Station for an easement to contain the future, extended sanitary sewer.

Mr. Wright asked the Board to approve a Resolution at the Work Session to authorize the easement agreement since the item will also need to be scheduled for a future County Commissioners meeting and be recorded before the project can be bid out by the County.

Ms. Wolff made a motion to adopt Resolution 2003-09 authorizing the execution of a sewer easement agreement and temporary work authorization with the Board of County Commissioners of Clermont County, Ohio, dispensing with a second reading, and declaring an emergency, seconded by Mr. Schulte and all voted "AYE."

Chief Mills provided information on the use of drones to deliver effective services to residents over the last few years. Drones have been proven to expand the security and response capabilities during large scale public gatherings and disasters. Furthermore, drones allow police agencies to search large areas quickly and constructively in cases of missing persons, as well as de-escalate dangerous and violent situations.

A drone committee was formed in 2022 to research and identify the most suitable equipment and practices for implementation in the Township. Quotes were obtained from four vendors – Priority1 Drones \$25,016.70, Unmanned Vehicle Technologies \$25,034.79, DSLRPros \$22,412.97, and Vertigo Drones \$21,564.00 – for the purchase of three drones with specified equipment necessary to successfully implement a drone program at the Miami Township Police Department. The quotes from DSLRPros and Vertigo Drones were defective in that they did not include some of the specified equipment.

Our Citizens' Police Academy Alumni Association has dedicated \$10,000 towards the implementation of a drone program in Miami Township. We have additional grant applications to cover some of the costs of this equipment.

Mr. Musselman presented information on the application of an asphalt rejuvenating agent to be added to 111,924 square yards of roadway. Asphalt rejuvenation costs \$1.18 per square yard and is the most cost-effective method of adding five to seven additional years of service to our pavements.

The work will be performed by Pavement Technologies who has the State of Ohio Contract for asphalt rejuvenation sometime shortly after the pavement work has been completed. Asphalt rejuvenation costs: Base plus alternates estimate: \$132,070.32. If we can get this work approved this month, we can make sure this work will be on their schedule so it can be accomplished well before the onset of cooler weather in the fall.

Mr. Wright presented information in accordance with Ohio Revised Code 505.64 and the Township Credit Card Policy, noting the Compliance Officer and Finance Director shall review the credit cards and accounts at least once every six months and report to the Township Board of Trustees.

The Township has individual department credit card limits ranging from \$5,000 to \$13,000, with the sum of all individual cards equaling \$100,000. Within these limits, the overall corporate account limit is \$42,000 Township wide and may not be exceeded. These are likely the limits initially established when the accounts were setup.

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In the past several years, there have been 2-3 times annually where we have reached the \$42,000 corporate limit. In discussing this with Mr. Ferry, it is being recommended that the overall corporate account limit be increased to \$60,000. It is important to note, this does not increase the individual spending limit currently set for each department card. Additionally, credit card purchases follow the same purchasing procedures as any other expense; purchase orders are required and goods or services exceeding \$2,500 are required to go before the Board for approval.

Number of Township Credit Cards: 14

Change in Number of Credit Cards: None

Changes to Credit Limits: None

Changes to Expiration Dates: None

Other: Total Township credit card expenditures for the six-month period are \$131,667 as compared to \$94,864 in the previous six-month period.

Dept / # Cards	Prior Period	Current Period
Admin x2	6,614	5,402
Fire x3	22,509	34,623
IT	6,399	6,021
PD x3	32,314	50,568
Rec	11,421	9,870
Service x3	15,185	21,292
Trustee	422	3,893
	94,864	131,667

Mr. Musselman presented plans to add decorative pole lights at the west entrance to the Civic Center as it is very dark during late fall to early spring. This addition will improve the appearance and safety of that access point.

Duke Energy can add lighting to that area with one pole on each side of that access point. Since they will have to run a new service from a pole on Meijer Drive, this will also provide us with access to additional electricity for other purposes in the future. He presented a drawing of the electric work by Duke and a breakdown of the initial and ongoing monthly cost for the electric service. The one-time capital cost for the light fixtures is \$12,694.56 and the ongoing monthly charge is expected to be \$17.46.

Mr. Braun has drafted a Resolution authorizing and stating the acceptance and dispensing of employee retention bonuses using the pass-through funds from the American Rescue Plan Act via the Ohio Department of Public Safety and Ohio Office of Budget and Management.

Mr. Schulte made a motion to approve Resolution 2023-10 authorizing the payment of employee retention bonuses to all Township employees using Federal pass-through American Rescue Plan Act grants received from the Ohio Department of Public Safety and Ohio Office of Budget and Management in recognition of their extraordinary service and continued retention, dispensing with a second reading, and declaring an emergency, seconded by Ms. Wolff and all voted "AYE."

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**Public Comments:**

Ms. Chris Lemon of 969 Apple Blossom Ct. discussed and distributed pictures of issues at the pickleball court where the paint is bubbling up and cracks that have happened at the Community Park courts.

Jim Denu of 5766 Oakleaf Lane also shared comments about the design and construction of the pickle ball courts noting a number of areas that hold water.

Anita Smith, teacher of the Township pickleball classes shared a picture of a ball retrieval system that may be helpful to add to our courts.

The Board thanked them for the input. Mr. Musselman will have the parks team address these issues. Mr. Wright also shared that we have upcoming maintenance and evaluation projects on all sports courts throughout the Township.

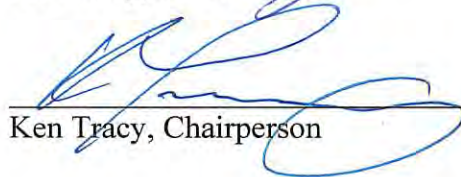
Ms. Wolff made a motion to go into Executive Session. pursuant to ORC 121.22 (G) (1) to consider the employment and compensation of a public employee and pursuant to Ohio Revised Code Section 121.22(G)(8) to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, which is necessary to protect the interests of the applicant or the possible investment or expenditure of public funds to be made in connection with the economic development project, seconded by Mr. Schulte and all voted "AYE."

Mr. Schulte made a motion to come out of Executive Session, seconded by Ms. Wolff and all voted "AYE."

There being no other business the meeting adjourned at 9:15 p.m.

ATTEST:

  
Eric Ferry, Fiscal Officer

  
Ken Tracy, Chairperson