

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

MARCH 13, 2017

The Miami Township Board of Trustees met in work session on Monday, March 13, 2017 at the Miami Township Civic Center. Chairperson Tracy called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Ken Tracy and Mary Makley Wolff.

There were no Presentations.

There was a discussion on several Capital Purchases. Chief Madsen presented a request to install video security in Miami Meadows Park from Kraft Electric at a cost of \$26,623.00. This will be an action item at the Trustee business meeting. The Board requested that the video security is not only in one area. Chief Madsen stated that will not be the case.

Chief Madsen tabled a proposal to partition the large room that used to be the Trustee Meeting Room in the Police building. She will bring it at a future meeting.

Chief Kelly presented a proposal for the replacement of gear lockers. These lockers are where firefighters keep their turnout gear. The shelving they use is about 20 years old and is showing signs of aging as they are pulling away from the walls, the racks are rusting and they require additional support from 4'x4' wood blocks that are holding them off of the floor. Chief Kelly stated they will replace 10 first at a cost of \$4,000.00. The rest of the lockers will be replaced later in the year. This will be an action item at the Trustee business meeting.

Chief Kelly presented a request to replace three Panasonic Toughbook CF-31 mobile data computers (MDC's) as part of their routine computer replacement schedule. The existing MDC's are at the end of their service life and are scheduled to be replaced. Clermont County Communications has obtained a group discount rate through CDW-G so pricing for new units is fixed and represents a cost savings of \$1,200 per unit. Chief Kelly is requesting to spend \$9,900.00 for three MDC's. This was a 2017 budgeted item. This will be an action item at the business meeting.

Chief Kelly presented a request to approve a purchase of the two remaining Stryker Power Cot and PowerLoad systems for the two ambulances that will be sent out for remounting this year. The cost to complete this project will be \$79,802.24 which was budgeted for as a capital project for 2017. These cots are in two other of our ambulances and they are proving their usefulness on a daily basis with improved safety for crew and the patients that are transported. This will be an action item at the Trustee business meeting.

Chief Kelly is requesting permission to replace twenty-two (22) sets of turnout gear for 2017 as part of their annual turnout gear replacement program. In accordance with the recommendations set forth in NFPA 1851, the standard that addresses turnout gear selection, care and replacement it is recommended to replace a set of gear after ten years of in-service use. Each set of gear costs \$2,301.00 and he is asking approval to spend up to \$51,000.00.

Ms. Wolff made a motion to approve the purchase of twenty two (22) sets of turnout gear from Phoenix Safety Outfitters at a cost not to exceed \$51,000.00, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright presented personnel actions for the Board. Mr. Elliff, Community Development Director, explained Mr. Jim Brockman, part-time Zoning Inspector has submitted his resignation effective March 15, 2017. Mr. Wright is recommending the Board accept this resignation. The Board stated that Mr. Brockman has done a tremendous job in his 17 years with the Township.

Ms. Wolff made a motion to accept the resignation of Jim Brockman, part-time Zoning Inspector effective March 15, 2017, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright stated in the Service Department, Michael Hoffer submitted his resignation as a part-time Park employee, effective March 3, 2017 and recommends this resignation be accepted.

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Ms. Wolff made a motion to accept the resignation of Michael Hoffer, part-time Park employee effective March 3, 2017, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright explained the Service Director, John Musselman, will present Step increases for two employees that have stood out in the last couple of years and are deserving of a promotion. Mr. Musselman explained that Chris Burdsall has increased level of job knowledge and responsibilities over his peers. He is reliable, a consistent performer, is able to work independently of the crew and requires minimal supervision in the successful completion of his assigned tasks. Chris is due, in May, for a Step increase but Mr. Musselman would like to reward him with his normal Step increase along with a Step increase for his dedicated work. Chris would go from Maintenance Worker 3, Step 2 to Maintenance Worker, Step 4 and reset his Step increase date to March 21st. Mr. Musselman stated Patty Hall, over the last year, has shown a lot of improvement with her operating skills with the equipment that the Road crew uses and this past fall when the Road Foreman was out for an extended time, Patty Hall stepped up in a big way and became a leader on the crew. Patty would go from Maintenance Worker 4, Step 2 to Maintenance Worker 4, Step 4. Mr. Tracy and Ms. Wolff felt it would be a good idea to go ahead and make those motions at this meeting.

Ms. Wolff made a motion to increase Chris Burdsall from Maintenance Worker 3 Step 2 to Maintenance Worker 3 Step 4 effective May 11, 2017 and to move Patty Hall from Maintenance Worker 4 Step 2 to Maintenance Worker 4 Step 4 effective March 24, 2017, seconded by Mr. Tracy with all voting "AYE".

Chief Kelly is requesting approval to hire part-time Firefighter/Paramedic Robert Moore as a full-time Firefighter/Paramedic at Step 1 of the current Collective Bargaining Agreement at an hourly rate of \$23.29 with a one year probationary period that would begin on April 10, 2017. This hire replaces Barry Mesley who retired earlier this year.

Ms. Wolff made a motion to hire part-time Firefighter/Paramedic Robert Moore as a full-time Firefighter/Paramedic at an hourly rate of \$23.29 with a one year probationary period that would begin on April 10, 2017, seconded by Mr. Tracy with all voting "AYE".

Mrs. Thibodeau noted she and Allen Leab have worked on a Special Events Regulations Proposal by private entities and 501 C-3's who request to hold varying types of special events at Township parks. Research has been done with other park districts on how they handle these special events and what is charged. Mrs. Thibodeau went over the types of events, paperwork, items to address in special event requests, fees and refundable deposits. The Board would like to re-negotiate the soccer organizations fees since the Dog Days organization has quite a few non residents using the fields and to keep the fields at a level that is expected will cost more. The Board would like Mrs. Thibodeau to come back with a fee schedule and how those fees were arrived at. The Board stated their mission is to serve the residents of Miami Township first. It was noted that payment of employees from Service, Police and Fire/EMS would also be involved with the fee schedule. Mrs. Thibodeau will take all of this into consideration and report back to the Board with more information and will be sure to send all legal information to the Township's Law Director.

Mr. Musselman is requesting permission to advertise for bids for the Wolfpen Pleasant Hill Sidewalk Project. Mr. Musselman went over the projected bid schedule and would like a bid to be awarded at the April business meeting. Ms. Wolff noted she wants to be sure that whoever is awarded the bid really does know how to install sidewalks that will not cause a water issue.

Ms. Wolff made a motion to grant permission to advertise for bids for the Wolfpen Pleasant Hill Sidewalk project, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright explained he, Joe Braun and Mr. Musselman had an open house at Trinity United Methodist Church regarding the project and the easements needed for this project.

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Chief Kelly presented an out of Township travel request to send one member of staff to the Indiana River Rescue School in South Bend, Indiana, May 7th through May 12th at a cost not to exceed \$1,190.00. This will be an action item at the business meeting.

Mr. Musselman presented a part-time wage increase. Mr. Musselman explained they have problems attracting and retaining part-time employees because of the low part-time pay. Mr. Musselman conducted a survey of other townships to compare part-time wages and gave the results to the Board. Mr. Musselman would like to increase the starting pay from \$10.71 per hour to \$11.50 per hour. The Board felt \$12.00 per hour is a fair wage for part-time. This will be an action item at the business meeting.

Mr. Musselman presented quotes for additional outdoor electric needs at Community Park and Riverview Park. The additional electric at Riverview is due to the summer concerts and the additional service at Community Park would be for the shelter. This will be an action item at the business meeting.

Mr. Musselman gave updates on Service Department projects noting they are researching different types of buildings that could serve as a vehicle and equipment storage; they are working on section 1 of the No Parking sign project; the Board asked Mr. Musselman to post the map with the sections of No Parking on the webpage so residents know when and which streets will have No Parking signs installed; the Civic Center Siding is almost complete; estimates for the cost of light poles for Romar are in and he is seeking bids for installation; installation of the gas main extension on Meijer Drive will take about 3 months and they are pumping Miami Meadows Lake in preparation for the next phase of the erosion wall.

Public Comment: None

Executive Session: Ms. Wolff made a motion to go into Executive Session To consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or the investigation of charges or complaints against a public employee or official, pursuant to Section 121.22 (G)(1) of the Ohio Revised Code, and To conference with counsel related to pending or imminent litigation, pursuant to Section 121.22 (G)(3) of the Ohio Revised Code, and 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, or negotiations with other political subdivisions respecting requests 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, pursuant to Section 121.22 (G)(8) of the Ohio Revised Code, seconded by Mr. Tracy with all voting "AYE".

Ms. Wolff made a motion to come out of Executive Session, seconded by Mr. Tracy with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 10:30 a.m.

ATTEST: _____
Eric Ferry, Fiscal Officer

Ken Tracy, Chairperson