

RECORD OF PROCEEDINGS
MIAMI TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held FEBRUARY 20, 2024 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, February 20, 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.

INVOCATION

Chairperson Wolff called for a moment of reflection.

ROLL

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

SWEARING IN CEREMONY

Chief Kelly swore in new Fire Inspector Paul Eckert.

APPROVAL OF MINUTES

Mr. Schulte made a motion to approve the minutes of the December 12, 2023 and the January 16, 2024 Business Meetings, the January 08, 2024 Work Session and the January 23, 2024, Trustee Special Meeting minutes. Ms. Wolff seconded the motion, and all voted "AYE."

DEPARTMENT REPORTS

A representative of each department gave a report for the previous month.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

PAYMENT OF BILLS

Mr. Schulte made a motion to pay the bills of the Township, including 193 checks numbered 146025 through 146217, 89 ACH payments numbered 204 through 292, and 47 electronic payments numbered 3583 to 3629 for the total amount of \$2,423,435.97. In addition, approve the following net payroll expenses: Payroll and payroll taxes for the checks dated 01/24/2024 in the amount of \$355,271.59 and 02/09/2024 in the amount of \$333,240.97, Ms. Wolff seconded the motion, and all voted "AYE."

THEN AND NOW

Chief Kelly presented Resolution 2024-003 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures totaling \$35,452.17. Ms. Schulte made a motion to adopt Resolution 2024-003 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$35,452.17, dispensing with the second reading. Ms. Wolff seconded, and all voted "AYE."

PERSONNEL

Chief Kelly recommended the Board take the following actions regarding personnel. The Fire Department recommended the following four personnel actions: a final offer of employment to Jason Peng for the position for Full-time Director of EMS, effective March 4, 2024, with an annual salary of \$115,086.40; a final offer of employment to Kaylee Miller for the position of part-time Firefighter/EMT effective March 1, 2024, with an hourly rate of \$20.75; a final offer of employment to Zoe Calvert for the position of part-time Firefighter/EMT, effective March 1, 2024, with an hourly rate of 20.75; and rescind the offer of part-time employment made to William Doss, effective February 20, 2024.

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

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HRIS PLATFORM CONTRACT

Chief Kelly advised as discussed at the Trustees Work session last week, Ms. Asher had developed and prepared a recommendation on moving forward with a Human Resources Information System (HRIS). With the help of Marsh McLennan HR Technology Consulting, they evaluated a few companies and presented to you the ISolved platform which Ms. Asher is recommending for final approval.

Mr. Schulte made a motion to approve the purchase of the new Human Resource Information System (HRIS) through ISolved at a cost of \$52,037.21 and allow the Interim Administrator to execute the contract. Ms. Wolff seconded, and all voted "AYE."

PURCHASE OF RIFLE LIGHTS

Chief Kelly advised that Chief Mills has prepared for review last week an item to purchase rifle lights to be mounted on their current stock of rifles. Competing bids for 29 rifle lights were collected: Kiesler \$7,450.58; LA Police Gear \$7,859.61 and Gall's \$10,439.71. Chief Kelly recommended the board approve the purchase of rifle mounted lights from Kiesler at a cost of \$7,450.58.

Mr. Schulte made a motion to approve the purchase of rifle mounted lights from Kiesler at a cost of \$7,450.58. Ms. Wolff seconded, and all voted "AYE."

PURCHASE OF AED KITS

Chief Kelly advised that Chief Mills also prepared a recommendation on the purchase of AED Defibrillator Kits for their cruisers. They are recommending contracting with American AED at a cost of \$10,329.00 to outfit eleven (11) AEDs on their current fleet of police department vehicles.

Mr. Schulte made a motion to purchase eleven (11) AED packages from American AED at a cost not to exceed \$10,329.00. Ms. Wolff seconded, and all voted "AYE."

PURCHASE OF ASP BATONS AND CAPS

Chief Kelly advised that Chief Mills is also recommending purchasing Batons and safety caps for use by uniformed personnel. Each baton costs \$141.60 and the safety caps that go on the end of it, that can be used to break glass on a vehicle or residence to quickly render aid if there is a medical need, are \$21.99. They are seeking approval to spend \$8,179.50 to purchase these through Gall's.

Mr. Schulte made a motion to purchase (50) ASP 21" Airweight Expandable Batons with ASP Breakaway Sub Caps from Gall's at a cost of \$8,179.50. Ms. Wolfe seconded, and all voted "AYE."

REMODEL OF TOWNSHIP FITNESS FACILITY

Chief Kelly advised that Chief Mills also prepared in conjunction with the Fire Department, a recommendation to the Township Fitness Facility at the Carr Building, next to Station 26, remodeled at a cost of \$60,209.00 through All Around Joe. Essentially, this is to blow out the walls in the interior of the building, open up the space and make it more user friendly and able to accommodate some of the equipment in there currently as well as meet future demands for equipment we would like to place in there.

Mr. Schulte made a proposal to accept the bid and proceed with the renovation of the Township Fitness Facility through All Around Joe for an amount not to exceed \$60,209.00. Ms. Wolff seconded, and all voted "AYE."

PURCHASE OF KNOX KEYSECURES

Chief Kelly advised he had prepared a memo last week for \$4554.00 through Knox Systems to purchase (5) five Knox KeySecures that will be mounted in various Fire Department vehicles. The upfitting will be done separately through Valor Outfitters, who handles our vehicle outfitting, but it will not exceed or require Trustee approval.

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Mr. Schulte made a motion to approve the purchase of (5) five KeySecure Systems through the Knox Company for \$4,554.00. Ms. Wolff seconded, and all voted "AYE."

RECONSTRUCTION OF EXTERIOR STORAGE AREA AT FIRE STATION 26

Chief Kelly advised the exterior storage area outside of Station 26 needs repair. The area houses items that cannot be stored inside of the building, like propane cylinders. The area was starting to slide off toward the Carr Building. Deputy Chief Jetter had some contractors come out and give quotes on resecuring the foundation wall as well as backfill in the fenced in area. He is recommending approval to contract with Bzak Landscaping to complete the required work at a cost not to exceed \$7,800.00.

Mr. Schulte made a motion to accept the bid and contract with Bzak Landscaping to perform the exterior work at Staton 26 at a cost not to exceed \$7,800.00. Ms. Wolff seconded, and all voted "AYE."

FEMS VEHICLE UPFITTING

Chief Kelly requested approval to contract with Valor Outfitters for the upfitting of the second Dodge Durango vehicle that was purchased last winter, at a cost of \$15,597.52. The cost includes all appropriate warning lights, sirens and other safety equipment. Mr. Schulte made a motion to approve the upfitting of a 2023 Dodge Durango through Valor Outfitters at a cost not to exceed \$15,597.52. Ms. Wolff seconded, and all voted "AYE."

TRANSFER OF 2009 CHEVROLET TAHOE

Chief Kelly made a recommendation to transfer an out-of-service 2009 Chevrolet Tahoe staff vehicle, previously approved for disposal, to Stonelick Township Fire and EMS Department for \$2,000.00.

Mr. Schulte made a motion to adopt Resolution 2024-004 authorizing the sale of unneeded or obsolescent personal property no longer necessary for Township use by sale to another public agency pursuant to Section 505.101 of the Ohio Revised Code, dispensing with the second reading. Ms. Wolff seconded the motion and Resolution 2020-004 was adopted.

SALT TRUCK UPFITTING

Chief Kelly advised that Mr. Musselman had prepared a memo and a quote from K.E. Rose, to complete the upfitting of one of the new salt trucks at a cost of \$123,175.00.

Mr. Schulte made a motion to approve the purchase of the salt truck upfit labor and materials from K.E. Rose for \$123,175.00. Ms. Wolff seconded, and all voted "AYE."

EXCAVATOR PURCHASE

Chief Kelly advised that Mr. Musselman had presented the opportunity for us to buy a new Bobcat E55 Compact Excavator and is presenting to you a request for \$80,303.77, offset by a trade-in value of \$29,750.00, giving us a total final cost of \$50,553.77.

Mr. Schulte made a motion to approve the purchase of a new Bobcat E55 R2 Series Compact Excavator for \$50,553.77. This price reflects a trade in value of \$29,750.00 for our 2014 model compact excavator. Ms. Wolff seconded, and all voted "AYE."

PURCHASE OF ZERO-TURN MOWER

Chief Kelly advised that Mr. Musselman presented an opportunity for us to purchase, through State bid pricing, an Exmark 144-inch diesel powered Zero Turn Mower for \$66,399.00.

Mr. Schulte made a motion to approve the purchase of a new Exmark 144" Diesel Powered Zero Turn Mower for \$66,399.00. Ms. Wolff seconded, and all voted "AYE."

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ACCEPTANCE OF RESURFACING BIDS

Chief Kelly advised that Mr. Musselman did an outstanding job of getting our annual paving program up and running very quickly this year. A bid opening was conducted on February 8, 2024 at 2:00 pm for the 2024 Miami Township Road Improvement program. We had a total of \$2,220,000 budgeting for resurfacing this year. John R. Jurgenson submitted the lowest and best bid on both the base bid and the base plus alternates bid.

Mr. Schulte made a motion to contract with John R. Jurgensen Co. for \$2,080,766.14 to provide work of the 2024 Miami Township Road Improvement Program in accordance with the resurfacing program specification. Ms. Wolff seconded, and all voted "AYE."

CONTRACT FOR TOWNSHIP PARKS ASSESSMENT AND MASTER PLAN

Chief Kelly advised that last week we presented an opportunity to contract with The Kleingers Group to perform a full assessment of our Township-owned parks and assist us with a master plan that we can use for future development and improvement of our park system. We are excited to present to you the proposal and documentation at a cost of \$18,800.00 to perform the services that were listed.

Mr. Schulte made a motion to enter a contract with The Kleingers Group to perform an assessment of the Township Parks and develop a master plan for a cost of \$18,800.00. Ms. Wolff seconded, and all voted "AYE."

CLERMONT COUNTY 9-1-1 PROGRAM REVIEW COMMITTEE APPOINTMENT

Chief Kelly advised at the work session last week, we had a conversation on a committee being developed in Clermont County; the 9-1-1 Program Review Committee. Mr. Braun has prepared Resolution 2004-005 for your review and consideration of approval. We continue to work cooperatively with the Communications Center, Ms. Wiederhold and her staff to make sure that our 911 system is not only representative of the county but of all the departments that use that service. Chief Kelly advised police and fire support the recommendation.

Mr. Schulte made a motion to adopt Resolution 2024-005 appointing Goshen Township Trustee Bob Hausermann to serve as a member of the Clermont County 9-1-1 program review committee and dispensing with a second reading. Ms. Wolff seconded, and all voted "AYE."

OUT OF TOWNSHIP TRAVEL FOR GFOA CONFERENCE

Chief Kelly advises that each year, Mrs. Flanigan, our Finance Director, travels to the Government Finance Officers Association (GFOA) conference. There are over 70 continuing professional education (CPE) sessions that address current issues facing governments, inspiring keynote sessions, interactive discussions, leadership workshops and networking opportunities. This is included in her annual budget. This year the conference is being held in Orlando, Florida from June 9th through the 12th at the Orange County Convention Center. She is requesting an out of Township travel request for an amount not to exceed \$1,306.00, which includes transportation, lodging, airport parking, and an estimate of meals not provided at the conference. Details of estimated expenses and the tentative conference schedule are attached for review.

Mr. Schulte made a motion to approve the out of Township Travel to send Kelly Flanigan to Orlando, Florida for the GFOA Conference in June 2024 for a cost not to exceed \$1,306.00. Ms. Wolff seconded, and all voted "AYE."

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ADDITIONAL

Chief Kelly advised that several departments have identified surplus items that are no longer of use. A list of those items is attached for your review and approval for disposal.

Mr. Schulte made a motion to adopt Resolution 2024-006, a resolution authorizing the disposal of surplus property and authorizing the sale of unneeded or obsolescent personal property no longer necessary for Township pursuant to Section 505.10 of the Ohio Revised Code, not declaring an emergency and dispensing with the second reading. Ms. Wolff seconded, and all voted "AYE."

PUBLIC COMMENT

None.

[THIS CONCLUDES THE BUSINESS PORTION OF OUR MEETING].


EXECUTIVE SESSION

Mark Schulte made a motion to go into executive session. Mary Wolff seconded the motion.

Mark Schulte made a motion to come out of executive session. Mary Wolff seconded the motion. The meeting was adjourned at 8:45 PM on February 20, 2024.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson