

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held MARCH 04, 2024 20

The Miami Township Board of Trustees met in a Work Session on Monday, March 04, 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 Mary Makley Wolff, Mark Schulte, and Ken Tracy.

PRESENTATION

Marty Brunk from the Miamiville Civic Association gave a presentation requesting the Township's assistance in funding a beautification project which would include several flags, a lending library, and flowerpots located throughout the Township. Mr. John Musselman, Service Director, was asked to lead the effort in determining the costs and feasibility of the project.

AGENDA ITEM #1 — PERSONNEL

Chief Kelly, Interim Administrator and Fire Chief, recommended the following action for personnel:

Administration

Make a final offer of employment to Kelly Gibson for the position of full-time Executive Assistant at a pay rate of \$31.00 per hour starting March 11, 2024.

Fire Department

Accept the resignation of full-time Firefighter Maria Pyles effective February 21, 2024.

Remove Alex Kessen from probationary status effective March 04, 2024.

Service Department

Accept the resignation of part-time maintenance worker Thomas Kelley effective January 01, 2024.

Approve a merit increase for full-time Administrative Assistant Amanda Hampton from \$23.24 per hour to \$24.75 per hour effective March 21, 2024, following a superlative annual review.

Recreation Department

Accept the resignation of the following part-time Recreation Assistants effective March 04, 2024: Laura Pirtle and Danielle Hardin.

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

AGENDA ITEM #2 — POLICE DEPARTMENT SMART BOARD

Chief Mike Mills informed the Board that the Police Department would like to purchase a Sharp™ Smart Board as indicated in its 2024 budget. Chief Mills provided several quotes and will request authorization at the next Business Meeting to purchase the board from CDW-G at a cost of \$6,819.08.

AGENDA ITEM #3 — POLICE DEPARTMENT EXTERIOR STAIR PROJECT

Chief Mills informed the Board that the Police Department would like to replace a set of exterior stairs as indicated in its 2024 budget. Chief Mills provided two (2) quotes and will request authorization at the next Business Meeting to proceed with the stair replacement with Osborne Reconstruction Service at a cost of \$10,755.29.

AGENDA ITEM #4 — 2024 IT & CYBERSECURITY PROJECTS

Chief Kelly requested Board approval to proceed with four (4) IT & Cybersecurity projects as indicated in the 2024 Operating Budget. The projects would further secure the network and

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bring down Property and Casualty insurance costs. Total cost for the four (4) projects will be \$112,704.25. The request will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #5 — FIRE & EMS LAPTOP PURCHASE

Chief Kelly spoke on behalf of Jon McKinnish, Deputy Fire Chief, to request Board approval for the purchase of two (2) additional laptop computers as accounted for in the 2024 Operating Budget. The laptops would serve the Director of EMS and Deputy Chief of Operations. Total cost for the two (2) devices, warranties, and accessories would be \$3,392.94. The request will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM # 6 — SEMI-ANNUAL CREDIT CARD REPORT

Chief Kelly spoke on behalf of Kelly Flanigan, Finance Director, to review the semi-annual credit card report in accordance with Ohio Revised Code 505.64 and the Township Credit Card Policy. Total Township credit card expenditures for the current six-month period are \$141,527.00 as compared to \$129,382.00 in the previous six-month period. Chief Kelly indicated that a malfunction with the Police Department’s gas cards caused a significant rise in expenditures due to the need to use company credit cards until the issue was resolved.

Chief Kelly recommended the Board make a motion to accept the semi-annual credit card report for the period of September 2023 through February 2024.

Mr. Ken Tracy made a motion to accept the report, seconded by Mr. Mark Schulte. All voted “AYE.”

AGENDA ITEM #7 — HVAC REPLACEMENT AT TRAINING CENTER

Chief Kelly requested immediate Board approval to replace the full HVAC system at the Public Safety Training Center. Chief Kelly provided several quotes and recommended Tribble Refrigeration at a cost of \$9,960.00 based on previous positive experiences with the company.

Mr. Schulte made a motion to approve, seconded by Mr. Tracy. All voted “AYE.”

AGENDA ITEM #8 — VOLUNTEER FIREFIGHTERS DEPENDENTS FUND (VFFDF) APPOINTMENTS

Chief Kelly requested Board approval to appoint the following two (2) Miami Township Fire & EMS members to represent the Township on the VFFDF Board for 2024: Steven Kelly and Jonathan McKinnish.

Mr. Tracy made a motion to approve, seconded by Mr. Schulte. All voted “AYE.”

AGENDA ITEM #9 — GRANT PROGRAMS & PROJECTS

Chief Kelly sought permission from the Board to apply for the following grants: the Clermont County Parks Improvement Grant with regard to the purchase and installation of a shade structure in Riverview Park; the Clermont County CDBG Grant with regard to planned sidewalk projects; and the Assistance to Firefighters Grant with regard to an effort to replace the department’s full inventory of Self-Contained Breathing Apparatuses (SCBAs) and associated equipment.

Chairperson Wolff agreed on the importance of applying for the grants and noted a possible opportunity to tie-in the proposed Miamiville Beautification Project with the CDBG Grant.

AGENDA ITEM #10 — SERVICE DEPARTMENT REPORT

Mr. Musselman gave the following project updates:

- Lorven Drive Phase 2A is out for bid. The bid opening is March 07, 2024, with results expected for the Board Business Meeting on March 12, 2024.
- Lorven Drive Phase 2B will be out for bid later this month for an April bid opening.
- Sugar Camp Road will be closed from March 11, 2024, until April 19, 2024.

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The Sugar Camp Road closure is part one of a two-part slope stabilization project to take place this Spring. The closure notification has been posted to the Township website, and Mr. Musselman plans to update the Board regarding the second project closer to initiation.

AGENDA ITEM #11 — CEMETERY MOWING CONTRACT

Mr. Musselman sought immediate Board approval to contract with Brian Christian Landscaping to provide weekly mowing services to all three (3) Township Cemeteries. Mr. Musselman sites performance issues with the current contractor and provided quotes from several groundskeeping companies.

Mr. Schulte made a motion to adopt Resolution 2024-007, dispensing with a second reading and declaring an emergency. Mr. Schulte was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #12 — PAVEMENT CONDITION RATING UPDATE

Mr. Musselman informed the Board that Stantec Engineering has provided a quote for continued services in 2024 to the amount of \$42,600.00. Stantec Engineering performs pavement analysis on Township streets with a condition rating of 50 or below and has performed well in the past, according to Mr. Musselman. Mr. Musselman indicated that the quote is below the \$50,000.00 budgeted for the project and recommends continuation with Stantec. The quote will be brought to the Board for final approval at the next Business Meeting.

AGENDA ITEM #13 — AMERICA 250 MURAL PROJECT

Mr. Ryan Himes, Recreation Director, presented several potential locations to the Board which he believes may be suitable for the "America 250" mural project. The mural project is to be completed by a local artist on an existing wall or freestanding structure within the Township and will include artistic renderings of Township history and culture. Several locations were presented and discussed. The Civic Center wall outside of Recreation was established as the tentative selection, and the Board asked that Recreation consult with the artist to garner her preference between this and one (1) other location before it is to write a formal letter of the Township's decision.

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; and 121.22 (G)(3) to conference with counsel related to pending litigation. Mr. Schulte seconded the motion. All voted "AYE."

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

The meeting was adjourned at 9:30 p.m. on March 04, 2024.

ATTEST:

Eric C. Ferry

Eric C. Ferry, Fiscal Officer

Mary Makley Wolff

Mary Makley Wolff, Chairperson