

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held DECEMBER 17, 2024 20

The Miami Township Board of Trustees met in a Business Session on Tuesday, December 17, 2024, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mary Makley Wolff called the meeting to order and led the Pledge of Allegiance.

INVOCATION

Chairperson Wolff asked all in attendance to perform a silent serenity prayer in honor of the holiday season.

ROLL

Mr. Eric Ferry called the roll. Attending were Mary Makley Wolff, Mark Schulte, and Ken Tracy. Also present were Township Administrator and Public Safety Director Steve Kelly as well as Law Director Joseph Braun.

APPROVAL OF MINUTES

Mr. Tracy made a motion to approve Minutes for the November 04, 2024 Work Session, November 04, 2024 Special Meeting, November 12, 2024 Business Meeting, and November 12, 2024 Records Commission Meeting. Mr. Schulte seconded the motion. All voted "AYE."

DEPARTMENT REPORTS

Each Department Head gave a report for the previous month. Key highlights included:

Community Development

Ms. Jamie Kreindler, Township Planner, presented redevelopment examples and opportunities in the Township, the transition from pole signs to monument signs, and records retention-related disposal processes for the Community Development department.

Finance

Mr. Ferry briefly introduced the Finance report as complete.

Fire & EMS

Fire Chief Dave Jetter highlighted a recent motivational poster initiative in the fire stations, a vehicular incident involving leaking diesel fuel and contamination of gear, as well as community service done by the Fire Department to install a ramp for a handicapped resident.

Police Department

Police Chief Rob Hirsch highlighted the recent Shop with a Cop event and showed a video highlighting "Take me Home," a value-added service for residents.

Recreation Department

Mr. Ryan Himes, Director, discussed recent and upcoming events, including the annual Holiday Parade, and highlighted a video of it available on MTTV.

Service Department

Mr. Chris Burdsall, Director, introduced photos of the new Mulberry Cemetery Fence and highlighted recent department training in traffic control and safety in work zones, as well as the recent landscaping installed at Community Park. Finally, Mr. Burdsall announced that the Service Department had resurfaced 66.5 miles of streets since the Roads Levy was passed in 2019. This is about 42% of all roads in the Township. Prior to the levy, the department was only able to resurface between 2.5-5 miles of road per year.

Administration

Mr. Steve Kelly reflected on all of the positive change that occurred in 2024, and thanked all Department Heads and Trustees for the experience to work with them.

OLD BUSINESS

None.

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NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #1 — PERSONNEL

Human Resources Director Emily Asher recommended the following action for personnel:

Administration Department

- Make a final offer of employment to Phillip Hein for the position of Multi-Media Co-Op with the rate of \$15.00 per hour.

Community Development Department

- Make a final offer of employment to Owynn Serra for the position of Community Development Co-Op with the rate of \$15.00 per hour.

Police Department

- Add the following CPAAA volunteers to be covered under the Miami Township Workers Compensation Policy when volunteering for the Police Department:
 - Jami Vorne Rodgers
 - Keith Foley
 - Wesley McCullough
 - Erin Barcroft
 - Chuck Barcroft
 - Judith Ann Broughton
 - Brandt Thatcher
 - Jessica Voss
 - James Short
 - Beth Veite
 - Robert Veite
 - Michelle Schmahl
 - Daniel Prem
 - Colbie Kaplan
 - Su Reese
 - Joshua Ferris

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

AGENDA ITEM #2 — PAYMENT OF BILLS

Mr. Tracy made a motion to pay the bills of the Township from November 7 through December 13, 2024, including 220 ACH payments numbered 1059 through 1278, 83 electronic payments numbered 4067 through 4149 and 225 checks numbered 147573 through 147797 for the total amount of \$5,163,927.35.

In addition, the motion approves the following gross payroll expenses:

<u>Direct Deposit</u>	<u>Date Amount</u>
11/15/2024	\$550,048.96
11/29/2024	\$697,755.98
12/13/2024	\$626,214.08
12/13/2024	\$76,414.21 (leave payouts)

The motion was seconded by Mr. Schulte. All voted "AYE."

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Held DECEMBER 17, 2024 20**AGENDA ITEM #3 — THEN AND NOW (R2024-055)**

Mr. Schulte made a motion to adopt Resolution 2024-055 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$32,970.24, dispensing with the second reading, and declaring an emergency.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #4 — ARPA STATE AND LOCAL FISCAL RECOVERY UPDATE

Mr. Steve Kelly, Administrator, discussed the need to review the remaining SLFRF federal and ARPA funds due to funds needing to be expended by the end of 2026. After review of current obligations, Kelly proposed that any remaining ARPA funds (\$70-75,000.00) be used to reimburse expenses already incurred from the Parks and Recreation Fund. This will allow us to ensure that these funds are effectively used to support the operational needs of the township and provide a financial cushion for the Parks and Recreation fund.

Mr. Tracy made a motion to accept the ARPA State & Local Fiscal Recovery Update and to authorize any unobligated, SLFRF funds remaining on December 31, 2024, be used for expenditures incurred earlier this year in the parks and recreation fund.

The motion was seconded by Mr. Schulte. All voted "AYE."

AGENDA ITEM #5 — BASIC LIFE INSURANCE INCREASE

As part of the revisions to the Miami Township Policies & Procedures manual, the Administration Department requests approval to increase the amount of basic term life and accidental death & dismemberment (AD&D) insurance that is carried for each employee of the Township from a \$25,000.00 to \$50,000.00 benefit.

According to Mr. Kelly, the premium for our current coverage is \$7,744.00, which would increase to \$13,930.44 with the additional coverage.

Mr. Schulte made a motion to approve the request to increase the amount of basic term life and accidental death & dismemberment insurance that is carried for each employee of the Township from \$25,000.00 to \$50,000.00.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #6 — GLOCKS WITH RED EYE SIGHTS

Mr. Tracy made a motion to accept and proceed with the purchase of Glock 45 firearms with red dot sights and holsters through Vance's Law Enforcement at a cost not to exceed \$57,415.88.

The motion was seconded by Mr. Schulte. All voted "AYE."

AGENDA ITEM #7 — PEDESTRIAN IMPROVEMENTS AMENDMENT (R2024-056)

Mr. Schulte made a motion to approve Resolution 2024-056, a resolution amending Resolution 2024-040 to the amount of \$136,200.00.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #8 — SEWER CAMERA

Mr. Tracy made a motion to approve the Service Department's request to utilize ARPA funds to purchase a Micro Traxx Remote Inspection Robot at a cost not to exceed \$8,500.00.

The motion was seconded by Mr. Schulte. All voted "AYE."

Held DECEMBER 17, 2024 _____ 20 _____**AGENDA ITEM #9 — LSF D O'BANNONVILLE CONTRACT**

Mr. Kelly discussed the annually occurring contract with the Loveland-Symmes Fire Department to supplement the services that we provide to the residents and properties along O'Bannonville Road. The cost for 2025 is estimated to be \$3,518.17.

Mr. Schulte made a motion to authorize the Township Administrator to execute a renewal contract with Loveland-Symmes Fire Department to provide automatic aid coverage along O'Bannonville Road.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #10 — PROPOSED RENTAL POLICY

Mr. Tracy made a motion to approve the Recreation Department's proposed changes to the Miami Township Rentals, Permits and Refund Policy.

The motion was seconded by Mr. Schulte. All voted "AYE."

AGENDA ITEM #11 — 2024 FINAL SUPPLEMENTAL APPROPRIATIONS (R2024-057)

Mr. Kelly introduced the final supplemental appropriations for 2024. The aggregate effect of the final supplemental appropriations is to decrease total appropriations by \$68,774.31. Additionally, there were some adjustments from personnel to non-personnel within funds, however, these had a net zero effect on the overall appropriations.

Mr. Schulte made a motion to adopt Resolution 2024-057 a Resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2024, declaring an emergency and dispensing with the second reading.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #12 — 2025 ORIGINAL APPROPRIATIONS (R2024-058)

Mr. Kelly discussed the original appropriations for 2025. The proposed Miami Township 2025 Operating and Capital Budget reflects a continued effort to manage finances prudently, ensuring that the township can maintain its services while aligning with fiscal constraints. The budget also accounts for moderate revenue growth and aims to support the departments in fulfilling their responsibilities effectively and efficiently.

Mr. Tracy made a motion to adopt Resolution 2024-058, a Resolution to make appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2025, declaring an emergency and dispensing with the second reading.

The motion was seconded by Mr. Schulte. All voted "AYE."

AGENDA ITEM #13 — 2025 TRUSTEE COMPENSATION (R2024-059)

According to Mr. Kelly, the compensation of the Township Trustees and Fiscal Officer shall be the maximum compensation permitted per the Ohio Revised Code and the compensation of the Township Trustees and Fiscal Officer shall be an annual salary to be paid in equal monthly payments.

Mr. Schulte made a motion to adopt Resolution 2024-059, a resolution authorizing the compensation of the Township Trustees and Township Fiscal Officer for 2025 and dispensing with the second reading.

The motion was seconded by Mr. Tracy. All voted "AYE."

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AGENDA ITEM #14 — 2025 TRUSTEE TRAVEL (R2024-060)

Mr. Tracy made a motion to adopt Resolution 2024-060, a resolution approving travel expenses for Township Trustees and Township Fiscal Officer and dispensing with the second reading.

The motion was seconded by Mr. Schulte. All voted "AYE."

AGENDA ITEM #15 — 2025 NON-UNION EMPLOYEE PAY RATES

Mrs. Asher stated that at the end of each year the Board of Trustees set the pay rates for employees for the following year. For the four collective bargaining units, which include most Township employees, the rates of pay were previously established by approved contracts.

For the non-bargaining employees who are no longer on probation, the rate increase for 2025 will be five percent.

Mr. Schulte made a motion to approve the Township employee compensation list effective the beginning of the pay period following January 1, 2025.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #16 — 2025 REORGANIZATION OF THE BOARD

Mr. Kelly stated that the Board of Trustees must vote for and nominate its officers for the 2025 calendar year.

Mr. Tracy made a motion to elect Mark Schulte as Chair, Ken Tracy as Vice Chair, and Mary Makley Wolff as Trustee.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #17 — 2025 FINANCIAL STATEMENT PREPARATION

Mr. Kelly introduced a proposal from Bastin & Company, LLC to provide these services for the year ending December 31, 2024, at a cost not to exceed \$3,500.00. This includes an estimated 50 hours of work by their certified public accountants. Should they prepare the Federal Schedule and related footnotes, there would be up to \$980.00 additional for the extra work.

Mr. Schulte made a motion to authorize the Township Administrator to enter into a contract with Bastin & Company, LLC for the preparation and filing of financial statements, with a cost not to exceed \$4,480.00.

The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #18 — 2025 VFFDFB APPOINTMENT

Chief Dave Jetter of the Fire Department introduced a request for approval for the Township Fiscal Officer to sign the Volunteer Firefighters' Dependents Fund Certificate of Current Assessed Value form by the Township Fiscal Officer. This form certifies the current assessed value of the Township as a political subdivision. The certificate is used to support the fund that benefits the dependents of volunteer firefighters in the event of unforeseen circumstances.

Mr. Tracy made a motion to authorize the Township Fiscal Officer to sign the Volunteer Firefighters' Dependents Fund Certificate of Current Assessed Value form.

The motion was seconded by Mr. Schulte. All voted "AYE."

AGENDA ITEM #19 — 2025 TRUSTEE MEETING DATES

Mr. Kelly presented the proposed 2025 Trustee Meeting Schedule.

Mr. Schulte made a motion to adopt the proposed 2025 Board of Trustees Meeting Schedule.

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The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #20 — UNION CONTRACTS

Mr. Kelly presented the recommended ratifications to the following contracts:

- Fraternal Order of Police for the Police Officers
- Fraternal Order of Police for the Police Sergeants
- Teamsters Local Union 100 for the Service Department
- International Association of Firefighters Local #3768

Mr. Tracy made a motion to authorize the Township to enter into a collective bargaining agreement with The Fraternal Order of Police, Ohio Labor Council, Inc. for the Miami Township Patrol Officers from January 1, 2025, to December 31, 2027, as negotiated by the Township and ratified by their members.

Mr. Tracy made a motion to authorize the Township to enter into a collective bargaining agreement with The Fraternal Order of Police, Ohio Labor Council, Inc. for the Miami Township Police Sergeants from January 1, 2025, to December 31, 2027, as negotiated by the Township and ratified by their members.

Mr. Tracy made a motion to authorize the Township to enter into a collective bargaining agreement with The International Brotherhood of Teamsters Local No. 100 for the Miami Township Service Department from January 1, 2025, to December 31, 2027, as negotiated by the Township and ratified by their members.

Mr. Tracy made a motion to authorize the Township to enter into a collective bargaining agreement with The International Association of Firefighters Local #3768 from January 1, 2025, to December 31, 2027, as negotiated by the Township and ratified by their members.

The motions were seconded by Mr. Schulte. Upon roll call, all voted "AYE."

ADDITIONAL

None.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

None.

The meeting was adjourned at 07:47 p.m. on December 17, 2024.

ATTEST:

Eric C. Ferry

Eric C. Ferry, Fiscal Officer

Mary Makley Wolff

Mary Makley Wolff, Chairperson