

RECORD OF PROCEEDINGS  
MIAMI TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held FEBRUARY 10, 2025 20

The Miami Township Board of Trustees met in a Work Session on Monday, February 10, 2025 at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mark Schulte called the meeting to order and led the Pledge of Allegiance.

**ROLL**

Mr. Eric Ferry called the roll. Attending were Trustees Mary Makley Wolff, Ken Tracy, and Mark Schulte. Also attending were Township Administrator Steve Kelly, and Attorney Joseph Braun.

**AGENDA ITEM #1 — PERSONNEL**

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

**Fire Department**

- Remove full-time Fire Inspector, Paul Eckert, from probation effective January 22, 2025.
- Make a final offer of employment to David Wegman for the position of part-time Firefighter/Paramedic with an hourly rate of \$23.00 effective February 24, 2025.
- Make a final offer of employment to Chad Ruther, Ethan Souse, and Kristopher Jenkins for the position of part-time Firefighter/EMT with an hourly rate of \$20.75 effective February 24, 2025.
- Make a final offer of employment to Hunter Long for the position of full-time Firefighter/Paramedic with an hourly rate of \$33.63 effective February 16, 2025.

**Police Department**

- Remove full-time Police Chief, Robert Hirsch, from probation effective February 1, 2025.

**Service Department**

- Approve the retirement of Ed Seigla from the position of Maintenance Worker effective February 28, 2025. We would like to thank Ed for over 30 years of service to the community and to Miami Township!

Mr. Tracy made a motion to accept the personnel recommendations as stated, seconded by Mary Wolff. All voted “AYE.”

**AGENDA ITEM #2 — JOB DESCRIPTIONS**

Mrs. Asher introduced a request to update the following job descriptions for positions in the Recreation Department and Service Department:

- Recreation Department:      Program Coordinator  
   Administrative Assistant (Receptionist-Reservationist)  
   Facilities Maintenance Worker
- Service Department:          Facilities Manager

No action was taken at this time, and the request will be brought back at the next business meeting.

**AGENDA ITEM #3 — ECONOMIC DEVELOPMENT MANAGER JD**

Mr. Kelly presented to the Board regarding a request to move forward with the hiring process of an Economic Development Manager by approving the job description for the position. Mr. Kelly stated that the role is viewed as beneficial as it will assist with the Township’s focus on Economic Development and will enhance relationships with local businesses.



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Mr. Schulte asked if this position is something other Townships have brought on. Mr. Kelly stated that it is. Mary Wolff discussed that many years ago, the Chambers would function in this position, however, having it as a standalone position is how the landscape has evolved.

No action was taken at this time, and the request will be brought back for consideration at the next business meeting.

**AGENDA ITEM #4 — COMMUNITY IMPROVEMENT CORPORATION**

Mr. Kelly introduced a request to incorporate a Community Improvement Corporation under the Township which would assist with economic development efforts. According to Mr. Kelly, the CIC is able to do this through passive or active means, such as acquiring property or assisting with funding for small businesses. A CIC can also fundraise, sponsor events, and take on debt for economic development purposes in ways that the Township cannot due to limitations that imposed on it.

Legal documents were presented for review. Mr. Joe Braun, Law Director, asked the Board to consider the ways in which they could direct the composition of the CIC, which can take many forms including being primarily composed of community leaders as opposed to strictly elected personnel and administration. Some discussion was made regarding the composition of other nearby CICs. Mr. Braun responded that he would bring that information back for consideration.

Mr. Ferry asked about the advantages and disadvantages of keeping a majority of Trustees in the CIC vs. not. Mr. Braun responded that he thinks it is important to have valuable community input within the organization, while still maintaining control of it and finding a balance.

Mr. Schulte asked if the Township would be responsible for debt incurred by the CIC. Mr. Braun responded that no, we are not but said the CIC is not subject to public bidding requirements and also cannot incur debt without collateral that the Township willingly gives.

No action was taken at this time. The request will be brought back to the next business meeting.

**AGENDA ITEM #5 — FACILITIES ASSESSMENT**

Mr. Kelly discussed the need for a comprehensive evaluation of all Township-owned properties. Several quotes were requested. The proposal was presented for review, and would require a cost not to exceed \$75,000.00, all of which has been budgeted for the project.

Mary Wolff asked about the one company, American Structurepoint, which returned a complete bid. Mr. Kelly responded that the company has a good reputation with nearby jurisdictions. Mr. Ferry clarified that this would include all the buildings owned by the Township. Mr. Kelly said yes with the possible exception of some park buildings which may have been covered under the 2024 Parks Assessment.

No action was taken at this time, and the request will be brought back to the next business meeting.

**AGENDA ITEM #6 — ATC PHONE STUDY**

Mr. Kelly discussed that the Township's phone communications agreement with AltaFiber is set to expire this year and stated that the current Altafiber Emerge system has been deemed "end of life" by Altafiber and will soon no longer receive priority support.

ATC, our third-party voice and data broker, has prepared a quote to perform a study of our existing system needs, explore the available options and vendors in the current market, and make recommendations to us about possible solutions that would be brought back for consideration and possible approval. The project was planned and budgeted for a cost not to exceed \$7,350.00 and will be brought back for approval at the next business meeting.



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**AGENDA ITEM # 7 — BRANCH HILL MIAMIVILLE ODOT AGREEMENT**

Mr. Kelly stated that ODOT reached out to the Township on February 4<sup>th</sup> to let us know that they had determined the repairs and upgrades to the bridge were deemed to be a higher priority by their bridge engineers and that they had available funding to put this project out for bid earlier than anticipated, which was to be later this year. They now intend to put this project out to bid this spring and award the project by the beginning of May.

According to Mr. Kelly, the project was originally to be funded with TIF and RID funds in 2026. However, given the update in ODOT’s timeline and with the current rate of inflation, the administration requests approval to commit our funding portion to them in May of this year, given that the necessary appropriations can be updated and made this year with no difference in impact to other planned capital projects this year.

Some discussion was made about the potential of having the word “Township” more visible on this bridge as opposed to the bridge on SR28 over I-275. Mr. Kelly stated that since this is a major ask on ODOT’s end, he is hopeful that ODOT will be receptive to any requests the Township has.

No action was required at this time, and the request will be brought back for final approval at the next business meeting.

**AGENDA ITEM #8 — 2025 TIRC APPOINTMENTS (R2025-05)**

Mr. Kelly stated that the Township received notice from the Clermont County Department of Community & Economic Development for 2025 and beyond, they are requesting that all jurisdictions affected by active tax incentive agreements assign their required TIRC members to *terms*, rather than reassigning membership annually as they believe this will increase efficiency and simplify their processes.

The County CED also informed the Township that “you may assign your TIRC members to terms, either of a specific length of time or in perpetuity. Within your resolution, it should be noted that your legislative authority must retain the right to *remove* an appointee at all times.”

Mr. Kelly and legal counsel recommend appointments made in perpetuity for ease and consistency, with the Board having the option to replace any position at any time and for any reason.

Mary Wolff expressed concern regarding the reasoning behind this request. Mr. Braun stated that since this request had just been communicated, he would need more time to research and potentially revise our recommendations prior to the next meeting.

No action was required at this time, and the request will be brought back for final approval at the next business meeting.

**AGENDA ITEM #9 — ELECTRIC SIGN BOARD REPLACEMENT**

Mr. Kelly presented a request from the Multimedia Department to complete a budgeted project entailing the replacement of the digital portion of the monument sign at Station 28 (1154 US Route 50).

The upgrade would be to a new Impact 6mm 150 x 400 Matrix Display and includes a lifetime cell plan for communication, cloud-based software, and a five-year parts and labor warranty. The quote also includes the cost of making necessary modifications to the exiting cabinet.

A quote from Signarama of Lawrenceburg was received to the amount of \$32,777.32, which is slightly under budget.



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No action was taken at this time, and the request will be brought back for approval at the next business meeting.

**AGENDA ITEM #10 — ZOLL MONITOR AND AED**

Dave Jetter, Fire Chief introduced a request to purchase one (1) cardiac monitor, five (5) automated external defibrillators (AEDs), and five (5) AED batteries from Zoll Medical Corporation. The purchase of the cardiac monitor aligns with the department’s replacement schedule, and the purchase of the AEDs and batteries is to equip the staff vehicles with life-saving devices. Total costs are not to exceed \$15,246.00.

The request will be brought back for approval at the next business meeting.

**AGENDA ITEM #11 — PD ENTERPRISE FLEET ADD-ON**

Rob Hirsch, Police Chief, discussed the Police Department’s need to amend a previous leasing agreement with Enterprise Fleet Management to add one vehicle due to a recent crash where the PD employee was not injured and not at fault, but the vehicle was totaled.

The Police Department requests to enter into a lease agreement with Enterprise for a 2024 Chevrolet Malibu to replace the 2024 Chevrolet Malibu that was totaled. The lease agreement was provided for review and notes that the police department will make a \$10,000.00 down payment to reduce the 36-month lease to \$420.06 per month.

The request will be brought back for approval at the next business meeting.

**AGENDA ITEM #12 — LEMING HOUSE ALARM**

Mr. Chris Burdsall, Service Director, introduced the need to incorporate a change order into a recently approved quote by Silco at a cost not to exceed an additional \$3,998.00. The change order reflects the need to replace devices and detectors that were found to be defective.

Mary Wolff expressed concern about allowing residents into the building if it is not up to code. Chief Jetter indicated that public notice was made to anyone who may be in the building which advises them on what to do in case of emergency. Mr. Burdsall clarified that the alarm is working, but some detectors were not previously required and need to be updated.

The request will be brought back for approval at the next business meeting.

**AGENDA ITEM #13 — FIRE DEPARTMENT COMPUTERS**

Chief Jetter discussed a request to purchase new Mobile Data Computers for both the Police and Fire Departments. The purchase was made necessary due to a mandatory upgrade to Windows 11 as required by the Criminal Justice Information Services (CJIS) security policies. The current MDCs of both departments cannot be upgraded to Windows 11 and will not be supported.

Cost comparisons and careful vendor selections were made by each department. The total cost for the Fire Department comes to \$66,875.32, while costs for the Police Department come to \$49,071.00.

The request will be brought back for approval at the next business meeting.

**AGENDA ITEM #14 — PD CELLEBRITE TRAVEL REQUEST**

Chief Hirsch introduced a request to send Detective Jake Dold and Detective Kelsey Feverston to attend the Cellerbrite Global Case-to-Closure Summit in Washington, D.C. March 30 - April 4, 2025.

This conference will allow them to expand their knowledge on digital crimes and digital evidence collection, and costs are not to exceed \$2,936.00.



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AGENDA ITEM #15 — 2025 RESURFACING BIDS

Mr. Burdsall presented the results of the 2025 Road Improvement Project bid opening. According to Mr. Burdsall, the Service Department received the following bids:

Engineers Estimate	Base Bid	\$1,880,512.43
	Base & Alternates	\$1,984,330.03
Barrett Paving	Base Bid:	\$1,776,422.00
	Base & Alternates	\$1,874,098.00
JR Jurgenson	Base Bid:	\$1,644,537.23
	Base & Alternates	\$1,733,417.87
Fillmore Construction	Base Bid:	\$1,685,246.75
	Base & Alternates	\$1,769,847.75

Asphalt rejuvenation by other's costs: Base plus alternates estimate: \$134,572.57

A total of \$2,000,000.00 is budgeted for resurfacing this year. John R. Jurgenson submitted the lowest and best bid on both the base bid and the base plus alternates bid. The total for John R. Jurgenson base plus alternate bid with asphalt rejuvenation is \$1,867,990.44.

The request will be brought back for approval at the next business meeting.

AGENDA ITEM #16 — FIRE DEPARTMENT CONFERENCE TRAVEL REQUEST

Chief Jetter introduced a request for the Fire Department to send the following members to Indianapolis, Indiana for the Fire Department Instructor's Conference (FDIC):

Jetter stated that total estimated cost for all events is \$4,303.00.

The request will be brought back for approval at the next business meeting.

AGENDA ITEM #17 — PD COMPUTER UPGRADE

Chief Hirsch discussed the need to purchase a new computer for processing digital evidence due to the current computer experiencing detrimental issues keeping up with workload. This was a budgeted item. A quote from InTrust at a cost of \$5,142.29 was provided for review.

The request will be brought back for approval at the next business meeting.

AGENDA ITEM #18 — SALT TRUCK UPFITTING

Director Burdsall introduced a request to upfit a recently ordered salt truck. According to Mr. Burdsall, combined material and labor costs for the upfit portion of the truck have risen approximately 2%.

The current cost for the upfit according to a quote from K.E. Rose is \$126,725.00 up from last year's price of \$123,175.00, bringing the total price of the fully upfitted vehicle to \$233,461.00, under the Department's budget of \$250,000.00.

The request will be brought back for approval at the next business meeting.

AGENDA ITEM #19 — AMERICA 250 ENDORSEMENT (R2025-06)

Recreation Director Ryan Himes discussed a request to adopt an America 250-OH Resolution in order to receive access to resources like digital toolkits, an online community platform, and regular check-ins with other America 250-OH Communities, recognition of our participation in American 250-OH celebrations and commemorations as well as the opportunity to develop and grow professionally and personally.



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The request will be brought back for approval at the next business meeting.

**AGENDA ITEM #20 — PD EXTERNAL STORAGE**

Chief Hirsch introduced the Police Department’s request to purchase external hard drive storage for large case files, which was a budgeted item in the department’s 2025 capital equipment fund. The PD received the following quotes for the proposed purchase of 72 terabytes of external storage: Amazon \$4,794.75, B&H \$4,848.95, CDW \$7,506.94.

Mary Wolff discussed that as a member of the OTA, the Township is now able to create Amazon accounts to save more on items needed.

The request will be brought back for approval at the next business meeting.

**AGENDA ITEM #21 — SPONSORSHIP PROPOSAL**

Mr. Himes discussed his request to seek sponsorship for a variety of Township facilities, programs and events to allow some fiscal relief to Miami Township and the Recreation Department. Mr. Himes introduced proposed sponsorship rates and indicated that he is working with Mr. Braun on a policy for sponsorship standards. Mr. Braun stated that several surrounding jurisdictions have implemented similar sponsorship programs and have had incidents where policy was needed to limit who may become a sponsor.

The request will be brought back for approval at the next business meeting.

**AGENDA ITEM #22 — 2026 NATL. POLICE COMPETITION AND WORKSHOP**

Chief Hirsch introduced a request from the Police Department to participate in and host the 2026 National Police Competition and Workshop. The events involved in the national competition and workshop would primarily occur at the Live Oaks Career Campus in Miami Township June 13 through June 19, 2026, and there would be some break-out events that will be scheduled at other locations. As a host agency, Miami Township would assist with coordinating activities and event venues, to include some Miami Township Facilities; Coordinate with the Clermont County Convention and Visitors Bureau; Organize a community event for all attendees to participate in akin to our annual National Night Out event; and involve some township personnel and volunteers (CPAAA) to participate both (1) in advance of the event for planning and (2) in the event for facilitation and recruitment efforts.

Mary Wolff expressed concern about the events stated in that they would in fact become financial obligations to the Township. Hirsch was asked to compile some information on estimated costs for the next business meeting.

The request will be brought back for further consideration.

**AGENDA ITEM #23 — 2025 ELECTRIC AGGREGATION PROGRAM**

Administrator Kelly discussed a request for approval to update the Township’s agreement with Energy Alliances within the next few months. As Duke Energy is due to update their rates on February 18th, the administration requests permission to set the contract at an execution rate at or lower than Duke’s electricity rate at the time of signature. According to Mr. Kelly, this will allow the Township to move quickly to lock in the best rate based on the pricing that will be released on the 18th. Additionally, Mr. Kelly stated that a representative from Energy Alliances plans to attend the business meeting on February 18th to present updated information and answer any questions.

Mary Wolff made a motion to authorize the Township Administrator to sign an Electric Aggregation Agreement with an electric supplier recommended by Energy Alliances, Inc., provided that the accepted aggregation rate is below the current Duke Energy Ohio Electric rate at the time of execution. The motion was seconded by Mr. Tracy. Upon roll call, all voted “AYE.”

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ADD ONS

None.

PUBLIC COMMENT

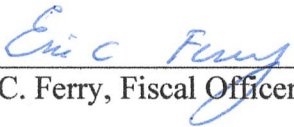
None.

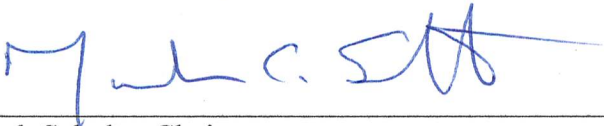
EXECUTIVE SESSION

Mr. Tracy made a motion to enter executive session. Mary Wolff seconded the motion. All voted "AYE." Mr. Tracy made a motion to exit executive session. Mary Wolff seconded the motion. All voted "AYE."

The meeting was adjourned at 8:57 p.m. on February 10, 2025.

ATTEST:

  
Eric C. Ferry, Fiscal Officer

  
Mark Schulte, Chairperson