

## MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

MAY 9, 2016

The Miami Township Board of Trustees met in work session on Monday, May 9, 2016 at the Miami Township Civic Center. Chairperson Karl Schultz called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Karl Schultz, Ken Tracy and Mary Makley Wolff.

**Presentations:** Mr. Paul Braasch, of the Adams Clermont Solid Waste District was present and congratulated the Township for having the largest recycling drop off in Clermont County. Mr. Braasch also discussed franchising waste collection. Mr. Braasch noted by having one waste hauler in the Township, the residents can save on their monthly bill by almost 50%. In addition, they will be given a recycle bin at no cost and they have large item pick up. By putting this out for bid and contracting with one waste hauler, the winning bidder can do the service at less cost. Having one hauler will also reduce the number of heavy trucks on the Township roads and believes it will increase recycling because residents will get a curbs side bin in their service. Mr. Braasch stated Adams Clermont Solid Waste District will help with the bid packets and help review the bids and encouraged the Board to at least put it out for bid to see what results come back. The Board noted they would like the residents to have input regarding this issue.

Mr. Wright noted he meets once a month with the Spirit of 76 Park Committee who works on a master plan for that park. One of the Committee members is here to discuss appropriate signage at the entrance for the Spirit of 76 Park, the relocation of the monument and park master planning. Mr. Kevin McDarty came forward with a scale model of the Spirit of 76 Park of how it is now and possibly what it could look like with future development. Mr. McDarty stated they do not have a 501-C3 but they do have a 501-C3EZ and people can donate to that and it will be a tax write-off. Mr. McDarty stated they need signage for the entrance of the park and he has researched a metal arched sign with stone on top and a wood sign. Mr. McDarty stated he would like two new signs and the monument moved this year for the events they have planned. The Board stated this is something that was not budgeted for this year and they feel they need more information.

Ms. Stacy Mathis of the Drug and Tobacco Free Milford Miami Township Coalition came forward to update the Board regarding the survey regarding making the Township parks tobacco free. Ms. Mathis stated they have been giving out the survey at school and community events asking for the public's input on tobacco free Township parks. They will continue with the survey and will update the Board with the results. The Board asked if e-cigarettes will be included with the Tobacco free policy and Ms. Mathis stated it will be included. Ms. Mathis stated they will be collecting surveys through the month of May and will come back with the results. The Board stated once all of the surveys are compiled what is the next step? Should they look at draft policies and what does she need from the Board?

Chief Kelly explained they received a firm quote from Carpetland for carpet for Station 26. The quote is \$11,264.00 for the whole building. Chief Kelly stated they are moving away from the wall to wall carpeting and use carpet tiles. The quote includes all materials and installation. This was a budgeted item for 2016. This will be an action item at the May business meeting.

Chief Kelly presented a quote for replacing the men's and women's restrooms in the lower level of Station 26. The work will include a complete tear out of the existing showers, the redesign so that they are more accommodating to the users, repair and replacement of the broken cove base tile in each bathroom and a new urinal screen for the men's restroom. Chief Kelly is recommending the Board approve Ison Construction to do the work at a cost not to exceed \$7,000.00. This was a budgeted item for 2016. This will be an action item at the May business meeting.

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Chief Madsen updated the Board with regard to the lower level remodel project in the Police building. Chief Madsen stated they received bids ranging from \$429,374.00 to \$378,000.00. Chief Madsen is recommending the Board approve the services of Perkins/Carmack with the base bid of \$378,000.00. This was a 2016 budgeted item. This will be an action item at the May business meeting.

Chief Madsen advised they received proposals for the metal roof repairs and maintenance to the Police/brine garage ranging from \$15,000.00 to \$100,000.00. Chief Madsen is recommending the Board approve services of Roof.usa, at a cost of \$29,600.00, due to the value of the bid in comparison to the other two proposals. This was a 2016 budgeted item. This will be an action item at the May business meeting.

Mr. Musselman made a request to move forward with emergency repairs to the roof of the Service building and garage. Mr. Musselman stated they have had some minor leaks present themselves but over the last 2 months several more have developed to the point where they are threatening the inside of the office areas and the garage. Mr. Musselman is recommending the Board approve a contract with Roof USA for the emergency repairs to the Service building at a cost of \$34,800.00 which includes a 10 year warranty. Mr. Musselman stated this was not a budgeted item and is an emergency repair. The Board asked how is the budget being altered and what is not getting done to make up for the \$34,800.00? Mr. Musselman stated he has not identified that yet.

Mr. Musselman presented a capital improvement project that was budgeted for in 2016, for the Paxton Ramsey Trail Improvement Project. The project is to pave the walking trail. Mr. Musselman is recommending the Board accept the bid from Pinnacle Paving and Sealing in the amount of \$28,860.00. This will be an action item at the May business meeting.

Mr. Musselman presented two bids for the repaving of the upper parking lots at Riverview Park and is recommending the Board accept the bid from Pinnacle Paving and Sealing in the amount of \$74,500.00. This will be an action item at the May business meeting.

Mr. Musselman presented information on purchasing a one ton cab and chassis to replace the Road Foreman's vehicle that will be repurposed to assist with the road mowing crew. The Board asked if Mr. Musselman could get another year out of one of the trucks he is proposing to replace in order to do the roof repair. Mr. Musselman stated the replacement of both vehicles is important because they are costing more to fix then they are worth and will look at other ways of find funds to repair the roof.

Mr. Wright proposed the Township conduct a Dependent Eligibility Audit with a goal of reducing our future health care insurance expenses. Our health insurance broker, Marsh & McLennan Agency, is recommending we conduct an audit to look for "dependents" who do not meet the federal definitions to be covered. This could potentially be a large cost savings for the Township. Marsh & McLennan is recommending HMS to do the audit for a cost of \$10,000.00 and this is based on the number of people currently being covered. The Board asked about an internal audit and asked if the insurance carrier do this audit? Mr. Wright stated he does not believe the Township has ever done an internal audit and it is more of an honor system. Mr. Wright will bring this back to the Trustees for consideration.

Mr. Elliff advised the Board of their need to set a public hearing for Ramsey Development. The applicant is requesting a modification to an approved site plan by removing stone and replacing it with brick and to approve a modified landscape plan. Mr. Elliff is recommending the Board set Tuesday, May 24, 2016 at 7:00 p.m. for their public hearing.

Ms. Wolff made a motion to set Case #543 for public hearing on Tuesday, May 24, 2016 at 7:00 p.m. and any other business that may come before the Board, seconded by Mr. Tracy with all voting "AYE".

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Mr. Elliff gave a presentation of the new Property Maintenance Code, Statutory Nuisance and Zoning Resolution to help with addressing property maintenance concerns.

Chief Kelly presented an agreement with Pradco for their assistance with employee selection services in advance of their upcoming full-time hiring process. Chief Kelly stated the Police Department has utilized their services for the recent hiring and promotional processes and was very pleased with the results each time. Pradco would start with a baseline assessment of the organization, where each of our current full time employees would be given the assessment profile test. This would allow Pradco to tailor the assessments for the new employees in a way that would help them evaluate their ability to fit into the culture and operations of the department. Chief Kelly is requesting to spend up to \$3,500.00 for this benchmarking study. This will be an action item at the May business meeting.

Mr. Musselman presented the 2016 street paving budget and timeline noting the two alternates if the base bids come in under budget. The first alternate would be to include Catherine Alley and Jackson Street and if the budget would allow they would add the second alternate of Mashie Woods, Surlynn and Stableford. If budget does not allow for the two alternates, those two alternates will be at the top of the 2017 Street Paving Program. At the May business meeting, Mr. Musselman will ask for permission to advertise for bids. The Board asked about having the paving completed by August instead of October and Mr. Musselman stated the additional research for the alternate streets pushed the project back making it impossible to complete the project by August.

Mr. Musselman presented a timeline for the Miami Meadows Lake Erosion Project and at the May business meeting will ask for permission to advertise for bids. This was a 2016 budgeted item.

**Public Comment:** None

With no further business to come before the Board the meeting was adjourned at 10:35 a.m.

ATTEST:

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Eric Ferry, Fiscal Officer

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Karl Schultz, Chairperson