

**RECORD OF PROCEEDINGS**

Minutes of

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_

May 21, 2024

\_\_\_\_\_20\_\_\_\_\_

The Miami Township Board of Trustees met in a Business Session on Tuesday, May 21, 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 read the Prayer of Peace.

**APPOINTMENT**

In Mr. Eric Ferry's temporary absence, Administrator Steve Kelly was appointed as Fiscal Officer and Clerk. Mr. Ken Tracy made the motion and was seconded by Mr. Mark Schulte. All voted "AYE."

**ROLL**

Administrator Kelly 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 Attorney Joseph Braun.

**PRESENTATION**

Chief of Police Mike Mills presented Officer Tim Brinker as the 2023 Miami Township Officer of the Year.

**SWEARING IN CEREMONY**

Mr. Steve Kelly introduced Chief Dave Jetter as Miami Township's new Fire Chief. Law Director Mr. Joseph Braun administered the Oath of Office as Chief Jetter was sworn in. The Color Guard gave a badge and collar brass presentation and Chief Jetter was badged and pinned.

**APPROVAL OF MINUTES**

None.

**PROCLAMATION**

Chairperson Wolff read a Proclamation recognizing May 19-25, 2024 as Emergency Medical Services Week.

**DEPARTMENT REPORTS**

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

**Community Development**

Mr. Brian Eliff discussed ideal transitional land uses for several small churches which have closed recently in the Township. Mr. Eliff also reminded the Board and those in attendance of swimming pool safety regulations including fencing requirements. Finally, Mr. Eliff discussed the differences between Permitted Use, Conditional Use, and Unlisted or Prohibited Use.

**Fire & EMS**

Deputy Chief Jon McKinnish thanked the Board for allowing the Fire Department to hire to full capacity in recent months and highlighted the swearing in of Chief Jetter as well as several new hires and a Director of EMS. Deputy Chief McKinnish went on to highlight important events and department training opportunities that occurred in the last month.

**Police Department**

Chief Mills highlighted the Annual Milford High School Senior Bike Parade, which the Police Department assisted. Chief Mills also discussed the Police lobby Drug Drop Box and reminded residents to utilize it as needed. Finally, Chief Mills acknowledged the success of the department's K9 program with Milford Schools.

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**Recreation Department**

Mr. Ryan Himes discussed the recently held Kids Only Fishing Tournament at Miami Meadows as well as the Litter Clean Up which occurred on April 20. Mr. Himes also reminded residents up upcoming Concerts in the Park as well as Cheer Camp and other community programs.

**Service Department**

Mr. John Musselman discussed Christ Facility Access and temporary striping to Lorven Drive, as well as Evergreen Cemetery Foundation Work.

**OLD BUSINESS**

None.

**NEW BUSINESS**

New Business was discussed as follows:

**AGENDA ITEM #1 — PAYMENT OF BILLS**

Mr. Tracy made a motion to pay the bills of the Township including 173 checks numbered 146538 through 146710, 113 ACH payments numbered 440 through 552 and 54 electronic payments numbered 3725 through 3778 for the total amount of \$2,616,233.75.

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

<u>Direct Deposit</u>	<u>Date</u>	<u>Amount</u>
04/19/2024		\$354,103.08
05/03/2024		\$357,667.23
05/17/2024		\$353,507.04

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

**AGENDA ITEM #2 — THEN AND NOW (RESOLUTION)**

Mr. Schulte made a motion to adopt Resolution 2024-020 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$17,816.96, dispensing with the second reading, and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

**AGENDA ITEM #3 — PERSONNEL**

Mr. Schulte made a motion to accept the following personnel recommendations as stated:

**Fire Department**

- Remove Daniel Meade from probation with an hourly rate of \$27.95 effective May 5, 2024.
- Remove Alex Beltran from probation with an hourly rate of \$33.71 effective May 3, 2024.
- Accept the resignation of Andrew Bober from his position as part-time Firefighter/EMT effective May 12, 2024.

**Recreation Department**

- Make final offers of employment to Josie Bland and Emma Oakley for part-time Camp Assistant positions with the hourly rate of \$10.75 effective May 28, 2024.

**Service Department**

- Make a final offer of employment to John Hand for the part-time Maintenance Worker position with the hourly rate of \$16.07 effective May 28, 2024. This offer will be contingent on the successful completion of a background check and drug screen.
- Approve the step increase for Seth Pitman from Maintenance Worker 3-1 to Maintenance Worker 3-2 effective May 15, 2024.



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- Approve the retirement of John Musselman from the position of Service Director effective June 7, 2024.

Mr. Tracy seconded the motion. All voted "AYE."

**AGENDA ITEM #4 — MAY SURPLUS (RESOLUTION)**

Mr. Schulte made a motion to adopt Resolution 2024-021, 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, declaring an emergency and dispensing with the second reading.

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

**AGENDA ITEM #5 — TURN-OUT GEAR**

Mr. Tracy made a motion to approve the Fire Department's purchase of one set of turn-out gear at a cost not to exceed \$3,555.00.

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

**AGENDA ITEM #6 — ECKERT & PENG OFFICE FURNITURE**

Mr. Schulte made a motion to authorize the purchase of office furniture for Fire Inspector Eckert and Director of EMS Peng from Office Furniture Connection at a combined cost not to exceed \$7,077.60.

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

**AGENDA ITEM #7 — STRATEGIC PLANNING (RESOLUTION)**

Mr. Tracy made a motion to approve Resolution 2024-022, authorizing approval of an agreement between Miami Township and the Ohio Plan Management Resources, Inc., dispensing with a second reading and declaring an emergency.

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

**AGENDA ITEM #8 — GEOTECHNICAL EXPLORATION**

Mr. Schulte made a motion to authorize an agreement between Miami Township and Alt & Witzig Engineering to complete geo-technical exploration at the potential site of the future fire training facility at a cost not to exceed \$7,800.00.

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

**AGENDA ITEM #9 — STATION 27 SIGN REPLACEMENT**

Mr. Tracy made a motion to approve an agreement between Miami Township and Signarama of Lawrenceburg to complete an electronic message board upgrade for Fire Station 27 at a cost not to exceed \$32,777.32.

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

**AGENDA ITEM #10 — GATEWAY SEAL REPLACEMENT**

Mr. Schulte made a motion to approve the purchase of material and labor from Signarama of Lawrenceburg to replace the Gateway seal at a cost not to exceed \$2,648.00.

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

**AGENDA ITEM #11 — ELECTRIC VEHICLE PLUG**

Mr. Tracy made a motion to approve the purchase of six (6) EV Plug units from Darley at a combined cost not to exceed \$5,630.00.

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

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**AGENDA ITEM #12 — VEHICLE QUOTE**

Mr. Schulte made a motion to authorize the purchase of the 2024 Chevrolet Malibu at a cost not to exceed \$24,835.00 which would include all titling fees, utilizing fund 2150.

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

**AGENDA ITEM #13 — SUPERVISOR VEHICLE REPLACEMENT**

Mr. Tracy made a motion to approve the purchase of a 2024 Ford Expedition XL to replace the existing supervisor vehicle from the Montrose Auto Group at a cost not to exceed \$52,750.00.

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

**AGENDA ITEM #14 — EMERGENCY REPAIR**

Mr. Schulte made a motion to approve the above stated emergency expense for payment in the amount of \$3,294.03.

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

**AGENDA ITEM #15 — BACHMAN HVAC (RESOLUTION)**

Mr. Tracy made a motion to approve Resolution 2024-023 authorizing approval of an agreement between Miami Township and Bachman's HVAC Solutions, dispensing with a second reading, and declaring an emergency.

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

**AGENDA ITEM #16 — EMS GRANT APPLICATION**

Mr. Schulte made a motion to approve the Fire Department's request to submit an application for the Ohio Office of Budget and Management Grant.

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

**ADDITIONAL**

None.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**

Mr. Tracy made a motion to go into Executive Session.

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 9:00 p.m. on May 21, 2024.

ATTEST:

  
\_\_\_\_\_  
Steve Kelly, Acting Fiscal Officer

  
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Mary Makley Wolff, Chairperson