

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

JULY 16, 2024

20

The Miami Township Board of Trustees met in a Business Session on Tuesday, July 16, 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 joined the attendees in prayer.

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 Strauss Troy Attorney Emily Supinger.

SWEARING IN CEREMONY

Fire Chief Dave Jetter introduced new full-time Firefighter/Paramedics Christopher Ross, Evan Seely, and Kyle Stevens, who were sworn in. Nick Flerlage was promoted and sworn in as the Fire Department's newest Lieutenant.

APPROVAL OF MINUTES

Mr. Ken Tracy made a motion to approve Minutes for the June 10, 2024 Work Session, June 18, 2024 Business Meeting, and June 28, 2024 Special Meeting. Mr. Mark Schulte seconded the motion. All voted "AYE."

DEPARTMENT REPORTS

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

Community Development

Mr. Briand Elliff highlighted recent updates to the Zoning portion of the Township website. Mr. Elliff also discussed GIS map updates and introduced Steve Mick as the department's new inspector.

Finance

Mr. Ferry briefly introduced his written report as complete.

Fire & EMS

Fire Chief Dave Jetter highlighted the recent disposal of several gallons of toxic foam thanks to the EPA and Governor DeWine's recently implemented disposal program. Jetter also talked about Safety Stand Down Week, Ambulance 17's new chassis, and a program involving Loveland High School students. Finally, Jetter discussed the FD's partnership with SATCO as well as recent water rescue training.

Police Department

Chief Mike Mills highlighted the recent national news story involving Miami Township Corporal Hunter Willoughby, who helped a new mother feed her baby in the middle of the night.

Recreation Department

Mr. Ryan Himes discussed the busy pace of the summer season within the Recreation Department and highlighted an upcoming Concert in the Park as well as a vintage baseball game.

Service Department

Mr. Chris Burdsall discussed recent projects including pavement projects in Bramblewood subdivision, the delivery of a new case loader, the Redbird Road Pier Wall project, and Phase II of Lorven Drive. Pickleball Courts at Miami Riverview Park and pedestrian infrastructure improvements are underway.

Held JULY 16, 2024 20

Administration

Mr. Steve Kelly welcomed ALDI to the community and discussed that developments in that area are still underway.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #1 — PAYMENT OF BILLS

Mr. Schulte made a motion to pay the bills of the Township including 122 checks numbered 146890 through 147011, 59 ACH payments numbered 632 through 690 and 31 electronic payments numbered 3828 through 3858 for the total amount of \$4,328,913.31.

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

<u>Direct Deposit</u>	<u>Date Amount</u>
06/28/2024	\$398,139.28
07/12/2024	\$392,493.09

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

AGENDA ITEM #2 — THEN AND NOW (R2024-031)

Mr. Tracy made a motion to adopt Resolution 2024-031 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$47,516.87, dispensing with the second reading, and declaring an emergency.

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

AGENDA ITEM #3 — PERSONNEL

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

Administration Department

- Remove William Cates from probationary status and increase his salary to \$102,826.96 effective June 12, 2024.

Community Development

- Terminate the employment of Nii-Shidaa Adjei from the position of Community Development Co-Op effective June 17, 2024.

Service Department

- Approve the promotion for Justin Leever from Maintenance Worker 3-2 to Maintenance Worker 4-1 effective July 7, 2024.

Police Department

- Approve the retirement of Mike Mills from the position of Police Chief effective July 31, 2024.

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

AGENDA ITEM #4 — ROAD CONSOLIDATION (R2024-032)

Mr. Tracy made a motion to adopt Resolution 2024-032, a resolution supporting road consolidation of Umrit court and Lee Lavati court, dispensing with a second reading and declaring an emergency.

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

JULY 16, 2024

20

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

AGENDA ITEM #5 — PARKS LEVY (R2024-033)

Mr. Schulte made a motion to adopt Resolution 2024-033, a resolution proceeding to levy a 1 mill continuing levy for park and recreational purposes, waiving a second reading and declaring an emergency.

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

AGENDA ITEM #6 — NUISANCE PROPERTIES (R2024-034)

Mr. Tracy made a motion to adopt Resolution 2024-034, a Resolution authorizing the abatement, control or removal of vegetation, garbage, rubbish, or debris of the location stated [above], dispensing with the second reading and declaring an emergency.

ADDRESS

PARCEL ID #

650 Hobby Horse Ln

184002.005.

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

AGENDA ITEM #7 — FIREARM TRADE

Mr. Schulte made a motion to approve the Police Department's request to proceed with the trade in of 17 handguns and 15 ARs to Kiesler Police Supply for a \$6,850.00 credit towards future purchases.

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

AGENDA ITEM #8 — EVENT BILLING

Mr. Tracy made a motion to approve the Fire Department's implementation of the event billing system.

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

AGENDA ITEM #9 — FITNESS EQUIPMENT

Mr. Schulte made a motion to accept the Police Department's purchase of the True Pladium multi-fitness machine from Exercise and Leisure for a cost of \$9,198.00, including shipping and installation.

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

AGENDA ITEM #10 — REDI CINCINNATI

Mr. Tracy made a motion to allow the Township Administrator to sign a letter of intent with REDI Cincinnati to participate in their economic development initiatives at the Advisor level from 2025 through 2027.

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

AGENDA ITEM #11 — FEMS OOT TRAVEL SYMPOSIUM

Mr. Schulte made a motion to approve Chief Jetter and Administrator Kelly to attend the 2024 Station Design Symposium in Greenville, South Carolina, from September 22-25, 2024.

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

Held

JULY 16, 2024

20

AGENDA ITEM #12 — IBOLD ENGINEERING AGREEMENT

Mr. Tracy made a motion to enter into contract with Choice One Engineering at the cost of \$11,950.00 for topographical survey and construction plans for Ibold Road.

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

AGENDA ITEM #13 — FEMS OOT TRAVEL EXPO

Chief Jetter explained that the Fire Department requests approval for Kaitlynn Lanham, Dan Mack, Jeff Moore, and Jason Peng to attend the EMS World Expo in Las Vegas, Nevada, from September 11-13, 2024.

Chairperson Wolff asked the Fire Department needed four people to attend. Jetter responded that while having that specific number of people attend isn't expressly necessary, each person selected should attend for carefully selected reasons that would positively affect their duties. Jetter continued that he would be able to reduce the number of people attending if necessary.

Mr. Tracy asked why the attendees would only attend the expo and not the conference. Jetter explained that the attendees wish to prioritize their time with vendors to learn more about the latest ambulance technologies up close. Additionally, Jetter stated that attending the conference would add an additional cost of approximately \$4-500.00 per person.

Mr. Tracy responded that he would feel more comfortable investing in sending the attendees if they were to attend the conference as well, in order to maximize learning. Chairperson Wolff and Fiscal Officer Ferry agreed, and Chairperson Wolff stated that she is okay with sending four attendees now that the Board has been made aware of the specific reasons for each person to attend.

Mr. Schulte made a motion to approve Kaitlynn Lanham, Dan Mack, Jeff Moore, and Jason Peng to attend the EMS World Expo and Conference this September at a cost not to exceed \$6,500.00.

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

AGENDA ITEM #14 — LORVEN DRIVE SPOILS

Mr. Chris Burdsall discussed that as the construction of Lorven Drive Phase 2A and 2B began the Township was made aware of the need to remove the construction spoils from the site. At the end of Phase 1 construction the amount of construction spoils left over had more than exhausted the area to store them. This resulted in the contractor for Phase 1 also incurring additional costs to remove material. The removal of spoils from the site was not a part of any of original scope of either phase of the project and would put the department over the original budgeted amount for this project by \$11,056.77 based on an estimate of \$19,975.00 from Stauffer Site Services.

Chairperson Wolff asked how the removal of spoils (excess/unusable dirt and rocks, etc.) were missed in the original bid. Mr. Burdsall clarified that the site engineers originally stated that the site was balanced and there would not be excess spoils, which later proved incorrect.

Chairperson Wolff asked which engineer said this, and Burdsall stated that it was McGill Smith Punshon.

Mr. Tracy made a motion to approve the removal of excess spoils from Lorven Drive by Stauffer Site Services for the sum of \$19,975.00.

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

RECORD OF PROCEEDINGS
MIAMI TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

JULY 16, 2024

20

AGENDA ITEM #15 — POWER COT REPLACEMENT

Chief Jetter stated that the Fire Department would like to purchase a new model cot and associated components.

Mr. Tracy asked if the new cot would be replacing the old cot. Chief Jetter clarified that it would be the first replacement of five cots that were purchased in 2016.

The board remarked that the pricing for new electric cots is high. Chairperson Wolff stated that while the cost is high, the purchase is a good investment in that it prevents future costs created by employee injury.

Mr. Schulte made a motion to approve the purchase of a new Stryker Power Pro 2 ambulance cot at a cost not to exceed \$33,531.54.

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

Finally, Mr. Ferry clarified with Jetter that the department intends to replace one cot of the five purchased in 2016 this year and each of the following four years after that, to which Jetter confirmed.

AGENDA ITEM #16 — CRICKET FIELDS STRUCTURE

Administrator Kelly informed the Board that the Administration, Recreation, and Service Departments have discussed a request from the Cincinnati Premier League Cricket Club (CPLCC) for them to install two shelters near the four existing cricket fields in Miami Meadows Park.

Mr. Kelly noted that the included departments are in favor of the league's proposition and requested the Board grant the appropriate permissions for the project.

Mr. Schulte inquired about the potential liability exposure should the Township allow an outside party to install a shelter within one of our parks, and asked if we will have insurance requirements for them to meet. Mr. Kelly responded that while insurance requirements had not yet been considered, the Township intends to require specifications of material and work to be submitted and vetted by Mr. Burdsall.

Chairperson Wolff mentioned that we have an Memorandum of Understanding (MOU) with CPLCC that we would need to abide by and that the group does not have recreational immunity akin to the Township.

Mr. Tracy asked if it might be appropriate to instead have the Recreation Department act as project manager and install the structures with the intent to bill CPLCC for the labor. Mr. Burdsall stated that the original request from CPLCC was for them to head the contractor installation, and so that possibility hadn't been discussed.

Mrs. Emily Asher, HR Director, stated that if the structures are to be permanent, they would essentially become a donation to Miami Township and therefore the property of Miami Township, and recreational immunity would apply. She continued by stating that as long as the work was done professionally and up to standard, it would not become a liability issue.

Mr. Tracy worried that having an outside vendor install something on our property could cloud the liability issue. Mrs. Asher responded that the MOU may address any liability issues.

Chairperson Wolff stated that we have done things like this before, referencing Spirit of 76' Park, and stated that we before proceeding, the Township must review the MOU with CPLCC and confirm with CPLCC that they can pour the concrete pads.

BEAR GRAPHICS 800.325.8094 FORM NO. 10148

Held JULY 16, 2024 20

Mr. Kelly pulled up the CPLCC MOU and shared with the Board that the document states CPLCC is not to make any capital improvements on the property without the permission of the Township. He states that CPLCC has done its part by communicating with us and that we will find out about the concrete pad installation before bringing the request back to the Board at a later date (potentially August).

AGENDA ITEM #17 — SUPERVISOR VEHICLE UPFITTING

Mr. Tracy made a motion to approve funding for upfitting of the 2024 Ford Expedition at a cost not to exceed \$50,001.89.

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

AGENDA ITEM #18 — OPWC SLIP PROJECTS (R2024-035)

Mr. Schulte made a motion to pass Resolution 2024-035, a resolution authorizing the Township Administrator to prepare and submit an application to participate in the Ohio Public Works Commission State Capital Improvement Program and to execute contracts as required, dispensing with the second reading and declaring an emergency.

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

AGENDA ITEM #19 — SRO MOU'S

Mr. Tracy made a motion to approve the Memorandum of Understanding for the SRO programs with Great Oaks and the Milford Exempted Village School District and allow the Township Administrator to execute each agreement.

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

AGENDA ITEM #20 — EMPLOYEE INSURANCE

Mr. Schulte made a motion to renew health and vision insurance with Anthem and make no changes to Dental, Life, Short- and Long-Term Disability, Accident and Critical Illness policies.

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

ADDITIONAL

Chairperson Wolff stated that a Special Meeting would be needed in the coming week to discuss personnel matters.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

None.

The meeting was adjourned at 8:33 p.m. on July 16, 2024.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson