

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

AUGUST 12, 2024

Held

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The Miami Township Board of Trustees met in a Work Session on Monday, August 12, 2024, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mary Wolff called the meeting to order and led the Pledge of Allegiance.

ROLL

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

SPECIAL PERSONNEL ACTION

Administrator Kelly recommended the following personnel action:

Police Department

- Make a final offer of employment to Caitlyn Powell for the position of full-time Police Officer with an eighteen-month probationary period, at a pay rate of \$43.29 per hour starting August 26, 2024.

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

SWEARING-IN CEREMONY

Caitlyn Powell will be sworn in as Miami Township's newest officer.

AGENDA ITEM #1 — PERSONNEL

Administrator Kelly, recommended the following action for personnel:

Community Development

- Remove Mallory Clapp from the position of Community Development Co-Op effective May 31, 2024.

Recreation Department

- Remove the following part-time Recreation Assistants from employment effective August 12, 2024: Ethan Burzynski, Marla Conrad, and Madison Elsbernd.

Police Department

- Accept the resignation of Michael McKeel from the position of full-time Police Officer effective July 22, 2024.

Fire Department

- Accept the resignation of Travis Swearingen from the position of part-time Firefighter/EMT effective July 30, 2024.
- Accept the resignation of Zoe Calvert from the position of part-time Firefighter/EMT effective July 31, 2024.
- Approve the retirement of James Martin from the position of Firefighter/Paramedic effective August 06, 2024.

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

AGENDA ITEM #2 — IMAGE CLEANING CONTRACT

Administrator Steve Kelly discussed the recent re-evaluation of Township cleaning services. Continual issues with the Township's current provider, Stratus Building Solutions, have led to the need to explore other options. Mr. Kelly stated that the Township received 5 quotes from area providers, and several positive remarks from other local jurisdictions regarding Image Cleaning Services. Mr. Kelly stated that the Township then focused on working with that provider and adapting their quote to the Township's current budget.

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Further, Mr. Kelly indicated that as a measure to both evaluate Image’s cleaning services and comply with the 2024 budget, the Township intends to begin utilization of services for only the Service and Police Departments, and work cleaning services for the Civic Center into the budget for 2025 upon satisfactory performance. Mr. Kelly stated that the total cost of new cleaning services for 2024 would be \$29,950.00.

Mr. Schulte asked if the new cost of services would put the Township over budget for the year. Mr. Kelly explained that the budget would not be exceeded thanks to cooperation with the Police Department which enabled a reduction of PD cleaning days from 254 to 156, lowering the quote to an amount within the budget.

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

AGENDA ITEM #3 — FIRST RESPONDER WELLNESS GRANT

According to Mr. Will Cates, Behavioral Health Specialist, an estimated \$14,000.00 of the \$220,000.00 of the ARPA First Responder Wellness Grant will be leftover following the conclusion of the Grant’s performance period on December 31, 2024. As is allowable by the grant, Mr. Cates would like to utilize services with two local mental health providers to bring first-responder specific services to our police and fire departments in Miami Township, including resiliency training and Acute Stress Adaptive Protocol (ASAP) implementation.

Contracts for the aforementioned services will total \$10,470.00 over the next 5 months. Mr. Cates requested approval to move forward with revising the program and budget associated with our original ARPA Wellness Award.

Mr. Tracy made a motion to allow the Township Administrator to execute any contracts necessary to comply with the modification of the current first responder wellness program, and usage of the allowable remaining ARPA First Responder Wellness grant funding, not to exceed an amount of \$14,000.00. The motion was seconded by Mr. Schulte. All voted “AYE.”

AGENDA ITEM #4 — A/V IMPROVEMENTS

Mr. Kelly discussed potential audio/visual improvements which could enhance the Township rental facilities. These upgrades would include a new audio system complete with speakers for music and PA/microphone capabilities for the Civic Center, as well as a large smartboard or projector. At the Leming House, upgrades would include ceiling speakers, wireless microphone capabilities, and an 86” wall mounted display with HDMI input.

Mr. Kelly stated that the Township received three quotes from area services and wishes to go with ICB for the project.

QUOTE SUMMARY

Civic Center & Leming House Audio/Video Project

VENDOR	CIVIC CENTER ROOMS (Miami, Clermont, O’Bannon)	LEMING HOUSE	TOTAL COST
ICB	\$23,650.00	\$14,025.00	\$37,675.00
IVIDEO	\$39,050.65	\$27,202.79	\$66,253.44
ASE	\$51,471.67	\$28,381.16	\$79,852.83

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Given that the ICB quote came in much lower than the other two, Mr. Tracy asked if ICB planned to go with lower grade or less technology/equipment. Mr. Will Menz, Director of Multimedia, responded that each group was given the same specs to work with.

Chairperson Wolff inquired about the necessity of such improvements at the Leming House. Mr. Himes, Recreation Director, responded that there are several use cases he can think of from both community members and recreation staff.

No action was taken at this time, and Mr. Kelly advised that the request would be brought back to the Board for final approval at the next Business Meeting.

AGENDA ITEM #5 — SERVER MIGRATION

Police Chief Rob Hirsch addressed the Board regarding the need for the Police Department to migrate records from their outdated ETI records management system which is operated by Central Square. Assistance from Central Square is needed to complete the migration, and the PD has received a quote from them for \$2,730.00.

Chief Hirsch requested authorization to accept the quote from Central Square and proceed with the ETI server migration at a cost not to exceed \$2,730.00.

Mr. Tracy made a motion to authorize the purchase and was seconded by Mr. Schulte. All voted "AYE."

AGENDA ITEM # 6 — STATION 27 PROJECT

Fire Chief Dave Jetter discussed the need to perform several reconstruction tasks at Station 27, which is now 35 years old and presents several factors which necessitate considering a replacement, including an aging HVAC system, frequent water leaks into the basement, and the fact that we have outgrown the existing space.

The primary consideration being cost, the Fire Department is faced with the decision to either remodel the existing space or build a new station. According to Jetter, remodeling the existing station might seem more economical initially, but unexpected issues such as structural problems or outdated systems merged with new systems can lead to higher expenses over time. A report detailing past, present, and anticipated issues at the location was provided, as well as a quote from MSA Design detailing the architectural, engineering, and service fees involved in initial design planning.

While \$350,000.00 of funds for this project have been earmarked by ARPA, the department is working to allocate additional funds to meet the total cost of \$440,000.00.

Mr. Tracy clarified with Chief Jetter that this figure is for design only and remarked that it seemed very high. Jetter remarked that he had discussed the figure with another Chief who had undertaken a similar project, and according to that conversation, initial design fees in the planning stage are typically in this range.

Chairperson Wolff asked Mr. Kelly if MSA is the typical go-to for these types of projects. Kelly responded that while MSA is typically not the lowest bid, they do seem the most qualified, having completed several public safety facility projects in the Southwestern Ohio Region and being very familiar with the requirements for those. Kelly further explained that while the department is looking to complete initial design planning this year while ARPA funds are available, it would not be looking to build until some time in 2025-2026 depending on market conditions.

Mr. Tracy asked Chief Jetter if the MSA quote was for remodeling or building new. Jetter responded that it was for the design of a new building because initial quotes from MSA for a remodel were actually higher than a new build due to the research and costs that would need to be incurred to remediate existing issues detailed in the report. Additionally, Jetter stated

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that renovation is still a possibility. However, he mentioned that the foundation issues currently facing the building may continue after renovation.

When discussions about the age of Station 27 being significantly less than some other buildings in the Township, Chairperson Wolff and Administrator Kelly remarked that Station 27 was originally built on a residence and was originally intended as a volunteer station. Now, it is being used as a full-time station, and is set to get even busier with new residences being built in the area.

Some discussion occurred regarding the footprint of the existing building and what it may end up being if a new building were constructed. It was stated that modern design requirements would call for a somewhat larger building, but that the existing lot does have the space according to MSA.

Mr. Tracy remarked that it may be worthwhile to assess all of the public safety buildings based on the age of many of them being older than Station 27. Mr. Jetter stated that Station 28 especially may benefit from an assessment. Mr. Kelly interjected that given the cost of these estimates, the current plan is to take them one at a time.

Chairperson Wolff clarified that the quote given today is for information only, and that the Township would be requesting other quotes as well, so the true financials of the project are not yet known. Still, Mr. Tracy indicated that once we have these numbers and begin looking at public safety buildings in the Township, we need to have a master plan in place to address the aging buildings. Chairperson Wolff interjected that Township leadership does have Strategic Planning sessions coming up this fall, and these types of master plans would likely come out of those meetings. Mr. Tracy said that he would like to see the agenda for these meetings and thinks we should hold off on conversations about Station 27 and/or all public safety buildings until these master plans have been discussed.

The request will be brought back to the Board at a later date.

AGENDA ITEM #7 — CONFERENCE FURNITURE

Administrator Kelly presented a quote for conference furniture for the lower level of the Civic Center to the Board. Presently, the lower-level conference area is underutilized due to its worn and outdated conference table and chairs. As the administrative team continues to grow, the lower level has seen more traffic and visitors. Additionally, the Township Administrator’s personal office is now located next door to the lower-level conference area.

This influx of visitors to the lower level and the need for additional conference space has resulted in the necessity for modern and inviting accommodation. The total cost as presented to the Board would be \$2,898.55.

The request will be brought back for final approval at the next Business Meeting.

AGENDA ITEM #8 — UNIFORM PURCHASE

Chief Jetter stated that the Fire Department is seeking approval for additional funding to purchase uniforms and associated items. The department requests \$12,500.00 for additional uniform needs, however no action is needed at this time, and the request will be brought back for final approval at the next Business Meeting.

AGENDA ITEM #9 — ZONING CASE #595

Ms. Jamie Kreindler, Township Planner, discussed that Zoning Case #595 has been approved for hearing under the Board of Trustees, and recommended scheduling the case for hearing on Monday, September 09, 2024 at 6:00 p.m. preceding the regularly scheduled 7:00 p.m. Board of Trustees Work Session meeting.

Mr. Schulte made a motion to a special Board of Trustees meeting for Monday September 09, 2024 at 6:00 p.m. to hear zoning cases #595, and any other business that may come before the

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

AGENDA ITEM #10 — SALT CONTRACT

Mr. Chris Burdsall, Service Director, presented a bid tab from SWOP4G (Southwest Ohio Purchasers for Government) which was created with the goal of getting competitive salt pricing for nearly 100 government entities. Of the four quotes for our Township, Mr. Burdsall would like to go with the lowest, Compass Minerals, at \$84.23 per ton. The Township requires 1,500 tons to re-fill its supply, making the total cost \$126,345.00.

The request will be brought back for final approval at the next Business Meeting.

AGENDA ITEM #11 — STATION 26 LOCKERS

The Fire Department is seeking approval to purchase new personal lockers for Station 26 due to several factors including staff increases and current lockers that are too small, according to Chief Jetter. The department provided three quotes which include shipping and assembly.

The department would like to go with the lowest quote, School Lockers, at \$16,845.57. The request will be presented for final approval at the next Business Meeting.

AGENDA ITEM #12 — DRY RUN WALL MONITORING

Mr. Burdsall discussed the deteriorating conditions of a retaining wall located along Dry Run Road. Burdsall stated that in its current state, the wall could fail, allowing water to get under the road and cause larger issues. Burdsall presented an agreement with Choice One Engineering for them to monitor the wall for a six-month period in order to determine if there is an immediate need for action.

Total cost to enter the agreement would be \$6,800.00. The request will be presented for final approval at the next Business Meeting.

AGENDA ITEM #13 — FITNESS COURT CONTRACT

Administrator Kelly requested approval to enter a contract with The Kleingers Group to help with the engineering and design work that is needed for the concrete pad that needs to be installed at Community Park for the installation of the new Fitness Court structure.

Funds for the project are available from both the National Fitness Campaign grant and ARPA funds. The Kleingers Group quote was submitted at \$18,800.00 to perform surveying, civil engineering, and landscape architecture for this phase of the project.

Mr. Tracy made a motion to allow the Township Administrator to execute a contract with The Kleingers Group for engineering work and services for the installation of the Fitness Court.

AGENDA ITEM #14 — CBC ADVERTISEMENT

Mr. Kelly stated that the Township was approached by the editor of the Business Courier about writing an article that reflects the growth and development of Miami Township, along with other communities in the eastern suburbs.

Mr. Kelly requested approval to spend \$2,950.00 on the half-page ad that will complement our article. Mr. Menz is assisting with this project and will help design the advertisement for us.

The request will be presented for final approval at the next Business Meeting.

AGENDA ITEM #15 — CMC CLUTCH PURCHASE

Chief Jetter discussed the Fire Department's request to purchase six CMC Clutch tools, which are used to assist in rope rescue operations. The total requested for this purchase is \$4,590.00.

The request will be presented for final approval at the next Business Meeting.

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ADD ONS

Mr. Burdsall discussed updates on the Township Paving Program. Currently, he stated, the program is behind schedule, citing labor issues with the contractor and other various problems. Mr. Burdsall stated that he and Administrator Kelly, Law Director Joe Braun, and the contractor are working to find solutions to the delay.

The project is currently at least one month behind schedule. Mr. Tracy pointed out that this may affect school transportation as classes have already begun this year. Mr. Kelly stated that the Township has been in contact with the schools to discuss potential issues, but that there will be no road closures caused by the project.

PUBLIC COMMENT

None.

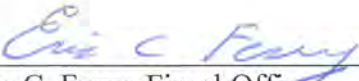
EXECUTIVE SESSION

Mr. Tracy made a motion to go into Executive Session pursuant to Ohio Revised Code (ORC) 121.22 (G)(4) to prepare for, conduct, or review negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment; and ORC 121.22 (G)(8) to consider confidential information related to the specific business strategy of an applicant for economic development assistance involving the possible expenditure of public funds in connection with the project and the executive session is necessary to protect the interests of the applicant. Mr. Schulte seconded the motion. All voted "AYE."

Mr. Schulte made a motion to exit Executive Session, seconded by Mr. Tracy. All voted "AYE."

The meeting was adjourned at 8:30 p.m. on August 12, 2024.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson