

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

NOVEMBER 04, 2024

20

The Miami Township Board of Trustees met in a Work Session on Monday, November 04, 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, Ken Tracy, and Mark Schulte. Also attending were Township Administrator Steve Kelly, and Attorney Joseph Braun.

AGENDA ITEM #1 — PERSONNEL

Administrator Steve Kelly recommended the following action for personnel:

Administration Department

- Make a final offer of employment to Wynnie Serra for the position of part-time Community Development Co-Op at a pay rate of \$14.00 per hour effective January 01, 2025 contingent on the successful completion of a background check and drug screen.

Fire Department

- Remove the following employees from probation:
 - Corey Lunsford effective October 15, 2024 with a new rate of \$33.71 per hour.
 - Michael Tankersly effective October 16, 2024 with a new rate of \$30.53 per hour.
 - Jonathan Patrick effective October 18, 2024 with a new rate of \$29.50 per hour.
 - Jordan Hall effective October 30, 2024.
 - Austin Brown effective November 02, 2024.
 - Daniel Lohbeck effective November 12, 2024.
 - Justin Allen effective November 12, 2024.
- Remove the following seasonal employees from active employment effective November 4, 2024:
 - Brody Armor
 - Cameron Gilreath

Service Department

- Accept the resignation of part-time Maintenance Worker, Stone Payne, effective October 27, 2024.
- Make a final offer of employment to Gregory Fite for the position of full-time Maintenance Worker 2-1 at a pay rate of \$25.79 per hour effective November 05, 2024.
- Make a final offer of employment to Blake Howard for the position of full-time Maintenance Worker 1-1 at a pay rate of \$22.90 per hour effective November 05, 2024.

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

AGENDA ITEM #2 — SUPPLEMENTAL 2024 APPROPRIATIONS (R2024-046)

Mr. Kelly discussed the necessity to provide supplemental appropriations toward several Township funds. Added appropriations are necessary in several tax increment financing (TIF) funds to allow for the revenue sharing payments to Milford Exempted Village School District, Loveland City School District and Great Oaks. Revaluation and additional development in TIF Districts result in an increase of payments in lieu of taxes (PILOTS) received from the County, which in turn results in additional distributions to the local schools. As the Board has provided direction on specific projects with ARPA funding, it is also necessary to increase appropriations in that fund. Total supplemental appropriations were stated as \$527,002.67.

Mr. Schulte made a motion to adopt Resolution 2024-046, a Resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2024, declaring an emergency and dispensing with the second reading and was seconded by Mr. Tracy. All voted "AYE."

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held NOVEMBER 04, 2024 20

AGENDA ITEM #3 — SURPLUS ITEMS (R2024-047)

Mr. Kelly presented several items identified for disposal within the Fire and EMS department.

Mr. Tracy made a motion to adopt Resolution 2024-047, a resolution authorizing the disposal or sale of unneeded or obsolescent personal property no longer necessary for township use and dispensing with the second reading.

AGENDA ITEM #4 — PARKS MASTER PLAN

Mr. Kelly introduced a proposal from The Kleingers Group which would build upon the recent parks assessment done by the same group and provide comprehensive master planning for our parks as well as provide opportunity for resident input. The project was initially planned for 2025 as part of the department’s Capital Budget. However, Mr. Kelly stated that the department would like to utilize existing, unobligated ARPA funds to get the contract underway before the end of the year.

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

AGENDA ITEM #5 — RETAIL STRATEGIES

In an effort to fully assess the Township’s current commercial conditions and find ways to attract new and valuable commercial development to the area, Mr. Kelly discussed the potential to contract with Retail Strategies in order to obtain a detailed assessment and training in commercial conditions and opportunities. The cost to enter a one-year contract with Retail Strategies would utilize ARPA funds and not exceed \$25,000.00.

Chairperson Wolff asked Mr. Kelly which staff he would like to involve in the training. Mr. Kelly responded that he would like to send himself, members of the Community Development Department, and possibly a Board Member.

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

AGENDA ITEM #6 — WINTER SYMPOSIUM

Fire Chief Dave Jetter introduced the Fire Department’s request to send four personnel members to the Ohio Fire Chiefs’ Association 2025 Winter Symposium March 10-12 in Columbus, Ohio. According to Jetter, the symposium provides valuable opportunities for fire officer-to-fire officer networking, fostering professional credibility and the exchange of timely information. A special reception at the State House also allows attendees to engage directly with legislators, addressing key challenges facing Ohio’s fire service. Travel Request forms for each personnel member were provided to the Board, and Chief Jetter stated the total estimated cost for the trip as \$2,350.00.

Chairperson Wolff asked Chief Jetter to double-check the daily per-diem GSA meal rate for Columbus ahead of the next meeting.

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

AGENDA ITEM # 7 — CANINE TRAVEL COURSE

Police Chief Rob Hirsch discussed a request from the Police Department to send two personnel and K9 Seeker to attend the Law Enforcement Canine Professional Tracker School in Edisto Island, South Carolina May 25-31. According to Hirsch, the training curriculum includes deployment scenarios, visual tracking training, patrol techniques, land navigation, proximity alerts, and field training exercises, and would incur an estimated cost of \$4,684.00. Travel Request Forms were provided to the Board.

Chairperson Wolff clarified that this specific training is more for the officers than for the dog, and Chief Hirsch agreed.

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held NOVEMBER 04, 2024 20

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 — CELL TOWER PROPOSAL

Mr. Brian Elliff, Planning and Zoning Administrator, introduced a proposal from a contractor notifying Township Officials of the intent to build a small cell tower (SCT) on the Milford High School campus which would improve cell phone service for Verizon customers while on the campus. According to Mr. Johnson of the Milford School Board of Education, this is a critical need for the school. Mr. Elliff stated that Miami Township could exercise jurisdiction and deny the request because the high school campus is zoned residential. However, given the critical need and Mr. Elliff's opinion that the tower would be mostly unnoticeable, he recommends the Board authorize the Fiscal Office to send appropriate notice to the SCT contractor advising of jurisdiction only in the event an objection is timely received from an adjoiner.

Mr. Schulte pointed out an incorrect reference to Union Township in the contractor's letter and all agreed it would be beneficial to ask the contractor for a corrected letter.

Mr. Schulte made a motion to accept Mr. Elliff's recommendation as stated and was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #9 — E-ONE PRE-BUILD VISIT

Chief Jetter introduced a request to send four personnel to attend a fire apparatus pre-build meeting in Ocala, Florida January 13-15. The meeting will be the first of three meetings regarding the new E-ONE rescue engine approved for purchase in June of 2024. According to Jetter, the meetings ensure the manufacturer accounts for all details and design specifications. The total cost for the trip is estimated at \$3,230.00.

Chairperson Wolff inquired about the reasoning to send four people. Jetter responded that all staff assigned to attend are closely related to the build of the specific apparatus and that future meetings would likely be scaled down in personnel since Jetter himself would be using this meeting to hand down responsibility to the other attendees.

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

AGENDA ITEM #10 — SKYDIO DRONE

Chief Hirsch discussed the Police Department's request to utilize ARPA funds to purchase an American made and manufactured Skydio Drone at a cost not to exceed \$28,029.64.

According to Hirsch, the Police Department has established a successful drone program over the last two years, and the need has developed to expand and diversify its drone capabilities.

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

AGENDA ITEM #11 — WEBER CROSSWALK ENGINEERING

Mr. Chris Burdsall, Service Director, introduced a proposal from Choice One Engineering to engineer a crosswalk and curb ramp in the area of Weber Woods Court and Weber Road which is needed to connect the existing pedestrian walkways in the area. Total cost for the engineering portion of the project would utilize ARPA funds not to exceed \$6,200.00.

Chairperson Wolff emphasized the importance of getting pedestrians safely from place to place in the Township.

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

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800.325.8094 FORM NO 10148

Held NOVEMBER 04, 2024 20

AGENDA ITEM #12 — BLUE CARD COMMAND TRAINING

Chief Jetter discussed the Fire Department’s request for approval of training expenses for the Blue Card Incident Command System. The cost would include training for 15 employees as well as a 5-day course for one employee. Total cost is estimated as \$10,275.00.

Mr. Tracy asked about Blue Card. Jetter explained that it is a standardized command system and approach which dictates the manner in which personnel respond to major incidents. Mr. Schulte inquired about the ongoing cost of the program. Jetter responded that the initial cost for the 15 employees is \$5,775.00 (\$385.00 per person), and moving forward even with the in-house Train-the-Trainer, costs would equal \$125 annually for each employee to stay within the system.

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

AGENDA ITEM #13 — NUISANCE UPDATE

Mr. Elliff updated the Board regarding an ongoing problem property located at 6641 Epworth Road. According to Mr. Elliff, the Community Development Department plans to bring a resolution to the Board declaring the property a nuisance at the next business meeting. In anticipation of this, Mr. Elliff shared several photos of the property and explained the efforts the department has taken thus far to mitigate issues, to no avail. If a notice is posted and there is no action taken by the property owner, the Township will need to go in and clean it up. However, Elliff stated that this would be a costly measure of 5 to 6 thousand dollars which would take time to get back via tax assessment. In recognition of this, Mr. Elliff asked the Board if instead they would prefer him to first obtain the bid cost and present it to them prior to taking action.

Mr. Tracy inquired about the average cost of these cleanups and Mr. Elliff stated that it really depends on the type of cleanup. Mr. Tracy continued that enforcement of the rules of the Township is a normal and expected cost and that he does not wish to set a precedent of lightening the rules.

Some discussion was made about the possibility of the occupant being a veteran or suffering from adverse mental health status. Mr. Elliff stated that after an occupant is given notice, it usually takes about thirty days for action by the Township to formally commence, indicating that the occupant of this property would have time to mitigate and avoid the issue altogether even after posting notice.

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

AGENDA ITEM #14 — MASS CASUALTY UNIT TRANSFER

Chief Jetter discussed the Fire Department’s request to transfer responsibility for the Mass Casualty Unit (MCU) truck and trailer to another agency. According to Jetter, several factors make the MCU challenging and expensive to maintain, and it is not deployed very often.

Mr. Schulte asked if this unit is something that could be bundled into the recently approved vehicle replacement agreement with Enterprise. Jetter responded that the MCU is subject to Homeland Security Guidelines.

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

AGENDA ITEM #15 — MULBERRY CEMETERY FENCE

Mr. Burdsall introduced plans to replace the fence surrounding Mulberry Cemetery and requested funds of \$7,820.00 to complete the project. Currently, the chain-link fence is deteriorated and damaged from several tree falls. Burdsall stated the new fence would be made of stronger materials which can also be replaced in intermittent sections, to avoid further total replacements. Mr. Burdsall emphasized a \$1,200.00 cost savings realized by the

RECORD OF PROCEEDINGS

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

NOVEMBER 04, 2024

20

department by utilizing in-house personnel to remove the old fence and clear the surrounding overgrowth.

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

AGENDA ITEM #16 — PORTABLE RADIOS

Chief Jetter discussed the need for the Fire Department to proceed in the ordering process of fifteen new portable radios and accessories through Motorola Solutions. According to Jetter, the equipment will be received and invoiced in 2025. However, placing the order now via letter of intent would allow the use of existing ARPA funds. Also according to Jetter, current portable radios at the Fire Department have doubled their average life expectancy and will no longer be supported after December 31st, 2024. The Fire Department has coordinated with the Police Department on this purchase.

Administrator Kelly noted that ten of the radios will go to the Fire Department, and five will go to the Police Department. The purchase of only the number of radios needed was intentional in an effort to avoid having to replace all of the radios at a later date.

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

AGENDA ITEM #17 — RIVERVIEW PARK WINDSCREENS

Mr. Ryan Himes, Recreation Director, introduced the department's request to utilize \$23,610.00 in ARPA funds to accept a quote from Heirloom Framing & Graphics to design, deliver and install Miami Township branded windscreens at the newly completed Riverview Park tennis and pickleball courts. According to Mr. Himes, Heirloom Framing & Graphics is a pre-eminent producer of area graphics, and the new windscreens would add an amazing finishing touch to the park's new court complex and serve as an important wind barrier for players.

Chairperson Wolff noted that prominent Township branding would be especially useful in that park, given its proximity to Loveland.

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

AGENDA ITEM #18 — LIGHTNING DETECTION

Mr. Burdsall explained that following recent annual servicing, the Service Department has some concerns with the 22+ year old systems at Miami Riverview and Miami Meadows parks. While the equipment is functional, Mr. Burdsall shared that the sensors are nearing end of service life and performing poorly, leading to his recommendation of a full upgrade of both systems, utilizing ARPA funds.

According to Burdsall, an interesting feature of the new system is the ability to have satellite locations within a certain distance. For example, currently there is no lightning detection or warning at Community Park, but we could install a receiver at Community Park that will communicate with Miami Meadows to provide a warning at Community Park for a fraction of the total system install cost.

Total replacement for both systems, with trade-in, amounts to \$55,910.00.

Mr. Tracy inquired about the frequency at which technology will change and whether this will be a recurring or frequent expense. Mr. Burdsall responded that this purchase just catches the Township up with the current standard, and that we got 20+ years out of the last system.

Mr. Schulte clarified whether the quote reflects the addition of a receiver to Community Park. Mr. Burdsall responded that it does not and mentioned that the Township could choose to do so at a rate much lower than a total system install. Chairperson Wolff stated that the reasoning behind installing lightning detection systems at the other two parks had to do with the

RECORD OF PROCEEDINGS

344

Minutes of

Meeting

MIAMI TOWNSHIP BOARD OF TRUSTEES

BEAR GRAPHICS 800 325 8094 FORM NO 10148

Held NOVEMBER 04, 2024 20

frequency of children playing sports in fields. With the addition of new amenities at Community Park, it was stated that installing a receiver there may be a worthwhile idea. Mr. Burdsall agreed that he would request a quote with the added receiver for Community Park for the Board's consideration at the next meeting.

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

ADD ONS

None.

PUBLIC COMMENT

None.

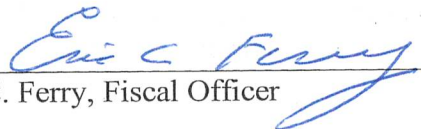
EXECUTIVE SESSION

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

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

The meeting was adjourned at 9:15 p.m. on October 14, 2024.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson