

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

JANUARY 21, 2025

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The Miami Township Board of Trustees met in a Business Session on Tuesday, January 21, 2025, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mark Schulte called the meeting to order and led the Pledge of Allegiance.

INVOCATION

Mr. Brian Wikoff joined attendees in prayer, asking for blessings over the meeting and those in attendance.

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 Law Director Joseph Braun.

AGENDA ITEM #1 — PERSONNEL

Human Resources Director Emily Asher recommended the following action for personnel:

Police Department

- Advance Ryan Rees to the position of Police Corporal with an hourly pay rate of \$47.72 effective February 2, 2025.
- Promote Tyler Foster to the rank of Police Sergeant with a one-year probationary period and an hourly pay rate of \$49.00 effective February 2, 2025.
- Promote Keith Bullock to the rank of Police Lieutenant with a six-month probationary period and an annual salary of \$125,375.28 effective February 2, 2025.
- Remove Lieutenant Todd Taylor from probationary status effective December 24, 2024.

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

CEREMONIES

Keith Bullock was sworn in as Police Lieutenant, Tyler Foster as Police Sergeant, and Ryan Rees as Police Corporal. Additionally, Officer Andrew Ryan was presented with the Police Department's "Employee of the Year" award.

APPROVAL OF MINUTES

Mr. Tracy made a motion to approve Minutes for the December 09, 2024 Work Session and December 17, 2024 Business Meeting. Mary Wolff seconded the motion. All voted "AYE."

DEPARTMENT REPORTS

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

Community Development

Brian Elliff, Zoning Administrator, introduced his staff report and presented overall investment value in the Township as over 85 million dollars. Highlighting progress on several projects in the Township, Mr. Elliff discussed items in Mulberry Square, WaWa, Rise Commercial, and Crumbl Cookie. The Hills development was discussed as being on-pace and benefitting from the 2021 Land Use Plan, as well as several other residential projects.

Finance

Mr. Ferry briefly introduced the Finance report as complete.

Fire & EMS

Fire Chief Dave Jetter discussed the recent EMS Clinical Competition as a prestigious worldwide event used to test the skills and knowledge of prehospital teams. For the first time in department history, Miami Township has been chosen and entered into the competition with at least partial expenses paid. The department plans to join the competition annually.

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Police Department

Police Chief Rob Hirsch reported on the department’s CALEA accreditation status and invited residents to leave feedback on the department website. Additionally, Hirsch discussed several public outreach and sponsorship activities coming up as well as openings in the department.

Recreation Department

Mr. Ryan Himes, Director, highlighted recent photos taken of Township events by a high school photographer. Several events were discussed, including the Annual Tree Lighting and upcoming summer camps, which will be released online on Monday, March 10th at 9:00 am.

Service Department

Mr. Chris Burdsall, Director, discussed intersection improvements at Roan Road as well as work done to get ready for 2025 street resurfacing and recent snow removal. The last document has been received for the Miamiville Sidewalk Project, and that is moving forward.

Administration

Mr. Steve Kelly noted that he had received word from the Clermont County Land Bank that the project scheduled for demolition at the corner of the 28 Bypass and Wolfpen Pleasant Hill Road will be covered under grant funds in November of 2025. After demolition, the site will be cleaned up and ready for new development.

OLD BUSINESS

None.

NEW BUSINESS

New Business was discussed as follows:

AGENDA ITEM #2 — PAYMENT OF BILLS

Mr. Tracy made a motion to pay the bills of the Township from December 14, 2024 through January 16, 2025, including 57 ACH payments numbered 1279 through 1335, 56 electronic payments numbered 4152 through 4207 and 109 checks numbered 147798 through 147906 for the total amount of \$1,412,738.06.

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

<u>Direct Deposit</u>	<u>Date</u>	<u>Amount</u>
12/27/2024		\$563,757.29
01/10/2025		\$632,632.20

The motion was seconded by Mary Wolff. All voted “AYE.”

AGENDA ITEM #3 — THEN AND NOW (R2025-02)

Mary Wolff made a motion to adopt Resolution 2025-02 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$21,587.79, dispensing with the second reading, and declaring an emergency.

The motion was seconded by Mr. Tracy. All voted “AYE.”

AGENDA ITEM #4 — ENTERPRISE VEHICLE ORDER

Mr. Tracy a motion to approve the submittal lease requests for 2025 to Enterprise Fleet Management at the estimated costs outlined herein.

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Year	Make	Model	Series	Lease Cost Estimate
2007	Ford	F-150	XLT 4x4 Styleside 5.6 ft. box 138.8 in. WB	\$1,004.52
2004	Ford	Ranger	XLT 4.0L Value 2dr 4x4 Super Cab Styleside 5.75 ft. box 125.7 in. WB	\$604.09
2007	Ford	Ranger	XL 2dr 4x2 Regular Cab Styleside 6 ft. box 111.6 in. WB	\$589.65
2007	Ford	E-150	Commercial Cargo Van	\$698.06
2008	Chevrolet	Silverado 3500HD	LT1 4x4 Extended Cab 8 ft. box 157.5 in WB SRW	\$1,007.23
2009	Chevrolet	Tahoe	Special Services 4x4	\$1,000.21
2009	Chevrolet	Tahoe	Special Services 4x4	\$990.69
2011	Ford	F-250	XL 4x4 SD Super Cab 6.75 ft. box 142 in. WB SRW	\$913.00
2015	Chevrolet	Tahoe	Special Service Vehicle 4x4	\$1,275.58
2015	GMC	Sierra 2500HD	Base 4x4 Double Cab 6.6 ft. box 144.2 in. WB	\$954.36

*Lease cost estimates reflect monthly pricing

The motion was seconded by Mary Wolff. All voted "AYE."

AGENDA ITEM #5 — NETWORK IT PROJECTS

Mary Wolff made a motion to approve 2025 Network IT Projects at a total cost not to exceed \$138,264.38.

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

AGENDA ITEM #6 — JOB DESCRIPTIONS

Mr. Tracy made a motion to approve the updated job descriptions of Fire Safety Inspector and Community Development Student Co-Op.

The motion was seconded by Mary Wolff. All voted "AYE."

AGENDA ITEM #7 — PD VEHICLE UPFITTING

Mary Wolff made a motion to accept and proceed with the upfitting of all four police vehicles at a cost not to exceed \$50,563.30.

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

AGENDA ITEM #8 — GFOA CONFERENCE

Mr. Tracy made a motion to approve Out of Township travel for Kelly Flanigan to attend the 2025 Government Finance Officers Association Conference in Washington DC June 29-July 2, 2025, at a total cost not to exceed \$2,120.00.

The motion was seconded by Mary Wolff. All voted "AYE."

AGENDA ITEM #9 — PD CIRCUIT BREAKER REPLACEMENT

Mary Wolff made a motion to accept and proceed with the replacement of the circuit panel through Kraft Electric at a cost not to exceed \$4,375.00.

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

AGENDA ITEM #10 — PUCO GRANT

Mr. Tracy made a motion to approve the Fire Department's request to utilize the Public Utilities Commission of Ohio grant funds of \$10,350.00 awarded in 2024 for hazardous materials training.

The motion was seconded by Mary Wolff. All voted "AYE."

AGENDA ITEM #11 — CAB AND CHASSIS PURCHASE (R2025-03)

Mary Wolff made a motion to adopt Resolution 2025-03, a resolution authorizing the approval of an agreement with Fyda Freightliner Cincinnati for the purchase of a new salt truck, dispensing with a second reading, and declaring an emergency.

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

AGENDA ITEM #12 — WHOLE BLOOD PROGRAM

Mr. Tracy made a motion to approve the Fire Department's request to implement the Prehospital Whole Blood Program for Miami Township Fire and EMS at a total cost of \$13,500.09.

The motion was seconded by Mary Wolff. All voted "AYE."

AGENDA ITEM #13 — 2025 STREET RESURFACING LIST

Mary Wolff made a motion to approve the Miami Township 2025 Resurfacing Street List as submitted.

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

AGENDA ITEM #14 — CONNECTOR BOAT DIRECT SALE (R2025-04)

Mr. Tracy made a motion to adopt Resolution 2025-04, a resolution authorizing the sale of unneeded or obsolescent personal property no longer necessary for township use by sale to another public agency pursuant to section 505.101 of the Ohio Revised Code, dispensing with the second reading and declaring an emergency.

The motion was seconded by Mary Wolff. All voted "AYE."

AGENDA ITEM #15 — FAST25 TRAINING

Mary Wolff made a motion to approve Out of Township for Daniel Knapke, Daniel Lohbeck, Ross Pawlak, Michael Ramsey, and Mike Tankersley to attend the FAST25 Pre-Hospital and Critical Care Transport Medicine Event in Lexington, Kentucky, May 19-21, 2025, at a total cost not to exceed \$3,725.00.

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

ADDITIONAL

None.

PUBLIC COMMENT

None.

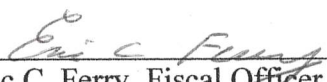
EXECUTIVE SESSION

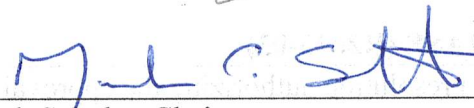
Mr. Tracy made a motion to enter executive session. Mary Wolff seconded the motion. Upon roll call, all voted "AYE."

Mr. Tracy made a motion to exit executive session. Mary Wolff seconded the motion. Upon roll call, all voted "AYE."

The meeting was adjourned at 09:35 p.m. on January 21, 2025.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mark Schulte, Chairperson