

## RECORD OF PROCEEDINGS

Minutes of MIAMI TOWNSHIP BOARD OF TRUSTEES BUSINESS MEETING

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

March 21, 2023

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The Miami Township Board of Trustees held their monthly Business Meeting on Monday, March 21, 2023, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Tracy called the meeting to order and led the Pledge of Allegiance.

Mr. Ferry called the roll. Attending were Ken Tracy, Mary Makley Wolff and Mark Schulte.

Mr. Schulte made a motion to approve the minutes of the February 21, 2023, Board Meeting and the March 13, 2023, Work Session, seconded by Ms. Wolff and all voted "AYE."

Ryan Burt, Area Operations Manager and Chad Shaffer, Govt. & Community Relations from Duke Energy presented an update on their operations and responses to weather events.

Department heads presented their monthly reports and the Board thanked Krystin Thibodeau for her many years of service and wished her good luck on her retirement.

Ms. Wolff made a motion to pay the bills of the Township with 186 checks numbered 143922 to 144107 and 37 electronic checks numbered 2914 to 2950 for the total amount of \$1,462,814.52, plus payroll and payroll taxes for the check dates 2/24/2023 in the amount of \$324,822.51 and 3/10/2023 in the amount of \$340,470.41, seconded by Mr. Schulte and all voted "AYE."

Mr. Wright presented the need for a Then & Now Certificate from the Finance Office. Mr. Schulte made a motion to adopt Resolution 2023-11 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$63,932.07 and declaring an emergency, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright presented the following personnel actions:

#### **Service Department**

Make a conditional offer of employment to Dave Martin for a part-time maintenance worker at \$16.07 per hour contingent on the successful completion of a background check and drug screen.

Remove Amanda Hampton from probation effective March 21, 2023 and increase her hourly rate from \$22.00 per hour to \$22.66 per hour. Amanda will also receive 40 additional hours of vacation as of that date.

Ms. Wolff made a motion to accept the personnel actions as stated, seconded by Mr. Schulte and all voted "AYE."

Mr. Wright presented a request to vacate a small portion of Riverside Avenue in the Branch Hill neighborhood. Riverside Avenue in that area is actually an unimproved "paper street" and is not accessed by the public. Mr. Anthony Chisman, the requester, owns the property adjacent to the 5,000 square feet of right-of-way he is requesting to have vacated. To the west of the subject R-O-W is the Little Miami River and to the east are Mr. Chisman's other parcels. It does not appear that there is any public purpose needed for the subject R-O-W; vacating the R-O-W would not prevent access from any other privately-owned property; and the Surveyor at the Clermont County Engineer's office has reviewed the vacation plat and legal descriptions and does not have any concerns with the request.

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If this is approved by the Board, the request will also then need to be approved by the Clermont County Commissioners and come back to this Board for a second Resolution to be approved.

Mr. Schulte made a motion to adopt Resolution 2023-12 a resolution authorizing the vacation of a section of Riverside Avenue in the Branch Hill neighborhood pursuant to Section 121.22 of the Ohio Revised Code and dispensing with the second reading, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright discussed the actions that the Police Department have taken to implement a drone program with the community. Police agencies have seen an increasing need for drones to deliver effective services to residents over the last few years. Drones have been proven to expand the security and response capabilities during large scale public gatherings and disasters. Furthermore, drones allow police agencies to search large areas quickly and constructively in cases of missing persons, as well as de-escalate dangerous and violent situations.

Quotes were obtained from four vendors – Priority1 Drones \$25,016.70, Unmanned Vehicle Technologies \$25,034.79, DSLRPros \$22,412.97, and Vertigo Drones \$21,564.00 – for the purchase of three drones with specified equipment necessary to successfully implement a drone program at the Miami Township Police Department. The quotes from DSLRPros and Vertigo Drones were defective in that they did not include some of the specified equipment.

Our Citizens' Police Academy Alumni Association has dedicated \$10,000 towards the implementation of a drone program in Miami Township. We have additional grant applications to cover some of the costs of this equipment.

Ms. Wolff made a motion to accept and proceed with the purchase of three drones and ancillary equipment from Priority1 Drones at a cost not to exceed \$25,016.70, which includes freight charges, seconded by Mr. Schulte and all voted "AYE."

Mr. Wright presented information on the application of an asphalt rejuvenation agent to 111,924 square yards of our roadway, which has been found to be the most cost-effective method of adding additional years of service to our pavement. The cost for the base plus alternates at \$1.18 per square foot is \$132,070.32.

Mr. Schulte made a motion to contract with Pavement Technology for the application of asphalt rejuvenator to be applied to our 2023 repaving program streets upon completion of that project. The cost of this application will be \$132,070.32 for 111,924 square yards of pavement covered, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright presented a quote from Duke to add two decorative light poles at the end of the west entrance into the Civic Center, which is extremely dark in the evenings from late fall to early spring.

Duke Energy can add lighting to that area with one pole on each side of that access point. Since they will have to run a new service from a pole on Meijer Drive, this will also provide us with access to additional electricity for other purposes in the future. The one-time capital cost for the light fixtures is \$12694.56 and the ongoing monthly charge is expected to be \$17.46.

Ms. Wolff made a motion to contract with Duke Energy for the installation of two new decorative light poles at the west entrance to the MTCC Campus and to pay the ongoing anticipated monthly cost for electric and maintenance costs of \$17.46, seconded by Mr. Schulte and all voted "AYE."

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Mr. Wright presented surplus items for disposal from the Civic Center, Police and Fire Departments. These items include old office chairs, kitchen cabinets and a vehicle. They will be placed on gov deals and sold to the highest bidder.

Mr. Schulte made a motion to adopt Resolution 2023-13 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 and dispensing with the second reading, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright presented the Semi-Annual Credit Card Review as required by ORC 505.64 and the Township Credit Card Policy. The Township has individual department credit card limits ranging from \$5,000 to \$13,000, with the sum of all individual cards equaling \$100,000. Within these limits, the overall corporate account limit is \$42,000 Township wide and may not be exceeded. These are likely the limits initially established when the accounts were setup.

In the past several years, there have been 2-3 times annually where we have reached the \$42,000 corporate limit. In discussing this with Mr. Ferry, it is being recommended that the overall corporate account limit be increased to \$60,000. It is important to note, this does not increase the individual spending limit currently set for each department card. Additionally, credit card purchases follow the same purchasing procedures as any other expense; purchase orders are required and goods or services exceeding \$2,500 are required to go before the Board for approval.

Number of Township Credit Cards: 14

Change in Number of Credit Cards: None

Changes to Credit Limits: None

Changes to Expiration Dates: None

Other: Total Township credit card expenditures for the six-month period are \$131,667 as compared to \$94,864 in the previous six-month period.

| Dept / # Cards | Prior Period  | Current Period |
|----------------|---------------|----------------|
| Admin x2       | 6,614         | 5,402          |
| Fire x3        | 22,509        | 34,623         |
| IT             | 6,399         | 6,021          |
| PD x3          | 32,314        | 50,568         |
| Rec            | 11,421        | 9,870          |
| Service x3     | 15,185        | 21,292         |
| Trustee        | 422           | 3,893          |
|                | <u>94,864</u> | <u>131,667</u> |

Ms. Wolff made a motion to accept the semi-annual credit card report for the period September 2022 to February 2023 and increase the overall corporate account credit limit to \$60,000, seconded by Mr. Schulte and all voted "AYE."

Mr. Wright presented a Memorandum of Understanding (MOU) with the Miami Township Cricket Club which includes a number of residents and employees of two large township businesses. The group formally incorporated as a 501(c)(3) organization so that they could do fundraising of additional private dollars. With the Township's permission, the

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Miami Township Cricket Club spent over \$100,000 last year of private funds to add three additional fields.

The Township continues to work cooperatively with the Cricket Club to share in the expense of additional topsoil, seeding, aeration and fertilizer to have the fields in a safer condition. We believe that Miami Meadows Park is now home to the largest cricket field complex in the State of Ohio and their tournaments on Saturdays have brought in new visitors to our community from outside of the region.

Now that additional private funds have been invested into the four fields, representatives of the Cricket Club have asked for the Township to enter into a Memorandum of Understanding to more formally recognize the rights and responsibilities of the two parties.

Mr. Schulte made a motion to approve a Memorandum of Understanding with the Miami Township Cricket Club, seconded by Ms. Wolff and all voted "AYE."

PUBLIC COMMENTS

Ms. Darlene Siemer, 5860 Menno Drive, spoke to the Board suggesting some changes to the Code Enforcement process.

Ms. Wolff made a motion to go into Executive Session, pursuant to ORC 121.22 (G) (2) to consider the lease of property, seconded by Mr. Schulte and all voted "AYE."

Ms. Wolff made a motion to come out of executive session, seconded by Mr. Schulte and all voted "AYE."

There being no other business the meeting adjourned at 8:50 p.m.

ATTEST:

  
Eric Ferry, Fiscal Officer

  
Ken Tracy, Chairperson