

November 13, 2023

Held \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_

The Miami Township Board of Trustees met in a work session on Monday, November 13, 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.

Chief Kelly recommended the following actions for personnel:

**Recreation Department**

Remove Jason Portula from probation and increase his hourly rate to \$20.60 effective September 15, 2023. Jason will also receive 40 additional hours of vacation as of that date.

**Administration Department**

Accept the resignation of Township Administrator, Jeff Wright effective November 3, 2023.

Grant the title of Interim Administrator to Steve Kelly effective October 23, 2023. He will perform this role in addition to his regular duties as Fire Chief with a pay increase of \$4,000 per month.

**Fire Department**

Promote Jordan Hall to the rank of Station Lieutenant effective October 29, 2023, with the hourly rate of \$36.10 per hour and a 12-month probationary period in accordance with the CBA.

Promote Austin Brown to the rank of Station Lieutenant effective November 2, 2023, with the hourly rate of \$36.10 per hour and a 12-month probationary period in accordance with the CBA.

Promote Daniel Lohbeck to the rank of Station Lieutenant effective November 12, 2023, with the hourly rate of \$36.10 per hour and a 12-month probationary period in accordance with the CBA.

Make a final offer of volunteer employment to Austin Cannon as a part-time Volunteer Firefighter contingent on the successful completion of the remaining steps in the selection process.

Make a final offer of volunteer employment to Cecelia Bunnell as a part-time Volunteer Firefighter contingent on the successful completion of the remaining steps in the selection process.

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**Police Department**

Accept the resignation of part-time records clerk, Melanie Scherer, effective November 7, 2023.

Accept the resignation of full-time records clerk, Sarah Mathews, effective November 24, 2023.

**Service Department**

Make a final offer of employment to Jason Walton as a full-time Maintenance Worker 2 (Step 1) with a pay rate of \$25.04 effective November 14, 2023.

Make a final offer of employment to Stone Payne as a part-time Maintenance Worker with a pay rate of \$16.07 effective November 14, 2023.

## RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held \_\_\_\_\_ 20 \_\_\_\_\_

Accept the resignation of part-time Maintenance Worker Justin Hayes effective November 13, 2023.

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

Chief Kelly reminded the Board that Miami Township maintains a seat on the Clermont County Transportation Improvement District Board. Appointment to that Board comes from the County Commissioners, with the departure of Jeff Wright it is recommended that the Board send a letter to the BCC requesting the appointment of Brian Elliff.

Ms. Wolff made a motion to recommend Brian Elliff be appointed to fill the vacant seat of Jeff Wright on the Clermont County Transportation Improvement District Board, seconded by Mr. Schulte and all voted "AYE."

Chief Kelly noted that for many years Miami Township has adopted a Conversion Plan that permits employees to convert a portion of their leave payouts to pensionable income.

According to the Ohio Public Employees Retirement System regulations, employers with Conversion Plans must update them annually with OPERS and can do so by submitting the OPERS Conversion Plan Template, completed by the Fiscal Office

Chief Kelly noted that each year the Township is required to appoint a representative to the Ohio Kentucky Indiana (OKI) Regional Council of Government Board of Directors annually.

Mr. Schulte made a motion to appoint Mary Makley Wolff as the Miami Township representative to the OKI Regional Council of Government Board of Directors for 2024, and Steve Kelly as the alternate representative, seconded by Ms. Wolff and all voted "AYE."

Chief Kelly shared information on surplus items that staff has identified that are no longer of use.

Chief Kelly presented information on an updated "I am Miami Township" logo for the pylon sign at Montclair Court and I-275. Klusty Sign Associated provided a quote in the amount of \$5,033.26 for the replacement and the labor to switch out the signs.

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Mr. Elliff reminded the Board of the approval of a part-time Co-Op position several years ago, since that time, on a few occasions potential student candidates were identified and interviewed, but they accepted other positions prior to our recommending them to the Board. Recently, we have interviewed several UC planning students who identified Miami Township as a place they would like to work to gain experience. We believe there are possible candidates that would make good co-ops for the office, including some that have lived in and were familiar with townships. We were planning to recommend potentially hiring one for the Spring semester, that would run approximately from January 1, 2024 through April 30, 2024.

Mr. Elliff noted that each of the Township's land use boards, the Zoning Commission and Board of Zoning Appeals ("BZA"), are comprised of five regular members and one alternate member. Terms are staggered so that one appointment expires each year.

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Customarily at the beginning of each new year, the Board of Trustees appoints a member to the Zoning Commission and BZA for a new five-year term, as well as the alternate member term as they come due. For 2024, the appointment terms will begin January 1, 2024 and expire on December 31, 2028.

The following individuals will be submitted to the Board of Trustees for appointment or re-appointment at the upcoming November 21, 2023 Business Meeting:

- Steve Reese, re-appointment to the Board of Zoning Appeals for a five-year regular term
- Cheryl Eckelman, re-appointment to the Board of Zoning Appeals for a five-year alternate term
- Bret Sims, appointment to the Zoning Commission for a five-year regular term (bio for Mr. Sims attached)

Mr. Mussleman presented information on a portion of the east side of upper Happy Hollow Road has been slipping for the last several years showing signs of slope instability. He met on site with Choice One Engineering last year to review the conditions and again this year. The situation has advanced to the point where some action is required to stabilize the eastern slope of the road.

We contacted Choice One Engineering to provide engineering services using existing and new borings, geotechnical study, survey work, and retaining wall design to provide an engineered solution to this situation. Choice One's proposed cost to provide this service is \$62,200.

If we can receive approval for this in November, we can get the work started and have it completed in time for OPWC applications in 2024.

Mr. Musselman noted that the service department hot asphalt box is a tool that is used consistently. This piece of equipment keeps either hot mix hot or cold mix asphalt warm and pliable, especially in winter when we are out filling winter potholes. Our current unit has an internal oil jacket that has begun to leak somewhat badly. It leaves oil behind everywhere we stop. We would have to take it to Canton (north Canton), Ohio, if we want them to see if it can be repaired (more than an eight hour round trip). From our inspection, there does not seem to be a way to access it for repair as it is built within the hopper unit. Taking it apart here is not a great option because we would have to disassemble so much of the machine to get the box off. This unit was purchased in early 2015 (before I arrived here). I do not know what their charge is to inspect the unit, but they charge \$5000 in labor to remove the old box to install a new one.

A new hopper with the old parts-labor	\$13,800 plus 3
A new hopper with updated (new) parts-	\$24,000 plus labor
A new comparably sized unit (4 tons) Southeastern Equipment – they currently have one unit in stock, otherwise its 12 to 16 weeks	\$40,715 from
Unit rental for 4 months (if we cannot obtain the in stock unit) per month)	\$14,000 (\$3,500

It seems clear that it will be more economical to purchase new, since even with a new hooper and new parts (controls) we are spending \$29,000 and the rest of the machine is 8 years old (frame, lighting, axle, hydraulics).

Held

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Mr. Musselman presented the following updates from the Service/Parks Department:

- Miami Township Civic Center water main project – Bids will be received and opened for this project at 10:00 a.m. on Nov. 16. We will bring bid results to Board Business meeting on Nov 21. for review and approval.
- The remaining sidewalk on Mill Street is scheduled for completion by meeting day.
- Business 28 should be restored by meeting day per schedule. Some sidewalk work on Cook may still need to be completed.
- Derbyshire storm sewer pipe replacement project has been completed. The 60” corrugated metal pipelining project will be performed at the end of November.

Chief Mills noted that like 2023, due to demand causing delayed vehicle orders in 2024, we are requesting the ability to place our order with Ford now for our 2024 vehicle purchase and essentially “get in line.” The actual purchase of the vehicles will occur sometime in 2024 when the vehicles are made and will be included in our 2024 budget. This request for vehicle purchase follows our vehicle replacement schedule that was previously presented to the Trustees. The five-year replacement plan indicates that two marked patrol vehicles and two unmarked vehicles are scheduled for replacement. We are requesting authorization to order two 2024 Ford Police Interceptor Utility AWB Base vehicles and two 2024 Ford Explorers from Beechmont Ford at Ohio State bid pricing. Each Police Interceptor costs \$43,821 and the Explorers cost \$37,385 with the total request for the vehicles is not to exceed \$162,412.

Chief Kelly is requesting approval to purchase one (1) X-Series cardiac monitor from Zoll Medical Corporation to replace one (1) existing and aged M-Series monitors that are no longer going to be supported for service and repair. This new monitor will align with the current cardiac monitor platform that is in use across our fleet of ambulances and will allow us to have the same exact monitor on all three of our frontline ambulances.

He would like to utilize existing ARPA funds that the Township has already received for this purchase. The program guidance allows for the purchase of durable medical equipment and these devices will last us between seven and ten years in service. The older-style monitors will be traded in on this purchase but is not reflected on the attached quote from Zoll. We anticipate a \$500 credit for one (1) unit to be traded in. At the Business meeting he will be requesting approval to spend \$44,870.24 to purchase one (1) new Zoll X-Series cardiac monitor, including shipping and handling.

Chief Kelly is requesting approval repair the Opticomm traffic control system at State Route 28 and Branch Hill Guinea Pike. While diagnosing an issue with another nearby traffic signal, the technician from Path Master found that the control board for the intersection of State Route 28 and Branch Hill – Guinea Pike is malfunctioning and will need to be replaced. Due to the heavy traffic flow on State Route 28 and the high volume of emergency vehicles that traverse that intersection, for safety reasons we do not recommend that we delay this repair. Therefore, we are requesting approval from the Trustees to purchase a replacement control board as shown in the attached quote.

The total cost for the board will be \$3,586.00 plus \$50.00 estimated shipping for a total of \$3,616.00. The funds would come from the “Traffic Preemption System Repair & Maintenance” line item in our annual operating budget to cover the expenses of this kind of emergency repair.

Due to the importance of this repair, we are requesting immediate approval to get the technician scheduled to make the necessary repair.

Ms. Wolff made a motion to approve the necessary repairs of the Opticomm system at State Route 28 and Branch Hill-Guinea Pike through Path Master at a cost of \$3,616.00, seconded by Mr. Schulte and all voted “AYE.”

Held \_\_\_\_\_ 20\_\_\_\_\_

Chief Kelly is requesting approval to contract with Vogelpohl Fire Equipment to perform some modifications to our ladder truck, Quint 26, that were not available at the time of manufacture, nor are they covered under warranty. These modifications will allow us to expand the capabilities of the existing ladder on the truck by making minor modifications to the water tank that is immediately below it by reducing the configuration of the tank.

The reach of the ladder will be maximized in a way that was not previously possible when the vehicle was manufactured but has subsequently been realized and approved through E-One's engineering department for ladders that are currently in service across the United States. We believe that these changes to our ladder truck will be beneficial for the operators of the truck if they would need the expanded reach capacity while performing rescues or extinguishing a fire with the master stream device.

We are requesting an amount not to exceed \$9,000.00 to complete these modifications through Vogelpohl Fire Equipment. These funds can be allocated from our vehicle upfitting and maintenance fees in our annual operating budget.

Chief Kelly is requesting approval to contract with Valor Outfitters to upfit the newest vehicle in our fleet with the appropriate warning lights, sirens, and other safety equipment. This project was planned as part of our 2023 vehicle replacement plan with the purchase of the new Dodge Durango but was not requested at the time of purchase because we were not entirely sure that the vehicle would be available this year.

Valor Upfitters has outfitted many of our existing vehicles and we are always satisfied with the quality of their work and customer service. We are asking for approval to spend up to \$13,300.00 to complete this project and place the vehicle into service. This price reflects all equipment, wiring, and installation.

Additionally, we will need to have this vehicle wrapped to match the existing color scheme and detail that we have on the other vehicles in our fleet. We continue to utilize Vivid Wraps for this service as we have been very satisfied with the quality of their work and attention to detail. We are asking for approval to spend \$2,475.00 to have the vehicle wrapped.

Chief Kelly noted that some Township funds require supplemental appropriations 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. The purchase of the Donohoo Property was also slightly higher than initially estimated and required an increase in appropriations to one fund.

Overall is a net increase to the budget of \$82,000 and as noted, most of this is offset by additional revenue streams.

Fund	Net Change	Reason
2031 Road & Bridge Levy Fund	\$ 16,000	Increase appropriations to cover amount available for annual road resurfacing
5050 TIF #5 Wolfpen Pleasant Hill Rd	\$ 20,000	Additional cost of property purchase and revenue sharing payment to local schools from increased PILOTS received
5060 TIF #6 Panera	\$ 1,000	Revenue sharing payments to local schools from increased PILOTS received
6050 RID #5 Deerfield Pointe	\$ 13,500	Revenue sharing payments to local schools

**RECORD OF PROCEEDINGS**

Minutes of		from increased PILOTS received Meeting
<small>BEAR GRAPHICS 800-325-8094 FORM NO. 10148</small>		
<del>6080 RID #8 Greycliffs</del>	\$ <del>15,000</del>	Revenue sharing payments to local schools from increased PILOTS received <sup>20</sup>
6110 RID #11 Wittmer Estates/Mt Zion	\$ 15,500	Revenue sharing payments to local schools from increased PILOTS received
6140 RID #14 S&S Development	\$ 1,000	Revenue sharing payments to local schools from increased PILOTS received
<b>TOTAL</b>		<b>\$82,000</b>

Mr. Schulte made a motion to adopt Resolution 2023-43 a Resolution to Amend Appropriations for current expenses and other expenditures of Miami Township, State of Ohio, during the fiscal year ending December 31, 2023, and dispensing with the second reading, seconded by Ms. Wolff and all voted "AYE."

**PUBLIC COMMENTS**

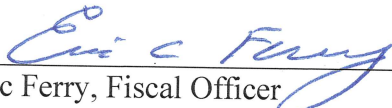
There were no public comments.

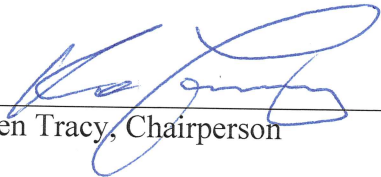
Ms. Wolff made a motion to go into Executive Session to discuss the employment of a public employee pursuant to Section 121.22(G)(1) and to discuss pending or eminent litigation pursuant to Section 121.22(G)(3), seconded by Mr. Schulte and all voted "AYE."

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

There being no other business the meeting was adjourned at 8:30 p.m.

ATTEST:

  
Eric Ferry, Fiscal Officer

  
Ken Tracy, Chairperson