

RECORD OF PROCEEDINGS

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held _____ 20 _____

MIAMI TOWNSHIP BOARD OF TRUSTES WORK SESSION**February 7, 2022**

ambulance another five to six years. Mr. Tracy asked what the standard life of new ambulance would be. Assistant Chief Mack stated that the life of a new ambulance was five to six years before a chassis remount was needed. He noted that the department has been able to keep their ambulances on a ten-year cycle. He added that the life of an ambulance is determined by the number of miles and calls it gets a year. He noted that the department's maintenance program for the ambulances extends the life of the vehicle.

Mr. Ferry noted that ordering the ambulance in 2022 would allow for an expected delivery in mid-2024. Assistant Chief Mack noted that both ambulance companies were included in the State contract. He hoped to have a final recommendation to the board in March.

Assistant Chief Mack requested to purchase twelve sets of turnout gear for 2022 as part of their annual turnout gear purchasing and replacement program and in accordance with the NFPA's 10 year in-service use requirement. He noted that the cost to replace one set of turnout gear was \$3,000. He pointed out that a planned 3% cost increase from the manufacturer was set to go into effect later this spring. Therefore, he would like to move forward with the purchase before the price increased.

Mr. Tracy asked how long turnout gear lasted. Assistant Chief Mack explained that 10 years was the maximum life for turnout gear. Mr. Tracy stated that the township does an unbelievable job in taking care of the safety of its fire and EMS employees. Assistant Chief Mack agreed that the safety of their employees was paramount and reduced liability to the Township. Mr. Tracy extended his appreciation to Assistant Chief Mack for making the employee's safety a top priority. This item was for discussion only and will be presented at the February business meeting.

Mr. Wright stated that the 2022 capital budget included \$190,000 for Phase 2 of the roof replacement at the Civic Center. He noted that the building was 50 years old and the Township has been in the building for the past 14 years. Phase 1 of the project occurred in 2021, and included some roof repairs and other weatherization improvements. Mr. Wright explained that after having a few roofing contractors review the situation and make proposals, Prodigy Building Solutions completed a full inspection to take a more wholistic review and recommendation. Prodigy is a firm consisting of engineers of various specialties that also prepared the scope of work and plans for the Leming House repairs that were completed last year. Mr. Wright noted that Phase 2 of the project includes replacing that flat roof with a Carlisle EPDM system that would have a 40-year warranty. He noted that the Township would like Prodigy to prepare a preventive maintenance plan and a future replacement schedule as well. Mr. Wright introduced Matt Direnzi from Prodigy who provided a brief report.

Mr. Direnzi noted that Prodigy utilizes a design/bid cooperative purchasing approach and all the materials are unit based with the Ohio Council of Governments. He noted that they have three cooperative purchasing agreements in place. He stated that they were also struggling with supply chain issues and have given the Township a will not exceed amount for the project. He

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Mr. Tracy agreed with Ms. Wolff's concern and stated that the matter needed further review. Mr. Tracy withdrew his motion and tabled the agenda item.

Mr. Wright reported that \$4,500 was budgeted to purchase a Smartboard from Millennium Business Systems. He explained that the Smartboard was mobile and could be moved from one room to another. He noted that the township purchased the previous Smartboard from Millennium and the Township has been happy with their product and services. This item was for discussion only and will be presented at the February business meeting.

Mr. Wright stated that the 2022 Budget included TIF funds for the costs of engineering and constructing a proposed sidewalk on Cook Road between Business 28 and Newberry Street near Woodcreek Condominiums. He noted that the proposed sidewalk could benefit thousands of residents from numerous subdivisions along the Cook Road corridor by connecting them to commercial and public uses. Mr. Wright noted that since Choice One Engineering was performing the survey work and design for the Business 28 sidewalk project, he asked them for a proposal to perform the same work for the Cook Road sidewalk. The proposal for services amounted to \$25,900 for survey crews, design, contract assistance, and construction inspection assistance. Mr. Wright stated that the township could save money by bidding the two projects together and hoped that a single contractor could perform the work for both projects. This item was for discussion only and will be presented at the February business meeting.

Assistant Fire Chief Dan Mack explained that he has been working on a plan to replace an aging ambulance as part of the five-year vehicle maintenance and replacement plan and \$310,000 was budgeted for that purpose. He noted that the current market for the purchase of new commercial vehicles is very tenuous given supply chain issues and the availability of chassis. Based on the current market, he proposed that in lieu of replacing the ambulance the patient compartment be replaced. He requested approval to have Crossroad Ambulance order the chassis, with no funds being needed at this time. He estimated that the total project would cost \$210,000, with the remount occurring in 2022.

Additionally, Assistant Chief Mack proposed that the Township enter into an agreement with Braun or Horton Ambulance Companies to purchase a new ambulance for an estimated cost of \$300,000. This would secure a position on the assembly line for a completely new ambulance that would not be delivered or charged to the Township until 2023. He noted that current manufacturing lead times for a new ambulance range from 14 – 18 months, so committing to an order now would secure the township's position to have a new ambulance for next year.

Assistant Chief Mack pointed out that both the remount and purchase of a new ambulance were eligible for the use of ARPA funds, if that were the direction the Board elected to take.

Mr. Tracy stated that the new chassis would extend the life of the ambulance and asked how many more years the department expected to get out of the vehicle after the remount was completed. Assistant Chief Mack anticipated that the remount would extend the life of the

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industry. Mr. Tracy seconded the motion. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested that the conditional offer of part-time employment for James Piron, who has withdrawn from the hiring process, be rescinded.

Mr. Tracy moved to rescind the conditional offer of part-time employment for James Piron, who withdrew from the hiring process. Ms. Wolff seconded the motion. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested that a conditional offers of full-time employment be extended to John Gabriel Grooms, Zachary Smith, and Ross Yaden so they can continue the hiring process.

Ms. Wolff moved to extend a conditional offer of full-time employment to John Gabriel Grooms, Zachary Smith, and Ross Yaden so they can continue the hiring process. Mr. Tracy seconded the motion. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested that a conditional offers be extended for volunteer employment to Jessica Pembleton and Kaiden Gibson-Hartness to continue with the hiring process for the Fire/EMS department.

Mr. Tracy moved to extend conditional offers of volunteer employment to Jessica Pembleton and Kaiden Gibson-Hartness to continue with the hiring process, seconded by Ms. Wolff. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested approval to adjust the hourly pay rate for part-time FF/EMT Alex Kessen to \$15.60 per hour retroactive to January 1, 2022.

Ms. Wolff moved to adjust the hourly pay rate for part-time FF/EMT Alex Kessen to \$15.60 per hour retroactive to January 1, 2022. Mr. Tracy seconded the motion. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested that a final offer of seasonal employment be extended to Jared Jetter for the position of hydrant maintenance technician effective March 6, 2022, with an hourly rate of \$15 per hour.

Mr. Tracy moved to extend a final offer of seasonal employment to Jared Jetter for the position of hydrant maintenance technician effective March 6, 2022, with an hourly rate of \$15 per hour.

Ms. Wolff asked if Jared Jetter was related to the Assistant Chief Jetter. Mr. Wright replied that Jared was his son. Ms. Wolff asked if the hire would violate the township's nepotism policy.

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The Miami Township Board of Trustees met in a work session on Monday, February 7, 2022, at 7:00 p.m. Chair Mark Schulte called the meeting to order. The Pledge of Allegiance was recited by all.

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

Township Administrator Jeff Wright requested permission to hire a part-time co-op to assist with various multimedia projects. He noted that the top candidate, Mia Garcia, was in the process of completing her degree at Cincinnati State in audio/video production. Mr. Wright proposed that a conditional offer of employment be extended to Ms. Garcia at an hourly rate of \$13.75. He anticipated that her start date would be February 21, 2022.

Mr. Tracy moved to grant conditional offer of employment to Mia Garcia as a multimedia co-op, contingent upon a background check at a pay rate of \$13.75 per hour with a start date of February 21, 2022, seconded by Ms. Wolff. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested that a conditional offer of employment be given to Clifford Ryan Boggs for the position of full-time police officer. He noted that Officer Boggs is currently a full-time sheriff's deputy with the Brown County Sheriff's Department. He added that the position was being filled due to a vacancy.

Ms. Wolff moved to grant a conditional offer of employment to Clifford Ryan Boggs for the position of full-time police officer. Mr. Tracy seconded the motion. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested that a conditional offer of employment be given to Katherine J. Pohl for the position of full-time police administrative assistant. He noted that the offer will be contingent on Mrs. Pohl successfully completing the remaining steps of the selection process. He added that the position was being filled due to a recent vacancy.

Mr. Tracy moved to grant a conditional offer of employment to Katherine J. Pohl for the position of full-time police administrative assistant, seconded by Ms. Wolff. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Mr. Wright requested the Board accept the resignation of career FF/Medic Dominic King effective February 10, 2022. He noted that Mr. King was hired in 2021 but has decided to pursue a career in the construction industry.

Ms. Wolff moved to accept the resignation of career FF/Medic Dominic King effective February 10, 2022. Mr. King was hired in 2021 but has decided to pursue a career in the construction

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anticipated that the price for construction materials would be increasing by 10% at the end of March. Mr. Direnzi noted that Prodigy ordered the material to replace the flat roof, which was beyond its usable life, in the fall of 2021. However, the order can be canceled with 30 days' notice. He pointed out that two other sections of the Civic Center's roof would need to be replaced within the next five years.

Ms. Wolff stated that the repairs were needed, and the Township would be maintaining a building that a lot of people use and enjoy. She complimented Mr. Direnzi on the way Prodigy runs their business. No action was necessary.

Assistant Fire Chief Mack noted that all of the Township's firefighters are required to undergo fit testing of their self-contained apparatus masks on an annual basis. He noted that the department used to hire a company to come in and conduct the testing because it is a quantitative test. He noted that the City of Milford purchased a respiratory fit testing machine and they allowed the Township to use the machine. Assistant Chief Mack stated that the township received a grant from the Assistance to Firefighters Grant which was used to buy reusable half mask respirators that have disposal cartridges for the N96 or P100 masks. He noted that the half masks also have to be fit tested at least once a year. He said it was becoming more and more difficult to gain access to Milford's machine. Assistant Chief Mack noted that the budget included funds to purchase a respiratory fit testing machine. He requested approval to spend \$14,005.00 through TSI Health & Safety to purchase one PortaCount Fit Tester and a five year warranty, which includes annual maintenance and calibration of the machine. He added that the purchase was eligible to be covered by ARPA funds. This item was for discussion only and will be presented at the February business meeting.

Mr. Wright explained that Finance Director Kelly Flannigan submitted a request to attend the Government Finance Officers Association (GFOA) annual conference in Texas from June 4 through June 8, 2022. He noted that this is the first time since 2019 that GFOA has been able to hold an in-person conference. The session tracks include the most current topics and best practices from government entities covering accounting and financial reporting, capital planning, budgeting, as well as debt, treasury, risk, and team management. Mr. Wright stated that numerous public finance professionals from across the nation attend this conference to get new ideas and continuing education. Additionally, this conference provides an opportunity to earn continuing professional education credits. He noted that a CPA license requires 120 hours of continuing education every three years, with at least 20 hours being earned annually. Mr. Wright stated that the total estimated cost of the conference was \$1,890, which included the early bird conference registration, airfare, hotel, airport parking, transportation from the airport, and an estimate of meals not provided at the conference. This item was for discussion only and will be presented at the February business meeting.

Police Chief Mike Mills noted that the police department currently has numerous computers that have been marked by INTRUST as in need of replacement. At the end of 2021, INTRUST provided the department with a list of computers that were outdated and well beyond their

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warranty. He noted that there is a very limited supply of computers in the supply chain so INTRUST is requesting the township act quickly. Chief Mills requested to replace 11 desktop computers with Dell OptiPlex 3080. He noted that \$10,453.25 was budgeted for this purchase. This item was for discussion only and will be presented at the February business meeting.

Service Director John Musselman reported that he received a call from a resident of Milford Hills Drive concerning narrowness of the intersection of Milford Hills and SR 28. The resident indicated that it was difficult and dangerous to attempt to pull into Milford Hills from 28 while there was a vehicle trying to come out of Milford Hills. Mr. Musselman noted that he spoke with Chief Mills and their crash reports did not show any accidents at that intersection being caused by the narrowness of Milford Hills, but police officers familiar with that intersection supported widening the intersection for a short distance down Milford Hills to provide enhanced safety for residents. Mr. Musselman presented a proposal from Choice One to provide engineering services in the amount of \$8,350.00 for this project. He noted that if the township wanted Choice one to provide bidding procedures it would cost an additional \$3,500. He estimated the project cost to be \$60,000. Mr. Musselman reported that ODOT didn't have any issues with the project but wanted to review the plans.

Ms. Wolff asked if the property on the corner of Milford Hills Drive was annexed into the city. Mr. Wright confirmed that the parcel was annexed eight or nine years ago. Ms. Wolff asked why the Township would be responsible for this project. Mr. Wright noted that the parcel across the street and the other parcels on Milford Hills Drive are located in the Township. Ms. Wolff expressed concerns about fixing a roadway that partially belongs to the city. Mr. Musselman stated that the project didn't extend beyond the Township's right-of-way. Mr. Wright confirmed that the township didn't lose any right-of-way with the annexation. Chairman Schulte asked staff to verify the information about the right-of-way and report back to the board.

Chief Mills stated that the Township received a public safety grant from Firehouse Subs for the purchase of plate carrier vests for all sworn officers in the department. The department planned to systematically add compatible accessories to the vests, such as equipment pouches and trauma kits in the future. He requested approval to purchase two sets of equipment pouches for each officer to add to their plate carrier vests. Chief Mills noted that this was a planned and budgeted expense for 2022. Three bids were received with the best and lowest bid being from Rapture Tactical at a cost not to exceed \$3,280.45. This item was for discussion only and will be presented at the February business meeting.

Assistant Chief Mack stated that each fire truck carries a minimal amount of rope rescue equipment to get vehicles and victims to safety when they are in an embankment that is too steep to safely traverse. He noted that additional rope rescue equipment is carried on the technical rescue truck. Assistant Chief Mack explained that the equipment has a ten-year shelf life. He reported that the department was due to replace eleven harnesses and four sections of life safety rope, as well as multiple smaller pieces of rope called prusik cord, some straps, and other hardware that is used to set up a complete rope rescue operations. He requested approval to

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spend \$6,041.41 on this equipment through Rescue Direct. This item was for discussion only and will be presented at the February business meeting.

Mr. Wright noted that a resolution would be presented at the February business meeting to authorize the disposal of property that was obsolete, broken, or had no value.

Mr. Musselman reported that the 2021 paving program originally included Mill Street in Miamiville. He explained that a half-pipe drainage system runs along the south edge of the pavement, and as they got closer to milling the street, it was discovered that the pipe had deteriorated and reached a state where milling along its edge would have broken the existing half pipe sections even further, rendering the drainage system incapable of performing its intended function. Mr. Musselman stated that he spoke with Mr. Wright about engaging Choice One to design a proper below grade system that would allow the Township to improve the drainage situation and allow for proper repaving of the roadway. He noted that this project would include new catch basins with curb and gutters and would replace the narrow sidewalk that is in poor condition.

Mr. Musselman provided a proposal from Choice One for engineering services in the amount of \$14,070.00; plus an additional \$3,500 for bidding procedures if desired. This item was for discussion only and will be presented at the February business meeting.

Mr. Musselman's project updates included multiple snow events in January and February. He stated that he was still assembling the paving list for 2022, and planned to have that information ready for the March work session.

Mr. Wright asked Law Director Joseph Braun to explain a proposed settlement agreement between former Police Officer Casey Brashear and the FOP. Mr. Braun noted that the settlement agreement related to arbitration that the Township agreed to settle. Mr. Braun pointed out that while the Township didn't think they had any liability in the matter, he viewed this as a cost for defense settlement. He noted that during the collective bargaining agreements negotiations that occurred in 2021, revisions were made to each of the CBAs so this question could not be brought up again. Mr. Braun suggested the board approve the settlement in the amount of \$3,000.

Mr. Tracy moved to approve the settlement agreement between the Board of Trustees and Casey Brashear and the Fraternal Order of Police of Ohio Labor Counsel in the amount of \$3,000. Ms. Wolff seconded the motion. Mr. Ferry called the roll. Ms. Wolff, Mr. Tracy, and Mr. Schulte voted in favor of the motion.

Public Comment: None.

Executive Session: None.

Hold

With no further business to come before the Board, the meeting adjourned at 7:47 p.m.

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ATTEST:



Eric C. Ferry, Fiscal Officer



Mark Schulte, Chairperson