

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

**OCTOBER 20, 2015**

The Miami Township Board of Trustees met in regular session on Tuesday, October 20, 2015 at 7:00 PM. Trustee Mary Makley Wolff called the meeting to order and led the Pledge of Allegiance. The invocation was given by Ken Tracy. Fiscal Officer Mr. Ferry called the roll. Attending were Trustees Mary Makley Wolff, Karl Schultz and Ken Tracy. Mr. Tracy made a motion to approve the minutes of the September 15, 2015 business meeting, September 23, 2015 special meeting, October 5, 2015 work session and the October 6, 2015 special zoning hearing, seconded by Mr. Schultz with all voting "AYE".

**Correspondence:** Mr. Ferry advised of a liquor permit issued to Siller Crawdaddy's LLC doing business as Sloppy Joe's Bar and Grill at 1296 St. Rt. 28

**Proclamations and Special Presentations:** Ms. Judy Eshman, Director of Clermont County Job and Family Services, was present to explain what Children's Services does and to ask for support of the Children's Services Levy on the ballot.

Mrs. Thibodeau, Recreation Director, and Mr. Mike Castrucci came forward. Ms. Thibodeau explained the Township is starting a new tradition of presenting the Grand Marshall of the Holiday Parade with a proclamation. The proclamation presented to Mr. Castrucci is in appreciation for all of the support he has given to the school and community.

Chief Madsen asked the Board of Trustees and the Board of the CPAAA to come forward. Mr. Wayne Loudermilk, of the CPAAA, presented the Police Department a new AED for one of the patrol cars. Mr. Gene Bishop came forward to state the annual golf outing netted a little over \$1,000.00 and they made a donation of \$1,000.00 to the University of Cincinnati Law Enforcement College. Chief Madsen thanked the members of the CPAAA for all they have done for the Police Department and for all other departments in the Township. Chief Madsen gave a brief history of how the CPA started in Miami Township and there are now 144 qualified members of the Citizens Police Academy Alumni Association. Chief Madsen also explained what the CPAAA does and that it is all volunteer hours. Each present member of the CPAAA was congratulated by the Board of Trustees and given a Township pin. Chief Madsen noted there are two CPAAA vehicles that have been painted and the painting was paid for by CPAAA and the painting was donated by Castrucci.

Mr. Chris Lohrman came forward to speak of the Veterans Day Event at the Spirit of 76 Park in Miami Meadows Park on November 14<sup>th</sup> beginning at 9:00 a.m. The event will include remembrance of veterans, art event, coffee truck, food vendors, music, speeches, a walk and a flag ceremony.

Mr. George Hart, of Community United and Coalition for a Drug Free Milford-Miami Township, came forward to explain how a group of community leaders and churches are pulling all of their resources together to help address the opiate problem in Clermont County. This Friday is the beginning of Red Ribbon Week and Thursday night there is an event at Milford High School where they will show the movie Anonymous People at 6:30 p.m., and the other event is the following Thursday, at Milford High School, which will be a night of Open Healing starting at 6:30 p.m. There will be guest speakers talking about drug addiction and there will be a memorial for all who have lost the battle to drug addiction. All are welcome to come.

**Department Reports:** A representative of each department presented a report of activities during the month of September 2015.

Community Development	Mr. Elliff
Finance	Mr. Ferry
Fire/EMS	Chief Kelly
Police	Chief Madsen
Recreation	Mrs. Thibodeau
Service	Mr. Musselman
Administration	Mr. Wright

**Old Business:** None

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**New Business:** Mr. Schultz made a motion to pay the bills of the Township with 292 checks numbered 122059 - 122351 and 19 electronic checks numbered 643 - 662 for the total amount of \$2,316,838.88 plus payroll and payroll taxes for the week of 09/12/2015 in the amount of \$413,488.71 payroll and payroll taxes for the week of 09/26/2015 in the amount of \$398,784.65 and payroll and payroll taxes for the week of 10/10/15 in the amount of \$385,962.69, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate in the amount of \$12,319.19.

Mr. Tracy made a motion to adopt **Resolution 2015-57** authorizing the Township Fiscal Officer to issue and certify a then and Now Certificate for payment of various expenditures totaling \$12,319.19, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright is recommending due, to the successful completion and outcome of a background check and drug screen, the Board offer part-time employment to Sherry Drake and Heather Cunningham for the one position of part-time Police Clerk with a twelve month probationary period at a starting pay rate of \$17.75 per hour. Both employees will share one part-time Police Clerk position not to exceed 1,500 hours total of work within a calendar year, effective October 22, 2015.

Mr. Schultz made a motion to grant part-time employment to Sherry Drake and Heather Cunningham for the position of part-time Police Clerk with a twelve month probationary period as described, seconded by Mr. Tracy with all voting "AYE". Chief Madsen introduced Sherry Drake and Heather Cunningham to the Board. The Board welcomed them to Miami Township.

Mr. Wright explained, for the last several years, the Township has adopted a Conversion Plan that permits employees to convert a portion of the payout to pensionable income. According to Ohio Public Employees Retirement System regulations, employers with Conversion Plans must update them annually by resolution.

Mr. Tracy made a motion to adopt **Resolution 2015-58** a resolution authorizing the adoption of an Annual Conversion Plan in accordance with Ohio Revised Code Section 145.01 and Ohio Administrative Code 145-1-26 and waiving the second reading, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that after our CALEA onsite in November of this year, CALEA will no longer provide the DACE software product for maintenance and review of standards. CALEA will change over to PowerDMS for this service which is to take effect on November 1, 2015. Mr. Wright is recommending the Board approve the purchase of PowerDMS Policy/Procedures, Training, Test & Survey for 45 licenses at an annual cost of \$4,259.00 per year with a first year/one time training cost of \$1,400.00 for a total cost of \$5,659.00. This purchase was included in the 2015 Police budget.

Mr. Schultz moved to approve the purchase of PowerDMS Policy/Procedures, Training, Test & Survey for 45 licenses at an annual cost of \$4,259.00 per year with a first year/one time training cost of \$1,400.00 for a total cost of \$5,659.00, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised of two new additional bids for the Police Department lower level renovation. One from MSA Architects and one from McGill Smith Punshon, Inc. Mr. Wright gave a detailed explanation of the bids and recommended the Board approve a contract with McGill Smith Punshon, Inc to provide plans to renovate the existing lower level of the Police Department at a cost not to exceed \$36,500.00.

Mr. Tracy moved to approve the contract with McGill Smith Punshon, Inc. to provide plans to renovate the existing lower level of the Police Department at a cost not to exceed \$36,500.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the Police Department and Fire Department are in possession of miscellaneous surplus equipment that is no longer necessary for its operation or is obsolete. Mr. Wright is recommending the Board adopt Resolution 2015-59 authorizing the disposal of surplus equipment by Internet Auction pursuant to Section 505.10 of the Ohio Revised Code. If no qualified bidders are found within twenty (20) days then he recommends the Administrator or appropriate department head be authorized to dispose of the equipment by destruction or other means.

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Mr. Schultz made a motion to adopt Resolution 2015-59 authorizing the disposal of surplus equipment and authorizing the sale of unneeded or obsolescent personal property no longer necessary for Township use by internet auction pursuant to Section 505.10 of the Ohio Revised Code, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised each year the Board is required to adopt a resolution allowing the Township to declare a snow emergency within Miami Township. In the event of a snow emergency, having vehicles off of Township maintained streets makes it much safer for our snow plow drivers to clear the streets of snow. Mr. Wright is recommending the Board adopt Resolution 2015-60 a resolution designating authority regarding the declaration of a Snow Emergency authorization in the Township and dispensing with a second reading and declaring an emergency.

Mr. Tracy made a motion to adopt **Resolution 2015-60** a resolution designating authority regarding the declaration of a Snow Emergency Authorization in the Township and dispensing with a second reading and declaring an emergency, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the Board of the need for a nuisance abatement for properties with tall grass and/or weeds.

Mr. Schultz moved to adopt **Resolution 2015-61** a resolution authorizing the abatement, control or removal of vegetation, garbage, refuse or debris, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright advised the Board declare all bids for the Leming House invalid due to all bids exceeding the prevailing wage threshold and they were not bid using the prevailing wage rates. Mr. Wright advised Mr. Musselman will work to get new bids to bring to the Board for review.

Mr. Tracy made a motion to declare all bids for the Leming House invalid, seconded by Mr. Schultz with all voting "AYE".

Mr. Musselman advised the Board he received three bids to construct the new monument signs at Trailside and Community Park. The lowest bid was from Sign A Rama to do both signs for \$29,520 each for a total of \$59,040.00. Mr. Musselman is requesting approval to move forward with this project. The Board asked what the cost of the electricity will be with the signs and Mr. Musselman stated with LED lighting it should be less than what is currently there.

Mr. Schultz made a motion to purchase the Trailside and Community Park monument signs from Sign A Rama at \$29,520 each, seconded by Mr. Tracy with all voting "AYE".

Mr. Wright, Mr. Taphorn, Mr. Ferry and the Board discussed the Township's banking services. The Township has had its checking account and depository services with Chase Bank since at least 2010 when the last Request for Proposals and Banking Expenses were analyzed. Mr. Ferry and Mr. Taphorn deposit other treasuries into certificates of deposits with various banks to maximize interest income from the most competitive rates. Mr. Wright stated he, Mr. Taphorn and Jan Morel, from the Fiscal Office, met with account reps and executives from Chase Bank to receive a proposal and pro forma analysis from Chase for 2016. After that discussion, with Chase, staff recommends the current agreement with Chase Bank be extended. This recommendation is based on the fact that the service provided by Chase over the past five years has been very good in terms of security, accuracy, convenience, cost and return on investment, responsiveness and computerized input and output. This agreement with Chase Bank would be extended for two (2) years.

Mr. Schultz made a motion to extend the current Agreement with Chase Bank for two (2) years, seconded by Mr. Tracy with all voting "AYE".

**Public Comment:** None

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**Executive Session:** Mr. Tracy made a motion to go into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee or official pursuant to Section 121.22(G)(1) of the Ohio Revised Code and to consider the purchase or sale of property, seconded by Mr. Schultz with all voting "AYE".

Mr. Tracy made a motion to come out of Executive Session, seconded by Mr. Schultz with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 8:52 p.m.

ATTEST: \_\_\_\_\_  
Eric C. Ferry, Fiscal Officer

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Mary Makley Wolff, Chairperson