

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

APRIL 13, 2015

The Miami Township Board of Trustees met in work session on Monday, April 13, 2015 at the Miami Township Civic Center. Chairperson Wolff called the meeting to order and led the Pledge of Allegiance. Mr. Ferry called the roll and present were Mary Makley Wolff, Karl Schultz, and Ken Tracy.

Mr. Fronk gave a demonstration of a Smart Board. The Smart Board would potentially replace the existing digital projector which is losing resolution and color quality. The Smart Board would be used for Trustee meetings, Zoning Commission meetings, Board of Zoning Appeals meetings as well as internal training.

Mr. Fronk updated the Board on capital projects. Chief Madsen updated the Board on the Safety Services Annex noting the former Service/Recreation building has been repurposed as a multi-purpose training facility as well as property room storage. Chief Madsen invited the Board to tour the building.

Mr. Fronk updated the Board regarding the Leming House restroom addition project stating the bid specifications are complete and the project is ready to move toward construction. The Board decided to time the project after the concert series is over in August.

With regard to the Buckwheat Road sidewalk extension, from Mulberry School to St. Rt. 28, Mr. Fronk explained the area is being surveyed and they are looking to see if more right of way needs to be purchased. This is a TIF funded project and the preliminary engineering should be completed by the end of June 2015. The cost of the preliminary engineering is \$16,850.00. The Board asked about the drainage between Mulberry and Seton. Mr. Braun, Law Director, stated when the new library is built there the grading should elevate the problem.

Mr. Fronk discussed the Business 28 Gateway noting he received a proposal from Roberts Engineering to design the wall that will hold the gateway signs. The proposal is for \$5,500.00 and the project is located within the triangle of the east intersection of St. Rt./Bypass 28 and Business 28. As soon as the purchase order is approved he can get Mr. Roberts started.

Mr. Fronk updated the Board regarding the Township Towne Center Sign noting he received two Requests for Qualifications to design and manage the construction of this major gateway element that will identify the northwest quadrant of the I-275/St. Rt. 28 interchange. Mr. Fronk will be interviewing each firm and will be getting a proposal for the design work.

With regard to The Spirit of 76 Pathway, he received a proposal from Roberts Engineering to design a pathway in the Spirit of 76 Memorial Park and that proposal is for \$4,500.00. The design will be funded with TIF Funds. The path will replace the existing mulch path making the park ADA accessible with a combination of concrete walkway and composite boardwalk because of the wetland there. The Board asked if there might be grant money for this project.

Mr. Fronk updated the Board on the Miamiville Sewer Project noting the design is about 95% done and there are only one or two more right-of-ways that need to be obtained before it can go out to bid. The current developer agreement is being revised because of timing and the way we will finance it. The current project cost is about \$850,000.00 which will be paid for out of the AIM TIF and any over costs will be paid by AIM. It is being recommended that we go for Short Term Anticipation Notes because the interest rates on those notes are very good right now.

Mr. Fronk advised the County has a contractor who should be out on Wolfpen Pleasant Hill to start repairing the landslide, weather permitting. This should be a three to four week construction project.

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The bypass repaving project will start next week, weather permitting. It will start with a full depth asphalt repair. Most of the paving will be done at night.

Mr. Fronk stated ODOT will be doing a culvert repair on St. Rt. 28 near St. Rt. 48 and there will be an area where St. Rt. 28 will be closed for 75 days. Mr. Fronk will update the Board as soon as he gets the information as to when this will begin and where St. Rt. 28 will be closed.

Chief Kelly asked the Board for approval to move forward with the ambulance re-chassis program that was brought to them in 2014. They have budgeted \$320,000.00 for two ambulances to be done in 2015 and this cost represents about 60 to 70% of the cost of a new ambulance. The turnaround time for each vehicle is approximately 90 days through Braun. This will be an action item at the business meeting.

Chief Kelly is requesting the Trustees approval for the purchase of a new MSA Evolution 5600 Thermal Imaging Camera for a cost of \$5,000.00 which includes the required vehicle charging system. This camera is the same as four other cameras that are in use in their operations and will allow them to have the functionality of having the same piece of equipment on all five of their front line apparatus. This is a 2015 budgeted item. This will be an action item at the business meeting.

Chief Kelly advised their Tower 1 vehicle was sent out for preventative maintenance and inspection and is rendered out of service because of a significant amount of damage due to corrosion. This vehicle is out of service, as an aerial unit, until the necessary repairs can be made. The estimated repair cost is approximately \$35,000.00 including the shipping of parts. With an aggressive preventative maintenance program this should not happen again. This will be an action item at the business meeting.

Chief Madsen advised the Board of damage to the cupola on the Police building roof. It came to light because of a leak into the Police building. There are three options for repairing which are to fix the damage and wrap the cupola with prefinished metal for \$8,758.00, to fix the damage and wrap the cupola with 16 oz. copper for \$10,950.00 or demolish the copula and patch the roof for \$5,385.00. Chief Madsen is recommending option one, to wrap the cupola with prefinished metal. This will be an action item at the business meeting.

Mr. Fronk advised of a roof problem at the Service building. The roof is leaking in several locations causing damage to the insulation and drywall. To repair the roof, gutters, sealing screws and flashing and waterproofing all exterior block and interior drywall repair will cost approximately \$33,000.00. The Board asked for a cost of replacing the roof and how long repairing the roof will last. Mr. Fronk will get this information for the Board.

Mr. Fronk advised the Community Development Department received a 2007 Ford Expedition from the Police Department and damage to the engine was sufficient enough to take the vehicle off the road. According to the Township mechanics the engine cannot be repaired and there is a problem with the convertors. It will cost \$10,000.00 to repair this vehicle which has 130,000 hard miles on it. Mr. Fronk will get costs on other used vehicles for the Community Development Department and bring them to the Board.

Chief Madsen updated the Board regarding Child Focus, Inc. requesting permission to utilize office space at Miami Township Police Department during certain hours for the a member of the Clermont County Mobile Crisis Team to respond to mental health crisis situations in Miami Township. They would assist adults and children along with Miami Township Police. As part of the agreement, it is understood that Miami Township can end this agreement at any time for any reason.

Chief Madsen advised the Board she received a letter from the Milford Miami Township Chamber of Commerce notifying them that the department has been selected as a recipient of the 2015 Partners in Education Don and Jean Ackermann Award. This award will be presented to the department at the Dinner of Excellence, Wednesday, April 22nd at the Oasis Conference Center. Chief Madsen invited the Trustees, Fiscal Officer, Mr. Fronk and Ms. Thompson to the dinner.

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Mr. Fronk updated the Board on the Wards Corner Road/Access Road Project noting the funding was divided into three parts. The access road known as Todd Farm Lane, the left turn lane on Wards Corner to Todd Farm Lane and the widening of Wards Corner Road from Tri Ridge Blvd to Todd Farm Lane. Miami Township was responsible for funding Todd Farm Lane and the left turn lane on Wards Corner Road. The County Engineer was responsible for the funding of the widening on Wards Corner Road. The engineers estimate for Todd Farm Lane was \$390,190.00, low bid was \$371,461.54. The turn lane was estimated at \$170,319.00 and low bid was \$124,962.41. Actual cost of Todd Farm Lane after construction was \$400,830.18 due to the wall quality that was not properly quantified by the design engineer and to undercut. The actual cost of the turn lane after construction was \$135,051.94 due to poor soils and undercuts had to be performed. In 2012 the Board adopted a resolution for the Township's funding costs to be \$250,000.00. Mr. Fronk is recommending, in the future, not adopt a resolution until all final engineers estimates are provided. The Board also would like to be contacted regarding any overruns on these kinds of projects. Mr. Fronk advised there are TIF funds to cover these costs. Mr. Braun stated he will work on putting safeguards in place so as updates are reported to the TID. They will also be reported to the Trustees and that all the numbers are the final numbers. Mr. Fronk is also recommending the Board TIF the apartment project that will be built at the end of Todd Farm Lane because there are other projects in the northern part of the Township that will be needed.

Mr. Fronk presented personnel items to the Board noting, full-time employee Butch Miller is responsible for the cleaning of the Civic Center, part-time employee Aimee Reynolds is responsible for the cleaning at the Police Department and the Service building and part-time employee Connie Hinnens is responsible for the Leming House. With the completion of the Safety Services Annex, Ms. Reynolds will also be responsible for that building. All of these employees cover for each other in cases of vacation or illness. This work load is more than what two part-time and one full-time employees can handle. Mr. Miller will be going on FMLA leave for six to eight weeks and we will need quite a bit of help. Mr. Fronk is recommending the Board reassign Aimee Reynolds to full time and while Mr. Miller is off, to hire an outside service to come in and do some deep cleaning. This will be an action item at the business meeting.

Mr. Fronk advised the Fire & EMS Department has completed its extensive and comprehensive selection process for the position of Lieutenant. Chief Kelly explained the process they went through and advised Daniel Berkebile, Jeffrey Childers and Ross Pawlak are being recommended for promotion. This will be an action item at the business meeting.

Mr. Fronk advised the Board that Mr. Jim Brockman, Field Inspector for Community Development, plans on retiring. His retirement will be through the State Teachers Retirement System. Mr. Brockman has agreed to stay on part-time to help with inspections. Mr. Fronk is recommending the Board reassign Mr. Brockman's employment status as part-time effective May 1, 2015. This will be an action item at the business meeting.

Chief Madsen advised the Board the Township is in possession of surplus equipment and vehicles that are no longer needed for the operation of several departments. At the business meeting it will be recommended the Board approve a resolution authorizing the sale of the surplus equipment and vehicles.

Mr. Fronk advised of two out of Township travel requests. Chief Kelly is requesting to send Harold Thiele to Plantation, Florida for the Motorola APX Customer Programming Software Training and Chief Madsen is requesting to send Brian Mehne to Honor Guard training in Goshen, Indiana. These will be action items at the business meeting.

Chief Madsen advised they are having some technical issues with their online Crime Mapping and they are working to address the issue so the public will be able to see it again.

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Mr. Schultz made a motion to go into Executive Session to discuss the discipline of a public employee pursuant to Section 121.22 (G)(1) of the Ohio Revised Code and to discuss pending or imminent litigation pursuant to Section 121.22(G)(3) of the Ohio Revised Code, seconded by Mr. Tracy with all voting "AYE".

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

With no further business to come before the Board the meeting was adjourned at 11:15 a.m.

ATTEST: _____
Eric Ferry, Fiscal Officer

Mary Makley Wolff, Chairperson