

## MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION

MAY 11, 2015

The Miami Township Board of Trustees met in work session on Monday, May 11, 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 advised the Board he got final costs of a Smart Board, to be used by staff and Trustees. The cost to purchase a Smart Board is \$6,787.00, or the Township can lease to purchase one for 36 months at \$258.00 per month which would take the cost over three years to almost \$9,000.00. Mr. Fronk is recommending the Board purchase the Smart Board as opposed to leasing. This purchase would be shared between five departments. The Board agreed to purchase one Smart Board for the cost of \$6,787.00.

Mr. Fronk advised part of the employment contract for Ms. Thompson, the next Township Administrator, was a pension pick up of the employee's portion of the retirement contribution. In order to do that, Ohio Public Employees Retirement System (OPERS) is requiring the Board adopt a resolution establishing a pension pick up program. This will be an action item at the business meeting.

Mr. Fronk advised that it is time to renew the Property & Liability Insurance. The renewal premium for 2015-2016 is \$133,169.00 which is a \$10,001 increase from last year. The reason for the increase is that there are new items covered including the three new fire trucks, new police vehicles and substation 29. Another reason is the Township's loss ratio was higher last year due to the payout for the totaled fire engine. OTARMA is giving the Township a rebate of \$8,295.11 which will make the new premium \$124,873.89. This will be an action item at the business meeting.

Mr. Fronk updated the Board with regard to Township projects noting the walkways in the Spirit of 76 Park is primarily in the wetlands and he is working with Roberts Engineering to give cost estimates for having a boardwalk over the wetland part. The Board asked Mr. Fronk to look into a grant for the boardwalk project. With regard to the Miami Township Towne Center Sign, two sign companies submitted qualifications to design the sign. Mr. Fronk is recommending the Township enter into an Agreement with Klusty Signs for the design of the pylon sign at a cost of \$1,360.00. With regard to the Leming House restroom project, Mr. Fronk is recommending the project be put on hold for a Fall 2015 project to be bid in July with an August bid opening and construction start in September. With regard to the Buckwheat Road east side sidewalk project, CT Consultants has started the survey work for the project and this will identify the limits of the project and any and all utilities with the project limits and the surveying should be done in June. Mr. Fronk advised there will be road improvements on Branch Hill Guinea Pike from Branch Hill Miamiville Road to Branch Hill Loveland Road. The entire hill will be re-done and the project should start this summer.

Ms. Thibodeau, Recreation Director, updated the Board on the Concert in the Park schedule noting there will be three Mini Concerts and these three will have a theme and food. The Mini Concerts will run from 3:00 p.m. to 8:30 p.m. The first is Sunday, June 14, themed Free Day in the Country, the second is Sunday, July 12, themed Blues & BBQ and the third is Sunday July 26, themed Rock 'Til You Drop. The rest of the Concerts will be shorter concerts but will have some food. Also, there will be beer sales at the three Mini Concerts and the Milford Miami Township Chamber has volunteered to do the beer sales. Chief Madsen explained how the beer area would be roped off and that no alcohol would be allowed any other place except in the designated area. The Board suggested a contingency plan for rain. The food trucks cannot park in the grass area if it rains. Chief Madsen stated there would be an extra officer at the three Mini Concerts.

Mr. Fronk advised the Community Development Department is putting together a list of properties with tall grass and weeds and hopes to have a Nuisance Abatement resolution for the business meeting.

Ms. Christine Thompson, Assistant Administrator, asked to table the Employee Engagement to a future date.

Ms. Thompson presented a proposal to the Board on a Performance Management System. Chief Madsen explained the Police Department signed a contract with Guardian Tracking, which provides a system to document employee performance, and gave a brief demonstration. It was noted the Fire Department is also using this system.

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Ms. Thompson addressed the Board regarding implementing Standards of Conduct throughout the Township. She and Mr. Braun will make sure these standards are in compliance with collective bargaining agreements. Ms. Thompson will continue working on this document and will bring it back to the Board at a future date.

Ms. Thompson advised the Board she is continuing to work on updating job descriptions in the Administration Department.

Chief Madsen asked the Board to offer conditional employment to Tyler Foster, who will be replacing Officer Bill Adams who retired at the end of last year.

Mr. Schultz moved to offer conditional employment to Tyler Foster as a replacement for Officer Adams who retired in November 2014, seconded by Mr. Tracy with all voting "AYE".

Mr. Fronk advised the Board the developer of Pine Bluffs subdivision, off Dry Run, has submitted drawings for a new lighting district for Section 1. The Developer owns all of the lots and the plan shows three (3) lights for Section 1. The creation of a new lighting district requires a public hearing on the district. Mr. Fronk is recommending the Board set a hearing date at their business meeting to be heard at their business meeting in June.

Ms. Thompson advised the Board that the Service Department is in possession of surplus equipment and vehicles that are no longer needed for the operation of the Service Department. The Service Department is requesting to dispose of a trailer and truck by auction and a blacktop hot box to be sold to Goshen Township. Two resolutions will be presented at the business meeting.

Ms. Thompson advised of one out of Township travel request, from the Fire Department, to send Chief Kelly to the 2015 Ohio Fire Chiefs' Association Conference in Columbus, Ohio from July 16-20, 2015 at a cost not to exceed \$1,365.00. This will be an action item at the business meeting.

Chief Madsen updated the Board regarding the public comments at the business meeting on April 21<sup>st</sup> on residents calling about gunshots being heard in Miamiville. Chief Madsen advised the 911 calls were all referencing Lewis Road as the area where the shots were occurring and that is where the officers were dispatched to. None of the 911 calls referenced St. Rt. 126 or in that area. Chief Madsen stated Lewis Road does have a legal gun range on property there. Any shooting at other locations were checked out and if proper backdrops were not in place the owners were advised to stop until proper backstops were installed. This information was shared with the residents that spoke during the public comment session of the April 21<sup>st</sup> meeting.

Chief Madsen also updated the Board regarding damage to a restroom in Miami Meadows Park and asked people to call Police if they see people going into the park after hours.

Ms. Thompson thanked staff for getting the new digital clock for the meeting room. Also, John Musselman passed all background checks and physical and will be starting June 1<sup>st</sup>, as Service Director.

Mr. Schultz made a motion to go into Executive Session to discuss the employment and compensation of a public employee pursuant to Section 121.22(G)(1) 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 9:55 a.m.

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

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Mary Makley Wolff, Chairperson