

**RECORD OF PROCEEDINGS**

Minutes of

**MIAMI TOWNSHIP BOARD OF TRUSTEES**

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

JUNE 10, 2024

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The Miami Township Board of Trustees met in a Work Session on Monday, June 10, 2024, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mary Wolff called the meeting to order and led the Pledge of Allegiance.

**ROLL**

Mr. Eric Ferry called the roll. Attending were Trustees Mary Makley Wolff, Mark Schulte, and Ken Tracy. Also attending were Township Administrator Steve Kelly, and Attorney Joseph Braun.

**PROCLAMATION**

A Proclamation was read by Chairperson Mary Makley Wolff to recognize the month of July as National Parks and Recreation Month Miami Township.

**PRESENTATION**

Mrs. Zoe Rudary of The Kleingers Group gave a presentation discussing the Miami Township Parks Assessment. Mrs. Rudary reviewed the recent Miami Township Parks Assessment document with the Board.

After presenting the Group's findings, Mrs. Rudary explained that they would return estimates to the Board of the costs associated with maintenance and replacement of the items listed in the report.

The document is available on the Township website and through the following link:  
<https://MiamiTwpOH.gov/PDF/Admin/2024/2024-ParksAssessment.pdf>

**DEPARTMENT REPORTS**

A. Finance – Mr. Ferry

**AGENDA ITEM #1 — PERSONNEL**

Emily Asher, Human Resources Director, recommended the following action for personnel:

**Fire Department**

- Remove Daniel Meade from probation with an hourly rate of \$33.71 effective May 05, 2024.
- Remove Alex Beltran from probation with an hourly rate of \$27.95 effective May 03, 2024.
- Remove Joseph Stoffolano from probationary period effective June 10, 2024.

**Recreation Department**

- Make final offers of employment to Kenzie Cramer, Lauren Tamerius, and Grayson Biagini for part-time Camp Assistant positions with the hourly rate of \$10.75.
- Make a final offer of employment to Zoey Zeh for the part-time camp assistant/lead position with the hourly rate of \$11.00 (assistant) and \$15.00 (lead).

**Police Department**

- Make a final offer of employment to Howard Glancy for the position of full-time Police Officer with an eighteen-month probationary period, at a pay rate of \$43.29 per hour starting June 11, 2024.
- Make a final offer of employment to Thomas Cambell for the position of full-time Police Officer with an eighteen-month probationary period, at a pay rate of \$34.63 per hour starting June 24, 2024.
- Promote Todd Taylor to the role of Investigations Lieutenant with an annual salary of \$125,375.28 effective June 24, 2024.
- Promote Brian Mehne to the role of Patrol Sergeant with a rate of \$46.67 per hour effective June 24, 2024.
- Promote Tim Goins to the role of Corporal with a rate of \$44.37 per hour effective June 24, 2024.

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**Administration Department**

- Make a final offer of employment to Adah Muck for the position of Multi-Media Summer Student Intern with a rate of \$10.75 per hour effective June 17, 2024.

Mr. Ken Tracy made a motion to accept the personnel recommendations as stated, seconded by Mr. Mark Schulte. All voted "AYE."

**AGENDA ITEM #2 — PARKS LEVY**

Administrator Steve Kelly discussed the need for a new parks levy in the Township, citing that the 2004 levy is no longer generating sufficient revenue to cover regular expenses. Mr. Kelly shared that the Township has been working with The Kleingers Group to determine existing park conditions and future planning items should a new levy pass.

Mr. Kelly also presented the following estimated revenue comparisons by millage level:

- 0.25 mill yields \$441,173.00 and costs a homeowner \$8.75 per \$100k of market value
- 0.5 mill yields \$882,346.00 and costs a homeowner \$17.50 per \$100k of market value
- 1.0 mill yields \$1,764,692.00 and costs a homeowner \$35 per \$100k of market value

The Trustees and Mr. Kelly discussed the timeline available to decide an appropriate millage to levy. It was agreed that the Board should make a motion to amend Resolution 2024-024 to 1.0 mill as opposed to 0.5 mill, with the option to change it at a later date should The Kleingers Group provide numbers that are significantly less than that.

Mr. Schulte made a motion to amend Resolution 2024-024. Mr. Tracy seconded the motion. All voted "AYE."

Mr. Schulte made a motion to adopt the amended Resolution 2024-024, a resolution declaring it necessary to levy an additional levy in excess of the ten-mill limitation for Miami Township for parks and recreational purposes and requesting the Clermont County Auditor certify matters in connection therewith, waiving a second reading and declaring an emergency.

Mr. Tracy seconded the motion. All voted "AYE."

**AGENDA ITEM #3 — FITNESS COURT**

Mr. Kelly requested that the Board approve the Administration Department's request to apply for the National Fitness Campaign fitness court grant, a grant that, if awarded, would provide up to one-third of funds for the project. The total cost of the project is estimated to be \$150,000.00 to \$225,000.00, for which the Department would like to gain access to ARPA funds at a later date.

Mr. Kelly requested that the Board make a motion to approve only the department's application for the grant at this time. Any formal decisions regarding acceptance of any realized award would be brought back to the Board upon approval.

Mr. Tracy made a motion to approve the Administration Department's request to apply for the National Fitness Campaign Fitness Court Grant. Mr. Schulte seconded the motion. All voted "AYE."

**AGENDA ITEM #4 — NATURAL GAS AGGREGATION**

Mr. Kelly discussed the need to have acceptable natural gas agreements in place for our residents, especially as costs continue to rise. The Township's existing agreement with AEP Energy is set to expire. Mr. Kelly requested the Board authorize a Natural Gas Aggregation Agreement with a natural gas supplier recommended by Energy Alliances, Inc., provided that the accepted aggregation rate is below the current Duke Energy Ohio Gas Cost Recovery rate at the time of execution for a period not to exceed 12 months from the start of the program.

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Mr. Schulte made the motion and was seconded by Mr. Tracy. All voted "AYE."

#### **AGENDA ITEM #5 — NUISANCE CASES**

Mr. Brian Elliff discussed a handful of nuisance properties within the Township and asked that the Board review the photos and facts regarding the properties discussed. Mr. Elliff stated that these properties are being presented at the current meeting for informational purposes only, however; he further stated that if satisfactory improvements are not met prior to the next Board meeting, the cases will be brought back to the Board for approval of action.

#### **AGENDA ITEM # 6 — NEW FIRE ENGINE**

Deputy Chief Jon McKinnish informed the Board that the Fire Department is seeking approval to proceed with ordering a new fire engine, to replace the 2007 E-ONE model, which was purchased in 2018 to meet the immediate need for a reserve apparatus. McKinnish noted that the engine is currently 17 years old, and that its replacement is in line with the department's replacement schedule (15 years front-line service, 5 years reserve). Build time for a new engine is approximately 2-1/2 years.

Deputy Chief McKinnish described the department's thorough process in forming a committee to determine build requirements and obtaining several quotes from area vendors. He stated that the committee had selected E-ONE, with Vogelpohl Fire Equipment as the local vendor. The Board was informed that the total cost for the new engine would be \$1,141,486,00, plus upfitting costs of \$75,000.00.

Mr. Tracy inquired about which financing option the department plans to go with (3-year, 5-year, or 7-year). McKinnish stated that the Finance Department and Administrator Kelly are looking into this matter. Administrator Kelly stated that given the 50% down payment available in the Fire Department's budget, the Finance Department finds a 5-year term to be reasonable.

Given the current interest rates, Mr. Tracy requested that the Township perform a cost comparison between the rate terms.

The request will be brought to the Board for final approval at the next Business Meeting, along with cost comparisons as requested by Mr. Tracy.

#### **AGENDA ITEM #7 — SERVICE PROJECTS AND MEMOS**

Mr. Chris Burdsall, Service Director, presented two items to the Board:

- A. New Hire Request – Mr. Burdsall informed the Board that the Service Department has been unable to attract or hire qualified part-time personnel for the Parks Department. In response, the department has determined it necessary and comparable in budget to hire one full-time Parks Department employee as opposed to three part-time employees.

Chairperson Wolff and Mr. Ferry asked that Mr. Burdsall bring the total compensation numbers for a full-time employee back to the Board for consideration. Mrs. Emily Asher, HR Director, stated that this would ultimately depend on the individual's experience level upon hire.

Mr. Burdsall responded to a question about why we cannot find part-time workers by stating that in previous years, many part-time candidates would be young adults, however this age-group is generally no longer applying for part-time work in the Service Department. Chairperson Wolff mentioned that this hiring climate is one reason a levy would be beneficial, in that it would provide the funds necessary for more full-time positions.

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Mrs. Asher shared that a Maintenance Worker 1-1 starting hourly rate is \$21.58. She further emphasized the struggle to find part-time workers because frequently they are underqualified and/or unreliable during the hiring process.

The request will be brought to the Board for final approval at the next Business Meeting, during which Mr. Burdsall will request approval to advertise for the position.

B. Mr. Burdsall informed the Board that the Service Department is currently nearing completion of its Miami Riverview Park pickleball court project, and that it is currently under budget by \$22,500.00. However, Mr. Burdsall states that the Service Department would like to allocate the funds to complete the project while the contractor is currently onsite in order to avoid re-mobilization charges. The final results of its grant application with the Clermont County Port Authority Capital Bill Grant are not yet available.

Total estimated project cost	\$806,000.00
Current total commitment	\$616,940.00 (\$58,940.00 in grant funds)
Remaining proposed grant funds	\$189,060.00 (\$248,00.00 total grant request)

Some discussion occurred between the Board regarding the likelihood of receiving grant funds. Chairperson Wolff stated that she does not believe we will get the grant funds due to a lack of advocacy for the Township at the county level. Administrator Kelly mentioned that he is not sure why county and state funding has been difficult to realize, but that he is in discussions with Ohio Representative Jean Schmidt regarding Township projects being placed at lower tiers of priority and stated that we do not lack advocacy in these matters.

Chairperson Wolff stated that issues such as these support the need to get a Parks Levy on the ballot in November. With Pickleball being a popular activity in the community and it being unreasonable to lose momentum and money on the project by having the contractors leave and come back, she stated that the Township would need to go ahead and allocate the funds. She concluded by reiterating her frustration that other organizations' similar requests seem to be favored at the state level. Administrator Kelly reiterated that he is working to address these issues, get our questions answered, and request a second try at this grant funding.

The request will be brought to the Board for final approval at the next Business Meeting.

**AGENDA ITEM #8 — COPS GRANT**

Chief Mike Mills informed the Board that the Police Department would like to apply for a grant opportunity through the US Department of Justice COPS grant to fund the hire of a School Resource Officer (SRO) Supervisor.

The COPS grant opportunity provides up to \$500,000.00 over a three-year period with a 25%, 50%, and 75% local match over that time. Mills stated that the Township would likely fall into the range of \$276,000.00 in funding based on the projected cost of a supervisor position with the staggered 3-year local match. The final application deadline is June 12, 2024. With the due date for application approaching, Chief Mills requested that the Board make a motion to approve the PD's application at the current meeting.

In discussing the potential addition to the overall headcount of the PD, Mills mentioned that there could be some upcoming organizational changes which would eliminate one position after that officer retires, meaning that overall headcount could stay the same following the addition of an SRO Supervisor. Chairperson Wolff considered that Township departments need to take sustainability into account and be cautious when adding to headcounts. Chairperson Wolff stated that even with grant opportunities, new positions can add to the bottom line for taxpayers, especially following the grant's lifetime.

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Mr. Tracy inquired about the salary for the SRO Supervisor position. After some deliberation from the Board regarding cost, Mrs. Asher calculated that the maximum total cost per year could be up to \$147,656.00, if the new hire were to select the highest amount of benefits. Chairperson Wolff asked which year we are in regarding the Public Safety Levy, and Administrator Kelly replied that we are in year nine, and that the levy is projected to last into 2026 under current conditions. Mr. Tracy raised the topic of asking the school district to help allocate some of the funds for the position since the position would benefit the district and students.

Chairperson Wolff stated that she is comfortable with applying for the grant, but more conversations need to be had regarding implementation if the Township is offered funding. Additionally, she asked that grant application requests be presented to the Board as early as possible in the future, to allow more time for deliberation.

Administrator Kelly voiced his support of the ask, in consideration of a clear and present need for an officer to oversee and manage all of the SROs.

Mr. Tracy made a motion to approve the Police Department's request to apply for the US Department of Justice COPS grant and was seconded by Mr. Schulte. All voted "AYE."

**ADD ONS**

Mr. Burdsall discussed updates on Redbird Road and Lorven Drive projects with the Board:

On Redbird Road, all plug piers have been installed, the contractor is beginning paving, and notifications have been sent to residents due to the paving process causing updates to the contractor's working hours and equipment. The Redbird Road project was stated to be three weeks ahead of schedule.

On Lorven Drive, Mr. Burdsall stated that phase two is slated to begin June 17<sup>th</sup>. Mr. Burdsall stated that recent rains have not delayed the project as the contractor has made finishing it a priority.

**PUBLIC COMMENT**

None.

**EXECUTIVE SESSION**


Mr. Schulte made a motion to go into Executive Session pursuant to Ohio Revised Code (ORC) 121.22 (G)(1) to consider employment of a public employee. Mr. Tracy seconded the motion. All voted "AYE."

Mr. Schulte made a motion to exit Executive Session, seconded by Mr. Tracy. All voted "AYE."

The meeting was adjourned at 9:00 p.m. on June 10, 2024.

ATTEST:

  
Eric C. Ferry, Fiscal Officer

  
Mary Makley Wolff, Chairperson