

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

SEPTEMBER 09, 2024

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The Miami Township Board of Trustees met in a Work Session on Monday, September 09, 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.

AGENDA ITEM #1 — PERSONNEL

Administrator Kelly recommended the following action for personnel:

Administration

- Remove Terrell Hill from the position of Multimedia Co-Op effective August 29, 2024.

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

AGENDA ITEM #2 — PARKS MASTER PLAN PROPOSAL

Administrator Steve Kelly discussed a proposed contract with The Kleingers Group to perform master planning for each of the Township's parks, following the Group's Parks Assessment which was completed earlier in 2024.

According to Mr. Kelly, the Administration Department requests the contract be completed prior to the end of the year so that we may utilize existing ARPA funding without having to use any Parks or Recreation Levy Funds, which are currently stretched thin. However, actual master planning would occur in 2025 and would include community engagement to find out how our residents engage with our parks and what they might want to see with future development. By 2025, Kelly stated that will also know the status of the proposed parks levy, so we will be able to determine what actions can be taken depending on the funding that is available, and work to set priorities moving forward.

The proposal was given to the Board for review, and Mr. Kelly stated that his department will request to spend \$49,900.00 of existing ARPA funds at the next Business Meeting.

Mr. Schulte asked Mr. Kelly if a third contract would be required with The Kleingers Group once Master Planning is completed. Mr. Kelly responded that there would not be unless we decided to move forward with new redevelopments and/or infrastructure improvements within the parks system, and that those improvements would also involve other engineering firms.

No action was required or taken at this time.

AGENDA ITEM #3 — SURPLUS ITEMS (R2024-038)

Administrator Kelly introduced several surplus items including various items no longer needed from Administration, Police, and Fire Departments.

Mr. Schulte made a motion to adopt Resolution 2024-038, a resolution authorizing the disposal or sale of unneeded or obsolescent personal property no longer necessary for township use and dispensing with a second reading. The motion was seconded by Mr. Tracy. All voted "AYE."

AGENDA ITEM #4 — SEMI-ANNUAL CREDIT CARD REVIEW

Mr. Kelly stated that Mrs. Kelly Flanigan, Finance Director, has reviewed the Township credit cards and accounts in accordance with Ohio Revised Code 505.64 and the Township Credit Card Policy, which require such reviews semi-annually.

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According to Mrs. Flanigan’s report, the Township has 14 credit cards. The number of credit cards or their limits have not changed since the last semi-annual review, nor have expiration dates. Total Township credit card expenditures for the six-month period are \$158,157.00 as compared to \$141,527.00 in the previous six-month period. Usage fluctuates among departments depending on the season, therefore, historical data from the prior year, same period, has been included in the table below:

CREDIT CARD ACTIVITY

	March – Aug 2023	Sept – Feb 2024	March – Aug 2024
Admin x2	8,831.12	5,357.03	8,349.22
Trustee	722.19	-	972.28
Fire x3	36,162.56	31,729.78	42,480.33
IT	4,250.11	4,013.08	6,504.42
PD x3	44,520.26	67,388.05	53,825.17
Rec	15,309.00	9,761.04	16,064.05
Service x3	19,586.26	23,278.08	29,961.04
Total	\$ 129,381.50	\$ 141,527.06	\$ 158,156.51

Mr. Kelly stated that no action was required at this time, and that the review would be brought back to the Board for formal approval at the next business meeting.

Chairperson Wolff made mention that though a semi-annual review is conducted twice a year as required, the Township is in constant vigilance of its credit card accounts and spending.

AGENDA ITEM #5 — STATION 27 REQUEST FOR QUALIFICATIONS

According to Fire Chief Dave Jetter, the Fire Department is seeking approval to prepare and issue a Request for Qualifications (RFQ) for architectural and engineering services related to the reconstruction of Station 27. Having already completed an assessment of the building’s plumbing, electrical, and mechanical systems, Jetter stated that the department is now ready to solicit RFQs from qualified contractors.

Station 27, Jetter stated, was dedicated in 1989 and is now nearly 35 years old. Several factors necessitate its replacement, including an aging HVAC system, frequent water leaks in the basement, and the fact that the department has outgrown the existing space.

According to Jetter, the decision to move forward with this project, following the review of RFQs, will be one of the first steps toward developing and enacting the overall strategic plan for Township-owned buildings. Jetter stated that Administrator Kelly will be working with staff and possibly contracting with a firm to evaluate facility maintenance, repair, renovation, and replacement/renovation of all our buildings, which will be planned for in the 2025 operating budget.

Jetter stated that the request would be presented for final approval at the next business meeting.

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AGENDA ITEM # 6 — TRAFFIC LOGIX CLOUD

Chief of Police Rob Hirsch stated that the department's radar signs require cloud access to store data and gather information through Traffic Logix. While radar signs passively remind drivers when they're speeding, Hirsch explained that the department simultaneously collects traffic data to then follow up with traffic enforcement in a more efficient manner to resolve the speeding complaints. To ensure continued data storage and cloud access, Hirsch recommended renewal for cloud access to all 5 signs by their expiry in November. The cost for 5 signs for a 3-year term is \$5,250.00.

Hirsch stated that no action is required at this time, and the contract will be brought back to the Board for approval at the next business meeting.

AGENDA ITEM #7 — PRADCO BENCHMARKING

Chief Jetter discussed the need to perform benchmarking assessments of fire department employees, since the last assessment took place over 4 years ago, and 22 new employees have been hired since then. According to Jetter, benchmarking assessments provide valuable insights into personnel performance relative to industry standards, enabling leadership to make informed decisions regarding promotions, hiring, and resource allocation.

Jetter stated that the department has a long-standing and valuable relationship with PRADCO, who have provided a contract price of \$4,000.00 for these assessments.

No action was required at this time, and Jetter stated that the request will be brought back for final approval at the next business meeting.

AGENDA ITEM #8 — ZOLL MONITORS

Chief Jetter stated that the Fire Department is seeking approval to purchase a cardiac monitor from the Zoll Medical Corporation for the price of \$39,506.75. The purchase request aligns with the department's replacement schedule for cardiac monitors and represents a Kentucky Ambulance Provider Association discount of \$19,650.25.

Jetter stated that the request would be brought back to the Board for approval at the next business meeting.

AGENDA ITEM #9 — PEDESTRIAN SIDEWALKS

Mr. Chris Burdsall, Service Director, discussed that he and Mr. Brian Elliff, Planning and Zoning Administrator, and Ms. Jamie Kreindler, Township Planner, had met and discussed several times the potential pedestrian improvement projects which were presented to the Board by Mr. Elliff earlier this year. As a result of these discussions, Mr. Burdsall stated that two engineering companies were requested to provide proposals for the engineering and design of these improvements. The proposals were as follows:

Sidewalk Business 28

Bayer Becker- \$74,380.00

The Kleingers Group- \$51,000.00

Sidewalk Meijer Drive

Bayer Becker- \$122,820.00

The Kleingers Group- \$63,000.00

Crosswalks Loveland Miamiville and Branch Hill Guinea

Bayer Becker- \$16,910.00

The Kleingers Group- \$14,700.00

Upon review of the proposals, Burdsall, Elliff, and Kreindler would like to proceed with The Kleingers Group for all three projects.

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Mr. Burdsall stated that no action is required at this time, and that the request will be brought back to the Board for approval at the next business meeting.

Chairperson Wolff asked where we are in the process of securing and/or funding the actual building of the improvements, since the above contracts are solely for the engineering process. Mr. Elliff responded that the contracts are indeed only for the engineering and design work, and that should more funding be realized in the future which could be used for construction, it would be nice to have the design work already completed.

Chairperson Wolff asked if there might be more rounds of funding available from OKI as a result of their upcoming planning, and if having the design work may put us in a better position to receive it. Mr. Elliff responded that he couldn't answer that question with certainty, but did say that having the design ready to go would generally make the pedestrian improvement projects more desirable for potential funding sources in the future.

Mr. Schulte pointed out that there is about a 40% difference in proposed costs between Bayer Becker and The Kleingers Group and asked if both companies were informed of the correct project specifications. Mr. Burdsall responded that both companies were given the same specifications. Mr. Ferry asked if The Kleingers Group may be providing a discount due to the other projects we have going on with them. Mr. Burdsall responded that any potential discount was not stated in the proposal and stated that this proposal came from a different branch of The Kleingers Group.

AGENDA ITEM #10 — AMBULANCE PRE-PAY DISCOUNT PROGRAM

Chief Jetter discussed the Fire Department's request to enter into a prepayment discount agreement with Horton Emergency Vehicles (HEV) for the purchase of a new ambulance. According to Jetter, HEV will pay 5% interest on prepayments held for over 60 days, and the prepayment agreement would potentially earn the department \$8,664.00 in interest over the 240 days it will take to receive the vehicle. This savings could help offset costs for revisions or additions during construction. According to Jetter, any unused interest would be returned to the Township at the project's end. Jetter also stated that the Fiscal Officer, Mr. Ferry, had been consulted on the proposal.

Chief Jetter stated that no action was necessary at this time, and that the request would be brought back to the Board at the next business meeting.

Mr. Tracy asked if the price for the vehicle would still be locked in even if the Township did not enter the prepayment agreement. Jetter responded that it is. Mr. Tracy asked Mr. Ferry what the current rate we are getting on CD's is without the agreement. Mr. Ferry responded that we had just signed one recently for a little under 4%.

AGENDA ITEM #11 — LEMING HOUSE ALARM

Mr. Burdsall discussed a recent storm that had led to the need for replacement of the Leming House alarm system. Mr. Burdsall stated that three companies were contacted to provide quotes. The quotes were received as follows:

- Korsen Security- \$16,187.00 | Did not provide monthly monitoring cost
- Securitas- \$10,055.39 | Plus \$24.00 per month monitoring (Current Company)
- Silco- \$5,789.00 | Plus \$65.00 per month monitoring

According to Mr. Burdsall, Silco and Securitas proposed replacing the control panel and testing out all the sensors. Any sensor needing to be replaced would require a charge order and may have an additional charge. Korsen proposed replacing all the sensors, this accounted for \$5,398.00 of their proposal.

Mr. Burdsall stated that he recommends Silco for the project, as they have been used satisfactorily in the Township for previous projects. Additionally, Mr. Burdsall indicated that

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since the sensors vary in age and condition, he does not believe a total sensor replacement is warranted.

No action was required at this time, and Mr. Burdsall stated the request would be brought back to the Board at the next business meeting.

Mr. Tracy asked how long Silco's monitoring contract term would be. Mr. Burdsall responded that it would be 1 year.

AGENDA ITEM #12 — NUISANCE CASES

Mr. Elliff discussed a case with special circumstances that he believes the Board should take into consideration. Pictures of the location (269 Indian View Drive) were shown to the Board showing much junk and debris as well as deteriorating outdoor structures and overgrowth.

Providing background on the case, Mr. Elliff stated that the property owners are part of a particularly at-risk group and as such there may be reasons the property is in such a state. Mr. Elliff said that his department did receive a written complaint from a neighbor, and an additional neighbor came into the office with complaints about the property. After some initial correspondence with the property owners beginning in April, Mr. Elliff states no progress was made on the property nor appeals taken. In June, Mr. Elliff stated that the property owner reached out and told him that they are both of advanced age with health conditions and had been forced to take over the property when their son tragically died.

Identifying the problem property as a special case with manifestation perhaps brought on by extenuating circumstances, Mr. Elliff reached out the Clermont County Senior Services (CCSS) and spoke with Mr. Bill DeHass, the Director, who sent a case worker out to the property. The case worker met with the owners and determined that CCSS does have resources to help them. However, Elliff stated that the property owners then refused any assistance.

Mr. Elliff hopes that if, on his recommendation, the Board declares a public nuisance, the property owners will agree to accept assistance. If not, Elliff stated he would share the impending costs of cleanup with the owners which may influence them further before action has to be taken.

Mr. Tracy asked if the owners still occupy the property. Mr. Elliff stated that it appears no one lives there.

ADD ONS

Mr. Burdsall gave a reminder about Clean Up Days which will occur September 20th and 21st.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Mr. Schulte made a motion to enter into Executive Session pursuant to Ohio Revised Code Section 121.22(G)(8) to consider confidential information related to the specific business strategy of an applicant for economic development assistance involving the possible expenditure of public funds in connection with the project and the executive session is necessary to protect the interests of the applicant. Mr. Tracy seconded the motion. All voted "AYE."

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

The meeting was adjourned at 7:30 p.m. on September 09, 2024.

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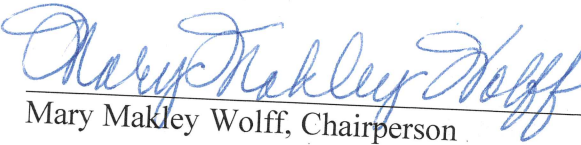
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ATTEST:


Eric C. Ferry, Fiscal Officer


Mary Makley Wolff, Chairperson