

JANUARY 10, 2022

BEAR GRAPHICS 800 325-8094 FORM NO 10148

Held _____ 20 _____

The Miami Township Board of Trustees met in a work session on Monday, January 10, 2022, at 7:00 p.m. Chair Mary Makley Wolff called the meeting to order. The Pledge of Allegiance was recited by all. Chaplain Brian Wikoff led the invocation.

Law Director Joseph Braun administered the oath of office to Ms. Wolff while Clermont County Commissioner Claire Corcoran held her great-great-grandfather's 1902 family Bible. Mr. Braun then administered the oath of office to Mark Schulte while his family held the Bible.

Mr. Ferry called the roll. Trustees Mary Makley Wolff and Mark Schulte were in attendance.

Township Administrator Jeff Wright presented the proposed 2022 Board of Trustees meeting schedule. He recommended that work sessions be held on the second Monday of each month at 7:00 p.m. rather than 8:30 a.m., and business meetings be held on the third Tuesday of each month at 7:00 p.m. Mr. Wright noted that during the months of February, March and November, the second Mondays and third Tuesdays fall on back-to-back days. Therefore, the work sessions would need to be moved up one week to the first Mondays in those months. He pointed out that the Trustees have routinely moved both meetings in December up one week to have fewer conflicts near the holidays and to allow the township to send its budget to the County Auditor's Office for the upcoming year, as required by Ohio law.

Mr. Schulte stated that he had a conflict with the March 7 meeting. He recommended that the March work session be held on March 14 and the business meeting be held on March 22. Ms. Wolff noted that she wanted to talk about the summer schedule at the next business meeting.

Mr. Schulte moved to approve the 2022 meeting schedule through May 17 with work sessions being held on the second Monday of each month at 7:00 p.m. and business meetings being held on the third Tuesday of each month at 7:00 p.m., except in the month of February when the work session will be held on February 7, and in March when the work session will be held on March 14 and the business meeting will be held on March 22. Ms. Wolff seconded the motion. Mr. Ferry called the roll. Ms. Wolff and Mr. Schulte voted in favor of the motion.

Recreation Director Krystin Thibodeau presented a list of proposed special events to be held in Miami Meadows Park in 2022:

- Mary Miller Memorial 5K Run/Walk on Saturday, April 30, from 6:00 a.m. to 12:00 p.m.;
- Health Source of Ohio 5K Run/Walk Color Run on Saturday, May 7, from 9:00 a.m. to 1:00 p.m.;
- Raptor Inc. 5K Run/Walk on Sunday, September 11, from 6:00 a.m. to 12:00 p.m.; and
- McCormick Elementary 5K Run/Walk and Festival on Saturday, September 24, from 11:00 a.m. to 6:00 p.m.

Ms. Wolff noted that no action was required at this time.

Chief of Police Mike Mills noted that the Police Department presented their vehicle replacement schedule at the December 2021 budget meeting. He explained that the five-year replacement plan called for the replacement of three marked patrol vehicles and one unmarked vehicle. If approved at the January 18 business meeting, Chief Mills planned to order three 2022 Police Interceptor Utility AWB Base vehicles at a cost of \$35,227 each and one 2022 Explorer at a cost of \$31,000 from Beechmont Ford at Ohio State bid pricing. Chief Mills added that the up-fitting for all four vehicles would cost \$45,205.69. He reported that the 2022 budget also included a request to purchase three Panasonic CF55 Semi Rugged Toughbooks for the vehicles from SSI for \$11,370.

Chief Mills pointed out that the unmarked vehicle being replaced was 15 years old; one of the marked vehicles being replaced was eight years old; and the other two marked vehicles being replaced were seven years old. He stated that the department was trying to extend the life of the vehicles as long as possible but needed to replace them before they became dangerous.

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Mr. Wright reported that Executive Assistant Nicole Browder submitted a letter of resignation effective January 4, 2022. Mr. Schulte moved to accept Nicole Browder's resignation, seconded by Ms. Wolff. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Wright noted that Service Department Administrative Assistant Jessica Hunt submitted a letter of resignation effective December 30, 2021. Mr. Schulte moved to accept Jessica Hunt's resignation, seconded by Ms. Wolff. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Wright announced that full-time Police Department Administrative Assistant Caitlin Dressler submitted a letter of resignation effective January 21, 2022. He requested that Ms. Dressler be retained as a part-time employee working from home, effective January 21, 2022, to assist with the transition of the new assistant. Mr. Schulte moved to accept Caitlin Dressler's resignation and retain her as a part-time employee until a new assistant is in place, seconded by Ms. Wolff. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Wright stated that Zoning Commission member Lasserre Bradley was relocating outside the community and therefore resigned from the commission. Mr. Wright requested that Mr. Bradley's resignation be accepted and Jeff Baumgarth be reappointed to the Zoning Commission. Mr. Schulte moved to accept Lasserre Bradley's resignation from the Zoning Commission and reappoint Jeff Baumgarth to fill the vacancy, seconded by Ms. Wolff. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Wright and Fire Chief Kelly submitted a request to release Firefighter/Medic Eric Wagner from his one-year probationary term effective January 11 and adjust his hourly rate of pay to \$29.03 in accordance with the current Collective Bargaining Agreement (CBA). Mr. Schulte moved to release Eric Wagner from his one-year probationary term effective January 11 and adjust his hourly rate of pay to \$29.03 in accordance with the current CBA. Ms. Wolff seconded the motion. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Wright requested that conditional offers of full-time employment be extended to Tyler Polen and Adam DiLonardo allowing them to continue with the next steps in the hiring process with the Fire and EMS Department. Mr. Schulte moved to extend conditional offers of full-time employment to Tyler Polen and Adam DiLonardo, seconded by Ms. Wolff. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Wright recommended that a conditional offer of seasonal employment as a Hydrant Maintenance Technician be extended to Samuel Angel. Mr. Schulte moved to extend a conditional offer of seasonal employment as a Hydrant Maintenance Technician to Samuel Angel. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Wright noted that the township applied for and was awarded Community Development Block Grant (CDBG) funds from Clermont County to install sidewalks and associated curb, gutter, and storm water improvements to facilitate sidewalks on the south side of Business 28 between Cook Road and Highview Drive. He explained that due to a federal requirement, the funds must be used for a project in a low-to-moderate income (LMI) designated tract, for a limited list of eligible activities. Mr. Wright stated that the township's only LMI-eligible census tract was bordered by the southern side of Business 28, which connects several high-density housing areas.

Mr. Wright explained that Choice One Engineering provided the work for some of the required components of the application at no charge. This included preliminary engineering, creating exhibits and a cost estimate. He noted that Choice One's estimate for design, surveying, and construction costs was \$339,863. Clermont County agreed to award the township with a grant for \$217,000, with the township providing a local match of \$122,863, which was budgeted from the nearby Lowes TIF.

Mr. Wright announced that the January business meeting will include a proposal for Choice One Engineering to complete surveying, design, contract assistance, and construction inspection

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Mr. Schulte moved to appoint Jamie Kreindler as Miami Township's alternate member to the OKI Intermodal Coordinating Committee, seconded by Ms. Wolff. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Musselman reported that the Service Department was experiencing a seasonal laborer shortage. He said that younger personnel were leaving for full time employment and older, second career type seasonal laborers were leaving for better wages. Mr. Musselman stated that the township was unable to attract the type of person necessary for the work to be performed at the current rate of pay. He explained that these employees work outside in weather conditions of both extremes, clean park restrooms, and work many weekends. He stated that the current job market for both younger workers and older, semi-retired persons is offering better wages and often better working conditions.

Mr. Musselman researched wages on Indeed and found that wages for fast-food employees averaged between \$12 to \$15 an hour; landscapers averaged between \$15 to \$20 per hour; and delivery drivers averaged \$12 to \$22 per hour. He noted that other local jurisdictions have also been forced to increase hourly rates for these types of positions.

Mr. Musselman reported that the township currently has two seasonal workers but budgeted for eight. He requested that the Board raise the rate of pay for seasonal laborers in the Service Department to \$15.00 per hour.

Mr. Schulte moved to raise the rate of pay for seasonal labors in the Service Department to \$15 per hour. Ms. Wolff seconded the motion. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Musselman noted that last summer the township was advised by Intruck that the sign program software currently used by the township would no longer work when upgrades were made to the server operating systems. He stated that the version currently in use was over thirteen years old and not compatible or upgradeable, therefore, a new software package must be purchased. Mr. Musselman said that the department relies on this program as they are continuously upgrading and updating various road signs.

Mr. Musselman explained that the new software program from Cartegraph would cost \$14,000 for the first year and would cover training, launching the new software, bringing the current information over to the new program, and the first year's maintenance coverage. He stated that support and maintenance of the software would cost \$7,000 each succeeding year. Mr. Musselman noted this discussion was for informational purposes only and this item would be brought back to the Board for consideration at their January 18 business meeting.

Ms. Wolff asked if Cartegraph was the only company that provided this type of software or did staff want to remain with them based on their past service history. Mr. Musselman replied that the township would like to stay with Cartegraph due to their familiarity with the software.

Chief Kelly requested approval to revise and reclassify the Community Paramedicine Coordinator's job description from non-exempt to exempt and to make some other necessary revisions that would afford that position the flexibility and level of oversight needed to continue its success and relevance to the community. He noted that program began in August of 2020, and during the last fourteen months the department has learned how the position integrates with the local health care systems, other partners throughout the county and region, as well as the community. The revisions to this job description would include:

- A change in status from non-exempt to exempt for this position;
- The inclusion of a flexible 40-hour work week;
- The ability to advertise this position to external allied healthcare professionals that will not be required to be firefighter/paramedic; and
- Adjusting the salary range from \$83,289.02 to \$91,859.04, depending on qualifications.

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assistance is in the amount of \$33,677. He explained that Clermont County has asked the township to enter into a design and construction agreement before reimbursing the township for these expenses. He hoped to award the contract for the project in May of 2022.

Mr. Wright stated that every local jurisdiction in the State of Ohio is required to submit an independent compilation of their financial statements to the Auditor of the State. He requested that Bastin & Company, LLC be hired to assist the township with preparing draft financial statements, at a rate of \$65 per hour. This item was for discussion only and would be presented at the January business meeting.

In keeping with the five-year vehicle replacement schedule, Service Director John Musselman announced that the 2022 budget included \$175,000 to purchase a new salt truck, replacing a 2006 International salt truck. He stated that the township would like to buy a new single axle cab and chassis through State Purchasing at a cost of \$89,209, an increase of \$7,589 from last year. He noted that they were still working on the best configuration for the truck bed and plow/spreader that will fit into the remainder of the budget for the entire package. Mr. Musselman added that the supply chain was affecting this size dump truck and it was necessary to place the order this month if the township expected to have it ready for the 2022/2023 season. He noted that this information was for discussion purposes only, and the request to purchase the axle and cab would be presented at the January business meeting.

Upon reviewing comparable service rates for cemeteries in surrounding communities, Mr. Musselman noted Miami Township had fallen behind. He said that the township had not adjusted their rates since 2013. He provided the trustees with a comparison sheet showing the recommended rate adjustments that would allow the township to be competitive with surrounding communities. Mr. Musselman noted that if the rate had been in place in 2020, the township would have gained an additional \$18,000 in revenue from the cemetery.

Ms. Wolff recommended that the residential rate for a single grave for a township resident be \$600. She stated that townships existed to take care of cemeteries, and it was important for the township to do their very best. Mr. Wright and Mr. Musselman agreed that \$600 was a reasonable, competitive rate and was good for sustainability.

Fire Chief Steve Kelly requested that he and Jeff Wright be reappointed to represent the township on the Ohio Volunteer Fire Fighters' Dependents Board at the January business meeting. He noted that the township has been fortunate in the fact that they have not had a volunteer firefighter pass in the line of duty. Chief Kelly explained that the township is required by State law (ORC Chapter 146) to be a member of the Ohio Volunteer Fire Fighters' Dependents Fund.

As part of the township's annual technology replacements and renewals, Mr. Wright requested approval to purchase seven new desktop or notebook computers and any related hardware through InTrust. He explained that the replacement included two admin computers, two recreation department computers, and three computers in the service department. Mr. Wright announced that the second IT related item for approval was related to the annual warranty renewal of five switches and the firewall. The third item for approval was for Microsoft Software Assurance. He noted that rather than paying nearly \$20,000 when the license is up for renewal, the annual cost is being broken out over a three year period.

Ms. Wolff added that the total cost of these items was \$22,500 and would be presented for approval at the business meeting.

On behalf of Planning and Zoning Administrator Brian Elliff, Mr. Wright requested that Township Planner Jamie Kreindler be appointed as the alternate member of the OKI Intermodal Coordinating Committee. He noted that the board meets once a month and a meeting was scheduled for the morning of January 11. This appointment would allow Ms. Kreindler to attend the meeting in Mr. Elliff's place.

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Chief Kelly stated that he intended to keep the current coordinator in that position but asked for permission to post it for outside hiring if needed.

Mr. Wright pointed out that the new job description would not impact the grants that partially fund the position. Chief Kelly confirmed that the reclassification would not impact any grants related to the position.

Chief Kelly requested approval to proceed with the planned 2022 capital budget project to replace windows throughout Station 28. He explained that the windows were at a point where they are creating efficiency issues with HVAC controls, and it would not be effective to repair the windows individually. Chief Kelly reported that three bids were received with Window World provided the lowest and best bid in the amount of \$5,692. He stated that this purchase could be approved at the upcoming business meeting.

Mr. Musselman provided an update on current Service Department projects:

- Miami Meadows and Mills of Miami walking path is complete;
- A draft of the pavement assessment data was received and will be used to create the 2022 paving program; and
- Sugar Camp Road landslide repairs were completed ahead of schedule.

Ms. Wolff noted that it has been the Board's practice to rotate officer positions on an annual basis. Ms. Wolff moved to appoint Mr. Schulte as chair, Mr. Tracy as vice chair, and her as a member. Mr. Schulte seconded the motion. Mr. Ferry called the roll. Mr. Schulte and Ms. Wolff voted in favor of the motion.

Mr. Schulte expressed his appreciation to Chief Kelly and Chief Mills for having their staff in attendance during the oath of offices. He said he was humbled by their presence.

Ms. Wolf thanked Chaplain Wikoff for leading the invocation. She said he was the man to go to for spiritual uplifting and it was an honor to have him in attendance.


Public Comment: None.

Executive Session: None.

With no further business to come before the Board, the meeting adjourned at 7:50 p.m.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mark Schulte, Chairperson