

## RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES WORK SESSION Meeting

BEAR GRAPHICS 800 325 8094 FORM NO 10148

June 13, 2022

Held \_\_\_\_\_ 20 \_\_\_\_\_

The Miami Township Board of Trustees met in a work session on Monday, June 13, 2022, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Schulte called the meeting to order and led the Pledge of Allegiance.

Mr. Ferry called the roll. Attending were Mark Schulte, Ken Tracy and Mary Makley Wolff.

Mr. Wright is requesting to make final offers of part-time employment to FF/EMTs Madison Tamm, Giovanni Silletti, Trevor Myers, Kayleb Sales and Anthony Addison with a starting hourly rate of \$15.60 each. He is also requesting to make conditional offers of part-time employment to FF/EMT's Amanda Delaney and Zachary Horan to continue with our hiring process and a conditional offer of volunteer employment to Beatriz Hernandez to continue with our hiring process. Mr. Wright is also requesting to make a final offer of employment for Robin Finn as a part-time Special Event/Front Desk Assistant in the Recreation Department at a rate of \$14.00 per hour effective June 14, 2022. Ms. Wolff made a motion to approve the personnel action items as presented, seconded by Mr. Tracy and all voted "AYE."

Mr. Wright presented an MOU with Clermont County for the Business 28 Sidewalk and Waterline Replacement project. As the Board is aware, we are planning a project to design and install a new sidewalk and storm system on Business 28 between Orchard Lake Drive and Highview Drive that will be primarily funded with Community Development Block Grant Funds. The Clermont County Water Resources Department has in their master plan a project to replace the existing water line in that area that would be right under our new sidewalk, curbs and gutter. So that we only disrupt the area one time and do not have damage occur to new infrastructure, we want to coordinate the two projects into a single project. The County has agreed to move their project up to 2023 and the Township will still receive the CDBG grant if we delay completion until 2023. We will have the engineering performed by the same civil engineer and bid everything as a single project to also benefit from an economy of scale for the construction costs and to be less disruptive to the public on SR 28. This is like the agreement that we entered into with the County in March for the Mill Street improvement project in Miamiville.

We are proposing that the Township would bid and award the project, with the County depositing with the Township the amount of the waterline portion. The Township will make single payments to the contractor and both parties will be responsible for inspecting their portions of the project. We anticipate that the project will be designed this year, bid out next winter and the construction completed in the second quarter of 2023.

Chief Kelly presented the bid results for the ambulance remounting project. There was one bid from Crossroads Ambulance, who they have utilized previously to remount several existing ambulances and are satisfied with their responsiveness and customer service. The estimated and budgeted amount for this project is between \$220,000 and \$230,000. The bid from Crossroads Ambulance with the options we require came in at \$221,488. This figure includes a chassis prepayment credit of \$1,500. We intend to auction off the old ambulance chassis once it is returned to us since this has historically been a more effective cost recovery method than trading in the chassis.

This project also incorporates some special features into the ambulance that were added based on our experiences during the COVID-19 pandemic. This includes infection control and disinfection systems that will help protect the crew and patients in the event of continued COVID-19 outbreaks or future pandemics. We are recommending that the Board accept the bid from Crossroads Ambulance in the amount of \$221,488 and accept the chassis prepayment credit of \$1,500. It is about 7-8% increase from the previous purchases we have made but the industry is expecting up to a 20% increase in the future.

Mr. Musselman is reporting that the ODNR recently contacted the Township and is proposing that the Township enter into an agreement with them that would have the ODNR share in the responsibilities of the lake at Miami Meadows Park. ODNR's Division of Wildlife would provide a fisheries management program as well as enforce fish and wildlife laws on that lake.

Held

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~~They would stock the lake for us with catfish, trout (which we don't currently stock), and in the future, bluegill and sunfish. We currently budget \$5,000 annually for stocking the lake. That is a cost savings which could then be used for other park improvement purposes. In addition to ODNR staff enforcing fishing and wildlife laws at the lake, they could potentially be of greater assistance when we have issues with ducks and geese.~~

One item in our park rules that would have to be amended is that the lake would no longer be "catch and release". People fishing the lake would be able to take the fish home if they choose as long as the fish meets the State mandated guidelines for size and number limits.

Ms. Thibodeau noted that she had spoken to the ODNR representative about questions regarding events and activities currently at the park. She asked why they reached out to us. They are expanding their trout fishing program and trying to make it more accessible than fishing in larger lakes. There was discussion regarding enforcement of the fishing license requirement. The ODNR notes on their website when they stock a lake, so the trout fisherman watch for the notices and head to the park, so it may increase the traffic in the park.. They stock the lake in spring with trout and then later in the summer with catfish. So it should not affect our fishing events

Ms. Thibodeau noted that the leader of the fishing camps and events for a number of years didn't believe it was a good idea as fisherman leave an excessive amount of trash. There is only one fish and wildlife officer in Clermont County, so he may not have much time to spend at Miami Township. The ODNR officer noted it was just fish management, not lake management.

There are pros and cons, one of which is opening up the park and possibly creating an atmosphere we do not want in our park. It was stated that the stocking of the pond is not very much, so what is the purpose. Mr. Musselman noted it was brought to us, so we felt we should bring it to the Board for discussion. Our parks are highly used already, so extra traffic may cause issues. The board asked for more information from another community that has had a positive outcome. Ms. Thibodeau is following up with the ODNR.

Mr. Wright presented the following information on the Local Government Fund Distribution. Prior to 2019 the apportionment formula for the Clermont County Local Government Fund was passed every five years by the County Commissioners and the City of Milford. Milford received a "veto" vote prior to 2019 since the ORC permitted it as it is the city with the largest population in the County. In 2019, 2020 and 2021 the Board of County Commissioners of Clermont County, the Miami Township Board of Trustees and the majority of other townships and municipalities within the County, passed resolutions approving the same alternative method of apportionment of the LGF. The formula kept the same percentage of 48.545% with the County, as past formulas, and distributing the remaining portion in the following manner:

- a. Twenty-five percent (25%) of the remaining funds were shared equally among all municipalities and townships.
- b. Seventy-five percent (75%) of the remaining amount of the funds were distributed to the municipalities and townships on a per capita basis based upon the most current United States Census.

There have been several meetings this year whereby some of the municipalities want the formula to be changed to have the remaining portion be distributed 50/50 based upon per capita. This would result in an even more inequitable distribution whereby some of the smallest villages would receive hundreds of dollars per capita while Miami Township would receive less than \$5 per capita. That is unfair to the taxpayers as every resident in the County should be valued the same.

In order to avoid having the formula revert to the State-prescribed formula if consensus cannot be reached, we participated in conversations to develop a compromise that would still skew in the favor of the smaller jurisdictions. The new proposal for an alternative formula for 2023

Held

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would be to have the County retain its 48.54% of the total, the City of Milford to receive 3.36% of the total and the remaining balance would be distributed in the following manner:

- a. Thirty-Seven and one-half percent (37.5%) of the remaining funds will be shared equally among all municipalities and townships exclusive of the City of Milford.
- b. Sixty-Two and one-half percent (62.5%) of the remaining amount of the funds will be distributed to the municipalities and townships, exclusive of Milford, on a per capita basis based upon the 2020 United States Census.

There is an advantage to all communities to have this formula be in place for a five-year period for budgeting purposes instead of doing this process annually and it potentially changing.

In order for the proposed alternative formula to be adopted for 2023, the majority of townships and municipalities are required to have an alternative formula resolution to the County by the 1<sup>st</sup> Monday in August (August 1). The County will have to pass the same formula as the majority, or the distribution would revert to the statutory formula by the same deadline.

It is in the best interest for the residents of Miami Township that this alternative formula be adopted, as it is more equitable for all residents throughout Clermont County.

Miami Township was in a leadership position to analyze and make recommendations for a compromise and Mr. Wright believes there is benefit to us adopting the proposed Resolution at the Work Session.

Ms. Wolff made a motion to adopt Resolution 2022-20 authorizing adoption of an alternative method of apportionment of the undivided local government fund for calendar years 2023 through 2027. Seconded by Mr. Tracy and all voted "AYE."

Chief Kelly is requesting approval to purchase one (1) Blow Hard Positive Pressure Ventilation fan as part of our 2022 capital projects to complete the outfitting of our fire apparatus with these devices. They have purchased all of the previous units through First In, Last Out Fire Equipment and have obtained a quote from them for this purchase in the amount of \$4,184.00.

Mr. Musselman noted that The Public Employment Risk Reduction Program (PERPP) officially notified us that our service garage (the primary garage) does not have adequate ventilation to meet today's standards for its current usage of vehicle repair and welding causing air quality issues. PERPP governs public employers in a way similar to how OSHA governs private industry. This is something we must remedy immediately to avoid continued violations of the air quality standards.

Since the solutions to bring the air quality up to standards is not as simple as walking into a home improvement store and plugging in a device, Mr. Musselman had Prodigy Solutions, which has several mechanical engineers on staff, review our situation and give us a quote for correction of this current violation. To achieve acceptable air quality levels, the solution will be to have a sidewall exhaust fan with motor and louvers installed in one wall of the garage. Two other components of the project will include a mobile welding fume extractor and a natural gas heater as the air temperatures will be greatly reduced with the new sidewall exhaust fan. As a reminder, Prodigy seeks quotes from multiple vendors in the required disciplines to deliver the most appropriate solution for the best price. We also have a narrow window of time to come into compliance with PERPP. The fumes from the welding are mobile, an additional gas heater because when the system kicks on it is going to draw in so much outside air that it will be make it very cold in the garage. There will be a wall mounted device that will monitor the air quality and it will kick on when needed. This is a new standard and there was a complaint made to PERPP.

The project cost is \$66,975 for services described in this Agreement. Customer agrees to pay Prodigy Building Solutions, LLC within 15 days of receipt of invoices. The project will be

invoiced as a percentage of project completion, with invoices expected upon material delivery and monthly upon installation completed in the previous month.

Base Price: \$49,068

Alternate #1: Add Portable Welding Fume Extractor: \$4,626

Alternate #2: Add for Reznor Heater: \$13,281

Mr. Musselman presented information on the replacement of the steel doors on the original 51 year-old outbuilding near the employee entrance doors. Complications with steel prices and availability of materials forced postponement of this project. We have budgeted in the General Fund capital improvements for this year to complete this project to replace both doors. We received the following quotes: \$9,148.76 from Osborne Reconstruction Service and \$9,538.00 from Skeets Humphries Construction.

Chief Kelly is requesting approval to purchase new office furniture for the office space at the Public Safety Training Center (PSTC) as part of our 2022 operating expenses. The existing furniture was handed down from the Police Department administrative offices in 2020 when they replaced it and is in rather poor shape. The new furniture will allow us to divide the office space into two separate areas with the possibility of adding a third workstation area if needed in the future. Currently, the Community Health Coordinator occupies this office space, and we intend to place another position in that same space soon. We were able to obtain two quotes for this furniture: \$6,659.70 from the Office Furniture Connection and \$10,470.80 from the Office Furniture Source.

Mr. Wright presented information on the formation of the Miami Township Community Improvement Corporation. The Ohio Revised Code permits townships, municipalities and counties to form Community Improvement Corporations (CIC) in their communities to assist with economic and community development. A CIC is a not-for-profit corporation that serves as an agent for the Township for our industrial, economic and civic development. Many of the communities surrounding us have CICs and as they are a common tool to assist with economic development. CICs are permitted to purchase, receive, lease and sell property.

Mr. Braun and Mr. Wright have proposed a draft of regulations that state the purpose and powers and bylaws of the proposed CIC. If the Board agrees with establishing the CIC, we will bring forth a resolution to be considered for adoption that would establish the attached regulations, including having a Board of Trustees for the CIC. Two of the five members of that board would be elected or appointed officials of Miami Township and three would be residents, business owners or property owners and all five members would be appointed by the Township Board of Trustees. Meetings of a CIC are open to the public and CICs are required by the Ohio Revised Code to submit annual financial reports to the Auditor of State as well as biannual audits. The committee is required to meet in the first or second quarter, but no other requirements. Mr. Braun noted that the CIC makes their own rules, etc. once it is formed.

Mr. Musselman presented results from the June 9<sup>th</sup> bid opening for the Miami Meadows Park Resurfacing Project. The engineer's estimate was \$162,000 and the apparent low bidder is JK Meurer Corporation in the amount of \$154,812.78. They have completed other projects for the township and we have been very pleased with their work.

Mr. Musselman presented results from the June 9<sup>th</sup> bid opening for the 2022 Miami Meadows Pickleball Courts. The apparent low bidder on this project is JK Meurer Corporation in the amount of \$139,446.00. We have received a grant from the Clermont County Parks District that will pay for \$10,000 of the project. The scope of work will result in six new pickleball courts.

**PUBLIC COMMENTS:**

Sarah Thornton, the owner of Live Fierce Cross Fit located at 1607 SR 131, addressed the Board regarding ARPA funds for first responders. She noted that the corporate Cross Fit Headquarters is in the process of applying for ARPA funds and is looking for commitments from first responders so they can receive grant funds. She has been in discussion with Chief Mills and Chief Kelly who are not willing to push this out to their employees as to not jeopardize the grants that they have already

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Held applied for. Ms. Wolff noted that the Township already has a very robust wellness program but she understands where she is coming from and appreciates the desire to want to help.

The meeting was adjourned at 8:08 pm.

ATTEST:

*Eric C. Ferry*

Eric C. Ferry, Fiscal Officer

*Mark C. Schulte*

Mark C. Schulte, Chairperson