

RECORD OF PROCEEDINGS
MIAMI TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

MARCH 17, 2020

Held _____

_____20_____

The Miami Township Board of Trustees met in regular session on Tuesday, March 17, 2020 at 7:00 PM. Trustee Tracy called the meeting to order and led the Pledge of Allegiance. The invocation was given.

Mr. Ferry called the roll. Attending were Ken Tracy, Mary Makley Wolff and Karl Schultz. Ms. Wolff made a motion to approve the minutes of the February 18, 2020 Business Meeting, and March 9, 2020 Work Session, seconded by Mr. Schultz with all voting "AYE".

Department Reports: A representative of each department presented a report of activities during the month of February 2020.

Old Business: None.

New Business: Mr. Schultz made a motion to pay the bills of the Township with 225 checks numbered 135834 to 136059 and 25 electronic checks numbered 1685 to 1709 for the total amount of \$1,421,821.67 plus payroll and payroll taxes for the check dates 2/28/20 in the amount of \$302,021.96 and 3/13/20 in the amount of \$285,659.93, seconded by Ms. Wolff with all voting "AYE".

Ms. Wolff advised of the need for a Then and Now Certificate in the amount of \$31,802.23.

Ms. Wolff made a motion to adopt Resolution 2020-03 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$31,802.23 and declaring an emergency, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that Kyle Mitchell in the Service Department has provided his two-week resignation effective March 20, 2020 and has moved on to work with a city in Hamilton County.

Ms. Wolff made a motion to accept the resignation of Maintenance Worker Kyle Mitchell effective March 20, 2020, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that he and Chief Kelly are requesting to make the final offers of employment to four individuals for the position of part-time Firefighter/Paramedics with a one-year probationary term: Eric Cowell, Corey Barney, Andrew Petronio, and William Spitznagel. Their starting probationary pay rate would be \$17.08 per hour.

Mr. Schultz made a motion to grant final offers of part-time employment for the position of Firefighter/Medic to Eric Cowell, Corey Barney, Andrew Petronio, and William Spitznagel at an hourly probationary rate of \$17.08 with a one-year probationary term, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of a correction regarding last month's hire of full-time Firefighter/Medic Stephanie McMahon, noting that she had been with the Township for several years as a part-timer and as a mid-career employee the lateral entry program does require the pay to be adjusted to include the prior years of service and the rate should be \$26.21 per hour, retroactive to March 8, 2020 which was her first day in the full-time position.

Ms. Wolff made a motion to adjust the pay rate of Firefighter/Medic Stephanie McMahon to the Year 2 rate of \$26.21 per hour, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised of the need to accept the resignation of part-time Firefighter/Medic Jamie Scherzinger effective March 11, 2020. Mr. Scherzinger has accepted a full-time position with TriHealth as a registered nurse.

Mr. Schultz made a motion to accept the resignation of part-time Firefighter/Medic Jamie Scherzinger effective March 11, 2020, seconded by Ms. Wolff with all voting "AYE".

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Mr. Wright advised that as discussed at the work session, the Township had budgeted in 2020 within the capital improvement program for Fire/EMS \$73,000 for the expense of replacing the Locution Alerting System and the vendor is the company that has completed similar work for the Township and other fire agencies throughout Clermont County. The total cost for the replacement of this system is \$55,000 which is broken down into \$44,000 to the manufacturer, Locution Station Alerting System, and then \$11,000 for Mobilcomm for installation.

Ms. Wolff made a motion to purchase the Locution Station Alerting System from Locution Systems, Inc. for an amount not to exceed \$44,000, and perform the installation of the system through Mobilcomm for an amount not to exceed \$11,000, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that at last week's work session Mr. Musselman discussed the replacement of one of the existing dump trucks that is used year round. He stated right now the Service Department has a 15-year-old back-up truck that is no longer able to function on the roadway, so the back-up would be replaced by rotating an older front-line truck to become one of the three back-up trucks. A request is being made for \$81,069 to purchase a cab and chassis from FYDA Freightliner Cincinnati.

Mr. Wright advised that he and Mr. Musselman will return to the Board when they are comfortable with the remaining outfitting purchase component. He stated they would take a few months from an expense perspective to review what would be a practical way of outfitting it to extend the service life beyond what has been occurring in prior years.

Mr. Schultz made a motion to purchase a single axle cab and chassis from FYDA Freightliner Cincinnati in the amount of \$81,069, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of out of township training and travel requests. The Fire Department Instructor Conference to take place April 19-21, 2020 in Indianapolis may be cancelled. He stated that Firefighter/Medic Maria Pyles received a scholarship that would pay for the majority of expenses for the conference. If the conference goes forward, the cost would not exceed \$1,225.

Mr. Wright advised the second travel request is for Firefighter/Medics Greg Ortman and Chris Luebbe to attend the Image Trend users conference July 21-25, 2020. The registration is covered because Image Trend is the Fire Department's records management platform and the remaining expense of \$2,300 is being requested for shared lodging and the five-day conference.

Ms. Wolff made a motion to approve out of township travel to send Firefighter/Medics Greg Ortman and Chris Luebbe to the Image Trend users conference from July 21-25, 2020 at a cost not to exceed \$2,300 and Firefighter/Medic Maria Pyles to the Fire Department Instructor's Conference (FDIC) in Indianapolis, Indiana from April 19-21, 2020 at a cost not to exceed \$1,255, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised the Board had discussed an evidence drying cabinet the last two budget cycles with Chief Mills and his predecessor. He stated they really do want to commit to this purchase. There were several felonies in the past twelve months where this equipment could have enhanced some of our investigative capabilities. The purchase of the drying cabinet was bid out to three competitive companies and the lowest bid is being recommended in the amount of \$3,900 plus the cost of filters bringing the total to \$4,372, including freight. He noted the equipment can be maintained in-house.

Mr. Schultz made a motion to approve the purchase of a 36" drying cabinet from Trittech Forensics at a cost not to exceed \$4,372, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the Administration, Service, Police and Fire Departments each have pieces of equipment that are no longer necessary for Township operations. As it is customary, these items will be placed for disposal through the internet auction site GovDeals. If items are not purchased, they will be disposed of in an appropriate manner.

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Ms. Wolff made a motion to adopt Resolution 2020-04 a resolution authorizing the disposal of surplus property and authorizing the sale of unneeded or obsolescent property no longer necessary for Township use by internet auction pursuant to Section 505.10 of the Ohio Revised Code and dispensing with the second reading.

Mr. Wright advised that when the Board reviewed the 5-year vehicle replacement plan during the budget discussions the Service Department is requesting approval for a one-to-one replacement of the existing pick-up truck. The new truck would be utilized by the road supervisor and then his current pick-up truck would be utilized by the road mowing crew. The purchase would be made off of the state bid system, the dealer of which is assigned by the state, and Middletown Ford would be the supplier with the cost being \$30,633.

Mr. Schultz made a motion to purchase a ¾-ton pickup truck from Middletown Ford in the amount of \$30,633, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that as the Board is familiar, there has been discussions to replace the mechanic's workbench and tool storage. He stated this was in the Police Department's capital budget as this would be utilized by the certified mechanic that works on all of the police vehicles. The Township realizes a savings overall by keeping this service in-house and keeps cars on the road more frequently. The purchase would be from Dragon Fire Tools LLC in the amount of \$3,389.

Ms. Wolff made a motion to approve the purchase of a 12-drawer Pro Series Workbench in an amount not to exceed \$3,389 from Dragon Fire Tools, LLC, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that bids were received for the 2020 Pavement Resurfacing Plan about a week ago from three different Cincinnati region paving companies. He stated the great news is that we are able to go with the base bids and alternates which is going to be about 11 miles of asphalt resurfacing and this is approximately two and a half times our prior record. He commented that it was great the voters spoke loudly and they will see results in about two months. There will also be completed two miles of concrete curb and gutter.

Mr. Wright added that the Board had challenged he and Mr. Musselman to adding additional streets, and he was pleased to share that all of the alternates will be completed. He stated the program will come in just under budget. The lowest and best bidder being recommended is Barrett Paving with a total amount, including alternates, is \$1,980,760.16.

Mr. Schultz made a motion to approve the bid from Barret Pavement Resurfacing Plan at a cost of \$1,980,760.16, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that we are no longer satisfied with the work being performed by the contracted cleaning company. He stated previous to contracting, cleaning services were performed in-house with an employee. There is a cost-savings for hiring services by contract. This would be service to the Administration, Police Department and shared safety training center. He noted the savings would still be over \$20,000 per year versus performing in-house.

Mr. Wright advised the both the Police Department and Ms. Flanigan met with cleaning companies, and conducted reference checks. It is recommended to contract with Stratus Building Solutions. There is one contract for the Police Department and one for the Administration Department. The annual cost would be \$16,648 for the Police Department and up to \$13,200 for the Administration. He explained that the Administration would opt for trial three times a week cleaning for a cost savings and may go up to the \$13,200 if that was not sufficient. Ms. Wolff commented that additional cleaning may be necessitated during this particular time. Chief Mills shared the Police Department's ongoing efforts in-house to disinfect and Mr. Wright thanked Ms. Wolf for the good direction.

Mr. Schultz made a motion to approve contracts with Stratus Building Solutions for cleaning services at the Police Department, Training Center and on the Administration side of the Civic

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Center, up to three times a week, at an annual cost of \$18,648 for the Police Department and up to \$13,200 for Administration, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that this was the first of two related items and these actions are being taken by large and small governments locally and nationally. This is a proposal which was discussed with the safety chiefs, Mr. Ferry and Law Director Braun. The first item would be a temporary increase to the Administrator's spending authority that was purposefully proposed to be narrow because we do not know the length of time the pandemic is going to last.

Mr. Wright continued by stating that even in a month if the Township and governor were able to cease the declarations and find that it is no longer necessary to have emergencies, he express his concern for the supply chains of the most critical items that we utilize for health and safety materials in the Police and Fire Departments. He informed the Board that Mr. Ferry has a sunset of December 31, 2020 and would need renewed by the Board to extend past that date.

Mr. Wright presented Resolution 2020-05 for consideration which would increase the Administrator's spending authority for only the medical and safety supplies to the amount of \$10,000 which is based on the increased spending authority limit previously established by the legislature that changed for townships about one year ago.

Discussion was held among the Board regarding the time frame for having the spending limit increased from \$2,500 to match the \$10,000 spending limit permitted by ORC 507.11. To be specifically responsive to the pandemic, the Board elected to effectuate any spending limit changes on a quarterly basis, as needed.

Ms. Wolff made a motion to approve Resolution 2020-05, a Resolution Temporarily Increasing the Spending Authority of the Township Administrator for the Purchase of Medical, Safety, Cleaning and Sanitary Supplies and Protective Devices, Dispensing with the Second Reading and Declaring an Emergency through June 30, 2020, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that the Board is aware there was township property owner, Owens, who filed a civil lawsuit against another property owner by the name of Weneck. After several months of the Township acting as a mediator and since activity was occurring on a property owned by the Township we were named later in the suit. Mr. Wright stated the parties have settled the lawsuit and execution of the settlement agreement is being requested.

Mr. Schultz made a motion to authorize the Township Administrator to execute a Release and Settlement Agreement for the Owens v. Weneck lawsuit, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that Mr. Braun has prepared a resolution that is almost identical to his municipal clients and, like many are doing across the country, this resolution is declaring a state of emergency in Miami Township surrounding the COVID-19 outbreak. He explained that this increases the likelihood of reimbursement of expenses and provides staff the enforcement ability in regards to local orders related to the pandemic.

Ms. Wolff made a motion to approve Resolution 2020-06, a Resolution Declaring a State of Emergency in Miami Township and Granting Emergency Authority to the Township Administrator due to the Coronavirus Disease Outbreak, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that to comply with the no gathers of 10 or more order the Township could notify the public now that it is not having a work session on April 13, 2020 and the business meeting would still occur on April 22, 2020. A special meeting of the Board is also set for April 13, 2020 to hear a zoning matter that would also need to be discussed as to whether it will be rescheduled at this time.

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Discussion was held by the Board relative to options for cancelling or rescheduling meetings closer to the meeting date in case of emergency and keeping residents safe while connecting them to the open public meeting process.

Mr. Schultz made a motion to cancel the April 13, 2020 Work Session, seconded by Ms. Wolff with all voting "AYE".

Public Comment: None.

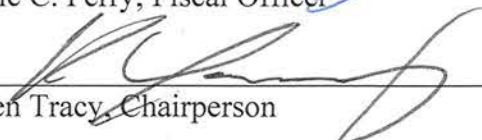
Executive Session: None.

With no further business to come before the Board the meeting was adjourned at 7:43 p.m.

ATTEST:



Eric C. Ferry, Fiscal Officer



Ken Tracy, Chairperson