

APRIL 22, 2020

Held _____

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The Miami Township Board of Trustees met in a virtual meeting for its regular session on Wednesday, April 22, 2020 at 7:00 PM, as permitted in Bill 197 passed by the Ohio General Assembly. 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. Mr. Schultz made a motion to approve the minutes of the March 17, 2020 Business Meeting, and April 13, 2020 Special Meeting, seconded by Ms. Wolff with all voting "AYE".

Correspondence: Mr. Ferry advised of one liquor permit for Loveland Lodge #2583, 6653 Epworth Road. There were no objections from the Police Department and no hearing is required.

Special Reports: Mr. Wright reported on the Township's effort to quickly adapt to the sudden challenges brought to the community by COVID-19. He shared that residents and businesses continue to receive all of the Township's normal services other than not being permitted in Ohio to lease out the facilities and recreational programming. Some work hours and schedules have been adapted, and in some instances telecommuting by employees, to increase the safety of the residents and employees. The safety division chiefs will provide an update on how their departments have adapted and modified to continue providing the same services. He stated we are very proud of the Planning & Zoning Department's ability to quickly adapt to an electronic permitting process and he has received compliments about this efficiency from construction companies.

Chief Kelly stated that we are in unprecedented times and this is a health emergency that requires a lot of detailed attention. He reported that over the past five weeks the Fire Department has spent a lot of time in the phases of preparation, operation and coordination. They have been going over the supply inventory to ensure there is enough personal protective equipment on hand to perform services effectively, efficiently and safely which has been at the forefront of their operations. He shared that a lot of their time is spent planning, developing new protocols, and just-in-time training for the crews. He stated that even though we have a pandemic protocol in place across southwest Ohio, it had not been utilized and it required them to go over it to ensure we could address this situation effectively.

Chief Kelly advised the Fire Department personnel can be observed wearing masks out when interacting with the community, even on non-emergency calls. He stated on EMS calls a protocol is being utilized that allows for more distance for everyone's protection. He stated they are doing everything in accordance with the CDC and Ohio Department of Health, Clermont Health District, local guidelines, and including consulting with the local hospitals on a regular basis.

Chief Kelly reported they have also looked at their operations from how they respond to how they staff the Department to make sure that the operations are safe not only for their members but also the patients receiving services.

Chief Kelly stated the level of coordination has been unprecedented with this event. He stated they have worked very closely with the community and fostered relationships throughout different agencies in the County and across the region as well as state agencies. He praised the ability to share information, resources and best practices across a variety of disciplines.

Chief Kelly reviewed that for the first 21 days of the event, the Department was averaging about 12 calls for service per day. That number has dropped from the end of March through the beginning of April to about 8 calls per day. He attributed that to the community doing what is being asked of them. He commented that we know the health departments are really pushing the Stay at Home Order and really trying to emphasize to residents do not go out unless you absolutely have to go out and try to stay in your house as much as possible.

Chief Kelly stated that calls for service for EMS or to go to the hospital have decreased by about thirty percent compared to last year at this time. He thanked the community for doing

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what is asked during this difficult time and we know it is not easy and we all want to get back to normal as quickly as possible.

Chief Kelly advised that screening is a part of 911 calls at the communications center and this allows dispatchers to gain as much information as possible. This gives crews a good understanding of what will be on-scene and allows them to take the appropriate level of precautions and interact with the patient appropriately, and delivery of the patient to the hospital if that is necessary.

Chief Kelly concluded the overview of their response to COVID-19 and thanked everyone for their partnerships and quick responses.

Chief Mills advised and emphasized that the Police Department is responding to all calls and some calls are handled by phone. He stated that keeping groups under ten has been publicized on the Department's social media to adhere to the Governor's order when at Township parks. He stated no arrests or citations have been made for gatherings.

Chief Mills reviewed the Department's operational change where the patrol staff has been separated into smaller squads working a seven day, 12-hour schedule and then off for two weeks. The methodology behind this approach was to spread people out in the event an infection occurs it will be in a smaller group. There are six squads, three on day shift and three on night shift. He stated overall the Department is operating as normal and they are making efforts to keep everyone healthy.

Mr. Elliff reported that prior to the epidemic, zoning had been developing a policy to accept applications electronically and was able to put it in place. He stated positive feedback has been received for remaining open in a virtual capacity to quickly process permits. He shared that 70 permits have been issued virtually and interest in obtaining permits remains strong. He stated that it is the busy season for property maintenance and staff is reporting they are quite busy and remaining effective and getting out in the field. He also stated they are rotating staff in the office.

Mr. Tracy expressed his appreciation for the leadership and passion to make sure people are taken care of and with no written book for this, the leadership skills of the departments and ability to put in place plans has been done well and he has received several compliments for each department.

Mr. Wright advised that after 11 p.m. on April 8, 2020, a tornadic-like event came through the Township. The Fire and EMS Department received 55 calls for service shortly after the storm. Chief Mills had extra officers on duty that night to assist. Mr. Musselman had called in Service Department employees that night to begin removing debris from the roadways. Mr. Wright shared that he was very proud of the response from the Service Department and several positive responses were received on social media.

Mr. Musselman advised that the Service Department has been working for two weeks as of this week performing clean-up efforts. A majority of the brush has been collected and pick-up will pause until next Wednesday to allow residents time to bring their brush to the curb. He complimented the road and parks crews for pulling together as a team in response to this event.

Mr. Tracy thanked Mr. Musselman and his team for all of their work and efforts in cleaning up from the event. Mr. Musselman added that the temporary brush location certainly made a big difference in expediting their brush collection service.

Mr. Wright advised that Chief Mills would give a brief summary of the birthday celebrations that have brought joy to our residents during this time. Chief Mills reported that police and fire personnel have been bringing a lot of joy to the kids of the community during a time when children cannot have their birthday parties. Approximately 40 parades have been held. The firetrucks, police cars and life squads are included in the parade.

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Mr. Tracy stated it was very kind and thanked the departments for making the parades possible.

Finance Report: Mr. Ferry provided his report and referenced cemetery and finance documents for the Trustees to sign.

Old Business: None.

New Business: Mr. Schultz made a motion to pay the bills of the Township with 339 checks numbered 136060 to 136398 and 30 electronic checks numbered 1710 to 1739 for the total amount of \$1,215,260.07 plus payroll and payroll taxes for the check dates 3/27/20 in the amount of \$290,586.55 and 4/10/20 in the amount of \$276,386.89, seconded by Ms. Wolff with all voting "AYE".

Mr. Tracy advised of the need for a Then and Now Certificate in the amount of \$18,084.35.

Ms. Wolff made a motion to adopt Resolution 2020-07 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$18,084.35 and declaring an emergency, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised he and Chief Kelly are requesting to rescind the offer of employment to Erik Cowell.

Mr. Schultz made a motion to rescind the final offer of part-time employment for Erik Cowell, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of the need to accept the resignation of part-time Firefighter/EMT Julie Sparks, effective April 30, 2020.

Ms. Wolff made a motion to accept the resignation of part-time FF/EMT Julie Sparks effective April 30, 2020, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised he and Chief Kelly are requesting a final offer of part-time employment within the Fire Department be offered to Greg Arnold, effective May 3, 2020, with a starting hourly rate of \$17.08.

Mr. Schultz made a motion to grant a final offer of part-time employment to Greg Arnold effective May 3, 2020 with a starting hourly rate of \$17.08, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the he and Ms. Thibodeau are seeking individuals to be brought on as candidates for part-time volunteer seasonal positions through the YELL summer camp with the starting date of May 23, 2020, and they are Olivia Cartmell, Erin Elkowitz, Lily McManis, and Claire Vonderhaar.

Ms. Wolff made a motion to offer part-time seasonal employment as YELL volunteers to Olivia Cartmell, Erin Elkowitz, Lily McManis, and Claire Vonderhaar, effective May 23, 2020, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised he and Chief Mills are asking for approval of a conditional offer to Steve Pielage as a volunteer police officer. It is contingent upon Mr. Pielage successfully completing the remainder of the process. Mr. Wright stated the Board will recall Mr. Pielage worked here previously as a full-time police officer. He went to work in the private sector and still maintains an interest in serving the residents of Miami Township in a voluntary capacity.

Mr. Schultz made a motion to grant a conditional offer as a Volunteer Police Officer to Steve Pielage, seconded by Ms. Wolff with all voting "AYE".

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Mr. Wright advised that he and Mr. Musselman are seeking to re-classify Service Department employee Tim Berchem to Maintenance Worker 3, Step 3 with an hourly rate of \$27.02 effective April 23, 2020.

Ms. Wolff made a motion to recategorize Tim Berchem to a Maintenance Worker 3, Step 3 with an hourly rate of \$27.02 effective April 23, 2020, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that in order to backfill a vacant position within the Service Department, we are asking to appoint part-time Service Department employee Lloyd Novak as a full-time Maintenance Worker 1, Step 1 with an hourly rate of \$19.88 effective April 23, 2020.

Mr. Schultz made a motion to appoint Lloyd Nowak as a Maintenance Worker 1, Step 1 with an hourly rate of \$19.88 effective April 23, 2020, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised this year we are replacing just two cruisers within the Police Department. The purchase was made through the state bidding process with Beechmont Ford and now we have to do the required up-fitting of the vehicles as Miami Township Police cruisers. Camp Safety has had the work for the past several years. An additional bid was sought from a new regional competitor. Camp Safety, recently acquired by Parr Public Safety Equipment still had the lower bid in the amount of \$22,658.

Ms. Wolff made a motion to approve purchase of police vehicle equipment and outfitting services for installation in two police vehicles to be performed by Parr Public Safety Equipment in the total amount of \$22,658.00, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised for the third year in a row it is recommended to renew the insurance plan with the broker Marsh McClennan Agency here in Miami Township. It is through HCC Public Risk, a public risk pool of similar communities throughout the United States. Three years ago the Township went out to bid with three different companies from Ohio and the best plan both in terms of pricing and coverage was through Marsh McClennan. He stated this year there is a decrease in the basic property and casualty plan as a result of having met the goals for very low claims. There will be a small uptick in the cyber-crime liability coverage because of a spike nationally, although we have not had any issues. Maintaining the coverage we have, we would like to renew one more year, before going out to bid next year, with the HCC Public Risk Plan in the amount of \$133,455.

Mr. Schultz made a motion to renew our Property and Casualty insurance with Marsh & McLennan Agency for the HCC Public Risk Plan in an amount not to exceed \$133,455, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of a one-for-one replacement of an outdated piece of equipment which was also anticipated in the 2020 Capital Budget within the Fire and EMS Department. Chief Kelly's purchasing team completed an evaluation and it has been proposed to make a replacement purchase of the Arizona Vortex Multipod-Tripod device that is just over \$5,100 and Chief Kelly states this equipment would be of service for 10 years.

Ms. Wolff made a motion to approve the purchase of one Arizona Vortex Multipod-Tripod device and accessory rigging kit at a cost of \$5,106.00 from Rescue Direct, Inc., seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised this would be the second year in a row that Miami Township and a majority of the townships, villages and cities within Clermont County would have a different distribution model for the Local Government Fund. A little over 51% of the money Clermont County receives from the State of Ohio is apportioned out to all of those smaller jurisdictions within the County. In the past, there was a five-year plan that we would act on which was a distribution model that was outdated and did not take into account size of communities (land mass or population).

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Mr. Wright stated that two years ago Miami Township and other jurisdictions began discussion to create a model that would be more equitable for all 207,000 residents in Clermont County. Miami Township has about 1/5 of the population and were receiving less than 10 percent of the Local Government Fund in the past.

Mr. Wright advised there is a need to renew this now annually in accordance with the provision in the Ohio Revised Code that states that a majority of the jurisdictions within a county can adopt on an annual basis a formula that takes into account things such as population and other logical factors rather than leaving it up to the city with the largest population in any county.

Mr. Wright stated that this is year two because we thought it would be fair to all to have a three-year sliding scale. There would be an uptick of about \$30,500 for Miami Township in 2021. He stated the resolutions are required to be passed by the first Monday in August. He expressed his appreciation to the elected officials for their support and it has enabled the Township to be one of the leaders in Clermont County to have a more equitable plan put forward for all of the residents to benefit from. He presented Resolution 2020-08 to adopt the alternative method in Clermont County for the Local Government Fund.

Mr. Schultz made a motion to adopt Resolution 2020-08, Authorizing Adoption of an Alternative Method of Apportionment of the Undivided Local Government Fund for Calendar Year 2021 that per Ohio Revised Code Section 5747.53 excludes the approval otherwise required of the legislative authority of the city, located wholly or partially in the county, with the greatest population and dispensing with the second reading, seconded by Ms. Wolff with all voting "AYE".

Mr. Ferry complimented Mr. Wright on the Township being the lead in getting the alternative Local Government Fund distribution model established. Mr. Schultz added that the Township Association also made a point about Miami Township leading the charge on this project.

Mr. Wright advised one of the capital improvements within the Parks and Recreation Budget this year is the necessary sealing of the cracks and sealcoat on the parking lot and entry drive at Community Park. This includes restriping of the parking lot as well as the basketball courts that are in front at Community Park. Mr. Musselman sought bids from three regional asphalt companies that routinely perform this work. The low bid came in almost \$4,000 under the budgeted amount which was from Neyra Paving in the amount of \$9,354.60.

Ms. Wolff made a motion to contract with Neyra Paving to perform crack filling, sealcoat and line striping applications to the parking lot at Community Park in the amount of \$9,354.60, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that previously the chassis was purchased for the one-to-one replacement of the salt/dump truck utilized throughout the year. He stated approximately \$80,000 was provided for in the budget for the hydraulics and necessary salt equipment. Mr. Musselman received a bid about \$6,000 under the budgeted amount and that would be with K.E. Rose Company.

Mr. Schultz made a motion to purchase a truck bed, snow equipment and up-fitting services for the new salt truck in the total amount of \$73,350 from K.E. Rose Company, seconded by Ms. Wolff with all voting "AYE".

Mr. Tracy noted that out of town training requests may be considered if legally acceptable to go due to the amount of travel limitations being placed on us for safety reasons.

Mr. Wright advised that the travel and training request may only end up being a placeholder if in early June those restrictions are not released. The request is for two full-time firefighter/paramedics to attend a hands-on course in Indiana. It is local enough to drive. They would share the hotel for the four nights of the conference. They will bring back that knowledge and conduct calm water rescue on the different lakes and ponds in the Township,

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and because of the Little Miami River, it is helpful when we can periodically send full-time staff to the fast water rescue. If the event is still on it would occur June 1-5, 2020.

Ms. Wolff held discussion on the feasibility of booking trainings and expending funds. Chief Kelly confirmed no funds would be expended should the training not proceed due to legally imposed travel restrictions.

Ms. Wolff made a motion to approve the out of Township travel request for Firefighter/Paramedics Brian Mungan and Ryan Flake on June 1 – 5, 2020 at a cost not to exceed \$2,500 for the purpose of swift water rescue training, seconded by Mr. Schultz with all voting “AYE”.

Mr. Wright advised of a purchase within the 2020 capital budget to outfit an existing dump truck which was purchased in 2018. It has been in use within the fleet and if the swap loader is installed on it, then it can serve additional capacity within the functions of the Service Department. The request is under \$19,000. K.E. Rose Company can utilize state pricing to this equipment.

Mr. Schultz made a motion to purchase a swap loader dump bed in the amount of \$18,950 from K.E. Rose Company, seconded by Ms. Wolff with all voting “AYE”.

Mr. Wright advised that a tire changer would be something new and located at the Service Department garage. He shared that he was pleased about this proposal as it is two of our departments cooperating together, deciding how it could benefit multiple departments' fleets by using it in-house. He stated the cost would be split between the Police and Service Department budgets. He stated that it can be used in-house by the existing mechanics and currently when tires are changed it would take two employees and two vehicles to drive one vehicle for service. He stated it would have a five year return on investment and would have a long service life.

Ms. Schultz made a motion to approve the purchase of a tire changer from Smith Garage at a cost not to exceed \$15,700, seconded by Ms. Wolff with all voting “AYE”.

Mr. Wright advised that Law Director Braun had prepared a resolution that was adopted at the March 17, 2020 meeting as an initial response, which he also saw many local jurisdictions adopting, should any of its components be necessary as part of our response to the COVID-19 epidemic because at the time we did not know the severity or length of the item. It is prudent for the Board to consider it each month and decide when it would be relinquished.

Ms. Wolff held discussion with the Board to rescind Resolution 2020-05, which provided a higher spending authority to the Township Administrator through June in response to the COVID-19 outbreak, and she highlighted that all functions related to Trustees approving expenditures remains possible through remote connectivity.

Ms. Wolff made a motion to rescind Resolution 2020-05 effective May 1, 2020, seconded by Mr. Schultz with all voting “AYE”.

Mr. Tracy called for the review of Resolution 2020-06 related to the state of emergency. Mr. Wright advised this was the resolution adopted March 17, 2020 which included various sections and the length of time was effective through December 2020. He stated it was good to have should the situation increase and get worse. Mr. Wright stated that he is pleased with the handle the departments have on the situation. He stated he would be more relieved when the calls for service normalize as well as residents having greater peace of mind socially and economically. He stated the resolution was very similar to what other jurisdictions adopted, and we also want to make sure that in the future if any reimbursements were received from the state or federal government, eligibility is ensured by having a local state of emergency.

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Ms. Wolff held discussion with the Board to propose to strike article four of Resolution 2020-06 as it inadvertently removes the authority of the Board from making some decisions. She commented that the Board has been through prior emergencies such as 9/11 and the recession of 2008. She proposed to keep the resolution in place and review it monthly with the exclusion of article four.

Ms. Wolff made a motion to strike article four of Resolution 2020-06, seconded by Mr. Schultz with all voting "AYE". It was noted the resolution would be reviewed monthly for applicability.

Mr. Tracy discussed whether the Board would have a remote meeting in May to let the public know our plan. Mr. Wright advised that because the order preventing gatherings of more than 10 people remains in effect, the remote meeting would be necessary. He stated it would be beneficial to have a work session in May and the Board was agreeable.

Mr. Tracy added that Will Menz, the Township's Multimedia Manager, has done a great job in making the technology available, and it is very easy to meet remotely. Mr. Tracy asked that the meetings be promoted to the public so they can effectively plan. Mr. Wright also stated that he appreciated Mr. Menz' work and he helps us serve the residents of the Township extremely well. Mr. Schultz also thanked Mr. Menz for his work.

Mr. Tracy thanked Ben Fiehrer for joining the meeting. He is a boy scout in pursuit of his citizenship in the community badge.

Public Comment: None.

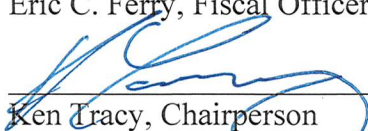
Executive Session: None.

With no further business to come before the Board the meeting was adjourned at 8:05 p.m.

ATTEST:



 Eric C. Ferry, Fiscal Officer



 Ken Tracy, Chairperson