

RECORD OF PROCEEDINGS
MIAMI TOWNSHIP BOARD OF TRUSTEES

Minutes of

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

JUNE 16, 2020

Held _____

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The Miami Township Board of Trustees met in regular session on Tuesday, June 16, 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. Mr. Schultz made a motion to approve the minutes of the May 19, 2020 Business Meeting, seconded by Mr. Schultz with all voting "AYE".

Records Commission: Mr. Tracy called the Records Commission meeting to order. Mr. Wright advised that there were no requests for action by the Commission at this time and noted that the RC-2 schedules previously adopted by the Commission have provided for an efficient process for records retention and disposal.

Mr. Wright also shared a reminder that residents will have the opportunity to shred records at the upcoming Shred-It Day event being held Saturday, June 27, 2020 from 7:30 a.m. to 5 p.m. at the Safety Training Center on McPicken Drive.

Mr. Tracy opened public comment. There were none received, or persons present to speak. Mr. Schultz moved to close the public hearing, seconded by Ms. Wolff with all voting "AYE".

Mr. Tracy closed the Records Commission meeting.

Public Hearing: Mr. Tracy opened the public hearing for the 2021 Preliminary Tax Budget. Mr. Wright advised of the requirement that by July 15th of every year, each local jurisdiction in the State of Ohio prepares a tax budget for the upcoming budget year. The 2021 Tax Budget has been prepared for the Board and has been reviewed with Fiscal Officer Eric Ferry. Mr. Wright thanked Finance Director Kelly Flanigan for compiling much of the data, preparing it in an easy to follow format and in compliance with the state's requirements. If the Board passes the tax budget, it will next go to the County Auditor's office.

Mr. Wright elaborated that the mid-July deadline is in place because if communities do not adopt their upcoming tax budget, they are not eligible for Local Government Funds which is a great incentive for meeting the deadline.

Mr. Wright presented highlights from the 2021 Tax Budget, stating that the same categories exist as in the past several years of which the Board is familiar. The conservative approach proposes there not be an increase to the property tax valuation and therefore shows the receipts expected next year as flat revenue. There is a decrease proposed for the income generated from investments. A negative is proposed related to any state revenues such as grants and other state assistance opportunities and will be anticipated to remain so for the next two to three budget years. Another item anticipated due to expenses and flattened revenue generated from the Parks and Recreation Levy is a zero balance for that fund planned into the 2021 Tax Budget. He stated any capital improvements made would have to come from grants, TIFs or other sources as that levy has not increased for many years.

Mr. Wright concluded his summary of the tax budget noting that work will be conducted with the Board this fall on the actual 2021 Operating Budget.

There were no public comments and the public hearing was closed.

Ms. Wolff made a motion to approve the 2021 Preliminary Tax Budget and authorize the Township Administrator to submit it to the Clermont County Auditor, seconded by Mr. Schultz with all voting "AYE".

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

Old Business: None.

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New Business: Mr. Schultz made a motion to pay the bills of the Township with 227 checks numbered 136730 to 136956 and 22 electronic checks numbered 1764 to 1785 for the total amount of \$1,135,658.37 plus payroll and payroll taxes for the check dates 5/22/2020 in the amount of \$274,519.20 and 6/5/2020 in the amount of \$297,399.49, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of the need for a Then and Now Certificate in the amount of \$8,103.36

Ms. Wolff made a motion to adopt Resolution 2020-13 authorizing the Township Fiscal Officer to issue and certify a Then and Now Certificate for payment of various expenditures, totaling \$8,103.36 and declaring an emergency, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that he and Mr. Menz recommend the Township hire, for the summer, resident Mitchell McManis. The budget regularly holds a place for an opportunity to have a paid intern to assist Mr. Menz's position of Multimedia Manager. Mr. Wright shared that Mr. McManis was interviewed and is a recent Loveland High School graduate with a deep passion for marketing and promotional work. Mr. McManis is very professionally tech savvy and has done work for Scouts of America, local groups, and Loveland High School. Mr. McManis will supplement work of capturing video, photos and populate an Instagram account for the Township.

Mr. Schultz made a motion to grant Mitchell McManis part-time, seasonal employment as the Multimedia Intern pending successful completion of a background process, at a pay rate of \$10.00 per hour, effective June 17, 2020, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of the need to accept the resignation of part-time Police Records Clerk Heather Cunningham, effective June 12, 2020.

Ms. Wolff made a motion to accept Heather Cunningham's resignation from the Miami Township Police Department as a part-time Records Clerk effective June 12, 2020, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised he and Chief Kelly recommend accepting the resignation of part-time Firefighter/Medic Todd Purtee, effective June 20, 2020, and full-time Firefighter/Medic Jacob Hendricks effective June 29, 2020.

Mr. Schultz made a motion to accept the resignation of part-time Firefighter/Medic Todd Purtee, effective June 20, 2020 and full-time Firefighter/Medic Jacob Hendricks, effective June 29, 2020, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised there were several applicants interested in working for Miami Township and he and Chief Kelly are requesting a final offer of full-time employment to current part-time Firefighter/Medic Caden Smolenski effective July 12, 2020 with a starting hourly rate of \$24.84 with a one-year probationary term.

Mr. Schultz made a motion to grant an offer of full-time employment to Firefighter/Medic Caden Smolenski, effective July 12, 2020 with a starting hourly rate of \$24.84 and a one-year probationary term, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised that it is time to remove Jessica Hunt from her probationary period. He stated that over the 12 months she has performed very well and professionally. This would be effective June 3, 2020 with a new hourly rate of \$21.12.

Ms. Wolff made a motion to remove Jessica Hunt from probationary status with a new hourly rate of \$21.12 effective June 3, 2020, seconded by Mr. Schultz with all voting "AYE".

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Mr. Wright advised that at the May Business Meeting Mr. Elliff presented information regarding a zoning text amendment. He stated a few months ago residents requested a consideration to change the zoning text to allowing the keeping of chickens and bees on properties less than one acre. Mr. Elliff provided a copy of a presentation submitted by one of our residents which was professionally prepared. That presentation included information about a survey conducted of several comparable communities in the four-county region to learn what was allowable in terms of hobby-oriented chickens and bee keeping.

Mr. Wright continued that there have been several calls and emails from residents on this topic. The Zoning Commission in early May received this information and voted unanimously to give clear regulations so that if allowed residents can operate within the parameters and limit any kind of impact to adjacent property owners. If the Board adopts the proposed resolution, it would go back to the Zoning Commission for an advertised public hearing. The public would have the chance to weigh in the pros and cons at that meeting and the Zoning Commission would then have a formal vote and return a recommendation back to the Trustees for a public hearing and final consideration.

Public Comment: Alex Tulip, 6177 Cook Road, read a letter written by his wife Amy Tulip in favor of backyard chickens and bees which explained her thoughts on the financial, environmental and healthful benefits to the community and families engaging in this activity.

Autumn Wedding, 1375 Finch Lane, spoke in favor of allowing backyard chickens. She shared that related cons could be controlled by property owners, and pros included teaching opportunities for youth to be responsible for a pet. She added that she has wanted to be a part of 4H and chickens would provide this opportunity if allowed.

Paula O’Bernier, 1558 Deerwoods Drive, spoke in support of the freedom of property owners to have backyard chickens and bees. He shared that his daughters had the opportunity to have chickens growing up and it taught them to be responsible as well as a good work ethic.

Erin Fite, 1203 Woodspoint Lane, shared that she is the daughter of Mr. O’Bernier and checked on the chickens growing up. She expressed her support for backyard chickens as she learned a lot with her experience and would like for her children to have the same opportunity.

Mr. Tracy called for any other persons who wished to speak. There were none.

Mr. Tracy explained the Zoning Commission’s role in creating regulations, noted it is comprised of five residents and one alternate member appointed by the Trustees. The proposed regulations will next be presented to the Zoning Commission to hear and conduct a public hearing process and ultimately return a recommendation to the Board of Trustees.

Ms. Wolff made a motion to adopt Resolution 2020-14 Agreeing to Initiate Amendments to the Zoning Resolution of Miami Township, Clermont County, Ohio and Dispensing with the Second Reading, seconded by Mr. Schultz with all voting “AYE”.

Ms. Wolff added that she thought the Township had already permitted chickens over ten years ago; many residents already do have chickens, and this would provide some controls for the responsibility of property owners. She stated Loveland and Milford have such zoning; and as a rural township it is ironic it is not in place. She recognized the background work that Township resident Ms. Tulip completed to bring this forward. She expressed appreciation for the resident engagement and stated that the community belongs to all of us.

Mr. Tracy added and there was discussion regarding the acreage of property, under the Ohio Revised Code, that has provided for the existing agriculture use on properties greater than one acre. Ms. Wolff also discussed to be aware of homeowners’ associations, where applicable, as HOAs may have more stringent rules or disallow chickens in that particular subdivision.

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Mr. Wright next presented an update on the Spirit of '76 Park. He stated the legacy arboretum located in Miami Meadows Park is partially completed and Mr. Bill Knepp will also talk about that project and what residents can do to still sponsor trees. It was announced that June 25th is the 70th anniversary of the start of the Korean War. The public is invited to attend this event at 11 a.m. Mr. Knepp and other veterans will be present that morning to provide tours of the Spirit of '76 Park's arboretum and how residents can support the parks.

Mr. Knepp shared that four quadrants of the Spirit of '76 Park arboretum have been paid. He stated the late Carol Kormelink, Patsy Meyer, the Milford Junior High School have quadrants and another quadrant is named after Nancy R. Knepp, and these will become trails that meander through the park.

Mr. Knepp reported the Spirit of '76 Park has a few trees that have failed and will be replaced this summer. A wildflower and butterfly garden will be installed to bloom next spring.

Mr. Knepp stated he has located and acquired 15 iron benches from the Milford School District. He shared that Mr. McDarty performed the work to remove the benches and transported them to the Service Department. The park benches will, over time, be installed along the trails to provide park-goers a break. The benches will be named after individuals who donate \$250 with funds going toward park maintenance.

Mr. Knepp recalled the dedication of the Korean War Memorial occurred June 25, 2010 (60th anniversary of Korean War). He stated that all three Trustees were present at the dedication and it was because of their actions that the ground was made available for the committee to develop the memorial park. The founding committee members were: Bill Knepp, Corporal R.J. Velardo (deceased), Corporal Louie Lansky (deceased), and Robert Sterling. Mr. Knepp acknowledged those members who have passed.

Mr. Knepp provided historical information about the Korean War and how the memorial was built through donations from the community residents and businesses, and the Milford schools.

Mr. Knepp concluded with presenting to the Trustees and Administrator 14 copies of the book his son wrote about Miami Township's 39 Korean War heroes. He urged for the continuation of the war memorial park, and shared Douglas McArthur's quote, "Old soldiers never die; they just fade away."

Mr. Wright advised the 2020 Budget included on the Fire Department's five-year vehicle replacement schedule to remove from service an 11-year old minivan. The rear of the vehicle has rusted out to the extent that it is no longer able to be salvaged. The proposed replacement vehicle is on Ohio's state purchasing plan. He stated Chief Kelly shares in his goal to acquire higher fuel efficient vehicles, and the proposed Jeep Cherokee is similar to the one currently in the Service Department. The cost is well under the \$30,000 budget amount at \$26,735. Staff checked area dealers and the state bid price was the lowest.

Mr. Schultz made a motion to purchase a new Jeep Cherokee Latitude 4x4 from Mt. Orab Chrysler Dodge Jeep in an amount not to exceed \$26,735, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised of one parcel presented for nuisance abatement. He commended the work of all three employees in the zoning department. He presented Resolution 2020-15 to allow for a contractor to perform the work necessary to bring the parcel into compliance.

Ms. Wolff made a motion to adopt Resolution 2020-15 a resolution authorizing the abatement, control or removal of vegetation, garbage, rubbish or debris, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised that the lobby at Station 26 (fire headquarters) has the most residents and vendors doing business and there is no vestibule beyond the outside doors once inside. With

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the recent COVID concerns and the lack of security protection to the overall facility, it is worth investing the security of the Township's assets and personnel. Chief Kelly and his team went to three area contractors and received three competitive bids. The improvement would be to add the partition wall and glass to provide the separation. The low bid was received from Ryan's All Glass in the amount of \$5,420 for the lobby partition.

Mr. Schultz made a motion to contract with Ryan's All Glass for the construction and installation of a glass wall partition in the lobby at Station 26 for an amount not to exceed \$5,420, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised the Fire & EMS Department has requested disposal of surplus property of ancillary item no longer of value to the operations. In compliance with state regulations, the items will be placed on the auction site GovDeals.

Ms. Wolff made a motion to adopt Resolution 2020-16 Resolution Authorizing the Disposal of Surplus Property and Authorizing the Sale of Unneeded or Obsolescent Personal 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, seconded by Mr. Schultz with all voting "AYE".

Mr. Wright advised he and Mr. Musselman are requesting approval to bid the Happy Hollow project. He stated as the Board is familiar, the project is referred to as lower Happy Hollow, located down the hill from State Route 131 on the border with the City of Milford. He stated the Township does have Happy Hollow creek which has continuously eroded its streambank and now threatens the viability of Happy Hollow Road. He advised there are some homes and apartment buildings that rely fully on this road for access.

Mr. Wright informed the Board that a grant was submitted for 49% of this project and was approved by the State of Ohio. He also shared the Township has not heard back on the grant for Redbird. He stated the goal is to bring the Happy Hollow project bids back to the Board at its July 21st Business Meeting.

Mr. Schultz made a motion to approve advertisement of bids for the construction of a pier and retaining wall on lower Happy Hollow Road, seconded by Ms. Wolff with all voting "AYE".

Mr. Wright advised this item has been discussed since March after the economic shutdown and travel restrictions and blackouts. He stated not only are his peers in other communities discussing this, he has also received surveys from the Center for Local Government and noted statewide discussions were occurring, including private sector employers. Many employers are allowing a one-time allowance of vacation carry-over into 2021 only because many employees have not been able to take family vacations or utilize time to volunteer in organizations; and he referenced spring break was not available and many plans were still being put on hold.

Mr. Wright stated that he has continually looked for cost-neutral benefits and we are proud of the culture we have as an employer. The equivalent of 40 hours or one-week of shift work would roll-over to next year. It is not being proposed that it be cashed out. While other employers are considering that option, it would not be cost-neutral to us. If we were to wait until the end of the year for potential cash outs, it could also result in a rush for off-time during the holidays which may then need to be denied or backfilled with overtime. He stated that he is trying to balance the demands of personal interests and families with the budget of the Township. He stated by doing this one year only it would not set a precedent, and there would not be a need to re-open any union contracts.

Ms. Wolff made a motion to approve a one-time only increase in the amount of vacation carryover from 2020 to 2021 by an additional 48 hours for employees of the Fire & EMS and Police Department who work shift schedules and an additional 40 hours for all other full-time employees, seconded by Mr. Schultz with all voting "AYE".

RECORD OF PROCEEDINGS
MIAMI TOWNSHIP BOARD OF TRUSTEES

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Minutes of

BEAH GRAPHICS 800-325-8094 FORM NO. 10148

JUNE 16, 2020

Held _____ 20 _____

Public Comment: There were no additional persons wishing to speak.

Executive Session: Ms. Wolff made a motion to go into executive session to confer with counsel related to pending or imminent litigation, pursuant to Section 121.22(G)(3), seconded by Mr. Schultz with all voting "AYE".

Ms. Wolff made a motion to come out of executive session, seconded by Mr. Schultz with all voting "AYE".

With no further business to come before the Board the meeting was adjourned at 9:30 p.m.

ATTEST:



Eric C. Ferry, Fiscal Officer



Ken Tracy, Chairperson