

RECORD OF PROCEEDINGS

Minutes of MIAMI TOWNSHIP BOARD OF TRUSTEES BUSINESS MEETING

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held

20

January 17, 2023

The Miami Township Board of Trustees met for their monthly Business Meeting on Tuesday, January 17, 2022, at 7:00 p.m. at the Miami Township Civic Center. Chairperson Tracy called the meeting to order and led the Pledge of Allegiance.

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

Chief Kelly introduced five new Firefighter/EMTs and they were sworn in. The Board welcomed Shawna Lynch, Hunter Melton, Blake Olson, Jeffrey Dahlhoff and Andrew Stigall to the Township.

Chief Mills introduced the new CPAAA elected officers, who in turn presented the Police Department with a \$10,000 check for the drone program. These funds were raised through several events throughout the year including the annual Golf Outing.

Mr. Schulte made a motion to approve the December 13, 2022, Business Meeting minutes and the January 9, 2023, Work Session minutes, seconded by Ms. Wolff and all voted "AYE."

The Department Heads presented their monthly reports for November.

Mr. Wright presented an update on the electric aggregation contract that expires in February with Dynergy. There was some confusion as Duke sent out information prematurely to residents. Residents will be switched back to Duke until our electric aggregation broker can secure a lower rate, then residents will be given that rate automatically.

Ms. Wolff made a motion to pay the bills of the township, 178 checks numbered 143459 to 143636, and 64 electronic payments numbered 2799-2862, for the total amount of \$1,579,474.97 including payroll taxes, plus payroll for the check dates 12/16/2022, 12/30/2022 and 1/13/2023 in the amounts of \$317,852.16, \$334,001.55, and \$362,004.33 respectively, seconded by Mr. Tracy and all voted "AYE."

Mr. Wright presented a request from the Fiscal Office for a Then & Now Certificate in the amount of \$17,333.81. Mr. Schulte made a motion to adopt Resolution 2023-01 authorizing the Township Fiscal Office to issue and certify a Then & Now Certificate for payment of various expenditures, totaling \$17,333.81 and declaring an emergency, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright presented personnel actions from the Police Department, Fire Department, Service Department, and the Recreation Department. Ms. Wolff made a motion to accept the personnel actions as presented, seconded by Mr. Schulte and all voted "AYE."

Mr. Wright presented information compiled and reviewed by Ms. Flanigan and Mr. Ferry regarding banking and depository services for the Township. The Township has had its main operating and payroll checking accounts and depository services with JPMorgan Chase Bank since approximately 2010. The Fiscal Office recently conducted a Request for Proposals (RFP) from JPMorgan Chase and other regional banks within proximity of the Civic Center for costs of services for items including monthly account maintenance, deposits, payroll checks, wire transfers, returned checks, stop payments, interest rates on net base, etc.

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The RFP was sent to JPMorgan Chase, PNC Bank, First Commonwealth Bank and Huntington National Bank. PNC expressed an interest in responding, however, they did not provide a proposal. There were a couple local townships listed as clients in the Huntington proposal and we have inquired with them about services. Both Union Township and Anderson Township had great reviews of Huntington and their bank representative. We have also had a great relationship with JPMorgan Chase.

We have compared the proposals received from the three local banks and after extensive review and follow-up, it is recommended by Mr. Ferry and staff that the Township designate JPMorgan Chase and Huntington Bank for active deposits. For inactive and interim deposits, it is recommended the Township designate JPMorgan Chase, Huntington Bank and StarOhio.

Mr. Schulte made a motion to adopt a Resolution 2023-04 Designating the Public Depositories for funds of Miami Township and authorizing the Fiscal Officer and Administrator to execute applicable documents, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright presented a request from the Fiscal office to contract with Bastin & Company LLC for the preparation and filing of the Township Financial Statements. Bastin & Company, LLC (Bastin) is a knowledgeable and experienced accounting firm that has assisted the Township with preparing draft financial statements, related footnotes and filing of our financials since 2011. Miami Township maintains daily accounting records on a cash basis, which Bastin then uses to prepare draft financial statements and related footnotes to complete the annual filing requirements with the Auditor of State. These financial statements are then subject to audit by the Ohio Auditor of State (AOS) or an independent accountant chosen by the AOS.

A proposal to provide these services to Miami Township for the year ended December 31, 2022 has been received in the amount of \$3,500 for an estimated 50 hours of work by their certified public accountants. We do not require the assistance of preparing a Schedule of Expenditures for Federal Awards and accompanying notes, as we did not exceed \$750,000 in federal expenditures for 2022.

The fiscal office has been very pleased with the work done by Mr. Bastin and his employees, and it is great value for the services provided.

Ms. Wolff made a motion to authorize the Township Administrator to enter into contract with Bastin & Company LLC for the provision of financial statement preparation and filing services for the year ended December 31, 2022 at a cost of \$3,500, seconded by Mr. Schulte and all voted "AYE."

Over the last few years, Miami Township Fire & EMS tested and evaluated the emergency vehicle intersection preemption devices, which allows emergency vehicles to respond to scenes faster and safer. The intersection preemption devices use infrared transmitters and global positioning systems to change traffic light patterns at intersections to reduce/eliminate traffic conflict. Miami Township Fire & EMS has reported great results with these devices, with transmitters now featured on all of their emergency vehicles and receivers installed on every traffic light in Miami Township. With the infrastructure in place and the proven success of these devices not only here in Miami Township, but across the nation, the Miami Township Police Department and the Miami Township Service Department are requesting to outfit all emergency/high-priority vehicles in Miami Township with the devices.

Mr. Wright noted the purchase of the devices was a planned expense and thoroughly discussed in the formation of the 2023 budget. These devices are offered through only one dealer – Path Master. To provide the necessary equipment for the 15 Miami Township Police vehicles and 14 Miami Township Service department vehicles, Path Master provided a price quote of \$133,020. The Board of Trustees previously

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~~authorized a grant application to be sent the U.S. Department of Transportation for these devices that, if awarded, will cover \$81,540 of the total cost of the devices.~~

Mr. Schulte made a motion to purchase traffic signal preemption equipment for Police and Service Departments vehicles from Path Master in the amount of \$133,020, seconded by Ms. Wolff and all voted "AYE."

The Police Department is requesting approval to send Officer Skip Rasfeld, who teaches the DARE curriculum at six elementary schools in Miami Township, to the DARE International Conference in Las Vegas, Nevada. The requested cost of \$2,200 will cover conference fees, airfare, rental car, food, and lodging.

The DARE International Conference provides DARE instructors with vital information and prevention tools to help prepare, cope, and respond to the significant health and safety crisis students, law enforcement, and schools face. Some of these issues include: significant increases in substance abuse, particularly abuse of opioids; the health and safety consequences of student vaping; student mental health crisis including depression, bullying, and suicide ideation; and the impact of social media on emotional stability and self-esteem.

The DARE International Conference is only held once each year and is the only source of continued professional training for DARE officers. Due to the COVID-19 pandemic, the DARE International Conference has not taken place for the past three years – making this conference the first opportunity to provide Officer Rasfeld with this continued professional training since 2019.

Total Quality Logistics (TQL) has provided funding to the Miami Township Police Department to help cover the costs of sending Officer Skip Rasfeld to the DARE International Conference in 2023.

Ms. Wolff made a motion to approve the request for out-of-town travel for Officer Skip Rasfeld to the DARE International Conference in Las Vegas, Nevada in the amount of \$2,200, seconded by Mr. Schulte and all voted "AYE."

Included in the 2023 Budget are TIF and grant funds for the costs of constructing a sidewalk, curb, gutter and storm water improvements on Business 28 between Cook Road and Highview Drive, a new sidewalk on Cook Road between Business 28 and Newberry Street and a waterline replacement on Business 28 from Mulberry Square to Cook Road. These three projects are being coordinated in a single project and timeline between the Township and Clermont County Water Resources so that residents receive a positive impact while limiting construction headaches to a single time. Sidewalk already exists on Cook Road north of this location all the way to Hidden Ridge Drive. This project will result in having dozens of neighborhoods connected to our central business district and more of our public uses.

Mr. Wright reminded the Board on December 15, 2022, competitive bids from five different general contracting firms were opened for the project. The lowest, responsive bidder was determined to be Welsh Excavation Company in the total amount of \$1,286,315. Miami Township will be the entity awarding the contract, but after we are reimbursed by Clermont County for two of the three components, we will only be responsible in the end for \$404,225 of the project. The Township's portion will be paid for from the adjacent I-275/SR 28 TIF Fund. The Township will be reimbursed for the full amount of the Cook Road sidewalk portion from a Community Development Block Grant (CDBG) we applied for, and the Clermont County Water Resources will reimburse us for the full amount of the waterline replacement component, which is \$705,657. The breakdown of the three components is as follows:

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Held	Business 28 Sidewalk: \$404,225 Miami Township TIF funds
	Business 28 Waterline Replacement: \$705,657 Clermont County
	Cook Road Sidewalk \$176,433 CDBG
	Total: \$1,286,315

Mr. Schulte made a motion to contract with Welsh Excavation Company to complete the Business 28 and Cook Road Sidewalks and Waterline Project in an amount not to exceed \$1,286,315, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright presented a request to revise the rates for the Columbarium at Evergreen Cemetery. After meeting with the monument company that will be performing the engraving and discussing the possible variations that could increase the cost of engraving, I am requesting that the Board of Trustees adopt the revised rates as shown below that will no longer include engraving. The purchaser of the niche would then be responsible for the engraving just as they would with a full burial monument. This will result in a more efficient process for both parties.

Single Cremain	\$1,000
Single Non-Resident	\$1,300
Double Resident Cremain	\$1,600
Double Non-Resident	\$2,000
Wknd Internment additional charge	no change (still \$150)

Ms. Wolff made a motion to approve the revised rates for the Evergreen Cemetery Columbarium as proposed, seconded by Mr. Schulte and all voted "AYE."

Mr. Wright presented information from the Service Department regarding the purchase of a salt truck cab and chassis in keeping with the 5-year vehicle replacement plan. We had budgeted \$225,000 for a new salt truck to replace Truck 5M-11, a 2008 International, which is currently in a primary role. We would move Truck 5M-11 into a back-up role after we have the fully upfitted replacement.

A new single axle cab and chassis through State Purchasing will cost \$95,242 (increase of \$2,233 from last year). This specific request will be for the cab and chassis only, we are 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. The supply chain is also affecting this size dump truck and we need to get this truck ordered if we expect to have it ready for the 2023/2024 season.

Mr. Schulte made a motion to contract with Fyda Freightliner for the purchase of a MY2024 M2-106 Freightliner Single Axle Cab and Chassis in the amount of \$95,242, seconded by Ms. Wolff and all voted "AYE."

Mr. Wright and Mr. Musselman have evaluated and recommend the following streets to be included in the 2023 Pavement Resurfacing Plan

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Route	Street Name	From	To	Length (ft)	Width (ft)	Area (ft ²)	SY	PQI
1	BEECH RD	SR 126	BRANCH HILL MIAMVILLE RD	7,150	18.8	134,063	14,896	11.6
1	BLACKHAWK CT	BLACKHAWK TRL	CDS	422	25.0	10,550	1,172	30.0
1	BLACKHAWK TRL	PHEASANT RUN RD	CDS	2,634	25.0	63,350	7,039	15.9
1	FIRST ST	ROSCOE ALY	FRONT ST	581	18.5	10,749	1,194	7.3
1	FRONT ST	FIRST ST	DRAKE ALY	1,375	15.0	20,625	2,292	0.0
1	INDIAN OAKS DR	BLACKHAWK TRL	WARDS CORNER RD	458	25.0	11,450	1,272	18.5
1	MAIN ST	MILL ST	CENTER ST	264	17.0	4,488	499	16.6
1	MOORHEAD ALY	PERRY LN	THIRD ST	609	11.0	6,699	744	16.0
1	PERRY LN	MOORHEAD ALY	FRONT ST	792	10.0	7,920	880	0.0
1	PHEASANT RUN RD	BLACKHAWK TRL	CDS	1,093	25.0	27,325	3,036	29.7
2	ARBORCREST	BRACH HILL GUINEA	CDS	1,690	18.0	30,420	3,380	
2	EPWORTH RD	BRANCH HILL-GUINEA RD	CDS	2,945	16.0	47,120	5,236	19.1
2	WESLEY DR	EPWORTH RD	END OF STREET	317	16.0	5,072	564	13.6
3	BRANCH ST	SKINNER ST	RUSSELL AVE	475	12.0	5,700	633	11.6
3	CEDAR DR	TRAILWOODS DR	RIDGEWOOD	1,345	19.0	25,555	2,839	0.2
3	DUNN ST	SKINNER ST	RUSSELL AVE	422	13.0	5,486	610	29.9
3	RULE ST	SKINNER ST	RUSSELL AVE	444	12.0	5,328	592	4.6
3	RUSSELL AVE	BRANCH ST	BRANCH HILL-GUINEA RD	1,750	13.0	22,750	2,528	9.0
3	SKINNER ST	RUSSELL AVE	BRANCH HILL-GUINEA RD	1,848	14.0	25,872	2,875	5.0
3	WESLEY ST	RUSSELL AVE	END OF STREET	211	16.0	3,376	375	13.6
3	WHITE ST	END OF STREET	RUSSELL AVE	475	12.0	5,700	633	19.2
4	LONG LN	COOK RD	CDS	1,320	18.0	23,760	2,640	27.3
6	CARRAWAY LN	WOODSBEND DR	CDS	634	28.0	17,752	1,972	25.6
6	HOBBY HORSE LN	PRICE RD	LEE WAY	1,584	18.0	28,512	3,168	21.7
6	LEE WAY	HOBBY HORSE LN	CDS	621	18.0	9,378	1,042	17.5
6	SAFFRON LN	CDS	WOODSBEND DR	422	28.0	11,816	1,313	28.9
6	TARRAGON LN	WOODSBEND DR	CDS	1,162	28.0	32,536	3,615	31.4
6	WOODSBEND DR	COOK RD	CDS	2,112	26.7	56,306	6,256	5.6

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The streets selected were primarily chosen with an emphasis on the PQI (Pavement Quality Index) or condition rating as determined by Stantec Engineering. Weight was also given to the geographic location to increase the economy of scale that can be achieved when grouping streets contiguously, reducing the contractor's expense of moving equipment between project locations.

Using the four funds of Motor Vehicle License Fund, Gasoline Tax Fund, Road & Bridge Fund and Permissive Tax Fund, we have budgeted a total of \$2,190,000 for this year's program. Unfortunately, petroleum prices have not stabilized and that is the largest component of asphalt.

The proposed lists contain a minimum of 11.9 miles of road, and it includes some very long streets or sections, such as 1.3 miles of Beech Rd and 1.8 miles of Dry Run Road. The program would also include approximately \$174,000 (in addition to the attached bid tabs) for asphalt rejuvenation on the repaved roads which will add to their life expectancy. I also included two additional residential streets as alternates so that we have an option of including them depending on how high or low the bids come in compared to our budget.

Ms. Wolff made a motion to approve the 2023 street resurfacing list as presented which will be bid with both base bid and base bid with alternates bid tabulation forms, seconded by Mr. Schulte and all voted "AYE."

As Chief Kelly noted at the Worksession, we are finalizing the conversion of our existing Knox KeySecure systems in our vehicles from the older version that is being phased out by Knox Systems to the newer, wireless units. These devices allow us to have a key in each vehicle in our fleet that will open any Knox Box on any residence or business within Miami Township. These keys are unique to our department and afford a very high level of security for any facility that has a Knox Box installed. Our crews can open these boxes to retrieve keys to the building without having to force entry, thereby reducing time to access the building and any potential for additional damage to occur.

We have been slowly making the conversion to the new wireless Knox KeySecures as we have purchased new vehicles, but we are at a point where we need to purchase additional units to replace aging ones in our fleet that are failing and are no longer able to be supported successfully by Knox Tech Support.

Attached is a quote for Knox Systems to purchase six (6) new KeySecure units at a cost of \$5,948.00, which includes shipping and handling. We generally switch these units out internally and do not need to send them out for service. This purchase was planned

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for as a part of our 2023 capital budget and will finish the conversion of our fleet to the newest version of Knox KeySecure system.

Mr. Schulte made a motion to approve the purchase of six KeySecure units at a cost of \$5,948, seconded by Ms. Wolff and all voted "AYE."

Chief Kelly is seeking approval to purchase new ladder belts that interface with our existing Scott SCBA air packs. Our current ladder belts are over twenty years old and need to be replaced due to age and wear. These belts are specifically designed to serve a dual role of ladder belt and SCBA waistbelt, which will allow all the air packs on Quint 26 to have a uniform and standard configuration for safety.

The quoted cost for five (5) replacement ladder/SCBA belts is \$5,058.11 through Atlantic Emergency Solutions, our only distributor for equipment related to our current SCBAs. This project was accounted for as part of our 2023 operating budget for fire equipment.

Ms. Wolff made a motion to purchase five replacement ladder/SCBA belts in the amount of \$5,058.11 from Atlantic Emergence Solutions, seconded by Mr. Schulte and all voted "AYE."

Chief Kelly is requesting approval to enter into a contract with Citizens First Fire Training for three (3) days of hands-on ventilation training to be performed at the LSFDF Training Tower in March. We previously had this same training group out in 2022 to help us with the in-service training for our new ladder truck. They do a wonderful job of teaching advanced techniques to our crews so they can maximize the use of our new ladder truck in the safest and most efficient manner possible.

The quote for this training is \$5,500.00 for all three (3) days. All on-duty personnel will be rotated through this training so they can all attend without incurring overtime costs. This project was accounted for in our 2023 training budget.

Mr. Schulte made a motion to enter into a contract with Citizens First Fire Training in the amount of \$5,500 for three days of hands-on ventilation training to be performed at the LSFDF Training Tower in March, seconded by Ms. Wolff and all voted "AYE."

Miami Township has contracted with the Loveland Symmes Fire Department for a number of years to supplement the services that we provide to the residents and properties along O'Bannonville Road. The new model agreed to last year is to have the contract amount be equal to the total Fire and EMS levy funds collected from the five single family homes in Miami Township on O'Bannon Road. This seems fair, equitable and easy to track and emit. The cost for 2023 is estimated to be \$3,541.25.

Ms. Wolff made a motion to authorize the Township Administrator to execute a renewal contract with Loveland-Symmes Fire Department to facilitate automatic aid coverage along O'Bannonville Road, seconded by Mr. Schulte and all voted "AYE."

Lt. Swain has been working with Intrust over the past several months to identify the surplus computer equipment in the server room at the Civic Center for disposal. Attached is that list along with some other surplus items from the Multimedia Department.

Mr. Schulte made a motion to adopt Resolution 2023-02 a resolution authorizing the disposal of surplus property and authorizing the sale of unneeded or obsolescent personal property no longer necessary for Township pursuant to Section 505.10 of the Ohio Revised Code and dispensing with the second reading, seconded by Ms. Wolff and all voted "AYE."

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~~Miami Township has been awarded a competitive Community Development Block Grant from Clermont County for accessibility to the Little Miami Bike Trail. The funds can be used in 2023 to construct sidewalks in Miamiville. A requirement of local communities receiving these federal funds from Clermont Count is to adopt a Resolution and enter into a Subrecipient Grant Agreement before the project may begin.~~

Ms. Wolff made a motion to adopt Resolution 2023-03 a resolution approving and authorizing a subrecipient grant agreement by and between the Board of County Commissioners of Clermont County, Ohio and the Miami Township Board of Trustees Miami Township for the Miamiville Trail ADA Access and declaring an emergency, seconded by Mr. Schulte and all voted "AYE."

PUBLIC COMMENT

Mr. Charlie Seiplet, 5844 Stonebridge Circle in the Bridgehaven Subdivision, requested a streetlight be added at the intersection in front of Montclair Boulevard and the intersection of Castlewood Crossing. The Board discussed options and Mr. Wright will reach out to Duke Energy for an estimate.

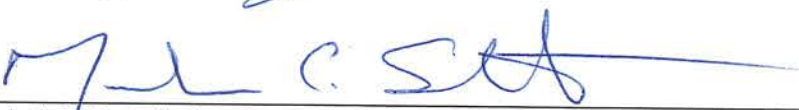
Mark Peterson, 6074 Bridgehaven Drive, noted that he agrees with Mr. Seipelt on his request.

Mr. Schulte made a motion to enter into Executive Session at 7:51p.m. pursuant to to ORC 121.22 (G) (1) to consider the compensation of a public employee and ORC 121.22 (G) (3) to conference with Council regarding imminent litigation.

The Trustees came out of Executive Session at 9:29 p.m., there being no further business the meeting was adjourned at 9:30 p.m.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mark Schulte, Chairperson