

RECORD OF PROCEEDINGS

Minutes of

MIAMI TOWNSHIP BOARD OF TRUSTEES

Meeting

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held JUNE 09, 2025 20

The Miami Township Board of Trustees met in a Work Session on Monday, June 09, 2025 at 7:00 p.m. at the Miami Township Civic Center. Chairperson Mark Schulte called the meeting to order and led the Pledge of Allegiance.

ROLL

Mr. Eric Ferry called the roll. Attending were Trustees Mary Makley Wolff, Ken Tracy, and Mark Schulte. Also attending were Township Administrator Steve Kelly, and Attorney Joseph Braun.

AGENDA ITEM #1 — PERSONNEL

Human Resources Director Emily Asher recommended the following action for personnel:

Administration

Make a final offer of employment for the position of Economic Development Manager to Jennifer Ekey with the annual salary of \$90,000.00 effective June 23, 2025.

Community Development

Remove Steve Mick from probationary status effective June 24, 2025.

Fire Department

Approve the retirement of Ralph Vilardo from the position of Firefighter/Paramedic effective June 7, 2025. We would like to thank Ralph for over 36 years of service to the community with 26 of those years being with Miami Township.

Police Department

Adjust the pay rate of Cara Miller, full-time Police Clerk, to \$26.73 effective April 22, 2025.

Make a final offer of employment for the position of Police Officer to Jeremiah Gailey with the rate of \$43.02 per hour effective June 10, 2025.

Make a final offer of employment for the position of Police Officer to Ryan Earley with the rate of \$45.45 per hour effective June 11, 2025.

Recreation Department

Add a lead rate of \$15.00 per hour for Camp Assistant/Lead, Heather Kraemer effective June 10, 2025.

Mr. Tracy made a motion to accept the personnel recommendations as stated, seconded by Mary Wolff. All voted "AYE."

AGENDA ITEM #2 — POLICIES AND PROCEDURES MANUAL

Mrs. Asher re-introduced the Administration's request for approval of recent changes to the Township's Policies and Procedures Manual. According to Asher, the changes were developed collaboratively by the Township Administrator, the Human Resources Director, the Law Director, and Michael Tontillo, an attorney with Straus Troy, with the goal of ensuring that our policies remain current, legally compliant, and reflective of best practices in organizational and personnel management.

No action was taken at this time, and the request will be brought back for the Board's consideration and approval at the next Business Meeting.

AGENDA ITEM #3 — VILLAS AT MEADOWSIDE EASEMENT

Mr. Steve Kelly discussed a submission for approval of an easement requested by the HPA Development Group for pedestrian and emergency access through Miami Meadows park to their new development off Deerfield Road, the Villas at Meadowside.

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The easement is requested following additional review and consideration by staff, given the Board's concerns when originally presented with the information at the May Business Meeting.

No action was taken at this time, and the request will be brought back for the Board's consideration and approval at the next Business Meeting.

AGENDA ITEM #4 — COMMUNITY ENGAGEMENT PROPOSAL

Mr. Kelly introduced the Administration's request to enter into an agreement with Hometown Strategies to provide the Township with Community Engagement Services such as strategic advertising, public engagement strategies, key stakeholder engagement, and building effective communication within the community.

The agreement is for \$3,000.00 a month for eight months, for a total of 24,000.00.

Mr. Ferry asked if any other local governments had worked similarly with Hometown Strategies, and Mr. Kelly responded that other local governments who had used the firm reported positive experiences and beneficial information as a result.

No action was taken at this time, and the request will be brought back for the Board's consideration and approval at the next Business Meeting.

AGENDA ITEM #5 — DEMO AMBULANCE

Fire Chief Dave Jetter discussed the Fire Department's request to purchase a new Braun demo ambulance from Penn Care, Inc. According to Jetter, this opportunity is timely and critical as the Fire Department faces growing challenges with its ambulance fleet, including high mileage, increasingly frequent mechanical issues, and extended fleet age.

Jetter explained that the demo ambulance would replace Ambulance 14, a 2017 Braun, which is eight years old, has 150,260 miles, and is scheduled to be replaced. Once the replacement is ready for service, Ambulance 14 will be scheduled for surplus with an estimated value of at least \$30,000.00. Further, the demo unit would be available for use beginning in September, bypassing the typical two-year production timeline.

The cost of the unit is \$355,923.00, \$350,000.00 of which was previously accounted for in the department's capital budget. The additional \$5,923.00 cost can be absorbed by the transport fees revenue that is set aside annually for large capital expenditures related to our fleet. The cost for necessary upfitting is not included in this cost. Once determined, this will be brought to the Board at a future meeting. However, the cost can also be accounted for by the transport fees revenue.

Mr. Tracy asked for clarification that we have reserved \$400,000.00 of transport fees revenue, to which Finance Director Flanigan agreed. Mr. Tracy then asked if the funds for the demo ambulance would be coming out of previously budgeted capital. Mrs. Flanigan agreed. Finally, it was confirmed that the new ambulance (next agenda item) funds would come from transport fees, and the demo ambulance would be from previously budgeted capital.

Mr. Tracy asked if we could get a better discount from Penn Care Inc. due to the fact we are purchasing two vehicles. Jetter responded that the ambulance market is very competitive, and sellers are unwilling to negotiate. The vendor is also the only one with the current deal on ambulances that can be delivered quickly as opposed to waiting the typical 36-month production period.

Mr. Tracy made a motion to approve the purchase of a Braun Demo Ambulance from Penn Care, Inc. at a cost not to exceed \$355,923.00.

Mary Wolff seconded the motion. Upon roll call, all voted "AYE."

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AGENDA ITEM #6 — NEW AMBULANCE

The new ambulance was discussed during the previous agenda item.

No action was taken at this time, and the request will be brought back to the Board for formal approval at the next business meeting.

AGENDA ITEM # 7 — BUDGET SOFTWARE PROPOSAL

Mrs. Flanigan, Finance Director, discussed ongoing efforts to modernize and streamline the Township’s budgeting process, including the evaluation of three leading digital budgeting solutions: OpenGov, ClearGov and Euna. There are many similarities among the vendors, as they are all cloud-based solutions that enhance financial planning and transparency for entities with unlimited user access. Current budget tracking processes include a lot of spreadsheets and manual tasks that take a lot of time and manpower.

Several criteria were evaluated, including Functionality and Features, Cost, Customer Support, User Interface, and Integration. Several Township personnel participated in demonstrations of ClearGov and Euna. According to Flanigan, Either of these solutions have the ability to meet our ultimate goal of creating a more streamlined, efficient process that reduces manual data entry and multiple spreadsheets.

The following quotes were presented to the Board for comparison:

Operational and Personnel Budgeting Modules Initial Quotes					
	One Time Fee	Year 1	Year 2	Year 3	3 Year Total
Euna Solutions	\$ 7,800	\$ 21,975	\$ 22,634	\$ 23,313	\$ 75,723
ClearGov	\$ 9,720	\$ 24,840	\$ 25,585	\$ 26,353	\$ 86,498
OpenGov* LOW	\$ 37,000	\$ 36,000	\$ 36,000	\$ 36,000	\$ 145,000
OpenGov* HIGH	\$ 50,000	\$46,000	\$46,000	\$ 46,000	\$ 188,000

Chairperson Schulte asked about the reporting capabilities of the different options. Mrs. Flanigan answered that the capabilities exist but add additional costs that she does not feel are necessary for the Township’s needs.

Mr. Ferry noted that there is a high margin of human error when budgeting with spreadsheets and thus a software like those presented would be helpful in reducing this likelihood.

No action was taken at this time, and the request will be brought back to the Board for formal approval at the next business meeting.

AGENDA ITEM #8 — MIAMI MEADOWS FENCE

Mr. Burdsall, Service Director, presented the results of a recent Bid Opening on May 29, 2025 at 2:00 pm for the Miami Meadows Fence Replacement Project:

Engineers Estimate	Base Bid	\$120,500.00
EADs Fence Company	Base Bid:	\$184,000.00
Burcor Fencing LLC	Base Bid:	\$111,609.60

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According to Mr. Burdsall, his department has received approval for \$80,325.00 through the insurance claim that we filed. The remaining \$31,284.60 will be taken out of RID Funds. Burcor Fencing LLC submitted the lowest and best bid, with the total being \$111,609.60.

Mr. Tracy made a motion to contract with Burcor Fencing LLC to provide the materials and work of the Miami Meadows Fence Replacement in accordance with the bid documents and specifications totaling \$111,609.60. Mary Wolff seconded the motion. Upon roll call, all voted "AYE."

AGENDA ITEM #9 — SAFETY LEVY PROJECTIONS

Mrs. Flanigan introduced a summary of voter approved levies related to safety services (Fire, Police, EMS and Combined Safety Services) in Miami Township from 1976 through 2015. According to Flanigan, this overview is intended to support planning discussions on our current and future funding related to safety services.

Key highlights and takeaways were shared including revenue projections, expenditure assumptions, fund balance outlook, and summary of financial trajectory. It was discussed that property value changes would affect the outlook for 2025.

Mary Wolff mentioned that the House and Senate state budgets contain a provision that allows the county budget commission to decide the millage allowed for the Township. Even though Miami Township is home-rule, this circumstance may affect what we are able to levy. Discussions were made regarding the unfortunate nature of this legislation and the impact it could have on our residents and their power as voters.

No action was taken at this time, and the request will be brought back for approval at the next business meeting.

AGENDA ITEM #10 — OPERATIVE IQ

Fire Chief Dave Jetter requested approval to purchase Operative IQ from Bound Tree Medical. Operative IQ is an asset and inventory management system designed for fire and EMS departments. This software will improve our ability to track and manage equipment, supplies, fleet maintenance, and narcotics accountability, ensuring compliance and operational efficiency.

According to Jetter, the program offers real-time tracking of inventory levels, automated supply ordering, and detailed maintenance scheduling for apparatus and equipment. Its reporting features will increase accountability and minimize waste, saving time and resources. Implementing this system will streamline daily operations, enhance readiness, and ensure all critical supplies and assets are properly maintained. The Fire Department expect savings of 10-20% on equipment and supply costs.

There is no upfront cost for the 2025 budget. The program requires a three-year contract and costs are calculated annually, based on our actual spending compared to the Minimum Purchase Commitment for EMS equipment and supplies. The Minimum Purchase Commitment is based on our historical annual spending on medical supplies and equipment and Bound Tree's investment in software licensing costs. Jetter continued that Bound Tree will match prices if we find items at a lower price from another vendor, and we are not restricted from purchasing supplies from other vendors. Finally, Jetter stated that Bound Tree is the only EMS supply and equipment vendor that offers the Operative IQ platform at a competitive cost. Our department has maintained a purchasing relationship with Bound Tree for over 20 years, and their pricing is readily available on their website and is consistently equal to or better than that of their competitors.

Example calculations were provided to the Board. The Board questioned the negotiability of the minimum spend requirements and how we could potentially save money. Efficiency improvements vs. cost of software were discussed.

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The request will be brought back, including more information and clarification on pricing and savings, for approval at the next business meeting.

AGENDA ITEM #11 — UCAPIT MEDICAL VENDING

Chief Jetter introduced another request to purchase the UCapIt CAP 5 Standard Vending System from Bound Tree Medical. UCapIt is a secure, automated solution for dispensing controlled substances and medical supplies. This system will enhance inventory management by ensuring that medications and critical supplies are securely stored, adequately tracked, and readily accessible to authorized personnel.

According to Jetter, UCapIt integrates with Operative IQ, allowing for seamless inventory tracking and automated data synchronization. This integration ensures that all dispensed items are recorded in real-time, reducing manual entry errors and improving overall supply chain efficiency.

Jetter stated that the cost of this purchase is \$11,138.07, which will be covered in full by the generous donation from the Day Heights Memorial Firefighters Association. Also, if we were to choose to participate in the Operative IQ contract with Bound Tree Medical, \$1,200.00 will be waived, reducing the total cost to \$9,938.07.

The request will be updated and brought back for approval at the next business meeting.

AGENDA ITEM #12 — PLATE COMPACTOR

Mr. Burdsall discussed issues with the Service Department's current plate compactor, which is no longer manufactured and is facing mounting mechanical issues with limited access to replacement parts.

The department requests to purchase a Wacker Neuson Model WP1550AW. This compactor is comparable to the department's current compactor and is manufactured by a well-known and dependable company. Prices were compared for the following companies: Northern Tool and Equipment \$2,609.98 (\$2,399.99 Plus \$209.99 Shipping), Amazon \$2,695.03, and Gardenland Power Equipment \$2,819.95. Mr. Burdsall recommended going with Northern Tool and Equipment.

The request will be brought back for approval at the next business meeting.

AGENDA ITEM #13 — CIVIC CENTER FLOORING

Mr. Burdsall introduced a request to utilize J.L.G. Flooring to replace the flooring on the upper level of the Civic Center Administration side. The current flooring was installed in 2006 and is deteriorating rapidly. Several estimates were gathered, including:

Osborne Reconstruction Service	\$46,263.90
Hometown Flooring	\$40,611.86
J.L.G. Flooring	\$32,840.50

The request will be brought back for approval at the next business meeting.

AGENDA ITEM #14 — DRY RUN WALL MONITORING AMENDMENT

Mr. Burdsall requested approval to amend the Township's agreement with Choice One Engineering to survey the retaining wall on Dry Run Road. The previous agreement was only for a time period of six months, which were completed. However, heavy rain occurred outside of the specified time frame, and Mr. Burdsall would like to extend the agreement for an additional survey to determine if this rain had any effect on the retaining wall.

The amendment would present an additional cost of \$1,200.00.

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The request will be brought back for approval at the next business meeting.

ADD ONS

AGENDA ITEM #15 — ODOT BRANCH HILL MIAMIVILLE BRIDGE CONTRACT

As previously presented and discussed, ODOT has finally presented us with the final costs for our portion of the bridge design work for the Branch Hill – Miamiville overpass on I-275. The bidding process was favorable, and the Township's costs for the design work and construction have been calculated to be \$26,506.58.

A contract with ODOT is already in place for this work, and Mr. Kelly requested the Board's approval of the funding to finalize this project.

Mary Wolff made a motion to accept and proceed with the contract for the bridge improvements through ODOT at a cost not to exceed \$26,506.58.

Mr. Tracy seconded the motion. Upon roll call, all voted "AYE."

PUBLIC COMMENT


None.

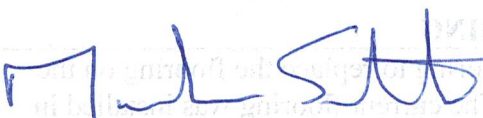
EXECUTIVE SESSION

Ken Tracy made a motion to enter executive session. Mary Wolff seconded the motion. All voted "AYE." Ken Tracy made a motion to exit executive session. Mary Wolff seconded the motion. All voted "AYE."

The meeting was adjourned at 9:00 p.m. on June 09, 2025.

ATTEST:


Eric C. Ferry, Fiscal Officer


Mark Schulte, Chairperson