

Record of Proceedings: June 26, 2018
West Chester Township Board of Trustees - Regular Meeting

Convene: President Wong convened the meeting at 6:00 p.m.
Roll Call: Mr. Wong, Mrs. Becker, and Mr. Welch responded.
Pledge of Allegiance: Repeated by those present.

Citizen's Comments

There were no citizen's comments.

Presentations

Steve Mayhugh, Midpoint Library West Chester, gave an update on the libraries operations, noting significant usage.

Andrew Brossart, Bradley Payne, LLC, gave an update on the township's TIF districts.

Action Items – For Approval by Motion

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve the Trustee Meeting Minutes for June 12, 2018. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve payment of bills. Discussion: none. **Motion carried unanimously.**

Mr. Burks submitted the following requisitions greater than \$2,500:

Requisitions – Greater than \$2,500.00

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|----|------|-------------|--|
| 1. | Adm | \$22,952.00 | Frost Brown Todd, LLC – Legal Services for various departments through May 31, 2018 |
| 2. | Fire | \$37,835.00 | Howell Rescue Systems, Inc. – Purchase rescue tools to equip engine 71 and engine 74 (CIP# 1107) |
| 3. | Fire | \$7,181.00 | Finley Fire Equipment – Purchase rescue tools to equip engine 71 and engine 74 (CIP# 1107) |
| 4. | Fire | \$3,200.00 | Fire Safety Services, Inc. – Purchase rescue tools to equip engine 71 and engine 74 (CIP# 1107) |
| 5. | Fire | \$2,701.65 | Home Depot – Purchase rescue tools to equip engine 71 and engine 74 (CIP# 1107) |
| 6. | Fire | \$6,196.73 | Cincinnati Radiator, Inc. – Purchase and installation of a new radiator for vehicle 797 (quint 75) |
| 7. | Fire | \$3,000.00 | Hamilton County Prof Fire Fighters IAFF Local 4416 – Purchase registration for Peer Fitness Certification training for three fire department personnel |

8. Police \$19,307.08 Industrial Communications and Sound – Purchase two HDVR’s security video recorders (CIP# 1310)
9. Services \$119,400.57 Strawser Construction Inc. – Approve slurry application for 2018 (CIP# 1114)

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve payment of requisitions 1 through 9. Discussion: Chief Herzog answered several questions pertaining to the video recorders his department requested. **Motion carried unanimously.**

Personnel Items

Mr. Burks introduced the next item by identifying the major changes to the job descriptions and improved efficiencies.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve revised job descriptions for three administration positions: Executive Assistant, Administrative Assistant, and Secretary. Discussion: Mrs. Becker said she struggles with why Mr. Burks needs three assistants. Mr. Burks responded there are currently only two assistants, they do work for others beside him, and that the Administrative Assistant’s new job description will have that person cross trained to assistant with HR work as well. He commented that he has needed to answer the phones during lunch hour. Mr. Burks said a new Assistant Administrator will need administrative assistance as well. Mr. Welch observed that we don’t lose institutional knowledge when we have depth, and expressed appreciation for the efficiencies resulting from shared services in the job description. Mr. Burks observed that Mrs. Boyko had these three positions when she was the Administrator. Additional discussion ensued. **Motion carried. Mrs. Becker voted in opposition.**

Mr. Burks introduced the next item by praising the chosen applicant.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to promote Ms. Jamie Jarrett to the vacant position of Administrative Assistant, to perform a job share within Administration and Human Resources effective June 27, 2018 at the hourly rate of \$17.30 with a 90 day probationary period and contingent upon successful completion of applicable testing and procedures. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item by praising the chosen applicant, and noting her strong background in personnel management.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to hire Ms. Lisa D. Brown to the vacant position of Assistant Township Administrator effective July 2, 2018 at the annual exempt salary of \$83,000.00 with a one year probationary period contingent upon successful completion of applicable testing and procedures, and pursuant to the attached terms of employment. Discussion: Mr. Welch said this is part of our succession planning. Mr. Wong agreed, and commented that there may be a vacancy in HR in the future. **Motion carried unanimously.**

Mr. Burks introduced the next item saying the applicant already completed the required testing.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to rehire Ms. Brittney Goddard to fill a vacant Part-Time Firefighter/EMT position effective June 27, 2018 at the hourly rate of \$17.07 with a one year probationary period and contingent upon successful completion of applicable testing and procedures. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to hire Ms. Lauren A. Bass to the position of full-time Police Officer effective June 27, 2018 at the annual salary of \$58,386.34 per the Collective Bargaining Agreement with a one (1) year probationary period contingent upon successful completion of the hiring process. Discussion: Mr. Wong observed that Ms. Bass has exceptional qualifications. **Motion carried unanimously.**

Thereupon, Fiscal Officer Jones swore in Ms. Bass as a West Chester Township Police Officer. Chief Herzog then presented her with her badge, and Assistant Police Chief Rebholz presented her with a West Chester Police Department medallion.

Business Items

Mr. Burks introduced the next item saying Mrs. Tumblison negotiated a reduced fee, and it will be locked in for two years.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to select Careworks, DBA CCI Investments, LLC as a Third Party Administrator for the Bureau of Workers Compensation, and approve \$15,000 Administrative Fee. Discussion: none. **Motion carried unanimously.**

MOTION made by Mrs. Becker, seconded by Mr. Welch, to apply for a Community Foundation of West Chester/Liberty Grant in the amount of \$65,000.00 for purchase of a handicap accessible van for the West Chester Township senior van volunteer transportation service, and to authorize the Township Administrator to accept grant if awarded. Discussion: Mrs. Becker commented that the current van is not wheelchair accessible. **Motion carried unanimously.**

Mr. Burks introduced the next item saying it will be a jobs creator as well as create activity along the 747 corridor.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to enter into a Development Agreement with NP Rinck Farm, LLC (Northpoint Development) to utilize assets in the SR 747 TIF Fund to assist in the development of certain public infrastructure improvements to the northwest corner of Union Centre Boulevard and State Route 747, and to authorize the Township Administrator to effectuate and sign the Development Agreement. Discussion: Mr. Welch said the township's costs will be paid from the 747 TIF, which is the purpose for the TIF. **Motion carried unanimously.**

MOTION made by Mr. Welch that, having reviewed the staff report and affidavit, we declare 8111 Long Meadow Drive to be a public nuisance as authorized by the Ohio Revised Code. Staff is directed to cause removal of the nuisances identified, and monitor this property for 90 days to require continued compliance. An administrative charge of 25% shall be added to the contractor fee for this property. Motion seconded by Mrs. Becker. Discussion: none. **Motion carried unanimously.**

First Reading of Resolutions & Reading of Emergency Resolutions

There were no first readings of resolutions or readings of emergency resolutions.

Citizen's Comments

Roberta Stagge, 6450 West Chester Road, equated the issue of large vehicles blocking traffic on Route 42 to a business blocking traffic on Cincinnati-Dayton Road, specifically when children are loaded and unloaded at Community Montessori. She referred to Sycamore and Locust streets and Middale Terrace, and the inability to pass on these streets when traffic is backed up. She related her experiences with safety hazards and asked that the township intervene so as to prevent the next owner of the school from loading/unloading, and require that they have adequate parking, and asked the trustees to pursue a resolution that benefits all concerned.

Lynda O'Connor, 7402 Great Waters Lane, addressed the Board on the issue of school safety as a Lakota Board member. She identified the safety initiatives already undertaken by the Lakota Board. She also commented on the levy being proposed in Butler County to fund additional safety measures, saying the Lakota Board would decide at its June 28th Board meeting whether to participate in or withdraw from the proposed levy, adding that she was a "solid no" to the proposed levy because the Lakota District currently has a \$98.5 million fund balance. She concluded by saying they would continue to work toward providing students and staff with a safe and secure environment.

Second Reading & Vote on Pending Resolutions & Vote on Emergency Resolutions

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve Resolution No. 14-2018 approving a zoning map amendment from R-1A to R-PUD and preliminary development plan for case #ZMA 04-18 – Honerlaw property; Westview. Discussion: The trustees expressed their hope that M/I Homes has addressed drainage concerns as expressed by neighbors. **Motion carried unanimously.**

Discussion Items & Elected Official Comments

Mr. Burks said they were moving forward with the preparation of a Request for Proposal (RFP) for the disposition of the Station Road School House, he provided an overview, and said it can be discussed as an agenda item at the next meeting.

Mr. Burks had Chief Herzog address the Board regarding the School Resource Officer Program. Chief Herzog said they would be providing one additional officer to Butler Tech, and Lakota would be paying for all five of the officers provided them. These would be fulltime, and entail a three year agreement with Lakota. He said they would then seek to backfill the positions in order to maintain police services in the community while providing security to the schools.

Mr. Jones sought clarification of the Station Road School House RFP process, timing, and public notification, to which Mr. Burks responded. Mr. Jones also noted that all four personnel items - one promotion and three hires - were all women, adding that fact should be recognized. Lastly, he commented that the current audio visual system in township hall will be replaced before the next Trustee meeting.

Mrs. Becker asked why Community Montessori School does not need to have enough parking. Mr. Weigand responded that they fulfill the requirement by having five parking spaces based on

the square footage of their building. He commented on future requirements since the school was moving. Mr. Welch said the salon next to the school was interested in buying the school property. In response to her questions about loading/unloading at the school, Chief Herzog addressed the Board and said there is Ohio statute that prohibits the practice. He said he's spoken to the school about the matter. Mrs. Becker concluded by asking Mr. Burk to refrain from filling the Secretary position so the new Assistant Administrator could possibly find some efficiencies such that they wouldn't need a secretary. Mr. Burks said the Secretary answers the phone and responds to walk-ins, but they can look into it.

Mr. Welch asked people to be safe with fireworks over the holiday.

Mr. Wong said he may have cut off a citizen's comments at the previous meeting, but the issue of traffic resulting from the Montessori school had been going on for four years and they presented no new information. He said they've spent significant time responding to the issue and there was no violation. He appreciated Mrs. Stagge's suggestion, but he needs to move on with township business, adding that people could vote him out if they don't agree. Mr. Wong responded to Mrs. O'Connor's comments, saying he was adamantly opposed to the proposed school safety levy, and he believed they have done their due diligence to protect the schools. Mr. Jones interjected to clarify that Mrs. O'Connor had expressed her opposition to the proposed levy. He also provided the phone number to the Ohio State Patrol to call if vehicles were being unloaded illegally on State Route 42.

Recess to Executive Session

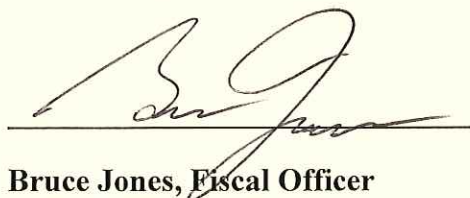
At 8:08 p.m., Mr. Wong asked for a motion to recess the Regular meeting and go into Executive Session with legal counsel for the purpose of considering and discussing personnel, property, and pending litigation with legal counsel. Motion made by Mrs. Becker, seconded by Mr. Welch. Mr. Wong said the Board would return. Discussion: none. **Motion carried unanimously.** Mr. Wong declared the meeting in recess.

Post Executive Session/ Adjournment

MOTION made at 9:06 p.m. by Mr. Welch to adjourn the Executive Session and resume the June 26, 2018 Regular meeting, seconded by Mrs. Becker. Discussion: none. **Motion carried unanimously.**

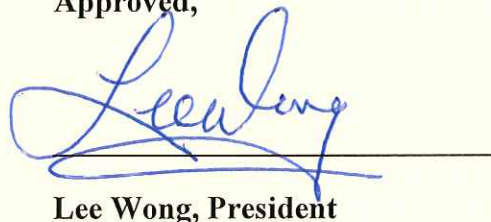
MOTION made by Mrs. Becker, seconded by Mr. Welch, to adjourn the June 26, 2018 Regular meeting. Discussion: none. **Motion carried unanimously.**

Respectfully Submitted,



Bruce Jones, Fiscal Officer

Approved,



Lee Wong, President