



**West Chester Township  
Trustees Meeting Agenda  
December 11, 2018**

**Trustees**

Lee Wong, President  
Ann Becker, Vice President  
Mark Welch, Trustee

**Fiscal Officer**

Bruce Jones

**Administrator**

Larry D. Burks

**5:45 P.M.**

**Fire Dependents Board Meeting**

**6:00 P.M.**

**Regular Meeting**

**Mr. Wong**

Convene  
Roll Call  
Pledge

**Citizen's Comments**

(2 minutes per person limited to a total of 10 minutes)

**Mr. Burks**

**Presentations**

- A. Auditor of State, Award with Distinction
- B. 2019 Strategic Plan Appreciation, Procter & Gamble
- C. REDI Cincinnati 2018, REDI Cincinnati
- D. West Chester/Liberty Chamber 2018, West Chester/Liberty Chamber Alliance
- E. Fire Chief's Award, West Chester Township Fire Department

**Mr. Wong**

**Action Items – For approval by motion**

- A. Motion to approve Trustee Meeting Minutes – November 13, 2018
- B. Motion to approve payment of bills

**Mr. Burks**

**Requisitions – Greater than \$2,500.00**

- |    |        |             |  |
|----|--------|-------------|--|
| 1. | Adm    | \$38,292.69 | Frost Brown Todd, LLC – Legal services through October 31, 2018 (various departments)  |
| 2. | Adm    | \$45,646.42 | Presidio Networked Solutions Group, LLC – Purchase, configure and install replacement core switches for Township network (CIP# 1142) |
| 3. | Adm    | \$3,000.00  | Jennifer G. Whittaker – Reimburse tuition per Township policy and subject to executed agreement                                      |
| 4. | Fire   | \$7,000.00  | Vogelpohl Fire Equipment – Purchase mounting equipment for rescue tools on Vehicle 815 (CIP# 1107)                                   |
| 5. | Police | \$7,698.24  | Lexis Nexis Risk Data Management – Renew annual subscription for access to legal research  |
| 6. | Police | \$5,977.77  | Viox Service - Replace audio visual equipment in interview rooms (CIP #985)  |

7. Services \$9,475.74 Capital Electric Line Builders – Replace cross walk beacons on Beckett Ridge Boulevard at Lindfield Drive

**Mr. Burks** **Personnel Items**

8. Adm Motion to approve and adopt the revised West Chester Township Employee Policy and Procedure Manual effective December 1, 2018
9. Adm Motion to approve percentage for consideration for 2018 merit performance Increases for all qualified non-contract exempt and non-exempt employees and to approve the not to exceed percent increase for any individual employee’s merit performance
10. Police Motion to hire Mr. Anthony Joseph Hetzer to the position of full-time Police Officer effective January 21, 2019 all at the annual salary of \$60,137.93 per the Collective Bargaining Agreement with a probationary period contingent upon successful completion of applicable testing and procedures
11. Police Motion to hire Mr. Jonah William Mintkenbaugh to the position of full-time Police Officer effective January 21, 2019 all at the annual salary of \$60,137.93 per the Collective Bargaining Agreement with a probationary period contingent upon successful completion of applicable testing and procedures
12. Police Motion to hire Mr. John Joseph Scrimizzi to the position of full-time Police Officer effective January 21, 2019 all at the annual salary of \$60,137.93 per the Collective Bargaining Agreement with a probationary period contingent upon successful completion of applicable testing and procedures
13. Services Motion to hire Mr. John Thomas Terry, Jr. as On-Call Snow Plow Operator on an as needed basis for the 2018-2019 winter season at the hourly rate of \$17.00 effective December 12, 2018 and contingent upon successful completion of applicable testing and procedures

**Mr. Burks** **Business Items**

14. Adm Motion to adopt 2019 – 2020 Strategic Plan and to authorize Township Administrator to execute initiatives outlined in the plan in accordance with all West Chester Township rules and procedures
15. Adm Motion to appoint one (1) Trustee as West Chester Township representative to the Butler County Emergency Management Agency (BCEMA) Advisory Council (term effective January 1, 2019 through December 31, 2019)
16. Adm Motion to appoint one (1) Trustee as the West Chester Township representative on the Butler County E911 Planning Committee (term effective January 1, 2019 through December 31, 2019)
17. Adm Motion to appoint one (1) Trustee as the West Chester Township representative to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Board of Directors (term effective January 1, 2019 through December 31, 2019)
18. Adm Motion to set date for a Work Session for the proposed 2019 Operational Budget (suggested date and time January 15, 2019 at 5:00 p.m.)

- 19. Adm Motion to set date for 2019 Organizational Meeting (suggested date and time January 8, 2019 - 6:00 p.m.)
- 20. Adm Motion to approve statutory Resolution No. 27-2018 authorizing the Township Administrator to negotiate and execute a contract for the sale of the Station Road Schoolhouse, 6670 Station Road (Parcel #M5610023000019), for one dollar (\$1.00) to the West Chester – Union Township Historical Society, Inc. for preservation and community enjoyment
- 21. Fire Motion to appoint two (2) Trustees, two (2) Fire Department members, and one (1) civilian to the 2019 Volunteer Firefighters’ Dependents Fund Board
- 22. Fire Motion to approve Medical Director contract (January 1, 2019 through December 31, 2020)
- 23. Police Motion not to object to a new D2 liquor permit for Kroger Limited Partnership I LP dba Kroger 959, 8000 Princeton Glendale Rd.
- 24. Police Motion not to object to a new D5 liquor permit for TAJ Mahal Investment, Inc. dba New Taj Mahal Halal, 7334 Tylers Corner Place STE 1200
- 25. Police Motion not to object to a STCK D5, D6 liquor permit for Bravo Brio Restaurant Group, Inc. dba Bravo Cucina Italiana, 9436 Waterfront Dr. & two (2) Patios
- 26. Services Motion to advertise for 2019 Curb Replacement Program (CIP# 1195)
- 27. Services Motion to advertise for 2019 Storm Water Pipe Replacement Program (CIP# 1235)
- 28. Services Motion to advertise for the Union Centre Boulevard & Interstate I-75 DDI Mast Arms project not to exceed \$300,000.00 and to authorize the Township Administrator to make non-substantive changes if necessary with Law Director approval and execute said agreement and purchase materials prior to bidding (CIP# 762)
- 29. Services Motion to enter into agreement with Zahner and authorize purchase of materials for Union Centre Boulevard & Interstate I-75 bridge decorative fence in the amount of ~~\$450,749.00~~ \$501,052.00 and to authorize the Township Administrator to make non-substantive changes if necessary with Law Director approval and execute said agreement (CIP# 762)

**First Reading of Resolutions  
& Reading of Emergency Resolutions**

- 30.\* Emergency Reading Resolution No. 28-2018 approving and authorizing adoption of the Township 2019 Temporary Appropriations and declaring an emergency and dispensing with the second reading

**Citizen’s Comments**

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

- \* Emergency Reading Vote on Emergency Resolution No. 28-2018

**Discussion Items & Elected Official Comments**

Mr. Burks

2018 Operational Budget Summary and 2019 Operational Budget Introduction

**Executive Session**

None

**Adjourn**

FYI			
<b>Wednesday</b>	Dec. 12	6:30 p.m.	Board of Zoning Appeals Township Hall, 9113 Cincinnati – Dayton Rd.
<b>Tuesday</b>	Dec. 25	All day	<b>Township Offices Closed</b> in observance of Christmas Day
<b>Tuesday</b>	Jan. 1	All day	<b>Township Offices Closed</b> in observance of New Year’s Day
<b>Monday</b>	Jan. 21	All day	<b>Township Offices Closed</b> in observance of Martin Luther King Day
<b>Monday</b>	Jan. 21	10:30 a.m. to 1:00 p.m.	<b>Live the Dream: Our Declaration of Unity</b> the Square, 9285 Centre Pointe Rd. Neighbors annually come together to commemorate the life and work of Rev. Dr. Martin Luther King, Jr. Walk together, sing in the community choir, or simply show your support. Community members are invited to join or contact the planning committee. Call Gail at 513-860-4049
Visit <a href="http://www.WestChesterOH.org">www.WestChesterOH.org</a> for more information			
Recurring Events			
<b>Wednesday</b>	Dec. 12 Jan. 9	10:30 a.m. to 11:00 a.m.	<b>Nature Basket</b> at Midpointe Library, 9363 Centre Pointe Dr. Preschool children and their adult companion; story time and nature-inspired crafts. Register at 759-7312 or <a href="mailto:cstaarmann@WestChesterOH.org">cstaarmann@WestChesterOH.org</a>
<b>Saturday</b>	Dec. 15 Jan. 5 Jan. 19	2 p.m. to 4 p.m.	<b>Winter Farmers’ Market</b> at Muhlhauser Barn, 8558 Beckett Rd. RAIN or SHINE! Vendors offer homemade products and homegrown produce and meats for sale <a href="http://www.WestChesterOhioFarmersMarket.org">www.WestChesterOhioFarmersMarket.org</a>