

**Record of Proceedings:** **December 11, 2018**  
**West Chester Township Board of Trustees - Regular Meeting**

Convene: President Wong convened the meeting at 6:01 p.m.

Roll Call: Mr. Wong, Mrs. Becker, and Mr. Welch responded.

Pledge of Allegiance: Repeated by those present.

**Citizen's Comments**

Brian Morales, 7522 Timberdale Drive, noted he was one of the five parties that submitted a proposal for the Station Road Schoolhouse, and expressed two concerns with the Township's Request for Proposal (RFP) process: (1) the Historical Society's one dollar bid did not meet the \$50,000 minimum requirement of the RFP, which should render it ineligible for consideration. (2) He suggested that the transparency and openness of the Township's RFP process was compromised because a Trustee was seeking and receiving financials from the Historical Society during an open RFP. He quoted requirements in the legal advertisement for RFPs for the schoolhouse, saying the Historical Society did not meet the stated requirements. Mr. Morales said the RFP process would be discredited if the Board did not abide by its own requirements, adding that he did fulfill the requirements.

Marcee Myers Addington, 9581 Semaphore Court, commented on the Station Road Schoolhouse, saying people do not move to a community because it has a historical society. They are attracted to amenities. She also said the Board was being selectively fiscally responsible for accepting a dollar for the schoolhouse when Mr. Morales was offering \$50,000.

**Presentations**

The Auditor of State Award with Distinction was presented to West Chester Township and Fiscal Officer Jones by Butler County Auditor Roger Reynolds. Mr. Reynolds briefly explained the requirements to attain the top award in the state, and noted Mr. Jones has received the award six times. Mr. Reynolds and his office, the Butler County Auditor has received the award this year, the third time since he's been in office.

A 2019 Strategic Plan Appreciation memento was presented by Mr. Burks to the two Procter & Gamble employees, Richard Perez and Shannon Wagers who served as facilitators for the township's strategic planning process.

REDI Cincinnati 2018: Kim Lauderbach from REDI Cincinnati, the non-profit, public-private regional economic development agency, gave a PowerPoint presentation. She described their mission as uniting the region in order to compete globally, said REDI was the first point of contact for businesses wishing to grow, and emphasized its relevance to West Chester Township. She responded to Mrs. Becker's question as to how REDI does for West Chester Township what West Chester Township cannot do for itself.

West Chester/Liberty Chamber 2018, Jennifer Best and Julie Abrams, West Chester/Liberty Chamber Alliance, presented on the benefits of chamber membership as well as the chamber's business engagement with West Chester Township and the region.

Fire Chief's Award was presented by Chief Prinz to Lt. David Eberhard who, while off duty on December 3, 2019, though recovering from a personal injury, assisted a choking infant at an area restaurant. The infant was defibrillated three times before restoring a normal pulse and respiration. Chief Prinz said the Fire Chief's Award is only given at the discretion of the Fire Chief when they believe it is warranted, the last time it was awarded on the West Chester Fire Department was 2007. Thereupon the Chief pinned the award ribbon on Lt. Eberhard and presented him with a plaque.

**Action Items – For Approval by Motion**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to approve the Trustee Meeting Minutes for November 13, 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**

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

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to approve payment of requisitions 1 through 7. Discussion: Services Director Tim Franck responded to questions related to the cross walk beacons. **Motion carried unanimously.**

## Personnel Items

Mr. Burks introduced the next item explaining the background on the proposed revisions.

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to approve and adopt the revised West Chester Township Employee Policy and Procedure Manual effective December 1, 2018. Discussion: Mrs. Becker raised questions regarding medical marijuana, sexual harassment, and personal search of an employee. There was brief discussion of each. **Motion carried unanimously.**

Mr. Burks introduced the next item saying merit performance increases originated February, 2006. He explained the applicable payroll percentage, noting a 4% cap for any individual. He said the raises would be effective the first full pay period in July, 2018.

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, 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. Discussion: Mr. Welch explained the previous practice and how this practice of merit increases makes West Chester Township more competitive by rewarding exceptional performance. Mr. Wong also commented on the exceptional service realized by residents as well as the retention of good employees. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, 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. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, 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. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to hire Mr. Jonah William Mintkenbaugh to the position of full-time Police Officer effective January 21, 2019 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. Discussion: Mr. Welch praised the selection of the three applicants. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, 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 on successful completion of applicable testing and procedures. Discussion: none. **Motion carried unanimously.**

## Business Items

Mr. Burks introduced the next item by expressing his appreciation to all participants.

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, 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. Discussion: Mrs. Becker expressed her enthusiasm for the plan. Mr. Welch said the goal is to be the number one Best Place to Live in America. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to appoint Mrs. Becker as the West Chester Township representative to the Butler County Emergency Management Agency (BCEMA) Advisory Council (term effective January 1, 2019 through December 31, 2019). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, to appoint Mr. Wong as the West Chester Township representative on the Butler County E911 Planning Committee (term effective January 1, 2019 through December 31, 2019). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mrs. Becker, to appoint Mr. Welch 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). Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying the Work Session would pertain to all of the township's primary funds.

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, to set January 15, 2019 at 5:00 p.m. for a Work Session for the proposed 2019 Operational Budget. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to have the 2019 Organizational Meeting on January 8, 2019 at 6:00 p.m.. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, 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. Discussion: Mrs. Becker said she was pleased the Historical Society has a place to centrally store its artifacts, terming the society the best steward of one of the oldest buildings in the township. She also said they offer more than what can be measured in cash, and was pleased with support from throughout the community. Mr. Welch said he's been hard on the folks at the Historical Society, but praised them for their fundraising, saying it makes them better prepared going forward. He praised them and wished them well. Mr. Wong said he was not in favor of giving the property to the Historical Society because it cost the township almost a half million dollars and they'll now pay one dollar. He said people are ungrateful and termed it "entitlement" that the Historical Society gets the school house. Mr. Wong said he doubts they'll

make it open to the public, but use it as a warehouse. He said he'll vote in deference to his fellow trustees, though "holding his nose". **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to appoint Mr. Wong, Mrs. Becker, Mr. Gene Hendel, and Assistant Fire Chief David Pickerington - serving as Secretary, and Firefighter Mark Hamner to the 2019 Volunteer Firefighters' Dependents Fund Board. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item by identifying the role of a Medical Director. **MOTION** made by Mr. Mr. Welch, seconded by Mrs. Becker, to approve Medical Director contract (January 1, 2019 through December 31, 2020). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to not object to a new D2 liquor permit for Kroger Limited Partnership I LP dba Kroger 959, 8000 Princeton Glendale Rd. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, to not object to a new D5 liquor permit for TAJ Mahal Investment, Inc. dba New Taj Mahal Halal, 7334 Tylers Corner Place, Suite 1200. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to not object to a STCK D5, D6 liquor permit for Bravo Brio Restaurant Group, Inc. dba Bravo Cucina Italiana, 9436 Waterfront Dr. & two (2) Patios. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, to advertise for 2019 Curb Replacement Program (CIP# 1195). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to advertise for 2019 Storm Water Pipe Replacement Program (CIP# 1235). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, 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). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, 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 \$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). Discussion: Mr. Franck responded to questions pertaining to the nature of the fence, and surrounding architectural and landscaping features. Mr. Welch commented on grants being utilized by the Butler County Engineer's Office, as well as the need for modifying the interchange/overpass. **Motion carried unanimously.**

### First Reading of Resolutions & Reading of Emergency Resolutions

Mr. Burks read Resolution No. 28-2018 approving and authorizing adoption of the Township 2019 Temporary Appropriations, and declaring an emergency, and dispensing with the second reading.

**MOTION** made by Mr. Welch, seconded by Mrs. Becker, to declare Resolution No. 28-2018 an emergency and dispense with the second reading. Discussion: none. **Motion carried unanimously.**

### Citizen's Comments

Mary Jo Bicknell, 5171 Rialto Road, thanked the Board on behalf of the West Chester Historical Society for considering selling the society the schoolhouse for one dollar. She said it will be open to the public.

Dave Lindenschmidt, 6626 Station Road, echoed Ms. Bicknell's appreciation. He said the society will bring their vision of a public amenity to fruition. He observed that the historical society had responded to concerns that had been expressed about owning the building, and has raised about \$65,000 that will be dedicated strictly to the school house, though an official fundraising effort will begin in January to raise \$75,000 to \$100,000 for capital improvements.

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

Mr. Burks read Resolution No. 28-2018 approving and authorizing adoption of the Township 2019 Temporary Appropriations, and declaring an emergency, and dispensing with the second reading.

**MOTION** made by Mrs. Becker, seconded by Mr. Welch, to approve Resolution No. 28-2018 as read and as already declared an emergency. Discussion: none. **Motion carried unanimously.**

### Discussion Items & Elected Official Comments

Mr. Burks commented on the 2018 Operational Budget Summary and 2019 Operational Budget. He observed that the original 2018 Operational Budget was \$45.3 million, but was increased by \$785,000 with Trustee approval in order to pay down bond debt from 2009/2010, and to purchase emergency radios at a 50% savings in cost. He noted 2018 property tax revenue was 2.9% greater than projected, the JEDD was just over 20% greater than budgeted, the Local Government Fund was almost 45% greater, and the hotel tax was almost 17% than budgeted. For 2019 the Township projects no change in property tax revenue. The 2019 expenses are projected to be relatively the same with exceptions to School Resource Officers (SRO), more emergency radio expenses, and the Divergent Double Diamond expense approximating \$14 million. General Fund expenses for 2019 will approximate \$8.3 million which is 6.8% higher than 2018, and included \$1.5 million transfer into roads. \$5.1 million are the projected roads fund expenses, or 3.9% more; \$4.9 million was budgeted in 2018. Police fund expenses are budgeted at 10.3% more, including the SROs. Fire and EMS expenses are projected to be 10.9% higher. Public safety software is impacting that as well.

Mr. Jones thanked Roger Reynolds for making the Auditor of State Award with Distinction presentation. He noted that the "with distinction" designation is the highest award given by the Auditor of State, and expressed his appreciation for the team effort given by his peers on the Board, Mr. Burks and the department heads - especially Ken Keim and staff - and Law Director Don Crain. With respect to the Station Road Schoolhouse, as a former member of the historical society, he wished the Historical Society all the best.

Mr. Welch praised Mr. Jones for vigorously pursuing the Auditor of State Award with Distinction, as well as Ken Keim and staff.

Mr. Wong noted how few entities receive the award from the Ohio Auditor.

Mrs. Becker expressed her appreciation to the people who conducted the Ole' West Chester Christmas Walk given the poor weather conditions. Mrs. Becker praised Mr. Jones for his tenacity in pursuing another Auditor of State Award with Distinction.

Mr. Burks congratulated Mr. Jones and Mr. Keim for also having been awarded the Letter of Distinction from the Government Finance Officers Association that day.

### Adjournment

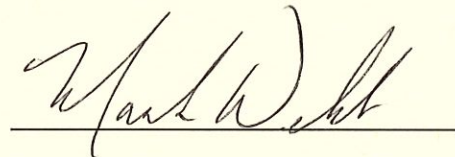
**MOTION** made at 7:57 p.m. by Mr. Welch, seconded by Mrs. Becker, to adjourn the Regular meeting. Discussion: none. **Motion carried unanimously.**

**Respectfully Submitted,**



**Bruce Jones, Fiscal Officer**

**Approved,**



**Mr. Welch, President**