



**West Chester Township
Trustees Meeting Agenda
April 23, 2019**

Trustees

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

Fiscal Officer

Bruce Jones

Administrator

Larry D. Burks

6:00 P.M.

Regular Meeting

Mr. Welch

- Convene
- Roll Call
- Pledge

Citizen’s Comments

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

Mr. Burks

Presentations

None

Mr. Welch

Action Items – For approval by motion

- A. Motion to approve Trustee Meeting Minutes – April 9, 2019
- B. Motion to approve payment of bills

Mr. Burks

Requisitions – Greater than \$7,500.00

- | | | | |
|----|------|-------------|---|
| 1. | Adm | \$24,038.43 | Butler County Emergency Management – Remit annual fee for operational services |
| 2. | Adm | \$7,723.00 | Frost Brown Todd, LLC – Legal services through March 31, 2019 (various departments) |
| 3. | Adm | \$16,838.53 | Nuspire Corporation – Renew annual service and support agreement for Sophos anti-virus software and renew annual service and support agreement for Fortigate firewall hardware and software |
| 4. | Fire | \$21,345.08 | Bound Tree Medical, LLC – Purchase various disposable EMS supply items for annual bulk order |
| 5. | Fire | \$13,739.84 | Midwest Medical Supply – Purchase various disposable EMS supply items for annual bulk order |
| 6. | Fire | \$12,219.21 | Henry Schein Matrix Medical – Purchase various disposable EMS supply items for annual bulk order |
| 7. | Fire | \$23,000.00 | Viox Services, Inc. – Replace Station 72 HVAC system (CIP #1473) |

- 8. Police \$23,661.00 Drellishak & Drellishak, Inc. dba Pro-Tech Security Sales – Purchase 18 Avon C50 gas masks, microphone assembly and adapter lead to replace SWAT equipment, and 17 Avon C50 gas masks for Civil Disturbance Response Unit (CIP #1524 & 1525)
- 9. Services \$15,000.00 Valley Asphalt Corporation – Purchase asphalt for in-house repair of various Township streets
- 10. Services \$15,000.00 Northcoast Products – Purchase pavement materials for in-house repair of various Township streets
- 11. Services \$11,073.96 Superior Implement & Supply – Purchase Grasshopper mower (CIP #1408)

Mr. Burks

Personnel Items

- 12. Adm Motion to hire Mrs. Jennifer Carter to the position of Human Resources Manager (currently occupied by Joan Germann until July 1, 2019) effective April 29, 2019 at the annual exempt salary of \$79,000.00 with a one year probationary period contingent upon successful completion of applicable testing and procedures
- 13. Fire Motion to hire Mr. Robert Hessinger to the vacant position of part-time Fire Inspector effective April 24, 2019 at the non-exempt hourly rate of \$18.00 with a one year probationary period and contingent upon successful completion of applicable testing and procedures
- 14. Fire Motion to hire career Firefighter/Paramedic Logan Rigsby effective May 6, 2019, at the annual salary of \$57,675.85 per Collective Bargaining Agreement with a one year probationary period contingent upon successful completion of applicable testing and procedures
- 15. Services Motion to hire Mr. Joshua Finkes as a 2019 April through October seasonal employee (Parks) effective April 24, 2019 at the hourly rate of \$12.00

Mr. Burks

Business Items

- 16. Adm Motion to update the West Chester Township Organizational Chart to rename the Integrated Multimedia & Marketing Department to the Department of Public Information & Engagement; change position of Public Relations Coordinator to Public Information Coordinator; and, change position of Integrated Multimedia Production Specialist to Multimedia Specialist
- 17. Adm Motion to approve and adopt the West Chester Township Public Information & Engagement Policies and Procedures
- 18. Adm Motion to approve and adopt revisions to the West Chester Township Communications Center Rules and Regulations
- 19. Fire Motion to approve and adopt revisions to the West Chester Township Fire Department Rules and Regulations
- 20. Police Motion to approve and adopt revisions to the West Chester Township Police Department Rules and Regulations
- 21. Police Motion to apply for the 2019-2020 U.S. Department of Justice Bulletproof Vest Grant and to authorize the Township Administrator to accept said grant if awarded

22. Services Motion to approve and adopt the West Chester Township Community Services Department Rules and Regulations

**First Reading of Resolutions and
Reading of Emergency Resolutions (if any)**

Citizen's Comments

**Second Reading and Vote on Pending
Resolutions and Vote on Emergency Resolutions (if any)**

23. 2nd Reading Resolution 09-2019 approving a zoning map amendment from R-1A to R-PUD and preliminary development plan for case ZMA# 03-19 – Westfall Preserve

Discussion Items & Elected Official Comments

Executive Session

Property, personnel & pending litigation with Legal Counsel

Adjourn

FYI

Saturday	April 27	9 a.m. to 3 p.m.	RASKALS (Random Acts of Simple Kindness Affecting Local Seniors) Volunteer to help senior citizens in the Township. 759-7312 or cstaarmann@westchesteroh.org .
Friday	May 17	5 to 11p.m.	Buckeye BBQ Fest at The Square @ Union Centre, 9285 Centre Pointe Drive, hosted by The Rotary Club. Blues, Brews & BBQ
Saturday	May 18	12 to 11 p.m.	

Visit www.WestChesterOH.org for more information

Recurring Events

Saturday	May 4	2 p.m. to 4 p.m.	Spring Farmers Market at The Square @ Union Centre, 9285 Centre Pointe Drive. RAIN or SHINE! Vendors offer homemade products and homegrown produce and meats for sale. www.WestChesterOhioFarmersMarket.org
Tuesday	April 23 May 7	6 p.m. to 8 p.m.	Board of Trustees Meeting at Township Hall, 9113 Cincinnati-Dayton Rd.
Wednesday	April 24 May 1 May 8 May 15	6 p.m. to 9 p.m.	Citizen Police Academy Class #20 at West Chester Police Department, 9577 Beckett Rd., Suite 500. The Citizen Police Academy is offered each year, and class size is limited. Police department personnel teach classes from 6 p.m. to 9 p.m. one night per week for 10 weeks.
Wednesday	May 8	10:30 to 11:15 a.m.	Nature Basket at Keehner Park at the Owl Shelter, 7211 Barrett Road. Preschool children and their adult companion; story time and nature-inspired crafts. Register at 759-7312 or cstaarmann@WestChesterOH.org