

Record of Proceedings: April 23, 2019
West Chester Township Board of Trustees - Regular Meeting

Convene: Vice Chairwoman Becker convened the meeting at 6:02 p.m.
Roll Call: Mrs. Becker and Mr. Wong responded. Mr. Welch had an excused absence.
Pledge of Allegiance: Repeated by those present.

Citizen's Comments

There were no citizen's comments.

Presentations

There were no presentations.

Action Items – For Approval by Motion

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve the Trustee Meeting Minutes for April 9, 2019. Discussion: none. **Motion carried.**

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

Personnel Item, Partial (advanced on the agenda in deference to the many firefighters in attendance)

Mr. Burks introduced the next item by providing Firefighter Rigsby's background and qualifications.

MOTION made by Mr. Wong, seconded by Mrs. Becker, 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. Discussion: The Trustees expressed their appreciation. **Motion carried.**

Thereupon Fiscal Officer Jones, accompanied by Fire Chief Prinz, swore in Firefighter Rigsby.

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

Requisitions – Greater than \$2,500.00

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| 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)

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve payment of requisitions 1 through 11. Discussion: Mrs. Becker commented on the value received by being a member of the Butler County Emergency Management Agency. Mr. Wong said the relationship is one of mutual aid. **Motion carried.**

Personnel Items, Continued

Mr. Burks introduced the next item by providing Mrs. Carter’s background and qualifications, and describing the transition from Mrs. Germann to Mrs. Carter.

MOTION made by Mr. Wong, seconded by Mrs. Becker, 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. Discussion: Mr. Wong explained the job description in part. **Motion carried.**

Mr. Burks introduced the next item by providing Mr. Hessinger’s background and qualifications

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

Mr. Burks introduced the next item saying the Board approved the hiring of 15 seasonal workers March 26, 2019 and this item addresses hiring one such seasonal worker.

MOTION made by Mr. Wong, seconded by Mrs. Becker, 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. Discussion: Mr. Wong noted that anyone age 18 and older can apply. Mrs. Becker questioned the hiring process. **Motion carried.**

Business Items

Mr. Burks introduced the next item by identifying the changes and reasoning that's necessitated the renaming of the department.

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

Mr. Burks introduced the next item by identifying the purpose for the Policies and Procedures.

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve and adopt the West Chester Township Public Information & Engagement Policies and Procedures. Discussion: In response to questions from Mr. Wong and Mrs. Becker, Mr. Burks said the change helps resident's understanding of our media practices. **Motion carried.**

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve and adopt revisions to the West Chester Township Communications Center Rules and Regulations. Discussion: none. **Motion carried.**

Mr. Burks introduced the next item saying the Fire Department Rules and Regulations were last adopted by the Board May, 2010.

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve and adopt revisions to the West Chester Township Fire Department Rules and Regulations. Discussion: none. **Motion carried.**

Mr. Burks introduced the next item saying the Police Department Rules and Regulations were last adopted by the Board April, 2016.

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve and adopt revisions to the West Chester Township Police Department Rules and Regulations. Discussion: Mrs. Becker and Mr. Burks briefly discussed the similarities and differences in the Rules and Regulations from department to department. **Motion carried.**

Mr. Burks introduced the next item saying the program would reimburse the Township for 50% of the cost, and commented that they researched joint agency purchasing.

MOTION made by Mr. Wong, seconded by Mrs. Becker, 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. Discussion: Mr. Wong commented about his experience with policing and request for such a vest. **Motion carried.**

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve and adopt the West Chester Township Community Services Rules and Regulations. Discussion: Mr. Burks noted

these Rules and Regulations vary somewhat from that of the other departments. **Motion carried.**

First Reading of Resolutions & Reading of Emergency Resolutions

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

Citizen's Comments

Dan Meehan, 9412 Patti Circle, expressed his objection to the proposed Westfall Preserve and the proximity of the homes to one another, and The Overlook development on Muhlhauser Road, saying, among other things, there are no curbs there.

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

Mr. Burks read 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.

MOTION made by Mr. Wong, seconded by Mrs. Becker, to approve Resolution No. 09-2019. Discussion: Mr. Wong noted the matter has been thoroughly reviewed. **Motion carried.**

Discussion Items & Elected Official Comments

Mr. Burks commented on a fire the previous week at a townhouse complex, expressing praise for the actions of our fire department and the mutual aid West Chester Township received. Mr. Wong observed a volunteer opportunity exists with the upcoming RASKAL program. Mrs. Becker asked Mr. Tim Dawson, Township Planner, to comment on the Westfall Preserve development. Mr. Dawson said the Land Use Plan defined the minimum density requirements for the plan, as well as other requirements. In response to Mr. Wong's question, he said the Land Use plan recommends a minimum of 1 to 2 units per acre and, based on the 75 acres in the development, there's 1.36 units per acre. He said the proposal is termed a "conservation subdivision" in the planning world as it incorporates large open space and smaller lots. Mr. Jones said the project is market driven, there's a market for these kinds of homes, and they will sell. Hillary Laffin, 3940 Ellenbick Boulevard, with Grand Communities commented on the project and its amenities.

Mrs. Becker expressed her condolences to Mr. Welch's family for their loss.

Recess to Executive Session

At 6:48 p.m., Mrs. Becker asked for a motion to recess the Regular meeting and go into Executive Session with legal counsel for the purpose of considering and discussing the employment or compensation of public employee; sale and disposition of public property; or pending or imminent legal legislation. Motion made by Mr. Wong, seconded by Mrs. Becker. Mrs. Becker said the Board would return to adjourn the Executive Session and to resume the Regular meeting. Discussion: none. **Motion carried.** Mrs. Becker declared the meeting in recess.

Post Executive Session/ Adjournment

MOTION made at 7:35 p.m. by Mr. Wong to adjourn the Executive Session and resume the April 23, 2019 Regular meeting, seconded by Mrs. Becker. Discussion: none. **Motion carried.**

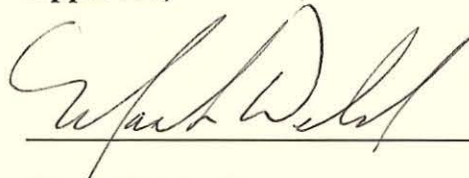
MOTION made by Mr. Wong, seconded by Mrs. Becker, to adjourn the April 23, 2019 Regular meeting. Discussion: none. **Motion carried.**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Bruce Jones", written over a horizontal line.

Bruce Jones, Fiscal Officer

Approved,

A handwritten signature in black ink, appearing to read "Mark Welch", written over a horizontal line.

Mark Welch, Chairman