

**Record of Proceedings: December 3, 2019**  
**West Chester Township Board of Trustees - Regular Meeting**

Convene: Chairman Welch convened the meeting at 6:05 p.m.  
Roll Call: Mr. Welch, Mrs. Becker, and Mr. Wong responded.  
Pledge of Allegiance: Repeated by those present.

Citizen's Comments

Bill Lendl, 6080 Tennyson Drive, commented there will be the annual Christmas Walk on December 7th. In recognition of the fact that is also Pearl Harbor Day, the local VFW will be the parade Grand Marshalls. He, along with Congressman Davidson's representative Zack Bohanon, presented an American flag flown over the U.S. Capital on November 11<sup>th</sup>, Veterans Day.

Presentations

Jen Best, Director of Marketing and PR for the West Chester/Liberty Chamber Alliance and Jenni Szolwinski the Chamber's Membership Development Coordinator, made a presentation about Chamber events, objectives, and benefits of membership in the Chamber. Mr. Burks volunteered for the Township to host an After Hours Event. Mr. Wong praised the Chamber.

Action Items – For Approval by Motion

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to approve the Trustee Meeting Minutes for November 19, 2019. Discussion: none. **Motion carried unanimously.**

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

Mr. Burks submitted the following requisitions greater than \$7,500:

Requisitions – Greater than \$7,500.00

1. Adm      \$32,787.63      Frost Brown Todd, LLC – Legal Services through October 31, 2019 (various departments)
2. Services      \$11,134.24      Fredericks Landscaping, Inc. – Reset pavers on The Square @ Union Centre (CIP #1453)

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to approve payment of requisitions 1 through 2. Discussion: none. **Motion carried unanimously.**

Personnel Items

There were no personnel items.

## Business Items

Mr. Burks introduced the next item by giving a description of the role of the OKI representative. He said Community Development Director Aaron Wiegand would serve as the alternate.

**MOTION** made by Mr. Wong, seconded by Mrs. Becker, to appoint Ann Becker as the West Chester Township representative to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Board of Directors (term effective January 1, 2020 through December 31, 2020). Discussion: Mr. Wong said it would be healthy were the trustees, after so long, to rotate in these roles. Welch noted the date, time, and location of the meetings. Mrs. Becker said these were not a problem for her to attend. Mr. Welch briefly stated his experience with the OKI. Mr. Burks said she could use a township fleet vehicle. Mrs. Becker said it would be fun.

**Motion carried unanimously.**

Mr. Burks introduced the next item saying Mrs. Becker she was the representative the previous two years to this Council.

**MOTION** made by Mrs. Becker, seconded by Mr. Wong as nominated by Mr. Welch,, to appoint Mr. Wong as the West Chester Township representative to the Butler County Emergency Management Agency (BCEMA) Advisory Council (term effective January 1, 2020 through December 31, 2020). Discussion: Mrs. Becker told Mr. Wong there was a meeting Thursday afternoon. **Motion carried unanimously.**

Mr. Burks introduced the next item by explaining the role of the Committee, noting how it has evolved.

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, as nominated by Mr. Wong, to appoint Mr. Welch as the West Chester Township representative on the Butler County E911 Planning Committee (term effective January 1, 2020 through December 31, 2020). Discussion: Mr. Wong briefly commented on the funding and challenges of this Committee. **Motion carried unanimously.**

Mr. Burks introduced the next item saying this will be the Board's Organizational Meeting at which time the Fiscal Officer will oversee the election of officers and the Board will set the meeting dates for 2020.

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to set January 14, 2020, 6:00 p.m. for the 2020 organizational meeting. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying staff will present the proposed budgets for the Township's primary funds.

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to set January 21, 2020, 5:00 p.m. for the work session for the proposed 2020 Operational Budget. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying Limited Home Rule Townships are required to have a Law Director. He said Don Crain has been the Township's legal representative since the late 1980s. The hourly rate will be \$310 an hour the first year, \$320 an hour the second year, and \$325 and \$330 the third and fourth year respectively.



**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to approve agreement for professional services with Donald L. Crain and Frost Brown Todd LLC for legal services related to the position of Law Director from January 1, 2020 through December 31, 2023; and, to authorize the Township Administrator to execute said agreement. Discussion: Mr. Welch said the rate increases are in line with what Mr. Crain has negotiated with the FOP, and he noted there were no rate increase from 2014 through 2017. He also praised Mr. Crain. Mrs. Becker praised Mr. Crain and said she's learned a lot about township operations from Mr. Crain in the previous two years. Mr. Wong likewise praised Mr. Crain, noting he's known him for over a decade. Mr. Burks said Mr. Crain has been teaching staff how not to need him. Mr. Crain expressed his appreciation to the Board. **Motion carried unanimously.**

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to re-appoint Larry D. Burks, Township Administrator, and Mrs. Kathy Carsey, West Chester resident, as the West Chester Township representatives to the Butler County Transportation Improvement District (TID) Board (terms effective January 1, 2020 through December 31, 2021). Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying the Board meets on a quarterly basis to certify the eligibility of benefits to surviving firefighters' dependents pursuant the ORC.

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to appoint Firefighter Mark Hanmer and Assistant Fire Chief Dave Pickering as Secretary, Trustees Welch and Becker, and resident Gene Hendel to the 2020 Volunteer Firefighters' Dependents Board. Discussion: none.

**Motion carried unanimously.**

Mr. Burks introduced the next item saying the Community Services Department has budgeted \$500,000 for storm water pipe replacement in 2020. 35 corrugated steel pipes are planned to be replaced with corrugated polyurethane pipe. Bids will be advertised twice and January 15<sup>th</sup> will be the bid submittal deadline.

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to advertise for 2020 storm water pipe replacement contract (CIP# 1252). Discussion: In response to Mr. Wong's question, Mr. Burk said they will be replaced pursuant ODOT specifications. **Motion carried unanimously.**

Mr. Burks introduced the next item noting \$600,000 has been budgeted for curb replacement, and the bids will likewise be advertised twice, and January 15<sup>th</sup> will be the submittal bid deadline.

**MOTION** made by Mrs. Becker, seconded by Mr. Wong, to advertise for 2020 curb replacement contract (CIP# 1256). Discussion: Mr. Burks said they may spend less than the requested amount. Mr. Welch said this contributed to being the Best Places to Live. **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

There were no citizen's comments.

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

There were no second readings, or votes on pending resolutions or emergency resolutions.

Discussion Items & Elected Official Comments

Mr. Burks observed there would be the annual Pearl Harbor Day Remembrance that Saturday at 10:00 am at Brookside Cemetery.

Mr. Jones said he would see everyone that Saturday, 7:00 at the Christmas Walk!


Mr. Wong said the Christmas Walk was a West Chester signature walk.

The Fire Department Open House that day was also noted.

Adjournment

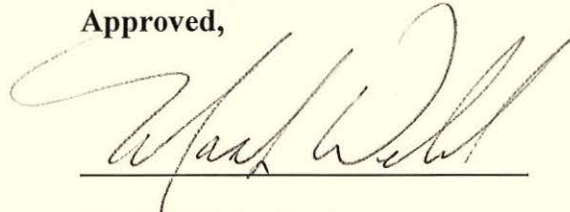
**MOTION** made at 6:48 p.m. by Mr. Wong, seconded by Mrs. Becker, to adjourn the December 3, 2019 Regular meeting. Discussion: none. **Motion carried unanimously.**

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, Chairperson**