

Record of Proceedings: February 25, 2020
West Chester Township Board of Trustees - Regular Meeting

Convene: Chairperson Becker convened the meeting at 6:00 p.m.

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

Pledge of Allegiance: Repeated by those present.

Citizen's Comments

There were no citizen's comments.

Presentations

Mrs. Lisa Brown, West Chester Township Assistant Administrator, gave an update on the Township's Strategic Plan, identifying the status of initiatives in 2019 and thus far in 2020.

Action Items – For Approval by Motion

MOTION made by Mr. Welch, seconded by Mr. Wong, to approve the Operational Budget Workshop Meeting Minutes for January 21, 2020. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mr. Wong, to approve the Trustee Meeting Minutes for January 28, 2020. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Wong, seconded by Mr. Welch, to approve the Trustee Meeting Minutes for February 11, 2020. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, 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 \$47,730.27 Frost Brown Todd, LLC - Legal Services through January 31, 2020
(various departments)
2. Fire \$40,650.00 McCluskey Chevrolet, Inc. – Purchase 2020 Chevrolet Tahoe 4WD
4-Door LS Custom Edition (CIP# 1250)

MOTION made by Mr. Wong, seconded by Mr. Welch, to approve payment of requisitions 1 and 2. Discussion: It was noted item two was a replacement for a vehicle that's rusted. Mr. Wong referred to Frost Brown Todd expenses relative the Beckett Ridge Clubhouse. **Motion carried unanimously.**

Personnel Items

Mr. Burks introduced the next item saying the job description has been updated, Mrs. Cox has been a township employee in the Fire Department since 2017, and noted her qualifications. **MOTION** made by Mr. Welch, seconded by Mr. Wong, to hire Mrs. Kayla Cox to the position of Administrative Assistant – Accounting effective March 2, 2020 at the hourly rate of \$17.30 with a 90 day introductory period. Discussion: Mr. Welch recognized Mrs. Cox in the audience. **Motion carried unanimously.**

Mr. Burks introduced the next item saying an early employment offering helps the township avoid losing prospective seasonal employees. **MOTION** made by Mr. Welch, seconded by Mr. Wong, to authorize the 2020 hiring of a complement of 15 seasonal employees, March through November, at the hourly rate of \$12.00 - \$14.00 based on experience and contingent upon successful completion of applicable testing and procedures. Discussion: none. **Motion carried unanimously.**

Business Items

Mr. Burks introduced the next item saying there are cost benefits to being a sustaining member and the township has been a sustaining member since 2001 **MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve 2020 Gold Sustaining Sponsorship of \$10,000.00 to the West Chester Liberty Chamber Alliance; and, to authorize Township Administrator to sign a Memorandum of Understanding setting the terms for the investment. Discussion: Mr. Welch and Mrs. Becker observed some of the benefits of membership. **Motion carried unanimously.**

Mr. Burks introduced the next item saying the township has contracted with ADP since 1977 for various functions. A review of the pricing structure is resulting in a savings of over \$10,000 a year. **MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve three year agreement with ADP, LLC; and, to authorize the Township Administrator to execute said agreement. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item by noting the township's past contributions to the National Voice of America Museum of Broadcasting. **MOTION** made by Mr. Welch, seconded by Mr. Wong, to approve 2020 financial contribution to the National Voice of America Museum of Broadcasting in the amount of \$50,000.00. Discussion: Mr. Wong termed the museum an asset, and all Trustees noted the extensive work performed on the museum by the VOA Museum Board and volunteers. Mr. Welch said it's a good investment for the township. **Motion carried unanimously.**

Mr. Burks introduced the next item saying this service had been performed by GYM with P&G, but they're not a viable option this year. He said Parlay provided the lowest cost proposal and he personally has extensive knowledge about them having previously worked with them. **MOTION** made by Mr. Welch, seconded by Mr. Wong, to approve agreement with Parlay Consulting Firm to provide strategic planning services at a not to exceed amount of \$8,400;

and, to authorize Township Administrator to execute said agreement. Discussion: Mr. Welch observed the service provided by P&G's GYM last year resulting in Mrs. Brown's presentation that evening on the status of the Strategic Plan. Mr. Burks said the strategic planning meeting will be conducted the third week of July, location to be determined. He said strategic planning helps township personnel allocate it's time and resources. **Motion carried unanimously.**

Mr. Burks introduced the next item by giving an overview of Sugar Creek's history as well as their renovation and growth plans, and job retention estimates.

MOTION made by Mr. Wong, seconded by Mr. Welch, to recommend terms of an Enterprise Zone Agreement of 50% abatement for a five year term with Sugar Creek Packing Co.

Discussion: Mr. Welch defined Sugar Creek as a West Chester Township stakeholder, and the abatement will enhance property values and retain jobs. Mr. Wong echoed those sentiments. Mr. Burks said the company had other options because they have three locations elsewhere.

Motion carried unanimously.

Mr. Burks introduced the next item saying Community Development recommends the re-appointment of Barry Riddell, noting he began serving in 2015.

MOTION made by Mr. Welch, seconded by Mr. Wong, to appoint Barry Riddell to the West Chester Township Board of Zoning Appeals to fill an expired five year term (March 1, 2020 through February 28, 2025). Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying Community Development recommends the re-appointment of Doug Rinnert, noting he began serving in 2001.

MOTION made by Mr. Welch, seconded by Mr. Wong, to appoint Doug Rinnert to the West Chester Township Zoning Commission to fill an expired five year term (June 1, 2020 through May 31, 2025). Discussion: Mr. Burks expressed his appreciation to the members of the Zoning Commission and the Board of Zoning Appeals for their service. **Motion carried unanimously.**

Mr. Burks introduced the next item saying the subject vehicle is severely rusted.

MOTION made by Mr. Wong, seconded by Mr. Welch, to approve Statutory Resolution No. 06-2020 finding a 2008 Ford Expedition (Vehicle 408) is not needed and is unfit for use; and authorizing the sale of said vehicle at public auction. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mr. Wong, to object to a new D5I liquor permit for ABE West Chester, LLC, dba Another Broken Egg, 7701 Voice of America. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying five sealed bids were opened on February 11th, and JNT Excavating was recognized as the lowest and most responsive bidder.

MOTION made by Mr. Welch, seconded by Mr. Wong, to accept bid and approve contract with JNT Excavating, LLC for the 2020 Storm Pipe Replacement Program per the specifications as advertised not to exceed \$419,544.30 from various funds; and, to authorize the Township Administrator to make non-substantive changes with Law Director approval, and to execute said contract (CIP# 1252 and 1258). Discussion: none. **Motion carried unanimously.**

(Fiscal Officer Note: This item was re-addressed following the Executive Session that evening in order to remove any ambiguity and affirm the motion as documented on the agenda.)

Mr. Burks introduced the next item saying the speed limit on Maud Hughes Road is 55 MPH pursuant statute, it is excessive and unsafe, and the purpose for the item is to determine a safe speed limit pursuant statute. This action is being pursued due to road improvements planned for the intersection of Maud Hughes and Hamilton Mason Roads in 2022.

MOTION made by Mr. Wong, seconded by Mr. Welch, to approve Statutory Resolution No. 05-2020 requesting the director of highways to review the engineering and traffic investigation to determine and declare a reasonable and safe prima facie speed limit on Maud Hughes Road between Cincinnati Dayton Road and Hamilton Mason Road. Discussion: Police Chief Herzog addressed the Board saying all streets in the township were originally 55 MPH pursuant statute, and the County Engineer must identify a reason for a lower speed limit. **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

Dennis Bateman, 7109 Sprucewood Court, representing Rolling Knolls, expressed concern with Sharonville annexing property along Route 42 adjoining Rolling Knolls, and questioned if they might annex more.

James Hahn, 7250 Susan Springs, noted that it was the 30th anniversary of Fire Chief Prinz's employment with West Chester Township.

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 thanked everyone involved in the opening meeting of the 2050 Visioning Task Force. Mr. Jones recognized Lakota School Board member Lynda O'Connor's presence. He also noted that Mr. Wong would be celebrating his 17th birthday, given that he was born on leap year day. Lastly, he highlighted a post on the township's website.

Mrs. Becker congratulated Chief Prinz for his 30 years of service.

Recess to Executive Session

At 6:52 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 consideration of (1) compensation of a public employee or official; (2) consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or financial statements of an applicant for economic development; (3) and conference with our attorney for the Township

concerning disputes involving the Township that are the subject of pending or imminent court action.

Motion made by Mr. Welch, seconded by Mr. Wong. Mrs. Becker said the Board would return to adjourn the Executive Session and to adjourn the Regular meeting. Discussion: none. **Motion carried unanimously.** Mrs. Becker declared the meeting in recess.

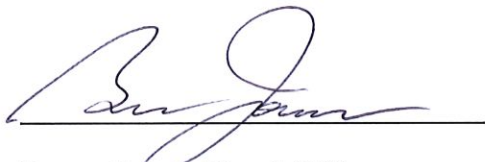
Post Executive Session/ Adjournment

MOTION made at 7:55 p.m. by Mr. Welch to adjourn the Executive Session and resume the February 25th Regular meeting, seconded by Mr. Wong. Discussion: none. **Motion carried unanimously.**

Thereupon Mrs. Becker re-addressed agenda item #14, requesting a motion to approve same: **MOTION** made by Mr. Welch, seconded by Mr. Wong, to accept bid and approve contract with JNT Excavating, LLC for the 2020 Storm Pipe Replacement Program per the specifications as advertised not to exceed \$419,544.30 from various funds; and, to authorize the Township Administrator to make non-substantive changes with Law Director approval, and to execute said contract (CIP# 1252 and 1258). Discussion: none. **Motion carried unanimously.**

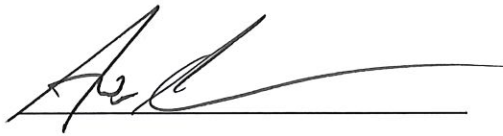
MOTION made by Mr. Wong, seconded by Mr. Welch, to adjourn the February 25th Regular meeting. Discussion: none. **Motion carried unanimously.**

Respectfully Submitted,



Bruce Jones, Fiscal Officer

Approved,



Mrs. Becker, Chairperson