

Record of Proceedings: March 10, 2020
West Chester Township Board of Trustees - Regular Meeting

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

Roll Call: Mrs. Becker and Mr. Welch responded. Mr. Wong had an excused absence.

Pledge of Allegiance: Repeated by those present.

Citizen's Comments

Deter Lubert, 7573 Granby Way, expressed his concerns about Keehner Park and interest in having a walkway along Kingsgate Way.

Presentations

There were no presentations.

Action Items – For Approval by Motion

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve the Trustee Meeting Minutes for February 25, 2020. Discussion: none. **Motion carried.**

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

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

Requisitions – Greater than \$7,500.00

1. Adm \$56,037.03 Dell Marketing LP - \$56,037.03 - Renew annual Microsoft license agreement
2. Police \$23,005.08 Galls, LLC - \$23,005.08 - Purchase 36 ballistic plates for SWAT ballistic vests
3. Police \$10,015.00 Galls, LLC - \$10,015.00 - Purchase 10 bulletproof vests
4. Services \$154,804.00 FYDA Frieghtliner - \$ 154,804.00 - Purchase two 2021 Frieghtliner truck cab and chassis for fleet replacement (CIP# 957 and 1595)
5. Services \$145,728.00 Henderson Products - \$145,728.00 - Purchase snow removal equipment and installation for two new salt trucks (CIP# 957 and 1595)
6. Services \$26,250.00 Emcor Facilities Services, Inc. - \$26,250.00 - Allocate cleaning fees for Muhlhauser Barn before reimbursements

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve payment of requisitions 1 through 6. Discussion: In response to Mrs. Becker's question, Service Director Franck addressed the Board regarding salt truck usage and replacement. **Motion carried.**

Personnel Items

Mrs. Becker introduced the next item by noting the agreed terms of Mr. Burks's evaluation and raise.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve a three percent raise for West Chester Township Administrator, Larry D. Burks, effective the first full pay period closest to the Board of Trustees' award of the increase. Discussion: Mr. Welch praised Mr. Burks, noting his caring for the community. Mr. Burks responded by praising the people he works with, as well as the elected officials, calling them the source of his motivation. **Motion carried.**

Mrs. Becker introduced the next item saying by noting the removal of the term of his employment that referenced "three year" and changing it to open-ended.

MOTION made by Mr. Welch, seconded by Mr. Becker, to amend employment agreement with Larry D. Burks for the position of West Chester Township Administrator. Discussion: none. **Motion carried.**

Mr. Burks introduced the next item observing Mrs. Wissel's qualification and diversified experience in the township.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to hire Mrs. Nicole Wissel to fill the vacant position of Fire Department Administrative Assistant effective March 16, 2020 at the hourly rate of \$20.57 with a 90 day introductory period. Discussion: Mr. Welch commented on the importance of enabling township employees to advance in the township. **Motion carried.**

Business Items

Mr. Burks introduced the next item by observing the township's recent history of website services, the services to be provided by Granicus, as well as the related charges.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve a contract with Granicus LLC for professional website development services not to exceed \$21,000.00; to approve a five year agreement for subscription hosting and support services not to exceed \$9,751.22 in any one year of the five year agreement; and, to authorize the Township Administrator to make non-substantive changes with law director approval and execute said agreement. Discussion: Mrs. Becker said the website is the "face of the community". Mr. Welch said our website is our "corporate brochure". **Motion carried.**

Mr. Burks introduced the next item by observing the recent history regarding the disposal of the of the township property at 7900 Cox Road, noting the inspection period would be extended until September 8, 2020, and related deposits.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to amend the current agreement between the West Chester Township Board of Trustees and Regency Centers Acquisition, LLC to extend the Inspection Period. Discussion: Mr. Welch noted the complexity of getting all the parties together. At Mr. Welch's request, Ryan Ertel with Regency Centers Acquisition then addressed the Board, noting the number of entities involved in the project. **Motion carried.**

Mr. Burks introduced the next item saying the agreement would not renew Open Data or Budget Builder; the former would have its data transferred while it's being phased out. The later has not improved the budgetary process.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve agreement with OpenGov Inc. for renewal of three year software agreement for open data platform software services and applications at a not to exceed amount of \$33,389.20 in year one; \$27,276.15 in year two; and \$27,276.15 in year three; and, to authorize Township Administrator to make non-substantive changes with Law Director approval and execute said agreement. Discussion: Mr. Welch praised the OpenGov platform, saying it demonstrated the Board's foresight when it initially agreed to pursue OpenGov. Mr. Burks said the township was essentially consolidating three products into one. **Motion carried.**

Mr. Burks introduced the next item saying it pertains to the construction of a new, replacement fire station on Duff Drive, 11 bids were submitted, and they were opened on February 11th.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to accept bid and approve contract with Graybach LLC for construction of new Fire Station 73 per the specifications advertised not to exceed \$3,414,400.00; and, to authorize the Township Administrator to make non-substantive changes if necessary, with Law Director approval, and execute said contract (CIP# 866).

Discussion: Chief Prinz addressed the Board with a PowerPoint presentation about the new fire station. It was noted 10% of the cost would be paid from TIF funds. Mrs. Becker invited Fire Chief Prinz to address the Board regarding the matter. Chief Prinz said the discussion to address the aging Duff Drive fire station dated back to 2016, he was pleased to proceed, and gave a PowerPoint presentation regarding the recent history of Fire Station 73, the engineering phase for the proposed station, and the cost savings they realized. **Motion carried.**

Mr. Burks introduced the next item saying it was part of the equipment replacement program. \$275,000 had been budgeted for the purchase. A credit of \$12,500 would be extended the township for exchanging its exiting street sweeper. He stated some of the financing terms, and said 10% of the cost would be paid from TIF funds. This would be a lease/purchase.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve purchase of a 2020 Elgin Crosswind Street Sweeper through a four year lease from Key Government Finance not to exceed \$271,291.12; and, to authorize the Township Administrator to execute said contract and all other necessary documents to effectuate the purchase. Discussion: In response to Mr. Welch's question, Services Director Franck addressed the Board, saying the township would own the sweeper upon delivery and be responsible for maintenance. It's being financed over four years. He also commented on its usage in the township. **Motion carried.**

Mr. Burks introduced the next item which pertained to the previous item.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve Statutory Resolution No. 07-2020 finding the 2009 Street Sweeper not needed or unfit for public use; authorizing the sale of said equipment to the Jack Doheny Company; and crediting the sale price of said equipment to the purchase of a new Street Sweeper. Discussion: none. **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

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

Mrs. Becker commented on the Corona virus.

Mr. Burks elaborated on the Corona virus and steps taken by the township to address needs, planning for the worst and hope for the best.

Mr. Welch encouraged everyone to wash their hands.

Mr. Burks noted a change in the location of the next Zoning Commission meeting because it was scheduled the day of the election, but the township hall would be used for voting.

Mr. Jones observed that the 2020 Census was about to begin and encouraged everyone to complete it in order to assist decision makers when they allocate funding.

Mr. Welch promoted the Shamrock Shuffle that coming weekend and the upcoming election.

Mrs. Becker observed Tylersville Road at Chantilly Drive was closed for 10 weeks, and noted Community Development was conducting a meeting on April 8th pertaining to changes to the zoning code.

Recess to Executive Session

At 7:10 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: To consider the compensation of a public employee or official. Discussion: none. **Motion carried.** Mrs. Becker declared the meeting in recess.

Post Executive Session/ Adjournment

MOTION made at 7:46 p.m. by Mr. Welch to adjourn the Executive Session and resume the March 10th Regular meeting, seconded by Mrs. Becker. Discussion: none. **Motion carried unanimously.**

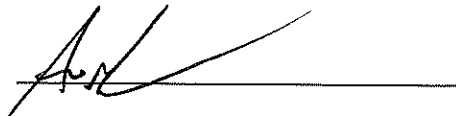
MOTION made by Mr. Welch, seconded by Mrs. Becker, to adjourn the March 10th Regular meeting. Discussion: none. **Motion carried unanimously.**

Respectfully Submitted,



Bruce Jones, Fiscal Officer

Approved,



Mrs. Becker, Chairperson