

**Record of Proceedings: December 1, 2020**  
**West Chester Township Board of Trustees - Regular Meeting**  
**(Fiscal Officer Note: Due to remodeling of Township Hall, this meeting was conducted at MidPointe Library, West Chester Township, rather than Township Hall.)**

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.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to change the agenda so as to address item #3 in Requisitions after Business Items. Discussion: none. **Motion carried unanimously.** (Fiscal Officer Note: Item #3 in Requisitions was for \$11,844.40 Thomas Shelby & Company, Inc. to purchase and install new computer monitor risers in Communication Center, and had been submitted by Administration.)

Citizen's Comments

There were no citizen's comments.

Presentations

Mrs. Lisa D. Brown, West Chester Township Assistant Administrator, gave an update on the township's Strategic Plan.

Action Items – For Approval by Motion

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve the Trustee Special Meeting Minutes for October 20, 2020. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to approve the Trustee Regular Meeting Minutes for October 27, 2020. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve the Trustee Emergency Meeting Minutes for November 13, 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 \$45,688.43 N. Harris Corporation - Renew annual license and support agreement for GEMS financial accounting software (January 1, 2021 – December 31, 2021)
2. Adm \$14,157.96 Kronos Incorporated - Renew annual support for Telestaff scheduling

- and payroll functions of public safety departments
3. Adm      \$11,844.40 Thomas Shelby & Company, Inc. - Purchase and install new computer monitor risers in Communication Center
  4. Police    \$27,600.03 Emcor Facilities Services Inc. - Replace carpet in common areas of Police Department, Police Administration Offices, and Records (CIP# 1582)
  5. Services   \$50,000.00 AECOM Technical Services Inc. - Engineering for Smith Road Pathway project
  6. Services   \$38,873.00 Palmer Engineering Company - Environmental review for Smith Road pathway project

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve payment of requisitions 1 and 2, and 4 through 6. Discussion: Mrs. Becker said this was an ODOT project, consequently the township is required to have an environmental impact study performed. **Motion carried unanimously.**

#### Personnel Items

Mr. Burks introduced the next item by giving Mr. Hanauer's experience and qualifications. He said Lieutenant Hanauer was ill and unable to attend the meeting.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to promote Lieutenant Jason Hanauer to the vacant position of Risk Management and Training Captain effective December 7, 2020 at bi-weekly pay rate of \$3,550.78 with a 90 day introductory period. Discussion: Mr. Welch praised the applicant's qualifications. **Motion carried unanimously.**

Mr. Burks introduced the next item by giving Mr. Richey's experience and qualifications.

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to promote Firefighter Landen Richey to the vacant position of Lieutenant at the annual salary of \$90,068.55 per the collective bargaining agreement with a one year introductory period. Discussion: Mr. Welch said this will help the overtime situation, adding that we still need part time firefighters. **Motion carried unanimously.**

Mr. Burks introduced the next item by giving Mr. Gross's experience and qualifications.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to hire Mr. Mark Gross to the vacant position of Laborer Operator effective December 7, 2020 at the non-exempt hourly rate of \$18.29 with a one year probationary period. Discussion: none. **Motion carried unanimously.**

#### Business Items

Mr. Burks introduced Communications and Information Technology Director Dennis Dick to explain the following agenda item. Mr. Dick said the township was seeking improved efficiencies and effectiveness in safety services software to assist our dispatcher's interaction with police and fire. He said the process for selecting a vendor began in 2016, entailed participation by 27 township employees in vendor reviews and post RFQ demonstrations, and they received consultation from DeltaWorks. The RFP was issued June, 2019 and were opened in August, 2019. He noted CentralSquare Technologies was the lowest bidder, the second lowest

bid was for \$1.7 million, but emphasized they pursued the best software - price was a secondary factor. Mr. Dick spoke highly of the recommended vendor, CentralSquare Technologies.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to approve agreement between West Chester Township Board of Trustees and CentralSquare Technologies LLC for public safety software, hardware, installation, training, licensing and support, not to exceed \$748,634.00; and, authorize the Township Administrator to execute said agreement (CIP# 1218). Discussion: Mr. Welch expressed his appreciation for their due diligence in selecting a vendor. Mrs. Becker praised the process. Mr. Welch said he appreciated that they determined what they wanted and needed before factoring in price. He said we are realizing the best product at the best price. Mrs. Becker received confirmation from Mr. Dick that this vendor, unlike the existing vendor, will be able to provide continued support. **Motion carried unanimously.**

Mr. Burks introduced the next item saying, based on population, West Chester has been on the OKI Board the past ten years. Mr. Welch interjected that, due to COVID-19, the three of them had very few meetings this year with the entities to which they served as the representative for West Chester, and suggested they remain in those roles in 2021 in order to develop improved competencies with those entities. Mr. Wong and Mrs. Becker concurred.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to appoint Mrs. Becker as the West Chester representative to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Board of Directors (term effective January 1, 2021 through December 31, 2021). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to appoint Mr. Wong as the West Chester Township representative to the Butler County Emergency Management Agency (BCEMA) Advisory Council (term effective January 1, 2021 through December 31, 2021). Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to appoint Mr. Welch as the West Chester Township representative on the Butler County 911 Planning Committee (term effective January 1, 2021 through December 31, 2021). Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item by identifying the various committees, boards, and councils.

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to continue Township volunteer services, committees, and boards. Discussion: Mr. Welch commented that citizens volunteer out of love for our community, noting some of the work is quite time consuming. **Motion carried unanimously.**

Mr. Burks introduced the next item saying the Fiscal Officer will convene the meeting, the Board officers will be chosen by the trustees, and the Regular meeting will follow.

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to set January 12, 2021, 6:00 p.m. for the 2021 organizational meeting. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to set January 19, 2021, 5:00 p.m. for a work session for the proposed 2021 Operational Budget. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item noting we are members of OTARMA.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to Motion to apply for \$2,000.00 Ohio Township Association Risk Management Authority (OTARMA) Police and Fire Grant to offset the cost of the Lexipol contracts; and, to authorize the Township Administrator to accept said grant if awarded. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to not object to a D5 & D6 liquor permit transfer from Two Gunz LLC, dba as Palermos Restaurant & Patio, 6096 West Chester Road, to III Fountain, LLC, Palermos Restaurant, dba as Palermos Restaurant & Patio, 6096 West Chester Road. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item by reading Requisition Item #3 that had been moved from the Requisitions portion of the agenda to the conclusion of these Business Items:

3. Adm \$11,844.40 Thomas Shelby & Company, Inc. - Purchase and install new computer monitor risers in Communication Center.

**MOTION** made by Mr. Welch Wong, seconded by Mr. Welch Wong, to approve payment of requisition #3. Discussion: none. **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 & vote on pending resolutions, or vote on emergency resolutions.

#### Discussion Items & Elected Official Comments

Mr. Burks thanked the library for hosting our Trustee meetings, and gave an update on the remodel of Township Hall. He said the next meeting, December 15<sup>th</sup>, would be at Township Hall.

Mr. Jones said, given the remodel, residents should feel proud of their Township Hall. He also noted Mrs. Brown's comment in her Strategic Plan Update that the plan enables the township to prioritize its budget plans to support strategic plans. He appreciated how timely this was since the annual budget work session was the following month.

Mr. Welch encouraged our small businesses to research the CARES Act. He said \$286,000 had been allocated to West Chester Township through the CARES Act, and four applications had been approved, leaving \$246,000 to be granted West Chester small businesses. He also encouraged businesses to be sure they are in the eligibility class, and that they fulfill the requirements.

Mrs. Becker commented on a news report about a threatening letter sent to a resident, adding "we're better than this".

Recess to Executive Session

At 7:12 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 preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment.

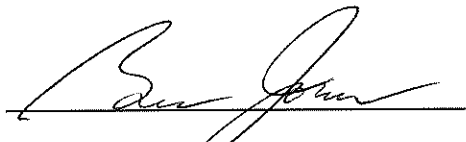
Motion made by Mr. Wong, seconded by Mr. Welch. Mrs. Becker said the Board would return to adjourn the Executive Session and to adjourn the Regular meeting. Discussion: none. **Motion carried unanimously.** Mrs. Becker declared the meeting in recess.

Post Executive Session/ Adjournment

**MOTION** made at 7:40 p.m. by Mr. Wong to adjourn the Executive Session and resume the December 1, 2020 Regular meeting, seconded by Mr. Welch. Discussion: none. **Motion carried unanimously.**

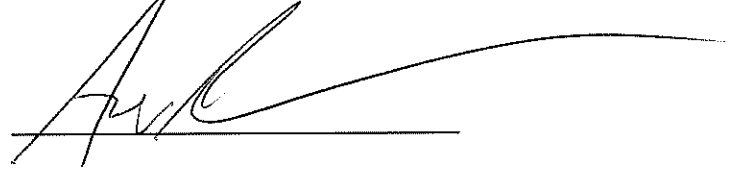
**MOTION** made by Mr. Welch, seconded by Mr. Wong, to adjourn the December 1st Regular meeting. Discussion: none. **Motion carried unanimously.**

Respectfully Submitted,



**Bruce Jones, Fiscal Officer**

Approved,



**Ann Becker, Chairperson**