

**Record of Proceedings: December 15, 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**

There were no presentations.

**Action Items – For Approval by Motion**

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to approve the Trustee Meeting Minutes for November 17, 2020. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve the Trustee Meeting Minutes for December 1, 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      \$38,284.53 Frost Brown Todd, LLC. \$38,284.53 Legal Services through November 30, 2020 (various departments)
2. Fire      \$11,536.20 Stryker Sales Corporation - \$11,536.20 – Renew annual maintenance agreement for Lifepack 15 Cardiac Monitors and AED's
3. Services    \$40,877.22 Emcor Facilities Services Inc - \$40,877.22 – Replace and repair Safety Service Center cameras and security systems

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve payment of requisitions 1 through 3. Discussion: none. **Motion carried unanimously.**

**Personnel Items**

Mr. Burks introduced Eileen Clines, Administration Secretary, who was hired at the previous meeting, but unable to attend that meeting.

Mr. Burks introduced Assistant Township Administrator Lisa Brown to comment on the Organizational Analysis as it relates to wages and benefits, and employee hiring and retention. She explained the purpose and internal process for their study, identifying and collecting relevant

data. Mrs. Brown said there would be a budget impact of approximately \$51,000 for non-contract positions over the first two years.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to accept findings of the 2020 Organizational Analysis and authorize Administration to implement recommended market adjustments and structural changes. Discussion: Mr. Welch noted that the township had a study performed four years ago, at a cost of about \$30,000, but it did not address non-contract employees. He praised Mrs. Brown and staff for the thoroughness of their study and the costs. Mr. Burks said the study was better because it was performed internally. Mr. Wong said the study helps him understand how the township works. Mrs. Becker said they try to run the township like a business, and the study helps to recognize people who bring value to the township. Mr. Burks said the study was part of the township's Strategic Plan. **Motion carried unanimously.**

Mr. Burks introduced the next item by stating the applicant's qualifications and experience.

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to hire Mr. Tanner Scott Csendes to the position of full-time police officer effective January 4, 2021 at the bi-weekly pay rate of \$2,599.83 per the collective bargaining agreement (CBA) with a one year probationary period contingent upon successful completion of applicable testing and procedures. Discussion: none. **Motion carried unanimously.**

Thereupon Fiscal Officer Jones swore in Mr. Csendes as a West Chester Township Police Officer.

Mr. Burks introduced the next item by stating the applicant's qualifications and experience.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to hire Mr. Brian Counts to the vacant position of Laborer Operator effective December 21, 2020 at the non-exempt hourly rate of \$18.29 with a one year probationary period, contingent upon successful completion of applicable testing and procedures. Discussion: none. **Motion carried unanimously.**

### Business Items

Mr. Burks introduced the next item saying the MetroParks has maintained the township's grounds in the park and the Voice of America Museum of Broadcasting since 2012 in exchange for using the township maintenance garage and maintenance equipment at the VOA.

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve a five year maintenance and use agreement in substantially the same form as attached between the West Chester Township Board of Trustees and the Board of Park Commissioners of MetroParks of Butler County, Ohio effective November 1, 2020 – October 31, 2025 to use and maintain the maintenance building and equipment and maintain the township grounds at the Voice of America park; and, to authorize the Township Administrator to make non-substantive changes with law director approval and execute said agreement. Discussion: Mrs. Becker said this was a good partnership. **Motion carried unanimously.**

Mr. Burks introduced the next item by identifying the permits for which there would be a waiver. He said the waivers demonstrate that West Chester is friendly to business as well as residents.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to approve an extension of temporary waiver of WCT zoning application fees for specified residential permits until further directed by

the Board of Trustee. Discussion: In response to Mr. Wong's question, Mr. Burks identified what constitutes a "home occupation". Mr. Wong said a single family home cannot be rented out for a business. Mr. Burks said a permit is required for a home business, and the purpose for the permits is to see that the work is performed up to safety standards. Mr. Welch commented on the need for safety standards. Mrs. Becker expressed her support for maintaining high housing standards in the township while reducing fees. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to appoint Trustees Welch and Becker, Firefighters Jim Cox and David Pickerington as secretary, and resident Gene Hendel to the 2021 Volunteer Firefighters' Dependents Fund Board. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced Fire Chief Prinz to explain the next agenda item. Chief Prinz said this item permits the West Chester fire department to receive the COVID-19 vaccines and to vaccinate its own personnel, though with assistance from the Butler County Health Department. He said there are about 500 first responders throughout the county they anticipate will be getting vaccinated, though the plans are subject to change. He said there may be side-effects such that they will need to stagger their shifts. Chief Prinz also said there was the possibility they would open up to the public the administration of the vaccine in the spring. He said this currently applies only to EMS personnel, for which all his firefighters qualify. Police and dispatch personnel would receive the vaccine around February. In response to Mrs. Becker's question, he said hospital personnel have already begun receiving their inoculation. In response to Mr. Welch's question, he said no one knows how long protection resulting from the vaccine lasts.

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to enter into an agreement between the West Chester Township Board of Trustees and the Butler County Health Department for the Closed Point of Dispensing (POD) program; and, to authorize the Township Administrator to make non-substantive changes if necessary with Law Director approval, and execute said agreement. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to not object to a D5 and D6 liquor permit transfer from Beckett Ridge CC LLC, 5650 Beckett Ridge Boulevard, to Beckett Ridge Golf LLC, dba Beckett Ridge Gold, 5650 Beckett Ridge Boulevard. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to not object to a D5 and D6 liquor permit transfer from Beckett Ridge CC LLC, South Units Holes 1, 9, 10, 16, 17 & 18, 5595 Beckett Ridge Boulevard, Suite A, to Beckett Ridge Golf LLC, South Units Holes 1, 9, 10, 16, 17, & 18, 5595 Beckett Ridge Boulevard Suite A. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying Community Services has already budgeted for this park, which would be paid from the UCB TIF fund. He also explained the bid process.

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to request to advertise for Station Road Pocket Park (CIP 1389). Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying 70 or more steel pipes are slated for replacement with corrugated polyethylene pipe per ODOT specifications. He also explained the bid process. **MOTION** made by Mr. Wong, seconded by Mr. Welch, to request to advertise for 2021 Storm Water Pipe Replacement Program. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying this work needs to be performed before the scheduled street paving can be performed. He also explained the bid process. **MOTION** made by Mr. Welch, seconded by Mr. Wong, to request to advertise for 2021 Curb Replacement Program. Discussion: none. **Motion carried unanimously.**

### First Reading of Resolutions & Reading of Emergency Resolutions

Mr. Burks read, "Resolution No. 44-2020 amending the Township 2020 permanent appropriations and declaring an emergency and dispensing with the second reading". Mr. Burks said appropriations must be amended periodically through the year as they were originally estimated. He identified the specific adjustments. In response to Mr. Welch's question, Mr. Keim said the motor vehicle tax is the same as the license tax, and it's allocated into two separate funds. Mr. Welch praised the accuracy of the budgeting. **MOTION** made by Mr. Wong, seconded by Mr. Welch, to declare Resolution No. 44-2020 an emergency and dispense with the Second Reading. Discussion: none. **Motion carried unanimously.**

Mr. Burks read, Resolution No. 45-2020 approving and authorizing adoption of the Township 2021 temporary appropriations and declaring an emergency and dispensing with the second reading. He said this would mostly address first quarter expenses as accounted for in the submittal to the Butler County Budget Commission. He said this action is statutorily required. A Resolution to adopt permanent appropriations would be submitted to the Board toward the end of the first quarter, 2020. The Trustees had no questions.

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to declare Resolution No. 45-2020 an emergency and dispense with the Second Reading. Discussion: none. **Motion carried unanimously.**

### Citizen's Comments

There were no citizen's comments.

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

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to approve Resolution No. 44-2020. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Wong, seconded by Mr. Welch, to approve Resolution No. 45-2020. Discussion: none. **Motion carried unanimously.**

Discussion Items & Elected Official Comments

Mr. Burks commented on the annual budget for the current year and 2021. The operational budget reflects the direction of the trustees and the interests of the community. All 2020 major funds and general departmental expenditures will end the year within the budget. He said applications are being accepted for appointment to the West Chester Zoning Commission and the West Chester Board of Zoning appeals, noting the term of service. Mr. Burks commented on the remodel of the Township Administration Building. Lastly, he spoke about the Green Energy purchase options and their pending availability to residents.

Mr. Jones commented on the remodel of the Township Administration Building, and wished everyone a Merry Christmas & Happy Hanukkah.

The Trustees wished everyone a Merry Christmas and Happy New Year.

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 Conferencing with an attorney for the Township concerning disputes involving the Township that are the subject of pending or imminent court action; (2) To consider appointment, reappointment or employment of a public employee, official, or regulated individual; and (3) to prepare 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 8:00 p.m. by Mr. Wong to adjourn the Executive Session and resume the December 15th Regular meeting, seconded by Mr. Welch. Discussion: none. **Motion carried unanimously.**

**MOTION** made by Mr. Welch, seconded by Mr. Wong, to adjourn the December 15th Regular meeting. Discussion: none. **Motion carried unanimously.**

Respectfully Submitted,

  
Bruce Jones, Fiscal Officer

Approved,

  
Lee Wong, Chairperson