

Record of Proceedings: August 24, 2021
West Chester Township Board of Trustees - Regular Meeting

Convene: Chairperson Wong convened the meeting at 6:03 p.m.
Roll Call: Mr. Wong, Mr. Welch, and Mrs. Becker 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 Mrs. Becker, seconded by Mr. Welch, to amend the agenda and table what was identified as Item #14. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve the August 10, 2021 Trustee meeting minutes. Discussion: none. **Motion carried unanimously.**

MOTION made by Mrs. Becker, seconded by Mr. Welch, 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

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|----|----------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | CIT | \$ 50,231.56 | Dell Marketing L.P. - Purchase 52 computers and 40 monitors per five year replacement plan (CIP#s: 1297, 1298, 1299, 1300, 1301, 1302, 1303, 1304) |
| 2. | Fire | \$ 300,574.99 | Horton Emergency Vehicles - Purchase One 2022 Ford F550 Horton Medic Unit (CIP# 1484) |
| 3. | Fire | \$ 50,444.00 | Gaumard Scientific Company, Inc. - Purchase HAL Advanced Life Support Manikin (CIP# 1478) |
| 4. | Services | \$ 480,740.85 | Granite Inliner LLC - Repair storm pipes (CIP# 1371) |
| 5. | Services | \$ 91,024.00 | Jack Doheny Companies, Inc. - Purchase new storm pipe inspection camera |
| 6. | Services | \$ 54,563.64 | Jamie's Mulch and Topsoil, Inc. - Install landscaping for roundabout at West Chester Road and Butler Warren Road (CIP# 1726) |
| 7. | Services | \$ 45,250.00 | Pattie Byron Studios - Purchase two West Chester Towers for UCB Landscape Project (CIP# 821) |

8. Services \$ 17,987.20 Benchmark Land Management LLC - Repair storm pipes on Applewood and Christine Drives (CIP# 1371)
9. Services \$ 17,500.00 Art's Rental Equipment - Rent a John Deere 544 Wheel Loader

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve payment of requisitions 1 through 9. Discussion: In response to Mrs. Becker's question, Services Director Franck addressed the Board, and answered by saying the landscape design for our various roundabouts are very similar, but adjustments are made due to the grade of the roundabout. In response to Mr. Wong's question, Mr. Franck said the new storm pipe inspection camera will give them better data and save time. Mr. Welch commented that the manikin approved for payment was exceptionally designed for training personnel on trauma and how to respond to varying medical emergencies. He also noted the two West Chester Towers for UCB Landscape Project were previously approved as part of a \$2 million packet. He also **Motion carried unanimously.**

Personnel Items

Mr. Burks introduced the next item stating the applicant's experience and qualifications, as well as the reason for creating the position. He also said the current HR Manager position will be vacated.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to create the position of Director of Human Resources and promote Ms. Tonya Charles to said position effective August 23, 2021 at the bi-weekly rate of \$3,802.98. Discussion: Mrs. Becker said we needed a professional HR person given the size of the township. **Motion carried unanimously.**

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

MOTION made by Mr. Welch, seconded by Mrs. Becker, hire Ms. Randi Hom to the position of Administrative Professional I effective September 7, 2021 at the non-exempt hourly rate of \$18.00. Discussion: none. **Motion carried unanimously.**

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

MOTION made by Mrs. Becker, seconded by Mr. Welch, to hire Mr. Robert Merriweather to the position of full-time Police Officer effective August 30, 2021 at the bi-weekly rate of \$2,453.86. Discussion: All three Trustees commented, expressing their best wishes for Officer Merriweather. **Motion carried unanimously.**

Trustee Wong then asked the family of Officer Merriweather to stand and be recognized. Thereupon Fiscal Officer Jones administered the Oath of Office to Officer Merriweather, accompanied by Police Chief Herzog and Assistant Police Chief Rebholz.

Business Items

Mr. Burks introduced the next item by saying Ms. Kathy Carsey resigned from this position effective August 3, 2021, and Mr. Bruce Jones was nominated by Trustee Welch at the previous meeting to fill the position.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to appoint Mr. Jones as the West Chester Township representative to the Butler County Transportation Improvement District

(TID) Board to fill an unexpired term effective August 25, 2021. Discussion: none. **Motion carried unanimously.**

Mr. Burks introduced the next item saying this will enable creation of a 2050 Roadmap visioning group and specifically this item will pay for facilitators.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to authorize Township Administrator to execute all necessary documents to accept Duke Energy "Powerful Communities" Local Impact Grant, if awarded. Discussion: In response to Mr. Wong's question, Mr. Burks said the grant would be for up to \$5,000. Mr. Welch said the group would not be prescriptive, rather an expression of the community's values. Mr. Burks said it would serve as a reference for the Board for the future, a visionary process, and cited examples from the 2025 Plan. He also gave a status update on the group. **Motion carried unanimously.**

Mr. Burks introduced the next item saying West Chester's Property Advisor deemed the subject property uninhabitable, noting the reasons for that determination. The Butler County Court of common Pleas issued judgement in the township's favor on July 30th of this year. The cost of demolition would be \$13,979.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve contract between West Chester Township Board of Trustees and Allgeier & Son, Inc. for a nuisance/demolition cleanup at 8939 Seminary Street; and, authorize Township Administrator to execute all necessary documents to effectuate the contract. Discussion: Mr. Wong commented that this action would eliminate an eyesore. Mr. Burks said there are criteria to determine dilapidated properties in the township and there's a growing number of properties that qualify. **Motion carried unanimously.**

Mr. Burks introduced the next item saying ODOT has jurisdiction pursuant statute to determine the speed limit, and most of Windisch Road is 55 MPH.

MOTION made by Mr. Welch, seconded by Mrs. Becker, to approve Statutory Resolution No. 17-2021 requesting the Director of Highways review engineering and traffic investigation to determine and declare a reasonable and safe speed limit on Windisch Road between Allen Road and Crescentville Road. Discussion: Mrs. Becker question asked if this action is similar to the action taken by the Board recently on Maud-Hughes Road. Services Director Franck responded affirmatively from his seat in the audience. **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

Ann Holbrook, 7056 Barrett Road, said there would be a senior's rally Friday and provided details. She also suggested that American Recovery Plan money could be used to build a Senior Center.

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

Mr. Burks gave an overview of the proposed North Pointe development.

MOTION made by Mrs. Becker, seconded by Mr. Welch, to approve Resolution No. 15-2021 approving a Zoning Map Amendment and Preliminary Development Plan for Case # ZMA 06-21, North Pointe. Mr. Welch noted that the developer also developed Austin Landing. Mrs. Becker said this is a very challenging piece of property to develop. The developer, Larry Dillon, was in the audience and was invited to address the Board. Mr. Wong said Mr. Dillon, has been very patient. Mr. Welch commented on the proposed JEDD in the development. Mr. Dillon, 155 W. Central Avenue, Springboro, addressed the Board. He commented on the JEDD, saying companies want to be in a vibrant mixed use area and the JEDD will give the township an additional “tool” to fulfill needs for those companies. He also expressed appreciation that West Chester is thinking ahead.

Discussion Items & Elected Official Comments

Mr. Jones thanked the Trustees for appointing him to the Butler County Transportation Improvement District (T.I.D.). He commented briefly on the history of the T.I.D. Mr. Burks encouraged Mr. Jones refer to Mr. Franck with questions as a TID Board member. He also observed it is campaign season and said candidates cannot place signs on public property.

In response to a question from Mr. Welch about permitted uses of the American Recovery Plan funds, Finance Director Keim addressed the Board. He identified the four allowable uses for ARP monies. He suggested Ms. Holbrook speak to him about her understanding to allow using these funds for non-profits.

Mr. Wong asked Mr. Burks for an update on adding pickle ball courts. Mr. Wong expressed his desire that a volleyball court at Keehner Park be repurposed to two pickle ball courts, complete with permanent nets. Mr. Burks countered with his explanation why he didn't want to install permanent nets, but agreed he works at the pleasure of the Board.

Recess to Executive Session

At 7:11 p.m., Mr. Wong asked for a motion to recess the Regular meeting and go into Executive Session with legal counsel for the purpose of considering: Preparing for, conducting, or reviewing negotiations or bargaining sessions with public employees concerning their compensation or other items and conditions of their employment.


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

Post Executive Session/ Adjournment

MOTION made at 7:32 p.m. by Mrs. Becker to adjourn the Executive Session and resume the August 24, 2021 Regular meeting, seconded by Mr. Welch. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Welch, seconded by Mrs. Becker, to adjourn the August 24, 2021 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 'Lee Wong', written over a horizontal line.

Lee Wong, Chairperson