



West Chester Township  
Trustees Meeting Agenda  
December 20, 2016

**Trustees**

Mark Welch, President  
George Lang, Vice President  
Lee Wong, Trustee

**Fiscal Officer**

Bruce Jones

**Administrator**

Judith C. Boyko

**6:00 P.M.**

**Regular meeting**

- Mr. Welch
  - Convene
  - Roll Call
  - Pledge

**Citizen's Comments**

(2 minutes per person limited to a total of 10 minutes)

Mrs. Boyko **Presentations**  
None

Mr. Welch **Action Items – For approval by motion**

- A. Motion to approve Trustee Meeting Minutes – December 6, 2016
- B. Motion to approve payment of bills

Mrs. Boyko **Requisitions – Greater than \$2,500.00**

- |    |          |             |   |
|----|----------|-------------|---|
| 1. | Adm      | \$47,044.60 | Frost Brown Todd, LLC – Legal services through November 30, 2016 (various departments)  |
| 2. | Adm      | \$35,147.97 | IVideo Technologies, LLC – Purchase and install Castus Video Payout Server for broadcasting video to public access channels (CIP #1015) |
| 3. | Police   | 7,256.52    | Lexis Nexis Risk Data Management – Renew annual subscription for access to legal research   |
| 4. | Services | \$4,208.21  | Viox Services Inc. – Repair and replace main water line valve at Safety Services Center   |
| 5. | Services | \$2,779.85  | Butler County Engineer's Office – Perform maintenance on mast arms and traffic signals  |

Mrs. Boyko **Personnel Items**

- 6. Motion to hire Mr. Justin Tyler to the vacant position of Integrated Multimedia Production Specialist effective January 9, 2017 at the hourly rate of \$17.60 with a one year probationary period and contingent upon successful completion of applicable testing and procedures

Mrs. Boyko **Business Items**

- 7. Adm Motion to appoint one Trustee as the West Chester Township representative to the Ohio-Kentucky-Indiana Regional Council of Governments (OKI) Board of Directors (term effective January 1, 2017 through December 31, 2017)

8. Adm Motion to appoint one Trustee as the West Chester Township representative to the Butler County Emergency Management Agency (BCEMA) Advisory Council (term effective January 1, 2017 through December 31, 2017)
9. Adm Motion to appoint one Trustee as the West Chester Township representative on the Butler County E911 Planning Committee (term effective January 1, 2017 through December 31, 2017)
10. Adm Motion to set date for 2017 organizational meeting (suggested date and time January 10, 2017, 6:00 p.m.)
11. Adm Motion to set date for a work session for the proposed 2017 Operational Budget (suggested date and time January 17, 2017, 5:00 p.m.)
12. Adm Motion to approve agreement for professional services with Donald L. Crain and Frost Brown Todd LLC for legal services related to the position of Law Director from January 1, 2017 – December 31, 2019 and to authorize the Township Administrator to execute said agreement
13. Adm Motion to accept and award bid from Vercom for professional telephony engineering services to replace and install Township wide phone and voicemail system from analog technology to Voice over Internet Protocol communications system not to exceed \$124,786.00 and to authorize the Township Administrator to execute any and all necessary documentation to effectuate said service (CIP #1048)
14. Adm Motion to approve renewal agreement between West Chester Township Board of Trustees and the West Chester Development Council, designating West Chester Development Council as agent for economic development and for marketing services
15. Adm Motion to approve the amendment to Storm Water Drainage Easement Agreement between the West Chester Township Board of Trustees and Morris Farm Limited Liability Company and to authorize the Township Administrator to make non-substantive changes with Law Director approval and to execute the agreement and any and all other documents necessary to effectuate said agreement
16. Adm Motion to approve statutory Resolution 45-2016 approving a all-way stop to remedy a site distance deficiency at the intersection of Guildford Lane and Keltner Drive and not to deter or regulate speed
17. Fire Motion to appoint two (2) Trustees, two (2) Fire Department members, and one (1) civilian to the 2017 Volunteer Firefighters' Dependents Board
18. Police Motion not to object to a D1, D2, D3 liquor permit transfer from Christina Wong DBA Sushi Monk, 8268 Princeton Glendale Road, to Sushi Monk LLC DBA Sushi Monk, 6064 West Chester Road

**First Reading of Resolutions  
& Reading of Emergency Resolutions (if any)**

- \*19. Emergency Reading Resolution No. 44-2016 approving and authorizing adoption of the Township 2017 temporary appropriations and declaring an emergency and dispensing with the second reading

**Citizen's Comments**

**Second Reading & Vote on Pending Resolutions  
& Vote on Emergency Resolutions (if any)**

\* Emergency Reading      Vote on Emergency Resolution No. 44-2016

**Discussion Items & Elected Official Comments**

Mrs. Boyko

West Chester Baseball Partnership  
2016 Operational Budget Summary and 2017 Operational Budget Introduction

**Executive Session**

Property, personnel & pending litigation with Legal Counsel

**Adjourn**

FYI			
<b>Monday</b>	December 26		<b>Township offices closed</b> in observance of Christmas Day
<b>Monday</b>	January 2		<b>Township offices closed</b> in observance of New Year's Day
<b>Sunday</b>	January 8	12 to 5 p.m.	<b>Kite Flying</b> at the VOA Museum, 8070 Tylersville Road. Pigs Aloft Kite Association fly their extraordinary kites on the front lawn of the VOA Museum
<b>Saturday</b>	January 14	10am to 12 p.m.	<b>Muhlhauser Barn Open House</b> for guests and interested renters. Poor weather cancels – check <a href="http://www.WestChesterOH.org">www.WestChesterOH.org</a>
<b>Monday</b>	January 16		<b>Township offices closed</b> in observance of Martin Luther King, Jr. Day
Visit <a href="http://www.WestChesterOH.org">www.WestChesterOH.org</a> for more information			
<b>Recurring Events</b>			
<b>Tuesday</b>	December 20	6 p.m.	<b>Board of Trustees' Meeting</b> Township Hall, 9113 Cincinnati Dayton Road
<b>Wednesday</b>	January 11	10:30 to 11:15a.m.	<b>Nature Basket Program</b> at Keehner Park Log Cabin, suited to preschool children and their adult companion features story time and nature-inspired crafts. Register at 759-7312 or <a href="mailto:cstaarmann@WestChesterOH.org">cstaarmann@WestChesterOH.org</a>
<b>Saturday</b>	January 7 January 21	2 p.m.to 4 p.m.	<b>Winter Farmers' Market</b> at Muhlhauser Barn. RAIN or SHINE! <a href="http://www.WestChesterOhioFarmersMarket.org">www.WestChesterOhioFarmersMarket.org</a>