

Record of Proceedings: April 11, 2017
West Chester Township Board of Trustees - Regular Meeting

Convene: President Welch convened the meeting at 6:01 p.m.
Roll Call: Mr. Welch, Mr. Lang, and Mr. Wong 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. Lang, seconded by Mr. Wong, to approve the Trustee Meeting Minutes for March 28, 2017. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Lang, seconded by Mr. Wong, to approve payment of bills. Discussion: none. **Motion carried unanimously.**

Mrs. Boyko submitted the following requisitions greater than \$2,500:

Requisitions – Greater than \$2,500.00

1. Admin \$9,046.70 Frost Brown Todd, LLC – Legal services through February 2017 (various departments)
2. Fire \$2,600.00 Sutphen Corporation – Annual testing of aerial ladders
3. Police \$13,932.00 3M Cogent Systems – Replace expired software and outdated equipment for identification fingerprinting for children and senior citizens (CIP #1314)
4. Police \$5,273.00 Kaeser & Blair, Inc. – Purchase promotional items for educational and safety events
5. Services \$9,050.80 Viox Services, Inc. – Perform services to stain Keehner Park Amphitheatre (CIP #1350)

MOTION made by Mr. Wong, seconded by Mr. Lang, to approve payment of requisitions 1 through 5. Discussion: none. **Motion carried unanimously.**

Personnel Items

Mrs. Boyko introduced the next item saying the revised job descriptions were necessitated by the promotion of Ms. Wissel, whom Mrs. Boyko said has been an employee of almost two years, and whom she termed an exemplary employee.

MOTION made by Mr. Lang and seconded by Mr. Wong to approve the revised job descriptions for three Administration positions: Executive Assistant, Administrative Assistant, and Secretary and promote Mrs. Nicole Wissel to the vacant position of Administration Administrative Assistant effective April 12, 2017 at the hourly rate of \$17.00 with a one year probationary period, and contingent upon successful completion of applicable testing and procedures. Discussion: Mr. Lang said Nicole has been with us two years, has been an exemplary employee, and was deserving the promotion. **Motion carried unanimously.**

Mrs. Boyko introduced the next item saying a previous Board had approved having a complement of 73 part-time firefighter/Paramedic/EMT positions, but we are currently short 29 positions.

MOTION made by Mr. Lang, seconded by Mr. Wong, to hire six part-time Firefighter/EMT to fill vacant positions effective April 18, 2017 at the hourly rate of \$16.25 with a one year probationary period and contingent upon successful completion of applicable testing and procedures: FF II/EMTs Christopher Benjamin, Colin Berter, Alden Burch, Luke Chapman, Brittney Goddard, and Andrew Thieken. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Lang, seconded by Mr. Wong, to hire Matthew Abrams as a 2017 May through September seasonal employee (Parks) effective May 1, 2017 at the hourly rate of \$11.25. Discussion: none. **Motion carried unanimously.**

Business Items

Mrs. Boyko introduced the next item saying the following item was requested by a property owner and proprietor, and the Board conducted a Public Hearing on the matter at its March 28, 2017 meeting.

MOTION made by Mr. Lang, seconded by Mr. Wong, to approve statutory Resolution No. 12-2017 establishing 15 minute limited duration parking for visitors to Towne Centre Square for identifiable spaces along West Chester Towne Centre Drive and Centre Pointe Drive. Discussion: Mr. Lang expressed appreciation that this matter was initiated by the property owners and not the government. He also expressed concern that the amount for the parking fine would be excessive, but pleased the Township will pursue an applicable reduced fine from Area III Court Judge Hoey. Mr. Welch also reiterated appreciation that this was initiated by the owners rather than government. In response to Mr. Welch's comment, Mrs. Boyko will inquire as to whether or not they can post the amount of the fine on the signage. **Motion carried unanimously.**

Mrs. Boyko introduced the next item saying the Board had previously authorized staff to pursue an Ohio Public Works Committee Grant to help fund infrastructure improvements on Fields-Ertle Road between US 42 and Copperfield Drive, within West Chester's limit. She identified the infrastructure improvements that \$400,000 could improve and said it should be completed by fall of next year.

MOTION made by Mr. Wong, seconded by Mr. Lang, to approve Joint Agreement in substantially the same form as attached between the City of Sharonville, Ohio and West Chester Township, Ohio for the Fields Ertle Road Phase 2 Improvement Project 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 necessary documents to effectuate the Joint Agreement and project. Discussion: Mr. Lang said this important to get these improvements in place. **Motion carried unanimously.**

MOTION made by Mr. Lang, seconded by Mr. Wong, to set date for the West Chester Volunteer Appreciation Reception for Tuesday, May 16, 2017 from 5:30 to 7:00 p.m. at the Muhlhauser Barn. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Lang, seconded by Mr. Wong, to not object to a liquor permit stock transfer for Savannah Center, LLC dba Savannah Center at 5533 Chappell Crossing Boulevard. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Lang, seconded by Mr. Wong, to not object to a liquor permit ownership transfer for Las Americas Mercado, LLC dba Las Americas Foodmart at 6883 Fountain Boulevard, Suite B. Discussion: none. **Motion carried unanimously.**

MOTION made by Mr. Lang, seconded by Mr. Wong, to not object to a new D5I liquor permit for Texas Roadhouse Holdings, LLC, dba Texas Roadhouse at 7309 Kingsgate Way. Discussion: none. **Motion carried unanimously.**

Mrs. Boyko introduced the next item saying it will make the restroom at Keehner Park handicap accessible pursuant the ADA Act.

MOTION made by Mr. Lang, seconded by Mr. Wong, to accept proposal from Viox Services, Inc. not to exceed \$37,897.20 to renovate Keehner Park west side restrooms for ADA compliance and to authorize the Township Administrator to execute said proposal (CIP# 671). Discussion: Mr. Lang expressed his frustration with this as an unfunded federal mandate. **Motion carried unanimously.**

Mrs. Boyko introduced the next item terming this bid the lowest responsive and responsible bid for the portion that was actually bid. She said the original bids were above the statutory estimate of 10%. She said we re-bid the project, dividing it into two areas, resulting in three bids on one area and no bids on the other. Mrs. Boyko said one bid was within the 10% estimate and the other two exceeded it.

MOTION made by Mr. Wong, seconded by Mr. Lang, to accept bid and approve contract with Jackson Construction, Inc. for a portion of the 2017 Curb Replacement Program per the specifications as advertised not to exceed \$309,080.13 and to authorize the Township Administrator to execute said contract and all other necessary documents to effectuate the contract and project (CIP #1041). Discussion: Mr. Welch asked Mrs. Boyko what the Township does to insure quality work. Mrs. Boyko said it was staff's responsibility as well as herself to insure the bid was fulfilled. Mr. Lang said the homeowner bears responsibility for taking care of their yard once the soil, seed and hay has been installed. **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, or votes on pending resolutions or emergency resolutions.

Discussion Items & Elected Official Comments

Mrs. Boyko noted that it was National Public Safety Telecommunicator's Week, April 9 - 15, 2017, this pertained to our emergency dispatch, and read a proclamation recognizing same.

Mr. Jones expressed the concern he and his neighbors had with the curb replacement work Jackson Construction performed last year in their neighborhood. Having researched the bids, he also noted the second highest bid was over 20% higher than the winning bid, the third highest bidder was almost 35% higher than the winning bid. He said everyone wants a good price, but, given the bid variance, quality might be an issue here. He said these bids were neither reasonable nor responsible, and the Board should not approve bids simply as a routine matter of business. Mr. Lang said he's sensitive to the concern for quality work. Mrs. Boyko interjected saying this bid did not pertain to any residential roads, only commercial. She provided several variables that might have accounted for the variation in prices; cost of materials when they bid, and other projects existed such that they're not really hungry for this project. Given the reference to material costs, Mr. Jones responded that one of the vendors itemized their projected material costs less than a third that of the other two vendors, concluding, "Something is wrong". Mr. Welch suggested the cost per foot was the largest expense.

Mr. Lang expressed his appreciation for our dispatchers during National Public Safety Telecommunicator's Week.

Mr. Welch observed that a women's self-defense class would be held that Thursday at the police department, and an Easter Egg Hunt would be held that Saturday in Keehner Park.

Recess to Executive Session

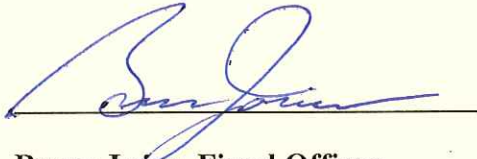
At 6:37 p.m., Mr. Welch asked for a motion to recess the Regular meeting and go into Executive Session with legal counsel for the purpose of considering and discussing (1) personnel matters: candidates for employment; discuss contract negotiations for a certain collective bargaining unit; discipline, termination, promotion, hiring, or transfer of a current or candidate public employee; provision of benefits for public employees, (2) Acquisition, sale, or swap of real property, (3) Current or pending litigation. He said the Board would return after Executive Session to adjourn the Executive Session and resume the Regular meeting. Motion made by Mr. Lang, seconded by Mr. Wong. Discussion: none. **Motion carried unanimously.** Mr. Welch declared the meeting in recess.

Post Executive Session/ Adjournment

MOTION made at 7:03 p.m. by Mr. Lang to adjourn the Executive Session and resume the April 11, 2017 Regular meeting, seconded by Mr. Wong. Discussion: none. **Motion carried unanimously.**

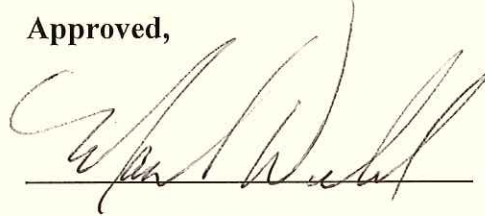
MOTION made by Mr. Wong, seconded by Mr. Lang, to adjourn the meeting. Discussion: none. **Motion carried unanimously.**

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Bruce Jones", written over a horizontal line.

Bruce Jones, Fiscal Officer

Approved,

A handwritten signature in blue ink, appearing to read "Mark Welch", written over a horizontal line.

Mark Welch, President