



**West Chester Township
Trustees Meeting Agenda
October 10, 2017**

Trustees

Mark Welch, President
Lee Wong, Trustee

Fiscal Officer

Bruce Jones

Interim Administrator

Larry Fronk

**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)

Mr. Fronk

Presentations

- A. Recognition of West Chester Fire Department personnel deployed for hurricane relief
- B. Ryan Holiday, Auditor of State Southwest Regional Liaison on behalf of Auditor Dave Yost – presenting “Auditor of State Award with Distinction”
- C. Michael McNamara, President – Butler County Land Bank
- D. Chief Joel Herzog, West Chester Police Department – Political signs

Mr. Welch

Action Items – For approval by motion

- E. Motion to approve Trustee Meeting Minutes – September 26, 2017
- F. Motion to approve payment of bills

Mr. Fronk

Requisitions – Greater than \$2,500.00

- | | | | |
|----|----------|-------------|---|
| 1. | Adm | \$17,664.30 | Frost Brown Todd, LLC – Legal services through August 2017 (various departments) |
| 2. | Adm | \$17,369.00 | Lifesize Inc. – Renew annual contract for Fire Department teleconferencing system |
| 3. | Adm | \$8,000.00 | The Plant Detail – Design and install outdoor holiday lighting and seasonal displays on Township property |
| 4. | Adm | \$2,614.26 | Viox Services Inc. – Replace door control board on elevator in CIT building |
| 5. | Fire | \$5,694.48 | Sutphen Corporation – Repair aerial boom on vehicle #502 (Increase PO #S170427) |
| 6. | Services | \$5,830.00 | Viox Services Inc. – Paint trim on Muhlhauser Barn (CIP #1095) |
| 7. | Services | \$5,000.00 | Smyrna Ready Mix Concrete – Purchase concrete to repair curbs on various Township streets |

Mr. Fronk

Personnel Items

- 8. Adm Motion to approve merit performance percentage increases for all part-time Fire Fighter employees, to approve holiday pay and to approve longevity pay and to increase the part-time Fire Inspector's capped rate of \$17.19 per hour to \$18.00 per hour
- 9 Adm Motion to hire Ms. Amanda Lynn Conrad to the vacant position of HR Specialist at the hourly rate of \$27.88, effective October 17, 2017 with a with a one year probationary period and contingent upon successful completion of applicable testing and procedures
- 10. Adm Motion to promote Mrs. Nicole Marie Wissel to the vacant position of HR Specialist at the hourly rate of \$19.40, effective November 6, 2017

Mr. Fronk

Business Items

- 11. Adm Motion to advertise Request for Qualifications/Proposals for replacement of meeting room technology and video/audio production system modernization in Township Hall and Administration Building conference rooms (CIP #1098 and #1014)
- 12. Police Motion to enter into contractual agreement with the City of Oxford Police Department for participation in the 2018 Butler County OVI Task Force and to authorize the Township Administrator to execute said agreement
- 13. Police Motion not to object to a new D2 liquor permit for Nonu Inc. dba The Wine List, 7381 Tylers Corner Drive
- 14. Police Motion not to object to a D1 and D2 liquor permit transfer from Learning Kitchen LLC dba The Learning Kitchen, 7659 Cox Lane to DBPSM Inc. dba Learning Kitchen, 7659 Cox Lane

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

- *15. Emergency Reading Resolution No. 28-2017 amending the Township 2017 permanent appropriations for budget year 2017 and declaring an emergency and dispensing with the second reading
- 16. 1st Reading Resolution No. 29-2017 approving a zoning map amendment from R-1A to R-PUD and preliminary development plan for Case #ZMA 03-17 – Keehner Property; Bel Haven *(To be read during public hearing)*

Citizen's Comments

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

- *17. Emergency Vote on Emergency Resolution No. 28-2017
Reading

Discussion Items & Elected Official Comments

Executive Session

Property, personnel & pending litigation with Legal Counsel

Adjourn

Public Hearing 7 P.M.

ZMA 03-17 Keehner Property; Bel Haven

FYI

Saturday	October 14	2 to 6 p.m.	The Great Pumpkin Fest at Keehner Park, 7211 Barret Road. This free family-friendly event features the Primrose School costume contest, horse and wagon rides, petting zoo, and more
Tuesday	October 31	6 to 8 p.m.	Trick-or-Treating West Chester 6 to 8 p.m. on Tuesday, October 31 st . Please plan accordingly for all weather conditions.
Friday	November 10		Township offices closed in observance of Veterans Day
Saturday	November 11	8:30 a.m. to 3:00 p.m.	RASKALS (Random Acts of Simple Kindness Affecting Local Seniors) Volunteer to help senior citizens in the Township. 759-7312 or lgroff@westchesteroh.org
Saturday	November 18	7 to 9 p.m.	Olde West Chester Christmas Walk – The parade begins at 7 p.m. and runs along Cincinnati-Dayton Road to the West Chester Township Administration Building, where the community tree lighting will take place around 8 p.m.
Visit www.WestChesterOH.org for more information			
Recurring Events			
Tuesday	October 10 October 24 November 14	6 p.m.	Board of Trustees Meeting Township Hall, 9113 Cincinnati Dayton Road
Wednesday	October 18 November 15	10:30 to 11:00 a.m.	Nature Basket at Keehner Park Owl Shelter, 7211 Barrett Road. Preschool children and their adult companion; story time and nature-inspired crafts. Register at 759-7312 or cstaarmann@WestChesterOH.org
Saturday	October 14	9 a.m. to 1 p.m.	Farmers' Market at The Square @ Union Centre. RAIN or SHINE! www.WestChesterOhioFarmersMarket.org
Saturday	October 21	1 to 4 p.m.	National VOA Museum of Broadcasting , 8070 Tylersville Road. Featuring the displays of the Gray History of Wireless Museum and Media Heritage