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Trustees  
Tom Farrell  
Christine Matacic  
Steve Schramm

Fiscal Officer  
Pamela Quinlisk  
Administrator  
Kristen Bitonte

**Liberty Township Trustees Meeting Agenda  
Tuesday, January 3, 2017  
6400 Princeton Road  
Liberty Township, OH 45011**

**Organizational Meeting  
6:00 P.M.**

Mr. Farrell: **CALL TO ORDER  
PLEDGE OF ALLEGIANCE**

**1. ELECTION OF 2017 OFFICERS – Mrs. Quinlisk**

- **Motion to approve a Resolution to elect \_\_\_\_\_ to the position of Board President for 2017.**

Motion: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

Roll: \_\_\_\_\_

- **Motion to approve a Resolution to elect \_\_\_\_\_ to the position of Board Vice President for 2017.**

Motion: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

Roll: \_\_\_\_\_

**2. ITEM(S) TO REMOVE FROM CONSENT AGENDA**

**3. CONSENT AGENDA**

All matters under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may remove an item from the Consent Agenda by request. No second is required for removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

**Organizational Items:**

- **Motion to approve a** Resolution to establish the 2017 Meeting Schedules for the Liberty Township Board of Trustees, Board of Zoning Appeals, Finance Committee, JEDD I Board, Parks Committee, Trails, and Zoning Commission, and the Township 2017 Holiday and Event Schedules.
- **Motion to approve a** Resolution to establish the 2015 Zoning Fee Schedule, dispensing with the second reading, and declaring an emergency. (Home Rule)
- **Motion to approve a** Resolution to establish the 2017 Medicount Fee Schedule.
- **Motion to approve a** Resolution to establish the 2017 American Heart Association Class Fee Schedule.
- **Motion to approve a** Resolution to establish an automatic wage step increase process for the Liberty Township Fire Department and Services Department.
- **Motion to approve a** Resolution to allow the Liberty Township Director of Operations and the Liberty Township Administrator to accept letters of resignations from Township employees.
- **Motion to approve a** Resolution to establish the 2017 Cemetery Fee Schedule.
- **Motion to approve a** Resolution to set the 2017 Employee Cell Phone Reimbursement Rates.
- **Motion to approve a** Resolution to establish the 2017 Personal Protective Equipment List.

**Motion to approve** all items as listed on the Consent Agenda

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_

#### 4. ORGANIZATIONAL BUSINESS

- **Motion to approve a** Resolution to appoint \_\_\_\_\_ and Dale Chalk to the Volunteer Fire Fighters' Dependents Fund for the 2017 Annual Election of Board Members.

Motion: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

Roll: \_\_\_\_\_

- **Motion to approve a** Resolution to appoint \_\_\_\_\_ of the Liberty Township Board of Trustees to the Butler County Emergency Management Agency Advisory Council.

Motion: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

Roll: \_\_\_\_\_

- **Motion to approve a** Resolution to authorize the transfer of funds not to exceed \$\_\_\_\_\_ from medical / hospitalization accounts into the Health Insurance Bank Account with Fifth Third Bank at intervals throughout the year to fund the partially self-funded health insurance program.

Motion: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

Roll: \_\_\_\_\_

- **Motion to approve a** Resolution to authorize the advance of funds in the amount of \$\_\_\_\_\_ from the operating bank account into the flex bank account with Fifth Third Bank to be transferred back at the end of the 2017 fiscal year less applicable fees.

Motion: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

Roll: \_\_\_\_\_

## Regular Meeting

### A. PUBLIC HEARING

- **Street Lighting Request:** Street lighting request for Dantawood Drive of the Bridle Farm subdivision for six (6) lights.

Motion to close the public hearing: \_\_\_\_\_ Motion on hearing: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_ Roll: \_\_\_\_\_

- **Street Lighting Request:** Street lighting request for Golden Bell Way of the Elks Pointe subdivision for two (2) lights.

Motion to close the public hearing: \_\_\_\_\_ Motion on hearing: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_ Roll: \_\_\_\_\_

- **ZC16-030: Applicant:** Meierjohan Building Group is requesting a Zoning Map Amendment for 46.72 acre site from RA-1 to R-PUD and B-PUD and Preliminary PUD Review for an attached single-family residential rental product and retail/office development.

Motion to close the public hearing: \_\_\_\_\_ Motion on hearing: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_ Roll: \_\_\_\_\_

### B. FISCAL OFFICER'S BUSINESS

### C. PUBLIC COMMENTS

**D. ITEM(S) TO REMOVE FROM CONSENT AGENDA****E. CONSENT AGENDA**

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**1. Administration**

- A motion to approve requisitions over \$2,500.
  - \$4,998.60 1000-130-311 Frost Brown Todd thru Nov. 30, 2016
  - \$9,773.53 1000-110-311 Frost Brown Todd thru Nov. 30, 2016

**2. Services**

- **Motion to approve a** Resolution to authorize the Township Administrator to execute an agreement Southeastern Equipment Co., Inc. for a Case 521 Wheel Loader at \$2,700.00 per month for January and February for a total of \$5,400.00 from account # 2021-330-321.

**Motion to approve** all items as listed on the Consent Agenda

Motion: \_\_\_\_\_

2<sup>nd</sup>: \_\_\_\_\_

Roll: \_\_\_\_\_

**F. DEPARTMENTAL BUSINESS**

## 1) Fire Department

- **Motion to approve a** Resolution to the submission of a Local Government Safety Capital Grant Program Application to the Local Government Innovation Council.

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Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_

## 2) Zoning Department

- **Motion to approve a** Resolution to reappoint Andrew Schweier as a full time member of the Liberty Township Board of Zoning Appeals to a five-year term beginning January 1, 2017 and ending on January 1, 2022.

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_

- **Motion to approve a** Resolution to reappoint Michael DeHart as an alternate member of the Liberty Township Board of Zoning Appeals to a five-year term beginning January 1, 2017 and ending on January 1, 2022.

Motion: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_

## G. TOWNSHIP ADMINISTRATOR'S REPORT

- Holiday Closings:
  - Monday, January 16<sup>th</sup>

## H. TRUSTEE COMMENTS

## I. ADJOURNMENT

Motion to adjourn: \_\_\_\_\_  
2<sup>nd</sup>: \_\_\_\_\_  
Roll: \_\_\_\_\_