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**LIBERTY TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETINGS
TUESDAY FEBRUARY 20, 2018
6400 PRINCETON ROAD
LIBERTY TOWNSHIP OH 45044**

**REGULAR SESSION
6:00 P.M.**

On Tuesday, February 20th, 2018 at 6:00 P.M., the Liberty Township Board of Trustees met this day for a Regular Meeting. Upon call of the roll, Mrs. Matacic – present, Mr. Schramm – present, Mr. Farrell present.

Diego and Danny Sergent from Boy Scout Troop 914 led the Pledge of Allegiance.

PUBLIC PRESENTATION

- Kimm Coyner, Vice President, Business Development & Project Management of REDI Cincinnati

REGULAR MEETING 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.

ITEMS TO PULL FROM THE CONSENT AGENDA

Ms. Matacic requested that warrant # 62639 for \$61.91 be pulled from the consent agenda since this is a reimbursement to her from the OTA Conference.

CONSENT AGENDA

Fiscal Officer

- Meeting Minutes – Motion to approve the following:
 - Regular Meeting, February 6th, 2018
- Check Register – Motion to approve Check Register and the Special Check Register

Requisitions Over \$2,500

- \$10,000.00 REDI Cincinnati, LLC. (Annual Membership)
 - \$5,000.00 1000-110-519
 - \$5,000.00 1000-110-599-0008
- \$3,296.70 NORMAC Company, LLC. (Asphalt)
 - \$ 3,296.70 2021-760-790-0000
- \$3,623.00 LOTH, Inc. (Services Facility Office Furnishings)



- \$3,623.00 2031-760-7902191
- \$2,694.50 Blue Card Incident Command Training (FD Training)
- \$2,694.50 2191-220-318-0009

Finance

- Motion to approve a resolution to authorize new appropriations. **(2018-042)** (Road Fund)

Mr. Schramm **MOVED TO APPROVE THE CONSENT AGENDA.** Ms. Matacic seconded. The motion passed unanimously.

Mr. Schramm **MOVED TO APPROVE WARRANT #62639.** Mr. Farrell seconded. Ms. Matacic – abstain. The motion passed.

PUBLIC COMMENTS

Dean Swartz, 5562 Liberty Woods Drive, mention that a bench in Dudley Park appears to have been vandalized with paint and is offensive.

Gary Bleisch, 4638 Stonehaven Drive, would like the Trustees to look into the zoning requirements on new houses being built on his street. He feels they may violate the HOA covenants and the PUD in the subdivision.

Reyna Sergent, 7792 Celestial Circle, feels the paint on the bench in Dudley Park is not vandalism and does not see it as offensive.

Departmental Business

Finance

Ms. Greis requested a Motion to approve a resolution to approve the job description for the Part-Time Accounting Specialist and add it to the Liberty Township Personnel Policy Handbook effective February 20, 2018.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO APPROVE THE JOB DESCRIPTION FOR THE PART-TIME ACCOUNTING SPECIALIST AND ADD IT TO THE LIBERTY TOWNSHIP PERSONNEL POLICY HANDBOOK EFFECTIVE FEBRUARY 20, 2018. (2018-043)** Ms. Matacic seconded. The motion passed unanimously.

Ms. Greis requested a Motion to approve a resolution to hire Shannon Aquino as the Part-Time Accounting Specialist at \$24 per hour contingent upon successful completion of pre-employment testing.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO HIRE SHANNON AQUINO AS THE PART-TIME ACCOUNTING SPECIALIST AT \$24 PER HOUR CONTINGENT UPON SUCCESSFUL COMPLETION OF PRE-EMPLOYMENT TESTING. (2018-044)** Ms. Matacic seconded. The motion passed unanimously.

Fire/Ems

Chief Klussman requested a Motion to approve a resolution to approve the job description for the Fire Department Administrative Assistant and add it to the Liberty Township Personnel Policy Handbook effective February 20, 2018.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO APPROVE THE JOB DESCRIPTION FOR THE FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT AND ADD IT TO THE LIBERTY TOWNSHIP PERSONNEL POLICY HANDBOOK**



EFFECTIVE FEBRUARY 20, 2018. (2018-045) Ms. Matacic seconded. The motion passed unanimously.

Chief Klussman requested a Motion to approve a resolution to update the job descriptions for the Part-Time Firefighter / EMT and Part-Time Firefighter / Paramedic and add them to the Liberty Township Personnel Policy Handbook effective February 20, 2018.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO UPDATE THE JOB DESCRIPTIONS FOR THE PART-TIME FIREFIGHTER / EMT AND PART-TIME FIREFIGHTER / PARAMEDIC AND ADD THEM TO THE LIBERTY TOWNSHIP PERSONNEL POLICY HANDBOOK EFFECTIVE FEBRUARY 20, 2018. (2018-046)** Ms. Matacic seconded. The motion passed unanimously.

Chief Klussman requested a Motion to approve a resolution to approve the established pay rates for the Liberty Township Fire Department Part-Time Firefighter – EMT and Part-Time Firefighter – Paramedic positions as attached.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO APPROVE THE ESTABLISHED PAY RATES FOR THE LIBERTY TOWNSHIP FIRE DEPARTMENT PART-TIME FIREFIGHTER – EMT AND PART-TIME FIREFIGHTER – PARAMEDIC POSITIONS AS ATTACHED. (2018-047)** Ms. Matacic seconded. The motion passed unanimously.

Chief Klussman requested a Motion to approve a resolution to authorize the Township Administrator to execute the attached Memorandum of Understanding with the Liberty Township Professional Fire Fighters Local IAFF 4394 for the purpose of resolving any issues relating to allowing service credit for qualifying career full time service from another fire department.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE THE ATTACHED MEMORANDUM OF UNDERSTANDING WITH THE LIBERTY TOWNSHIP PROFESSIONAL FIRE FIGHTERS LOCAL IAFF 4394 FOR THE PURPOSE OF RESOLVING ANY ISSUES RELATING TO ALLOWING SERVICE CREDIT FOR QUALIFYING CAREER FULL TIME SERVICE FROM ANOTHER FIRE DEPARTMENT. (2018-048)** Ms. Matacic seconded. The motion passed unanimously.

Services

Mr. Plummer requested a Motion to approve a resolution to amend the established 2018 Parks Committee Meeting schedule to revise the meeting location and move the meetings to the third Monday of each month beginning on March 19, 2018.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO AMEND THE ESTABLISHED 2018 PARKS COMMITTEE MEETING SCHEDULE TO REVISE THE MEETING LOCATION AND MOVE THE MEETINGS TO THE THIRD MONDAY OF EACH MONTH BEGINNING ON MARCH 19, 2018. (2018-049)** Ms. Matacic seconded. The motion passed unanimously.

Zoning

Mr. Behrmann requested a Motion to approve resolution to amend the established 2018 Trails Committee meeting schedule and revise the time and location of the Trails Committee quarterly meetings.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO AMEND THE ESTABLISHED 2018 TRAILS COMMITTEE MEETING SCHEDULE AND REVISE THE TIME AND LOCATION OF THE TRAILS COMMITTEE QUARTERLY MEETINGS. (2018-050)** Ms. Matacic seconded. The motion passed unanimously.

Administration



Ms. Bitonte requested a Motion to approve a resolution to authorize the Township to enter into an Architect Project Agreement with MSA Architects in connection with design services for the Administration Building.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE THE TOWNSHIP TO ENTER INTO AN ARCHITECT PROJECT AGREEMENT WITH MSA ARCHITECTS IN CONNECTION WITH DESIGN SERVICES FOR THE ADMINISTRATION BUILDING. (2018-051)** Ms. Matacic seconded. The motion passed unanimously.

Department Reports

- Economic Development – Activity Report
- Economic Development – JEDD Report
 - Ms. Matacic would like updated on the new JEDD law that has been passed at the state level regarding net business profits.
- Fire / EMS
- Planning & Zoning
- Services
- Sheriff – BCSO
- Administration

Trustees had no questions on the Departmental Reports.

TOWNSHIP ADMINISTRATOR'S REPORT

- Holiday Closings:
 - Presidents Day
 - Monday, February 19th

TRUSTEE COMMENTS

Ms. Matacic provided the other Trustees with the CLOUT Legislative priorities and noted that a new bill (HB 500) was introduced by Representative Carfagna covering a number of items on the priority list. There was some discussion on the proposed HB 175 – the livestock bill.

EXECUTIVE SESSION

Mr. Schramm **MOVED TO GO INTO AN EXECUTIVE SESSION TO CONSIDER THE PURCHASE OF PROPERTY FOR PUBLIC PURPOSES PURSUANT TO O.R.C. § 121.22 (G)(2).** Ms. Matacic seconded. The motion passed unanimously.

Mr. Schramm **MOVED TO COME OUT OF EXECUTIVE SESSION.** Ms. Matacic seconded. The motion passed.

Mr. Schramm **MOVED TO ADJOURN.** Ms. Matacic seconded. The motion passed.

Mr. Farrell, President

Pamela Quinlisk, Fiscal Officer



RESOLUTION NO. 2018-042

Board of Trustees, Liberty Township
Butler County, Ohio

RESOLUTION TO AUTHORIZE NEW APPROPRIATIONS

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, Michelle Greis, Assistant Administrator/Finance Director, requests the Liberty Township Board of Trustees authorize the following new appropriations:

Road and Bridge Fund:

- 1) \$10,000 to 2031-330-190-0195 (Other – Salaries - Overtime)
- 2) \$500,000 to 2031-760-790 (Other Capital Outlay)

THEREFORE BE IT RESOLVED that the Liberty Township Board of Trustees hereby authorize the new appropriations as listed above.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm,	yes
Trustee Maticic,	yes
Trustee Farrell,	yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2018-043

Board of Trustees, Liberty Township
Butler County, Ohio

RESOLUTION TO APPROVE THE JOB DESCRIPTION FOR THE PART-TIME ACCOUNTING SPECIALIST AND ADD IT TO THE LIBERTY TOWNSHIP PERSONNEL POLICY HANDBOOK EFFECTIVE FEBRUARY 20, 2018

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, Michelle Greis, Assistant Administrator/Finance Director, requests the Liberty Township Board of Trustees approve the job description for the Part-Time Accounting Specialist and add it to the Liberty Township Personnel Policy Handbook effective February 20, 2018;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby approves the job description for the Part-Time Accounting Specialist and add it to the Liberty Township Personnel Policy Handbook effective February 20, 2018.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2018-044

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO HIRE SHANNON AQUINO AS THE PART-TIME
ACCOUNTING SPECIALIST AT \$24 PER HOUR CONTINGENT UPON
SUCCESSFUL COMPLETION OF PRE-EMPLOYMENT TESTING**

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, Michelle Greis, Assistant Administrator/Finance Director, requests the Liberty Township Board of Trustees approval to hire Shannon Aquino as the Part-Time Accounting Specialist at \$24 per hour;

WHEREAS, the applicant would be required to successfully complete the necessary pre-employment testing;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby authorizes the hiring of Shannon Aquino as the Part-Time Accounting Specialist at \$24 per hour contingent upon successful completion of pre-employment testing.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2018-045

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO APPROVE THE JOB DESCRIPTION FOR THE FIRE
DEPARTMENT ADMINISTRATIVE ASSISTANT AND ADD IT TO THE
LIBERTY TOWNSHIP PERSONNEL POLICY HANDBOOK EFFECTIVE
FEBRUARY 20, 2018**

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, Kristen Bitonte, Township Administrator, requests the Liberty Township Board of Trustees approve the job description for the Fire Department Administrative Assistant and add it to the Liberty Township Personnel Policy Handbook effective February 20, 2018;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby approves the job description for the Fire Department Administrative Assistant and add it to the Liberty Township Personnel Policy Handbook effective February 20, 2018.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2018-046

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO UPDATE THE JOB DESCRIPTIONS FOR THE PART-TIME
FIREFIGHTER / EMT AND PART-TIME FIREFIGHTER / PARAMEDIC AND
ADD THEM TO THE LIBERTY TOWNSHIP PERSONNEL POLICY
HANDBOOK EFFECTIVE FEBRUARY 20, 2018**

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, Kristen Bitonte, Township Administrator, requests the Liberty Township Board of Trustees approve the updated job descriptions for the Part-Time Firefighter / EMT and Part-Time Firefighter / Paramedic and add them to the Liberty Township Personnel Policy Handbook effective February 20, 2018;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby approves the updated job descriptions for the Part-Time Firefighter / EMT and Part-Time Firefighter / Paramedic and add them to the Liberty Township Personnel Policy Handbook effective February 20, 2018.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2018-047

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO APPROVE THE ESTABLISHED PAY RATES FOR THE
LIBERTY TOWNSHIP FIRE DEPARTMENT PART TIME FIREFIGHTER – EMT
AND PART TIME FIREFIGHTER – PARAMEDIC POSITIONS AS ATTACHED**

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, Ethan Klussman, Liberty Township Fire Chief, requests the Liberty Township Board of Trustees approve the established pay rates for the Liberty Township Fire Department Part Time Firefighter – EMT and Part Time Firefighter – Paramedic positions as attached;

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby approve the established pay rates for the Liberty Township Fire Department Part Time Firefighter – EMT and Part Time Firefighter – Paramedic positions as attached.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

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Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director

	Last	First	Rank	New Rate
	Baumann	Byron	Firefighter/Paramedic	\$ 18.25
	Bosko	Stephen	Firefighter/Paramedic	\$ 15.71
	Burch	Alden	Firefighter/EMT	\$ 14.50
	Chapman	Luke	Firefighter/EMT	\$ 13.39
	Coombs	Daniel	Firefighter/Paramedic	\$ 17.00
	Cox	Ian	Firefighter/EMT	\$ 16.50
	Crear	Jeremey	Firefighter/EMT	\$ 15.50
	Detherage	Mike	Firefighter/Paramedic	\$ 17.77
	Dick	Dennis	Firefighter/EMT	\$ 16.50
	Edwards	Darian	Firefighter/Paramedic	\$ 16.74
	Emmons	Ian	Firefighter/Paramedic	\$ 17.77
	Felder	Paul	Firefighter/Paramedic	\$ 16.74
	Fields	Justin	Firefighter/Paramedic	\$ 18.25
	Fogle	Ryan	Firefighter/EMT	\$ 14.50
	Gault	Daniel	Firefighter/EMT	\$ 14.50
	Hankins	Joseph	Firefighter/Paramedic	\$ 17.00
	Hansen	Joseph	Firefighter/Paramedic	\$ 16.74
	Herbert	Andy	Firefighter/Paramedic	\$ 17.77
	Higgins	David	Firefighter/EMT	\$ 14.50
	Hoelle	Greg	Firefighter/EMT	\$ 16.50
	Klaber	Landen	Firefighter/EMT	\$ 14.42
	Korb	Andrew	Firefighter/EMT	\$ 14.50
	Korst	Matt	Firefighter/Paramedic	\$ 15.71
	Kozuszek	Josh	Firefighter/Paramedic	\$ 17.65
	Lindsey	Thomas	Firefighter/Paramedic	\$ 17.77
	Lucas	Ryan	Firefighter/EMT	\$ 14.42
	Mariano	Brian	Firefighter/EMT	\$ 15.50
	McPhillips	Justin	Firefighter/Paramedic	\$ 17.77
	Messerschmitt	David	Firefighter/Advanced	\$ 17.50
	Morath	Adam	Firefighter/Paramedic	\$ 18.25
	Norman	Brandyn	Firefighter/Paramedic	\$ 17.00
	Pickering	Ryan	Firefighter/Paramedic	\$ 18.25
	Piening	Austin	Firefighter/EMT	\$ 14.50
	Robben	Andy	Firefighter/Paramedic	\$ 17.77
	Rolls	Eric	Firefighter/EMT	\$ 15.50
	Ross	Richard	Firefighter/EMT	\$ 16.50
	Schauer	Kyle	Firefighter/Paramedic	\$ 17.77
	Smith	Robbie	Firefighter/Paramedic	\$ 17.65
	Trickey	Shane	Firefighter/EMT	\$ 14.42
	Turner	Andy	Firefighter/Paramedic	\$ 18.25
	VonDerHaar	Adam	Firefighter/EMT	\$ 14.50
	Walsh	John	Firefighter/Paramedic	\$ 18.25
	Weiss	Alex	Firefighter/EMT	\$ 15.50
	Weiss	Eric	Firefighter/EMT	\$ 15.50
	Witsken	Richard	Firefighter/Paramedic	\$ 16.74
	Young	Josiah	Firefighter/EMT	\$ 14.50



RESOLUTION NO. 2018-048

Board of Trustees, Liberty Township
Butler County, Ohio

RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE THE ATTACHED MEMORANDUM OF UNDERSTANDING WITH THE LIBERTY TOWNSHIP PROFESSIONAL FIRE FIGHTERS LOCAL IAFF 4394 FOR THE PURPOSE OF RESOLVING ANY ISSUES RELATING TO ALLOWING SERVICE CREDIT FOR QUALIFYING CAREER FULL TIME SERVICE FROM ANOTHER FIRE DEPARTMENT.

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, Fire Chief Ethan Klussman requests the Liberty Township Board of Trustees authorize the Township Administrator to execute the attached Memorandum of Understanding with the Liberty Township Professional Fire Fighters Local IAFF 4394 for the purpose of resolving any issues relating to allowing service credit for qualifying career full time service from another fire department;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby authorizes the Township Administrator to execute the attached Memorandum of Understanding with the Liberty Township Professional Fire Fighters Local IAFF 4394 for the purpose of resolving any issues relating to allowing service credit for qualifying career full time service from another fire department.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into this _____ day of February 2018, by and between the Liberty Township Board of Trustees (the “Township”) and the Liberty Township Professional Fire Fighters, IAFF Local 4394 (“Union”). These parties will collectively be referred to as the “Parties.”

WHEREAS, the Township and the Union are parties to a collective bargaining agreement (“CBA”) effective from June 1, 2016 through May 31, 2019; and

WHEREAS, the Parties desire to resolve any issues relating to allowing service credit for qualifying career full time service from another fire department.

NOW THEREFORE BE IT RESOLVED THAT, the Parties agree as follows:

1. Eligibility:

a. Career Personnel from Other Fire Departments - To be eligible the applicants must meet or exceed the following selection criteria:

- i. The applicant has been employed, for a minimum of six (6) consecutive months, as a full time (FT) Firefighter/Paramedic (FF/PM) routinely responding on fire and emergency medical incidents for a Village, City, Township, or other public agency.
- ii. The applicant has not received more than one (1) written reprimand in the last 24 months.
- iii. The applicant achieves a passing score on all components of the hiring process. This may include a written test, oral interview board, paramedic practical skills test, physical abilities test, or other requirements to be determined at the time of job posting.
- iv. Successfully complete a new polygraph. This will be conducted for all employees being hired to a full time career position with LTFD.
- v. Successfully complete a comprehensive background check. With no disconcerting factors being present.
- vi. Meet all other requirements as stated in the job posting and job description.

b. An appointment to be a full time member of LTFD can only be granted after successful completion of all phases of the hiring process. Appointments can only be made by the Liberty Township Trustees upon recommendation of the Fire Chief.

2. Compensation: The applicant’s past experience will be utilized in determining the beginning level of compensation for the lateral entry process. The following table outline the starting pay rate for each category as determined by the current Collective Bargaining Agreement (CBA).

Full Time from Other Agencies

Months of FT Employment	Enters pay scale at:
0-23 Months	Step 1
24-47 Months	Step 2
48-71 Months	Step 3
Greater than 72 Months	Step 4

- Advancement on the Pay Scale: For qualifying lateral entry employees hired under this MOU, advancement on the step schedule in the pay scale is based on the adjusted years of service and qualifications defined in the CBA at Article 15, Section 2 and Appendix A. All lateral entry candidates must achieve the qualifications of their adjusted lateral hire step and the years of FT service requirements and qualifications of next step in order to move into the next higher step.

Example 1: A lateral entry employee entering into LTFD at Step 2 must serve 2 years of FT service with LTFD (i.e., the lateral hire is credited with 1 years of FT service with LTFD) and must complete the Probationary Packet and Fire Apparatus Operator Packet in order to move to Step 3.

Example 2: A lateral entry employee entering into LTFD at Step 3 must serve 2 years of FT service with LTFD (i.e., the lateral hire is credited with 3 years of FT service with LTFD) and must complete the Probationary Packet, the Fire Apparatus Operator Packet, and the Aerial Tower Operator Packet in order to move to Step 4.

- Probationary Period: Regardless of any full time career experience, all employees as a FT Firefighter/Paramedic with Liberty Township Fire Department shall serve a 365 day probationary period in accordance with Article 7 Section 1 of the CBA. All accessory qualifications of a given step must be completed prior to the completion of the probationary period.
- Vacation: Vacation will be accrued in accordance with Article 13, Section 2 of the CBA.
- Longevity & Promotions: Longevity and promotions shall be administered in accordance with the CBA on the basis of the employee's date of hire as a FT Firefighter/Paramedic with Liberty Township Fire Department.
- Seniority: Seniority will be calculated by the employee's date of hire as a FT Firefighter/Paramedic with Liberty Township Fire Department.
- Sick Leave: Sick leave for new employees, coming from another public agency, may be able to be transferred but must be in accordance with Township policy and CBA.



RESOLUTION NO. 2018-049

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO AMEND THE ESTABLISHED 2018 PARKS COMMITTEE
MEETING SCHEDULE TO REVISE THE MEETING LOCATION AND MOVE
THE MEETINGS TO THE THIRD MONDAY OF EACH MONTH BEGINNING ON
MARCH 19, 2018**

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, on January 2, 2018, the Board of Trustees established the 2018 Parks Committee Meeting Schedule under Resolution 2018-003;

WHEREAS, the Parks Committee currently conducts most of their monthly meetings at the Township's various parks beginning at 6:30 p.m. on the last Tuesday of each month;

WHEREAS, Rick Plummer, Services Director and Parks Committee Liaison, requests approval to amend the established 2018 Meeting Schedule approved under Resolution 2018-003, to revise the meeting location and move the Parks Committee meetings to the third Monday of each month as attached;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby approves the amended 2018 Parks Committee meeting schedule, as attached.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



Embraced by nature. ♦ Inspired by progress.

Liberty Township Parks Committee AMENDED Meeting Schedule for 2018

The Parks Committee will meet monthly at 6:30 p.m. The Parks Committee will hold most meetings at the Liberty Township Services Facility at 6959 Yankee Road. Please check online for location changes.

Tuesday, January 30, 2018 (6400 Princeton Road)

Tuesday, February 27, 2018 (6400 Princeton Road)

Monday, March 19, 2018 (Services Facility)

Monday, April 16, 2018 (Services Facility)

Monday, May 21, 2018 (Services Facility)

Monday, June 18, 2018 (Services Facility)

Monday, July 16, 2018 (Services Facility)

Monday, August 20, 2018 (Services Facility)

Monday, September 17, 2018 (Services Facility)

Monday, October 15, 2018 (Services Facility)

Monday, November 19, 2018 (Services Facility)

December 2018 – TBD



RESOLUTION NO. 2018-050

Board of Trustees, Liberty Township
Butler County, Ohio

RESOLUTION TO AMEND THE ESTABLISHED 2018 TRAILS COMMITTEE MEETING SCHEDULE AND REVISE THE TIME AND LOCATION OF THE TRAILS COMMITTEE QUARTERLY MEETINGS

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that

WHEREAS, on January 2, 2018, the Board of Trustees established the 2018 Trails Committee Meeting Schedule under Resolution 2018-003;

WHEREAS, the Trails Committee currently conducts their quarterly meetings at 2:00 p.m. at the Liberty Township Administration Offices, 7162 Liberty Centre Drive, Suite A, Liberty Township, Ohio 45069;

WHEREAS, Bryan Behrmann, Director of Planning & Zoning, requests approval to amend the established 2018 Meeting Schedule approved under Resolution 2018-003, and revise the time and location of the Trails Committee meetings to be held at 6:00 p.m. at the Liberty Township Meeting Center, 6400 Princeton Road, Liberty Township, Ohio 45011;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby approves the amended 2018 Trails Committee meeting schedule, as attached.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm,	yes
Trustee Maticic,	yes
Trustee Farrell,	yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



**Liberty Township Trails Committee
Meeting Schedule for 2018**

*The Trails Committee Meetings are held
at 6400 Princeton Road at 6:00 p.m.*

Meeting Date

February 5, 2018

May 7, 2018

August 6, 2018

November 5, 2018



RESOLUTION NO. 2018-051

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP TO ENTER INTO AN
ARCHITECT PROJECT AGREEMENT WITH MSA ARCHITECTS IN
CONNECTION WITH DESIGN SERVICES FOR THE ADMINISTRATION
BUILDING**

RESOLVED by the Board of Trustees of Liberty Township, Butler County, Ohio, that:

WHEREAS, Liberty Township (hereinafter called the "Township") intends on constructing a new administration building (the "Administration Building");

WHEREAS, the Township previously followed the prescribed statutory procedures for the selection and retention of architectural firms and selected MSA Architects ("MSA") to provide design services in connection with one or more individual projects within Liberty Township including the Administration Building;

WHEREAS, Liberty Township (hereinafter called the "Township") entered into a master architect agreement with MSA (the "Master Architect Agreement") to minimize the number of contracts required for the various projects with the understanding that individual project agreements would be utilized as and when necessary and which would include the applicable costs, schedules, scope of work and other specific information for the respective individual projects; and

WHEREAS, the Township and MSA are now prepared to execute a project agreement in connection with the Administration Building (the "Project Agreement").

NOW, THEREFORE, after careful consideration and evaluation of the information before it, the Liberty Township Board of Trustees resolves that:

Section 1. The Township Administrator, on behalf of the Trustees, is hereby authorized and directed to enter into the Project Agreement with MSA in connection with the Administration Building for a fee not to exceed \$338,250 with reimbursable expenses not to exceed \$20,000.00, a geotechnical allowance not to exceed \$15,000, and a sanitary sewer extension allowance of \$10,000.00, all in the form presently on file with the Township; provided, that, the Township Administrator is authorized to make modifications to the Project Agreement prior to execution which do not substantially change the terms which are hereby approved.

Section 2. The Trustees hereby find and determine that all formal actions relative to the adoption of this resolution were taken in an open meeting; and that all deliberations of the Trustees, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, ORC.

Section 3. This resolution shall be in full force and effect from and immediately after its adoption.

Trustee Schramm moved to approve the resolution. Trustee Maticic seconded the motion. Upon call of the roll, the vote resulted as follows:

Trustee Schramm, yes
Trustee Maticic, yes
Trustee Farrell, yes

Adopted: Tuesday, February 20, 2018

Tom Farrell, President

Steve Schramm, Vice President

Christine Maticic, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20th day of February, 2018.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director

LIBERTY TOWNSHIP PROJECT AGREEMENT

OWNER:	ARCHITECT:
LIBERTY TOWNSHIP, BUTLER COUNTY, OHIO	MSA ARCHITECTS
7162 Liberty Centre Drive, Suite A	316 West Fourth Street
Liberty Township, Ohio 45069	Cincinnati, Ohio 45202
Attn: Kristen Bitonte	Attn:
PROJECT DESCRIPTION: Liberty Township Administration Building – Construction of a +/-14,000 sf one story building for the new township administration and sheriff’s patrol post building.	
PROJECT COMMENCEMENT DATE: The date of this agreement	
PROJECT SUBSTANTIAL COMPLETION DATE: June 15, 2020	

This Project Agreement incorporates and supplements the terms of the most current Standard Form of Agreement Between Owner and Architect (AIA Document B101-2007) (“Master Architect Agreement”) executed between Owner and Architect on February 21, 2017.

The Owner and Architect agree as follows:

1.	SCOPE OF WORK: [describe scope of work to the extent not covered in B101-2007]
	See Proposal attached hereto as <u>Exhibit A</u> .

2.	BASIC SERVICES SCHEDULE:
	See Schedule attached hereto as <u>Exhibit B</u> .

3.	COMPENSATION
	<p>3.1 For the Architect’s Basic Services described under Article 3 of the B101-2007, the Owner shall compensate the Architect in the amount of \$338,250.00 based on the Phases as set forth in the Proposal attached hereto as <u>Exhibit A</u>.</p> <p>3.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect based on the Hourly Billable Rates set forth on <u>Exhibit C</u> attached hereto.</p> <p>3.3 The Owner shall also pay to the Architect reimbursable expenses up to \$20,000.00.</p>

4.	ADDITIONAL SERVICES:		
	§ 4.1	Programming (B202™–2009)	
	§ 4.2	Multiple preliminary designs	
	§ 4.3	Measured drawings	
	§ 4.4	Existing facilities surveys	
	§ 4.5	Site Evaluation and Planning (B203™–2007)	
	§ 4.6	Building Information Modeling (E202™–2008)	
	§ 4.7	Civil engineering	
	§ 4.8	Landscape design	
	§ 4.9	Architectural Interior Design (B252™–2007)	
	§ 4.10	Value Analysis (B204™–2007)	
	§ 4.11	Detailed cost estimating (other than detailed estimates of cost, and adjustments to same, required as Basic Services under this Agreement)	
	§ 4.12	On-site Project Representation (B207™–2008)	
	§ 4.13	Conformed construction documents	
	§ 4.14	As-Designed Record drawings	
	§ 4.15	As-Constructed Record drawings	
	§ 4.16	Post occupancy evaluation	
	§ 4.17	Facility Support Services (B210™–2007)	
	§ 4.18	Tenant-related services	
	§ 4.19	Coordination of Owner’s consultants	
	§ 4.20	Telecommunications/data design	
	§ 4.21	Security Evaluation and Planning (B206™–2007)	
	§ 4.22	Commissioning (B211™–2007)	
	§ 4.23	Extensive environmentally responsible design	
	§ 4.24	LEED® Certification (B214™–2012)	
	§ 4.25	Fast-track design services	
	§ 4.26	Historic Preservation (B205™–2007)	
	§ 4.27	Furniture, Furnishings, and Equipment Design (B253™–2007)	
	Insert a description of each Additional Service designated in Section 4.1 as the Architect’s responsibility, if not further described in an exhibit attached to this document: N/A		

5.	TERMINATION AND SUSPENSION:
	The Contract may be terminated or suspended by the Owner or the Architect as provided in Article 9 of AIA Document B101-2007, as modified.

6.	ADDITIONAL DOCUMENTS/DRAWINGS/SPECIFICATIONS/INSTRUMENTS OF SERVICE (attach as Exhibits hereto):
	MSA Proposal dated January 26, 2018, attached as <u>Exhibit A</u> hereto. MSA Schedule Addendum dated January 22, 2018 attached as <u>Exhibit B</u> hereto. MSA Hourly Rates attached as <u>Exhibit C</u> hereto.

7.	CONFLICTING PROVISIONS:
	The parties agree that this Project Agreement will also be governed by the terms and conditions set forth in the Master Architect Agreement which is incorporated herein and which will prevail over any conflicting and/or different terms and conditions of any document(s) including those set forth in Section 6 above, except as otherwise provided.

Effective as of the __ day of February, 2018.

OWNER:

ARCHITECT:

**LIBERTY TOWNSHIP,
BUTLER COUNTY, OHIO**

MSA ARCHITECTS

Signature: _____

Signature: _____

By: _____

By: _____

Title: _____

Title: _____

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1/22/2018