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**LIBERTY TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
TUESDAY MARCH 19TH, 2019
6400 PRINCETON ROAD
LIBERTY TOWNSHIP OH 45011**

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

On Tuesday, March 19th, 2019 at 6:00 P.M., the Liberty Township Board of Trustees met this day for a Regular Meeting. Upon call of the roll, Mrs. Maticic – present, Mr. Farrell – present, Mr. Schramm absent.

Ms. Maticic led the Pledge of Allegiance.

FISCAL OFFICER BUSINESS

- Appropriation Status as of February 28, 2018
- Fund Status as of February 28, 2018

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.

CONSENT AGENDA

Fiscal Officer

- Meeting Minutes – Motion to approve the following:
 - Work Session & Regular Meeting, March 5, 2019
- Motion to approve Check Register and the Special Check Register

Requisitions over \$2,500

- | | |
|--------------|---|
| ▪ \$7,656.00 | Butler County Building Department – Building Permit (New Admin Facility) |
| ○ \$7,656.00 | 1000-110-360 |
| ▪ \$4,200.00 | Dayton Fire Department – Maintenance Garage (Tower 113 Repairs) |
| ○ \$4,200.00 | 2191-220-323-0002 |
| ▪ \$3,550.00 | Ohio Fire Chiefs Association (Captain and Lieutenant Promotional Process) |
| ○ \$3,550.00 | 2191-220-360-0000 |
| ▪ \$2,750.00 | Agenbrod Consulting (Captain and Lieutenant Promotional Process) |
| \$2,750.00 | 2191-220-360-0000 |

Services

- Motion to approve a resolution to accept the roads in Section 08, Section 09 and Section 10 of the Carriage Hill subdivision for maintenance and journalize said roads at 25 miles per hour.(2019-067)



- Motion to approve a resolution to authorize the Township Administrator to execute an agreement with K & R Lawn and Landscaping for the 2019 through 2021 cemetery mowing services in the amount of \$485.00 per mowing from the Cemetery Fund – Contracted Services.(2019-068)

Mr. Farrell **MOVED TO APPROVE THE CONSENT AGENDA.** Ms. Maticic seconded. The motion passed.

PUBLIC COMMENTS

No Comments

Departmental Business

Fire/EMS

Chief Klussman requested a motion to approve a resolution to authorize Fire Chief Ethan Klussman to submit an application for the 2019-2020 Ohio Department of Public Safety EMS Training and Equipment Grant.

Mr. Farrell **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE FIRE CHIEF ETHAN KLUSSMAN TO SUBMIT AN APPLICATION FOR THE 2019-2020 OHIO DEPARTMENT OF PUBLIC SAFETY EMS TRAINING AND EQUIPMENT GRANT. (2019-069)** Ms. Maticic seconded. The motion passed.

Administration

Ms. Bitonte requested a motion to approve a resolution authorizing the issuance of a notice of intent to award a contract for construction of the new Administration and Police Substation Facility, the notification of sureties related thereto, and authorizing the Township Administrator to enter into said contract upon compliance with all conditions precedent related thereto previously approved through Resolution 2019-039.

Mr. Farrell **MOVED TO APPROVE A RESOLUTION AUTHORIZING THE ISSUANCE OF A NOTICE OF INTENT TO AWARD A CONTRACT FOR CONSTRUCTION OF THE NEW ADMINISTRATION AND POLICE SUBSTATION FACILITY, THE NOTIFICATION OF SURETIES RELATED THERETO, AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO SAID CONTRACT UPON COMPLIANCE WITH ALL CONDITIONS PRECEDENT RELATED THERETO PREVIOUSLY APPROVED THROUGH RESOLUTION 2019-039. (2019-070)** Ms. Maticic seconded. The motion passed.

Department Reports

- Economic Development – Activity Report
- Fire / EMS – Activity Report
- Planning & Zoning – Permit Reports
- Services – Activity Report
- Sheriff – Call Data Report
- Administration

Trustees had no questions on the Departmental Reports.



TRUSTEE COMMENTS

Ms. Maticic stated she has been working with the Ohio Township Association and will testify in front of the Ohio Senate tomorrow on HB 62 regarding transportation, commerce and workforce.

Mr. Farrell **MOVED TO ADJOURN**. Ms. Maticic seconded. The motion passed.

Ms. Maticic, Vice-President

Pamela Quinlisk, Fiscal Officer



RESOLUTION NO. 2019-067

Board of Trustees, Liberty Township
Butler County, Ohio

RESOLUTION TO ACCEPT THE ROADS IN SECTION 08, SECTION 09 AND SECTION 10 OF THE CARRIAGE HILL SUBDIVISION FOR MAINTENANCE AND JOURNALIZE SAID ROADS AT 25 MILES PER HOUR

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

WHEREAS, Rick Plummer, Liberty Township Services Director, requests the Liberty Township Board of Trustees accept the roads in Section 08, Section 09 and Section 10 of the Carriage Hill subdivision for maintenance and journalize said roads at 25 miles per hour.

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby authorizes acceptance of roads in Section 08, Section 09 and Section 10 of the Carriage Hill subdivision for maintenance and journalize said roads at 25 miles per hour.

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

Trustee Farrell, ___
Trustee Maticic, ___
Trustee Schramm, *absent*

Adopted: Tuesday, March 19, 2019

absent

Steve Schramm, President

Christine Maticic, Vice President

Tom Farrell, Trustee

AUTHENTICATION

This is to certify that this Resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 19th day of March, 2019.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2019-068

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO
EXECUTE AN AGREEMENT WITH K & R LAWN AND LANDSCAPING FOR
THE 2019 THROUGH 2021 CEMETERY MOWING SERVICES
IN THE AMOUNT OF \$ 485.00 PER MOWING
FROM ACCOUNT # 2041-410-360-0000**

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

WHEREAS, Rick Plummer, Liberty Township Services Director requests the Liberty Township Board of Trustees authorize the Township Administrator to execute an agreement with K & R Lawn and Landscaping for the 2019 through 2021 cemetery mowing services; and

WHEREAS, Liberty Township would pay \$ 485.00 per mowing from account # 2041-410-360-0000;

THEREFORE BE IT RESOLVED that the Liberty Township Board of Trustees hereby authorizes the Township Administrator to execute an agreement with K & R Lawn and Landscaping for the 2019 through 2021 cemetery mowing services in the amount of \$ 485.00 per mowing from account # 2041-410-360-0000.

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

Trustee Farrell, ___
Trustee Maticic, ___
Trustee Schramm, *absent*

Adopted: Tuesday, March 19, 2019

absent

Steve Schramm, President

Christine Maticic, Vice President

Tom Farrell, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 19th day of March, 2019.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2019-069

Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO AUTHORIZE FIRE CHIEF ETHAN KLUSSMAN TO SUBMIT
AN APPLICATION FOR THE 2019-2020 OHIO DEPARTMENT OF PUBLIC
SAFETY EMS TRAINING AND EQUIPMENT GRANT**

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

WHEREAS, the State of Ohio, through the Division of EMS, provides grant funding to EMS agencies for the purchase of training and equipment; and

WHEREAS, Fire Chief Ethan Klussman requests the Liberty Township Board of Trustees permission to apply for the 2019-2020 Ohio EMS Training and Equipment Grant;

THEREFORE BE IT RESOLVED that the Board of Trustees does hereby authorize Fire Chief Ethan Klussman to apply for the 2019-2020 Ohio EMS Training and Equipment Grant.

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

Trustee Farrell, ___
Trustee Maticic, ___
Trustee Schramm, *absent*

Adopted: Tuesday, March 19, 2019

absent

Steve Schramm, President

Christine Maticic, Vice President

Tom Farrell, Trustee

AUTHENTICATION

This is to certify that this Resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 19th day of March, 2019.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2019-070

Board of Trustees, Liberty Township
Butler County, Ohio

A RESOLUTION AUTHORIZING THE ISSUANCE OF A NOTICE OF INTENT TO AWARD A CONTRACT FOR CONSTRUCTION OF THE NEW ADMINISTRATION AND POLICE SUBSTATION FACILITY, THE NOTIFICATION OF SURETIES RELATED THERETO, AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO SAID CONTRACT UPON COMPLIANCE WITH ALL CONDITIONS PRECEDENT RELATED THERETO PREVIOUSLY APPROVED THROUGH RESOLUTION 2019-039

WHEREAS, Liberty Township (hereinafter called the "Township") intends on constructing a new administration and police substation facility (the "Project");

WHEREAS, the Township has contracted with the qualified professional design firm MSA Architects (hereinafter called the "Architect"), under Sections 153.65 to 153.71, O.R.C., who has established an estimated budget for the Project of \$3,800,000 (the "Detailed Estimate of Cost") and who has prepared specifications and such other documents as the Township deems necessary for the Project;

WHEREAS, the Board of Trustees now desires to enter into a Contract for Construction as previously approved through Resolution 2019-039 with an amended amount of \$3,850,000 in compliance with all conditions precedent related thereto.

WHEREAS, the Board of Trustees (the "Trustees") previously approved the Detailed Estimate of Cost and authorized advertisement and bidding of the bid package related to the Project (hereinafter called the "Bid Package");

WHEREAS, in anticipation of receipt of the sealed bids for the Bid Package and in order to expedite construction of the Project, the Trustees now desire to authorize the Township Administrator to award the contract for the Bid Package to the lowest responsive and responsible bidder, after conducting an investigation in compliance with Sections 153.12, and to enter into a contract with such bidder upon compliance with all conditions precedent related thereto;

NOW, THEREFORE, after careful consideration and evaluation of the information before it:

Section 1. The Trustees hereby authorize the Township Administrator, on its behalf, to forward a Notice of Intent to Award Contract for said Bid Package to the lowest responsive and responsible bidder in an amount not to exceed the Detailed Cost Estimate and to simultaneously notify the surety and agent of the surety for the bidder of the intent to award pursuant to Section 9.32, O.R.C.

Section 2. Subject to the approval of the Township’s construction counsel, and upon compliance with all conditions precedent to execution of a contract, the Trustees hereby authorize the Township Administrator to execute a contract with selected bidder in the form presently on file with the Township (the “Contract”); provided, however, that the Township Administrator is also authorized to make modifications to the Contract prior to execution by the bidder which do not substantially change the terms which are hereby approved.

Section 3. The Trustees hereby authorize the Fiscal Officer to sign and attach a copy of the Certification by Fiscal Officer to the Contract.

Section 4. 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 5. This resolution shall be in full force and effect from and immediately after its adoption.

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

Trustee Farrell,	yes
Trustee Maticic,	yes
Trustee Schramm,	<i>absent</i>

Adopted: Tuesday, March 19, 2019

absent

Steve Schramm, President

Christine Maticic, Vice President

Tom Farrell, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 19th day of March, 2019.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director