



Embraced by nature. ♦ Inspired by progress.

TRUSTEES MEETING

February 1, 2022



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Trustees

Tom Farrell, President
Steve Schramm, Vice President
Todd Minniear

Fiscal Officer

Pam Quinlisk
Administrator
Kristen Bitonte

**Liberty Township Trustees Meeting Agenda
Tuesday, February 1, 2022
5021 Winners Circle Drive
Liberty Township, OH 45011**

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

**CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE**

PUBLIC COMMENTS

ITEM(S) TO REMOVE FROM CONSENT AGENDA

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.

a) Fiscal Officer

- **Payment Listing** – **Motion to approve** the Payment Listing and Additional Payment Listing
- **Liquor Permits** for
 - Multinicks Inc. DBA Minnicks Drive Thru
4867 Princeton Road, Liberty Twp, Hamilton OH 45011

b) **Requisitions**

- **Motion to approve** requisitions over \$10,000.00
 - Frost Brown Todd – Legal Fees
 - \$50,000.00 Account #1000-110-311

c) **Finance**

- **Motion to approve a** resolution for new appropriations.

d) **Services**

- **Motion to approve** the 2021 Township Highway System Mileage Certification confirming the Township is responsible for maintaining 156.209 miles of public road. (Attachment)
- **Motion to authorize** Township Administrator to enter into an agreement with DJL for the Crack Sealant Program for 2022.

MOTION TO APPROVE CONSENT AGENDA: _____

2nd: _____

Roll: _____

DEPARTMENT BUSINESS

a) **Fire / EMS**

- **Motion to** promote Andrew Himes to the position of Career FireFighter / EMT – Step 1 at \$49,748.24 per year beginning February 14, 2022 pending the successful completion of a physical and psychological assessment.

Motion: _____

2nd: _____

Roll: _____

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- **Motion to** amend the hire date of Joseph Hilliard to the position of Career FireFighter / Medic – Step 1 at \$62,840.12 per year beginning February 2, 2022.

Motion: _____
2nd: _____
Roll: _____

b) Zoning Department

- **Motion to authorize** the Township Administrator to apply for the Ohio Department of Development Building Demolition and Site Revitalization Program Grant.

Motion: _____
2nd: _____
Roll: _____

TRUSTEE COMMENTS

EXECUTIVE SESSION

- **Motion to go into an** Executive session to confer with an attorney concerning pending/imminent court action per O.R.C. § 121.22(G)(3); and for the purpose of receiving advice from legal counsel; and to consider the employment of a public employees.

Motion: _____
2nd: _____
Roll: _____

- **Motion to come out of an** Executive session.

Motion: _____
2nd: _____
Roll: _____



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ADJOURNMENT

Motion to adjourn:

2nd:

Roll:

Payment Listing

1/19/2022 to 1/26/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
69261	01/26/2022	01/26/2022	AW	ALI WOLFE PHOTOGRAPHY	\$510.00	O
69262	01/26/2022	01/26/2022	AW	APA	\$416.00	O
69263	01/26/2022	01/26/2022	AW	AIRGAS USA, LLC	\$66.04	O
69264	01/26/2022	01/26/2022	AW	AMBULANCE MAINTENANCE COMPANY IN	\$1,139.13	O
69265	01/26/2022	01/26/2022	AW	AFFORDABLE PEST CONTROL, INC.	\$341.00	O
69266	01/26/2022	01/26/2022	AW	ABS BUSINESS PRODUCTS, INC.	\$76.43	O
69267	01/26/2022	01/26/2022	AW	BOUND TREE MEDICAL LLC	\$1,497.13	O
69268	01/26/2022	01/26/2022	AW	BUTLER COUNTY FIRE CHIEF'S ASSOCIAT	\$120.00	O
69269	01/26/2022	01/26/2022	AW	BEST ONE TIRE AND SERVICE	\$1,304.00	O
69270	01/26/2022	01/26/2022	AW	CINCINNATI BELL TELEPHONE	\$59.25	O
69271	01/26/2022	01/26/2022	AW	CINTAS	\$226.96	O
69272	01/26/2022	01/26/2022	AW	CHEMSTATION DAYTON	\$606.00	O
69273	01/26/2022	01/26/2022	AW	COX MEDIA GROUP	\$471.96	O
69274	01/26/2022	01/26/2022	AW	CINCINNATI ALARM SYSTEMS	\$1,224.00	O
69275	01/26/2022	01/26/2022	AW	CINCINNATI BELL TELEPHONE	\$22.10	O
69276	01/26/2022	01/26/2022	AW	CHARTER COMMUNICATIONS HOLDINGS,	\$884.71	O
69277	01/26/2022	01/26/2022	AW	CIVIC PLUS	\$4,746.26	O
69278	01/26/2022	01/26/2022	AW	D & S AUTO PARTS	\$418.36	O
69279	01/26/2022	01/26/2022	AW	DAUM & ASSOCIATES	\$800.00	O
69280	01/26/2022	01/26/2022	AW	DUKE ENERGY	\$1,589.80	O
69281	01/26/2022	01/26/2022	AW	DUKE ENERGY	\$22.94	O
69282	01/26/2022	01/26/2022	AW	DUKE ENERGY	\$1,214.81	O
69283	01/26/2022	01/26/2022	AW	DUKE ENERGY	\$13,210.24	O
69284	01/26/2022	01/26/2022	AW	FROST BROWN TODD LLC	\$8,250.00	O
69285	01/26/2022	01/26/2022	AW	FRANK J SMITH	\$400.00	O
69286	01/26/2022	01/26/2022	AW	HENRY SCHEIN INC.	\$820.63	O
69287	01/26/2022	01/26/2022	AW	HR Elements LC	\$75.00	O
69288	01/26/2022	01/26/2022	AW	J&N ELECTRIC	\$3.62	O
69289	01/26/2022	01/26/2022	AW	IWORQ SYSTEMS	\$11,000.00	O
69290	01/26/2022	01/26/2022	AW	JEFF HEINTZ	\$200.00	O
69291	01/26/2022	01/26/2022	AW	KENNYS COLLISION CENTER	\$14,697.50	O
69292	01/26/2022	01/26/2022	AW	KELLER CLEANING SYSTEMS, LLC	\$2,250.00	O
69293	01/26/2022	01/26/2022	AW	KIMBALL MIDWEST	\$219.10	O
69294	01/26/2022	01/26/2022	AW	KAFFENBARGER TRUCK EQUIPMENT CO.	\$31.43	O
69295	01/26/2022	01/26/2022	AW	LIBERTY URGENT CARE	\$60.00	O
69296	01/26/2022	01/26/2022	AW	LANGUAGE LINE SERVICES	\$11.25	O
69297	01/26/2022	01/26/2022	AW	MORTON SALT, INC	\$37,507.98	O
69298	01/26/2022	01/26/2022	AW	NFPA	\$175.00	O
69299	01/26/2022	01/26/2022	AW	Oxford Physical Therapy and Rehabilitation	\$440.00	O
69300	01/26/2022	01/26/2022	AW	NEXTSTEP NETWORKING	\$1,119.00	O
69301	01/26/2022	01/26/2022	AW	PRIDE SEALS, INC	\$7.80	O
69302	01/26/2022	01/26/2022	AW	QUALITY PUBLISHING CO. INC.	\$37.00	O
69303	01/26/2022	01/26/2022	AW	RICK PLUMMER	\$40.00	O
69304	01/26/2022	01/26/2022	AW	STIGLER SUPPLY CO.	\$451.36	O
69305	01/26/2022	01/26/2022	AW	SUPERIOR DENTAL	\$2,696.68	O
69306	01/26/2022	01/26/2022	AW	THE CENTER FOR LOCAL GOVERNMENT	\$3,442.50	O

Payment Listing

1/19/2022 to 1/26/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
69307	01/26/2022	01/26/2022	AW	ZIEGLER BOLT & NUT HOUSE	\$18.50	O
69308	01/26/2022	01/26/2022	AW	ZONES, INC.	\$1,837.08	O
Total Payments:					\$116,758.55	
Total Conversion Vouchers:					\$0.00	
Total Less Conversion Vouchers:					\$116,758.55	

Type: AM - Accounting Manual Warrant, AW - Accounting Warrant, IM - Investment Manual Warrant, IW - Investment Warrant, PM - Payroll Manual Warrant, PR - Payroll Warrant, RW - Reduction of Receipt Warrant, SW - Skipped Warrant, WH - Withholding Warrant, WM - Withholding Manual, WS - Special Warrant, CH - Electronic Payment Advice, IL - Investment Loss, EP - Payroll EFT Voucher, CV - Payroll Conversion Voucher, SV - Payroll Special Voucher, EW - Withholding Voucher, POS ADJ - Positive Adjustment, NEG ADJ - Negative Adjustment, POS REAL - Positive Reallocation, NEG REAL - Negative Reallocation

Status: O - Outstanding, C - Cleared, V - Voided, B - Batch

* Asterisked amounts are not included in report totals. These transactions occurred outside the reported date range but are listed for reference.



RESOLUTION NO. 2022-022

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, Finance Director, requests the Liberty Township Board of Trustees authorize the following new appropriations:

ACCOUNT		AMOUNT
4316-760-790-0000	Other – Capital Outlay (Admin bldg. fund)	17,443.09

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

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

Trustee _____, _____
Trustee _____, _____
Trustee _____, _____

Adopted: Tuesday, February 1, 2022

Tom Farrell, President

Steve Schramm, Vice President

Todd Minniear, Trustee

AUTHENTICATION

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 1st day of February, 2022.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



Ohio Department of Transportation

Office of Technical Services

2021 Township Highway System Mileage Certification

Note: This form must be submitted to ODOT no later than March 1, 2022 or county mileage will be certified by default based on the best information available.

The total certified mileage at the end of Calendar Year 2020 for LIBERTY Township
in BUTLER County was 152.969 miles

As certified by the Board of Township Trustees or reported by the Director of Transportation,
in accordance with the provisions specified in the Ohio Revised Code, Section 4501.04.

Consider all mileage changes that occurred in CY 2021 and determine the net increase or decrease in mileage.
Add the net change to the 2020 certified mileage above and fill in the new total below.

We the undersigned, hereby certify that as of December 31, 2021

the township was responsible for maintaining 156.209 miles of public roads.

Signature of Chairman of Board of Township Trustees

Date

Trustee Signature

Date

Trustee Signature

Date

County Engineer Signature

Date

Comments:

Please return a completed, signed copy of this form along with proper documentation of any changes made to:

Ohio Department of Transportation
Office of Technical Services
Mail Stop #3210
1980 West Broad St. 2nd Floor
Columbus, Ohio 43223

Attn: Aaron Shvach (614) 466-5135 or aaron.shvach@dot.ohio.gov

Summary of 2021 ODOT Changes
for Roads in BUTLER County,
Township 05 , LIBERTY

Certified Mileage for 2020 : 152.969 Miles

TWP 05	Route: T 00011	Route Name: BUTLER-WARREN COUNTY L	Change: 0.001
Reason For Change DUE TO THE INCORPORATION OF LBRS DATA FOR WARREN COUNTY A CHANGE WAS MADE TO THE MILEAGE OF TR 11 BUTLER-WARREN COUNTY LINE ROAD.			
TWP 05	Route: T 02095	Route Name: HARVEST AVENUE	Change: 0.244
Reason For Change TR 2095 HARVEST AVENUE EXTEND ROAD EAST/NORTHEAST FROM PREVIOUSLY INCORPORATED AREA TO JCT WITH TR 2952.			
TWP 05	Route: T 02939	Route Name: PINKNEY TRAIL	Change: -0.004
Reason For Change TR 2939 PINKNEY TRAIL REALIGNED DUE TO THE INSTALLATION OF A ROUND ABOUT AT THE INTERSECTION WITH MILLIKIN ROAD.			
TWP 05	Route: T 03023	Route Name: BUFFALO DANCE DR	Change: 0.114
Reason For Change PER SHANNON RIDGE SECTION FIVE, EXTENDED TR03023 (BUFFALO DANCE DR) BY 0.114 MILES.			
-AL			
TWP 05	Route: T 03072	Route Name: HARVEST AVENUE	Change: -0.040
Reason For Change TR 3072 HARVEST AVENUE NLF_ID CHANGED TO TR 2095 TO MATCH THE BUTLER COUNTY ENGINEER'S OFFICE ROUTE NUMBERING RECORDS.			
TWP 05	Route: T 03270	Route Name: GLEN ABBY COURT	Change: 0.122
Reason For Change TR 3270 GLEN ABBY COURT EXTEND ROUTE SOUTH TO NEW DEAD END			
TWP 05	Route: T 03387	Route Name: VICTORIA PLACE	Change: 0.107
Reason For Change TR 3387 VICTORIA PLACE EXTENDED FROM CUL DE SAC NORTH TO EXISTING SECTION AT LOG 0.107.			
TWP 05	Route: T 03458 A	Route Name: ELDON DRIVE	Change: 0.154
Reason For Change TR 3458A ELDON DRIVE EXTEND ROAD NORTH FROM PREVIOUSLY INCORPORATED AREA PAST JCT WITH TR 3497 TO DEAD END.			
TWP 05	Route: T 03466 A	Route Name: BREEDERS CUP CIRCLE	Change: 0.146
Reason For Change EXTEND TR 3466A BREEDERS CUP WEST TO JCT WITH 3466B BREEDERS CUP CIRCLE.			

TWP 05 Route: T 03481 Route Name: DUDLEY VIEW DRIVE Change: 0.047

Reason For Change TR 3481 DUDLEY VIEW DRIVE EXTENDED EAST TO JCT WITH PARKLAND AVENUE FROM LOGS 0.025 TO 0.072.

TWP 05 Route: T 03483 Route Name: CAITLYN ROSE LANE Change: 0.166

Reason For Change TR 3483 CAITLYN ROSE LANE EXTEND ROUTE NORTH TO NEW DEAD END

TWP 05 Route: T 03484 Route Name: THOROUGHbred LANE Change: 0.068

Reason For Change EXTEND TR 3484 THOROUGHbred LANE FROM NEWLY INCOPORATED AREA NORTH TO LOG 0.068.

TWP 05 Route: T 03486 Route Name: BROOKS RUN Change: 0.209

Reason For Change PER SHANNON RIDGE SECTION FIVE, EXTENDED TR03486 (BROOKS RUN) BY 0.209 MILES AT BEGINNING OF ROUTE.

-AL

TWP 05 Route: T 03487 Route Name: COBURG DRIVE Change: 0.100

Reason For Change TR 3487 COBURG DRIVE EXTENDED FROM LOG 0.186 TO 0.286.

TWP 05 Route: T 03495 Route Name: TREESIDE DRIVE Change: 0.338

Reason For Change TR 3495 TREESIDE DRIVE EXTEND ROUTE TO INCLUDE NEWLY INCORPORATED AREA.

TWP 05 Route: T 03496 Route Name: PARKLAND AVE Change: 0.071

Reason For Change NEW ROAD TR 3496 PARKLAND AVENUE FROM DEAD END NORTH TO JCT WITH TR 3481 DUDLEY VIEW DRIVE.

TWP 05 Route: T 03497 Route Name: MOLLY COURT Change: 0.010

Reason For Change TR 3497 MOLLY COURT NEW SUBDIVISION ROAD FROM CUL DE SAC EAST TO JCT WITH TR 3458.

TWP 05 Route: T 03503 Route Name: ETON COURT Change: 0.049

Reason For Change TR 3503 ETON COURT NEW SUBDIVISION ROUTE.

TWP 05 Route: T 03505 Route Name: MORaine COURT Change: 0.028

Reason For Change NEW ROAD TR 3505 MORaine COURT FROM JCT WITH TR3486 BROOKS RUN NORTH TO CUL DE SAC.

TWP 05 Route: T 03511 Route Name: SANCTUARY PLACE Change: 0.208

Reason For Change TR 3511 SANCTUARY PLACE NEW SUBDIVISION ROAD FROM JCT TR 3514 NORTH TO JCT WITH CR 23.

TWP	05	Route:	T 03512	Route Name:	SANCTUARY RIDGE	Change:	0.082
Reason For Change		TR 3512 SACTUARY RIDGE NEW SUBDIVISION ROAD FROM DEAD END TO JCT WITH TR 35.14					
TWP	05	Route:	T 03513	Route Name:	PRESERVE LANE	Change:	0.072
Reason For Change		TR 3513 PRESERVE LANE NEW SUBDIVISION ROAD FROM JCT TR 3511 SOUTHEAST TO CUL DE SAC.					
TWP	05	Route:	T 03514	Route Name:	NATURE TRAIL	Change:	0.273
Reason For Change		TR 3514 NATURE TRAIL NEW SUBDIVISION ROAD FROM DEAD END SOUTHEAST PAST JCT WITH TR 3512 AND TR 3511 TO DEAD END.					
TWP	05	Route:	T 03515	Route Name:	MAGGIE WAY	Change:	0.022
Reason For Change		TR 3515 MAGGIE WAY NEW SUBDIVISION ROAD FROM JCT WITH TR 3518 CARRIAGE MEADOWS DRIVE EAST TO DEAD END.					
TWP	05	Route:	T 03516	Route Name:	SOFIA CIRCLE	Change:	0.110
Reason For Change		TR 3516 SOFIA CIRCLE NEW SUBDIVISION ROAD FROM JCT WITH TR 3518 CARRIAGE MEADOWS DRIVE EAST TO DEAD END.					
TWP	05	Route:	T 03517	Route Name:	CARRIAGE MEADOWS DRIVE	Change:	0.152
Reason For Change		TR 3517 CARRIAGE MEADOWS DRIVE NEW SUBDIVISION ROAD FROM JCT WITH CR 22 MILLIKIN ROAD NORTH TO DEAD END.					
TWP	05	Route:	T 03518	Route Name:	CORDOBA DRIVE	Change:	0.196
Reason For Change		TR 3518 CORDOBA DRIVE NEW SUBDIVISION ROAD FROM DEAD END EAST PAST THE JCT WITH TR3524 TAM O SHANTER WAY TO DEAD END.					
TWP	05	Route:	T 03519	Route Name:	GRANADA COURT	Change:	0.034
Reason For Change		TR 3519 GRANADA COURT NEW SUBDIVISION ROAD ROM DEAD END NORTH TO JCT WITH TR3518 CORDOBA DRIVE.					
TWP	05	Route:	T 03521	Route Name:	ROUND ROCK RUN	Change:	0.064
Reason For Change		PER FIELDSTONE FARMS, SEC.3 BLK B, ADDED TR03521 (ROUND ROCK RUN) ADDING 0.064 MILES.					
-AL							
TWP	05	Route:	T 03524	Route Name:	TAM O SHANTER WAY	Change:	0.097
Reason For Change		TR 3524 TAM O SHANTER WAY EXTEND ROAD SOUTH TO INCLUDE NEWLY ACCEPTED PORTION FROM DEAD END NORTH TO THE CITY OF MONROE BOUNDARY.					

Total Changes: 3.240

Certified Mileage For: 2021 : 156.209 Miles

D.J.L. MATERIAL & SUPPLY, INC

P.O. Box 5293

Akron, Ohio 44334

330-922-3630

330-922-8070 Fax

Attn.: Liberty Township
Attn.: Rick Plummer
Service Supervisor
6959 Yankee Road
Liberty Township, OH 45011

Crack Sealant Program: Federal Certified Sealant
Price includes use of a SuperShot DC Melter w/Air Compressor and Training
No Daily Rental
NOTE: The SuperShot Melter can apply a Hot-Applied Concrete, DOT Sealants,
and 60 Other Polymer/Fiber Sealants.

Quote:

Roadsaver Federal 34515T Sealant & Fiber 34540 Sealant
Includes Diesel Melter with Electric Hose & Compressor
2250# per pallet
75 boxes per pallet
30 Lb. boxes
214.29 Gallons per pallet

\$0.945/#

Please break down quantities per the following: (369 cs.) 11,070 lbs. of 34540
(185 cs.) 5,550 lbs. of 34515T

Freight:

Included

Option: No-Trax: \$14.85/gallon (5 Gallon Pails)

\$15,705.90 Dollars

(Payment terms: Net 30)

All material is guaranteed to be as specified. Lessee agrees to indemnify the Lessor from any and all loss or damage to the equipment leased hereunder from any cause whatsoever, and also agrees to indemnify the Lessor from any and all claims, demands or cause of action or any liability whatsoever arising out of the operation or transportation of the equipment, or its use while in the possession of the Lessee, including damages or personal injuries to workers, third parties or property damage to any party. Lessee further agrees to maintain at its own expense, insurance on the equipment against all risks and in such amounts as Lessor shall reasonably require. Such insurance shall be payable to the Lessor and the Lessee as their interest may appear. Lessee shall provide proof of such insurance to include Lessor as Loss Payee and Additional Insured. Lessee shall further maintain general liability insurance in the amount no less than one million dollars per occurrence.

DJL Authorized Signature: Mike Leahy Date: January 18, 2022

Note: This proposal may be withdrawn by DJL at any time.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

(Printed Name, Title)

(Signature)

(Telephone and Fax Number)

(Date of Acceptance)