



Embraced by nature. ♦ Inspired by progress.

**LIBERTY TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
TUESDAY JANUARY 06, 2026
5021 Winners Circle Drive
Liberty Township, OH 45011**

On Tuesday, January 06, 2026, at 5:30 P.M. the Liberty Township Board of Trustees met this day for a special meeting. Upon call of the roll, Mr. Schramm - present, Mr. Farrell - present, Mr. Minniear – present.

WORK SESSION
5:30 P.M.

- Organizational Meeting Agenda Review
- Regular Meeting agenda review
- Confirm swearing in process
- TIF timeline review
- Miscellaneous communications

ORGANIZATIONAL MEETING
6:00 P.M.

On Tuesday, January 06, 2026, at 6:00 P.M., the Liberty Township Board of Trustees met this day for an Organizational Regular Meeting. Upon call of the roll, Mr. Schramm - present, Mr. Farrell - present, Mr. Minniear – present.

Mr. Farrell led the Pledge of Allegiance.

Mrs. Quinlisk made a motion to approve a resolution to elect Trustee Todd Minniear to the position of Board President for 2026.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO ELECT TRUSTEE TODD MINNIEAR TO THE POSITION OF BOARD PRESIDENT FOR 2026. (2026-001)** Mr. Farrell seconded. The motion passed unanimously.

Mr. Minniear made a motion to approve a resolution to elect Trustee Steve Schramm to the position of Board Vice President for 2026.

Mr. Farrell **MOVED TO APPROVE A RESOLUTION TO ELECT TRUSTEE STEVE SCHRAMM TO THE POSITION OF BOARD PRESIDENT FOR 2026. (2026-002)** Mr. Schramm seconded. The motion passed unanimously.



Embraced by nature. ♦ Inspired by progress.

ORGANIZATIONAL 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 2026 meeting schedules for the Liberty Township Board of Trustees, Zoning Commission, Board of Zoning Appeals, Finance Committee, JEDD I Board, Parks Committee, Trails Committee and the 2026 Township Holiday and Events schedules. **(2026-003)**
- Motion to approve a resolution to establish the 2026 Medicount Fee Schedule. **(2026-004)**
- Motion to approve a resolution to establish the 2026 American Heart Association Class Fee Schedule. **(2026-005)**
- Motion to approve a resolution to establish the 2026 Fire Fee Schedule. **(2026-006)**
- Motion to approve a resolution to establish the 2026 Cemetery Fee Schedule. **(2026-007)**
- Motion to approve a resolution to set the 2026 Employee Cell Phone Reimbursement Rates. **(2026-008)**
- Motion to approve a resolution to set the 2026 Employee Mileage Reimbursement Rates following posted IRS rates. **(2026-009)**
- Motion to approve a resolution to authorize the Township Administrator to allow reduced summer work hours for certain full-time (40-hour per week) and modified full-time (32 hour per week) non-bargaining administrative employees. **(2026-010)**

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

Organizational Business

Mr. Minniear made a motion to approve a resolution to establish the 2026 Zoning Fee Schedule, dispensing with the second reading, and declaring an emergency. (Home Rule)

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO ESTABLISH THE 2026 ZONING FEE SCHEDULE, DISPENSING WITH THE SECOND READING, AND DECLARING AN EMERGENCY. (HOME RULE) (2026-011)** Mr. Farrell seconded. The motion passed unanimously.

Mr. Minniear made a motion to approve a resolution to authorize the transfer of funds not to exceed \$2,530,000.00 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.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO APPROVE A RESOLUTION TO AUTHORIZE THE TRANSFER OF FUNDS NOT TO EXCEED \$2,530,000.00 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. (2026-012)**



Embraced by nature. ♦ Inspired by progress.

Mr. Farrell seconded. The motion passed unanimously.

Mr. Minniear made a motion to approve a resolution to appoint Chief Klussman, Fire Marshal Matt Owen, community member Paul Stumpf and Trustee Tom Farrell and Trustee Steve Schramm, to the Volunteer Fire Fighter's Dependents Fund for the 2026 Annual Elections of Board members.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO APPOINT CHIEF KLUSSMAN, FIRE MARSHAL MATT OWEN, COMMUNITY MEMBER PAUL STUMPF AND TRUSTEE TOM FARRELL AND TRUSTEE STEVE SCHRAMM, TO THE VOLUNTEER FIRE FIGHTER'S DEPENDENTS FUND FOR THE 2026 ANNUAL ELECTIONS OF BOARD MEMBERS. (2026-013)** Mr. Farrell seconded. The motion passed unanimously.

Mr. Minniear made to approve a resolution to appoint Trustee Todd Minniear of the Liberty Township Board of Trustees to the Butler County Emergency Management Agency Advisory Council.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION TO APPOINT TRUSTEE TODD MINNIEAR OF THE LIBERTY TOWNSHIP BOARD OF TRUSTEES TO THE BUTLER COUNTY EMERGENCY MANAGEMENT AGENCY ADVISORY COUNCIL. (2026-014)** Mr. Farrell seconded. The motion passed unanimously.

Mr. Minniear made a motion to approve the appointment of Trustee Tom Farrell to the Parks Committee for 2026.

Mr. Schramm **MOVED TO APPROVE THE APPOINTMENT OF TRUSTEE TOM FARRELL TO THE PARKS COMMITTEE FOR 2026.** Mr. Farrell seconded. The motion passed unanimously.

Mr. Minniear made a motion to approve the appointment of Trustee Steve Schramm to the Finance Committee for 2026.

Mr. Schramm **MOVED TO APPROVE THE APPOINTMENT OF TRUSTEE STEVE SCHRAMM TO THE FINANCE COMMITTEE FOR 2026.** Mr. Farrell seconded. The motion passed unanimously.

Mr. Minniear made a motion to approve the appointment of Trustee Todd Minniear to the Trails Committee for 2026.

Mr. Schramm **MOVED TO APPROVE THE APPOINTMENT OF TRUSTEE TODD MINNIEAR TO THE TRAILS COMMITTEE FOR 2026.** Mr. Farrell seconded. The motion passed unanimously.

PUBLIC PRESENTATION

- Oath of Office, Trustee Todd Minniear and Trustee Tom Farrell by Matthew Byrne, Judge at Ohio Court of Appeals – Twelfth District
- Proclamation – Gail Webster, Live the Dream: Our Declaration of Unity Celebration

PUBLIC COMMENTS

No Public Comments.



Embraced by nature. ♦ Inspired by progress.

FISCAL OFFICER BUSINESS

No New Business

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.

CONSENT AGENDA

Fiscal Officer

- Payment Listing – Motion to approve the Payment Listing and any Additional Payment Listing

Finance

- Motion to approve the 2026 Purchase Order Listing.

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

Department Business

Finance

Mrs. Quinlisk made a motion to approve a resolution requesting the Auditor of Butler County, Ohio to advance to the Fiscal Officer of Liberty Township, Ohio, taxes assessed and collected for and on behalf of Liberty Township, Ohio for taxes assessed in 2025 and collected in 2026.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION REQUESTING THE AUDITOR OF BUTLER COUNTY, OHIO TO ADVANCE TO THE FISCAL OFFICER OF LIBERTY TOWNSHIP, OHIO, TAXES ASSESSED AND COLLECTED FOR AND ON BEHALF OF LIBERTY TOWNSHIP, OHIO FOR TAXES ASSESSED IN 2025 AND COLLECTED IN 2026. (2026-015)** Mr. Farrell seconded. The motion passed unanimously.

Fire EMS

Jason Owen made a motion to approve the purchase of a 2025 Chevy Tahoe for a total approximate cost of \$56,053.00 from account #2191-220-790.

Mr. Schramm **MOVED TO APPROVE THE PURCHASE OF A 2025 CHEVY TAHOE FOR A TOTAL APPROXIMATE COST OF \$56,053.00 FROM ACCOUNT #2191-220-790.** Mr. Farrell seconded. The motion passed unanimously.

Jason Owen made a motion to approve the upfitting of a 2025 Chevy Tahoe not to exceed \$20,000.00 from account #2191-220-790.

Mr. Schramm **MOVED TO APPROVE THE UPFITTING OF A 2025 CHEVY TAHOE NOT TO EXCEED \$20,000.00 FROM ACCOUNT #2191-220-790.** Mr. Farrell seconded. The motion passed unanimously.



Embraced by nature. ♦ Inspired by progress.

Public Works

Mr. Sebald made a motion to approve the purchase of a 2027 Kenworth T480V with a snow and ice upfitting package by Hendeson Products for a total approximate cost of \$246,565.84 from account #4311-110-790-0000.

Mr. Schramm **MOVED TO APPROVE THE PURCHASE OF A 2027 KENWORTH T480V WITH A SNOW AND ICE UPFITTING PACKAGE BY HENDESON PRODUCTS FOR A TOTAL APPROXIMATE COST OF \$246,565.84 FROM ACCOUNT #4311-110-790-0000.** Mr. Farrell seconded. The motion passed unanimously.

Administration

Ms. McKinney made a motion to approve a resolution authorizing the execution and delivery of a Revenue Sharing Agreement with Lakota Local School District.

Mr. Schramm **MOVED TO APPROVE A RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF A REVENUE SHARING AGREEMENT WITH LAKOTA LOCAL SCHOOL DISTRICT. (2026-016)** Mr. Farrell seconded. The motion passed unanimously.

Ms. McKinney made a motion to approve a resolution amending Intergovernmental Agreement 2021-01 (Liberty Township and Butler County TID).

Mr. Schramm **MOVED TO APPROVE A RESOLUTION AMENDING INTERGOVERNMENTAL AGREEMENT 2021-01 (LIBERTY TOWNSHIP AND BUTLER COUNTY TID). (2026-017)** Mr. Farrell seconded. The motion passed unanimously.

Ms. McKinney made a motion to approve the Township Administrator to sign a Memorandum of Understanding (MOU) for Millikin Interchange Property.

Mr. Schramm **MOVED TO APPROVE THE TOWNSHIP ADMINISTRATOR TO SIGN A MEMORANDUM OF UNDERSTANDING (MOU) FOR MILLIKIN INTERCHANGE PROPERTY.** Mr. Farrell seconded. The motion passed unanimously.

Ms. McKinney made a motion to approve the Red Tiger Investments consulting contract for a total approximate cost of \$45,000.00 from account #1000-110-360-0000.

Mr. Schramm **MOVED TO APPROVE THE RED TIGER INVESTMENTS CONSULTING CONTRACT FOR A TOTAL APPROXIMATE COST OF \$45,000.00 FROM ACCOUNT #1000-110-360-0000.** Mr. Farrell seconded. The motion passed unanimously.

Ms. McKinney made a motion to approve a Kutack Rock LLP counsel agreement for legal services.

Mr. Schramm **MOVED TO APPROVE A KUTACK ROCK LLP COUNSEL AGREEMENT FOR LEGAL SERVICES.** Mr. Farrell seconded. The motion passed unanimously.

Department Updates

No New Updates




Embraced by nature. ♦ Inspired by progress.

TRUSTEE COMMENTS

Mr. Farrell noted that even though we just spent a lot of money tonight – we want to let the public know there are many discussions over months before we decide to move forward with these purchases. He also noted that while when we buy off of public bid we are not required to get additional quotes – we still do our due diligence and get many quotes from other suppliers.

ADJOURNMENT

Mr. Schramm **MOVED TO ADJOURN**. Mr. Farrell seconded. The motion passed unanimously.



Todd Minniear, President



Pamela Quinlisk, Fiscal Officer