



---

*Embraced by nature. ♦ Inspired by progress.*

# **TRUSTEES MEETING**

**March 2, 2022**



*Embraced by nature. ♦ Inspired by progress.*

**Trustees**

Tom Farrell, President  
Steve Schramm, Vice President  
Todd Minniear

**Fiscal Officer**

Pam Quinlisk  
**Administrator**  
Kristen Bitonte

**Liberty Township Trustees Meeting Agenda  
Wednesday, March 2, 2022  
5021 Winners Circle Drive  
Liberty Township, OH 45011**



**Regular Meeting  
5:30 P.M.**

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

**PUBLIC COMMENTS**

**FISCAL OFFICER'S BUSINESS**

**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

**b) Services**

- **Motion to approve** the new Parks Committee member Mary Villarreal for a term ending 12-31-23.

*Embraced by nature. ♦ Inspired by progress.*

- **Motion to approve** the amended Parks Committee meeting schedule for 2022 originally approved per Resolution 2022-003.

c) **Zoning**

- **Motion to approve** the amended Zoning Commission meeting schedule for 2022 originally approved per Resolution 2022-003.

d) **Administration**

- **Motion to approve** the amendment to the Services Department promotional process and add it to the Liberty Township Personnel Policy Handbook.

MOTION TO APPROVE CONSENT AGENDA: \_\_\_\_\_

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

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

**DEPARTMENT BUSINESS**

a) **Fire / EMS**

- b) **Motion to** hire Matt Mershad to the position of part time FireFighter / EMT – Step 1 at \$15.88 per hour beginning March 7, 2022 pending the successful completion of a polygraph and physical assessment.

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

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

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

*Embraced by nature. ♦ Inspired by progress.*

**c) Services**

- **Motion to** hire Brian Gray to the position of full time Services Worker I at \$16.00 per hour contingent upon successful completion of pre-employment testing.

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

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

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

- **Motion to** authorize the Township Administrator to submit the Wilhelmina Park trail, shelter and parking lot projects for consideration of the 2022 Capital Budget bill funding.

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

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

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

**d) Zoning Department**

- **Motion to** authorize the Township Administrator to execute an agreement with McBride Dale Clarion to provide zoning assistance in connection with the proposed Millikin Way Interchange.

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

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

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

**DEPARTMENT UPDATES**

**TRUSTEE COMMENTS**

*Embraced by nature. ♦ Inspired by progress.*

### EXECUTIVE SESSION

- **Motion to go into an** Executive session to consider the employment of a public employees and to prepare for bargaining sessions with public employees concerning their compensation or other terms and conditions of their employment per O.R.C. § 121.22 (G)(4).

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

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

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

### ADJOURNMENT

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

**Payment Listing**

2/16/2022 to 2/23/2022

| Payment Advice #                | Post Date  | Transaction Date | Type | Vendor / Payee                     | Amount      | Status |
|---------------------------------|------------|------------------|------|------------------------------------|-------------|--------|
| 69407                           | 02/22/2022 | 02/22/2022       | AW   | NANCY NIX BUTLER COUNTY TREASURER  | \$403.00    | O      |
| 69408                           | 02/23/2022 | 02/23/2022       | AW   | AMBULANCE MAINTENANCE COMPANY IN   | \$1,416.45  | O      |
| 69409                           | 02/23/2022 | 02/23/2022       | AW   | AFFORDABLE PEST CONTROL, INC.      | \$72.00     | O      |
| 69410                           | 02/23/2022 | 02/23/2022       | AW   | AMS SUPPLY                         | \$146.25    | O      |
| 69411                           | 02/23/2022 | 02/23/2022       | AW   | ACE HARDWARE, WEST CHESTER         | \$17.32     | O      |
| 69412                           | 02/23/2022 | 02/23/2022       | AW   | A.E. DAVID COMPANY, INC.           | \$5,646.37  | O      |
| 69413                           | 02/23/2022 | 02/23/2022       | AW   | A.E. DAVID COMPANY, INC.           | \$859.91    | O      |
| 69414                           | 02/23/2022 | 02/23/2022       | AW   | BCWS                               | \$140.34    | O      |
| 69415                           | 02/23/2022 | 02/23/2022       | AW   | BETHESDA HEALTHCARE INC            | \$170.00    | O      |
| 69416                           | 02/23/2022 | 02/23/2022       | AW   | BUTLER COUNTY SHERIFF'S OFFICE-COM | \$2,175.00  | O      |
| 69417                           | 02/23/2022 | 02/23/2022       | AW   | BOUND TREE MEDICAL LLC             | \$37.14     | O      |
| 69418                           | 02/23/2022 | 02/23/2022       | AW   | CINCINNATI BELL TELEPHONE          | \$45.30     | O      |
| 69419                           | 02/23/2022 | 02/23/2022       | AW   | CINCINNATI BELL TELEPHONE          | \$21.66     | O      |
| 69420                           | 02/23/2022 | 02/23/2022       | AW   | CINTAS                             | \$226.96    | O      |
| 69421                           | 02/23/2022 | 02/23/2022       | AW   | CONDOR ELITE, INC.                 | \$1,484.32  | O      |
| 69422                           | 02/23/2022 | 02/23/2022       | AW   | COX MEDIA GROUP                    | \$222.30    | O      |
| 69423                           | 02/23/2022 | 02/23/2022       | AW   | DUKE ENERGY                        | \$5,772.94  | O      |
| 69424                           | 02/23/2022 | 02/23/2022       | AW   | DUKE ENERGY                        | \$1,644.37  | O      |
| 69425                           | 02/23/2022 | 02/23/2022       | AW   | FRANK J SMITH                      | \$200.00    | O      |
| 69426                           | 02/23/2022 | 02/23/2022       | AW   | JACOB KEITH                        | \$100.00    | O      |
| 69427                           | 02/23/2022 | 02/23/2022       | AW   | KELLER CLEANING SYSTEMS, LLC       | \$2,200.00  | O      |
| 69428                           | 02/23/2022 | 02/23/2022       | AW   | KERRY FORD                         | \$51.06     | O      |
| 69429                           | 02/23/2022 | 02/23/2022       | AW   | METAL SUPERMARKETS                 | \$17.92     | O      |
| 69430                           | 02/23/2022 | 02/23/2022       | AW   | National Testing Network           | \$750.00    | O      |
| 69431                           | 02/23/2022 | 02/23/2022       | AW   | PRIDE SEALS, INC                   | \$56.70     | O      |
| 69432                           | 02/23/2022 | 02/23/2022       | AW   | REDI CINCINNATI LLC                | \$3,118.62  | O      |
| 69433                           | 02/23/2022 | 02/23/2022       | AW   | STIGLER SUPPLY CO.                 | \$206.67    | O      |
| 69434                           | 02/23/2022 | 02/23/2022       | AW   | VERCOM                             | \$870.00    | O      |
| 69435                           | 02/23/2022 | 02/23/2022       | AW   | VERIZON                            | \$521.54    | O      |
| 69436                           | 02/23/2022 | 02/23/2022       | AW   | ZIEGLER BOLT & NUT HOUSE           | \$90.00     | O      |
| Total Payments:                 |            |                  |      |                                    | \$28,684.14 |        |
| Total Conversion Vouchers:      |            |                  |      |                                    | \$0.00      |        |
| Total Less Conversion Vouchers: |            |                  |      |                                    | \$28,684.14 |        |

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.



*Embraced by nature. ♦ Inspired by progress.*

## **LIBERTY TOWNSHIP PARKS COMMITTEE MEETING SCHEDULE FOR 2022**

**Monday, January 17, 2022**

**Monday, February 21, 2022**

**Monday, March 21, 2022**

**Monday, April 18, 2022**

**Monday, May 16, 2022**

**Monday, June 27, 2022\*\*\***

**Monday, July 18, 2022**

**Monday, August 15, 2022**

**Monday, September 19, 2022**

**Monday, October 17, 2022**

**Monday, November 21, 2022**

**Monday December 19 2022**

*\*\*\* Amended due to holiday conflict.*



**ZONING COMMISSION  
Meeting Schedule for 2022**

*The Zoning Commission Meetings are conducted on the 3<sup>rd</sup> Monday of each month at the Township Administration Building located at 5021 Winners Circle Drive at 6:00 p.m. \**

| <u>Submittal Deadline</u> | <u>Meeting Date</u> |
|---------------------------|---------------------|
| December 17, 2021         | January 24, 2022**  |
| January 14, 2022          | February 28, 2022** |
| February 11, 2022         | March 21, 2022      |
| March 18, 2022            | April 18, 2022 May  |
| April 15, 2022            | 16, 2022            |
| May 13, 2022              | June 27, 2022***    |
| June 17, 2022             | July 18, 2022       |
| July 15, 2022             | August 15, 2022     |
| August 12, 2022           | September 19, 2022  |
| September 16, 2022        | October 17, 2022    |
| October 14, 2022          | November 21, 2022   |
| November 18, 2022         | December 19, 2022   |
| December 16, 2022         | January 23, 2023**  |

*\* Check the Liberty Township website for up to date meeting information*

*\*\* Please note that the meeting date is on the fourth Monday due to a holiday*

*\*\*\* Amended due to holiday conflict*



# SERVICES DEPARTMENT PROMOTION TESTING PROCESS

*Effective Date: November 15,  
2011 Revision Date: March 2, 2022*

REGULAR FULL-TIME service workers have the opportunity to test for the job one classification above your current position.

## SERVICE WORKER 2 / OPERATOR TEST

**Skills Test:** Each employee will need to schedule the test with the Services Director. You will be required to complete two separate skills from the Services Worker 2 / Operator Job Description and complete a **Classification Test Form** (forms) for each skill; each skill will use a separate form.

**Promotion Effective:** The Services Director will present a resolution requesting to promote those employees that pass the Service Worker 2 / Operator test at a Trustees Meeting Promotions become effective the first full pay period following successful completion of the test and formal approval by the Board of Trustees.

## SERVICE TECHNICIAN / OPERATOR TEST

**Testing Period:** To meet the minimum qualifications for the position, employees will have to pass the test prior to the end of the testing period. Employees will be permitted to take *only one skill per testing period*. The Township will have two testing periods: Spring and Fall.

**Spring:** The Spring testing period will end the Friday before the first full pay period in June.

**Fall:** The Fall testing period will end the Friday before the first full pay period in November

**Skills Test:** Each employee will need to schedule each skill of the test with the Services Director. You will be required to complete two separate skills from the Services Technician / Operator Job Description and complete **Classification Test Form** (forms) for each skill; each skill will use a separate form. You can take *only one skill per testing period*. **This means that it will take a minimum of two testing periods to complete the Service Technician / Operator Test.**

After you complete the first skill, the Services Director will make every effort to give you assignments that will help you learn the Services Technician / Operator position prior to your taking the second skill.

**Promotion Effective:** The Services Director will present a resolution requesting to promote those employees that pass the Service Technician / Operator test at a Trustees Meeting Promotions become effective the first full pay period following successful completion of the test and formal approval by the Board of Trustees.



February 21, 2022

Caroline McKinney  
Economic Development Director  
Liberty Township  
Via Email

Dear Caroline:

Thank you for your interest in MDC's services related to the area around the proposed Millikin Road interchange. This letter will confirm that McBride Dale Clarion (MDC) will provide zoning assistance in connection with the proposed interchange.

After discussion with township staff and the trustees, we understand that this process will begin with consultation with representatives of the development community to gauge the types of uses for which there might be market demand, as well as to explore the nature of zoning regulations (such as uses, development standards, and development processes) that might be a good fit to the market.

Depending on the results of this first phase, additional services may be requested such as additional community outreach and drafting of zoning regulations for the area. We understand that you have had previous meetings with developers, and we assume you will coordinate these additional meetings. We will be prepared to lead the discussions and will summarize the results in a memorandum. As part of this initial phase of work we will also review relevant documents such as the exiting zoning regulations, the comprehensive plan, previous market research, and any other relevant information provided by you.

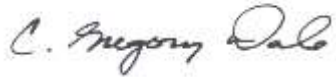
The consultation with representatives of the development community will be provided in coordination with you and invoiced monthly on an hourly basis with an initial not-to exceed amount of \$10,000 without authorization from you. My hourly rate is \$195.00 per hour. We may also utilize lower hourly rate personnel to assist as appropriate. Any reimbursable or direct costs, such as mileage and copies, will be invoiced at our cost. Payment is due on receipt of the invoice.

This engagement will not preclude other personnel from McBride Dale Clarion from representing private sector clients in Liberty Township. MDC staff working on this engagement will not be involved in any such private sector representation.

If the terms of the letter are acceptable, please sign where indicated below and email it back to us.

Please let me know if you have any questions, and thanks for thinking of us.

Sincerely,



C. Gregory Dale, FAICP

Authority to Proceed

---

Date