



Embraced by nature. ♦ Inspired by progress.

TRUSTEES MEETING

August 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
Tuesday, August 2, 2022
5021 Winners Circle Drive
Liberty Township, OH 45011**

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

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

PUBLIC PRESENTATION

- a) Grant Simer, Scout Troop 914, Eagle Scout Project
- b) Fire Dept. Pinning Ceremony for Keegan Duffens and Tanner Polisini

PUBLIC COMMENTS

FISCAL OFFICER'S BUSINESS

- **Liquor Permit**
 - CM KFC LLC DBA CM Chicken
7206 Towne Centre Dr, Liberty Township OH 45069
 - MURLI INC. DBA Kwik n Kold
4281 Hamilton Middletown Rd, Liberty Township, 45011

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.



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a) Fiscal Officer

- **Meeting Minutes – Motion to approve** the following:
 - Regular Meeting, July 19, 2022
- **Payment Listing – Motion to approve** the Payment Listing and Additional Payment Listing

b) Finance

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

MOTION TO APPROVE CONSENT AGENDA: _____

2nd: _____

Roll: _____

DEPARTMENT BUSINESS

a) Fire / EMS

- **Motion to approve** a resolution to approve 48 hours of leave donation to Jody Asher in accordance with the Professional Firefighter’s IAFF Local 4394 contract and the Liberty Township Personnel Policy Handbook.

Motion: _____

2nd: _____

Roll: _____

- **Motion to approve** the remodel of the bathroom showers at Fire Station 113 for a total cost not to exceed \$28,715.00 from account 2191-760-790.

Motion: _____

2nd: _____

Roll: _____

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- **Motion to** hire Tanner Carpenter to the position of part time FireFighter / EMT – Step 1 at \$15.88 per hour pending the successful completion of a polygraph and physical assessment.

Motion: _____

2nd: _____

Roll: _____

DEPARTMENT UPDATES

TRUSTEE COMMENTS

EXECUTIVE SESSION

- **Motion to go into an** Executive session to consider the compensation of a public employee per O.R.C. § 121.22 (G)(1).

Motion: _____

2nd: _____

Roll: _____

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

Motion: _____

2nd: _____

Roll: _____

ADJOURNMENT

Motion to adjourn: _____

2nd: _____

Roll: _____

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2380 FAX.(614)644-3166

TO

1170613 PERMIT NUMBER		NEW TYPE	CM KFC LLC DBA CM CHICKEN 7206 TOWNE CENTRE DR LIBERTY TWP LIBERTY TWP OH 45069	
07 13 2022 ISSUE DATE				
07 13 2022 FILING DATE				
D5 PERMIT CLASSES				
09 TAX DISTRICT	916	A	D47639 RECEIPT NO.	

FROM 07/21/2022

PERMIT NUMBER		TYPE			
ISSUE DATE					
FILING DATE					
PERMIT CLASSES					
TAX DISTRICT			RECEIPT NO.		



MAILED 07/21/2022

RESPONSES MUST BE POSTMARKED NO LATER THAN.

08/22/2022

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 1170613

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**LIBERTY TOWNSHIP TRUSTEE
ATTN TOWNSHIP FISCAL OFFICER
5021 WINNERS CIRCLE
LIBERTY TOWNSHP OH 45011**

**NOTICE TO LEGISLATIVE
AUTHORITY**

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43088-9005
(614)644-2360 FAX(614)644-3166

TO

6238691		STCK		MURLI INC DBA KWIK N KOLD 4281 HAMILTON MIDDLETOWN RD LIBERTY TWP HAMILTON OHIO 45011
PERMIT NUMBER		TYPE		
ISSUE DATE				
04 06 2022				
FILING DATE				
PERMIT CLASSES				
09	916	A	F27969	
TAX DISTRICT		RECEIPT NO.		

FROM **07/25/2022**

PERMIT NUMBER		TYPE	
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	



MAILED **07/25/2022**

RESPONSES MUST BE POSTMARKED NO LATER THAN. **08/25/2022**

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.
REFER TO THIS NUMBER IN ALL INQUIRIES **A STCK 6238691**

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD IN OUR COUNTY SEAT. IN COLUMBUS.

WE DO NOT REQUEST A HEARING.

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- Clerk of County Commissioner

(Date)

Clerk of City Council

Township Fiscal Officer

**LIBERTY TOWNSHIP TRUSTEE
ATTN TOWNSHIP FISCAL OFFICER
5021 WINNERS CIRCLE
LIBERTY TOWNSHP OH 45011**



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**LIBERTY TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
TUESDAY JULY 19, 2022
5021 Winners Circle Drive
Liberty Township, OH 45011**

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

On Tuesday July 19, 2022 at 6:00 P.M., the Liberty Township Board of Trustees met this day for a Regular Meeting. Upon call of the roll, Mr. Farrell - present, Mr. Minniear – present, Mr. Schramm - absent

Mr. Farrell led the Pledge of Allegiance.

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

- Meeting Minutes – Motion to approve the following:
 - Regular Meeting, June 21, 2022
- Payment Listing – Motion to approve the Payment Listing and Additional Payment Listing

Requisitions

- Motion to approve requisitions over \$10,000.
 - \$55,000 FUELMAN (Fire Department Fuel)
 - \$55,000 Account #2191-220-420

Finance

- Motion to approve a resolution for new appropriations. (2022-070)

Services

- Motion to approve a resolution to accept the roads in Section 3 of the Vista Verde subdivision for maintenance and journalize said roads at 25 miles per hour. (2022-071)
- Motion to approve a resolution to accept the roads in Sections 2, 3A and 3B of the Bridle Farms subdivision for maintenance and journalize said roads at 25 miles per hour. (2020-072)

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

DEPARTMENTAL BUSINESS

Finance

Ms. Greis requested a motion to approve resolution to authorize the Township Administrator to execute an agreement with Software Solutions for the purchase of finance software and annual support and maintenance in the amount of \$110,850 from account 1000-760-790.

Mr. Minniear **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH SOFTWARE SOLUTIONS FOR THE PURCHASE OF FINANCE SOFTWARE AND ANNUAL SUPPORT AND MAINTENANCE IN THE AMOUNT OF \$110,850 FROM ACCOUNT 1000-760-790. (2022-073)** Mr. Farrell seconded. The motion passed.

PUBLIC COMMENTS

No Comments

Fire/EMS

Assistant Chief Dave Greve requested a motion to promote Tanner Polisini to Firefighter/Paramedic Step 1 beginning July 23, 2022 at an annual rate of \$62,840.12.

Mr. Minniear **MOVED TO APPROVE A TO PROMOTE TANNER POLISINI TO FIREFIGHTER/PARAMEDIC STEP 1 BEGINNING JULY 23, 2022 AT AN ANNUAL RATE OF \$62,840.12.** Mr. Farrell seconded. The motion passed.

Assistant Chief Dave Greve requested a motion to promote Keegan Duffins to full time Firefighter/EMT Step 1 beginning July 23, 2022 at an annual rate of \$49,748.24 pending successful completion of pension physical and psychological assessment.

Mr. Minniear **MOVED TO APPROVE A TO PROMOTE KEEGAN DUFFINS TO FULL TIME FIREFIGHTER/EMT STEP 1 BEGINNING JULY 23, 2022 AT AN ANNUAL RATE OF \$49,748.24 PENDING SUCCESSFUL COMPLETION OF PENSION PHYSICAL AND PSYCHOLOGICAL ASSESSMENT.** Mr. Farrell seconded. The motion passed.

Zoning

Mr. Behrmann requested a motion to authorize the Township Administrator to execute the Grant of Easement for Duke Energy Ohio, Inc. for a temporary work agreement on the Dudley Memorial park property.

Mr. Minniear **MOVED TO APPROVE A TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE THE GRANT OF EASEMENT FOR DUKE ENERGY OHIO, INC. FOR A TEMPORARY WORK AGREEMENT ON THE DUDLEY MEMORIAL PARK PROPERTY.** Mr. Farrell seconded. The motion passed.

DEPARTMENT REPORTS & UPDATES

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



June 21, 2022

Embraced by nature. ♦ Inspired by progress.

TRUSTEE COMMENTS

No Comments

ADJOURNMENT

Mr. Minniear **MOVED TO ADJOURN.** Mr. Minniear seconded. The motion passed unanimously.

Mr. Farrell, President

Kristen Bitonte, Township Administrator

Payment Listing

7/20/2022 to 7/28/2022

Payment Advice #	Post Date	Transaction Date	Type	Vendor / Payee	Amount	Status
78-2022	07/21/2022	07/25/2022	CH	LIBERTY TOWNSHIP PAYROLL	\$155,387.07	O
79-2022	07/22/2022	07/25/2022	CH	PAYCOR INC.	\$355.36	O
80-2022	07/25/2022	07/26/2022	CH	FIFTH-THIRD BANK	\$6,843.19	O
70055	07/20/2022	07/20/2022	AW	Sheryl Allen	\$3,000.00	O
70056	07/20/2022	07/20/2022	AW	CINCINNATI BELL TELEPHONE	\$45.95	O
70057	07/20/2022	07/20/2022	AW	DUKE ENERGY	\$45,467.44	O
70058	07/28/2022	07/28/2022	AW	ACADEMIC AUTOMOTIVE, INC.	\$223.30	O
70059	07/28/2022	07/28/2022	AW	AMERICAN HEART ASSOCIATION, INC	\$1,700.00	O
70060	07/28/2022	07/28/2022	AW	A.E. DAVID COMPANY, INC.	\$99.80	O
70061	07/28/2022	07/28/2022	AW	AIRGAS USA, LLC	\$148.10	O
70062	07/28/2022	07/28/2022	AW	ALFA CHALK	\$150.00	O
70063	07/28/2022	07/28/2022	AW	ACE HARDWARE, WEST CHESTER	\$88.90	O
70064	07/28/2022	07/28/2022	AW	BCWS	\$1,066.92	O
70065	07/28/2022	07/28/2022	AW	BOUND TREE MEDICAL LLC	\$1,345.95	O
70066	07/28/2022	07/28/2022	AW	CINCINNATI BELL TELEPHONE	\$120.15	O
70067	07/28/2022	07/28/2022	AW	CINCINNATI ALARM SYSTEMS	\$714.67	O
70068	07/28/2022	07/28/2022	AW	CINTAS	\$205.59	O
70069	07/28/2022	07/28/2022	AW	CRYSTAL SPRINGS WATER COMPANY	\$79.39	O
70070	07/28/2022	07/28/2022	AW	COX MEDIA GROUP	\$150.48	O
70071	07/28/2022	07/28/2022	AW	Diamond Mowers	\$375.86	O
70072	07/28/2022	07/28/2022	AW	DUKE ENERGY	\$286.29	O
70073	07/28/2022	07/28/2022	AW	DAUM & ASSOCIATES	\$400.00	O
70074	07/28/2022	07/28/2022	AW	D & S AUTO PARTS	\$70.98	O
70075	07/28/2022	07/28/2022	AW	ETHAN KLUSSMAN	\$455.20	O
70076	07/28/2022	07/28/2022	AW	Evergreen Landscaping of Cincinnati	\$455.00	O
70077	07/28/2022	07/28/2022	AW	ENCORE PRECAST, LLC	\$1,876.00	O
70078	07/28/2022	07/28/2022	AW	FLEXPAC	\$124.80	O
70079	07/28/2022	07/28/2022	AW	GRAINGER	\$178.06	O
70080	07/28/2022	07/28/2022	AW	JFDB LTD	\$1,023.00	O
70081	07/28/2022	07/28/2022	AW	K AND R LAWN AND LANDSCAPING	\$4,560.93	O
70082	07/28/2022	07/28/2022	AW	KIMBALL MIDWEST	\$73.00	O
70083	07/28/2022	07/28/2022	AW	KLEEM, INC.	\$230.45	O
70084	07/28/2022	07/28/2022	AW	KELLER CLEANING SYSTEMS, LLC	\$2,250.00	O
70085	07/28/2022	07/28/2022	AW	METAL SUPERMARKETS	\$149.68	O
70086	07/28/2022	07/28/2022	AW	MILL CREEK ALLIANCE	\$500.00	O
70087	07/28/2022	07/28/2022	AW	MATHESON TRI-GAS INC	\$97.76	O
70088	07/28/2022	07/28/2022	AW	FRANK J SMITH	\$675.00	O
70089	07/28/2022	07/28/2022	AW	ONE STOP TOOL RENTAL	\$45.00	O
70090	07/28/2022	07/28/2022	AW	Oxford Physical Therapy and Rehabilitation	\$440.00	O
70091	07/28/2022	07/28/2022	AW	Robin Seifert	\$575.00	O
70092	07/28/2022	07/28/2022	AW	RAY JACOBS PLUMBING COMPANY, L.L.C.	\$462.50	O
70093	07/28/2022	07/28/2022	AW	Southeastern Equipment Co., INC	\$83.07	O
70094	07/28/2022	07/28/2022	AW	STIGLER SUPPLY CO.	\$251.63	O
70095	07/28/2022	07/28/2022	AW	WATSON GRAVEL	\$1,254.24	O
70096	07/28/2022	07/28/2022	AW	Warren County Career Center	\$400.00	O
70097	07/28/2022	07/28/2022	AW	ZIMMER TRACTOR	\$35.97	O

Payment Listing

7/20/2022 to 7/28/2022

Total Payments:	<u>\$234,521.68</u>
Total Conversion Vouchers:	<u>\$0.00</u>
Total Less Conversion Vouchers:	<u><u>\$234,521.68</u></u>

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. 2022-074

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
2191-760-740	Fire: Machinery, Equipment & Furniture	20,000

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 Schramm _____
Trustee Minniear _____
Trustee Farrell _____

Adopted: Tuesday, August 2, 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 2nd day of August, 2022.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2022-075

Board of Trustees, Liberty Township
Butler County, Ohio

RESOLUTION TO APPROVE 48 HOURS OF LEAVE DONATION TO JODY ASHER IN ACCORDANCE WITH THE PROFESSIONAL FIREFIGHTER'S IAFF LOCAL 4394 CONTRACT AND THE LIBERTY TOWNSHIP PERSONNEL POLICY HANDBOOK.

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

WHEREAS, Liberty Township Fire Chief Ethan Klussman requests the Liberty Township Board of Trustees approve 48 hours of leave donation in accordance with Article 10 Section 3(h) and the Leave Donation Policy to Jody Asher; and

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby approves 48 hours of leave donation from the following full-time employees to Jody Asher.

Members	Hours	Leave Type
Meyer, Jon	24	Sick
Owen, Matthew	24	Vacation

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

Trustee Farrell, _____
Trustee Schramm, _____
Trustee Minniear, _____

Adopted: Tuesday, August 2, 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 2nd day of August, 2022.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



1000 LAUREL AVENUE
HAMILTON, OHIO 45015
PHONE (513) 863-3894

June 27, 2022

Liberty Township Fire Department
6682 Princeton Glendale Road
Liberty Township, Ohio 45011

Subject: New Showers

Attn: Lieutenant Matt Owens

Matt,

Saurber Construction is pleased to submit the following as our proposal to renovate four (4) showers at the above address. We will provide the below listed Scope of work:

- Remove the existing jamb ceramic tile at the openings.
- Remove the existing fiberglass shower units.
- Remove a portion of the existing drywall walls.
- Ceiling to remain as is.
- Remove shower fixture, trim, and shower head.
- Furnish and install new solid color shower bases by Onyx.
- Furnish and install new solid color shower walls from top of base to ceiling
- Furnish and install new shower control valve, trim and shower head.
- Seal corner seams with matching color sealants
- Haul all construction debris from site.

All of the above to be completed during normal business hours for a sum of: \$28,715.00
(Twenty Eight Thousand Seven Hundred Fifteen and No/100 Dollars)

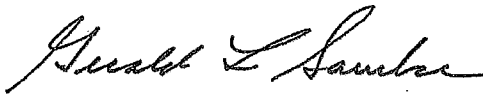
Page Two

One note to the above sum. Typically a "box out" 12" x 12" is formed around the shower drain to allow to swing the trap into position. Should it be discovered after demolition that concrete is poured around the drain, additional labor hours would be required to remedy this situation.

Thank you for this opportunity to provide our services. Should any questions arise, please do not hesitate to contact me.

Respectfully Submitted,

Saurber Construction Inc

A handwritten signature in cursive script that reads "Gerald L. Saurber".

Gerald L. Saurber