



Embraced by nature. ♦ Inspired by progress.

TRUSTEES MEETING

September 5, 2023



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Trustees

Steve Schramm, President
Todd Minniear, Vice President
Tom Farrell

Fiscal Officer

Pam Quinlisk

Administrator

Jesse Lightle

**Liberty Township Trustees Meeting Agenda
Tuesday, September 5, 2023
5021 Winners Circle Drive
Liberty Township, OH 45011**



**Work Session
4:15 P.M.**

WORK SESSION

- Discussion - agenda review and miscellaneous communications.

Executive Session

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) and to discuss the sale of property per O.R.C. § 121.22 (G)(2).

Motion: _____

2nd: _____

Roll: _____

Motion to come out of Executive Session: _____

2nd: _____

Roll: _____

Regular Meeting 6:00 P.M.

CALL TO ORDER
ROLL CALL
PLEDGE OF ALLEGIANCE

PUBLIC PRESENTATION

- a) Duke Energy – grant presentation
- b) Recognition of Tom Lindsey – 40 years with LTFD

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

- **Meeting Minutes – Motion to approve** the following:
 - Regular Meeting, August 15, 2023
- **Payment Listing – Motion to approve** the Payment Listing and Additional Payment Listing
- **Motion to approve** a resolution to levy special assessments to pay for subdivision street lighting in Liberty Township.



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b) Fire / EMS

- **Motion to authorize** the Township Administrator to enter into an agreement with Path Master and Security Fence to install the GTT Opticom systems at the intersections of Linn and Cincinnati Dayton and State Route 4 and Kyles Station.

MOTION TO APPROVE CONSENT AGENDA: _____

2nd: _____

Roll: _____

DEPARTMENT UPDATES

TRUSTEE COMMENTS

ADJOURNMENT

Motion to adjourn: _____

2nd: _____

Roll: _____



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**LIBERTY TOWNSHIP BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
TUESDAY AUGUST 15, 2023
5021 Winners Circle Drive
Liberty Township, OH 45011**

**WORK SESSION
5:00 P.M.**

On Tuesday, August 15, 2023 at 5:00 P.M., the Liberty Township Board of Trustees met this day for a Special Meeting. Upon call of the roll, Mr. Minniear – present, Mr. Farrell – present, Mr. Schramm – absent.

WORK SESSION

- Discussion - agenda review and miscellaneous communications.

EXECUTIVE SESSION

Mr. Minniear **MOVED TO GO INTO AN EXECUTIVE SESSION TO CONSIDER THE COMPENSATION OF A PUBLIC EMPLOYEE.** Mr. Farrell seconded. The motion passed.

Mr. Minniear **MOVED TO COME OUT OF EXECUTIVE SESSION.** Mr. Farrell seconded. The motion passed.

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

On Tuesday, August 15, 2023 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. Minniear led the Pledge of Allegiance.

PUBLIC HEARING #1

- Street Lighting Request: Street lighting request for Shetland Farm PH1 Sec 1 subdivision for five (5) lights.

Mrs. Quinlisk presented the staff report.

Comments in Favor

No Comments

Comments in Against

No Comments.

Comments in Neutral

No Comments

Mr. Minniear **MADE A MOTION TO CLOSE THE PUBLIC HEARING ON A STREET LIGHTING REQUEST: STREET LIGHTING REQUEST FOR SHETLAND FARM PH1 SEC 1 SUBDIVISION FOR FIVE (5) LIGHTS.** Mr. Farrell seconded. The motion passed.

Mr. Minniear **MADE A MOTION TO APPROVE A RESOLUTION FOR THE STREET LIGHTING REQUEST: STREET LIGHTING REQUEST FOR SHETLAND FARM PH1 SEC 1 SUBDIVISION FOR FIVE (5) LIGHTS. (2023-070)** Mr. Farrell seconded. The motion passed.

PUBLIC COMMENTS

No Comments

FISCAL OFFICER BUSINESS

- Appropriation Status as of July 31, 2023
- Fund Status as of July 31, 2023

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 6, 2023 Amended
 - Regular Meeting, July 18, 2023
 - Regular Meeting, August 1, 2023
- Payment Listing – Motion to approve the Payment Listing and Additional Payment Listing

Fire/EMS:

- Motion to accept the Ohio EMA ARPA First Responder Retention Incentives Grant award.
- Motion to accept the Ohio Ambulance Transportation Program grant from the State of Ohio.

Services:

- Motion to approve an agreement with Art's Rental Equipment & Supply for a John Deere 544 Wheel Loader and a John Deere 310 Backhoe at \$6,600 per month with a \$450 pickup/delivery charge for a not to exceed amount of \$26,850 from account #2021-330-0000 and to authorize Township Administrator to execute the agreement.

Zoning:

- Motion to appoint Wayne Bradshaw as a full-time member of the Liberty Township Zoning Commission effective September 1, 2023, to fill an expired term. The new five-year term will expire on September 1, 2028.
- Motion to appoint Tom Hasselbeck as an alternate member of the Liberty Township Zoning Commission effective September 1, 2023, to fill an unexpired five-year term ending on September 1, 2026.
- Motion to appoint Tom Capuano as a full-time member of the Liberty Township Board of Zoning Appeals to fill an expired five-year term ending on January 1, 2024.

Administration:

- Motion to authorize the Township Administrator to enter into an engagement agreement with CBD Advisors.

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

DEPARTMENT BUSINESS

Zoning

Mr. Behrmann made a motion to approve 7-Day Public Nuisance Resolution: Resolution to declare that the owners' maintenance of 4467 Millikin Road, Parcel ID # D2010-006.000-069, has been neglected and constitutes a public nuisance per Section 505.87 of the Ohio Revised Code. The Liberty Township Board of Trustees orders the owners to abate the nuisance within four (4) days; and if such nuisance is not abated within four (4) days, the Liberty Township Board of Trustees authorizes staff to abate the nuisance and / or contract the abatement and assess the cost to the property tax duplicate.

Mr. Minniear **MADE A MOTION TO APPROVE 7-DAY PUBLIC NUISANCE RESOLUTION: RESOLUTION TO DECLARE THAT THE OWNERS' MAINTENANCE OF 4467 MILLIKIN ROAD, PARCEL ID # D2010-006.000-069, HAS BEEN NEGLECTED AND CONSTITUTES A PUBLIC NUISANCE PER SECTION 505.87 OF THE OHIO REVISED CODE. THE LIBERTY TOWNSHIP BOARD OF TRUSTEES ORDERS THE OWNERS TO ABATE THE NUISANCE WITHIN FOUR (4) DAYS; AND IF SUCH NUISANCE IS NOT ABATED WITHIN FOUR (4) DAYS, THE LIBERTY TOWNSHIP BOARD OF TRUSTEES AUTHORIZES STAFF TO ABATE THE NUISANCE AND / OR CONTRACT THE ABATEMENT AND ASSESS THE COST TO THE PROPERTY TAX DUPLICATE. (2023-068)** Mr. Farrell seconded. The motion passed unanimously.

Zoning

Mr. Behrmann made a motion to approve 7-Day Public Nuisance Resolution: Resolution to declare that the owners' maintenance of 5566 Horse Shoe Bend Road, Parcel ID # D2020-041.000-040, has been neglected and constitutes a public nuisance per Section 505.87 of the Ohio Revised Code. The Liberty Township Board of Trustees orders the owners to abate the nuisance within seven (7) days; and if such nuisance is not abated within seven (7) days, the Liberty Township Board of Trustees authorizes staff to abate the nuisance and / or contract the abatement and assess the cost to the property tax duplicate.

Mr. Minniear **MADE A MOTION TO APPROVE 7-DAY PUBLIC NUISANCE RESOLUTION: RESOLUTION TO DECLARE THAT THE OWNERS' MAINTENANCE OF 5566 HORSE SHOE BEND ROAD, PARCEL ID # D2020-041.000-040, HAS BEEN NEGLECTED AND CONSTITUTES A PUBLIC NUISANCE PER SECTION 505.87 OF THE OHIO REVISED CODE. THE LIBERTY TOWNSHIP BOARD OF TRUSTEES ORDERS THE OWNERS TO**

ABATE THE NUISANCE WITHIN SEVEN (7) DAYS; AND IF SUCH NUISANCE IS NOT ABATED WITHIN SEVEN (7) DAYS, THE LIBERTY TOWNSHIP BOARD OF TRUSTEES AUTHORIZES STAFF TO ABATE THE NUISANCE AND / OR CONTRACT THE ABATEMENT AND ASSESS THE COST TO THE PROPERTY TAX DUPLICATE. (2023-069) Mr. Farrell seconded. The motion passed.

DEPARTMENT UPDATES

- Economic Development – Activity Report
- Finance – Activity Report
- Fire / EMS – Activity Report
- Planning & Zoning – Permit Reports
- Services – Activity Report
- Sheriff – Call Data Report
- Administration
 - Holiday Closings:
 - Monday September 4, 2023

TRUSTEE COMMENTS

No Comments

ADJOURNMENT

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

Mr. Minniear Vice-President

Pamela Quinlisk, Fiscal Officer



RESOLUTION NO. 2023-071
Board of Trustees, Liberty Township
Butler County, Ohio

**RESOLUTION TO LEVY SPECIAL ASSESSMENTS TO PAY FOR
SUBDIVISION STREET LIGHTING IN LIBERTY TOWNSHIP**

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

WHEREAS, the Liberty Township Board of Trustees has the authority to assess the expense of maintaining the street lights in two equal annual installments in the same manner and times as the taxes are paid and collected in accordance with O.R.C. § 515.08;

WHEREAS, the Liberty Township Board of Trustees will assess property owners one hundred percent (100%) for the expense incurred in the maintenance of the street lights, not in excess of the special benefits resulting thereto from such lighting, in accordance with O.R.C. § 515.08;

WHEREAS, the boundaries of the said unincorporated districts and said assessments shall be certified to the Butler County Auditor by certifying a copy of this resolution, in which the Auditor shall annually place upon the tax duplicate for collection in equal annual installments of said assessments for that year pursuant to O.R.C. § 515.11; and

WHEREAS, the assessments, when collected, shall go into the treasury of the township and used by the Board of Trustees, thereof, only for the said purpose in which they are levied pursuant to O.R.C. § 515.11;

THEREFORE, BE IT RESOLVED that the Liberty Township Board of Trustees hereby authorizes the assessment of the following lighting districts on the property tax duplicate (attachment).

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

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



RESOLUTION NO. 2023-071
Board of Trustees, Liberty Township
Butler County, Ohio

Adopted: Tuesday, September 5, 2023

Steve Schramm, President

Todd Minniear, 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 5th day of September, 2023.

Pamela Quinlisk
Fiscal Officer

APPROVED AS TO FORM:

Scott D. Phillips, Law Director



RESOLUTION NO. 2023-071
Board of Trustees, Liberty Township
Butler County, Ohio

Lighting District Name	Project #
Carriage Hill Section 21	New



STAFF REPORT

DATE: 8/31/2023
TO: Jesse Lightle, Township Administrator
FROM: Ethan Klussman, Fire Chief

Opticom Intersection Upgrades 2023 Budget

PURPOSE

As we continue to improve the safety of our staff and community members, I have identified two (2) additional intersections that need to have the Opticom GPS system installed. These intersections are located on Kyles Station @ Route 4 and Cincinnati-Dayton Rd @ Linn Rd.

BACKGROUND and FINDINGS

Controlling intersections with a GPS system enables us to navigate them safely. Already having the Opticom system positioned at some of our busiest intersections allows us to have an immediate impact on our safety as well as other motorists we encounter. We have seen a reduction in our responses times since implementing the Opticom system in our vehicles. By managing the traffic flow, we can approach and clear and intersections faster and much safer.

I have met with Security Fence and Path Master to put together pricing for the two intersections that I am requesting to upgrade.

FINANCIAL IMPACT

To complete both intersection controllers, it will cost \$17,967 for the required equipment. The installation price for both intersections will be \$9,000.

RECOMMENDATION

I am recommending approval for \$26,967 from account 2191-760-790-0000 to complete this project. This project will come in under the \$29,000 budgeted amount.

Cc: Connie Gravitt



Path Master Inc.
 1960 Midway Drive
 Twinsburg OH 44087
 United States

Quote

Quote # C25893
 6/30/2023

Liberty Township

Assistant Fire Chief Dave Greve
 Liberty Township
 6682 Princeton-Glendale Rd
 Liberty Township OH 45011
 United States

Email: dgreve@liberty-township.com

Phone: (513) 759-7533

Fax:

**GTT GPS Preemption Equipment
 Linn Rd. & Cincinnati-Dayton Rd
 SR 4 & Kyles Station Rd.**

Bid Date	Completion Date	Quote Expires	Terms	F.O.B.	Delivery
		30 Days	Net 30 Days	Twinsburg, Freight Allowed	8 - 12 Weeks , ARO & Approval

Bid Ref	Qty	Unit	Description	CL	Unit Sell	Ext. Sell
10.	1	Lump Sum	*** Linn Rd. & Cincinnati-Dayton Rd. *** Materials Only, GTT Opticom GPS Intersection Equipment For NEMA Cabinet, Includes Phase Selector With Chasis, GPS Radio / Antenna With Side Of Pole Hardware, 150' of Antenna Cable and Four (4) Span Wire Mounted LED Confirmation Flood Lights With 1000' of Signal Cable Note: Includes programming assistance	20G	\$9,302.00	\$9,302.00
20.	1	Lump Sum	*** SR 4 & Kyles Station Rd. *** Materials Only, GTT Opticom GPS Intersection Equipment For 33X Cabinet, Includes Phase Selector, Two (2) Load Switches, GPS Radio / Antenna With Side Of Pole Hardware, 150' of Antenna Cable and Four (4) Span Wire Mounted LED Confirmation Flood Lights With 1000' of Signal Cable Note: Includes programming assistance	20G	\$8,665.00	\$8,665.00
					Total	\$17,967.00

NOTES:

- 1) In The Event That The Customer Modifies, Or Attempts To Modify, This Proposal In Any Manner, Including For Quantity Or Types Of Equipment, Path Master, Inc., Reserves The Right To Amend Its Pricing At Its Discretion
- 2) In The Event That The Customer Delays Shipment Of The Equipment Or Delays Taking Delivery Of The Equipment From Path Master, Inc., Path Master, Inc. Reserves The Right To Charge A Storage Fee of 3%.



Path Master Inc.
1960 Midway Drive
Twinsburg OH 44087
United States

Quote

Quote # C25893

6/30/2023

3) In The Event That The Customer Purchases Equipment From Another Supplier To Be Integrated With Path Master, Inc. Equipment, Path Master Inc. Reserves The Right To Charge Field Service Fees, If Requested To Perform The Integration Of Such Products, At Our Standard Field Service Rate of \$150 Per Hour With A Minimum Charge Of 3 Hours.

4) Freight Allowed Is Provided As On Shipment Of Entire Order. If Customer Requires Multiple Shipments, Path Master, Inc. Reserves The Right To Charge Extra Freight Fee As Applicable.

ORDERS ARE SUBJECT TO CREDIT APPROVAL

X _____

Authorized Signature



Certified DBE/WBE/EDGE/SBE/E.O.E.

4260 Dane Ave.
Cincinnati, OH 45223
Ph: (513) 681-3700
Fax: (513) 681-5487

Liberty Township- SR 4 & Kyle Station

June 29, 2023

Ref	Description	Unit Cost	Qty	U/M	Total
1	Preemption Installation @ SR 4 & Kyles Station Rd	\$4,500.00	1	LS	\$4,500.00
2	Preemption Installation @ Cincinnati Dayton Rd & Linn Rd	\$4,500.00	1	LS	\$4,500.00
Total For The Project					\$9,000.00

- * Includes labor & equipment to install the pre-emption system provided by Liberty Twp. Fire Department.
- * Includes Traffic Control for SFG work only.
- * Please Contact Dan at (937)424-3000 or DanW@sfence.com With any Questions Regarding this proposal.
- * Security Fence is an ODOT Approved DBE & EDGE Contractor.