



*Embraced by nature. ♦ Inspired by progress.*

**LIBERTY TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF SPECIAL MEETING & REGULAR MEETING  
TUESDAY FEBRUARY 5, 2019  
6400 PRINCETON ROAD  
LIBERTY TOWNSHIP OH 45044**

On Tuesday February 5, 2019 at 2:00 P.M., the Liberty Township Board of Trustees met this day for a Special Meeting. Upon call of the roll, Mrs. Maticic –present, Mr. Schramm – present, Mr. Farrell – present.

**WORK SESSION**  
**2:00 P.M.**

Ms. Maticic **MOVED TO GO INTO WORK SESSION.** Mr. Farrell seconded. The motion passed unanimously.

- 1) Work session to discuss the Comprehensive Plan Proposals.

Ms. Maticic **MOVED TO COME OUT OF THE WORK SESSION.** Mr. Farrell seconded. The motion passed unanimously.

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

Ms. Maticic **MOVED TO GO INTO AN EXECUTIVE SESSION TO DISCUSS THE EMPLOYMENT OF A PUBLIC EMPLOYEE PER O.R.C. § 121.22 (G)(1).** Mr. Farrell seconded. The motion passed unanimously.

Ms. Maticic **MOVED TO COME OUT OF EXECUTIVE SESSION.** Mr. Farrell seconded. The motion passed unanimously.

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

On Tuesday February 5, 2019 at 2:00 P.M., the Liberty Township Board of Trustees met this day for a Regular Meeting. Upon call of the roll, Mrs. Maticic –present, Mr. Schramm – present, Mr. Farrell – present.

Mr. Schramm 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**

**Fiscal Officer**

- Meeting Minutes – Motion to approve the following:
  - Organizational and Regular Meeting, January 3, 2019
  - Regular Meeting, January 15, 2019
- Check Register – Motion to approve Check Register and the Special Check Register

**Requisitions Over \$2,500**

- \$40,155.34 Liberty Land Company (State Route 747 Project Reimbursement)
  - \$13,385.11 4311-110-360 (Contracted Services)
  - \$13,385.11 4313-110-360 (Contracted Services)
  - \$13,385.12 4311-114-360 (Contracted Services)
- \$38,516.67 Cargill (Road Salt)
  - \$28,502.33 2231-330-420-0000
  - \$10,014.34 1000-110-599-0008
- \$9,625.00 Channing Bete (CPR Cards)
  - \$9,625.00 2191-220-318-0004
- \$5,000.00 REDI Cincinnati (Regional Economic Development Pledge)
  - \$2,500.00 1000-110-360-0000
  - \$2,500.00 1000-110-599-0008
- \$3,825.00 Center for Local Government (Annual Membership Dues)
  - \$3,825.00 1000-110-519-0000

**Finance**

- Motion to approve a resolution to authorize the Township Administrator to execute an agreement with Mountjoy Chilton Medley LLP for the review of the 2018 basic financial statements for an amount not to exceed \$1,120.00 from account # 1000-110-312. **(2017-029)**
- Motion to approve a resolution to authorize new appropriations. **(2017-030)**

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

**PUBLIC COMMENTS**

No Comments

**DEPARTMENTAL BUSINESS**

**Economic Development**

Ms. McKinney requested a resolution to authorize the Township Administrator to execute an agreement with GameDay Communications in the amount of \$2,750.00 from account 1000-110-345.

Ms. Matacic **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH GAMEDAY COMMUNICATIONS IN THE AMOUNT OF \$2,750.00 FROM ACCOUNT 1000-110-345. (2019-031)** Mr. Farrell seconded. The motion passed unanimously.



## Finance

Ms. Greis requested a resolution to authorize the Township Administrator to execute the attached Agreement with Paycor for Custom Time Import Management in the amount of \$150.00 per month with an implementation fee of \$6,500.00 from account # 2191-220-360.

Ms. Maticic **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE THE ATTACHED AGREEMENT WITH PAYCOR FOR CUSTOM TIME IMPORT MANAGEMENT IN THE AMOUNT OF \$150.00 PER MONTH WITH AN IMPLEMENTATION FEE OF \$6,500.00 FROM ACCOUNT # 2191-220-360. (2019-032)** Mr. Farrell seconded. The motion passed unanimously.

Ms. Greis requested a resolution to approve a pay increase for Shannon Aquino to \$30.00 / hour effective on the February 22, 2019 payroll.

Ms. Maticic **MOVED TO APPROVE A RESOLUTION TO APPROVE A PAY INCREASE FOR SHANNON AQUINO TO \$30.00 / HOUR EFFECTIVE ON THE FEBRUARY 22, 2019 PAYROLL. (2019-033)** Mr. Farrell seconded. The motion passed unanimously.

## Fire Department

Discussion on establishing a fee structure.

Chief Klussman requested a resolution to establish the 2019 Fire Department Plans Review, Inspection and Special Event Fee Schedule per O.R.C. § 3737.22.

Ms. Maticic **MOVED TO APPROVE A RESOLUTION TO ESTABLISH THE 2019 FIRE DEPARTMENT PLANS REVIEW, INSPECTION AND SPECIAL EVENT FEE SCHEDULE PER O.R.C. § 3737.22. (2019-034)** Mr. Farrell seconded. The motion passed unanimously.

Chief Klussman requested a resolution to establish fees for responding to a false alarm from an automatic fire alarm system at a commercial establishment or residential building per O.R.C. § 505.391.

Ms. Maticic **MOVED TO APPROVE A RESOLUTION TO ESTABLISH FEES FOR RESPONDING TO A FALSE ALARM FROM AN AUTOMATIC FIRE ALARM SYSTEM AT A COMMERCIAL ESTABLISHMENT OR RESIDENTIAL BUILDING PER O.R.C. § 505.391. (2019-035)** Mr. Farrell seconded. The motion passed unanimously.

Chief Klussman requested a resolution to authorize the Township Administrator to execute an agreement with Better Choice Heating & Air Conditioning, Inc. for replacement of the air conditioning system at the Liberty Township Fire Station 112 for an amount not to exceed \$5000.00.

Ms. Maticic **MOVED TO APPROVE RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH BETTER CHOICE HEATING & AIR CONDITIONING, INC. FOR REPLACEMENT OF THE AIR CONDITIONING SYSTEM AT THE LIBERTY TOWNSHIP FIRE STATION 112 FOR AN AMOUNT NOT TO EXCEED \$5000.00. (2019-036)** Mr. Farrell seconded. The motion passed unanimously.

Chief Klussman requested a resolution to declare the 2002 Horton ambulance, 2009 Horton ambulance, and two (2) Ferno cots as not needed and / or unfit for Township use with a fair market value in excess of two thousand five hundred dollars (\$2,500) per Ohio Revised Code Section 505.10(A)(1), and shall be properly disposed of pursuant to Ohio Revised Code Section 505.10(D) by internet auction through Govdeals with fourteen days open for bidding.

Ms. Maticic **MOVED TO APPROVE A RESOLUTION TO DECLARE THE 2002 HORTON AMBULANCE, 2009 HORTON AMBULANCE, AND TWO (2) FERNO COTS**



**AS NOT NEEDED AND / OR UNFIT FOR TOWNSHIP USE WITH A FAIR MARKET VALUE IN EXCESS OF TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500) PER OHIO REVISED CODE SECTION 505.10(A)(1), AND SHALL BE PROPERLY DISPOSED OF PURSUANT TO OHIO REVISED CODE SECTION 505.10(D) BY INTERNET AUCTION THROUGH GOVDEALS WITH FOURTEEN DAYS OPEN FOR BIDDING. (2019-037)** Mr. Farrell seconded. The motion passed unanimously.

### Zoning Department

Mr. Behrmann requested a resolution to hire Mark Elma as the Senior Planner at \$55,000.00 per year contingent upon the successful completion of pre-employment testing.

Ms. Matacic **MOVED TO APPROVE A RESOLUTION TO HIRE MARK ELMA AS THE SENIOR PLANNER AT \$55,000.00 PER YEAR CONTINGENT UPON THE SUCCESSFUL COMPLETION OF PRE-EMPLOYMENT TESTING. (2019-038)** Mr. Farrell seconded. The motion passed unanimously.

### Administration

Ms. Bitonte requested a resolution authorizing the issuance of a notice of intent to award a contract for construction of the new Administration and Police Substation Facility, the notification of sureties related thereto, and authorizing the Township Administrator to enter into said contract upon compliance with all conditions precedent related thereto.

Ms. Matacic **MOVED TO APPROVE A RESOLUTION AUTHORIZING THE ISSUANCE OF A NOTICE OF INTENT TO AWARD A CONTRACT FOR CONSTRUCTION OF THE NEW ADMINISTRATION AND POLICE SUBSTATION FACILITY, THE NOTIFICATION OF SURETIES RELATED THERETO, AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO SAID CONTRACT UPON COMPLIANCE WITH ALL CONDITIONS PRECEDENT RELATED THERETO. (2019-039)** Mr. Farrell seconded. The motion passed unanimously.

Ms. Bitonte requested a resolution to authorize the Township Administrator to enter into the attached Addendum to Agreement for Professional Services with Frost Brown Todd LLC. for Scott D. Phillips to serve as Liberty Township Law Director.

Ms. Matacic **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO ENTER INTO THE ATTACHED ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES WITH FROST BROWN TODD LLC. FOR SCOTT D. PHILLIPS TO SERVE AS LIBERTY TOWNSHIP LAW DIRECTOR. (2019-040)** Mr. Farrell seconded. The motion passed unanimously.

Ms. Bitonte requested a resolution to authorize the Township Administrator to execute the attached Professional Services Agreement, in substantially the same format, with LJB Inc. for a revised Purpose and Need Study for the Proposed Millikin at I-75 Interchange for an amount not to exceed \$29,777.30 from account # 1000-110-360.

Ms. Matacic **MOVED TO APPROVE A RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO EXECUTE THE ATTACHED PROFESSIONAL SERVICES AGREEMENT, IN SUBSTANTIALLY THE SAME FORMAT, WITH LJB INC. FOR A REVISED PURPOSE AND NEED STUDY FOR THE PROPOSED MILLIKIN AT I-75 INTERCHANGE FOR AN AMOUNT NOT TO EXCEED \$29,777.30 FROM ACCOUNT # 1000-110-360. (2019-041)** Mr. Farrell seconded. The motion passed unanimously.

Ms. Bitonte requested a resolution to declare the Township items listed as having a fair market value of \$2,500.00 or less, as obsolete, not needed and / or unfit for Township use, and shall be properly disposed of pursuant to Ohio Revised Code § 505.10(2).

Ms. Matacic **MOVED TO APPROVE A RESOLUTION TO DECLARE THE TOWNSHIP ITEMS LISTED AS HAVING A FAIR MARKET VALUE OF \$2,500.00 OR LESS, AS OBSOLETE, NOT NEEDED AND / OR UNFIT FOR TOWNSHIP USE, AND SHALL BE**



**PROPERLY DISPOSED OF PURSUANT TO OHIO REVISED CODE § 505.10(2). (2019-042)** Mr. Farrell seconded. The motion passed unanimously.

#### **DEPARTMENT REPORTS & UPDATES**

- Economic Development
- Fire / EMS
- Planning & Zoning
  - Services
  - Sheriff
- Administration
  - Holiday Closings:
    - Monday, February 18<sup>th</sup>

#### **TRUSTEE COMMENTS**

Ms. Maticic gave an update on the OTA Conference and the CLOUT meeting.

#### **ADJOURNMENT**

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

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Mr. Schramm, President

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Pamela Quinlisk, Fiscal Officer



## RESOLUTION NO. 2019-029

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO  
EXECUTE AN AGREEMENT WITH MOUNTJOY CHILTON MEDLEY LLP  
FOR THE REVIEW OF THE 2018 BASIC FINANCIAL STATEMENTS FOR  
AN AMOUNT NOT TO EXCEED \$1,120.00  
FROM ACCOUNT # 1000-110-312**

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

**WHEREAS**, Michelle Greis, Liberty Township Finance Director, requests the Liberty Township Board of Trustees authorize the Township Administrator to execute an agreement with Mountjoy Chilton Medley LLP for the review of the basic financial statements as of and for the year ended December 31, 2018 of Liberty Township; and

**WHEREAS** Liberty Township would pay an amount not to exceed \$1,120.00 from account # 1000-110-312 for the review of the 2018 basic financial statements;

**THEREFORE, BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorizes the Township Administrator to execute an agreement with Mountjoy Chilton Medley LLP for the review of the 2018 basic financial statements for an amount not to exceed \$1,120.00 from account # 1000-110-312.

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

Trustee Maticic,    yes  
Trustee Farrell,    yes  
Trustee Schramm,  yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-030

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:

**Aspen Trails RID Fund:**

- 1) \$13,386 to 4311-110-360 (Contracted Services)

**Creekside Meadows RID Fund:**

- 1) \$13,386 to 4313-110-360 (Contracted Services)

**Falling Water RID Fund:**

- 1) \$13,386 to 4314-110-360 (Contracted Services)

**EMS Fund:**

- 1) \$2,500 to 2281-230-190-0195 (Overtime)

**Road Fund:**

- 1) \$10,000 to 2031-330-190-0195 (Overtime)

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

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes



Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-031

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO  
EXECUTE AN AGREEMENT WITH GAMEDAY COMMUNICATIONS IN  
THE AMOUNT OF \$2,750.00 FROM ACCOUNT 1000-110-345**

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

**WHEREAS**, Kristen Bitonte, Liberty Township Administrator, requests the Liberty Township Board of Trustees authorize her to execute an agreement with GameDay Communications in the amount of \$2,750.00 from account # 1000-110-345.

**THEREFORE, BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorize the Township Administrator to execute an agreement with GameDay Communications in the amount of \$2,750.00 from account # 1000-110-345.

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-032

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO  
EXECUTE THE ATTACHED AGREEMENT WITH PAYCOR FOR CUSTOM  
TIME IMPORT MANAGEMENT IN THE AMOUNT OF \$150.00 PER MONTH  
WITH A ONE-TIME IMPLEMENTATION FEE OF \$6,500.00  
FROM ACCOUNT # 2191-220-360**

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

**WHEREAS**, Michelle Greis, Assistant Administrator / Finance Director, requests the Liberty Township Board of Trustees authorize the Township Administrator to execute the attached Agreement with Paycor for Custom Time Import Management; and

**WHEREAS**, Liberty Township would pay \$150.00 per month with a one-time implementation fee of \$6,500.00 from account # 2191-220-360.

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorize the Township Administrator to execute the attached Agreement with Paycor for Custom Time Import Management for \$150.00 per month with a one-time implementation fee of \$6,500.00 from account # 2191-220-360.

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, February 5, 2019

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Steve Schramm, President

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Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

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Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

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Scott D. Phillips, Law Director



**4811 MONTGOMERY RD.  
CINCINNATI, OH 45212**

**STATEMENT OF WORK (SOW)**

**REVISION #3**

**FOR**

**LIBERTY TOWNSHIP TRUSTEES**

**CUSTOM TIME IMPORT**

## STATEMENT OF WORK

This Statement of Work (“SOW”) entered into this \_\_\_\_\_, 201\_ (“Effective Date”) is by and between **PAYCOR, INC.**, a Delaware corporation (“Paycor”), and **Liberty Township Trustees**, a \_\_\_\_\_ (“Client”).

**WHEREAS**, the parties acknowledge that Client is currently a client of Paycor, and that the parties entered into that certain Client Service Agreement on or about \_\_\_\_\_ (“CSA”), which Agreement is subject in all respect to the Paycor Services Terms and Conditions effective as of \_\_\_\_\_ (the “Terms and Conditions”). Capitalized terms used herein shall have the meaning set forth in the Terms and Conditions.

**WHEREAS**, Paycor realizes the importance of providing custom solutions for clients to allow them to achieve an additional return on their investment with Paycor. In order to accomplish this, Paycor offers development services to assist clients with their custom integration and reporting needs. Paycor anticipates that by providing talented subject matter experts, this offering will provide efficiencies and/or cost savings for our clients.

**NOW, THEREFORE**, Paycor has recently received a request for such services from Client, and Paycor will provide such service according to the terms of this SOW:

1. **SCOPE OF WORK.** The Scope of Work for this automation includes:

Paycor has recently received a request for services from Client to create a custom Time Import automation of time data into the paygrid of Paycor’s Perform product. It has been determined that the data will be delivered via sFTP to Paycor on a bi-weekly basis from the Client or their Vendor, to the specifications provided by Paycor. The schedule and dependencies are described below.

### SCOPE OF WORK

The scope of work for this automation includes:

- Client/Vendor will provide a CSV file that matches the “Scheduled Time Report Details” in format, expected values, and assumptions.
- The file must match the naming pattern “\*.csv”.
  - Paycor recommends including a date time stamp with date, hours, minutes, and seconds directly preceding the file extension to generate a unique filename.
  - Every file provided must be uniquely named.
- Paycor will create an account for Client/Vendor to access Paycor’s sFTP site (<https://filedrop.paycor.com>) to provide the file.
- After Paycor receives the file from the Client/Vendor, the file will be read and transformed into a CSV file that matches the Paycor “Time Import File Details” in format and expected values.
- Paycor will import the generated Time Import File into the paygrid, the client will receive an email notification (from Paycor’s sFTP site) indicating that the data has imported.
- The client user will need to login to Paycor and access the Paygrid to review the imported data to submit and finish payroll processing for the paygroup.
  - The imported data will have error feedback provided directly in the Pay Grid for the client’s review. This feedback is provided by the system directly.
- A separate “exception” error report will be sent to Paycor’s filedrop site for Client to review.
  - Only exceptional issues which are explicitly outlined in the comments of “Time Import File Details” below are supported on the exception report.
  - The exception report does support any additional error feedback.
  - Client will need to manually address (in Paycor) any exceptional issues.

### Schedule Time Report Details:

Column	Field Name	Required	Comments	Example
A	Member	No	The value in this column is ignored.	
B	Employee Number	Yes	Expects Paycor Employee Number  Pass through to column B (“Employee Number”) in “ <b>Time Import File Details</b> ”	
C	Client ID	Yes	Expects Paycor Client Id	

Column	Field Name	Required	Comments	Example
			Pass through to column A (“ClientId”) in “ <b>Time Import File Details</b> ”	
D	Shift Start Date	No	The value in this column is ignored.	
E	Shift Start Time	No	The value in this column is ignored.	
F	Shift Stop Date	No	The value in this column is ignored.	
G	Shift Stop Time	No	The value in this column is ignored.	
H	Schedule	No	See <b>Paycor Earning Code Mapping</b>  Pass mapped value through to column H (“Hours Code”) in “ <b>Time Import File Details</b> ”	
I	Position	No	The value in this column is ignored.	
J	Time Type	Yes	See <b>Paycor Earning Code Mapping</b>  Pass mapped value through to column H (“Hours Code”) in “ <b>Time Import File Details</b> ”	
K	Total Hours	Yes	Expects a numeric value for the hours to import for the mapped earning code for this row.  Pass value through to column G (“Coded Hours”) in “ <b>Time Import File Details</b> ”	

Notes:

- The first 7 lines (1-7) will be ignored.
- The report details header starts on line 8 with the text “Member,”
- Any rows with the following value for column A (“Member”) will be ignored:
  - “- Frozen, Schedule”
  - “1 A, Unit”
  - “1 B, Unit”
  - “2 A, Unit”
  - “2 B, Unit”
  - “3 A, Unit”
  - “3 B, Unit”
  - “Klussman, Ethan”
- Paycor Earning Code Mapping
  - Any rows in the file with a combination of Time Type and Schedule that is not mapped below to a Paycor Earning Code will be ignored

Time Type	Schedule	Paycor Earning Code
Reg		Reg
Holiday Pay (FT)		FireHowork
Holiday Pay (PT)		Hol1.5
Injury Leave-Work related		work cont
OT - FT shortage		OT
OT - IMT		OT
OT - Late Call		OT
OT - Instructor		OT
OT - Instructor CPR		OT
OT - Meetings		OT
OT - OHTF1 Backfill		OHTF1-ot
OT - OHTF1 Deployment		OHTF1-ot
OT - OHTF1 Training		OT
OT - PT Short (8+ FT on duty)		OT



Time Type	Schedule	Paycor Earning Code
OT - CallOut -SWAT, BCTR, BCFIT, etc.		OT
OT - Training		Train OT
OT - Training Backfill		Train OT
OT- Recal		OT
PRN - 14th Staff Member		Reg
Reg - IMT		Reg
Reg - Late Call		Reg
Reg - OHTF1 Deployment		OHTF1-reg
Reg - OHTF1 Training		Reg
Reg - SWAT, BCTR, BCFIT, etc.		Reg
Reg - Training		Trn
Reg - Training Officer		Trn
Reg - Training On-Duty		Reg
Reg - Training Special Teams		Trn
Regular - Training On-Duty		Reg
PTO	PTO: Bereavement	Brv
PTO	PTO: Comp Time	Comp 24/48
PTO	PTO: EDO Move (Put date you want off)	EDO
PTO	PTO: Family Emergency FT	Sick/13
PTO	PTO: Scheduled EDO	EDO
PTO	PTO: Sick (FT - Paid)	Sick/13
PTO	PTO: Vacation (FT - Paid)	Vac/24
PTO	PTO: Trade PAID	Reg
PTO	PTO: Holiday Time	Reg

**Time Import File Details:**

Column	Field Name	Required	Comments	Example
A	ClientId	Yes	Integer  Paycor Client Id	12345
B	Employee Number	Yes	Integer (6)  Employee Number or Social Security Number must be provided. If both are provided together – they must match Paycor’s system.	123
C	Social Security Number	Yes	Integer (6)  Employee Number or Social Security Number must be provided.  If the employee identified has exactly 1 active record at the ClientID – the time data will be associated with this employee record.  If the employee identified has multiple active records at the ClientID – the time data will not be imported for this employee. An exceptions email will be provided to the client’s payroll specialist who will reach out to the client to address this issue manually.	123456789
D	Regular Hours	No	Decimal (8,4)	0080.0000

Column	Field Name	Required	Comments	Example
E	Overtime Hours	No	Decimal (8,4)	0080.0000
F	Hours Code	No	Char (10)	REG
G	Coded Hours	No	Decimal (8,4)	0080.0000
H	Amount Code	No	Char (10)	OT
I	Coded Amount	No	Decimal (8,4)	0080.0000
J	Deduction Code	No	Char (10)	HSA
K	Deduction Amount	No	Decimal (12,4)	00000100.0000
L	Deduction Exception Rate	No	Decimal (11,6)	00001.000000
M	Exception Department	No	Integer (14)	12345678901234
N	Exception Rate	No	Decimal (11,6)	00001.000000
O	Rate Sequence	No	Integer (1)  If left blank, will default to the employee's base rate of pay.  Only acceptable values are 1, 2, or 3 to utilize Payrate 1, Payrate 2, or Payrate 3.	1
P	Shift Premium	No	Not supported. Leave blank.	
Q	Pay Number	No	Not supported. Leave blank.	
R	Pay Week	No	Not supported. Leave blank.	
S	Tax Frequency	No	Not supported. Leave blank.	
U	Gross Receipts	No	Not supported. Leave blank.	

Notes:

- Hours Code (column E) and Coded Hours (column F) are considered together to represent an earning.
- Amount Code (column G) and Coded Amount (column H) are considered together to represent an earning.
- Deduction Code (column I) and Deduction Amount (column J) are considered together to represent a deduction.
- Exception Department (column L) applies to all earnings/deductions defined in the row.

2. **PERIOD OF PERFORMANCE.** Paycor will schedule and communicate a start date for this project within 7 days of the Effective Date of this SOW. In no event shall Paycor be liable if the project exceeds the projected timeline set forth herein. Paycor strives to meet the needs of its clients and will commit to openly communicating status of the project and any roadblocks that could prevent the project from meeting the anticipated timeline above.

3. **PLACE OF PERFORMANCE.** Paycor will perform the work to be done on this project at its own facility. As a result, remote access to required client systems with appropriate access levels must be made available to Paycor resources.

4. **COSTS.**

<b>Total Onetime Fees</b>	<b>\$6,500</b>
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<b>Total Recurring Fees</b>	<b>\$150/month</b>
<b>Support</b>	Paycor provides a limited amount of support for custom reports. Generally, Paycor will ensure connectivity to database views and make sure any reports built by Paycor can be generated by the client.

5. **CHANGES TO SCOPE.** Any changes or additions made to this SOW as outlined above are subject to additional costs. No changes will be made to the scope of work outlined in this document without written confirmation by both parties. All changes will be documented in subsequent Change Request documents and will be priced accordingly.
6. **ACCEPTANCE CRITERIA.** This project will be considered complete when the items listed under “Scope of Work” are completed. It is expected that Client will work in good faith to in broaching any issues or concerns that may arise prior to completion of the project.
7. **TERMINATION.**
  - a. **Client Termination.** Client may cancel the project at any time upon ten (10) days written notice to Paycor. If Client chooses to terminate the project prior to its completion, Client shall be responsible for paying for all time incurred up to the effective date of the termination.
  - b. **Paycor Termination.** Paycor may terminate this SOW at any time upon written notice to Client if (i) Client breaches any of its duties or obligations under this SOW or the Client Services Agreement as determined by Paycor in its reasonable discretion; or (ii) Client becomes insolvent. Upon any such termination by Paycor, Paycor shall have no further obligations under this SOW, and Client shall be responsible for paying all fees incurred up to the date of such termination.
8. **EFFECT OF THIS SOW.** The parties agree that this SOW shall be considered a Supplemental Agreement as contemplated in the Agreement and the Terms and Conditions shall be binding upon the parties. Except as modified herein, the Agreement and the Terms and Conditions remain unchanged. In the event of any conflict between the provisions of the Agreement and Terms and Conditions and the terms of this SOW, the terms and conditions of this SOW shall prevail and control.

IN WITNESS WHEREOF, the parties have executed this SOW as of the Effective Date.

**Paycor, Inc.**

**Liberty Township Trustees**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## RESOLUTION NO. 2019-033

Board of Trustees, Liberty Township  
Butler County, Ohio

### **RESOLUTION TO APPROVE A PAY INCREASE FOR SHANNON AQUINO TO \$30.00 / HOUR EFFECTIVE ON THE FEBRUARY 22, 2019 PAYROLL**

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

**WHEREAS**, Kristen Bitonte, Township Administrator, requests the Liberty Township Board of Trustees approve a pay increase for Shannon Aquino for an hourly rate of \$30.00 effective on the February 22, 2019 payroll.

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby approve a pay increase for Shannon Aquino for an hourly rate of \$30.00 effective on the February 22, 2019 payroll.

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-034

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO ESTABLISH THE 2019 FIRE DEPARTMENT PLANS REVIEW,  
INSPECTION AND SPECIAL EVENT FEE SCHEDULE PER O.R.C. § 3737.22**

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

**WHEREAS**, Ethan Klussman, Fire Chief, requests the Liberty Township Board of Trustees establish fees for commercial fire plans review, fire inspections and special events; and

**WHEREAS**, the effective date for the fees to commence will be April 1, 2019.

**THEREFORE BE IT RESOLVED** by the Board of Township Trustees of Liberty Township, Butler County, Ohio: approves the attached 2019 Fire Department Plans Review, Inspection and Special Events Fee Schedule with an effective start date of April 1, 2019.

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## Liberty Township Fire Department

6682 Princeton Glendale Rd  
 Liberty Township, Ohio 45011  
 Phone: 513-759-7530  
 Fax: 513-759-7531

### PLANS REVIEW, INSPECTIONS AND SPECIAL EVENT FEE SCHEDULE

The Liberty Township Fire Department utilizes the current Ohio Fire Code and related appendices by reference during the plan review process.

<b>Commercial / Multi-Family</b>	Base Fee	\$100.00
<i>New Construction/Additions</i>	Additional charge add-on	\$ 0.015 sq. ft.
<i>Remodel/Change of Occupancy or Tenant Finish</i>	50% of Base Fee (Ex: Fee of 50.00 and charge of 0.0075 sq. ft.)	
<b>Fire Alarm</b>	New Installation	\$125.00
	Modification to existing	\$ 75.00
<b>Fire Sprinkler</b>	New Installation	\$125.00
	Modification to existing	\$ 75.00
	Fire Pump add-on	\$ 50.00
	Standpipe add-on	\$ 50.00
<b>Fire Line / Private Fire Main</b>	New	\$100.00
	Modification to existing	\$ 50.00
<b>Kitchen Fire Suppression</b>	New installation or modification	\$ 75.00
<b>Fire Suppression System</b>	New installation or modification	\$125.00
<i>Engineered extinguishing chemical agent systems for Paint Booths, Computer Rooms, MRI, CT scan, etc.</i>		
<b>Plan Review Revisions</b>	First Revision	No Charge
	Second Revision or Greater	\$ 50 .00
<b>System / Device Testing</b>	First acceptance test	No Charge
	Acceptance test "re-test" trip charge	\$ 75.00
<b>Tent / Canopies</b>	0-399 sf.	No Charge
	400 sf. – and above	\$ 50.00
<b>Fireworks</b>	Ground Display	\$ 75.00
	Aerial Display	\$150.00



<b>Before / After Hours Services</b>	2 hour minimum	\$150.00
<i>*Business hours are 8:00 a.m. – 5:00 p.m.</i>		
<i>Inspection/Code Enforcement</i>	Each additional hour	\$ 75.00 / hour
<b>Day Care/Foster/Adoption</b>	Type A	\$ 25.00
	Type B	\$ 15.00
	Child Care Centers	\$ 40.00
	Foster Care	\$ 15.00
	Adoption	No Charge
<b>Fire Inspection Trip Fee</b>	Initial Inspection*	No Charge
	First Re-Inspection*(2 <sup>nd</sup> Trip)	No Charge
	Second Re-Inspection*(3 <sup>rd</sup> Trip)	\$ 50.00
	Third Re-Inspection* (4 <sup>th</sup> Trip)	\$ 75.00
	Fourth Inspection* (5 <sup>th</sup> Trip)	\$150.00
	Fifth Inspection* (6 <sup>th</sup> Trip)	\$300.00
<p>*Note: The aforementioned fees are representative of the fire inspection trip fee <b>only</b> and do not represent any proposed penalty that may accompany any citation and order with the accompanying notice of proposed penalty for violations of Ohio Fire Code.</p> <p>If our Inspector finds that there is reason to believe that you violated the Ohio Administrative Code (OAC) known as the Ohio Fire Code (OFC), pursuant to Ohio Revised Code Sections (R.C.) §§3737.42, 3737.43 and 3737.51, a civil penalty may be assessed against the responsible party for each such violation and an additional civil penalty may be applied per day beyond the identified abatement period. The minimum penalty per violation of the Ohio Fire Code in Liberty Township shall be \$150.00 and can be no more than the maximum fixed civil penalty of \$1,000.00 for each such violation.</p>		
<b>Special Event Services</b>	2hr minimum	EMS: \$150.00 / FIRE: \$250.00
<i>Medic Crew Standby for events</i>	Each additional hour	\$ 80.00 per hour (2 Personnel)
<i>Fire Crew Standby for events</i>	Each additional hour	\$120.00 per hour (3 Personnel)



## RESOLUTION NO. 2019-035

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO ESTABLISH FEES FOR RESPONDING TO A FALSE ALARM  
FROM AN AUTOMATIC FIRE ALARM SYSTEM AT A COMMERCIAL  
ESTABLISHMENT OR RESIDENTIAL BUILDING PER O.R.C. § 505.391**

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

**WHEREAS**, Ethan Klussman, Fire Chief, requests the Liberty Township Board of Trustees establish fees for responding to a false alarm from an automatic fire alarm system at a commercial establishment or residential building per O.R.C. § 505.391; and

**WHEREAS**, the effective date for the fees to commence will be April 1, 2019.

**THEREFORE BE IT RESOLVED** by the Board of Township Trustees of Liberty Township, Butler County, Ohio hereby establish fees for responding to a false alarm from an automatic fire alarm system at a commercial establishment or residential building per O.R.C. § 505.391 effective April 1, 2019 at the below rates:

<u>Occurrence</u>	<u>Fee Assessed</u>
First Alarm	No Charge
Second Alarm	No Charge
Third Alarm	No Charge
Fourth Alarm	\$ 100.00
Fifth Alarm	\$ 200.00
Sixth Alarm and Greater	\$ 300.00

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

Trustee Maticic,    yes  
Trustee Farrell,    yes  
Trustee Schramm,  yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## **RESOLUTION NO. 2019-036**

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO  
EXECUTE AN AGREEMENT WITH BETTER CHOICE HEATING & AIR  
CONDITIONING, INC. FOR REPLACEMENT OF THE AIR CONDITIONING  
SYSTEM AT THE LIBERTY TOWNSHIP FIRE STATION 112 FOR AN  
AMOUNT NOT TO EXCEED \$5000.00**

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

**WHEREAS**, Ethan Klussman, Liberty Township Fire Chief, requests the Liberty Township Board of Trustees authorize the Township Administrator to execute an agreement with Better Choice Heating & Air Conditioning, Inc. for replacement of the air conditioning system at Fire Station 112; and

**WHEREAS**, Liberty Township would pay an amount not to exceed \$5000.00;

**THEREFORE, BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorize the Township Administrator to execute an agreement with Better Choice Heating & Air Conditioning, Inc. for replacement of the air conditioning system at Fire Station 112 for an amount not to exceed \$5,000.00.

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

Trustee Maticic,    yes  
Trustee Farrell,    yes  
Trustee Schramm,  yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-037

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO DECLARE THE 2002 HORTON AMBULANCE, 2009 HORTON AMBULANCE, AND TWO (2) FERNO COTS AS NOT NEEDED AND / OR UNFIT FOR TOWNSHIP USE WITH A FAIR MARKET VALUE IN EXCESS OF TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500) PER OHIO REVISED CODE SECTION 505.10(A)(1), AND SHALL BE PROPERLY DISPOSED OF PURSUANT TO OHIO REVISED CODE SECTION 505.10(D) BY INTERNET AUCTION THROUGH GOVDEALS WITH FOURTEEN DAYS OPEN FOR BIDDING**

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

**WHEREAS**, Ohio Revised Code Section 505.10 outlines the acceptance and disposition of property;

**WHEREAS**, Fire Chief Ethan Klussman, requests the Liberty Township Board of Trustees declare the 2002 Horton Ambulance, 2009 Horton Ambulance and two (2) Ferno cots as not needed and / or unfit for Township use with a fair market value in excess of two thousand five hundred dollars (\$2,500) per Ohio Revised Code Section 505.10(A)(1);

**WHEREAS**, these items shall be properly disposed of pursuant to Ohio Revised Code Section 505.10(D) by internet auction through GovDeals with fourteen (14) days open for bidding;

**THEREFORE, BE IT RESOLVED** that the Liberty Township Board of Trustees hereby declares the 2002 Horton Ambulance, 2009 Horton Ambulance and two (2) Ferno cots as not needed and / or unfit for Township use with a fair market value in excess of two thousand five hundred dollars (\$2,500) per Ohio Revised Code Section 505.10(A)(1), and shall be properly disposed of pursuant to Ohio Revised Code Section 505.10(D) by internet auction through GovDeals with fourteen (14) days open for bidding.

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

Trustee Matacic,    yes  
Trustee Farrell,    yes  
Trustee Schramm,   yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Matacic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-038

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO HIRE MARK ELMA AS THE SENIOR PLANNER AT  
\$55,000.00 PER YEAR CONTINGENT UPON THE SUCCESSFUL  
COMPLETION OF PRE-EMPLOYMENT TESTING**

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

**WHEREAS**, Bryan Behrmann, Liberty Township Director of Planning and Zoning, requests the Liberty Township Board of Trustees approval to hire Mark Elma as the Senior Planner at \$55,000.00 per year contingent upon the successful completion of pre-employment testing;

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorize the hiring of Mark Elma as the Senior Planner at \$55,000.00 per year contingent upon the successful completion of pre-employment testing.

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

Trustee Maticic,    yes  
Trustee Farrell,    yes  
Trustee Schramm,   yes



Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-039

Board of Trustees, Liberty Township  
Butler County, Ohio

**A RESOLUTION AUTHORIZING THE ISSUANCE OF A NOTICE OF INTENT TO AWARD A CONTRACT FOR CONSTRUCTION OF THE NEW ADMINISTRATION AND POLICE SUBSTATION FACILITY, THE NOTIFICATION OF SURETIES RELATED THERETO, AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO SAID CONTRACT UPON COMPLIANCE WITH ALL CONDITIONS PRECEDENT RELATED THERETO**

**WHEREAS**, Liberty Township (hereinafter called the "Township") intends on constructing a new administration and police substation facility (the "Project");

**WHEREAS**, the Township has contracted with the qualified professional design firm MSA Architects (hereinafter called the "Architect"), under Sections 153.65 to 153.71, O.R.C., who has established an estimated budget for the Project of \$3,800,000 (the "Detailed Estimate of Cost") and who has prepared specifications and such other documents as the Township deems necessary for the Project;

**WHEREAS**, the Board of Trustees (the "Trustees") previously approved the Detailed Estimate of Cost and authorized advertisement and bidding of the bid package related to the Project (hereinafter called the "Bid Package");

**WHEREAS**, in anticipation of receipt of the sealed bids for the Bid Package and in order to expedite construction of the Project, the Trustees now desire to authorize the Township Administrator to award the contract for the Bid Package to the lowest responsive and responsible bidder, after conducting an investigation in compliance with Sections 153.12, and to enter into a contract with such bidder upon compliance with all conditions precedent related thereto;

**NOW, THEREFORE**, after careful consideration and evaluation of the information before it:

**Section 1.** The Trustees hereby authorize the Township Administrator, on its behalf, to forward a Notice of Intent to Award Contract for said Bid Package to the lowest responsive and responsible bidder in an amount not to exceed the Detailed Cost Estimate and to simultaneously notify the surety and agent of the surety for the bidder of the intent to award pursuant to Section 9.32, O.R.C.

**Section 2.** Subject to the approval of the Township's construction counsel, and upon compliance with all conditions precedent to execution of a contract, the Trustees hereby authorize the Township Administrator to execute a contract with selected bidder in the form presently on file with the Township (the "Contract"); provided, however, that

the Township Administrator is also authorized to make modifications to the Contract prior to execution by the bidder which do not substantially change the terms which are hereby approved.

**Section 3.** The Trustees hereby authorize the Fiscal Officer to sign and attach a copy of the Certification by Fiscal Officer to the Contract.

**Section 4.** The Trustees hereby find and determine that all formal actions relative to the adoption of this resolution were taken in an open meeting; and that all deliberations of the Trustees, which resulted in formal action, were taken in meetings open to the public, in full compliance with applicable legal requirements, including Section 121.22, ORC.

**Section 5.** This resolution shall be in full force and effect from and immediately after its adoption.

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-040

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO  
ENTER INTO THE ATTACHED ADDENDUM TO AGREEMENT FOR  
PROFESSIONAL SERVICES WITH FROST BROWN TODD LLC FOR SCOTT  
D. PHILLIPS TO SERVE AS LIBERTY TOWNSHIP LAW DIRECTOR**

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

**WHEREAS**, Kristen Bitonte, Township Administrator, requests the Liberty Township Board of Trustees authorize her to enter into the attached Addendum to Agreement for Professional Services with Frost Brown Todd LLC for Scott D. Phillips to serve as Liberty Township Law Director;

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorize the Township Administrator to enter into the attached Addendum to Agreement for Professional Services with Frost Brown Todd LLC for Scott D. Phillips to serve as Liberty Township Law Director.

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director

**SECOND ADDENDUM TO AGREEMENT FOR PROFESSIONAL SERVICES  
DATED JANUARY 1, 2019**

**WHEREAS**, Liberty Township, Butler County, Ohio (the “Township”) entered into a contract for Professional Services on or about January 1, 2016 and as amended in Addendum to Agreement for Professional Services dated December 20, 2016 (the “Agreement”) with Frost Brown Todd LLC (the “Firm”) whereby Scott D. Phillips was appointed the Law Director for the Township (the “Law Director”);

**WHEREAS**, The Township and the Firm desire for Scott D. Phillips to continue as Law Director through the Term of the Agreement; and

**WHEREAS**, The Township and the Firm agree below to the following modifications of the Agreement:

1. Section I. (B.) of the Agreement is replaced and revised in total with the following:

The Township promises and agrees to retain the Firm during the period aforesaid, subject to the proper performance of all duties, and to pay a retainer for such services from January 1, 2019 through December 31, 2019 at the rate of \$96,000 per annum, payable in equal monthly installments of \$8,000; and to pay a retainer for such services from January 1, 2020 through December 31, 2020 at the rate of \$99,000 per annum, payable in equal monthly installments of \$8,250.

2. Section II. (A.) of the Agreement is revised to replace “\$260 per hour in 2018” with “\$270 per hour in 2019 and \$280 per hour in 2020.”
3. Section II (A.) of the Agreement is revised to delete “and employment” in the 2<sup>nd</sup> sentence of this section in reference to separately billed services. Per this addendum employment issues, with the exception of labor law matters, will now be covered under the retainer amount addressed in Section I. (A.).
4. All other provisions of the Agreement shall remain as originally agreed to. If any provisions in this Addendum conflict with the original Agreement this Addendum will control.

**IN WITNESS WHEREOF**, Liberty Township, Butler County, Ohio, acting through its Township Administrator, Kristen Bitonte, and Frost Brown Todd LLC, acting through its authorized agent, Scott D. Phillips, hereunto subscribed their names, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

LIBERTY TOWNSHIP,  
BUTLER COUNTY, OHIO

FROST BROWN TODD LLC

By: \_\_\_\_\_  
Kristen L. Bitonte, Township Administrator

By: \_\_\_\_\_  
Scott D. Phillips, Township Law Director





## RESOLUTION NO. 2019-041

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO  
EXECUTE THE ATTACHED PROFESSIONAL SERVICES AGREEMENT,  
IN SUBSTANTIALLY THE SAME FORMAT, WITH LJB INC. FOR A  
REVISED PURPOSE AND NEED STUDY FOR THE PROPOSED MILLIKIN  
AT I-75 INTERCHANGE FOR AN AMOUNT NOT TO EXCEED \$29,777.30  
FROM ACCOUNT # 1000-110-360**

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

**WHEREAS**, Kristen Bitonte, Liberty Township Administrator, requests the Liberty Township Board of Trustees authorize her to execute the attached Professional Services Agreement, in substantially the same format, with LJB Inc. for a revised purpose and need study for the proposed Millikin at I-75 Interchange; and

**WHEREAS**, Liberty Township would pay an amount not to exceed \$29,777.30 from account # 1000-110-360.

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorizes the Township Administrator to execute the attached Professional Services Agreement, in substantially the same format, with LJB Inc. for a revised purpose and need study for the proposed Millikin at I-75 Interchange for an amount not to exceed \$29,777.30 from account # 1000-110-360.

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

Trustee Maticic,    yes  
Trustee Farrell,    yes  
Trustee Schramm,  yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-042

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO DECLARE THE TOWNSHIP ITEMS LISTED AS HAVING A  
FAIR MARKET VALUE OF \$2,500.00 OR LESS, AS OBSOLETE, NOT  
NEEDED AND / OR UNFIT FOR TOWNSHIP USE, AND SHALL BE  
PROPERLY DISPOSED OF PURSUANT TO OHIO REVISED CODE 505.10(2)**

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

**WHEREAS**, Ohio Revised Code Section 505.10 outlines the acceptance and disposition of property;

**WHEREAS**, Fiscal Officer Pam Quinlisk requests the Board of Trustees authorize the listed Township items as having a fair market value of \$2,500.00 or less, as obsolete, not needed and / or unfit for township use; and

**WHEREAS**, these items shall be properly disposed of pursuant to Ohio Revised Code 505.10(2);

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby declares the Township items listed as having a fair market value of \$2,500 or less, as obsolete, not needed and / or unfit for township use, and shall be properly disposed of pursuant to Ohio Revised Code 505.10(2).

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

Trustee Maticic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, February 5, 2019

\_\_\_\_\_  
Steve Schramm, President

\_\_\_\_\_  
Christine Maticic, 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 5<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
Scott D. Phillips, Law Director

Inventory ID #	Item Description	Department
No Tag	Ice Machine	Services
R00143	Plate Compactor	Services
No Tag	Truck Toolbox	Services
R00249	Table 2	Services
No Tag	Skid Loader Tracks	Services
No Tag	Tooth Bucket	Services
No Tag	(6) Plow Blades	Services
No Tag	3 buckets of tire chains	Services
No Tag	Ford Truck Console	Services
A00819	Dell Optiplex Computer	Services
R00569	Acer Monitor	Services
A00807	Dell Monitor	Services
no tag	Dell Mouse	Services
no tag	Acer Mouse	Services
No Tag	Dell Keyboard	Services
R00411	Welding Helmet	Services
no tag	Welding Helmet	Services
No Tag	Welding Helmet	Services
R00408	Acer Computer	Services
No Tag	Acer Keyboard	Services
F00450	14V Dewalt drill	Services
no tag	14V Dewalt Flashlight	Services
No Tag	14V Dewalt drill	Services
No Tag	14V Dewalt Charger	Services
No Tag	14V Dewalt Charger	Services
No Tag	(5) 14V Dewalt Batteries	Services
R00426	14V Dewalt Battery	Services
R00356	Aluminum truck ramps	Services
no tag	(11) Traffic Cones	Services
A00289	Brother Intellifax 2800	Admin
A00107	Bus. Class LaserFax	Admin
NO TAG	Pentax 35mm camera Admin	Admin
A00802	TEAC Tapedeck	Admin
4920	oxygen regulator	Fire
202378	Oxygen Regulator	Fire
F001023	Thermal Imaging camera	Fire
F00125	Oxygen Regulator	Fire
F00187	Oxygen Regulator	Fire
F00198	Buffer/Polisher	Fire
F00208	Cordless Telephone	Fire
F00259	Lite box	Fire
F00288	Stair Chair	Fire
F00470	Computer Tower	Fire
F00494	Dishwasher Station #3	Fire
F00506	Box Lite	Fire
F00507	Scanner	Fire
F00525	KED	Fire
F00562	Helmet-Structural	Fire

F00575	Computer Monitor	Fire
F00576	Computer Monitor	Fire
F00577	Computer Monitor	Fire
F00578	Computer Monitor	Fire
F00579	Computer Monitor	Fire
F00580	Computer Monitor	Fire
F00600	Sofa	Fire
F00623	Emergency Phone	Fire
F00630	Oxygen Regulator	Fire
F00705	Photo Flash	Fire
F00754	Brass Rhino O2 Regulator	Fire
F00755	Brass Rhino O2 Regulator	Fire
F00756	Brass Rhino O2 Regulator	Fire
F00757	Brass Rhino O2 Regulator	Fire
F00898	oxygen cylider	Fire
F00924	Amplified Minitor III Charger	Fire
F00979	Minitor III STATION PAGER	Fire
F01024	Light Meter	Fire
F01064	Box Light	Fire
F01212	Oxygen Regulator	Fire
F01213	Oxygen Regulator	Fire
F01220	Battery Sawzall	Fire
F01491	Alarm Room Chair	Fire
F01493	Copier	Fire
F01549	Training Chair	Fire
F01582	Computer Monitor	Fire
F01681	Paper Shredder	Fire
F01750	Computer	Fire
F01781	Itronix GoBook III IX260+	Fire
F01782	Itronix GoBook III IX260+	Fire
F01783	Itronix GoBook III IX260+	Fire
F01841	Itronix GoBook III IX260+	Fire
F01882	EZ-IO Driver	Fire
F01884	Oxygen Regulator	Fire
F01885	Oxygen Regulator	Fire
F01942	Helment-Structural	Fire
F01987	Oxygen Regulator	Fire
F01988	Oxygen Regulator	Fire
F02071	DELL Computer	Fire
F02104	Box Lught	Fire
F02256	Clear Command Voice Amplifier	Fire
F02301	Clear Command Voice Amplifier	Fire
F02373	Mobile Radio	Fire
F02377	Oxygen Regulator	Fire
F02613	Lifepak 1000	Fire
F02614	Lifepak 1000 battery	Fire
F02615	Computer Monitor	Fire
F02617	Lifepak 1000 battery	Fire
F02636	Lifepak 1000 battery	Fire
F02637	Lifepak 1000 battery	Fire
F02638	Lifepak 1000 battery	Fire
F02658	Computer	Fire
F02665	Computer - Desktop	Fire
F02701	Computer	Fire
F02750	Computer Monitor	Fire

F02813	Cellular Modem	Fire
F02814	Cellular Modem	Fire
F02815	Cellular Modem	Fire
F02816	Cellular Modem	Fire
F02817	Cellular Modem	Fire
F02819	LP 15 12 lead precordial cable	Fire
F02844	Computer	Fire
F02871	Vacuum cleaner	Fire
F02936	analog telephone	Fire
F03032	Washer	Fire
F03078	Computer Tower	Fire
F03080	Computer Tower	Fire
F03114	Clear Command Voice Amplifier	Fire
F03122	Computer Tower	Fire
F03265	Oxygen Regulator - Portable	Fire
F03266	Oxygen Regulator - Portable	Fire
F03406	Oxygen Regulator	Fire
F03407	Oxygen Regulator	Fire
305008728	Turnout Coat	Fire
305008737	Bunker PANTS	Fire
603014406	Turnout Coat	Fire
603014410	Turnout Coat	Fire
603014412	Turnout Coat	Fire
603014414	Bunker Pants	Fire
603014416	Bunker Pants	Fire
610006977	Turnout Coat	Fire
610006978	Turnout Coat	Fire
610006979	Turnout Coat	Fire
610006980	Turnout Coat	Fire
610006981	Turnout Coat	Fire
610006982	Turnout Coat	Fire
610006983	Bunker PANTS	Fire
610006987	Bunker Pants	Fire
610006992	Bunker Pants	Fire
610006993	Turnout coat	Fire
610006996	Bunker Pants	Fire
710013384	Turnout Coat	Fire
710013385	Turnout Coat	Fire
710013396	Bunker Coat	Fire
710013980	Bunker Pants	Fire
710013981	Bunker Pants	Fire
710013983	Bunker Pants	Fire
710013984	Bunker Pants	Fire
710013986	Bunker Pants	Fire
710013987	Bunker Pants	Fire
710013988	Bunker Pants	Fire
710013990	Bunker Pants	Fire
803012438	Bunker Pants	Fire
803012442	Turnout Pants	Fire
803012444	Bunker Pants	Fire
803012452	Turnout Coat	Fire
808001832	Turnout Coat	Fire
808001833	Turnout Coat	Fire
808001835	Bunker Pants	Fire
812006200	Turnout Coat	Fire

710013982	Bunker Pants	Fire
4207292	Turnout Coat	Fire