



*Embraced by nature. ♦ Inspired by progress.*

**LIBERTY TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
TUESDAY APRIL 2, 2019  
6400 PRINCETON ROAD  
LIBERTY TOWNSHIP OH 45011**

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

On Tuesday April 2, 2019 at 6:00 P.M., the Liberty Township Board of Trustees met this day for a Regular Meeting. Upon call of the roll, Mrs. Matacic –present, Mr. Schramm – present, Mr. Farrell – present.

Mr. Schramm led the Pledge of Allegiance.

**PUBLIC PRESENTATION**

- 1) Carolyn Tepe – Partnership Specialist, United States Census Bureau

**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, March 19, 2019
- Check Register – Motion to approve Check Register and the Special Check Register

**Requisitions Over \$2,500**

Motion to approve requisitions over \$2,500.

- \$10,630.00 BC Water & Sewer (New admin permits)
  - \$10,630.00 1000-110-360-0000
- \$6,415.00 Baldwin & Sours, Inc.(Opticom system kits)
  - \$6,415.00 2191-220-323-0002
- \$ 5,455.00 Frost Brown Todd (Legal Services)
  - \$ 5,455.00 1000-110-311-0000
- \$4,816.58 Zones (Adobe annual renewal)
  - \$1,874.96 1000-110-519-0000
  - \$2,133.32 1000-130-519-0000
  - \$808.30 2191-220-519-0000
- \$4,472.83 Cargill (Road Salt)
  - \$3,309.89 2231-330-420-0000
  - \$1,162.94 1000-110-599-0008
- \$3,938.90 Nextstep Networking (3 replacement computers)
  - \$3,938.90 2191-760-740-0000



### Finance

- Motion to approve a resolution to authorize fund transfers. **(2019-071)**
- Motion to approve a resolution to authorize new appropriations. **(2019-072)**
- Motion to approve a resolution to establish a new Capital Projects Fund for the construction of the new Administration building. **(2019-073)**
- Motion to approve a resolution to establish a new Debt Service Fund for the repayment of debt on the new Administration building. **(2019-074)**

### Administration

- Motion to approve a resolution to authorize the approval of expenditures up to ten thousand dollars (\$10,000.00) for the Township Administrator, and twenty-five hundred dollars (\$2,500.00) for Department Directors per O.R.C. § 507.11(a) **(2019-075)**

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

Ms. Matacic **MOVED TO APPROVE THE MEETING MINUTES FROM MARCH 19, 2019.** Mr. Farrell seconded. Mr. Schramm – abstain. The motion passed.

### PUBLIC COMMENTS

No Comments

### DEPARTMENTAL BUSINESS

#### Zoning Department

Mr. Behrmann requested a resolution authorizing the issuance of a notice of intent to award a contract to Schumacher Dugan construction for construction of the Turnbridge-Cherokee Park pathway project, 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 TO SCHUMACHER DUGAN CONSTRUCTION FOR CONSTRUCTION OF THE TURNBRIDGE-CHEROKEE PARK PATHWAY PROJECT, THE NOTIFICATION OF SURETIES RELATED THERETO, AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO ENTER INTO SAID CONTRACT UPON COMPLIANCE WITH ALL CONDITIONS PRECEDENT RELATED THERETO. (2019-076)** Mr. Farrell seconded. The motion passed unanimously.

### TRUSTEE COMMENTS

Ms. Matacic gave an update on HB62. The committee approved a 10.5 cent increase for gas and a 19 cent increase for diesel fuel. Also – the front license plate requirement will be removed as of July 1, 2020.

### ADJOURNMENT

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

---

Mr. Schramm, President

---

Pamela Quinlisk, Fiscal Officer



## RESOLUTION NO. 2019-071

Board of Trustees, Liberty Township  
Butler County, Ohio

### RESOLUTION TO AUTHORIZE FUND TRANSFERS

**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 fund transfers:

**General Fund:**

- 1) \$108,969 to 3102 - 931 (Transfer In – Service Garage Debt Fund) from 1000-910-910 (Transfers Out – General Fund)
- 2) \$170,625 to 3114 - 931 (Transfer In – Service Facility Debt Fund) from 1000-910-910 (Transfers Out – General Fund)
- 3) \$56,875 to 3114 - 931 (Transfer In – Service Facility Debt Fund) from 1000-910-910-0008 (Transfers Out – General Fund - JEDD)
- 4) 11,000 to 3102 - 931 (Transfer In – 747/Princeton Debt Fund) from 1000-910-910 (Transfers Out – General Fund)
- 5) \$87,640.75 to 3107-931 (Transfer In – Trails of Four Bridges RID Fund) from 1000-910-910-0008 (Transfers Out – General Fund – JEDD)
- 6) \$87,640.75 to 3108-931 (Transfer In – Townhomes of Four Bridges RID Fund) from 1000-910-910-0008 (Transfers Out – General Fund – JEDD)
- 7) \$87,640.75 to 3109-931 (Transfer In – Four Bridges RID Fund) from 1000-910-910-0008 (Transfers Out – General Fund – JEDD)
- 8) \$870,640.75 to 3110-931 (Transfer In – Cedarbrook RID Fund) from 1000-910-910-0008 (Transfers Out – General Fund – JEDD)

**Road / Bridge Fund:**

- 1) \$22,250 to 3112-931 (Transfer In – Salt Storage Bond) from 2031-910-910 (Transfer Out)

**Fire Fund:**

- 1) \$137,685 to 3106-931 (Transfer In – Fire 113 Bond) from 2191-910-910 (Transfer Out)

**Capital Improvement Fund:**

- 1) \$83,756 to 3113-931 (Transfer In – Kyles Station / 747 Bond) from 4311-910-910 (Transfer Out – Aspen Trail RID)
- 2) \$83,756 to 3113-931 (Transfer In – Kyles Station / 747 Bond) from 4313-910-910 (Transfer Out – Creekside Meadow RID)
- 3) \$83,756 to 3113-931 (Transfer In – Kyles Station / 747 Bond) from 4314-910-910 (Transfer Out – Falling Water RID)
- 4) \$91,471 to 3111-931 (Transfer In – Fire 111 Bond) from 4311-910-910 (Transfer Out – Aspen Trail RID)
- 5) \$91,471 to 3111-931 (Transfer In – Fire 111 Bond) from 4313-910-910 (Transfer Out – Creekside Meadow RID)
- 6) \$91,471 to 3111-931 (Transfer In – Fire 111 Bond) from 4314-910-910 (Transfer Out – Falling Water RID)

**THEREFORE, BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorizes the fund transfers 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, April 2, 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 2<sup>nd</sup> day of April, 2019.

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

APPROVED AS TO FORM:

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



## **RESOLUTION NO. 2019-072**

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:

**EMS Fund:**

- 1) \$7,500 to 2281-230-190-0195 (Overtime)

**Capital Fund:**

- 1) \$4,200,000 to 4316-760-790 (Administration Building Construction)

**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, April 2, 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 2<sup>nd</sup> day of April, 2019.

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

APPROVED AS TO FORM:

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



## RESOLUTION NO. 2019-073

Board of Trustees, Liberty Township  
Butler County, Ohio

### **RESOLUTION TO ESTABLISH A NEW CAPITAL PROJECTS FUND FOR THE CONSTRUCTION OF THE NEW ADMINISTRATION BUILDING**

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

**WHEREAS**, the Liberty Township Board of Trustees has found it necessary to establish one (1) new capital projects fund for the construction of the new Administration Building;

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby establishes the following one (1) new capital projects fund for the construction of the new Administration Building.

**Capital Projects Fund:**

4316 Capital Projects – Administration Building

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, April 2, 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 2<sup>nd</sup> day of April, 2019.

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

APPROVED AS TO FORM:

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



## RESOLUTION NO. 2019-074

Board of Trustees, Liberty Township  
Butler County, Ohio

### **RESOLUTION TO ESTABLISH A NEW DEBT SERVICE FUND FOR THE REPAYMENT OF DEBT ON THE NEW ADMINISTRATION BUILDING**

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

**WHEREAS**, the Liberty Township Board of Trustees has found it necessary to establish one (1) new debt service fund for the repayment of debt on the new Administration Building;

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby establishes the following one (1) new debt service fund for the repayment of debt on the new Administration Building.

**Debt Service Fund:**

3115 Debt Service – Administration Building

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, April 2, 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 2<sup>nd</sup> day of April, 2019.

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

APPROVED AS TO FORM:

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



## RESOLUTION NO. 2019-075

Board of Trustees, Liberty Township  
Butler County, Ohio

**RESOLUTION TO AUTHORIZE THE APPROVAL OF EXPENDITURES UP TO  
TEN THOUSAND DOLLARS (\$10,000.00) FOR THE TOWNSHIP  
ADMINISTRATOR, AND TWENTY-FIVE HUNDRED DOLLARS (\$2,500.00)  
FOR DEPARTMENT DIRECTORS PER O.R.C. § 507.11(A)**

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

**WHEREAS**, the Liberty Township Board of Trustees have determined a need to increase the efficiency of the expenditure process;

**WHEREAS**, the Liberty Township Board of Trustees hereby authorize the Township Administrator to approve expenditures up to ten thousand dollars (\$10,000.00), and department directors (*Assistant Administrator, Director of Planning & Zoning, Economic Development Director, Services Director and Fire Chief*) to approve expenditures up to twenty-five hundred dollars (\$2,500.00);

**THEREFORE BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorize the Township Administrator to approve expenditures up to ten thousand dollars (\$10,000.00), and department directors (*Assistant Administrator, Director of Planning & Zoning, Economic Development Director, Services Director and Fire Chief*) to approve expenditures up to twenty-five hundred dollars (\$2,500.00) per O.R.C. § 507.11(A).

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, April 2, 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 2<sup>nd</sup> day of April, 2019.

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

APPROVED AS TO FORM:

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