



*Embraced by nature. ♦ Inspired by progress.*

**LIBERTY TOWNSHIP BOARD OF TRUSTEES  
MINUTES OF THE SPECIAL & REGULAR MEETING  
TUESDAY AUGUST 20TH, 2019  
6400 PRINCETON ROAD  
LIBERTY TOWNSHIP OH 45011**

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

On Tuesday August 20th, 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. Maticic – present, Mr. Farrell – present, Mr. Schramm present.

Mr. Schramm led the Pledge of Allegiance.

**PUBLIC PRESENTATION**

Recognition of the Liberty Township Fire Department promotion of Lieutenant Jon Meyer.

**PUBLIC HEARING**

- 1) Street Lighting Request: Street lighting request for Arbor Park Drive of the Arbor Park subdivision for four (4) lights.

Mrs. Quinlisk presented the staff report.

**Comments in Favor:**

No comments.

**Comments for Opposition:**

No comments.

**Comments Neutral to Proposal:**

No comments.

Ms. Maticic **MOVED TO CLOSE THE PUBLIC HEARING ON THE STREET LIGHTING REQUEST: STREET LIGHTING REQUEST FOR ARBOR PARK DRIVE OF THE ARBOR PARK SUBDIVISION FOR FOUR (4) LIGHTS.** The motion passed unanimously.

Ms. Maticic **MOVED TO APPROVE A RESOLUTION FOR A STREET LIGHTING REQUEST FOR ARBOR PARK DRIVE OF THE ARBOR PARK SUBDIVISION FOR FOUR (4) LIGHTS PENDING PAYMENT. (2019-116)** Mr. Farrell seconded. The motion passed unanimously.

**FISCAL OFFICER BUSINESS**

- Appropriation Status as of July 31, 2019
- Fund Status as of July 31, 2019



## 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, August 6, 2019
- Check Register – Motion to approve Check Register and Special Check Register
- Motion to approve a resolution to levy special assessments to pay for subdivision street lighting in Liberty Township. **(2019-117)**
- Motion to approve a resolution to assess two (2) Liberty Township properties for nuisance abatements. **(2019-118)**

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

### PUBLIC COMMENTS

No Comments

#### Departmental Business

##### Fire/EMS

Chief Klussman requested a motion to hire Austin Phillips to the position of Part-Time Fire Fighter / EMT at \$15.08/hour contingent upon satisfactory completion of pre-employment testing.

Ms. Matacic **MOVED TO ACCEPT THE MOTION TO HIRE AUSTIN PHILLIPS TO THE POSITION OF PART-TIME FIRE FIGHTER / EMT AT \$15.08/HOUR CONTINGENT UPON SATISFACTORY COMPLETION OF PRE-EMPLOYMENT TESTING.** Mr. Farrell seconded. The motion passed unanimously.

Ms. Matacic moved to table the agreement with Bethesda Healthcare Inc. for the Fire Fighter Health & Wellbeing Program, in substantially the same format as attached, for an amount of \$22,000.00 from account # 2191-220-360, and to authorize the Township Administrator to execute the agreement.

##### Administration

Ms. Bitonte requested a motion to authorize the Township Administrator to enter into a Cooperative Agreement with the Butler County Engineer's Office, and to authorize a contribution of funds in an amount not to exceed \$25,000.00 towards the roundabout project at the intersection of Millikin Road and Lesourdsville - West Chester Road.

Ms. Matacic **MOVED TO ACCEPT THE MOTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE BUTLER COUNTY ENGINEER'S OFFICE, AND TO AUTHORIZE A CONTRIBUTION OF FUNDS IN AN AMOUNT NOT TO EXCEED \$25,000.00 TOWARDS THE ROUNDABOUT PROJECT AT THE INTERSECTION OF MILLIKIN ROAD AND LESOURDSVILLE - WEST CHESTER ROAD..** Mr. Farrell seconded. The motion passed unanimously.



### **Department Reports**

- Economic Development – Activity Report
- Fire / EMS – Activity Report
  - Planning & Zoning – Permit Reports
  - Services – Activity Report
  - Sheriff – Call Data Report
- Administration
  - Update – Comprehensive Plan Public Workshop

Trustees had no questions on the Departmental Reports.

### **TRUSTEE COMMENTS**

Ms. Matacic provided a pamphlet on the Hyperloop she received at the freight conference.

Mr. Farrell has concerns that the zoning commission members have to be able to commit to the meeting times so that the meeting cannot be tabled.

Mr. Farrell was impressed with the turnout at the Comprehensive Plan Public Workshop.

Mr. Schramm has been impressed with the flow regarding the construction of the new Fire Station.

### **EXECUTIVE SESSION**

Ms. Matacic **MOVED TO GO INTO AN EXECUTIVE SESSION FOR THE PURPOSE OF RECEIVING ADVICE FROM LEGAL COUNSEL, AND TO DISCUSS CONFIDENTIAL INFORMATION RELATED TO MARKETING PLANS AND SPECIFIC BUSINESS STRATEGY PER O.R.C. 121.22 (G)(8)** Mr. Farrell seconded. The motion passed unanimously.

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

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

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Mr. Schramm, President

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Kristen Bitonte, Township Administrator



## RESOLUTION NO. 2019-116

Board of Trustees, Liberty Township  
Butler County, Ohio

### **RESOLUTION TO AUTHORIZE THE CREATION OF ARBOR PARK PHASE 1 LIGHTING DISTRICT PENDING PAYMENT**

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

**WHEREAS**, Liberty Township Fiscal Officer Pam Quinlisk presented a request to create a lighting district for Phase 1 of the Arbor Park subdivision;

**WHEREAS**, Duke Energy has presented an *Outdoor Lighting Service Agreement* requesting four (4) Traditional 50W LED Type III street lights on Arbor Park Drive located in the Arbor Park subdivision; and

**WHEREAS**, Liberty Township has yet to receive payment from the developer for the equipment and the first eighteen (18) months of service; and

**THEREFORE, BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorizes the creation of the Arbor Park Phase 1 Lighting District for four (4) lights pending payment from the developer for the equipment and the first eighteen (18) months of service..

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, August 20, 2019

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Steve Schramm, President

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Christine Maticic, Vice President

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Tom Farrell, Trustee

**AUTHENTICATION**

This is to certify that this resolution was duly passed, and filed with the Liberty Township Fiscal Officer this 20<sup>th</sup> day of August, 2019.

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Pamela Quinlisk  
Fiscal Officer

APPROVED AS TO FORM:

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Scott D. Phillips, Law Director



## RESOLUTION NO. 2019-117

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

Trustee Matic,	yes
Trustee Farrell,	yes
Trustee Schramm,	yes

Adopted: Tuesday, August 20, 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 20<sup>th</sup> day of August 2019.

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

APPROVED AS TO FORM:

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

<b>Lighting District Name</b>	<b>Project #</b>
Longhunter Chase	27003
Millers Manor	27004
Reserves Hawthorne Hill Ph 2	27005
Yankee Estates	27006
Trails of 4 Bridges Ph 3A & 7A,7B	27007
Sunrise Stables/MeadLogsdon	27008
Allen Estates Sec 3	27088
Cedarbrook Sec 7A	27089
Cedarbrook Sec 7B	27090
Cedarbrook Sec 8	27091
Cedarbrook Sec 9	27092
Creekside Meadows Sec 2	27093
Estates/ Hawthorne Hills Ph 1	27095
Falling Water Sec 3A & 4B,5	27096
Libertys Falling Water Sec 3B	27097
Frances Manor Sec 1	27098
Kyle Station Meadow Sec 7	27099
Meadow Breeze Estates	27125
Meadow/Aspen Trails Sec 1	27126
Meadow/Aspen Trails Sec 2	27127
Meadow/Aspen Trails Sec 3	27128
Reserves at Elks Pointe Sec 1	27129
Summerlin Sec 5	27130
Summerlin Sec 5B	27131
Summerlin Sec 6 & Sec 8	27132
Knolls/Liberty Estates Sec 1	27133
Knolls/Liberty Reserve Sec 1	27134
Knoll/Liberty Reserves Sec 2	27135
The Reserves	27136
The Sanctuary	27137
Trails of 4 Bridges 2B	27138
Trails 4 Bridges Section 2E	27139
Hunting Creek Sec #1	27140
Hunting Creek #2	27141
Lyndhurst	27142
Hunting Creek Sec #4	27143
Logsdons Ridge Sec 4	27144
Meadows of Logsdon Ridge	27145
Hunting Creek Sec 5	27146
Logsdon Ridge Sec 8	27147



<b>Lighting District Name</b>	<b>Project #</b>
Hunting Creek #3	27148
Reserves of Liberty	27149
Trails of Dutchland Woods	27150
Wynds of Liberty Sec 2A	27151
Wynds of Liberty Sec 1	27152
Logsdon Sec 7	27155
Logsdons Ridge Sec 7B	27156
Logsdons Ridge Sec 5	27157
Stonehenge Sec 1	27158
Cherokee Estates Ph 1	27159
Trails Dutchland Woods 1B	27160
Wynds of Liberty Sec 2C	27161
Hunting Creek Sec 6	27162
Arborcrest Sec 9A	27163
Wynds of Liberty Sec 2D	27164
Wynds of Liberty Sec 2E	27165
Reserves of Liberty II	27166
Logsdon Sec 6	27167
Arborcrest Sec 9B	27168
Wynds of Liberty Sec 2F	27169
Wynds of Liberty Sec 2G	27170
Country Oaks Sec 1	27171
Ryan Acres	27172
Four Bridges Sec 1	27173
4 Bridges Sec 6	27174
Four Bridges Sec 7	27175
Four Bridges Sec 10A	27176
Kyle Station Mdw Sec 2 Ph 1	27177
Kyles Station Mdw Sec 2 Ph 2	27178
Hughes Woods Sec 2	27179
Cedarbrook Sec 1	27185
Cherokee Estates Sec 3	27186
Country View Sec 1	27187
Four Bridges Sec 5	27188
Four Bridges Sec 10B	27189
Greystone Sec 6	27191
Hidden Hollow Sec 3	27192
Hunting Creek Sec 7	27193
Ravenwood	27194
Sullivan Trace	27195

<b>Lighting District Name</b>	<b>Project #</b>
Summerlin Section 1	27196
Four Bridges Ph 10C	27197
Trails of 4 Bridges 4/2F	27203
Trails of 4 Bridges 5A	27204
Trails of 4 Bridges Ph 6	27205
Elk Run Subdivision	27206
Wynds of Liberty Sec 3A	27220
Wynds of Liberty Sec 3B	27221
Stonehenge Phase II	27222
Hughes Station Sec 1	27223
Logsdons Woods Sec 1	27224
Logsdons Woods Sec 2A	27225
Logsdons Woods Sec 2B	27226
Kyles Station Meadow Sec 3	27227
Reserves of Liberty Sec 3	27228
Trails of Liberty Sec 1	27229
Kyles Meadows #1	27230
Four Bridges Sec 8	27231
Hidden Hollow Sec 2	27232
Arborcrest Sec 10	27233
Reserves of Liberty Sec 4	27234
Trails of Liberty Sec 2	27235
Trails of Liberty Sec 3	27236
Cherokee Est Sec 2 Blk A	27237
Four Bridges Sec 3B	27238
Hughes Woods Ln	27239
Emerald Hills	27240
4 Bridges Sec 9	27241
Kyles Station Meadow Sec 4	27242
Lexington Manor	27243
Providence Meadows	27244
Allen Estates Sec 1	27246
Allen Estates Sec 2	27247
Bluff at Hawthorne Hills 3A	27250
Bridle Pass	27251
Cedarbrook Sec 2	27252
Cedarbrook Sec 3	27253
Estates at Panther Run	27254
Falling Water Phase 1	27255
Greystone #7	27256

<b>Lighting District Name</b>	<b>Project #</b>
Hawthorne Hill Sec 1 Blk A	27257
Hughes Woods Sec 3	27258
Kyles Station Meadows Ph 5	27259
Liberty Farms	27260
Snowhill Sec 14	27261
Summerlin Sec #2	27262
Trails 4 Bridges Phase 2A	27263
Woods @ Panther Run	27264
Trails of Four Bridges B	27265
Country Oaks Phase 2B	27266
Four Bridges 10D	27267
Sunrise Stables	27268
Trails of 4 Bridges 2C	27269
Allen Estates Sec 2B	27270
Cedarbrook Sec 4A	27271
Cedarbrook Sec 4B	27272
Cedarbrook Sec 6	27273
Creekside Meadows	27274
Falling Waters Ph 2A	27275
Falling Waters Ph 2B	27276
Greystone Sec 6C	27277
Kyles Station Meadows Ph 6	27278
Logsdon Wood Sec 3	27279
Summerlin Sec 4	27280
Woods @ Panther Run Part 2	27281
Reserves Hawthorne Hill Ph 1	27282
Hawthorne Hill Sec 1B	27283
Bluffs Hawthorne Hill Sec 3B	27284
Country Oaks Sec 2	27285
Carriage Hill 1, 1A, 2 Winding creek	27286
Cedarbrook Sec 5	27287
Bridle Farms	27288
Creekside Meadows Ph 3	27369
Fall Wat 4A/Sugar Maple Run	27370
Knolls/Liberty Estates Sec 2	27371
Lanes Landing 1 & 2	27372
Meadows/Aspen Trls Sec 4A	27373
Meadows/Aspen Trls Sec 4B	27374
Knolls/Liberty Reserve Sec 3	27482
Trails 4 Bridges 5B	27483

<b>Lighting District Name</b>	<b>Project #</b>
Lakota Woods	27489
Summerlin Phase 7	27490
Windsor Estates Entry lights	27491
Windsor Estates Sect 1	27491
Windsor Estates Sect 2	27493
Meadows Aspen Trails 4C	27494
Meadows of Aspen Trails 4c/7	27495
Carriage Hill Section 3	27496
Carriage Hill Section 4	27497
Carriage Hill Sec 5	27498
Carriage Hill 6A Winding Creek Bl	27499
Carriage Hill 6B	27500
Meadows Aspen Trails 4D	27501
Carriage Hill Sec 6C	27501
Carriage Hill Sec 7	27502
Lakota Woods Phase 2	27504
Lanes Landing 3	27505
Knolls of Liberty Estates Sec 2 Blk D	27506
Aspen Trails Section 4	27507
Carriage Hill Sec 8	27508
Carriage Hill Section 9	27509
Kyles Station Meadows 9	27512
Harbour Towne Park Sec 2	27514
Carriage Hill Section 10	27216
Turnbridge Subdivision Section 1	27381
Turnbridge Subdivision Section 2	27382
Windsor Estates Sec 3 Blk A&B	27211
Trails of Four Bridges Section 7C	27213
Harbour Towne Park Section 4	27219
Windsor Estates Section 4	27218
Harbour Towne Park 3	27245
Lanes Landing Section 4	27214
Estates of Hawthorne Hills Phase 2B	27215
Aspen Trails Section 5 block A&B	27217
Carriage Hill Section 13	27378
Bridle Farms Section 2 & 3	27392
Carriage Hill Section 11	27377
Summerlin Section 9	27399
Carriage Hill Section 14	27380

<b>Lighting District Name</b>	<b>Project #</b>
Carriage Hill Section 15	27383
Carriage Hill Section 16	27384
Vista Verde Section 1	27385
Reserves at Elk Pointe 2	27386
Carriage Hill Section 12	27387
Turnbridge Section 2	27382
Knolls of Aspen Trails 5C	27388
Turnbridge Section 3	27389
Harbour Towne Park Section 5	27390
Windsor Estates Section 2	27493
Windsor Estates Section 5	27391
Bridle Farm Section 2 & 3	27392
Cox Road West 1	NEW
Cox Road West 2	NEW
Cox Road West 3	NEW
Cox Road West 4	NEW
Carriage Hill 18	NEW
Windsor Estates 6	NEW
Shannon Ridge 1	NEW
Vista Verde 2	NEW
Vista Verde 3	NEW



# RESOLUTION NO. 2019-118

Board of Trustees, Liberty Township  
Butler County, Ohio

## RESOLUTION TO ASSESS TWO (2) LIBERTY TOWNSHIP PROPERTIES FOR NUISANCE ABATEMENTS

**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 the abatement, control, or removal of vegetation and debris pursuant to O.R.C. § 505.87;

**WHEREAS**, the Liberty Township Board of Trustees will assess property owners one hundred percent (100%) for the expense incurred in the abatement, control or removal of vegetation and debris in accordance with O.R.C. § 505.87;

**WHEREAS**, Bryan Behrmann, Liberty Township Zoning Director, asserts that the maintenance on the properties has been completed; and

**WHEREAS**, the Liberty Township Board of Trustees has decided that if the assessed amount is less than \$ 300.00 it will be collected in a single (1) year, if the assessed amount is between \$ 300.00 and \$ 900.00 it will be distributed evenly in three (3) years, and if the assessed amount is over \$ 900.00 it will be distributed evenly in five (5) years;

**THEREFORE, BE IT RESOLVED** that the Liberty Township Board of Trustees hereby authorize the assessment of the following properties for the amount shown on the property tax duplicate;

PARCEL NUMBER	RESOLUTION NUMBER	STREET NUMBER	STREET NAME	TOTAL COST	TOTAL YEARS COLLECTION
D2020-282.000-022	2018-149	5345	Oak Creek Trail	\$ 956.42	1
D2020-057.000-013	2018-174	7183	Cincinnati Dayton Road	\$ 96.42	1
D2020-282.000-022	2019-113	5345	Oak Creek Trail	\$ 571.42	1
D2020-057.000-013	2019-114	7183	Cincinnati Dayton Road	\$ 431.42	1

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

Trustee Matic,     yes  
Trustee Farrell,    yes  
Trustee Schramm,   yes

Adopted: Tuesday, August 20, 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 20<sup>th</sup> day of August, 2019.

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

APPROVED AS TO FORM:

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