



Butler Township Government Center

A G E N D A

Monday, June 24, 2019
7:00 pm

1. **Call to Order**
2. **Promotion Ceremony for Sergeant Amy Carr**
3. **Approval of the Minutes:**
 - a. **Regular Meeting Minutes of May 28, 2019**
4. **Public Comments**
5. **Administrator's Recommendations:**
 - a. **Resolution No. 19-18: Resolution Authorizing the Fire Chief to contract with K.E. Rose company for emergency equipment and supplies for the new Chevy Tahoe in the Fire Department**
 - b. **Resolution No. 19-19: Resolution Authorizing the Fire Chief to contract with Beau Townsend Ford for the purchase of a Ford F-250 truck for the Fire Department**
 - c. **Resolution No. 19-20: Resolution Authorizing Pay Rate Increases for Permanent Part-Time Positions in the Fire Department**
 - d. **Resolution No. 19-21: Resolution Accepting Proposals and Authorizing the Administrator to Enter Into an Agreement with Catapult Creative for Branding and Website Design**
6. **Informal Business:**

<ul style="list-style-type: none">• Police Chief• Fire Chief• Fiscal Officer	<ul style="list-style-type: none">• Trustees• Township Administrator• Service Department Director
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7. **Executive Session:** To consider compensation of employees with respect to a Tentative Collective Bargaining Agreement
8. **Adjournment**

**Administrator's Report
June 24, 2019**

- a. Resolution No. 19-18: Resolution Authorizing the Fire Chief to contract with K.E. Rose company for emergency equipment and supplies for the new Chevy Tahoe in the Fire Department**
The attached resolution includes a quote from KE Rose for the necessary emergency equipment and supplies to outfit the new staff vehicle that was purchased earlier this year and delivered recently. The equipment was budgeted for in the 2019 budget. The total cost is \$9,117.00.
- b. Resolution No. 19-19: Resolution Authorizing the Fire Chief to contract with Beau Townsend Ford for the purchase of a Ford F-250 truck for the Fire Department**
The attached resolution includes quotes from local dealer, Beau Townsend Ford and state bid holder, Middletown Ford for a Ford F-250 pick-up truck for the Fire Department. As part of the 2019 budget, it was planned to purchase 2 staff vehicles. The truck allows for the towing capacity needed to haul the boat and other trailers. Beau Townsend's quote was the lowest at \$31,843.50.
- c. Resolution No. 19-20: Resolution Authorizing Pay Rate Increases for Permanent Part-Time Positions in the Fire Department**
Based on a pay rate study completed with neighboring departments, the Fire Chief is recommending the attached pay rate increases for part time positions, to remain competitive with other jurisdictions. The last pay increase was in April, 2018.
- d. Resolution No. 19-21: Resolution Accepting Proposals and Authorizing the Administrator to Enter Into an Agreement with Catapult Creative for Branding and Website Design**
The township advertised and solicited Requests for Qualifications and Proposals from marketing vendors to engage in an identity, branding and marketing initiative and website design. Six proposals were received by the May 17, 2019 deadline. The top two firms were interviewed on June 18, 2019 by the Trustees and the Administrator in a special meeting. The recommendation has been made to hire Catapult Creative for our consultant firm. The cost of the contract shall not exceed \$53,000. The timeline for the project is July to December, 2019.