

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD APRIL 8, 2020**

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, April 8, 2020, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Hartkemeyer, Board Chairperson, at 6:35 PM.

ROLL CALL

Mrs. Hartkemeyer	Present
Mr. McAbee	Present
Mrs. Berding	Present

PLEDGE OF ALLEGIANCE

BOARD DISCUSSION

Mrs. Hartkemeyer, we can discuss ways to improve next meeting. These are unusual circumstances.

FISCAL OFFICER’S RECOMMENDATIONS AND REPORTS

Ms. Schultz – Monthly reports were put in your mailbox. At this time, I have nothing else to report. If you have any questions, let me know.

Motion made by Mrs. Hartkemeyer, second by Mr. McAbee to suspend the reading of the minutes of the Regular Trustee Meeting, March 11, 2020.

YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to approve the minutes of the Regular Trustee Meeting, March 11, 2020.

YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to approve payment of the bills by the Fiscal Officer.

YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

ADMINISTRATOR’S REPORT

Mrs. Vonderhaar – I’ve been happy with the progress we’ve seen with the progress of our team with keeping operations going. We had already prepared with cross-training in each department. We have already established remote options. There are some concerns how everything could impact the township. I did look at a few things like the JEDD and Local Government funds. I assumed worst case if local government dries up, we could lose \$376,000 that we receive. So, there is a potential of \$700,000. The last thing I took into account is our gasoline tax and took 15% - 20% off this tax. I’m coming up with a \$500,000 - \$700,000 hit that we could see. We were well prepared with supplies from

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the last crisis, I think was Ebola. There are no red flags at this time.

Mr. McAbee – I would say 20% is on the low side. It could be a \$1,000,000. It could take a long time for this to come back. This is a big financial crisis. Foreclosures could be up. Is staffing ok?

Mrs. Vonderhaar – we have everyone working. I'm in contact daily with every department.

RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES #20-52

Resolution to approve open purchase order balances.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-52

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

**RESOLUTION TO AUTHORIZE ADMINISTRATOR TO EXECUTE AN
AGREEMENT WITH THE BUTLER COUNTY ENGINEER'S OFFICE AND THE
NORTH FAIRFIELD BAPTIST CHURCH #20-53**

Resolution to authorize administrator to execute an agreement with the Butler County Engineer's Office and the North Fairfield Baptist Church

Mrs. Vonderhaar - This is in regard to the Gilmore Road widening.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-53

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

**RESOLUTION TO APPROVE THE PURCHASE OF (15) FIFTEEN CAIRNS FIRE
HELMETS FOR THE FIRE DEPARTMENT FROM THE FIRE STORE IN THE
TOTAL AMOUNT OF \$4,698.45 #20-54**

Resolution to approve the purchase of (15) fifteen Cairns fire helmets for the fire department from the Fire Store in the total amount of \$4,698.45

Mrs. Vonderhaar - This will replace out of date equipment and restocking supplies.

Motion made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #20-54

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

**RESOLUTION TO APPROVE THE PURCHASE OF (90) NINETY PAIRS OF
STRUCTURAL FIREFIGHTING GLOVES AND (15) FIFTEEN SETS OF
STRUCTURAL FIRE BOOTS FOR THE FIRE DEPARTMENT FROM PHOENIX
SAFETY OUTFITTERS IN THE AMOUNT OF \$11,710.50 #20-55**

Resolution to approve the purchase of (90) ninety pairs of structural firefighting gloves and (15) fifteen sets of structural fire boots for the fire department from Phoenix Safety Outfitters in the amount of \$11,710.50

Mrs. Vonderhaar - This is also to replace out of date equipment and restocking supplies

Motion made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #20-55

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

**RESOLUTION TO APPROVE THE PURCHASE OF (16) SIXTEEN STRUCTURAL
FIRE COATS AND (16) SIXTEEN STRUCTURAL FIRE PANTS FOR THE FIRE
DEPARTMENT FROM PHOENIX SAFETY OUTFITTERS IN THE AMOUNT OF
\$41,904.00 #20-56**

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Resolution to approve the purchase of (16) sixteen structural fire coats and (16) sixteen structural fire pants for the fire department from Phoenix Safety Outfitters in the amount of \$41,904.00

Mrs. Vonderhaar - This is also to replace out of date equipment and restocking supplies
Motion made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #20-56
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE CONTRACT WITH CINCINNATI UNITED CONTRACTORS, LLC FOR THE BUILDING OF THE NEW PUBLIC WORKS BUILDING, AT A TOTAL COST NOT TO EXCEED \$2,500,000.00 #20-57

Resolution authorizing administrator to execute contract with Cincinnati United Contractors, LLC for the building of the new public works building, at a total cost not to exceed \$2,500,000.00

Mr. McAbee – the public didn't get a chance to make real-time comments on the legislation to contract with a builder for the new public works building. There has been no public discussion about the building.

Mrs. Vonderhaar - This has been ongoing for several years working to replace the public works building. Current location is housed in the old fire house on Tylersville.

Mrs. Hartkemeyer - This is important. Currently some of the equipment is stored outside. This will bring it inside. We have talked about this for some time and gone through our due diligence.

Public presentation

Mrs. Berding - I feel confident our staff is making the right decision.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-57
YES – Mrs. Berding, Mrs. Hartkemeyer
NO - Mr. McAbee

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to move up Resolution #20-62

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO AUTHORIZE THE TOWNSHIP ADMINISTRATOR TO PURSUE THE ISSUANCE OF DEBT UP TO A MAXIMUM OF \$5 MILLION WITH HUNTINGTON BANK FOR A PERIOD NOT TO EXCEED FIVE YEARS AT A RATE ACCEPTABLE TO THE BOARD OF TRUSTEES FOR A COMBINATION OF PROJECTS #20-62

Resolution to authorize the Township Administrator to pursue the issuance of debt up to a maximum of \$5 million with Huntington Bank for a period not to exceed five years at a rate acceptable to the board of trustees for a combination of projects

Mrs. Vonderhaar – This is for the construction of Public Works Building on Gilmore Road, the remodel and the construction of an addition to the Police Department located at 6485 Vonnie Vale Court and improvements to Gilmore Road as identified by the Butler County Engineer.

Mr. McAbee – We ought to wait 60 – 90 days to see what happens with the economy.

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The police and public works projects are not essential at this time.

Mrs. Hartkemeyer – The rate quoted by Huntington Bank is 1.99%. Interest rates were dropped drastically because of the COVID-19 Pandemic. This is something we've been talking about for some time.

Mrs. Berding – In the interest of progress I think that we should move forward and authorize the administrator to execute contracts.

YES – Mrs. Berding, Mrs. Hartkemeyer

NO - Mr. McAbee

RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE CONTRACT WITH CINCINNATI UNITED CONTRACTORS, LLC FOR THE REMODEL OF AND ADDITION TO THE CURRENT POLICE DEPARTMENT BUILDING, AT A TOTAL COST NOT TO EXCEED \$1,500,000.00 #20-58

Resolution authorizing administrator to execute contract with Cincinnati United Contractors, LLC for the remodel of and addition to the current police department building, at a total cost not to exceed \$1,500,000.00

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-58

YES – Mrs. Berding, Mrs. Hartkemeyer NO - Mr. McAbee

RESOLUTION AUTHORIZING CRACK SEAL TO BE PURCHASED FROM DJL MATERIALS AND SUPPLY, INC., AT A PRICE NOT TO EXCEED \$8,000.00

#20-59

Resolution authorizing crack seal to be purchased from DJL Materials and Supply, Inc., at a price not to exceed \$8,000.00

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-59

YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to move Zoning Case FTZC20-1C Resolution #20-60 and Zoning Case FTZC20-3C Resolution #20-61 to put on continuance, second by Mrs. Berding

YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT ON THE PROPERTIES LISTED #20-63

Resolution declaring nuisance and ordering abatement on the properties listed.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-63

YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

RESOLUTION TO DISPERSE \$342,515.77 FROM THE TAX INCREMENT FINANCING FUND NUMBER 2906 FOR DISTRIBUTION OF 25% COLLECTION TO THE FAIRFIELD CITY SCHOOL DISTRICT #20-64

Resolution to disperse \$342,515.77 from the tax increment financing fund number 2906 for distribution of 25% collection to the Fairfield City School District

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-64

YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

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ANNOUNCEMENTS

- Fairfield Township Board of Trustees Meeting – Wednesday, April 22, 2020 at 6:30 PM

BOARD MEMBER COMMENTS

Mrs. Berding – I wanted to thank all of our employees for doing such a great job.
Mrs. Hartkemeyer - These are unprecedented times and I just want to thank all the staff.

Motion made by Mr. McAbee, second by Mrs. Berding to adjourn at 7:59 P.M.
All in favor.

ROLL CALL

Mrs. Hartkemeyer	Yes
Mr. McAbee	Yes
Mrs. Berding	Yes

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adjourn at 7:59 P.M.
All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Board Chairperson

Joe McAbee, Trustee

Susan Berding, Trustee

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