

**RECORD OF PROCEEDINGS**  
**REGULAR TRUSTEE MEETING HELD NOVEMBER 12, 2024**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, November 12, 2024, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Hartkemeyer at 7:00 PM.

**ROLL CALL:** Fiscal Officer, Shelly Schultz

Trustee Chairperson, Shannon Hartkemeyer	Present
Trustee Vice Chairperson, Michael Berding	Present
Trustee, Joe McAbee	Present

**PLEDGE OF ALLEGIANCE**

**PRESENTATION**

- A. Certificates of merit for Valvoline employees presented by Captain Jordan Peters and Captain Joel Coomer. For their courageous actions that occurred on July 30, 2024. CPR was performed on an adult male who went into cardiac arrest while at the Valvoline on Princeton Road.

**ITEMS FOR BOARD DISCUSSION**

- A. Milton Street Park – Playground Equipment (2–5-year-olds)  
**Mr. Goins** – Trustees approved application through ARPA funds for Milton Street Park improvements. The Township was awarded \$150,000.
- B. Memorial Day Celebration  
**Mr. Berding** – I had a meeting with Chuck and Fred Valerius as well as Katie Braswell of the Hamilton Community Foundation. The veterans would like us to consider re-establishing a Memorial Day celebration at our memorial. Not necessarily on Memorial Day but maybe the Friday before and not on a grand scale like we’ve done before. They said they would be open to this and appreciate that.  
**Mrs. Hartkemeyer** - I really like the idea of incorporating the kids. The Veterans Day celebration was wonderful. I think it’s a good idea not to have this exactly on Memorial Day with so many competing events.  
**Mr. McAbee** - I agree that it is a long weekend holiday for some people. We could maybe do it on a Thursday. The Veterans Day program was awesome and maybe we could recognize the choir.
- C. Administrative Office Seasonal Intern  
**Mr. Goins** – One of the interns we used over the summer in the administration office has reached out to the Township to ask if we would need any help during her winter break. Hailey Sellet was a phenomenal intern, very quick learner and very productive and maintained positive relationships with residents and employees of the Township. She is available from December 14<sup>th</sup> to January 27<sup>th</sup>. She was previously paid \$15.00/hour. She will not hit any thresholds related to medical coverage or retirement contributions. If we hire her back the

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Township has plenty of tasks that she would be able to help with. Specifically, she is capable of handling social media updates as well as end of the year processing that we have to do in the zoning department as well as administration office and she is well versed in zoning. She would be able to be used in many different ways. I think it would be a great idea to hire her back. We're looking at about 20 hours per week.

**FISCAL OFFICE BUSINESS – Shelly Schultz**

The audit has been completed. I'm currently waiting for one item for a follow-up and then you will all be receiving it. There were no findings again this year, there were 2 management letter comments that were very minor. I was very happy with the audit.

I believe I sent you an email about designating someone for your records training. Noelle took that records training but I found out afterwards that it has to be in the meeting minutes in order to have a designee.

*Trustee McAbee designates Noelle as the records training representative.*

I've been working on the budgets with the department's heads. This year it's going to look a little different. We're going to have to take salaries from other places. I have the budget ready to send to you. At the meeting in December, I will go over some key items.

A. Recommend motion to suspend reading of the minutes of the following meeting:

Trustee Regular Meeting, October 8, 2024  
Special Trustee Meeting, October 14, 2024  
Special Trustee Meeting, October 17, 2024  
Special Trustee Meeting, October 29, 2024

B. Recommend motion to approve the minutes.

C. Recommend motion to approve payment of the bills by the Fiscal Office

All in favor.

**ADMINISTRATOR REPORT – Mr. Goins**

October 19<sup>th</sup> we had a Halloween Party and movie after dark at Heroes Park. We had a great turnout. We estimated over 350 kids participated in the event. I want to thank the Fire Department, Police Department, Public Works and Administration staff for helping to plan and execute the event. I also want to thank Walmart, Raising Cane's, Aurgroup, and the Township Tavern for their contributions. It was a good event.

We've talked about Veterans Day, and I think it went very well. I want to thank the students at Fairfield East and Fairfield North for participating in the parade. I also want to thank Dell Hodge for all his time and effort; being a member of the Veterans Memorial Group.

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Project updates: King Avenue CDBG project; contractor finished storm pipe Friday. They are working on the East side and will move to the West side and then move to Pater. The surfacing at Shaffer's Run Park is pretty close to completion. The roundabout on Tylersville and Seward is open. Update on Safe Routes of School; Design consultant has started some preliminary work for the project. I had a meeting with them last week. During the meeting they came to an agreement to add 700 feet of additional sidewalk. Capped amount was increased from \$492,000 to \$560,000 with zero contribution to the Township.

ODNR grant for pickleball came back and they are not interested in granting full award for Fairfield Township. They did offer a partial contribution of \$34,000. We asked for \$85,000 from them. The project is \$120,000. If we do go that route we would be on the hook for \$86,000. Project would be 1 tennis court and 4 pickleball courts.

**Mr. Berding** - I'm in favor of moving forward.

**Mr. Goins** - ODNR did say they are not officially granting this, but they are feeling us out.

**Mrs. Hartkemeyer** – Let's continue with this.

**Mr. Goins** - We've been doing some updates on the purchasing processes in general. We've been reviewing all existing vendors we have on file. Each department head has been tasked with reviewing vendors they've used in the past two years. We're going to remove any unused vendors and clean up our database. After that each department head and assistant is going to review that list again and complete a vendor certification form will be used to further acknowledge there is no conflict with any vendors on file. Additional signers on that form are me and the fiscal officer. The form has been vetted by our law director. We're also updating some of the forms relevant to getting vendors in our system. We're trying to make sure the fiscal office gets what they need the first time around.

**Mrs. Hartkemeyer** - We did some processing mapping to outline what everyone was doing. Those results should be available at the December meeting.

**Motion** by Mr. Berding, second by Mrs. Hartkemeyer to hire Hailey Sellet, a seasonal intern to work no more than 20 hours per week at \$15.00/hour from December 14, 2024, to January 27, 2025.

All in favor

**CONSENT AGENDA**

All items 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.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Consent agenda.

All in favor.

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**MOTIONS – Consent Agenda Item**

**RESOLUTIONS – Consent Agenda Items**

- A. Resolution No. 24-133 approving open purchase order
- B. Resolution No. 24-134 declaring nuisance and ordering abatement on properties
- C. Resolution No. 24-135 appointing full-time Deputy Fire Chief Jason Jeffers
- D. Resolution No. 24-136 appointing full-time Fire Lieutenant Matthew Estridge
- E. Resolution No. 24-137 appointing full-time Fire Lieutenant Ted Coates
- F. Resolution No. 24-138 appointing full-time Fire Lieutenant Logan Debord
- G. Resolution No. 24-139 appointing full-time Firefighter/Paramedic Bryce Canupp
- H. Resolution No. 24-140 appointing full-time Firefighter/Paramedic Jared Baker
- I. Resolution No. 24-141 appointing full-time Firefighter/Paramedic Kyle Romans
- J. Resolution No. 24-142 appointing full-time Firefighter/EMT Thomas Vickers
- K. Resolution No. 24-143 authorizing debt service payment to Bank of New York Mellon
- L. Resolution No. 24-144 authorizing debt service payment to US Bank
- M. Resolution No. 24-145 authorizing debt service payment to PNC Bank
- N. Resolution No. 24-146 authorizing debt service payment to Huntington Bank

**RESOLUTIONS**

- A. Resolution approving purchase of (18) in-car computers for the Police Department from Dell Technologies in the total amount of \$49,903.02 #24-147  
**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #24-147.  
**Chief Chabali** – Most of our computers are out of warranty or will be soon. All in favor.
- B. Resolution designating Fairfield Township Roads for bid on the attached retrace estimate list (attachment “A”), to be certified for funding upon the awarding of contract, as determined by the Butler County Engineers Office, with a cost not to exceed \$8,179.43 #24-148  
**Motion** made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Resolution #24-148.  
All in favor.
- C. Resolution designating Fairfield Township Roads for bid on the attached paving estimate list (attachment “A”), to be certified for funding upon the awarding of contract, as determined by the Butler County Engineers Office, with a cost not to exceed \$1,177,100.43. #24-149  
**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #24-149.  
**Mr. Goins** - Attached to this resolution are 3 exhibits. Exhibit A includes the

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full list. Exhibit B subtracts a number of roads and brings the total down to \$686,877.33. Exhibit C is a different list and the total is \$742,375.99. These exhibits are put together by the public works director to provide you with different options.

**Mr. McAbee** - I'm ok with this but when the bids come in we can trim it back.

**Mr. Goins** – I talked to the engineer's office today and they said that what the trustees approve should be what you anticipate on paving. If they allow a township to subtract a substantial amount of road it would impact the bids. They want this to be as close as possible.

**Mr. Berding** - If we don't address them this year we push them off into future years. I believe the cost would be even higher for these same roads. I would be in favor of Exhibit A.

**Ms. Schultz** - I would suggest money coming from RID. Our legal team is reviewing this.

**Mrs. Hartkemeyer** – I'd like to see for the December some menu items on ways we can split this. I'd like to see some different options. I'd like to see a 5-year projection.

All in favor.

- D. Resolution authorizing the Administrator to apply for the CDBG Grant for the Belmont Avenue Storm Sewer Drainage Project #24-150

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #24-150.

All in favor.

- E. Resolution to authorize pay raise for Resource Officer Chuck O'Bryon. #24-151

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #25-151.

YES – Mrs. Hartkemeyer, Mr. McAbee

ABSTAIN – Mr. Berding

**Mr. Goins** – Butler Tech reimburses the Township 100% of this.

- F. Resolution authorizing the purchase of playground equipment for the Milton Street Park from Gametime Company at a cost not to exceed \$122,000.00 #24-152

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-152.

**Mr. Goins** - We've been awarded \$150,000 in grant funds. The Township is not contributing anything.

All in favor.

- G. Resolution authorizing payment of \$11,205.28 to basis companies as outlined in the development agreement #24-153

**Mr. Goins** – A multi-party agreement was entered into to enhance the economic development of the Township, the County and the region in 2020 (Resolution #20-190).

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #24-153.

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All in favor.

**COMMITTEE REPORTS**

- Transportation Improvement District (TID) – Trustee McAbee, no meeting this month. Looking forward to some updates on the project.
- Emergency Management Agency (EMA) – Trustee Hartkemeyer, we did pass that increase that we talked about at the last meeting.
- Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer, meeting will be Thursday.
- The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer, we had substantial discussions about membership drives. Luncheon will be in January.

**BOARD COMMENTS**

**Mr. Berding** – Again, I want to thank Mr. Hodge and all the volunteers we had working Veterans Day. I also want to thank all the volunteers and staff at the Halloween event. It was very well attended. I would like to publicly wish my mother happy birthday who turns 80 on December 2<sup>nd</sup>.

**Mrs. Hartkemeyer** – Again, I thought the Veterans celebration was fantastic.

**ANNOUNCEMENTS**

- Tidal Wave Auto Spa Ribbon Cutting – Thursday, November 14, 2024, 9:30 AM
- Fairfield Township Zoning Commission Meeting – Wednesday, November 20, 2024, 7:00 PM
- Offices closed for Thanksgiving Holiday – Thursday, November 28 and Friday, November 29, 2024
- Bridgewater Falls Holiday Event – Sunday, December 1, 2024, 4:00 – 6:00 PM
- Fairfield Township CIC Meeting – Tuesday, December 10, 2024, 7:00 PM
- Fairfield Township Board of Trustees Meeting – Tuesday, December 10, 2024, 7:00 PM

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to move to Executive Session pursuant to ORC 121.22 (G) (1) to consider the discipline, appointment, employment or compensation of a public employee or official.

All in favor.

President convenes Executive Session at 8:21 PM

President resumes regular meeting at 9:06 PM

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**ROLL CALL**

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

No action will be taken as a result of executive session.

**ADJOURNMENT**

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adjourn at 9:10 PM.  
All in favor.

Minutes submitted by:

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Shelly Schultz, Fiscal Officer

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Shannon Hartkemeyer, Trustee Chairperson

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Michael Berding, Trustee Vice-Chairperson

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Joe McAbee, Trustee