

RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, December 13, 2022, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Hartkemeyer 7:31 PM.

ROLL CALL

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

INVOCATION: Pastor Drew

PLEDGE OF ALLEGIANCE

PRESENTATIONS

Strategic Planning – **Mrs. Hartkemeyer**, all of our department heads and staff have done a great job over the past 8 - 10 years in making Fairfield Township a wonderful place and I think it's time we start looking at where we want to go for the future. I'd like to put together our departments and some staff members to do some strategic planning. I'd like to get those groups together and come up with some ideas and get some input from the Board. This would be a group activity.

Mr. Berding – I think it might be beneficial to have work sessions with all the trustees present to hear all the ideas. As opposed to if we only have one trustee at these meetings public would have to be notified and it would be a public hearing. I think we should set up some work sessions with various groups to strategize together. I'm kind of leery of just one trustee leading this group.

Mrs. Hartkemeyer - For this activity I don't see myself putting in my objectives I want their objectives. I'm going to act more as a facilitator than a trustee in this incidence. I want to get ideas from staff.

Mr. Berding - I think this is a great idea for strategic planning. I would like to see what that process is going to look like before having one trustee facilitate without the other two trustees.

Mrs. Hartkemeyer – This is one of the seven management planning tools. What I'm going to be doing is there is a thing called an affinity diagram. It's a collection of large amounts of data that is organized into groups or themes based on their relationships. The affinity diagram process is great when you want to make sense of insights gathered during research, as well as when you want to organize ideas generated during ideation sessions.

Mr. Berding - I would like you to share with us how you see this happening, when these

RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022

meetings will take place, how many departments will be there and department heads. I just don't like to be surprised.

Mrs. Hartkemeyer - The meeting itself will last no more than two hours. I would like to have the chiefs, Julie, Chuck and Shelly. Then if they would want to bring captains or lieutenants along too.

Mr. Berding - What is the structure going to be?

Mrs. Hartkemeyer – We'll ask the question “where do we want see Fairfield Township in 5 – 10 years” and then there will be a brainstorming. We'll paste these ideas on a board and discuss.

Mr. Berding - I know the Board is not giving input but I think the Board should hear every idea. I would caution that we get full access to whatever is being done in these work sessions.

OLD BUSINESS/ITEMS FOR BOARD DISCUSSION

- Set Organizational Meeting Date – January 10th 7 PM then regular meeting.
- Set JEDD Public Hearing date for church property on Princeton Road – February 14th at 7 PM.

Motion made by Mr. Berding, second by Mr. McAbee for public hearing for church property on Princeton Road, Tuesday, February 14, 2023, at 7 PM.

All in favor.

COMMUNICATION

- **Michael Yater, 1116 Hayes Avenue** – Not happy with police, legal, trustees or administration.
- **Fred Deer, 7064 Hunters Moon** – Why do we still get papers? They just clog the drains.

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to suspend reading of the minutes of the following meetings:

- a. Regular Trustee Meeting, November 8, 2022

All in favor.

Motion made by Mr. McAbee, second by Mr. Berding to approve the minutes.

- a. Regular Trustee Meeting, November 8, 2022

All in favor.

Motion made by Mr. McAbee, second by Mr. Berding to approve payment of the bills by the Fiscal Office.

All in favor.

RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022

ADMINISTRATOR’S REPORT – Mrs. Vonderhaar - Fred Valerius has sent updated email about veteran’s memorial.

Mr. McAbee – I think we should get this information to every resident in Fairfield Township about our Veterans Memorial.

Mr. Berding - Could we have students canvas our neighborhoods with flyers?

Mr. McAbee – The Hamilton North Crossing meeting is January 23rd. This might be something we could also put on the postcard. The City of Hamilton is putting it in electric bills about the public sessions at Fairwood Elementary. I don’t know if we have that kind of access or not. Do we want to have our own meeting and share as much information as we can. We would want to do that prior to January 23rd meeting. That would be for Fairfield Township residents.

Mr. Berding – I agree. Q & A with the TID group would be great.

Mr. Berding - It would be the Hamilton Crossing committee.

RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES #22-156
Resolution to approve open purchase order balances.

Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #22-156.
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RESOLUTION ADOPTING THE 2023 PERMANENT APPROPRIATIONS BY ATTACHED FUND TOTALS FOR FISCAL YEAR COMMENCING JANUARY 1, 2023 #22-157

Resolution adopting the 2023 Permanent Appropriations by attached fund totals for fiscal year commencing January 1, 2023.

Mr. McAbee - What are the big expenditures in 2023 budget?

Ms. Schultz - Obviously payroll. The majority of it is mostly the same, contingencies. Which is at your control. All the capitol expenditures that I sent you is not budgeted for. None of the departments really asked for much. There is nothing in the budget that is out of the ordinary. I did up payroll in case we get the SAFER Grant and police too. Overall, we are carrying over more than we have in the past. We are doing good in my opinion.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-157.
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022

RESOLUTION DECLARING TO BE PUBLIC PURPOSE CERTAIN PUBLIC IMPROVEMENTS WHICH ARE NECESSARY FOR THE FURTHER DEVELOPMENT OF CERTAIN PARCELS WITHIN THE TOWNSHIP AND AUTHORIZING THE EXECUTION OF A TAX INCENTIVE AGREEMENT AND ESTABLISHING A TAX INCREMENT EQUIVALENT FUND #22-158

Resolution declaring to be public purpose certain public improvements which are necessary for the further development of certain parcels within the Township and authorizing the execution of a tax incentive agreement and establishing a tax increment equivalent fund.

Mr. McAbee - The Township resident made a good case for voting for it. He's suggesting he's giving us his tax relief that he would get as a property owner in order to subsidize the development. If that additional tax would come in and go to fire and police like it should your taxes would go down. That's not going to happen because we're going to take all that tax. Even the school tax, which is the majority of what you pay, that's not going to roll back our school taxes like it would if we let that money go where it belongs.

Pastor Drew – I've lived in the Township six years, and I haven't seen any tax relief on my bill and I think I would take the risk as a taxpayer.

Mr. McAbee - This is not the first TIF we've done. I asked you two years ago to get into the TIF and you were very hesitant about it.

Pastor Drew - We were hesitant because the reality at the time because we were not in the process we are now.

Mr. McAbee - I'm not in favor of taking the Casey money and seeding some other development. I'm in favor of the TIF.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-158.
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RESOLUTION AUTHORIZING THE APPOINTMENT OF PART-TIME FIREFIGHTER/EMT JOSHUA COLETTA TO THE FAIRFIELD TOWNSHIP FIRE DEPARTMENT AT AN HOURLY RATE OF \$15.50 PER HOUR, WITH A 12-MONTH PROBATIONARY PERIOD #22-159

Resolution authorizing the appointment of part-time Firefighter/EMT Joshua Coletta to the Fairfield Township Fire Department at an hourly rate of \$15.50 per hour, with a 12-month probationary period.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-159.
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022

RESOLUTION AUTHORIZING THE APPOINTMENT OF PART-TIME
FIREFIGHTER/EMT McKENZIE HEALY TO THE FAIRFIELD TOWNSHIP FIRE
DEPARTMENT AT AN HOURLY RATE OF \$15.50 PER HOUR WITH A 12-
MONTH PROBATIONARY PERIOD #22-160

Resolution authorizing the appointment of part-time Firefighter/EMT McKenzie Healy to the Fairfield Township Fire Department at an hourly rate of \$15.50 per hour with a 12-month probationary period.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-160.
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RESOLUTION TO APPOINT MICHEL DAVIS AS A MEMBER OF THE
FAIRFIELD TOWNSHIP BOARD OF ZONING APPEALS EFFECTIVE
IMMEDIATELY AND EXPIRING JANUARY 31, 2025 #22-161

Resolution to appoint Michel Davis as a member of the Fairfield Township Board of Zoning Appeals effective immediately and expiring January 31, 2025

Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #22-161.
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO APPLY FOR THE
CDBG GRANT FOR THE KING AVENUE STORM SEWER PROJECT #22-162

Resolution authorizing the administrator to apply for the CDBG Grant for the King Avenue Storm Sewer Project.

Mrs. Vonderhaar - This would be for the East side of King Avenue.

Motion made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Resolution #22-162.

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

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO APPLY FOR THE
CDBG GRANT FOR THE PATER AVENUE STORM SEWER PROJECT #22-163

Resolution authorizing the administrator to apply for the CDBG Grant for the Pater Avenue Storm Sewer Project.

Mrs. Vonderhaar - This is the East side of Pater.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-163.

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

RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO APPLY FOR ODOT SAFE ROUTES TO SCHOOL – SCHOOL TRAVEL PLAN FOR AND IF APPROVED ENTER INTO CONTRACT WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF TRANSPORTATION FOR FAIRFIELD EAST AND FAIRFIELD NORTH ELEMENTARY #22-164

Resolution authorizing the Administrator to apply for ODOT Safe Routes to School – school travel plan for and if approved enter into contract with the director of the Ohio Department of Transportation for Fairfield East and Fairfield North Elementary.

Mr. Goins - This is kind of a first phase for funding opportunity to improve pedestrian travel to and from the public schools; Fairfield East Elementary School and Fairfield North Elementary School. This will give us an opportunity to contact a consultant and organize public hearings. We have zero sidewalks that go to these schools so this will be the first step. This is funds to just to do a safety travel study. These plans top out at \$500,000 per school. We have an opportunity to have input to the plan. The schools are aware that we are trying to get funding.

Mr. McAbee - I'm not sure we are a walk to school community.

Mr. Berding - It's been my experience in order to get a grant its key to have a plan in place already. I think this is a good idea. I'm in favor of this.

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #22-164.

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

RESOLUTION APPROVING A SCHOOL COMPENSATION AGREEMENT AMONG FAIRFIELD TOWNSHIP, FAIRFIELD CITY SCHOOL DISTRICT BOARD OF EDUCATION AND BUTLER TECHNOLOGY AND CAREER DEVELOPMENT SCHOOLS #22-165

Resolution approving a school compensation agreement among Fairfield Township, Fairfield city school district board of education and butler technology and career development schools.

Mrs. Vonderhaar - Butler Tech has waived any requirements and we have agreed to make Fairfield City Schools whole. This is the same agreement we've done before.

Ms. Schultz – I've added parcel A0300-172-000-001 which is Casey's so the schools would be compensated on that parcel also.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to amend Resolution #22-165 to add parcel A-300172000001.

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

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-165.

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

RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022

RESOLUTION APPROVING THE FAIRFIELD TOWNSHIP AND BASIS
BRIDGEWATER, LLC AGREEMENT FOR PUBLIC AND PRIVATE
INFRASTRUCTURE IMPROVEMENTS #22-166

Resolution approving the Fairfield Township and Basis Bridgewater, LLC agreement for public and private infrastructure improvements.

Mr. Berding – Casey’s is not in this agreement. Just wanted to make sure that everybody understood that.

Mr. Geis - This is the cost of the improvements up to \$500,000.

Mrs. Hartkemeyer - If it doesn’t generate that we’re not going to pay that?

Mr. McAbee - Which infrastructure is going to be public?

Mr. Geis – Correct. The Township is not at risk. And there is no debt. Public infrastructure could include the storm sewer system, the extension of electric and sanitary systems. The public would be able to extend from those as well.

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #22-166.

YES – Mrs. Hartkemeyer, Mr. Berding,

NO - Mr. McAbee

RESOLUTION APPROVING RESIGNATION OF JOHN C. BOYER FROM THE
POLICE DEPARTMENT #22-167

Resolution approving resignation of John C. Boyer from the Police Department.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #22-167.

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

RESOLUTION AUTHORIZING THE APPOINTMENT OF PART-TIME
FIREFIGHTER/EMT NATHAN LOCKWOOD TO THE FAIRFIELD TOWNSHIP
FIRE DEPARTMENT AT AN HOURLY RATE OF \$15.50 PER HOUR WITH A 12
MONTH PROBATIONARY PERIOD #22-168

Resolution authorizing the appointment of part-time Firefighter/EMT Nathan Lockwood to the Fairfield Township Fire Department at an hourly rate of \$15.50 per hour with a 12-month probationary period.

Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #22-168.

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

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022**

ANNOUNCEMENTS

- Offices closed to observe the Christmas Eve Holiday – Friday, December 23, 2022
- Offices closed to observe the Christmas Day Holiday – Monday, December 26, 2022
- Offices closed to observe the New Year’s Day Holiday – Monday, January 2, 2023
- Blood Drive – Monday, January 9, 2023, Open to the community.
- Fairfield Township Board of Trustees Meeting and Organizational Meeting – Tuesday, January 10, 2023, at 7 PM

BOARD MEMBER COMMENTS

- **Mr. McAbee** – Public Meeting North Hamilton Crossing meeting January 23rd.
- **Mr. Berding** – Thanks Mr. McAbee for leading Township effort for this project. Wanted to wish staff, employees, fire responders and citizens Happy Holiday.
- **Mrs. Hartkemeyer** – Fairfield Township is 25th largest township in state of Ohio. Mental health will be discussed at the Clout session. Tree lighting at Bridgewater Falls was very nice. Butler County Township Association dinner is January 12th .

ADJOURNMENT

- Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adjourn at 9:11 PM.
All in favor.

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022**

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Trustee Chairperson

Michael Berding, Trustee Vice-Chairperson

Joe McAbee, Trustee

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD DECEMBER 13, 2022**