

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD JANUARY 27, 2021**

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, January 27, 2021, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Berding, Trustee Chairperson, at 7:00 PM.

ROLL CALL

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

INVOCATION: Pastor Cecil Day, Lighthouse Church

PLEDGE OF ALLEGIANCE

OLD BUSINESS AND/OR ITEMS FOR BOARD DISCUSSION

- Veterans Memorial Update – Fred Valerius
- Set time date and place for hearing on MI Homes Consent Decree (Motion when decided)

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to set date of MI Homes Consent Decree for February 25th at 7 o'clock.

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

Mrs. Berding - We will explore locations and have that for the notice.

Mr. McAbee - Once we have a date and time, we can mail every resident a notice in Rentschler so that they know about it and also notice in the media outlets.

- Board to review Zoning Policy regarding commercial vehicles

Mrs. Berding – We will revisit the policy on commercial vehicles.

Mrs. Vonderhaar - Are you thinking of a moratorium?

Mr. McAbee - I don't think we should stop enforcing the rules.

Mrs. Berding - Let's take a moratorium for 90 days.

Mrs. Hartkemeyer - I would prefer that we not put any undue burden on people at this time. I have no problem with a moratorium at this time.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to put a 90-day moratorium for Zoning Code 5.32 with respect to commercial vehicles while we ask the staff for recommendation and take the time to evaluate our options and any current complaints that are in process, we can put a hold on them.

YES – Mrs. Hartkemeyer, Mrs. Berding

NO - Mr. McAbee

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COMMUNICATION

Paul Kyde, 2552 Urmston Avenue – I’m inquiring about zoning issues. The issue is regarding commercial vehicles. Should the Township be following the Ohio Revised Code? Should the Township be going out looking for these issues? There was another complaint at a nursing home about a bus being parked outside the nursing home. The Zoning Department said that bus needed to be moved from the nursing home a mile and ½ away.

FISCAL OFFICER’S RECOMMENDATIONS AND REPORTS

Ms. Schultz – No updates at this time.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to suspend the reading of the minutes of the Public Hearing, December 16, 2020.

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

Motion made by Mr. McAbee, second by Mrs. Berding to approve the minutes of the Public Hearing, December 16, 2020.

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

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to suspend the reading of the minutes of the Organizational Meeting, January 5, 2021.

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

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to approve the minutes of the Organizational Meeting, January 5, 2021.

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

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

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

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DEPARTMENTAL REPORTS – 2020 RECAP & 2021 APPROPRIATIONS

- **Fire Department – Chief Tim Thomas**

2020 has been a very challenging year to say the least. The changes due to COVID-19 have been massive. The department has been forced to curtail all non-emergency contact with our residents and shut down many of our programs. The inspection program has been suspended. Our Fire Corps smoke detector replacement program has been stopped.

With the restrictions to our staff and residents we have managed this new way of operating. The department has purchased and begun to use multiple UV Light disinfection systems in our efforts to reduce the risk of exposure to both our staff and the citizens we serve.

The Township received a substantial amount of funding from the CARES ACT. We worked closely with the Administration to identify equipment that would help the department to reduce our exposures to improve our ability to respond to this and future pandemic conditions or needs.

One of the major purchases was a second set of turnout gear for each member of the department. This will allow our members to properly disinfect their gear after exposure to an infectious patient. It will also have the added benefit of allowing for members to clean their gear after a fire exposure while having a reserve set to wear while they clean up.

We also purchased three pickup trucks. These will allow for the turnout gear and the EMS equipment to be removed from inside the passenger compartment. This will help to reduce exposure to members while they transport their gear or equipment back to the station to properly clean and disinfect it.

We added ventilators to allow for mechanical ventilation allowing our members to reduce their exposure during respiratory support of patients.

The Department purchased 3 Lucas CPR Compression devices. These units will help to improve the quality of CPR being delivered to our patients. Nationwide there is an increase in successful resuscitation efforts with the use of these devices.

We were able to purchase a substantial amount of additional personal protective equipment with an AFG Grant.

The department has worked very closely with the EMA and has received a significant amount of supplies which were distributed to area fire and EMS agencies. These supplies have helped with the supply chain problems. Many of the supplies we normally use have been unavailable in larger quantities or shipments have been delayed.

We welcomed back Logan Debord from his military deployment. We also thank him for his service to our Country.

Christopher Ferguson was moved to the Inspector position. The department had planned to host an inspector course in the spring. However, all classes were cancelled due to the pandemic. Chris was eventually able to attend a program late in the year. He was successful in obtaining his Fire Safety inspector certification.

The new Braun Ambulance was delivered to the department. The new heavier chassis will help to reduce some of our maintenance costs that have been associated with the

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smaller chassis.

The new engine from E-One is anticipated to be delivered Late February.

The long-awaited improvements to Gilmore Road was completed. Station 212 remained open for operation during the entire project.

The members of the Fire Department have worked under very difficult circumstances this year. The Pandemic has truly changed the dynamics of the Fire and EMS providers world. We will continue to see the impact of COVID-19 for many years to come in Fairfield Township and the Fire Department.

Goals for 2021 include putting the new engine in service and fully stocking old engine 211 as a reserve unit. We have been able to accomplish the stocking of our reserve medic unit as a fully operational unit. We are looking to do the same with the reserve engine.

We will continue working to maintain staffing. Additional fulltime staffing will require additional increases to current funding.

I am hoping to hire an administrative assistant this year. Funding has already been allocated within the 2021 budget in the EMS account for this position.

We are also working on small tools and minor equipment updates this year.

I do not anticipate any significant capitol requests or major purchases this year.

• Zoning Department – Zoning Administrator Chuck Goins

Thank you for providing me with the opportunity to highlight some of the successes that have occurred in the Zoning Department along with some of the improvements that have taken place in our community. As you know, 2020 provided a new set of challenges for all of the residents of Fairfield Township and for all of the Township Departments. The Zoning Department has made and continues to make adjustments in order to safely and efficiently respond to the needs of businesses and residents that reside in Fairfield Township.

One of the tools that will allow the Zoning Department to continue to improve its efficiency of processing zoning certificates and resident concerns is the new GovPilot Software. Thanks to the support of the Trustees, the Zoning Department was able to utilize CARES funding for the first-year costs of the zoning software. This software gives the department the ability to accept zoning certificate applications plans and payments online. The software also has a strong workflow and mapping component that allows the department to more easily follow up with and document property inspections.

A major success that the Board of Trustee initiated and approved was the amendment to the Fairfield Township Zoning Resolution. As you know, the amendment to the document was made to more adequately communicate township zoning standards and achieve greater conformity with the Ohio Revised Code. Public hearings for the amendment were held by the Butler County Planning Commission, the Fairfield Township Zoning Commission, and was finally approved by the Fairfield Township Board of Trustees in July.

I'd like to thank the Trustees for approving the hire of the new full-time zoning inspector, Nick Armstrong. His personality and his experience in customer

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service, management and asset management has transferred very well to his new role with the Township.

Looking at the past five years, the Zoning Department issued the second highest number of Zoning certificates in 2020 at 281 zoning certificates. This is only behind the 307 that were issued in 2019. That being said, Zoning Certificates for residential improvements were higher in 2020 than they have been in any of the past 5 years. These certificates were for residential improvements which included new decks, sheds, pools, fences, solar panels, and residential remodels.

Construction of new single-family residential homes had slowed down significantly in 2020. This can be contributed to three residential subdivisions that are at or near completion. Cristo Homes has completed the Residential build out of the Fairfield Falls Subdivision. Ryan Homes has completed the residential Build out of Section Six, Block B portion of the Fairfield Ridge Subdivision. And Berkey Homes is very close to completing the residential build out of the Rentschler Estates subdivision.

There were fewer commercial improvements in 2020 than in the previous few years. That being said there were still a number of notable commercial improvements in Fairfield Township especially along the Princeton Rd. Corridor. To highlight a few of these improvements;

Flying Ace Carwash completed an extensive remodel and update to an existing carwash on Winford Drive.

Urban Air Adventure Park moved into the large 30,000 plus sqft vacant space left behind by HHGregg

Macalister's Deli has Completed an extensive remodel to the vacant building that was previously used by Applebee's.

Sherwin Williams completed new construction and are open for business. They are the first business to complete construction in the new Business Planned Unit Development Districts on the north side of Princeton Road.

In other parts of the Township

Latitude 36 Foods has improved 142,000 sf of tenant space for offices, light manufacturing and assembly of prepackaged food products at the Duke Realty Building on Seward Road. They are in operation and are currently working on plans to add more machines and an expanded cooler system to the facility.

Again, I would like to thank all of the Trustees for the opportunity these successes from 2020 and for providing me with the opportunity to serve the community in this role as Assistant Township Administrator and Zoning Administrator. I am available to answer any questions you may have.

RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES #21-23

Resolution to approve open purchase order balances.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #21-23.

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

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RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE
CONTRACT WITH DELL FOR MICROSOFT 365 LICENSING #21-24
Resolution authorizing the Administrator to execute contract with Dell for Microsoft 365
Licensing.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #21-
24.

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

RESOLUTION DESIGNATING FAIRFIELD TOWNSHIP ROADS FOR BIDS ON
THE ATTACHED PAVING ESTIMATES LIST FOR RESURFACING AND BLACK
MATTING AS ATTACHMENT “A”, TO BE CERTIFIED FOR FUNDING UPON
THE AWARDING OF CONTRACTS FOR ROAD IMPROVEMENTS WITH A COST
NOT TO EXCEED \$896,642.48 #21-25

Resolution designating Fairfield Township roads for bids on the attached paving
estimates list for resurfacing and black matting as Attachment “A”, to be certified for
funding upon the awarding of contracts for road improvements with a cost not to exceed
\$896,642.48

Mrs. Berding – This is quite a bit higher than we appropriated, right?

Mrs. Vonderhaar – We evaluated this year the TIF, the general fund and all the
different road funds and made sure legally what we could spend.

Mrs. Berding - I think some roads can be removed from this list for the year.

Motion made by Mrs. Berding, second by Mr. McAbee to amend Resolution #21-25
removing six streets which will bring total amount not to exceed \$700,000 .

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt amended
Resolution #21-25.

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

RESOLUTION AUTHORIZING CRACK SEAL TO BE PURCHASED FROM DJL
MATERIALS AND SUPPLY INC., AT A PRICE NOT TO EXCEED \$8,500.00 #21-26
Resolution authorizing crack seal to be purchased from DJL Materials and Supply Inc.,
at a price not to exceed \$8,500.00.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #21-
26.

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

RESOLUTION TO ALLOW THE FISCAL OFFICE TO PAY BUTLER COUNTY
WATER & SEWER FOR THE MAINTENANCE BOND ON THE GILMORE ROAD
SEWER PROJECT #21-27

Resolution to allow the Fiscal Office to pay Butler County Water & Sewer for the
Maintenance Bond on the Gilmore Road Sewer Project.

Motion made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #21-27.

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

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RESOLUTION TO APPROVE PURCHASE OF 2020 FORD EXPLORER FOR THE SERVICE DEPARTMENT IN THE TOTAL AMOUNT OF \$32,280.00 #21-28
Resolution to approve purchase of 2020 Ford Explorer for the Service Department in the total amount of \$32,280.00.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #21-28.

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

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT ON THE PROPERTIES LISTED BELOW AND FURTHER AUTHORIZING THE ZONING DEPARTMENT ADMINISTRATOR TO INITIATE COMPLAINT #21-29
Resolution declaring nuisance and ordering abatement on the properties listed below and further authorizing the Zoning Department Administrator to initiate complaint.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to amend Resolution #21-29 to remove Logsdon Road property.

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

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt amended Resolution #21-29.

YES - Mrs. Berding, Mrs. Hartkemeyer

NO – Mr. McAbee

ANNOUNCEMENTS

- Fairfield Township Board of Trustees Meeting – Wednesday, February 10, 2021 at 7:00 PM.
- Offices closed to observe the President’s Day Holiday – Monday, February 15, 2021.

BOARD MEMBER COMMENTS

Mrs. Hartkemeyer - Ohio Township day is February 1st.

Mrs. Berding – This afternoon there was a ribbon cutting for the grand reopening Coco’s Mexican Restaurant. I wanted to give a shout out to Jeff Bennett and the crew since we got some great comments during the meeting about the great job our public works does.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adjourn at 8:53 P.M.
All in favor.

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ROLL CALL

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

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Susan Berding, Trustee Chairperson

Shannon Hartkemeyer, Trustee Vice Chairperson

Joe McAbee, Trustee

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