

FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING HELD JANUARY 5, 2022

The Fairfield Township Trustees held an Organizational Meeting Wednesday, January 5, 2022 at the Administration Building, 6032 Morris Road, Hamilton, OH 45011, for the purpose of conducting Township business. Meeting was called to order by Shelly Schultz, Fiscal Officer at 7:00 p.m.

ROLL CALL

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

INVOCATION: Pastor Cecil Day, Lighthouse Church

PLEDGE OF ALLEGIANCE

Ms. Schultz – If one of you would like to move to appoint Chairperson for the Board of Trustees.

Mr. Berding – I move to appoint Trustee Shannon Hartkemeyer as Chairperson for the Board of Trustees.

Mr. McAbee – I move to appoint Trustee Michael Berding as Chairperson for the Board of Trustees.

Mrs. Hartkemeyer - Do you have any interest in that Trustee Berding?

Mr. Berding – Thank you Trustee McAbee but however I would like to decline at least this first year. I think I would like to take this year to get my feet settled and follow a lot of the things you’ve done on the Board and Trustee Hartkemeyer. I do appreciate your faith in my leadership.

Nomination of Trustee Hartkemeyer for Chairperson of the Board of Trustees made by Mr. McAbee, second by Mr. Berding.

All in favor.

Motion to close the nominations made by Mrs. Hartkemeyer, second by Mr. Berding.

All in favor.

Nomination of Trustee Berding for Vice-Chairperson for the Board of Trustees made by Mrs. Hartkemeyer, second by Mr. McAbee.

All in favor.

Motion to close the nominations made by Mrs. Hartkemeyer, second by Mr. Berding.

All in favor.

Mr. Berding, I move to nominate Trustee Hartkemeyer as 2022 EMA Advisory Council Member made by Mr. Berding, second by Mr. McAbee.

All in favor.

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Mrs. Hartkemeyer – I move to nominate 2022 Volunteer Firefighters Fund Board.

Mrs. Vonderhaar - Typically I believe this is 5 board members.

Motion made by Mr. McAbee, second by Mr. Berding to nominate Trustee Hartkemeyer.

All in favor.

Mrs. Hartkemeyer - I move to adopt the most recent Roberts Rule of Order.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adopt.

All in favor.

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP TRUSTEE SALARIES AS SET BY THE ORC #22-01

Resolution to approve the Fairfield Township trustee salaries as set by the ORC.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #21-01.

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

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP FISCAL OFFICER SALARY AS SET BY THE ORC #22-02

Resolution to approve the Fairfield Township Fiscal Officer salary as set by the ORC.

Mr. McAbee – I don't think this is necessary.

Ms. Schultz – Yes, it is. As if January 1, 2022, all township officials will have commenced a new term since the passage of the bill and are eligible to receive the increase in 2022 and going forward each year through 2028. We have all commenced a new term since the passage of that date. The bill was effective December 27, 2018.

Mr. McAbee - I don't agree with that. We have 25 days to find out.

Mr. Barbieri, Law Director – That is what the resolution says we are going by the statute.

Mrs. Hartkemeyer - Larry, you'll double check that?

Mr. Barbieri, Law Director - Yes.

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #21-02.

YES – Mr. Berding, Mrs. Hartkemeyer

ABSTAIN – Mr. McAbee

RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT RATE TO BE BASED ON RATE ESTABLISHED BY THE INTERNAL REVENUE SERVICE EFFECTIVE DATE JANUARY 1, 2022 #22-03

Resolution establishing mileage reimbursement rate to be based on rate established by the Internal Revenue Service effective date January 1, 2022.

Mrs. Vonderhaar - The IRS established 58.5 cents per mile.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-03.

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

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RESOLUTION TO AUTHORIZE THE DAILY PER DIEM RATE FOR MEALS TO BE SET AT A MAXIMUM OF \$50.00 PER DAY, EFFECTIVE DATE JANUARY 1, 2022 #22-04

Resolution to authorize the daily per diem rate for meals to be set at a maximum of \$50.00 per day, effective date January 1, 2022.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #22-04.
YES – Mr. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO SET THE TOWNSHIP BOARD OF TRUSTEES 2022 REGULAR MEETING SCHEDULE FOR THE 2ND AND 4TH WEDNESDAY OF EACH MONTH, WITH EXCEPTIONS AS NEEDED, COMMENCING AT 7:00 PM, ATTACHED HEREIN AS EXHIBIT A #21-05

Resolution to set the Township Board of Trustees 2022 regular meeting schedule for the 2nd and 4th Wednesday of each month, with exceptions as needed, commencing at 7:00 PM, attached herein as exhibit A.

Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution 22-06.

Mr. McAbee - We've had requests from people in the Township to change our night of the meeting. Maybe we could go to a different night. I would be in favor of that just to allow the church goers to come.

Mrs. Hartkemeyer - I'm open to moving to a different night. Or meeting in the mornings to accommodate some shift work. I'm actually interested in entertaining Tuesday nights.

Mr. McAbee - I'm ok with setting one meeting per month on Tuesdays.

Mr. Barbieri, Law Director - If you've reached a consensus, you can amend the motion.

Motion made by Mr. McAbee to amend resolution to 1 meeting per month, 2nd Tuesdays of each month at start time of 7 PM, second by Mr. Berding to adopt Resolution #22-05.

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

Motion made by Mr. Berding, second by Mr. McAbee to approve resolution as amended
YES – Mr. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO SET THE TOWNSHIP HOLIDAY SCHEDULE FOR THE YEAR OF 2022 #22-06

Resolution to set the Township Holiday Schedule for the year of 2022.

Mrs. Vonderhaar - One change is the Juneteenth Holiday which became a federal holiday last year.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #22-06.
YES – Mr. Berding, Mr. McAbee, Mrs. Hartkemeyer

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING
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RESOLUTION ESTABLISHING AND APPROVING THE 2022 ZONING FEE
SCHEDULE #22-07

Resolution establishing and approving the 2022 Zoning fee schedule.

Mrs. Vonderhaar - Two changes include pergolas and similar-use determination.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-07.

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

RESOLUTION TO AUTHORIZE THE ADMINISTRATOR TO EXECUTE ALL
PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN
\$7,500.00 #22-08

Resolution to authorize the Administrator to execute all purchases and contracts for amounts equal to or less than \$7,500.00.

Mr. Barbieri, Law Director - You could do this at a regular meeting or an organization meeting whichever the Board would prefer.

Mrs. Hartkemeyer - I understand Ms. Schultz has done some research on this as to what other townships do.

Ms. Schultz - I did ask every township in Butler County. Some of the township did not follow the same type of program we did. Some of them I couldn't compare. On the ones I could Liberty Township had \$10,000 for the administrator, \$1,000 for their department heads. West Chester had \$5,000 for their department heads and \$7,500 for their administrator. Ross Township's administrator could approve any amount as long as it was in the budget. The other small townships were hard to compare. Last year it was \$5,000 and \$500. My thoughts are inflation has caused everything to go up and it's been difficult to hold down spending for those low levels.

Mr. McAbee – Why did you do this? I think this request should have come from the Board. I think the numbers are too high and I don't really like the wording.

Mr. Berding - It has been my experience to approve spending at organizational meetings. I don't like to handcuff our administrator or department heads if an issue comes up since we're meeting once a month.

Mrs. Hartkemeyer - Is there any other information we need to collect or any other data to make this decision. From my perspective I appreciate that Ms. Schultz went out and looked at that information.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #22-08.

YES – Mr. Berding, Mrs. Hartkemeyer

NO – Mr. McAbee

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RESOLUTION TO AUTHORIZE THE DEPARTMENT HEADS TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$1,500.00 #22-09

Resolution to authorize the department heads to execute all purchases and contracts for amounts equal to or less than \$1,500.00.

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #22-09.

YES – Mr. Berding, Mrs. Hartkemeyer

NO - McAbee

RESOLUTION TO ESTABLISH THE TOWNSHIP COMPETITIVE BIDDING PROCESS #22-10

Resolution to establish the Township competitive bidding process.

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-10.

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

RESOLUTION TO AUTHORIZE THE FISCAL OFFICER TO OPEN PURCHASE ORDERS FOR AMOUNTS NECESSARY FOR NORMAL EVERYDAY EXPENSES #22-11

Resolution to authorize the Fiscal Officer to open purchase orders for amounts necessary for normal everyday expenses.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #22-11.

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

ANNOUNCEMENTS

- Fairfield Township Board of Trustees Meeting, Tuesday, January 11, 2022 at 7 PM
- Offices closed for Martin Luther King Holiday, Monday, January 17, 2022

BOARD MEMBER COMMENTS

Mr. McAbee – I'd like to welcome Michael Berding to the Board. His experience and his love for the Township will be a big asset to us.

Mr. Berding – Thank you for your support. You've always been a great asset to the Township, and I look forward to working with you. I do want to thank my wife Susan I think she has done a tremendous job over the last 5 plus years. I'm very grateful that the citizens of Fairfield Township have put their trust in me. I want to thank Trustee Hartkemeyer with helping with the campaign as well. And a special thank you to my daughter Sarah. Thank you very much to my family. I'm looking forward to working with all the department heads.

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Mrs. Hartkemeyer - The future is very bright in Fairfield Township and I'm looking forward to 2022.

Motion made by Mr. Berding, second by Mr. McAbee to adjourn at 7:39 PM
All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Trustee Chairperson

Michael Berding, Trustee Vice-Chairperson

Joe McAbee, Trustee