

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD JUNE 24, 2020**

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, June 24, 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 6:33 PM.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

OLD BUSINESS

Set dates for Public Hearings that have been on stay due to COVID.

Mrs. Hartkemeyer - Mrs. Vonderhaar please refresh us what these are for.

Mrs. Vonderhaar - New zoning resolution which has to be heard by the Board the other pertains to a plot of land over off of Princeton in front of the church which they want to rezone. This is at the Church of the Nazarene.

Mrs. Berding - Leave on calendar as is and if we need to cancel the 8th we can do that.

Mrs. Hartkemeyer - We're looking at the 16th at 6:30 and 6:40 for the public hearing.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to set Public Hearing meeting for zone change at 6:30 pm on July 16.

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

Motion made by Mr. McAbee, second by Mrs. Berding to set second Public Hearing meeting for zone change at 6:45 PM on July 16.

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

ITEMS FOR BOARD DISCUSSION

- Conversion of payroll software – Fiscal Officer

Ms. Schultz – You have all gotten a packet from ADP. I am asking for permission to change from our current payroll software to ADP. Since I've been in office, I personally, haven't been happy with Paycor and their customer service or their software. We've been with them approximately 5 years. Cost wise, last year, we paid Paycor \$23,000. The cost for ADP came in at \$19,000. I know the cost savings is not significant. I'm not changing for this reason. I've worked with ADP in the past and have had great success. I believe it would be a very good move for our department as far as reporting. Since being in the office there has been many times when I've needed to run a report for a department manger and Paycor has not been able to handle that for me. I can't even run reports for myself with their software. Its not user friendly. The 2 girls in my office feel the same way. Personally, I don't think it was set up correctly initially. I would like permission to make this move. It will not cost the Township any extra

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money and will probably save money. No one in the Township will notice a change. All the W-2's will still be one. All the tax information will be loaded into ADP. The lead time will be about 4 – 6 weeks. I will lead the project with my office. I do have an agreement here. A move cannot be made until 2 payrolls in a quarter have been made. **Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to allow Fiscal Officer to sign a contract with ADP contingent upon Mr. Barbieri's approval of contract language. YES – Mrs. Hartkemeyer, Mr. McAbee, Mrs. Berding

- Fairfield Township Grocery Shopping

Mrs. Hartkemeyer – At the last meeting this was brought up. There were concerns about our fire staff shopping at grocery stores outside of Fairfield Township. There was discussion about that, and we asked them only to shop at Target and Wal-Mart. However, since then it has been brought to my attention that there are some potential issues with that. The Fire Department had some concern that Wal-Mart had some kind of meat recall, so they were not particularly comfortable shopping there. They were somewhat concerned about shopping at Target for those products. Technically, we don't have a full-size Myers's or Kroger's in Fairfield Township at this time. They do more cooking than carryout. They wanted us to have a little bit more discussion on this.

Mrs. Berding - I think using the Kroger's on Liberty-Fairfield is fine. I think it is important to support Fairfield Township businesses but at the same time not to restrict our Fire Department.

Mr. McAbee - Not long ago I was on Grand coming this way and saw the squad. I think it's too big a risk to take to be over there when a call comes in. Especially if a train is coming. Do they go daily?

Mrs. Vonderhaar - The shifts change daily. My understanding after talking to the Assistant Chief they plan on using the Liberty-Fairfield Road Kroger's. My guess with Hamilton was they were doing some type of training or mutual aid. I know we are making our runs doing their jobs and they use excellent judgement.

Mr. McAbee - It's a major concern if a train is coming and they are setting in Hamilton. The folks at Five-Points are totally unprotected.

Mrs. Hartkemeyer – I don't have a problem if they take a quick trip. I'm a little concerned if they are at the Hamilton Kroger's and being on the other side of the train track. I think, as professionals, they can handle their choices on where to handle their food. And, I would expect them to handle it promptly and appropriately.

- Playground Update – Craig Stephenson

Mrs. Hartkemeyer - We've had a few discussions about the park; how we would proceed and bring in playground equipment. We decided to bring in Mr. Stephenson to take a look at this project to see how we would want to proceed.

Mr. Stephenson – I was hired as the criteria engineer to look at the park master plan. The essence of the proposal I sent was to look at the budget for the master grading. It was determined that we could put some drainage and grading in at a much lower price. I believe this is a reasonable step to take at this time.

Mrs. Berding – I want to make sure we do this right.

Mr. McAbee – It sounds to me like most of this \$24,000 is already included in the PES

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installation?

Mrs. Vonderhaar – No.

Mr. McAbee - What are we paying \$284,000 for? When the bid came into the Parks Committee it was \$240,000. Then we were left out and you met with them. I'm not sure what you added and didn't add.

Mrs. Vonderhaar – That's all the playground equipment, the big turf hill; this is a big playground. It includes installation, drainage, etc. and we did add swings.

Mrs. Berding - How does all of this work together?

Mrs. Vonderhaar - That's why we hired a consultant firm.

Mr. Barlow, PES – Further discussed the park and changes within the area. We went through 4 or 5 iterations of the park. This cost will take care of everything while we're there.

Mrs. Hartkemeyer – Mr. Barlow's company, Playground Equipment Services, has a sister company that donated \$3,000 to the Veterans Memorial Park. Thank you for that! What I'm hearing with this plan is that we can proceed.

Mrs. Berding - This was 2 meetings ago. This was my entire push to get this site ready for all future park development.

Mr. Tubreuggen, Parks Committee – I think we need to step back and relook at this. The Parks Committee needs to be involved in the Veteran's Memorial Committee. It's only right that we have some input on this since the Parks Committee and the Veterans' Committee has put a lot of work in this. There appears to be no plan. It appears that your moving forward with something completely different.

Mrs. Vonderhaar - Nothing about the Veterans Memorial has changed.

Mrs. Hartkemeyer - What's your vision for getting the playground equipment installed? Summer? Fall?

Mr. Tubreuggen, Parks Committee – I don't think we need to get into this now. It's my contention it shouldn't have been delivered.

Mrs. Hartkemeyer - Should we delay the playground installation?

Mr. Tubreuggen, Parks Committee – I don't know.

Mrs. Hartkemeyer - We need to move forward with this.

Mr. Valerius, Park Committee - Continued discussion about veteran's memorial.

Mrs. Hartkemeyer - Do we need to take action on this tonight?

Mr. Valerius, Park Committee - We need to get the central core installed.

Mr. McAbee - Can we do this right now?

Mr. Valerius, Park Committee - Yes.

Mrs. Hartkemeyer - What I'm hearing is we have money together to do a Phase I. We have the playground pieces. We just need to work together to hash out the middle section. Do we need to approve this?

Mr. Barbieri - I think if you're going to approve a plan the people should get together unless you want to vote on this plan.

Mrs. Hartkemeyer - I'm hearing this is a plan that could be changed on the fly. Do we need to take action on this tonight, or do we want to have everyone work through the pieces?

Mr. Barbieri - You could vote on this at the next meeting.

Mrs. Berding – Julie you have everyone's contact information?

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Mrs. Vonderhaar - Yes.

Mrs. Berding - Can you get them together?

Mrs. Vonderhaar - Yes.

FISCAL OFFICER'S RECOMMENDATIONS AND REPORTS

As you all saw in your mailbox today, the final audit report came in. All I need to know from you is if you're going to waive your right for an audit communication from the auditor. If so, I need to sign the paper and send it back. Please let me know. He will need approval by June 29th.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to suspend the reading of the minutes of the Regular Trustee Meeting, May 27, 2020

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

Motion made by Mrs. Hartkemeyer, second by Mrs. Hartkemeyer to approve the minutes of the Regular Trustee Meeting, May 27, 2020.

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

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

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

RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES # 20-103

Resolution to approve open purchase order balances.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #20-103

YES – Mrs. Hartkemeyer, Mrs. Berding

NO – Mr. McAbee

Mr. McAbee – Can you open a PO on money that hasn't been appropriated?

Ms. Schultz – We just got the loan in and we approved the money to be spent.

Mr. McAbee – Who did?

Ms. Schultz – The Trustees.

Mr. McAbee - Is that proper procedure?

Mr. Barbieri - Are you asking me if its legal? I don't think there is anything illegal about that. You can't pay it or enter into a contract unless its been appropriated. I think you can open a PO before it's been appropriated. I can tell you I just researched this a few weeks ago for another township and there is very little law on that subject.

Normally its not done but I don't believe its illegal.

Mr. McAbee - We can't spend the money if it's not appropriated.

Mr. Barbieri – True.

Mrs. Berding - Your point is that your calling out that we need to appropriate the money for CUC? I'm trying to get clear on what you're saying.

Ms. Schultz – Did I do something wrong?

Mr. Barbieri - No.

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Ms. Schultz - I did appropriate the money. I used the resolution that you approved to spend the money as the backup. The money is appropriated. In order to put the money in the system you have to reference the resolution number. I did not do a formal resolution to amend the resolution. I used the resolution that you approved for my backup.

Mr. McAbee - There must be a resolution to appropriate the money.

Mrs. Berding – We did pass the resolutions. Are you saying there should be additional resolutions to amend the resolution?

Mr. McAbee - It has to be amended in a formal process before it can be spent.

Mrs. Berding - Just to recap what you are saying is even though we passed 2 resolutions for these projects and although we have resolutions approving the loan and the 2 projects, we need to do additional resolutions to amend the appropriation?

Mr. Barbieri - That is what is normally done.

Mr. McAbee - Remember I asked what account these are coming out of because it needs to be appropriated.

Mr. Barbieri - It's not unlawful to open a purchase order before the money has been appropriated.

Mr. McAbee - It looks like you put the money in the TIF.

Ms. Schultz - Yes.

Mr. McAbee - Did you get a legal opinion?

Ms. Schultz - No.

Mr. McAbee - I guess we need to pay the school district 25% of that. It doesn't belong in the TIF income. Does it?

Mrs. Hartkemeyer - Can we address this and make sure we are doing everything right?

Mr. Barbieri - Yes, we can fix this.

**RESOLUTION TO AUTHORIZE THE ADMINISTRATOR TO SIGN RENEWAL
CONTRACTS FOR HEALTHCARE BENEFITS #20-104**

Resolution to authorize the Administrator to sign renewal contracts for healthcare benefits.

Motion made by Mrs. Berding, second by Mr. McAbee to adopt Resolution #20-104.

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

Mrs. Vonderhaar - Renewal is on August 1, 2020. We were offered a non-shop increase of 3% for medical. 6.2% for basic life. No change in dental or vision. This is a yearly increase of approximately \$20,700. We brought in \$26,100 from August 2019 to this time in 2020 using the GO365. This is a net positive.

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RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT ON THE PROPERTIES LISTED BELOW AND FURTHER AUTHORIZING THE ZONING ADMINISTRATOR TO INITIATE COMPLAINT #20-105
Resolution declaring nuisance and ordering abatement on the properties listed below and further authorizing the zoning administrator to initiate complaint.
Motion made by Mrs. Hartkemeyer to amend, second by Mrs. Berding to adopt Resolution #20-105.
YES – Mrs. Berding, Mrs. Hartkemeyer
ABSTAIN – Mr. McAbee

RESOLUTION TO AUTHORIZE PUBLIC LAND AUCTION OF AUDITOR’S PERMANENT PARCEL NO. A0300-037-000-200 ON MILTON STREET IN FAIRFIELD TOWNSHIP, BUTLER COUNTY, OHIO PURSUANT TO O.R.C. 505.10 #20-106
Resolution to authorize public land auction of auditor’s permanent Parcel No. A0300-037-000-200 on Milton Street in Fairfield Township, Butler County, Ohio pursuant to O.R.C. 505.10
Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-106.
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer
Mrs. Vonderhaar - This is a property that a resident was interested in and the Board decided to take it to auction to give everyone a chance to bid. The bid will start at \$3,000 and the property will go to the highest bidder. There is a list of contingencies when they have to pay.
Mr. Barbieri - We give notices two consecutive weeks. Minimum bid is \$3,000, 10% at the time of purchase and balance within 10 days. If this resolution is passed, I will prepare a contract to purchase to be signed by the purchaser at time of auction. The main terms of the contract are contained in the resolution.

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RESOLUTION AMENDING RESOLUTIONS 20-101 AFFIRMING THAT FUNDS RECEIVED FROM THE STATE OF OHIO RELATIVE TO SENATE BILL 310 (NOW HOUSE BILL 481) AND THE FEDERAL CARES ACT MAY BE EXPENDED ONLY TO COVER COSTS CONSISTENT WITH THE REQUIREMENTS OF SECTION 5001 OF THE “CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT,” AS DESCRIBED IN 42 U.S.C. 601 (D), AND ANY APPLICABLE REGULATIONS. #20-107

Resolution amending Resolutions 20-101 affirming that funds received from the State of Ohio relative to Senate bill 310 (now House Bill 481) and the Federal Cares Act may be expended only to cover costs consistent with the requirements of Section 5001 of the “Coronavirus Aid, Relief, and Economic Security Act,” as described in 42 U.S.C. 601 (D), and any applicable regulations.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-107 and amending #20-101

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

Mrs. Vonderhaar - There is Federal money that the governor just signed so we can now submit bills for reimbursement.

ANNOUNCEMENTS

Offices closed to observe the Independence Day Holiday – Friday, July 3, 2020
Fairfield Township Board of Trustees Meeting – Wednesday, July 8, 2020 at 6:30 PM

BOARD MEMBER COMMENTS

Mr. McAbee – Rentschler Forest wants to tap into the county borderline. Is that in our jurisdiction?

Mr. Barbieri – I haven’t heard anything about it.

Mr. McAbee - Can you find out?

Mr. Barbieri - They would need our permission if they go across our property. They would have to provide us with a written document if they want an easement.

Mr. McAbee – We’ve had some other citizens asking about lowering the speed limit on Princeton Road. Have you seen the emails about trucks on Walden Pond?

Mrs. Vonderhaar – Yes, we have. We’re waiting on the county to give ok on that.

Mr. McAbee – The pay raises; I’ve found nothing that we adopted the steps. We haven’t done this for salary people, but 2 of those salary people got very large raises. We need to revisit this.

Mrs. Berding – I’d like to thank everyone for your support and prayers the past week. I attended The Strategies for YOUth last night at the Fairfield Township Police Department and it was. It was a very positive experience. It was very well attended.

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EXECUTIVE SESSION

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to enter Executive Session, in accordance with ORC 121.22 G (1), consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee.

ROLL CALL

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

Adjourned into executive session at 9:03 PM

Trustee's reconvened at 9:12 PM

ROLL CALL

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

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adjourn at 9:12 P.M.
All in favor.

ROLL CALL

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

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Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Board Chairperson

Joe McAbee, Trustee

Susan Berding, Trustee

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