

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 13, 2020**

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, May 13, 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 6:31 PM.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

BOARD DISCUSSION

Mrs. Hartkemeyer, we have several items right now:

Public Hearings for Zoning Resolution and BW Church Case. These are on stay right now. Do we want to reschedule or wait?

Mrs. Berding – It depends on how large a gathering we might have.

Mr. McAbee – I think we should have the answer for that before we move forward.

Mrs. Hartkemeyer – Mr. Barbieri, what is the legality of having this stayed?

Mr. Barbieri - I believe it's been very difficult to hold public hearings at this time.

Mrs. Hartkemeyer – is anyone opposed to waiting?

Mrs. Berding - I think this would make sense.

Mr. McAbee – I agree, we shouldn't try to meet under these circumstances.

Mrs. Hartkemeyer – We'll look at scheduling at a later time.

Summer Internship

This is a task we discuss every year for seasonal help. We have reached out to places like Miami and UC for interns; and we have had very little results from doing that. I would be happy to do that again. I did have an excellent situation present itself with a young man that wants to intern in small government. He did reach out to us and I did interview him, and he would be an excellent fit. I wanted to find out where the Board stood; do you want an intern this year, multiple interns, what kind of process did you want to proceed based on my positive impression? The only thing I can say is that in the past two days we've received 20 zoning permits. Zoning is definitely ramping up. If we decided to have any kind of intern, we will keep him busy.

Mrs. Hartkemeyer – I did hear two questions; do we want to have interns this summer and if we do what is the process?

Mrs. Berding – Summer is always a very busy time for our zoning administrator and inspector, and I know that we have trouble keeping up throughout the year especially in the summer. I'm certainly in favor of pursuing an intern. I think he could really help our zoning department.

Mr. McAbee – When we hired the last intern, we didn't have any help for the zoning

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administrator and now we have two full time people. If it's a voluntary position and somebody wants to come in to volunteer maybe, we ought to look at it. If we're going to push on to hire somebody we should advertise and give everybody a chance to put their names in. At this point I don't think we should be making a huge financial consideration.

Mrs. Hartkemeyer - I definitely like the idea of posting so other people have the opportunity. I say we should reach out to UC and Miami and give those people a chance and put on Facebook, the website and everything. How many weeks are we looking at for this and how much are we going to pay them?

Mrs. Vonderhaar - My recommendations would be the summer months since they will be going back to school in the fall and \$10.00 per hour. This would be seasonable and no benefits.

Mrs. Hartkemeyer - The work is there to keep him busy?

Mrs. Vonderhaar - Yes, definitely.

Mrs. Berding - In the summer months we hear from our staff about the struggles of keeping up with permits and complaints. The intern we had a couple years ago was tremendous in helping to keep up with this and I think we still had trouble keeping up. At \$10.00 an hour for a seasonal employee is not extravagant. I'm in favor of this

Mrs. Hartkemeyer – I'm in favor too.

Mrs. Vonderhaar - At the end of March there was a resolution to post for open Service Department vacancy and we also have 2 Police Department vacancies. Just wondering, since COVID, if its ok with the Board to proceed on this resolution.

Mrs. Berding – I think we should move forward.

Mr. McAbee – I would be favor of moving along and advertising.

Mrs. Vonderhaar - As far as the intern; are you looking for one, is there any limit.

Mrs. Hartkemeyer – I think we should start with one.

Mrs. Berding - If there are any comments on Facebook Live, we can quickly answer.

FISCAL OFFICER'S RECOMMENDATIONS AND REPORTS

Ms. Schultz – I did have a resident reach out to me and ask during the meetings to report about the financials during the month and I told her I'd do that. So, starting out in April we started with a fund balance of \$18,700,000.00. Revenue was approximately \$600,000.00 we had expenditures of \$1,000,000.00 and ending the month with \$18,300,000.00. These are also available for anyone to see. If you have any questions, please let me know.

Mr. McAbee – I think this would be great if you started posting them on the website so people can see them. Have we received the money on the Seward Road TIFF?

Ms. Schultz – No.

Mr. McAbee - Did you send out the bill requesting payment? What is the process?

Ms. Schultz - That TIFF never went through totally.

Mrs. Berding - I didn't think we signed an agreement with the city.

Mrs. Vonderhaar - The TIFF has been fully executed. We have reached out to the

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auditor about StoryPoint and the Seward Road property. I'm waiting on a clear answer. We should be collecting on StoryPoint as well. When you go on the auditor's site, you're not seeing the true evaluation. To this date, we've not received anything on that TIFF.

Mr. McAbee – The Gilmore Road TIFF is empty too. Just to make sure its all been recorded, correct? What about the Duke project? Has someone moved in without telling us?

Mr. Barbieri - Yes, we have the recorded copy.

Mrs. Vonderhaar - I'm not aware of any tenants but I'll follow up with my Duke contact.

Mr. McAbee - Where are we on the Fairfield JEDD? We need to get this done.

Mrs. Vonderhaar - If I remember correctly, things came to a halt when Fairfield City got the grant and Duke decided to change their part of the negotiations and we came to a standstill.

Mrs. Hartkemeyer - We need to follow up with this to get this pushed through.

Mr. Geis - It became clear to us that they were not going to move forward with the JEDD on that project. We had some pretty extensive conversations with them and then it all fell apart. They even came back to the Township and wanted us to offer additional concessions from what they had already agreed to exclusive of the JEDD. We will reach out to the new property owners to create a new JEDD for that.

Mr. McAbee - Its extremely important from the Township side and I know we had negotiated some road improvements and putting some dollars in ourselves. If the JEDD is not enacted it makes it really hard to be a partner on the road work or infrastructure. That property was sold.

Mr. Geis – The property owner made the decision not to go forward with the JEDD. Butler County Engineer is going to weigh in on road improvements. There may be an opportunity to come back to this with the new property owners. Fairfield Township has not obligated themselves to any improvements on that site.

Mrs. Hartkemeyer - I would be interested in investigating this further to see if there are any steps we can take to get this JEDD enacted. What I suggest Mrs. Vonderhaar, Mr. Geis if you can follow up with this and see what we can find out and see if there is a way we can implement the JEDD.

Mrs. Berding – I don't know what kind of business is going in there but I'm sure if there is any kind of traffic, they will want to improve the road. The City of Fairfield owns the property across the street, and they might have some plans to develop in the future. We did have a really good deal that we negotiated with the City of Fairfield. It's just a shame it was never executed.

Mr. McAbee - The new credit card; there was a \$50 fee for not using enough on the card. Is that going to be normal practice? We shouldn't be paying any fees.

Ms. Schultz - Yes, if there is under \$10,000 used in a month. The fees at Fifth Third were extremely high each month.

Mrs. Hartkemeyer - Were we paying more with the prior bank? Let's make sure we are getting a good deal.

Mr. McAbee - I emailed Noelle about some of the paperwork not being signed. I think we ought to have that paperwork complete before anybody spends time on generating

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checks.

Mrs. Berding – What signatures were you looking for on the documents?

Mr. McAbee – Signatures on the supporting documents. Some of them weren't signed by the department heads or anybody.

Mrs. Berding – Is this a training issue?

Mrs. Vonderhaar - I sat down with the folder and looked through every single thing; there is no intention not to follow proper process.

Mr. McAbee – There is a resolution with the wrong date that needs to be corrected.

Ms. Schultz - Yes, I will take care of this.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to suspend the reading of the minutes of the Regular Trustee Meeting, April 8, 2020.

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

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to approve the minutes of the Regular Trustee Meeting, April 22, 2020.

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

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to approve the minutes of the Regular Trustee Meeting, April 8, 2020.

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

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to suspend the reading of the minutes of the Regular Trustee Meeting, April 22, 2020.

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

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

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

ADMINISTRATOR'S REPORT – Julie Vonderhaar

Everything is moving forward with the debt offering. Huntington has received all information from bond counsel, and they had no questions. As far as we know right now, we are on schedule for a closing on or before June 5th. I have done some research on COVID and possible impact and so I do have a short PowerPoint which I will go ahead and give to the Board and post it to Facebook and put on the website. In short, I wanted to let the Board know we've been awarded \$880,000 in grants between the CBDG and the Stormwater and Ohio Department of Natural Resources and we're waiting on couple hundred thousand dollars from the State of Ohio. I took a look at JEDD income which I've been basing it on 20% in talking to the auditor and our consultant. It turns out the City of Hamilton saw a 20% loss in April. So, between the JEDD and gasoline tax I've looked and the State had talked about a possible 30% loss so I calculated that figure. One interesting thing with gas tax at the end of last year between January and April we had collected \$55,000. From January thru April of this

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year we've already doubled that. I also took a look at local government fund and what's interesting here is a lot of townships received their local government fund all in one lump sum. We have ours set up to receive monthly disbursements. To date we've already collected \$91,000. Worse case scenario that rainy day fund goes away. DeWine said he wasn't going to touch it for the fiscal year but coming 2021 he mentioned he would have to dip into and use a stabilization fund. I'm still coming up with a \$500,000 – \$600,000 impact and that is on funds we do not rely on. We rely on property taxes; which the market is still on fire according to my friends that are still selling. I've talked to our auditor who has said we very stable and the forfeitures are low. We're stable; it's a great time to be a township.

Mrs. Berding – I think this is great information. Its really good to see solid numbers.

Mrs. Vonderhaar – Also, we did receive \$70,000 back from Worker's Comp and also received \$16,000 from Health and Human Services and \$500 from OTARMA for COVID relief.

Mr. McAbee - In your annual report; the last 3 years 17, 18 & 19 the total expenses were \$15,944,000 for 2019 and revenue was almost \$2 million dollars less than that. Two years before the expenses were over \$15,000,00 and the revenue was considerably less than that. Its still a guessing as to what the impact is going to be.

Mrs. Vonderhaar - Just to be transparent with everyone, the reason the expenses were high was the Board decided to pay for a fire station and that was a significant amount of money; \$3 million dollars.

Mr. McAbee - We have to be more cautious than ever now. What about our other projects? The last fence is going up at the pocket park.

Mrs. Vonderhaar - The shelter is still on hold. The Heros Park equipment is due July, ODNR grant money, we have a Princeton Road culvert that is close to failing and they are still working on the Gilmore planning.

Mr. McAbee - A couple more projects for your list; The Morris Road Princeton Road sidewalk, Reigart Road trying to get a couple extra feet of walking path. I saw the Clean-Up day was canceled. I hope we can still do something.

Mrs. Vonderhaar - Maybe we can create certain pickup stations. We are looking into that.

RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES #20-79
Resolution to approve open purchase order balances.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-79
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO AUTHORIZE A THEN AND NOW PURCHASE ORDER FOR
PHASE I CURB AND GUTTER REPAIRS FROM SAM AND MIKE NEAL
CONTRACTOR'S AT A PRICE NOT TO EXCEED \$44,999.00 #20-80

Resolution to authorize a Then and Now Purchase Order for Phase I curb and gutter repairs from Sam and Mike Neal Contractor's at a price not to exceed \$44,999.00

Mrs. Vonderhaar – This came about as a result of a miscommunication with new people coming in. This was talked about at the beginning of the year.

Mr. McAbee - We should be getting bids on this and should have been done in January.

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We should advertise.

Mrs. Berding - I understand in transitions things get dropped. I don't have an issue.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #20-80
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO APPROVE EQUIPMENT AND MUNITIONS TO CONDUCT
SCENARIO BASED TRAINING IN THE POLICE DEPARTMENT AT A COST OF
\$7,455.79 #20-81

Resolution to approve equipment and munitions to conduct scenario-based training in
the police department at a cost of \$7,455.79.

Mrs. Vonderhaar – The Chief would like to conduct more scenario-based training, and
this is a result of that.

Mr. McAbee – I would like to see the monthly reports on the website.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-81
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION APPROVING THE FOUR-YEAR ANNUAL MAINTENANCE
CONTRACT RENEWAL FOR THE FIRE DEPARTMENT FROM STRYKER IN THE
AMOUNT OF \$40,453.20 #20-82

Resolution approving the four-year annual maintenance contract renewal for the fire
department from Stryker in the amount of \$40,453.20.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-82
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO AUTHORIZE DEBT SERVICE PAYMENT OF \$16,845.47 FOR
GENERAL OBLIGATION REFUNDING BOND #20-83

Resolution to authorize debt service payment of \$16,845.47 for general obligation
refunding bond.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-83
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT ON
THE PROPERTIES LISTED BELOW AND FURTHER AUTHORIZING THE
ZONING ADMINISTRATOR TO INITIATE COMPLAINT #20-84

Resolution declaring nuisance and ordering abatement on the properties listed below and
further authorizing the zoning administrator to initiate complaint.

Motion made by Mrs. Berding, second by Mr. McAbee to adopt Resolution #20-84
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

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ANNOUNCEMENTS

- Offices will be closed to celebrate Memorial Day Holiday – Monday, May 25, 2020.
- Fairfield Township Board of Trustees Meeting – Wednesday, May 27, 2020 at 6:30 PM.

BOARD MEMBER COMMENTS

Mrs. Berding – I want to send kudos to our staff. I know this is trying times; things are not operating normally. I can't wait for our pocket park to open.

Mr. McAbee - Do we have a date on when the parks are going to open? The TID meet for this first time this week.

Mrs. Hartkemeyer - I attended the EMA meeting yesterday – virtually. Very informative regarding COVID.

Motion made by Mrs. Hartkemeyer, second by Mr. McAbee to adjourn at 7:45 P.M. All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Board Chairperson

Joe McAbee, Trustee

Susan Berding, Trustee

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