

**RECORD OF PROCEEDINGS  
REGULAR TRUSTEE MEETING HELD MAY 26, 2021**

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, May 26, 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 Keith McRoberts, Tylersville Worship Center

**PLEDGE OF ALLEGIANCE**

**OLD BUSINESS/ITEMS FOR BOARD DISCUSSION**

- Summer Interns – 3 for the Summer
- TIF for Johnsons Grocery land

**Mr. McAbee** - Are we looking for the opportunity to do the sewers? What is the process?

**Mrs. Vonderhaar** - It's the same process that we use for the other sewers.

**Mrs. Hartkemeyer** - Let's get some answers. Do the people in that area want it? How much would total project be? How many houses are we looking at? What are estimates if the TIF would generate money?

**Mrs. Berding** - This is placing a TIF on Johnsons Grocery only, right?

**Mrs. Vonderhaar** - It might generate \$4,000 or \$5,000 per year.

- Tylersville Fire Station

**Mrs. Vonderhaar** - I was asked by Mr. McAbee what we will do with this property.

**Mr. McAbee** - We need to see how we can sell this.

**Mrs. Hartkemeyer** - Do any of the departments need this facility for any reason? Any suggestions on what we could do with this building.

**Mr. Barbieri, Law Director** - You can sell this legally. You could pass a resolution to pass to CIC and the CIC could sell it.

**Mrs. Berding** - The next step would be to get an appraisal, then we can move forward.

- Gateway signs and admin flooring
- Curb and Gutter

**Mrs. Vonderhaar** - Is there interest for curb and gutter on other streets not on the paving list? Curb and gutter were performed on a couple streets that the Board had removed from the original paving list. I was not aware that curb and gutter started. This is why we have a Then and Now Purchase Order. We did have it appropriated.

**Mr. McAbee** - We've done curb and gutter without authorization on the roads we're not going to pave this year? We're going to vote on something that has already been done? Who signed off on these? No bidding processes? Where are the quotes? The work has

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already been done on work we weren't going to do this year? That's backwards.

**Mrs. Berding** - To be clear it was authorized. It was appropriated. We voted on which streets. We just didn't open a purchase order before the work started; correct?

**Mr. McAbee** - Where is the resolution?

**Mrs. Vonderhaar** - It was only discussed.

**Mrs. Berding** - Given the situation what choice do we have?

**Mr. McAbee** - This has happened before. It should not happen at all.

**Mrs. Berding** - This is not like someone approving a permit for a pool in someone's front yard.

**Mrs. Hartkemeyer** - It's curb and gutter. It needs to be fixed. This is what we do.

**Mrs. Vonderhaar** - We could move a couple streets this year. This would take maybe \$40k out of paving. The Then and Now is out of my control.

**Mrs. Berding** - What is the staff recommendation?

**Mrs. Vonderhaar** - We can remove black mat and stay under that resolution.

**Mrs. Berding** - Are we removing certain streets this year? Is there a preference on the paving list? What would you prefer to see? We can add another phase of curb and gutter.

**Mrs. Vonderhaar** - We do have the funds to absorb a second phase.

**Mr. McAbee** - Who signed off on the contracts?

**Mrs. Vonderhaar** - I'll take any hits.

**Mr. McAbee** - Was it the supervisor for the Public Works Department?

We're only talking about \$45,000 for the second round?

**Mrs. Hartkemeyer** - We should not publicly bash our people that are working hard every day.

**Mrs. Berding** - Is there a preference on the paving list? I like the idea of adding another phase of curb and gutter. How do we move forward?

**Mr. McAbee** - What we've done so far is gone right to the threshold. No bids. We've awarded it to the same guy that has been doing our curb and gutter. I'm not saying he's done anything wrong. He does good work. Go ahead and do the work and pay the bill. Have the same contractor do the same work again. If that's legal that's really poor policy without a bidding process.

**Mrs. Vonderhaar** - Jeff has gotten 3 quotes every year. Sam & Mike have come in significantly low every year.

**Mr. McAbee** - The quotes you gave us is dated May 21<sup>st</sup>. They've already done the work in 4 days?

**Mrs. Hartkemeyer** - Are Then and Now's legal and acceptable?

**Mr. Barbieri, Law Director** - Yes, they are legal. When I saw the 2 resolutions, I called the Township and asked the question to find out about these resolutions. In fact this was already work that had been done without a resolution and for some reason the invoice was dated May 21<sup>st</sup>. No, it was not a violation of bidding.

**Mrs. Berding** - We need to make sure those streets are on the list for next year.

**Mrs. Vonderhaar** - We can stop it all if that's what your decision is.

**Mr. McAbee** - I would just like to vote on it before it happens.

**Mrs. Vonderhaar** - Yes, I agree.

**Mrs. Hartkemeyer** - I think we should do both phases of curb and gutter.

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**Mrs. Berding** - If we need to stay under \$700K and if we have to take off black mat we can look at the second round.

**Mrs. Vonderhaar** - Curb and gutter is separate from paving and black mat. So you would stay under right where you're at.

**FISCAL OFFICER'S RECOMMENDATIONS AND REPORTS**

**Ms. Schultz** – Our auditor was out today This is close to being complete.

**Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to suspend the reading of the minutes of the Trustee Regular Meeting April 28, 2021.

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 28, 2021.

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

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

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

**RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES #21-77**

Resolution to approve open purchase order balances.

**Mr. McAbee** - Have we opened up a PO for the first phase of curb & gutter?

**Motion**, made by Mrs. Berding second by Mrs. Hartkemeyer to adopt Resolution #21-77.

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

**RESOLUTION TO AUTHORIZE A THEN AND NOW PURCHASE ORDER FOR CURB AND GUTTER REPAIRS FROM SAM & MIKE NEAL CONTRACTORS AT A PRICE NOT TO EXCEED \$45,000.00 PAID FROM FUND 2021 #21-78**

Resolution to authorize a Then and Now Purchase Order for curb and gutter repairs from Sam & Mike Neal Contractors at a price not to exceed \$45,000.00 paid from Fund 2021.

**Motion**, made by Mr. McAbee second by Mrs. Berding to adopt Resolution #21-78.

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

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RESOLUTION TO AUTHORIZE CURB AND GUTTER REPAIRS FROM SAM AND MIKE NEAL CONTRACTORS AT A PRICE NOT TO EXCEED \$45,000.00 #21-79  
Resolution to authorize curb and gutter repairs from Sam and Mike Neal Contractors at a price not to exceed \$45,000.00 paid from Fund 2906.

**Mr. McAbee** - For the record I can't vote for it. It's not been put out to bid. It's been broken up.

**Mrs. Hartkemeyer** - The intent was not to break this up and skirt the law. In the future let's examine our process.

**Motion**, made by Mrs. Berding second by Mrs. Hartkemeyer to adopt Resolution #21-79.

YES – Mrs. Berding, Mrs. Hartkemeyer

NO - Mr. McAbee

RESOLUTION AUTHORIZING THE APPOINTMENT OF ADMINISTRATIVE ASSISTANT KAY HILVERT TO THE FAIRFIELD TOWNSHIP FIRE DEPARTMENT, AT AN HOURLY RATE OF \$18.00 PER HOUR, WITH A 12-MONTH PROBATIONARY PERIOD #21-80

Resolution authorizing the appointment of Administrative Assistant Kay Hilvert to the Fairfield Township Fire Department, at an hourly rate of \$18.00 per hour, with a 12-month probationary period.

**Mr. McAbee** - How did we get to this one person?

**Mrs. Vonderhaar** – Chief Thomas received 27 applications, he narrowed it down to 9. He had a board that reviewed the applicant. He then narrowed it down to the top 2.

**Motion**, made by Mrs. Berding second by Mrs. Hartkemeyer to adopt Resolution #21-80.

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

RESOLUTION TO APPOINT ANNA TUBBS AS SUMMER INTERN, AT AN HOURLY RATE OF \$10.00 PER HOUR EFFECTIVE JUNE 1, 2021 #21-81

Resolution to appoint Anna Tubbs as summer intern, at an hourly rate of \$10.00 per hour effective June 1, 2021.

**Mr. Barbieri, Law Director** - They are only going to be employed for a few months.

**Mrs. Vonderhaar** - They will not be going over 40 hours a week.

**Motion**, made by Mrs. Hartkemeyer second by Mrs. Berding to adopt Resolution #21-81.

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

RESOLUTION TO APPOINT JOSHUA MORROW AS SUMMER INTERN, AT AN HOURLY RATE OF \$10.00 PER HOUR, EFFECTIVE JUNE 1, 2021 #21-82

Resolution to appoint Joshua Morrow as summer intern, at an hourly rate of \$10.00 per hour, effective June 1, 2021.

**Motion**, made by Mrs. Hartkemeyer second by Mrs. Berding to adopt Resolution #21-82.

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

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RESOLUTION TO APPOINT BROCK HEIDTMAN AS SUMMER INTERN, AT AN HOURLY RATE OF \$10.00 PER HOUR, EFFECTIVE JUNE 1, 2021 #21-83

Resolution to appoint Brock Heidtman as summer intern, at an hourly rate of \$10.00 per hour, effective June 1, 2021.

**Motion**, made by Mrs. Hartkemeyer second by Mrs. Berding to adopt Resolution #21-83.

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

RESOLUTION TO APPROVE REPAIR OF STORM SEWER PIPING ON DUST COMMANDER DRIVE FROM SMITHCORP., INC. AT A TOTAL COST OF \$9,500.00 #21-84

Resolution to approve repair of storm sewer piping on Dust Commander Drive from Smithcorp., Inc. at a total cost of \$9,500.00.

**Mrs. Vonderhaar** - There was more damaged pipe than originally thought.

**Mr. McAbee** - We had already authorized payment for this? They are adding 10 feet?

**Motion**, made by Mrs. Hartkemeyer second by Mrs. Berding to adopt Resolution #21-84.

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

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO APPLY FOR THE CDBG-CV PROGRAM GRANT IN THE AMOUNT OF \$160,000.00 FOR THE MILTON ROAD PARK PROJECT #21-85

Resolution authorizing the Administrator to apply for the CDBG-CV Program Grant in the amount of \$160,000.00 for the Milton Road Park Project.

**Mrs. Vonderhaar** - We received a letter from the County, and they received funds that they are willing to use on projects in low- and middle-income areas. Chuck had the beautiful idea to make it a little bit different with basketballs courts, picnic areas, and playground equipment. These are just some of the ideas. There would be a 10% match. Its 3 parcels on Milton. The CIC owns this property.

**Mr. McAbee** - I suggest the parks committee start working on this right away.

**Motion**, made by Mrs. Hartkemeyer second by Mrs. Berding to adopt Resolution #21-85.

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

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO APPLY FOR THE CDBG-CV PROGRAM GRANT IN THE AMOUNT OF \$41,000.00 FOR THE AIR QUALITY VENTILATION IMPROVEMENT PROJECT #21-86

Resolution authorizing the Administrator to apply for the CDBG-CV Program Grant in the amount of \$41,000.00 for the Air Quality Ventilation Improvement Project.

**Mrs. Vonderhaar** – This is additional funding that the County has. It would upgrade all our HVAC systems at the buildings and be an improvement to public health. We're looking to upgrades to the windows also.

**Motion**, made by Mrs. Berding second by Mr. McAbee to adopt Resolution #21-86.

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

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RESOLUTION AUTHORIZING THE FISCAL OFFICER TO INITIATE PAYMENT FROM THE FAIRFIELD TOWNSHIP GENERAL FUND TO THE CIC, INC. IN THE AMOUNT OF \$5,000.00 #21-87

Resolution authorizing the Fiscal Officer to initiate payment from the Fairfield Township General Fund to the CIC, Inc. in the amount of \$5,000.00.

**Motion**, made by Mr. McAbee second by Mrs. Hartkemeyer to adopt Resolution #21-87.

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

RESOLUTION AUTHORIZING THE FAIRFIELD TOWNSHIP ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTS TO RENEW THE TOWNSHIP’S COVERAGE WITH OTARMA THROUGH CLARK-THEDETS/RISKSOURCE INSURANCE AGENCY, AT A COST OF \$140,138.00 EFFECTIVE JUNE 1, 2021 THRU JUNE 1, 2022 #21-88

Resolution authorizing the Fairfield Township Administrator to execute all necessary documents to renew the Township’s coverage with OTARMA through Clark-Theders/Risksource Insurance Agency, at a cost of \$140,138.00 effective June 1, 2021 thru June 1, 2022.

**Mr. McAbee** - Has property been verified and all assets covered?

**Mrs. Vonderhaar** - I’ve had each department review and every department has responded. I’ve increased liability and added cyber.

**Motion**, made by Mrs. Hartkemeyer second by Mrs. Berding to adopt Resolution #21-88.

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 #21-89

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

**Mr. McAbee** - I haven’t seen the notice on public hearing for zoning text amendment.

**Motion**, made by Mrs. Berding second by Mr. McAbee to adopt Resolution #21-89.

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

**ANNOUNCEMENTS**

- Fairfield Township Zoning Appeals Board Meeting – Thursday, May 27, 2021 at 7 PM
- Offices closed to observe the Memorial Day Holiday – Monday, May 31, 2021
- Fairfield Township Board of Trustees Meeting – Wednesday, June 9, 2021 at 7 PM

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**BOARD MEMBER COMMENTS**

**Mr. McAbee** - What a beautiful program Monday night. There were a 100 + people that attended. Hopefully, we can meet our deadline in September. Congratulations to Fred and his people.

**Mrs. Hartkemeyer** – Can we talk about sprucing up the gazebo? I’ve received multiple comments from people about “OUR” new playgrounds. Everyone is very pleased. It’s a good draw for the Township.

**Mrs. Berding** - The pre-Memorial Day was fantastic. Very well attended. Kudos to Fred and his staff.

**Motion** made by Mrs. Berding, second by Mr. McAbee to adjourn at 8:17 P.M.

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

Minutes submitted by:

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Shelly Schultz, Fiscal Officer

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Susan Berding, Trustee Chairperson

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Shannon Hartkemeyer, Trustee Vice Chairperson

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Joe McAbee, Trustee

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