

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, May 27, 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 6:35 PM.

ROLL CALL

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

INVOCATION: Pastor David Harding, Christ Tabernacle Church

PLEDGE OF ALLEGIANCE

PRESENTATIONS – ADMINISTRATOR

- COVID Impact on Township Financial Position

Mrs. Vonderhaar – This is a short PowerPoint not only on the COVID impact but also some slides on the police department and the service department for the remodel and addition. I started out with 50% through the year and I show general fund balance, TIF balance and overall cash balance. The general fund balance we have an encumbrance of approximately of \$252,000 and we are still due money from the City of Hamilton on the round-a-bout. We also have the second half tax settlement which we will receive in the general fund. With the TIF we have \$1,400,000 encumbered we do anticipate with the StoryPoint property and the Seward Road property those should start to ramp up. Our current cash balance is almost \$18,000,000. Year to date we have received almost 55% of the revenue we've anticipated.

- The funds being impacted due to COVID

The local government fund; I'm sure everyone is aware it was hit. Governor Dewine has made some significant cuts the past two months. In 2019 we collected \$700,000. 2020 year to date we've received \$375,000. We receive our local government funding monthly. We have received January through May at this point. If it were to stop today, we stand to lose \$284,000. Gasoline taxes will be impacted with less people driving. Last years collections were \$230,000. Year to date is \$109,000. We had a 6% loss in April compared to prior months. I estimated, based on what the State talked about, a 30% which could mean a loss of \$ 97,200 to us.

JEDD income is very significant. The impact to cities and counties is much greater than we are seeing. Last year we collected \$700,000. Year to date we've collected almost \$117,000. I've been told to anticipate a loss of 20%. May and June will be pretty flat based on talking to city. We brought in significant amounts of money in the past year

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

due to county grants. Total awarded right now is \$881,000. Fairfield Township is in a very stable condition. The losses I just explained come to roughly \$500,000.

Mr. McAbee - When is the money going to be available for repairs on Greenlawn Road?

Mrs. Vonderhaar - I will check with the county but they are all still working from home.

Mrs. Vonderhaar – I have done some PowerPoint work on the Public Works Building and the Police Department Building and remodel that I will get out on the website and Facebook so the public can see.

Mr. McAbee – Is this the only information you have on the service building?

Mrs. Vonderhaar – No, I was going to put out a video, but I was just trying to show the highlights to contain the time tonight. I will put more on the website and Facebook.

Mr. McAbee – I know you had a big meeting there last week. You met with the builders; the experts; were any trustees there?

Mrs. Vonderhaar - CUC came in and I had the departments heads and Chuck here. They showed us drawing and plans. That’s when I sent the email for the additional expense for the Police work. That’s where that came from Chief Chabali and Doug. The safety and functionality were huge.

Mr. McAbee - Was Mrs. Hartkemeyer at the meeting? Was Mrs. Berding? I want to have the meeting right here. I want everybody involved in the discussion. I want to hear the Chief talk about it.

Mrs. Hartkemeyer - What specifically are you looking for? Maybe we can have them come in and give us some highlights at the next meeting.

Mrs. Vonderhaar - We’re doing a video presentation. There is going to be more conversation. I have all the documents. What we talked about were the documents that I shared with the Board.

Mrs. Hartkemeyer - I understand there is a price increase? Mr. McAbee is this what your looking for to have a discussion with that?

Mr. McAbee - I’d like to have a discussion about the building here and what it’s going to look like and maybe a Trustee have a little input. If its already a done deal, there is no reason to do that.

Mrs. Vonderhaar – I don’t think anything is a done deal.

Mr. McAbee - The bid that came in was a \$1,100,000. Then we had the extras. I asked you why the \$1,500,000. And of course, you told me there would be other things. Your telling me its up to \$1,650,000? Why weren’t we allowed to be in that meeting.

Mrs. Vonderhaar – That was not a meeting. That was an email.

Mr. McAbee - We need to have a face to face meeting. So all of us can ask questions.

Mrs. Hartkemeyer – So at the next meeting can we shed some light on that? Mr. McAbee please feel free to reach out to any department heads to get some clarification.

Mrs. Vonderhaar – At the June meeting we will have department heads here.

Mr. McAbee - That leaves the public out. The public needs to hear this meeting.

Mrs. Berding - We’re not leaving the public out; we’re going to have a discussion at the next meeting. The public is invited. There are people on Facebook Live now. We’re not excluding anybody. I think it’s a great idea to have presentation and have a discussion.

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

Mrs. Hartkemeyer - The original cost estimate was higher than what we committed to a few meetings back?

Mrs. Vonderhaar – The base bid came in at \$1,100,00 and they had lots of different add ins. Then the Chief had issues with design. There were significant changes.

Mrs. Hartkemeyer - Let's get some more details at the next meeting.

OLD BUSINESS

- Discussion with Park Board.
- Clean Up Day Options through Rumpke
- Reigart Road Path Update

DISCUSSION WITH PARK BOARD

- **Park; sidewalks, drainage and grading request from Parks Committee**

Mrs. Hartkemeyer - Are we ready for Phase I installation?

PES - Yes it will be this week. We'll put fencing up to stage the equipment. Installation should take 2 – 3 weeks.

Mr. McAbee – The sidewalk is not part of the \$285,000? I need an itemized list and the cost. Don't you think we should have signed a contract?

PES - We did. There was an agreement made. That's the only way we would have done business.

Ms. Schultz - Resolution was approved December 11, 2019 for \$285,000

Mrs. Vonderhaar – I didn't sign a contract.

Mr. McAbee - Don't you think we should have a contract and not just a purchase order.

Mrs. Vonderhaar - Yes, we can. I can sign a contract. Can you resend to me?

PES - The contract we sent stipulated you paying on a schedule. I'll resend the contract.

Mrs. Hartkemeyer - Is the sidewalk wanted? There have been some modifications. We have left about \$40,000 - \$46,000. If we have \$46,000 left, I want this to go to some structure to have a better veterans memorial. I want to keep that in reserve at this point. Old playground will be removed in 4 – 6 weeks. Mrs. Vonderhaar and PES can work on sending out bids within the next couple of weeks for Phase II

Mrs. Berding – I'd like to hear from Mr. Geis since he's managed a lot of projects like this. Is there any way we can get around going out for bid now?

Mr. Geis - I would suggest you get a general contractor to coordinate all of this; just to manage this project. You may not have all these others concerns about who is going to do what.

Mrs. Hartkemeyer - How do we want to move forward?

Motion made by Mr. McAbee, second by Mrs. Berding for requests for proposals.

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

RECORD OF PROCEEDINGS REGULAR TRUSTEE MEETING HELD MAY 27, 2020

CLEAN UP DAY OPTIONS THROUGH RUMPKE

Mrs. Vonderhaar – Packer trucks have been suggested. They run \$150 per hour plus \$33 per ton. Rumpke suspected they could offer 4 or 5 packer trucks instead of the roll offs. The estimated total would be \$6,300.

Mrs. Berding - I think that's great; still to have a clean-up day. This would only be debris and tires correct?

Mrs. Vonderhaar – Yes.

Mr. McAbee - What do they look like? We would have them sit in a certain area for a set amount of time and get whatever.

Mrs. Vonderhaar - We would monitor what is put in trucks.

Mr. McAbee - I'm in favor of doing something; whatever works.

Mrs. Hartkemeyer - I like the packer truck option.

REIGART ROAD PATH UPDATE

Mrs. Vonderhaar – If we're looking at the right piece does 1,700 feet sound right Trustee McAbee? Chuck pulled a path that he believes comes up along the houses. Is that the piece you were talking about? We have a meeting with Chad Brown to discuss. There is a lot of drainage issues. We don't know if we need permission from Metro Parks. We are working on this actively.

Mr. McAbee - It comes out of the subdivision on Reigart Road. We're looking for another way to get to the park with bicycles, skateboards, walkers, etc. just down to Rentschler.

Mrs. Vonderhaar - We will have more for you at the next meeting.

ITEMS FOR BOARD DISCUSSION

Mrs. Vonderhaar – I had Chuck take a look at where people are currently and using what the union gave at 2.75%. Calculated it for each department and came up with annual impact of \$48,000. I can send more details to the Board. I didn't know where the Board stood; I'm not trying to put anyone on the spot.

Mrs. Berding – are raises typically due in June?

Mrs. Vonderhaar – No, its usually April 1st but I held that up due to COVID.

Mrs. Berding - Should we make that retro back to April or should we continue to hold? Based on what Julie shared with us earlier I think we can manage that.

Mr. McAbee – I like to see the list of everybody; the old and new wage. I'm in favor of it. Its what we need to be doing.

Mrs. Berding - These are the people that have passed their probationary periods; correct?

Mrs. Vonderhaar - Yes, that is correct and performance evaluations.

Mr. McAbee - I was going to bring that up to make sure everybody has had their evaluations.

Mrs. Vonderhaar - The evaluations are done by all departments. I have to set meetings to discuss with each, but they are done.

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

INSURANCE RENEWAL

Mrs. Vonderhaar – This has been interesting this year. OTARMA was having a hard time in giving the rates back by tonight. We did get the rates back, but they are not sending the invoice until tomorrow. They were able to provide the rates. Last year we paid about \$110,000 and this year its \$127,228. The increase would be due to the new fire station and we have more vehicles and new vehicles.

Mr. McAbee - We need to go ahead and pay that; authorize it.

FISCAL OFFICER’S RECOMMENDATIONS AND REPORTS

Ms. Schultz – What I wanted to talk to you tonight; I sent this to Trustee Berding electronically, is that in the last meeting it was brought up that there was a \$50 fee on our Huntington credit card. I was asked to look at fees, in general, to our bank account. The first thing I wanted to mention when we moved to Huntington Bank this decision to move banks was not taken lightly. It was a lot of work to move banks. Before we moved to Huntington Mrs. Vonderhaar and I spent a lot of time researching the move to Huntington. Mr. Geis weighed in on it and helped us. We called for references. We did our due diligence to make this move to Huntington. When I first came on board, we had Fifth Third. For the first 2 years in office I had zero customer service. I couldn’t get anything done. And, I had very, very little communication from them. Since changing to Huntington, the transition was very smooth. Everything that they presented to us has been truthful. The customer service has been outstanding. Everything that happens each week they are very involved in. On top of the great customer service I wanted to show you, in writing, for the fees, I picked a 6 month period, to compare the fees and as you will see what I put in front of you that the fees for 6 months, from Fifth Third, were \$1,122 compared to \$50 that Huntington has charged us. I wanted to prove that I did not take that decision lightly, but it saved the Township a good amount of money in fees. There is a cost of doing banking and I feel that the move to Huntington was a good decision. We’ve been with Huntington about 9 months and only had this fee 2 times. There are zero banking fees that we pay with Huntington.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to suspend the reading of the minutes of the Regular Trustee Meeting, May 5, 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, May 5, 2020.

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

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES #20-85

Resolution to approve open purchase order balances.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-85
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO APPROVE REPAIR OF FIRE ENGINE #211 FROM SPECIALTY TRUCK REPAIR INC., AT A TOTAL COST OF \$7,500.00 #20-86

Resolution to approve repair of fire engine #211 from Specialty Truck Repair Inc., at a total cost of \$7,500.00.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-86
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE AGREEMENT WITH THE BUTLER COUNTY EMERGENCY MANAGEMENT COOPERATIVE PROGRAM, AT A TOTAL COST OF \$8,891.61 #20-87

Resolution authorizing the administrator to execute agreement with the Butler County Emergency Management Cooperative Program, at a total cost of \$8,891.61.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-87
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-THEEDERS/RISK SOURCE INSURANCE AGENCY, AT A COST OF \$127,228.00 EFFECTIVE JUNE 1, 2020 THRU JUNE 1, 2021 #20-88

Resolution authorizing the Fairfield Township administrator to execute all necessary documents to renew the township's coverage with OTARMA through Clark-Theders/Risk Source Insurance Agency, at a cost of \$127,228.00 effective June 1, 2020 thru June 1, 2021.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-87
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO APPOINT BENJAMIN GUNDERSON AS SUMMER INTERN, AT AN HOURLY RATE OF \$10.00 PER HOUR, EFFECTIVE JUNE 1, 2020 #20-89
resolution to appoint Benjamin Gunderson as summer intern, at an hourly rate of \$10.00 per hour, effective June 1, 2020.

Mrs. Vonderhaar - I did post this and it was shared 22 times, not only included the intern but the service, and hit an audience of over 2,600 people and we got a few resumes back on service and got nothing back on intern. I did speak with Miami and they did not have any recommendations at this time.

Mr. McAbee – What will he be doing? I want specifics.

Mrs. Vonderhaar - This week he will be doing zoning. I have a lot of paperwork that can go digital and needs to be organized. We have plenty of work to keep him busy in zoning.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-89

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

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

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO POST
ADVERTISEMENT FOR A FULL-TIME POLICE CLERK #20-90

Resolution authorizing the administrator to post advertisement for a full-time police clerk.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #20-90

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 #20-91

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

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #20-91

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

RESOLUTION AUTHORIZING THE RELOCATION OF EXISTING SHELTER AND
INSTALLATION OF A 20 x 20 CONCRETE PAD AT HEROES PARK. #20-92

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to **Table** Resolution #20-92.

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

RESOLUTION AUTHORIZING THE REPLACEMENT OF NET FOR CLIMBING
STRUCTURE AT HEROES PARK NOT TO EXCEED \$20,000.00. #20-93

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to **Table** Resolution #20-93.

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

RESOLUTION AUTHORIZING THE REMOVAL OF EXISTING PLAYGROUND
EQUIPMENT, REMOVAL OF OLD ENGINEERED WOOD FIBER (MULCH), FILL
WITH SOIL AND HYDROSEED #20-94

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to **Table** Resolution #20-94

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

ANNOUNCEMENTS

- Fairfield Township Board of Trustees Meeting – Wednesday, June 10, 2020 at 6:30 PM.

Motion made by Mrs. Hartkemeyer, second by Mr. McAbee to adjourn at 9:06 P.M.

All in favor.

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Shannon Hartkemeyer, Board Chairperson

Joe McAbee, Trustee

Susan Berding, Trustee

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 27, 2020**