

**RECORD OF PROCEEDINGS**  
**REGULAR TRUSTEE MEETING HELD JANUARY 7, 2025**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, January 7, 2025, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mr. Berding, Board Chairperson at 7:14 PM.

**ROLL CALL:** Fiscal Officer, Shelly Schultz

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

**PRESENTATION**

**OLD BUSINESS**

Ladder Truck – **Chief Berter**, meeting was held to discuss the purchase of a ladder truck. The solution that was developed was to set aside a portion of the cost of the ladder truck over the 3 – 4 years its going to take that truck to be built.

**Ms. Schultz** – I recommended the 2906 TIF account for the money to come out of. We will have enough money to set aside since the bond payments are now paid off. This would result in us not taking debt and paying it from that fund and just reserving that money each year and we would appropriate that plus another 4<sup>th</sup> or 3<sup>rd</sup> to the next year and save that money. You were looking at a \$1 Million grant so what would our final cost be?

**Chief Berter** – It would be in the range of \$800,000 – \$900,000.

**Ms. Schultz** - We could save \$300,000 starting this year if you'd like. In 2027 the last bond will be paid off and there will be no debt coming out of there.

**Mrs. Lapensee, Administrator** – I think I would like to see us do a 5-year plan for capitol improvements.

**Chief Berter** – In awarding this grant they are anticipating awarding roughly 1,000 departments across the country by April 30<sup>th</sup>. Until that grant announcement comes we really shouldn't take any action just in case it may impact the grant. Between now and April I'd like to reprice the truck with the price increases I'm sure have occurred. Obviously I'll have some more discussions with Mrs. Lapensee and maybe bring it back to the Board February or March.

**Mr. McAbee** – I think we're headed in the right direction with the conversation. We need more information about the truck itself; what it's going to look like, what it's going to cost, etc. I've been opposed to spending TIF money for that. The 5-year plan is a great idea.

**CONSENT AGENDA**

All items under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may remove an item from the Consent Agenda by request. No second is required for removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

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**Motion** made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Consent agenda.  
All in favor.

**FISCAL OFFICE BUSINESS – Consent Agenda Items**

- A. Recommend motion to suspend reading of the minutes of the following meetings:
  - Trustee Regular Meeting, December 10, 2024
  - Records Commission Meeting, December 10, 2024
  - Special Trustee Meeting, December 12, 2024
  - Special Trustee Meeting, December 16, 2024
  - Special Trustee Meeting, December 20, 2024
  - Special Trustee Meeting, December 27, 2024
- B. Recommend motion to approve the minutes
- C. Recommend motion to approve payment of the bills by the Fiscal Officer

**MOTION – Consent Agenda Item**

**RESOLUTIONS – Consent Agenda Items**

- A. Resolution No. 25-12 approving open Purchase Order Balances
- B. Resolution No. 25-13 declaring nuisance and ordering abatement on properties
- C. Resolution No. 25-14 approving the 2025 annual invoice to Miami Valley Crime Laboratory
- D. Resolution No. 25-15 authorizing contract with Dell for Microsoft Licensing
- E. Resolution No. 25-16 reappointing Michel Davis member of the Zoning Appeals Board
- F. Resolution No. 25-17 reappointing Jason Austerman member of the Zoning Commission Board

**FISCAL OFFICER REPORT** – Shelly Schultz, Fiscal Officer, the W-2's have gone out.

**ADMINISTRATOR'S REPORT, Mr. Goins** – *“Focus on Fairfield”* The Fairfield Chamber of Commerce is hosting a state of the community luncheon and will provide updates from the City of Fairfield and Fairfield Township officials regarding economic development, planned public works programs, safety services, and general updates to community members, business leaders, and other stakeholders. The event will be held February 12<sup>th</sup>, 11:30 AM – 1 PM at the Fairfield Community Arts Center.

Commercial updates – The restaurant First Watch is planning to remodel the Frisch's on Princeton Road. The old LA Fitness/Esporta has been undergoing some facelifts. Big Sandy Home Furnishings are currently working on a remodel for that. Another big update is Schneider Electric. They plan to invest approximately \$50 Million for

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construction of 450,000 square foot state of the art facility. We've partnered with the City of Fairfield and Ready Cincinnati in discussions with this business. The City of Fairfield has received 2 economic development grants of approximately \$450,000 that will go towards road improvements on Seward Road. The company is committed to employing 388 workers in this facility within 3 years. The new facility plans to manufacture and assemble advanced data center components. The project also received state support. The highlight of this is that this business on Seward Road will be located in the Seward Road TIF and located in the Fairfield Township/City of Fairfield JEDD.

**MOTIONS**

- A. **Motion** made by Mr. Berding, second by Mrs. Hartkemeyer authorizing transfer of \$2,500.00 from the General Fund to the Fairfield Township/City of Fairfield JEDD Board for general use.  
**Mr. Goins** - This is for insurance. The current balance in the JEDD account is \$1,350. The insurance bill is more than that. There have been some issues with collecting some of the income tax in the JEDD district. The City of Fairfield has been working on addressing that and has issued assessments to some of the businesses for the 2022 tax year. They are looking on taking action for 2023. We are hoping for a voluntary compliance on that. We haven't been receiving the money we've anticipated.  
All in favor.

**RESOLUTIONS**

- A. Resolution authorizing purchase of mobile storage system from Patterson Pope for the Police Department in the total amount of \$32,854.08 #25-18  
**Chief Chabali** - This will upgrade the 22 year old property room.  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #25-18.  
All in favor.
- B. Resolution authorizing the Administrator to execute agreement with the Butler County Emergency Management Cooperative Program at a total cost of \$12,600.50 #25-19  
**Motion** made by Mr. Berding, second by Ms. Hartkemeyer to adopt Resolution #25-19.  
All in favor.
- C. Resolution approving the purchase of 13 mobile radios from Motorola Solutions for the Fire Department in the amount of \$67,906.27 and covering the balance of \$17,906.28 #25-20  
**Mr. Goins** - This resolution is just for that \$17,906.28. 2025 MARCS Grant awarded \$50,000.00 to the Fairfield Township Fire Department for the purpose of purchasing necessary fire equipment.  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #25-20.  
All in favor.

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**COMMITTEE REPORTS**

- A. Transportation Improvement District (TID) – Trustee McAbee, no meeting this month. Nothing to report.
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer, EMA meeting was this afternoon. Discussion of disbanding EMA or creating some new entity in Butler County. Decision has to be made by September.
- C. Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer, December meeting was canceled. Nothing new to report.
- D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer, Nothing new to report.

**BOARD COMMENTS**

We'd like to welcome Kim Lapensee, Administrator.

I'd like to give a shout out to our great road crew.

**ANNOUNCEMENTS**

- Offices closed for Martin Luther King Holiday – Monday, January 20, 2025
- Fairfield Township Board of Trustees Meeting – Tuesday, February 11, 2025, 7 PM

**Motion** made by Mr. Berding, second Mrs. Hartkemeyer to move to Executive Session pursuant to ORC 121.22 (G) (1) to consider the discipline, appointment, employment or compensation of a public employee or official.  
All in favor.

President convenes Executive Session at 7:46 PM

President resumes regular meeting at 8:10 PM

**ROLL CALL**

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

No action will be taken as a result of executive session.

**Mrs. Lapensee, Administrator** – I'd like to request that we have a special meeting to discuss a couple things; I'd like to discuss the agenda and how we come up with the items on the agenda and how we do a cutoff date. I'd like to discuss communication; how do you all department heads to communicate with you. What are our capitol needs for the future. I'd like to discuss setting up a 5-year capitol

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plan. Credit cards; how they work. Ideas on the TIF; what kind of things do we take out of the TIF. What's our policy on that. And what is our carry-over every year; do we want to plan for 25%, 50%, 75%, etc. what does that look like. How do we get there if we're not there.

**Mr. McAbee** – I think we should wait until your feet get on the ground for this meeting. The capitol plan for sure, the financial picture.

**Mr. Berding** – I think communication is up to each individual trustee. In the past communication with the department heads has gone through the administrator or assistant administrator. I'm ok with texts. I'm ok with all documents being emailed.

**Mrs. Hartkemeyer** – I prefer phone calls. I'm fine getting packets emailed to me.

**Mrs. Lapensee, Administrator** – If there is a critical incidence or anything that happened text me and then I can send it out. Since we only meet once per month I've done different ways to communicate; some reports at the end of the week; bi-weekly; every other week or monthly. I wasn't sure what you prefer. Do you prefer an email when it happens? Hold it?

**Mrs. Hartkemeyer** - Sometimes the email might be something we need to know right away. That's a tough call.

**Mrs. Lapensee, Administrator** - I don't want to bombard you.

**Mr. Berding** – This is what I'd recommend, if it would be something that you'd be upset that you heard about second-hand let me know about it. I don't need to know about day to day operations. I think biweekly is fine. If you want to put together a summary of what has happened I think that would be fine. I'm ok with an email blast. I think Mondays' are a great time to read a memo.

**Mrs. Hartkemeyer** - The Board likes to get the packets Wednesday or Thursdays before the meeting.

**Mr. Berding** - In the past I've met with the Administrator and the Assistant Administrator on a Wednesday or Thursday prior to the meeting about agenda whether its in person or on the phone to understand why things are being asked.

**Mrs. Lapensee, Administrator** - I just want to be sure you're not getting surprised at any meeting.

**Mr. Berding** - Are you wanting to have a special meeting in January to discuss your 5-year budget and processes?

**Mrs. Lapensee, Administrator** - Yes, I would appreciate it. Or we can do a special meeting before the next meeting.

**Mrs. Hartkemeyer** - In the past when I was the board chairperson I usually met with the Administrator. In the minimum you're probably going to get a phone call from me when I get that agenda. You can probably expect a phone call from me the day of the meeting. Also, I'd like to know why we would have certain percentages for carryovers.

**Mr. Berding** – Would you like to met the 1<sup>st</sup> week in February?

**Mrs. Lapensee, Administrator** - Yes, that would be nice. That would give me 3 or 4 more weeks.

**Mr. Berding** – How about the 11<sup>th</sup>? We can have this meeting along with our regular meeting at 7 PM.

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**ADJOURNMENT**

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adjourn at 8:29 PM.  
All in favor.

Minutes submitted by:

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Shelly Schultz, Fiscal Officer

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Michael Berding, Trustee Chairperson

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Shannon Hartkemeyer, Trustee Vice-Chairperson

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Joe McAbee, Trustee