

**RECORD OF PROCEEDINGS**  
**REGULAR TRUSTEE MEETING HELD SEPTEMBER 13, 2022**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, September 13, 2022, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Hartkemeyer 7:00 PM.

**ROLL CALL**

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

**INVOCATION:** Pastor Drew Wilkerson, Bridgewater Church

**PLEDGE OF ALLEGIANCE**

**Introduction of Fairfield Township Youth Coalition (Fairfield Township residents who attend Fairfield City School)**

RESOLUTION AUTHORIZING THE APPOINTMENT OF FULL-TIME POLICE OFFICER ZACHARY P. STEELE WHO IS CERTIFIED BY OHIO PEACE OFFICERS TRAINING COUNCIL, AT AN HOURLY RATE OF \$27.02 PER HOUR WITH A 12-MONTH PROBATIONARY PERIOD #22-116

Resolution authorizing the appointment of full-time Police Officer Zachary P. Steele who is certified by Ohio Peace Officers Training Council, at an hourly rate of \$27.02 per hour with a 12-month probationary period.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #22-116.

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

RESOLUTION AUTHORIZING THE APPOINTMENT OF FULL-TIME POLICE OFFICER TRENTON R. SMITH WHO IS CERTIFIED BY OHIO PEACE OFFICERS TRAINING COUNCIL AT AN HOURLY RATE OF \$27.02 PER HOUR WITH A 12 MONTH PROBATIONARY PERIOD #22-117

Resolution authorizing the appointment of full-time Police Officer Trenton R. Smith who is certified by Ohio Peace Officers Training Council at an hourly rate of \$27.02 per hour with a 12-month probationary period.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #22-117.

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

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**PRESENTATIONS**

- Energy and Gas Aggregation Program Update – **Dan Deters** (Energy Alliance)
  
- **Mr. Goins, Zoning Administrator**, Bridgewater Church Final PUD Zoning Case FTZC22-3C

**CASE:** FTZC22-3C Final PUD Plan  
**APPLICANT:** Basis Companies  
**LOCATION:** Princeton Road and Gilmore Road Intersection —  
Parcel Number: A0300-022-000-044 and A0300-026-000-090  
**CURRENTLY ZONED:** Business Planned Unit Development (B-PUD)  
**REQUEST:** Final PUD Plan Approval: Bridgewater Landings - Starbucks and Tidal Wave Auto Spa

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**SITUATION OF PROPERTY**

The subject property is located north of the intersection of Princeton Rd and Gilmore Rd and is between Winford Avenue and Walden Ponds Circle (att. 1). The B-PUD is currently comprised of 3 separate parcels; A0300-022-000-068, A0300-0172-000-001, and A0300-172-000-002 and is approximately 14.01 acres. The parcels abut the following: R-2 (Suburban Residence District) directly to the north, and a B-PUD to the west and south, A-1 (Agricultural District) to the east and northwest, and M-1 (Light Industrial District) to the south (att.2).

**DESCRIPTION OF REQUEST**

The applicant is currently requesting approval of the Final PUD Plans of Phase 2 of the Bridgewater Landings Development. Plans include the extension of Gilmore Road and plans for Starbucks and Tidal Wave Auto Spa.

**FINDINGS OF FACT**

The Final PUD Plans of Phase 2 of the Bridgewater Landings PUD includes the installation/extension of the road, sidewalks, and utilities from the Gilmore Road and Princeton Road intersection to the new entrance of the Bridgewater Church. The plan also includes the development of two sites, Starbucks and Tidal Wave Auto Spa. The road plans, storm water plans, utility plans, grading plans and access drive locations for both of the proposed sites have been submitted, as appropriate to Butler County and have received appropriate reviews for this stage (att.3).

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The Starbucks plan includes the construction of a +/-2,300 sq ft building and all associated site improvements. The proposed building will be set back 58.42 ft from the Princeton Road ROW, over 100 ft from the Gilmore Road extension, 18.5 ft from the east property line, and approximately 84 ft from the west property line. The proposed building includes a drive-thru, small outdoor patio space, and indoor seating and retail area. The proposed building meets and exceeds the architectural requirements outlined in the *Bridgewater Church B-PUD Design Guidelines*. The proposed elevations are composed of brick veneer, E.I.F.S, architectural composite wood siding, and a glass/aluminum storefront system. The Starbucks parking lot plan includes 29 parking spaces, two of those spaces are handicap accessible spaces, this exceeds parking requirements outlined in section 812. The proposed ingress/egresses are designed to be able to accommodate the turning radius for emergency vehicles required by the Fairfield Township Fire Department. Landscaping improvements include a variety of trees and shrubs planned throughout the site. The monument sign and dumpster enclosure will be composed materials the exterior of the building. The proposed signage on the site includes a total of 4 wall signs (one located on each side of the building) and one 6 ft tall monument sign facing Princeton Road (att.4).

The Tidal Wave Auto Spa plan includes the construction of a +/- 3,620 sq ft carwash tunnel, a +/-6,300 sq ft canopy covering 20 parking spaces that include vacuums, and all associated site improvements. The proposed carwash tunnel building will be setback 53.3 ft from the Princeton Road ROW, 20 ft from the Gilmore Road extension, and over 100ft from the east property line. The proposed carwash tunnel building meets and exceed the *architectural requirements outlined in the Bridgewater Church B-PUD Design Guidelines*. The proposed carwash tunnel elevations are composed of brick veneer, manufactured stone, and a glass/aluminum storefront system. The Tidal Wave parking lot plan includes 27 parking spaces, two of those spaces are handicap accessible spaces, 20 of those covered by the canopy, this exceeds parking requirements outlined in section 812. The proposed ingress/egresses are designed to be able to accommodate the turning radius for emergency vehicles required by the Fairfield Township Fire Department. Landscaping improvements include a variety of trees and shrubs planned throughout the site. The monument sign and dumpster enclosure will be composed materials the exterior of the building. The proposed signage plan includes 4 wall signs, one 6 ft tall monument sign facing Princeton Road, and shows signage/graphics to be included on the dumpster enclosure doors (att.5).

**RELEVANT SECTIONS OF THE FAIRFIELD TOWNSHIP ZONING RESOLUTION**

**615.7 CONDITIONS FOR APPROVAL OF THE DETAILED FINAL PUD PLAN(S).**

- (a) Upon receipt of the detailed Final PUD Plan(s) for each section of the Planned Unit Development landholding, the Fairfield Township Board of Trustees shall study and review the detailed Final PUD Plan(s) and shall approve, modify or disapprove the plan(s)

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on the basis of; (1) that all requirements have been satisfied, and (2) finding that the following specific conditions are fully met:

(b) That the proposed detailed Final PUD Plan(s) for the individual section(s) of the overall R-PUD or B-PUD District are in conformance with the approved Preliminary PUD Plan.

(c) That any part of the Planned Unit Development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; unless approved to be left in its natural state.

(d) That any exception from the standard resolution requirements is warranted by the design and amenities, incorporated in the detailed Final PUD Plan(s), in accordance with the adopted policy of the Board of Fairfield Township Trustees.

(e) That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.

(f) That the Final PUD Plan(s) is consistent with the intent and purpose of this Resolution to promote public health, safety and general welfare of the residents of Fairfield Township, Butler County.

#### **STAFF RECOMMENDATIONS**

It is the opinion of the staff the conditions that were placed on the PUD during the Zone Change and the Preliminary PUD process have been addressed in the provided Final PUD plans. It is also the opinion of the staff that the submitted plans generally meet the requirements and guidelines outlined in the *Bridgewater Church B-PUD Design Guidelines*. The applicant has made a consistent effort to address concerns and issues brought to them by Township and County Staff. Staff further believes that the Final PUD Plan is consistent with sections 615.7 of the Township Zoning Resolution and will promote public health, safety, and the general welfare of the residents of Fairfield Township. Based on the findings of fact & submitted proposal to the Fairfield Township Board of Trustees staff make the recommendation to **Approve with conditions** the Final PUD Plan with the incorporation of the following comments.

All applicable findings and conditions of case # FTZC22-2C shall remain in effect and are required to be met.

1. The monument signs must have foundation plantings, to approved by the Zoning Administrator prior to the approval of Zoning Certificate.
2. Landscaping shall be increased along Princeton Road at both of the proposed sites, to be approved by the Zoning Administrator prior to the approval of Zoning Certificate.
3. Graphics and signage will not be approved on the dumpster enclosure.
4. Tidal Wave canopy posts to be wrapped in primary exterior material matching building.

**Developer of Bridgewater Landings** – We’re really excited to be here. We’ve been working on this project with the Pastor for over a year now. The Township has been

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really trying to bring this great project to the Township. Our team members have been working closely on this project. We have read the staff report and we are in agreement.

- Slide presentation by developers.

**Mr. McAbee** - What is the total evaluation of the property? How many employees will be working for the 2 businesses? What is the payroll?

**Pastor, Drew Wilkerson** - I really don't have those numbers.

**Developer** - Lots 1, 2, and 3 \$5M roughly. 15 – 20 employees will be working. We can get the salary numbers.

**Pastor, Drew Wilkerson** - Building will start next year.

**Mrs. Hartkemeyer** - I'm a little bit concerned about the 10 PM closing time for Starbucks.

**Pastor, Drew Wilkerson, Bridgewater Church** – We appreciate everything the Township has done to support this project. We believe this is going to be a huge blessing across the board. We have brought our own team which have paved the way. We believe this will really be a boom to the Township. We are in complete support of the basis process. The Township has done incredible work; Julie, Chuck and Ken Geis.

- Public Hearing – Resolution 22-111 – 2025 Milton Street Resolution 22-112-2026 & 2030 Exeter Street authorizing the removal, repair or securance of unsecure and/or unsafe buildings - Assistant Administrator – **No hearing at this time, continuance requested.**

**Mrs. Vonderhaar** - The Landbank is in negotiation on these properties.

- Regulation of commercial vehicles – Administrator & Assistant Administrator

**Mrs. Vonderhaar** - We are bringing this back. There was some discussion about the size of the vehicles. How would the board like to proceed on this?

**Mr. Goins** - Currently we haven't made any changes to the zoning resolutions since we've had those focus groups.

**Mr. Berding** – These focus groups took place before I took office. Would it be possible to get a summary of those discussions and recommends.

**Mrs. Hartkemeyer** - We can work at looking at this during 4<sup>th</sup> quarter.

**Mrs. Vonderhaar** - We will summarize and get that to the Board.

- Veterans Memorial Update – Fred Valerius and Board discussion

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**OLD BUSINESS/ITEMS FOR BOARD DISCUSSION**

- Fairfield Township Policy-Property Names & Name Changes -Trustee Berding  
**Mr. Berding** – Any comments as it relates to the policy on the proposed changes?

**Mrs. Hartkemeyer** – I like the idea of having a petition and overview.

**Mr. McAbee** - I think we could all tell and know if an individual deserves recognition. I think people should submit to us as a Board and decide on the merit of the individual.

**Mr. Berding** - I think anytime a resident comes before the Board to ask that something be named in their honor there should be a process we go through. The current policy, I believe, there is a number of signatures that are to be brought forward just not a form.

- CDBG Contract for Milton Park Funding – Administrator

**Mrs. Vonderhaar** – We have been working with Karen Gabbard she is the Community Development Specialist for Butler County. If you recall, we received a grant in the amount of \$160,000. We are working on an agreement that would allow us to go to bid on the project because project is over \$50K. Once a sub-contractor is secured the County will go to contract with us. We need to come up with a conceptional plan what the Board would desire at this park.

**Mr. Berding** - I would like to see it a little different than the previous park.

**COMMUNICATION**

- **Maria Tangi** – Update on 5-Points Community Garden.
- **Sean & Andrea Carlock** – Update on drainage on their Millikin Road property.

**FISCAL OFFICER’S RECOMMENDATIONS AND REPORTS**

**Ms. Schultz** – Are the trustee meetings day be changing next year?

**Mrs. Hartkemeyer** – I’d like to congratulate Ms. Schultz. She has passed her test and is now a Certified Government Financial Manager.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to suspend reading of the minutes of the following meetings:

- Regular Trustee Meeting August 9, 2022

All in favor.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to approve the minutes.

- Regular Trustee Meeting August 9, 2022

All in favor.

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Recommend motion to approve payment of the bills by the Fiscal Officer.

**Motion**, made by Mr. Berding, second by Mr. McAbee to approve the recommendation.

All in favor.

**ADMINISTRATOR’S REPORT**

**Mrs. Vonderhaar** – The Youth Coalition. There are 9 students. They each have different types of government they are interested in exploring. This is something Fairfield City and the mayor put together and then invited the Township to join. They students are all Fairfield Township residents. There will be a resolution on the Butler County Mutual Aid with police. There will be a discussion of the captain positions in the fire department. We are looking to have an officer assigned to each shift. There is an interest within the department with our experienced long-time employees.

**Motion** to approve with conditions the proposed final PUD plan for Bridgewater Landings as set forth in Zoning Case No FTZC22-3C Final PUD.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt.

YES – Mrs. Hartkemeyer, Mr. Berding

NO – Mr. McAbee

**Motion** made by Mr. McAbee, second by Mr. Berding to accept resignation of Garrett Hawkins from the Public Works Department.

All in favor.

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to increase the maximum staffing in the Public Works Department to 8 employees, filling the current vacancy and adding one additional employee (FIRST READ) with option to approve or deny.

**Mr. Jeff Bennett** - The additional employee I feel is needed. We’re getting a new sub-division off of Liberty-Fairfield Road. I want to continue and try to do more for the Township. Also, with the projected weather forecast I’ve heard for this winter it would be nice to have 8 employees. There is plenty of work for the additional person to do.

**Mr. Berding** - What is the proposed salary?

**Mrs. Vonderhaar** - Additional payroll with benefits would be approximately \$50,000 with benefits.

**Mr. Berding** - Do you feel this is within your budget for 2023?

**Mr. Bennett** – Yes, I do.

**Mrs. Hartkemeyer** - I’m very pleased with the Public Works performance. You’ve done an excellent job with the resources given to you.

**Mr. Berding** – I’m in support of the Public Works Department. We’ve only heard great things, especially during snow events.

**Mr. Bennett** - CDL license now must be done at an accredited school. Before we did this training in-house.

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**Mr. McAbee** - I like the idea that we pay for training. We need some commitment from this person.

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to increase staffing to 8 employees.

All in favor.

**Motion** made by Mr. Berding, second by Mr. McAbee to approve the creation of shift captain positions within the full-time staffing of the Fire Department (FIRST READ) with option to approve or deny.

**Chief Thomas** - The first time we applied for the SAFER Grant we applied to hire captains. That was rejected as we felt it wasn't important to hire leadership. Since that time, we've added a significant number of full-time employees. The Fire Department has a unique operation when it comes to our current officer core. All of the officers currently are part-time employees. My experience is when part-time employees boss around full-time employees are probably not in our best interest as leadership or the operation of the Township. We've been very successful in blending our full-time and part-time staff together. But, in reviewing some of the recent challenges we are having like scheduling and reports-offs and scheduling overtime it has become apparent that the expectation of the shift personnel is that the Chief or Assistant Chief should answer their phone 24/7 and handle every possible issue. I don't believe that is fair to the Assistant Chief or me to be legitimately on call 24/7. Part of the reason this is on the table, and I'm sure you all know, I anticipate leaving here in a little over 18 months. I believe it is important to put structure in place to allow for the transition to new leadership. We have negotiated this with union. We were able to identify 2 lieutenants that showed interest. If this is approved, we are looking to hire at the next trustee meeting. Both of the individuals have in excess of 10 years' service in their full-time job. These individuals have great relationships with the crews they work with. Our funding will fully support these individuals. SAFER grants are starting to roll out. If we get this grant, we will hire 9 additional staff members. I think this is the best opportunity to get these positions filled. I'm working with the Administrator to do some statewide advertising to build a list. We are at the point where we need to prepare for what will happen down the road. This is a golden opportunity to put this in place.

**Mr. McAbee** - What salary would this be at?

**Chief Thomas** - The same salary as Captain Baumann.

**Mr. Berding** - I think it's important to set up our department for success. I'm in favor of moving forward with this.

**Mrs. Hartkemeyer** – We need to think about the long-term vision for the department. I'm ok moving forward with this.

**Mr. McAbee** – Let's go ahead.

**Motion** made by Mr. Berding, second by Mr. McAbee to approve creation of full-time shift caption positions within the department and waive the second reading.

All in favor.



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RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES #22-115

Resolution to approve open purchase order balances.

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #22-115.

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

RESOLUTION TO APPROVE THE BUTLER COUNTY MUTUAL POLICE AID AGREEMENT #22-118

Resolution to approve the Butler County Mutual Police Aid Agreement.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-118.

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

RESOLUTION AUTHORIZING THE REMOVAL, REPAIR, OR SECURANCE OF UNSECURE AND/OR UNSAFE BUILDING AT 6767 LESTER AVENUE #22-119

Resolution authorizing the removal, repair, or securance of unsecure and/or unsafe building at 6767 Lester Avenue.

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #22-119.

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

RESOLUTION TO AUTHORIZE PAYMENT FOR THE INDIGENT CREMATION OF A TOWNSHIP RESIDENT TO WEBSTER FUNERAL HOME IN THE AMOUNT OF \$1,000 #22-120

Resolution to authorize payment for the indigent cremation of a Township resident to Webster Funeral Home in the amount of \$1,000.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-120.

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

RESOLUTION TO DISPERSE \$353,624.12 FROM THE TAX INCREMENT FINANCING FUND NUMBERS 2904, 2906 AND 2908 FOR DISTRIBUTION OF TIF MONIES COLLECTED TO THE FAIRFIELD CITY SCHOOL DISTRICT #22-121

Resolution to disperse \$353,624.12 from the tax increment financing fund numbers 2904, 2906 and 2908 for distribution of TIF monies collected to the Fairfield City School District.

**Motion** made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Resolution #22-121.

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

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RESOLUTION AUTHORIZING THE APPOINTMENT OF PART-TIME  
FIREFIGHTER/EMT AUSTIN BORATEN TO THE FAIRFIELD TOWNSHIP FIRE  
DEPARTMENT, AT AN HOURLY RATE OF \$15.50 PER HOUR, WITH A 12-  
MONTH PROBATIONARY PERIOD #22-122

Resolution authorizing the appointment of part-time Firefighter/EMT Austin Boraten to the Fairfield Township Fire Department, at an hourly rate of \$15.50 per hour, with a 12-month probationary period.

**Motion** made by Mr. Berding, second by Mr. McAbee to adopt Resolution #22-122.  
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RESOLUTION AUTHORIZING THE APPOINTMENT OF PART-TIME  
FIREFIGHTER/EMT DOMINIC HUNTER TO THE FAIRFIELD TOWNSHIP FIRE  
DEPARTMENT, AT AN HOURLY RATE OF \$15.50 PER HOUR, WITH A 12-  
MONTH PROBATIONARY PERIOD #22-123

Resolution authorizing the appointment of part-time Firefighter/EMT Dominic Hunter to the Fairfield Township Fire Department, at an hourly rate of \$15.50 per hour, with a 12-month probationary period.

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #22-123.  
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RESOLUTION AUTHORIZING THE APPOINTMENT OF PART-TIME  
FIREFIGHTER/EMT THOMAS VICKERS TO THE FAIRFIELD TOWNSHIP FIRE  
DEPARTMENT, AT AN HOURLY RATE OF \$15.50 PER HOUR, WITH A 12-  
MONTH PROBATIONARY PERIOD #22-124

Resolution authorizing the appointment of part-time Firefighter/EMT Thomas Vickers to the Fairfield Township Fire Department, at an hourly rate of \$15.50 per hour, with a 12-month probationary period.

**Motion** made by Mr. Berding, second by Mr. McAbee to adopt Resolution #22-124.  
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT ON  
THE PROPERTIES LISTED BELOW AND FURTHER AUTHORIZING THE  
ZONING ADMINISTRATOR TO INITIATE COMPLAINT #22-125

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 Mr. Berding to adopt Resolution #22-125.  
YES – Mrs. Hartkemeyer, Mr. Berding, Mr. McAbee

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**ANNOUNCEMENTS**

- Board of Zoning Appeals Meeting – Thursday, September 22, 2022, at 7 PM
- 5K Run – Saturday, October 1, 2022, 8 AM – 9 AM – Bridgewater Falls
- Fairfield Township Board of Trustees Meeting, Tuesday, October 11, 2022, at 7 PM
- Fall Movie Night – Friday, October 28, 2022, 7:30 PM – 9:30 PM @ Heroes Park
- Treat Street – Saturday, October 29, 2022, 4 PM – Bridgewater Falls

**BOARD MEMBER COMMENTS**

- **Mr. McAbee** – TID meet this week. North Hamilton Crossing meeting coming up.
- **Mr. Berding** – Discussion with Mayor of City of Fairfield to move Treat or Treat to last Saturday of October. Great job by veterans in putting on the Carboy Classic Golf Outing.
- **Mrs. Hartkemeyer** - Attended EMA, OKI and Butler County Township Association meetings. Butler County Township Association dinner is October 13<sup>th</sup>.

**EXECUTIVE SESSION**

1. ORC 121.22 G (8) To consider confidential information related to the marketing plans or specific business strategy for economic development assistance or to negotiations with other pollical subdivisions respecting requests for economic development assistance.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to go into Executive Session.

YES – Mrs. Hartkemeyer, Mr. Berding

NO – Mr. McAbee

**Motion** failed to go into Executive Session.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adjourn at 9:48 PM.  
All in favor.

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Minutes submitted by:

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Shelly Schultz, Fiscal Officer

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Shannon Hartkemeyer, Trustee Chairperson

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Michael Berding, Trustee Vice-Chairperson

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Joe McAbee, Trustee

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