RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD OCTOBER 27, 2026

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, October 27, 2026, 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 7:00 PM.

ROLL CALL: Fiscal Officer, Shelly Schultz

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

PLEDGE OF ALLEGIANCE

PRESENTATION

A. Walmart Done Program – Rachel Carl, a representative for Walmart, stated that they would like to start a drone delivery program from the Fairfield Township and Hamilton stores. Their delivery area is 6 miles. Their hope is to pick the order and deliver it to your house within 2 hours. Their setup will be behind the store up against the highway. They plan to build a fence around their drone area with a shed for the storage of the drones. They plan to partner with Wing to fly the drones.
B. Fairfield Prevention Coalition - Mr. Markiewicz presented an overview of how they utilized the opioid settlement funds from 2025-2026. He acknowledged that they received money in 2026 but also asked the board to consider giving their organization additional funds for their program for the next Fiscal Year.

ITEMS FOR BOARD DISCUSSION

A. 2027 Budget – Mrs. Lapensee presented the proposed budget for the general fund, TIF, Lighting District and RID Funds. She stated that she will have the remainder of the funds ready to discuss at the November meeting. She stated that she made certain budget assumptions for the 2027 budget which includes revenue growth would be around 1%. I think it came in less than 1% once we sent the numbers to the budget commission and then the budget commission turned around and gave us our numbers that we are to plan with. So, we planned for expenditures to grow between 5 and 10% which have been coming in around between 8 and 9% every time we see a renewal. Of course, we continue to experience rising costs through wages, benefits, and insurance. In the general fund, we project the revenues to be $1,641,436. On the expenditure side, we projected $2,010.140. So, I know earlier in the year, I had projected about $1.9M. We're not going to replace the dump truck, but there are some paving and some storm water projects that I would like you all to consider. The expenditure was reduced by 65% due to transfers from last year. The underlying increase is about 20%, which includes the paving and the storm water projects I mentioned and we're using TIF funds for other capital projects. So, in a nutshell the personnel services total $1,121,520 which includes $700,000 in salaries and $420,000 in benefits. Under purchase services it would total $664,345. So, purchase services are all our utilities that we have, any of our contracted services, payments to other local governments, insurance, things like that. Supplies and materials, $29,675. So, that's all our fuel costs and our

salt and other similar items. Other $194,600. That's kind of like anything that doesn't make it up into personnel services, purchase services or supplies and materials is classified as other, that might be special events. It could be a wide range of things. So total expenditures would be $2,010,140 and estimated ending balance for 2027 would total $2,743,548. Under lighting district funds, the proposed revenue, we certified at the last meeting in September that we were going to charge or assess $206,632. to all the people that live in subdivisions that have lighting in their in their subdivision. So, it basically comes in and goes back out when we pay the bills. So, the proposed expenditure would be the same. Our estimated ending balance for 2027 would be $36,310.59. Under JEDD funds, we have two different JEDDs, we have a JEDD with Hamilton, and we have a JEDD with Fairfield. The estimated revenue for Hamilton is around $700,000. The proposed expenditure would be $750,000. The only thing planned for that would be salaries for our police department. The estimated revenue for the Fairfield JEDD is about $60,000. The proposed expenditure would be $77,700. This expenditure would include one vehicle replacement for the police department. Then we have other smaller costs which would include insurance, auditing expenses, and miscellaneous others. So, our estimated ending balance for the two of those JEDDs would be $478,943.86. Under the TIF funds for Story Point, our estimated revenue is $308,000. The estimated expenditure will be $577,000. The expenditure includes we have to make a payment to Fairfield Schools, which is 25%, and we are planning for the replacement of the tower for the fire department, which is going to cost around $2 million. So, what I've done is I've put it into two different TIFFs and budgeted over a two-year period, half the cost. So, it's going to come out of Story Point and Princeton Road TIF. The estimated ending balance for 2027 would be $370,237.51. The TIF funds for Princeton Road TIF are estimated at $2,940,000. The proposed expenditure would be $1,835,000. These expenditures would include curb and gutter replacements for FY2027 paving program, possible engineering costs for the Princeton Road project. Payment to Fairfield schools, which is 25%. She stated that we also are paying for the Princeton and Morris Road sidewalk projects with a match from the township. She stated that the Ohio Department of Transportation awarded us money a couple years ago for constructing sidewalks on Princeton Road and Morris Road. The sidewalks will go from Fairfield East elementary school there to the intersection where the Y is and then down to Bridgewater Falls, across the street to Lakewood and then a connection will be made to Jayfield. She stated that it might include some right-of-way purchase. We're hoping that the schools will just give it to us for free because I think that's where we need the right-of-way. The budget also includes the replacement of the tower for the fire department. She stated that the estimated ending balance for 2027 will be $2,920,614.93. Under TIF funds for Seward Road, the estimated revenue would be $1,480,000. The proposed expenditure would be $1,642,500. The expenditure would include payments to Fairfield Schools, which is 62.3%. The Seward Road bond that we pay to the Butler County Finance Authority and vehicle replacements for the police department. She stated that we need about four plus the other one, maybe five, which I included in the other JEDD. The estimated ending balance for 2027 would be $434,665.04 under the TIF funds for Bridgewater. The estimated revenue is 75,000. The proposed expenditures total $66,725. Those

expenditures include payment to Fairfield schools 62.3% and payment to the developer for the improvements that they made for the street that they put in. So, the estimated ending balance for 2027 would be $14,259.33. She stated that we can talk later about fire, police, and public works at the next meeting.

B. Plan Review and Inspection Fees – Mrs. Lapensee stated we asked the Fire Department to develop plan review and inspection fees. They have developed a list to have a preliminary discussion. I would like to plan to put these on for the November meeting and have them adopted by December.

   Chief Berter – Currently the Fire Department provides these specialized services that directly benefit primarily developers and contractors. The cost associated with these services should be borne in at least in part by those utilizing our service rather than strictly by township residents. The fee schedule we came up with aligns with the departments in southwest Ohio that have them including Liberty Township. So, we simply looked at adding a nominal fee for the time that we spend doing some plan reviews and system testing.

   Mr. Berding – What needs to be done to initiate this program?

   Mrs. Lapensee – We'll write up a resolution and have it at the next meeting and hopefully adopt it by December.

C. Zoning Resolution Changes – Mrs. Lapensee stated as it stands now, the country music festival would not be an allowed use at the fairgrounds. We have developed new text amendments for the Zoning Resolution for you all to consider adopting that is an overlay entertainment zone with requirements for differing venues. What we're proposing to do is possibly do an overlay district over top of the fairgrounds that would include a map change and text amendments. We would define attendance of fewer than 5,000 people not involving event camping, and what constitutes a special event. This also ties into the topic that we just talked about regarding the fire inspections and safety. If you're comfortable doing that, especially given the fact that they've already signed this contract at the fairgrounds. We would like you to initiate these text and map amendments at the November meeting.

   Mrs. Hartkemeyer – I'm a little concerned about that 5,000 number. I'm wondering if that should be lower. I don't want to overwhelm staff with having to cover things but I'm just thinking that number seems a little high to me. I'd like to see that around 2,500 or 3,000. And I want to strike that balance between not being burdensome to staff, but I think if there is a large crowd there we need to make sure that people are being safe and that proper precautions are being put in place in order to ensure safety at events.

COMMUNICATION

Jason Purviance, 3606 Millikin Road, Hi. Good evening. I'm Jason Purviance candidate for state representative here representing Fairfield Township and a member of the zoning board of appeals. Since the last time I spoke, more communities have ended or paused their flock contracts. Earlier the year we had Oxford, Monroe, Lebanon cancel their contracts after flock failed to respond to questions. Over the summer, Newport, Fort Thomas, Independence, Fort Mitchell, Erlanger, Edgewood, Pierce Township, Florence, all ended theirs. Columbus paused their program September investigating misuse. Hamilton County Sheriff's Office paused and then ultimately ended their 75-camera program. Dayton has also ended its use. And yesterday, Cleveland Metropolitan School District

announced it will not extend its flock contract. There's a long list of neighbors who have looked at the same questions, chose or stopped to pause. I know some of you are looking for courts to speak to this. Earlier this month, a federal judge in Oklahoma ruled that a warrantless search from Flock's historical data amounted to unconstitutional indiscriminate mass surveillance. The judge suppressed the evidence from that search. It's one of the first federal rulings to treat Flock historical search this way. So, these precedents are being set. The system is more than a plate reader. Flock offers departments safe list so certain plates can be excluded from tracking and storage. It supports free text search searches by person descriptions such as clothing or tattoos. It captures vehicle characteristics beyond the plate and can lead can link sightings even when the plate is unclear. Some cameras are built to follow movement, including people on foot. Data is stored in the cloud with a private company and can be shared across many agencies. These features show the system is built to log onto ordinary traffic and then let then let agencies search or carve out exceptions later. Hamilton has committed to a 100-day review of their Flock program. I'm asking the board to schedule the same kind of meeting, an open form so Flock and its features can be examined by the public and ask any questions and have a real back and forth dialogue. I wish the people from Walmart were still here. I would love to ask them some questions. I am in the aviation field. I'm a mechanic, been working on aircraft for about a decade now. I'm not sure where what um, permits and who they pull to get access and the ability to fly drones. You brought up the fact that we are well within that six-mile range of the airport and especially with the medevac flying out of there. I think that is a real concern about having drones flying in our neighborhoods before the township considers the drone delivery, I would ask if we possibly looked at having a supplement in the zoning rules that would cover flight paths over residential areas, noise, privacy, yards, data retention. Obviously, I'm very big proponent of individual liberty and data retention. board of appeals. I'm in aviation. I think I could have some real legitimate comments and concerns and would like to be a part of that meeting if that's possible. Thank you.

Michael Combs, 3025 Foxhound Drive, once again, I told you I'm going to come to every meeting and be a bother. Looking forward to progress on the issue we're trying to address for the company vehicles parked in our subdivisions that are unsafe to traffic for the fire department. Right now, I decided to drive through my neighborhood before I came here on one of our streets. His trucks would not get through. Okay. I don't want to be the person on that cul-de-sac that has a heart attack, and nobody can serve me. So, each month I'm going to be here beating down the doors. Chuck had mentioned that he is meeting with you guys and trying to progress this because of an issue with us not having a mayor's court and the current Hamilton or Butler County prosecutor not wanting it because it's not a money maker to him. He's not interested. So, it's a safety issue. It's not money. And then the other issue that I wanted to bring, the new library on Hamilton Mason Road. Gorgeous, but your signs are about 3 ft in the ground. You can't read it when you go by. Not sure who's responsible for that, but nobody really knows what the building is because you can't read the sign that's down in the ditch. All you can see is the top part. Thank you.
Mr. Berding – Actually, we do have a first read of our parking amendment on our agenda tonight.

Motions/Resolutions for the 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.
Motion made by Mrs. Hartkemeyer, second by Mr. Berding, to adopt the Consent Agenda.

The roll call vote was as follows: Mrs. Hartkemeyer – 'aye', Mr. Berding - 'aye', and Mr. McAbee– 'aye'. Motion passes.

FISCAL OFFICE BUSINESS - Consent Agenda Items

A. Recommend motion to suspend reading of the minutes of the following meetings:
    1. Trustee Regular Meeting, September 8, 2026
B. Recommend motion to approve the minutes.
C. Recommend motion to approve payment of the bills by the Fiscal Office

MOTIONS – Consent Agenda Items

A. **Motion** to set the public hearing date for Zone Change FTZC26-3C for November 10, 2026, at 7:05 PM, Mrs. Lapensee stated This is a zone change for the BCEO. They want to expand their operation by building a new maintenance building to the east side of their existing building. The new building will be located within Fairfield Township
B. **Motion** to approve an Advance from the General Fund to the Lighting District Fund in the amount of $4,000.00.
C. **Motion** to approve the SWOCA 3rd quarter bill in the amount of $18,000.12.

RESOLUTIONS – Consent Agenda Items

A. Resolution No. 26-90 Resolution Approving Open Purchase Order Balances.
B. Resolution No. 26-91 Resolution declaring Nuisance and Ordering Abatement.

FISCAL OFFICER REPORT – Shelly Schultz, Fiscal Officer

FISCAL OFFICERS REPORT – OCTOBER 1, 2026

CHECKING ACCOUNT BALANCE	**$1,808,669.43**
CHECKING ACCOUNT BALANCE – MEDICAL	**$8,378.24**
FSA ACCOUNT BALANCE	**$5,536.35**
JEDD REVENUE RECEIVED YTD (Hamilton) JEDD REVENUE RECEIVED YTD (Fairfield)	**$586,990.97** **$138,645.32**
INVESTMENT ACCOUNT BALANCE (3.10%) Interest Earned in SEPTEMBER INVESTMENT BROKERAGE ACCOUNT Interest Earned in SEPTEMBER	**$9,112,187.45** **$22,157.23** **$3,941,035.00** **$21,506.47**
GRANT MONEY RECEIVED	**$0.00**
EMS BILLING RECEIPTS TO DATE	**$648,256.13**
REVENUE TO DATE (%)	**$13,749,559.82**
REVENUE BUDGETED FOR 2026	**$20,323,548.00**

EXPENDITURES TO DATE (%)	**$15,848,537.94**
APPROPRIATIONS FOR 2026	**$23,891,268.00**
PAYMENTS MADE IN SEPTEMBER	**$1,238,382.88**
MAJOR FUND BALANCES	
A. GENERAL	**$5,031,347.54**
B. ROAD AND BRIDGE FUND	**$562,152.10**
C. POLICE FUND	**$445,563.73**
D. FIRE LEVY FUND	**$968,906.36**
E. SAFETY SERVICES FUND	**$1,013,241.74**
F. FIRE RESCUE, AMBULANCE, EMS FUND	**$656,905.31**
G. JEDD FUND (HAMILTON)	**$591,215.61**
H. JEDD FUND (FAIRFIELD)	**$189,389.42**
I. TIF (STORYPOINT)	**$754,218.83**
J. TIF (PRINCETON)	**$2,229,894.45**
K. TIF (SEWARD)	**$671,922.34**
L. TIF (BRIDGEWATER)	**$12,491.01**
M. RESIDENTIAL IMPROVEMENT DISTRICT (RID)	**$1,047,226.28**
TOTAL ALL FUNDS	**$15,068,971.54**

This does not include the $5.5 million in October for our tax settlement. We received $157,000 for our RID and we received $57,000 workers comp rebate which was a nice surprise. That puts our balance well over $20 million for now. The OTA conference is next week. They're going to do things a little different this time. You must register for the conference before you can get a hotel room. So, I'm going to register at 10 AM on Monday. If you want to go, I need to know by then. If I don't hear from you, I'm not registering you. Let me know if you're going to go to the legislative reception which is new this year. The date of the conference is February 10th through the 12th. I will register on Monday, November 2nd at 10 AM.

ADMINISTRATOR'S REPORT, Mrs. Kim Lapensee

RESOLUTIONS

A. Resolution #26-86 – A Resolution adopting a Township Sidewalk Policy for Fairfield Township. This is the 2nd reading for this policy. The roll call vote was as follows: Mr. Berding made a motion to approve Resolution #26-86; Mrs. Hartkemeyer seconded the motion. The roll call vote was as follows: Mr. Berding – 'aye', Mrs. Hartkemeyer - 'aye', and Mr. McAbee - 'aye'. Motion passes.

ARTICLE I - PURPOSE, AUTHORITY, AND APPLICABILITY

Section 1.1 – Policy Statement

Fairfield Township recognizes sidewalks and paved multi-use paths adjacent to Township-maintained roadways as important components of the Township's transportation infrastructure.

These facilities support public safety, neighborhood connectivity, accessibility, and quality of life for residents and visitors.

The Township is committed to preserving these public assets through routine inspections, coordinated capital improvements, and responsible stewardship of public resources. Whenever practical, the Township will work cooperatively with property owners to achieve voluntary compliance before pursuing remedies authorized by law

Section 1.2 – Purpose and Authority

The purpose of this Policy is to establish a fair, consistent, and transparent framework for the inspection, maintenance, repair, and replacement of pedestrian facilities.

This Policy is adopted pursuant to Ohio Revised Code Section 5543.10 and other applicable provisions of Ohio law. Nothing in this Policy limits any authority otherwise granted to Fairfield Township by statute.

Section 1.3 – Applicability

This Policy applies to public sidewalks, driveway aprons, and paved multi-use paths adjacent to Township-maintained roadways, including facilities assigned to private maintenance through subdivision approval, recorded easement, maintenance agreement, or other legal instrument.

This Policy does not apply to recreational trails, park paths, or pedestrian facilities located entirely on private property and not intended for public use.

Section 1.4 – Definitions

For purposes of this Policy:

Driveway Apron means the portion of driveway located within the public right-of-way that provides the transition between the roadway and the private driveway.

Pedestrian Facility means sidewalks and paved multi-use paths subject to this Policy.

Property Owner means the owner of property abutting a pedestrian facility or any person or entity otherwise responsible for maintaining a pedestrian facility pursuant to law, recorded easement, maintenance agreement, subdivision approval, or other legal instrument.

Public Works Director means the Fairfield Township Public Works Director or an authorized designee.

ARTICLE II - INSPECTION AND REPAIR CRITERIA

Section 2.1 – Inspection Program

The Public Works Director is responsible for administering the Township's inspection program to evaluate the condition of pedestrian facilities and identify locations requiring repair or replacement.

Inspections may be conducted routinely, in response to complaints, as part of the Township's Capital Improvement Inspection Program, or whenever conditions indicate an inspection is appropriate.

Section 2.2 – Capital Improvement Inspection Program

Whenever practical, inspections should be coordinated with roadway resurfacing, roadway reconstruction, curb replacement, drainage improvements, utility work, and other public infrastructure projects.

Coordinating inspections with planned capital improvements improves project planning, reduces construction costs, minimizes future disturbance of newly completed infrastructure, and promotes responsible stewardship of Township resources.

Section 2.3 – Criteria for Repair or Replacement

A sidewalk, driveway apron, or paved multi-use path requires repair or replacement when one or more of the following conditions exist:

1. Cracks exceeding three-fourths (3/4") inch in width or vertical displacement exceeding three-fourths (3/4") inch.
2. Adjacent panels differing in elevation by more than three-fourths (3/4") inch.
3. Holes three-fourths (3/4") inch or greater in diameter or broken concrete resulting in loose or missing sections.
4. Depression, settlement, or reverse cross-slope resulting in standing water or mud accumulation.
5. Cross-slope exceeding applicable accessibility standards or approved engineering design.
6. Significant spalling, raveling, or surface deterioration creating an unsafe walking surface.
7. Construction using improper materials or without required Township approval.
8. Abrupt changes in longitudinal grade create a hazardous walking surface.

The Public Works Director will determine the appropriate corrective action based on the severity of deficiency, public safety, accessibility, and accepted engineering practices.

ARTICLE III - NOTICE AND COMPLIANCE

Section 3.1 – Notice of Required Repair

When the Public Works Director determines that a pedestrian facility meets the repair criteria, the Township will provide written notice to the Property Owner describing the deficiency, the required corrective action, and the deadline for compliance.

The notice may include photographs, measurements, or other documentation supporting the determination.

Section 3.2 – Compliance Period

Unless otherwise specified, required repairs must be completed within ninety (90) days from the date of the notice.

The Public Works Director may grant reasonable extensions for good cause, including weather, contractor availability, or other circumstances beyond the Property Owner's control.

Section 3.3 – Administrative Review

A Property Owner who believes a notice was issued in error may request an administrative review by submitting a written request to the Public Works Director within fifteen (15) days of the date of the notice.

Following the review, the Public Works Director may affirm, modify, or rescind the notice or extend the compliance period when appropriate.

Section 3.4 – Owner Compliance

A Property Owner may complete the required repairs using a qualified contractor or another method approved by the Public Works Director. All repairs must comply with the construction standards established in Article IV.

Section 3.5 – Failure to Comply

If the required repairs are not completed within the prescribed compliance period and no extension has been granted, the Township may complete the work and recover its costs in accordance with Article IV.

ARTICLE IV - REPAIRS AND COST RECOVERY

Section 4.1 – Construction Standards

Repairs and replacements of pedestrian facilities must comply with the current standards of the Butler County Engineer, the Ohio Department of Transportation, and any applicable Fairfield Township specifications unless otherwise approved by the Public Works Director.

Construction methods and materials may vary based on the type and intended use of the facility.

Section 4.2 – Property Owner Repairs

Property owners are responsible for maintaining sidewalks, driveway aprons, and paved multi-use paths assigned to them under this Policy and applicable law. Required repairs must be completed regardless of the cause of the deficiency, including normal deterioration, settlement, or tree root damage, unless another party is responsible pursuant to law, permit, warranty, easement, or other written agreement.

Before beginning repairs, the Property Owner must obtain any permits required by Fairfield Township and coordinate required inspections with the Public Works Director.

Section 4.3 – Township Repairs

If a Property Owner fails to complete the required repairs within the prescribed compliance period, the Township may complete the work in accordance with Ohio Revised Code Section 5543.10.

Whenever practical, Township-performed repairs should be coordinated with planned capital improvement projects.

Section 4.4 – Emergency Repairs

When the Public Works Director determines that a pedestrian facility presents an immediate hazard to public safety, the Township may perform or authorize the repairs necessary to protect the public.

Whenever practical, the Township will notify the Property Owner before performing emergency repairs.

Section 4.5 – Cost Recovery and Assessments

When the Township performs repairs for which a Property Owner is responsible, the Township may recover all costs permitted by Ohio Revised Code Section 5543.10, including construction, inspection, engineering, administrative, and related costs.

If payment is not received within the time established by the Township, the Board of Trustees may certify the costs for assessment in accordance with Ohio Revised Code Section 5543.10.

ARTICLE V - ADMINISTRATION

Section 5.1 – Administrative Authority

The Public Works Director is responsible for administering this Policy and may develop administrative procedures, inspection forms, notices, and other documents necessary to implement this, Policy.

Administrative procedures developed under this section must remain consistent with this Policy and applicable law.

Section 5.2 – Interpretation

This Policy establishes the framework for administering Fairfield Township's sidewalk repair, maintenance, and replacement program.

If a conflict exists between this Policy and applicable federal, state, or local law, the applicable law governs.

Section 5.3 – Severability

If any provision of this Policy or its application to any person or circumstance is determined to be invalid by a court of competent jurisdiction, the remaining provisions will continue in full force and effect.

Section 5.4 – Effective Date

This Policy becomes effective upon adoption by resolution of the Fairfield Township Board of Trustees and remains in effect until amended or repealed by the Board.

B. Resolution #26-92 – A Resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the county auditor.

The Amounts for each levy are as follows:

General - $239,000.00
Road and Bridge - $823,000.00
Police - $2,215,000.00
Fire - $2,355,000.00
New Fire - $3,693,000.00
Safety Services - $1,836,000.00
Total Funds - $10,101,000.00

The roll call vote was as follows: Mr. McAbee made a motion to approve Resolution #26-92, Mrs. Hartkemeyer seconded the motion. The roll call vote was as follows: Mr. McAbee – 'aye', Mrs. Hartkemeyer - 'aye', and Mr. Berding - 'aye'. Motion passes.

C. Resolution #26-93 – A resolution dispersing $543,463.76 from the Tax Increment Financing (TIF) districts from fund numbers 2904, 2906, 2908 and 2910 for distribution of TIF monies collected to the Fairfield City School District.

- $375,165.71 to 2001 TIF Zone By-Pass 4/Princeton Road Tax Increment Financing Fund No. 2906 at 25%,

- $38,617.81 to Gilmore Rd/StoryPoint Tax Increment Financing Fund No. 2904 at a rate of 25%,
- $124,473.62 to Seward Rd Tax Increment Financing Fund No. 2908 at a rate of 62.3%; and
- $5,206.63 for TIF Bridgewater Tax Increment Financing Fund No. 2910 at a rate of 62.3%.

The roll call vote was as follows: Mr. McAbee made a motion to approve Resolution #26-93, Mr. Berding seconded the motion. The roll call vote was as follows: Mr. McAbee – 'aye', Mr. Berding - 'aye', and Mrs. Hartkemeyer 'aye'. Motion passes.

D. Resolution #26-94 – A Resolution authorizing payment of $540,853.52 to the Butler County Finance Authority as outlined in the development agreement for the Seward Road Development paid from the Seward Road TIF 2908. The roll call vote was as follows: Mr. Berding made a motion to approve Resolution #26-94, Mrs. Hartkemeyer seconded the motion. The roll call vote was as follows: Mr. Berding – 'aye', Mrs. Hartkemeyer - 'aye', and Mr. McAbee 'aye'. Motion passes.

E. Resolution #26-95 – A Resolution approving a Then/Now authorizing the administrator to enter into an agreement with SWOCA (information technology center) to install new fiber lines within fire station 211 in the amount of $12,085.00 and will be paid from the fire fund #2111. Mrs. Lapensee stated there are 4 fiber lines that require being moved by SWOCA for fear of cutting the lines during demolition. To my knowledge, no one identified these lines to the architect or construction contractor during the many visits to the fire station. We became aware of the fact that those lines ran over the training room ceiling during the first visit we had with the contractor after the office staff moved out of the building in September. The roll call vote was as follows: Mr. McAbee made a motion to approve Resolution #26-95, Mr. Berding seconded the motion. The roll call vote was as follows: Mr. McAbee – 'aye', Mr. Berding - 'aye', and Mrs. Hartkemeyer 'aye'. Motion passes.

F. Resolution #26-96 – A Resolution adopting temporary street closure permit policy for Fairfield Township. Mrs. Lapensee stated this will be a first read with an option to adopt. As reported at the last meeting, one of the businesses (Avsten Construction) requested our permission to close Tonya Trail (near the cul-de-sac) to have a Halloween Gathering with Food Trucks between the hours of 4 and 7 PM on 10/24. We feel comfortable with these types of requests and have developed a permit for the requestee to fill out and provide when these types of activities occur. Mr. McAbee made a motion to approve Resolution #26-96, Mrs. Hartkemeyer seconded the motion. The roll call vote was as follows: Mr. McAbee – 'aye', Mrs. Hartkemeyer - 'aye', and Mr. Berding 'aye'. Motion passes.

Fairfield Township
Temporary Street Closure Policy and Procedures - DRAFT 10/23/2026

I. Purpose

The purpose of this policy is to establish a consistent process for requesting the temporary closure of a public street or portion of a public street for community events, neighborhood gatherings, business promotions, special events, charitable activities, and other public or private events while protecting public safety, maintaining emergency access, and minimizing impacts to residents, businesses, and the traveling public.

II. Eligible Events

Examples include:

- Neighborhood block parties
- Cul-de-sac gatherings
- National Night Out
- Business grand openings
- Chamber of Commerce events
- Community festivals
- Farmers markets
- Charity walks or runs
- Holiday celebrations
- Car shows
- Outdoor business events
- Township-sponsored events

Approval is discretionary and subject to public safety considerations.

III. Street Classifications

Temporary street closure permits may be considered only for local Township streets, including:

- Residential streets
- Residential cul-de-sacs
- Local commercial streets owned and maintained by Fairfield Township
- Streets within commercial developments where the Township has jurisdiction
- Temporary street closures will not be approved under this policy for:
- Collector streets
- Arterial streets
- County roads
- State highways
- Private streets and privately owned access roads are outside this public-street closure permit process. Any closure of a private street requires authorization from the property owner or controlling entity and compliance with applicable law and emergency-access requirements.

IV. Neighbor Notification and Approval

A. Notification

The applicant shall provide written notice of the proposed street closure to all residents, businesses, and property owners directly affected by the proposed closure. Notification shall be provided no fewer than fourteen (14) calendar days prior to the event unless otherwise approved by the Township Administrator.

The notification shall include, at a minimum:

- Name of the event;
- Date and hours of the proposed street closure;
- Location and limits of the closure;
- Applicants contact information; and
- Information regarding how questions or concerns may be directed to the Township.

Proof of notification shall be submitted with the permit application in a form acceptable to the Township.

Applicants are responsible for completing required notifications within the prescribed timeframe regardless of when the application is submitted. The Township may require corrected or

additional notice, or adjustment of the event date, when necessary to provide adequate notice to affected properties.

B. Neighbor Approval

The Township Administrator may require written acknowledgment or approval from affected residents, businesses, or property owners when the proposed street closure is expected to materially impact property access, parking, deliveries, business operations, or the reasonable use and enjoyment of adjacent properties.

The Township Administrator may also require modifications to the proposed event, traffic control plan, or closure limits to minimize impacts to adjacent properties as a condition of permit approval.

Failure to obtain any required acknowledgments or approvals may be grounds for denial of the permit.

V. Application Requirements

Applicants shall submit:

- Completed application
- Site map showing:
  - Closure limits
  - Barricade locations
  - Detour routes (if applicable)
  - Emergency access
- Event description
- Estimated attendance
- Event schedule
- Traffic control plan (when required)
- Proof of insurance (if required)
- Written permission from affected property owners when applicable

Applications should be submitted:

- **Neighborhood events:** at least **14 days** prior
- **Commercial or large public events:** at least **30 days** prior

The Township Administrator or designee may waive the applicable application deadline when sufficient time remains for departmental review, notification of affected properties, and implementation of necessary safety measures. A waiver of the application deadline does not waive any other permit requirement.

VI. Review Criteria

Applications will be reviewed by:

- Township Administration
- Public Works
- Fire Department
- Police Department
- Other agencies as necessary

Review shall consider:

- Emergency vehicle access
- Traffic impacts

- Public safety
- Parking availability
- Access to surrounding businesses
- Event size
- Noise impacts
- Previous compliance history
- Construction conflicts
- Weather-related concerns

Following review by the appropriate Township departments, the Township Administrator or designee is authorized, subject to applicable law and Board-adopted authority, to approve, with reasonable conditions, or deny a temporary street closure permit. Conditions may address public safety, emergency access, traffic control, parking, accessibility, hours, noise, neighboring-property access, insurance, and protection of Township property. The Administrator may require additional information or revisions before acting on an application.

The Township Administrator or designee shall coordinate departmental review and consider recommendations from the appropriate Township departments. The Administrator may require additional review or imposing reasonable conditions recommended by Police, Fire/EMS, or Public Works before issuing a permit. Departmental recommendations do not independently constitute permit approval.

Permit approval shall be in writing and shall identify the approved location, closure limits, dates, hours, and any special conditions. Approval of street closure does not waive any separate permit, license, or legal requirement.

VII. Commercial Area Requirements

When events occur in commercial areas, applicants may also be required to:

- Notify affected businesses.
- Maintain pedestrian access to businesses.
- Maintain ADA-compliant access.
- Provide certified traffic control personnel if required.
- Maintain customer parking where feasible.
- Provide additional insurance coverage.
- Pay costs associated with traffic control, police details, or Township personnel when required.

VIII. Traffic Control

Depending on the event, the Township may require:

- Type III barricades
- MUTCD-compliant signage
- Detour signs
- Cones
- Certified flaggers
- Police traffic control
- Temporary no-parking zones

All traffic control devices shall comply with the **Manual on Uniform Traffic Control Devices (MUTCD).**

When Township-owned barricades or other traffic-control equipment are supplied, the permit holder shall coordinate pickup or delivery, placement, monitoring, removal, and return with

Public Works. Unless the Township expressly agrees otherwise in writing, the applicant is responsible for proper placement, continuous maintenance of the approved closure, and prompt removal and return of the equipment at the conclusion of the event. Barricades must not obstruct emergency access and may be moved immediately in the direction of Police, Fire/EMS, or Public Works.

The permit holder is responsible for the actual cost of repairing or replacement of Township equipment that is lost, damaged, or not returned, excluding ordinary wear and tear. The Township may apply any barricade deposit toward those costs and may recover any remaining balance.

IX. Insurance

The Township may require liability insurance based on the nature of the event.

Insurance may be required for:

- Large attendance
- Commercial events
- Vendors
- Alcohol
- Live entertainment
- Inflatable attractions
- Road races
- Food trucks

The Township may require additional insured status.

The Township Administrator or designee, in consultation with Police, Fire/EMS, and the Township's risk-management or insurance representative as appropriate, shall determine whether insurance is required and the amount and type of coverage based on event-specific risk. Routine residential neighborhood gatherings may be exempted from an insurance requirement.

For commercial events requiring a public street closure, the presumptive minimum shall be occurrence-form Commercial General Liability insurance of $1,000,000 per occurrence and $2,000,000 general aggregate, unless a different requirement is approved by the Township Administrator following risk review. Where required, Fairfield Township and its elected officials, officers, employees, and agents shall be additional insureds for liability arising from the permitted event. The applicant shall provide a certificate of insurance and evidence of the required additional-insured endorsement before permit issuance.

A certificate of insurance alone does not establish additional-insured status. When additional-insured coverage is required, the applicant must provide the applicable endorsement or other evidence acceptable to the Township. Any requirements concerning primary and noncontributory coverage or waiver of subrogation shall be determined in consultation with the Township's insurance or risk-management representative.

Depending on events, additional coverage may be required, including automobile liability, liquor liability, workers' compensation as required by law, or insurance maintained by vendors and contractors. Insurance shall remain effective during event setup, operation, and teardown associated with the street closure.

X. Fees, Deposits, and Township Costs

A. Application Fees

Application fees for temporary street closure permits shall be established by the Board of Township Trustees through a separately adopted fee schedule, as may be amended from time to time.
Applicants shall be responsible for payment of all applicable fees in accordance with the Township's adopted fee schedule. Unless otherwise specified, application fees shall be nonrefundable.
B. Barricade Deposits and Equipment
When Township-owned barricades or other equipment are provided for an approved event, the applicant may be required to pay a refundable deposit in the amount established by the Township's adopted fee schedule.
Deposits shall be refunded following the satisfactory return of Township equipment, subject to deductions for damage, loss, or other costs for which the applicant is responsible.
C. Extraordinary Township Costs
In addition to any applicable fees or deposits, applicants shall be responsible for extraordinary costs incurred by the Township as a direct result of the permitted event, including additional Police, Fire/EMS, Public Works, traffic control, equipment, cleanup, or other services specifically required for the event.
Routine administrative review and ordinary Township operations shall not be included in extraordinary service charges.
The Township shall provide applicants with an estimate of anticipated extraordinary costs before permit approval whenever reasonably practicable. Actual charges may vary based on services provided.
D. Fee Waivers and Exemptions
Application fee exemptions shall be established in the Township's adopted fee schedule. Any additional waiver or reduction of fees shall be subject to approval by the Board of Township Trustees or an official expressly authorized by the Board.
E. Payment
Applicable application fees shall be submitted with the application and shall be nonrefundable unless otherwise provided in the Board-adopted fee schedule. Required refundable deposits shall be paid before permit issuance unless otherwise authorized by the Township. Additional extraordinary costs shall be payable following issuance of an itemized invoice.

XI. Hours, Duration, and Frequency
The closure of the public street, including any closure needed for setup or teardown, should generally occur between 9:00 a.m. and 10:00 p.m. and shall ordinarily be limited to one calendar day. These hours govern the street closure, not activities conducted solely on private property.
The Township Administrator or designee may approve different closure hours or a multi-day closure upon a finding that the proposed arrangements adequately address public safety, emergency access, traffic circulation, and neighboring-property impacts.
There is no automatic annual entitlement to repeated street closures. In reviewing recurring or repeat requests, the Township Administrator or designee may consider frequency, cumulative access and traffic impacts, previous complaints, prior compliance, and the reasonable use of adjacent properties; may impose additional conditions; or may deny a request when warranted.

XII. Permit Conditions
The permit holder shall:

- Comply with all permit conditions.
- Maintain emergency access at all times.
- Keep fire hydrants unobstructed.
- Remove all litter and debris.
- Restore the roadway to its original condition.
- Remove barricades immediately following the event.
- Follow all applicable Township ordinances.

The permit holder shall promptly report damage to Township streets, equipment, or other public property, and shall reimburse the Township for documented event-related cleanup, repair, or replacement costs as permitted by law. Township staff may document permit violations, complaints, cleanup deficiencies, equipment damage, and other material compliance concerns, and may consider that record when evaluating future applications.
Any requested change to an approved closure date, time, location, or traffic-control plan, including a rain date, requires advance written approval by the Township Administrator or designee; material changes may require renewed departmental review or neighbor notification.

XIII. Revocation
The Township Administrator or designee may suspend or revoke a permit for the reasons below. Nothing in this policy limits the authority of Police, Fire/EMS, or other authorized personnel to direct the immediate reopening of a street when necessary to address an emergency or imminent threat to public safety. The permit holder shall promptly comply with such direction.

- Public safety is compromised.
- Permit conditions are violated.
- Severe weather creates unsafe conditions.
- Emergency response requires reopening the roadway.
- False information was provided on the application.

The roll call vote was as follows: Mr. McAbee made a motion to approve Resolution #26-96, Mr. Berding seconded the motion. The roll call vote was as follows: Mr. McAbee – 'aye', Mr. Berding - 'aye', and Mrs. Hartkemeyer 'aye'. Motion passes.

G. ****FIRST READ **** Resolution #26-97 – A Resolution adopting the Fairfield Township parking regulations; establishing noncriminal parking infractions pursuant to Ohio Revised Code Chapter 4521; authorizing enforcement. This will be the first read with an option to adopt. We have talked about this issue many times over the last two years. This new resolution will limit parking in the following manners:
   a. parking will be limited to one side of the street (opposite side of the fire hydrants),
   b. no parking within 100 feet of any driveway to a police or fire station,
   c. no parking within 10 feet of fire hydrant,
   d. no parking for more than 72 hours in one spot,
   e. no blocking sidewalks if a car is parked in the driveway,
   f. no parking in front of mailboxes, roundabouts, or within 10 feet of any intersection,
   g. no parking on streets with no curbs if the vehicle will interfere with traffic movement,
   h. no placement of materials or containers within the roadway; and
   i. no parking of commercial vehicles, recreational vehicles, trailers or equipment on any public street.

Mrs. Hartkemeyer – Do we want to do a roll out by subdivision? We're going to have to get the media involved with this and get some communication out probably come up some communication strategy and it's going to be a lot of signs. We might want to get a cost estimate for all our subdivisions for all the signs.
Mr. Berding – I think we should possibly look into prohibiting parking on both sides of the street if the street is under a certain width because I can think of some streets back in Indian Meadows and the main road is easy for a fire truck to get through on both sides of the street. I think we need to determine if there's just certain streets under a certain size there is no parking on both sides. We have some pretty wide streets in the township with a lot of residents having holidays and people coming over to visit and families and if they can't park on and they live back on a cul-de-sac if they can't go around the corner and park on the street that's wider I think we're going to have some issues. I mean like there are certain streets that it's a major issue. Well, I mean, there are certain streets that you shouldn't have parking on either side because they're so small.
Mr. McAbee - And I like the idea of sort of easing into this. Maybe we could do those commercial vehicles, those above average size vehicles. I don't know how we could distinguish that. And then also consider the width of the streets. But if my street's wider than yours, you need to move.
Mr. Berding – The reason behind this is emergency folks can't get down the streets. But if there is parking on both sides of the street and our largest apparatus can get down there safely at a good rate of speed. I feel like those residents should be allowed to park on both sides of the street.
Mrs. Lapensee – If you look on page four of 11, it says only on Township Street where the roadway is less than 24 feet in width, parking shall be permitted on only one side of the roadway. Under 24 feet. We might need a list.
Mrs. Hartkemeyer - Okay. And I think we need to find out so under 24 ft. which streets in the township because if it's not a problem for a given street I don't want to impose the regulations on those streets. However, if it is a narrow street, then we need to be cognizant of that, and I think that's where we need to initially target. So, I would say in the spirit of being pragmatic, let's assess what our narrow streets are and maybe target and see what those look like. I think we need to fine-tune this policy.
Mr. Berding - And to notify the public of that just we could have no parking signs in the smaller cul-de-sacs.
Mr. McAbee – Again, I thought we were trying to address the commercial vehicles and oversized vehicles.
Mrs. Hartkemeyer – I think the problem we're trying to solve is getting emergency vehicles down the streets.
Mr. Berding – At one point, many years ago, we had discussions about labeling vehicle types and whether they were allowed to park on the street or not.
Ms. Schultz – I think Chuck worked on this several years ago; putting trucks in certain classes. The zoning code is there but we had a moratorium on it.
Mr. Berding - Yes, probably this is something we'll have to talk about once or twice before approving anything. I like the idea of rolling out or at least rolling out enforcement of it. Start by giving people warning tickets instead of tickets.

COMMITTEE REPORTS

A. Transportation Improvement District (TID) – Trustee McAbee – TID has another couple projects; Princeton Road and the roundabout. Next meeting will be November 2nd.
B. Emergency Management Agency (EMA) – Trustee Hartkemeyer – Nothing currently.
C. Ohio, Kentucky, Indian Regional Council of Government (OKI) – Trustee Hartkemeyer – At the last OKI meeting we voted and there were a number quite a few projects that gave out a lot of money at that meeting and I'm so happy that they gave out three different things for Fairfield Township. They gave us two paving and the roundabout. That is just a real win for Princeton Road. This is a very big win for Fairfield Township and Princeton Road. So, it's going to be a minute before these starts, but I think it's a good thing for Fairfield Township, and it really is building for our future. I thanked all the partners that we have there at OKI. And I would also like to say I was not a part of the scoring. but I do know that some of the things that we've done in the township did help with the scoring. So, having a good comprehensive plan, which we've worked on for a while, that was something that gave us more points.
D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer – We talked a little bit about the event coming up. They changed the legislative reception. Before it was in odd years. Now it's going to be in even. They switched it up. The reason why they did that was because there's a lot of freshman legislators that come in and if we wait until the second year, they're kind of towards the end of their terms. So, the reason why it was moved up for this coming year is that we, as the township people, can invite them in and we can talk to them at that legislative reception about our township issues. And I just think that was the good reason behind that so that we can talk to them about townships.
Mr. Berding – That's great news on the paving projects and the roundabout.

BOARD MEMBER COMMENTS

Mrs. Hartkemeyer – I attended the Focus on Fairfield. I just wanted to give a shout out to Administrator Lapensee. I thought she did a very good job presenting Fairfield Township.
Mr. Berding – I echo that sentiment. The Lane Public Library, Fairfield Township campus ribbon cutting will be Saturday, November 21st at 12 noon.

ANNOUNCEMENTS

- Election Day – Tuesday, November 3, 2026
- Regular Trustee Meting – Tuesday, November 10, 2026, at 7 PM at the Administration Building
- Veterans Day Holiday – Wednesday, November 11, 2026, All Township Buildings will be closed.
- Veterans Day Event – Friday, November 13, 2026, at 10 AM (Parade at 10/Event starts at 10:30) at Heroes Park.
- Fairfield/Fairfield Township JEDD meeting – Tuesday, November 17, 2026, at 9 at the Administration Building.

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

The roll call vote was as follows: Mr. Berding – 'aye', Mr. McAbee 'aye', and Mrs. Hartkemeyer – 'aye'. Motion passes.

There may or may not be action taken following executive session.

President convenes Executive Session at 8:56 PM.

President resumes regular meeting at 9:24 PM

ROLL CALL

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

ADJOURNMENT

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adjourn at 9:25 PM
All in favor.

Minutes submitted by:

_____
Shelly Schultz, Fiscal Officer

_____
Michael Berding, Trustee Chairperson

_____
Shannon Hartkemeyer, Trustee Vice-Chairperson

_____
Joe McAbee, Trustee