

**RECORD OF PROCEEDINGS**  
**SPECIAL TRUSTEE MEETING HELD APRIL 29, 2025**

The Fairfield Township Trustees held a Special Trustee Meeting Tuesday, April 29, 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 7:00 PM.

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

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

**INVOCATION:** Pastor Cecil Day, Lighthouse Baptist Church

**Pledge of Allegiance**

**PRESENTATION** - None

**OLD BUSINESS**

A. Fire Station 211 – Get options for financing.

**Mrs. Lapensee** - The agreement wasn't received until late Friday, and I didn't put it on the agenda. It's become clear to us in putting the budget together we're going to be short in the Fire Department budget.

**Mr. Berding** – I think it would be good to have that discussion when we have that agreement. At least the quote from the design firm. That way we can have one discussion at the same time. We will discuss at May meeting.

**Mr. McAbee** – Earlier this month there were 2 reason to meet tonight. One was to have that discussion about the fire station rehab.

**Mr. Berding** - I'm ok with discussing the fire station. I'm trying to be respectable that we didn't have all the information.

**Mr. McAbee** - We talked about the estimated \$2M to fix the two major problems.

**Mrs. Lapensee** - The larger issues becomes do we want to put \$2M into a fire station when we have budget shortfalls and we could spend and use that money to fund staffing for the fire department. I think that's where the larger budget discussion needs to be. We're going to have a budget shortfall. We need to fix the fire station. Do we need to put that question out to the residents. What level of service do you want us to provide for you.

**Mr. McAbee** - I don't see how we can fix or not fix the station without new money as soon as we can get it. We've talked a little bit about salaries, the fire and police are running in the red. If we don't fix the building we still need the money. Now we're talking 10 mills instead of 5 mills. I thought we had settled on this; that we were going to spend \$2M to fix the major issues. We need to have that discussion about how big the millage should be.

**Mr. Berding** - I would like to get the building fixed. I don't know the timing of that. Our Chief sent out a letter for us to consider.

**Mrs. Hartkemeyer** - If this goes to the ballot and it doesn't pass then what?

**Mr. Berding** - At this point I'm still in favor of getting the fire building fixed. Not

**RECORD OF PROCEEDINGS  
SPECIAL TRUSTEE MEETING HELD APRIL 29, 2025**

replacing it. Maybe we do only the absolutely necessary things to protect our investment and staff. We need to progress forward to see what it's going to cost to repair that building. We should continue to go forward. The taxpayers have a huge investment in that building and I want to protect our assets in that building. Our assets include our firefighters.

**Mr. McAbee** - Send the contract to legal and send it out to us.

**Mr. Berding** - Let's just keep moving forward with 211.

**Mr. McAbee** - We accepted the proposals over a year ago. We need to do whatever to keep it moving.

**Mrs. Hartkemeyer** - I'd like to see some different finance options for this. I'd like to see some different options in order to protect our cash position.

B. Fire Department staffing/budget – Do not fill open positions.

**Chief Berter** – We have 1 full-time firefighter relocating back to Alabama. I know there has been talk about not backfilling, but we are short in the fire department as it is. We're doing everything we can to reduce overtime costs. I'd like to discuss with the Board now about backfilling that spot.

**Mr. Berding** - What does that look like short term long term?

**Chief Berter** - It's an increase in overtime but I can't tell day to day how much it will be because it really depends on our part-time staff.

**Mr. Berding** – What is the will of the Board?

**Mr. McAbee** - I don't think we can afford to fill this position. We've run short for years and have worked hard to get to this point and every new hire over the past I've said how are we going to pay for this.

**Mrs. Hartkemeyer** – I'm concerned about the speed we're depleting these funds. The last levy we had was a 5 year levy and we definitely stretched that out. I believe we're fine for this year and fine for next year. If we do have to make cuts I would hope they would be made through attrition.

**Mr. Berding** – I agree with both of you and for the time being we don't backfill a full-time employee.

**ITEMS FOR BOARD DISCUSSION – Mrs. Lapensee**

Items for Old Business:

- A. Fire Station 211 Update – We have communicated the need to our design consultant to prepare contract agreements for their design services for the repairs to the fire station. We are still waiting for that agreement.

Items for Board Discussion:

- A. Schedule Milton Park Ribbon Cutting – We would like to schedule the ribbon cutting for the park dedication. I suggest that we schedule it for 6:30 on June 17th. Hopefully all the landscaping will be installed by then.
- B. Recycling Bins – As you all know, Liberty Township and Madison Township have voted to remove the recycling bins from their townships. I believe that we are the only location left for recycling drop-off areas on this side of the river. Based on experience, we know that our property will continue to be a

**RECORD OF PROCEEDINGS**  
**SPECIAL TRUSTEE MEETING HELD APRIL 29, 2025**

large dumping area for recycling and trash. Do we have permission to remove our recycling dumpsters as well?

**Mr. Berding** – We will discuss at our next meeting.

**Mr. McAbee** – Please talk to Ann Fehr with the Solid Waste Department to see if she has any suggestions or remedies before we get rid of the dumpsters.

- C. Curb and Gutter Project – In December, we hired RA Miller to tear out and replace curbs on certain streets in the Green Crest Manor Subdivision. The board approved the removal of 2,975 linear feet of curbs. RA Miller removed and replaced 3,379 linear feet of curb. They did not get our approval to go over the 2,975 amount. I have offered them a solution for us to pay for the additional material that they paid for, but not the labor. Would you all be comfortable approving a change order in the contract for the additional material amount? The total cost of materials was \$6,855.00.
- D. Schedule a Work Session for the Vision Plan – We will need to schedule a work session to discuss the vision plan. We have been unable to connect the consultant with our meeting schedule and will need to look at alternate dates.
- E. Election of Representatives to the OPWC Board – We received a letter in the mail asking us to vote on a list of representatives to the OPWC Board. We will need to vote on representatives before May 16. We will need to select no more than 3. Our picks: Tom Peck, Gary Salomon, Russell McGurrin.
- F. Other Items – Does anyone else have any other items that they would like to discuss?

**Mrs. Lapensee** – Presented List of Expenditures to Trustees for their review.

- Discussion of all funds from 2024 to 2030 and TIF monies.
- A Fire Levy is necessary for the future funding of the fire department due to projected budget shortages starting in 2026. The department will be over \$3,000,000.00 in deficit. There will also be budget shortages for the Police Department and Public Works Department starting in 2026. All budgets for the future contain no capital items.
- If TIF money is used to pay for salaries instead of a levy, then the money must be repaid at end of time period.
- We will need a plan to pay back.

**COMMUNICATION**

- **Richard Wheeler, 3230 Springcrest Drive**, I'd like to have a discussion on where my tax dollars are going.

**RECORD OF PROCEEDINGS  
SPECIAL TRUSTEE MEETING HELD APRIL 29, 2025**

**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 the removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

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

All in favor.

**FISCAL OFFICE BUSINESS – Consent Agenda Items**

- A. Recommend motion to suspend reading of the minutes of the following meeting  
Trustee Regular Meeting, April 8, 2025
- B. Recommend motion to approve the minutes
- C. Recommend motion to approve payment of the bills by the Fiscal Officer

**MOTIONS – Consent Agenda Item**

- A. None

**RESOLUTIONS – Consent Agenda Items**

- A. Resolution No. 25-64 approving open Purchase Order Balances
- B. Resolution No. 25-65 declaring nuisance and ordering abatement on  
properties

**FISCAL OFFICER REPORT – Shelly Schultz**, Fiscal Officer, nothing to report at this time. Tax settlement came in at \$5.8 million.

**Mr. McAbee** – What did we receive last year in the first half?

**Ms. Schultz** – We received \$5.4 million.

**Motions**

- A. Motion appointing Kimberly Lapensee as representative between  
OTARMA and the Township and Dianne French as alternate  
representative.

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

All in favor.

**RECORD OF PROCEEDINGS  
SPECIAL TRUSTEE MEETING HELD APRIL 29, 2025**

**Resolutions**

- A. Resolution No. 25-55 removal of Section 4.08 resolution amending Article IV Wages and Benefits of the Personnel Policy Manual for Fairfield Township. #25-55  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer, to adopt the motion with removal of Section 4.08.  
All in favor.
- B. Resolution No. 25-58 dispersing \$542,252.01 from the tax increment financing fund numbers 2904, 2906, 2908, 2910 for distribution of TIF monies collected to the Fairfield City School District. #25-58  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt the motion.  
All in favor.
- C. Resolution No. 25-66 authorizing debt service payments to Huntington Bank and US Bank for projects in the amount of \$823,353.86 for 2025 paid from the Princeton Road TIF 2906. #26-66  
**Ms. Schultz** – This will cover the next payment also. This pays the entire principal and interest for the year.  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt the motion.  
All in favor.
- D. Resolution No. 25-67 authorizing payment of \$534,917.85 to Huntington Bank as outlined in the development agreement for the Seward Road development paid from the Seward Road TIF 2908. #25-67  
**Ms. Schultz** - The original bond is \$1,040,000.  
**Mc. McAbee** - I'd like to see us tracking this in the records.  
**Motion** made by Mr. Berding, second by Mr. McAbee to adopt the motion.  
All in favor.
- E. Resolution No. 25-68 authorizing the purchase of landscaping for the Milton Street Park from TR Gear Landscaping in the amount of \$9,832.71 paid from the ARPA Fund 2272. #25-68  
**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt the motion.  
All in favor.
- F. Resolution No. 25-69 authorizing payment of \$6,747.71 to Basis Companies as outlined in the development agreement for the Bridgewater Development paid from the Bridgewater TIF 2910. #25-69  
**Motion** made by Mr. McAbee, second by Mr. Berding to adopt the motion.

**RECORD OF PROCEEDINGS  
SPECIAL TRUSTEE MEETING HELD APRIL 29, 2025**

All in favor.

- G. Resolution No. 25-70 rescinding Resolution 25-53 and approving the purchase of rifle silencers for the Police Department from Vance's Outdoor for a total cost of \$27,607.50 paid from JEDD fund 2901.

#25-70

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt the motion.

All in favor.

- H. Resolution No. 25-71 approving change order #1 for the curb and gutter repairs from R.A. Miller Construction Company in the amount of \$6,855.00.

#25-71

**Motion** made by Mr. Berding, second by Mr. McAbee to adopt the motion.

All in favor.

- I. Resolution No. 25-72 authorizing the Township Administrator to sign a three-year contract with Cintas to purchase cleaning supplies and uniforms.

#25-72

**Mrs. Lapensee** - We found out we were not given the Omnia pricing. And that also a former employee signed a 5-year contract that was not authorized.

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

All in favor.

**COMMITTEE REPORTS**

- A. Transportation Improvement District (TID) – Trustee McAbee, we expect to have an agreement in May to split out another section of the North Hamilton Crossing. This will still be done in 3 phases.
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer, nothing to report.
- C. Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer, nothing to report.
- D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer, nothing to report.

**BOARD MEMBERS COMMENTS**

**Mr. McAbee** – I want to thank our new administrator. She has done a lot of work.

**Mr. Berding** - I want to thank all the volunteers and staff on the Clean Up Day. We had good weather, and a lot of Township residents took advantage of this.

**RECORD OF PROCEEDINGS  
SPECIAL TRUSTEE MEETING HELD APRIL 29, 2025**

**ANNOUNCEMENTS**

- Fairfield Township Board of Trustees Meeting – Tuesday, May 13, 2025, 7 PM at the administration building
- Armed Forces Day of Remembrance – Friday, May 16, 2025, at the Veterans Memorial, 5:30 PM
- Memorial Day Observation – Monday, May 26, 2025, the Township offices will be closed.
- Fairfield Township Board of Trustees Meeting – Tuesday, June 17, 2025, 7 PM at the administration building.

**ADJOURNMENT**

**Motion** made by Mr. Berding, second by Mr. McAbee to adjourn at 8:52 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