



AGENDA

FAIRFIELD TOWNSHIP BOARD OF TRUSTEES MEETING TUESDAY, JUNE 17, 2025 7:00 P.M.

CALL TO ORDER: Board Chairperson

ROLL CALL: Fiscal Officer, Shelly Schultz

Trustee, Michael Berding _____

Trustee, Shannon Hartkemeyer _____

Trustee, Joe McAbee _____

PLEDGE OF ALLEGIANCE

PUBLIC HEARING

A. FY2026 Tax Budget Hearing.

PRESENTATION

A. Jay Stewart

OLD BUSINESS

A. None

ITEMS FOR BOARD DISCUSSION

- A. Vision Work Session
- B. Schedule of Events for the Remainder of the Year
- C. Paving List for 2026
- D. Reschedule July Meeting

COMMUNICATION

This is the Portion of the meeting where you, the residents of Fairfield Township, are invited to share your thoughts with the Board. Please know that this time has been set aside from the Board to listen to you. Your comments are valued and will be taken into careful consideration. The Board will not engage in dialogue at this time. Presentations are limited to three (3) minutes each.

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.

- 1. Motion to adopt: _____; 2nd _____
 - a. Vote: _____ Berding _____ Hartkemeyer _____ McAbee
 - b. President declares motion _____.

FISCAL OFFICE BUSINESS – Consent Agenda Items

- A. Recommend motion to suspend reading of the minutes of the following meeting:
 - 1. Trustee Regular Meeting, May 13, 2025
- B. Recommend motion to approve the minutes
- C. Recommend motion to approve payment of the bills by the Fiscal Office

RESOLUTIONS – Consent Agenda Items

- A. Resolution No. 25-91 Approving Open Purchase Order Balances

FISCAL OFFICER REPORT – Fiscal Officer

ADMINISTRATOR’S REPORT – Administrator

MOTIONS

- A. None

RESOLUTIONS

- A. Resolution No. 25-92 Resolution Authorizing the Levy of a Township Motor Vehicle License Tax Pursuant to Ohio Revised Code Section 4504.18.
 - 1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____Berding _____Hartkemeyer _____McAbee
 - b. President declares motion _____.
- B. Resolution No. 25-93 Resolution Declaring the Necessity of Levying an Additional Tax in Excess of the Ten-Mill Limitation within the Township and Requesting the County Auditor to Certify Matters in Connection Therewith (4.9 mills Fire).
 - 1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____Berding _____Hartkemeyer _____McAbee
 - b. President declares motion _____.
- C. Resolution No. 25-94 Resolution Declaring the Necessity of Levying an Additional Tax in Excess of the Ten-Mill Limitation within the Township and Requesting the County Auditor to Certify Matters in Connection Therewith (3.9 mills Fire).
 - 1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____Berding _____Hartkemeyer _____McAbee
 - b. President declares motion _____.
- D. Resolution No. 25-95 Resolution Declaring the Necessity of Levying an Additional Tax in Excess of the Ten-Mill Limitation within the Township and Requesting the County Auditor to Certify Matters in Connection Therewith (2.9 mills Fire).
 - 1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____Berding _____Hartkemeyer _____McAbee
 - b. President declares motion _____.

E. Resolution No. 25-96 Resolution Authorizing the Township Administrator to Execute All Necessary Documents to Renew the Township's Coverage for Cyber Insurance Through CFC, at an Annual Cost not to exceed \$10,434.75 Effective June 1, 2025, through May 31, 2026.

1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____ Berding _____ Hartkemeyer _____ McAbee
 - b. President declares motion _____.

F. Resolution No. 25-97 Resolution Authorizing the Township Administrator to Contract with Principal for Vision, Dental and Voluntary Life Benefits.

1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____ Berding _____ Hartkemeyer _____ McAbee
 - b. President declares motion _____.

G. Resolution No. 25-98 Resolution Authorizing Then and Now Purchase Order to Ohio Auditor of State at a Price Not to Exceed \$12,000.00 Paid from the General Fund #1000.00

1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____ Berding _____ Hartkemeyer _____ McAbee
 - b. President declares motion _____.

H. Resolution No. 25-99 Resolution Authorizing Then and Now Purchase Order to SWOCA at a Price Not to Exceed \$20,115.52 Paid from Multiple Funds.

1. Motion to adopt the resolution: _____; 2nd _____
 - a. Vote: _____ Berding _____ Hartkemeyer _____ McAbee
 - b. President declares motion _____.

COMMITTEE REPORTS

- A. Transportation Improvement District (TID) – Trustee McAbee
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer
- C. Ohio, Kentucky, Indian Regional Council of Government (OKI) – Trustee Hartkemeyer
- D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer

BOARD COMMENTS

ANNOUNCEMENTS

- Juneteenth Holiday Observed – Thursday, June 19, 2025. All township offices will be closed.
- Fourth of July Holiday Observed – Friday, July 4, 2025. All township offices will be closed.
- Fairfield Township Board of Trustees Meeting – Tuesday, July 8, 2025, 7:00 PM at the administration building.

ADJOURNMENT

- Motion to Adjourn: _____; 2nd _____
- a. _____ Berding _____ Hartkemeyer _____ McAbee
 - b. President declares meeting adjourned _____ P.M.

STAFF REPORT TO THE BOARD OF TRUSTEES

June 17, 2025, MEETING

Public Hearing – Fiscal Year 2026 Tax Budget.

Tax Budget for 2026 is provided in the packet and we will email it to you so that you have both. We asked the Department Heads to compile their own budgets based on a 1% increase in revenue. We used the following methods to determine the budgets:

1. Administration – General Fund and TIF's.
2. Fire Department – Fire Fund and Fire/Rescue Fund with a transfer from the General fund.
3. Police Department – Police Fund, Safety Services Levy with a transfer from the General fund and a gap filler from the Hamilton JEDD fund.
4. Public Works – Motor Vehicle Fund, Gas Tax Fund, Road and Bridge Fund, Permissive Motor Vehicle License Tax, the RID fund and a transfer from the General fund with a gap filler from the Hamilton JEDD fund.

Items that I recommend for the future:

1. We should pass legislation to approve a Permissive Motor Vehicle License. We can enact two (2) \$5.00 license plate fees to help bridge the gap for the public works department and help pay for paving, storm water and curb and gutter expenses that we have not been planning for.
2. We should pass legislation to approve two ballot measures for levies – one for police and one for fire. The fire levy would be the most important one to pass as soon as we can because the fire department is short 2.67 million dollars and will continue to increase over the next few years. We should be able to sustain paying for the police out of the JEDD Funds, but within the next 2 years we will need an increase in levy funds to continue to fund their operations.
3. If a permissive motor vehicle license tax is not an option, then a road levy will be needed to fund repairs and maintenance of the roadways, storm sewers, curb and gutters and eventually personnel.

If we do not approve ballot measures for new levies, then I recommend the following:

1. Reduce/eliminate all unnecessary contracted services that can be done in-house with our own personnel. We can scan our own documents which would save at least \$7,500.00 a quarter. The public works department can mow the parks and all the properties that are owned in the Homewood/Belmont area, and they can maintain all the medians along Princeton Road. This would save \$2,295.00 for mowing and \$25,000 for the maintenance

of the medians. We are already saving \$13,000 to \$24,000 in consultants fees that we no longer use.

2. Reduce health insurance benefits by switching plans to a self-insured plan or drop spouses from the plan if their spouse has insurance at their places of employment. We could also increase the employee share from 5 to 10 percent. We would have to wait until we negotiate the union contracts in 2027, if we chose to pursue that option.
3. Eliminate all special events which reduces overtime. This could save us \$30,000.00.
4. Sell the old fire/public works building on Tylersville Road. We continue to pay for utilities to this building, and it is not being used.
5. Use outside contractors to provide services instead of employees (last emergency option).

Presentation:

- A. Jay Stewart – Vision Plan.

Items for Old Business:

- A. None.

Items for Board Discussion:

- A. Vision Plan Work Session – Discussion with the board concerning the vision plan.
- B. Schedule of Events for the remainder of the year.
- C. Paving list for 2026.
- D. Reschedule July Meeting.
- E. Other Items – Does anyone else have any other items that they would like to discuss?

Motions/Resolutions for the agenda:

1. 25-91 – Approving Open Purchase Orders for the township.
2. 25-92– Resolution Authorizing the Levy of a Township Motor Vehicle License Tax Pursuant to Ohio Revised Code Section 4504.18. We have held the required two public hearings for this tax. We will need to approve it by the end of June if we plan to move forward.
3. 25-93 Resolution Declaring the Necessity of Levying an Additional Tax in Excess of the Ten-Mill Limitation within the Township and Requesting the County Auditor to Certify Matters in Connection Therewith (4.9 mills Fire). This is the first step in the

- process to ask the Auditor to certify the funds. We will then wait for the auditor's rebuttal and will then have to pass a resolution to proceed if we decide to move forward with a Fire Levy. As you can see from the numbers, we will need at least \$2.4 million dollars in 2027 to pay for fire, police and public works. That deficit becomes \$6.2 million dollars in 2028.
4. 25-94 Resolution Declaring the Necessity of Levying an Additional Tax in Excess of the Ten-Mill Limitation within the Township and Requesting the County Auditor to Certify Matters in Connection Therewith (3.9 mills Fire).
 5. 25-95 Resolution Declaring the Necessity of Levying an Additional Tax in Excess of the Ten-Mill Limitation within the Township and Requesting the County Auditor to Certify Matters in Connection Therewith (2.9 mills Fire).
 6. 25-96 – Revising Authorizing the Township Administrator to Execute all Necessary Documents to Renew the Township's Coverage for Cyber Insurance through CFC, at an annual cost not to exceed \$10,434.75 effective June 1, 2025, through May 31, 2026. There is no increase in the cost of this coverage.
 7. 25-97 Resolution Authorizing the Township Administrator to Contract with Principal for Vision, Dental and Voluntary Life Benefits. I recommend that we switch Vision, Dental and Voluntary Life Benefits to Principal to save money. We will save 4.27% (\$601.92) for Vision, and 2% for Dental (\$1,186.32). The voluntary life insurance options will be more expensive, but the amounts of the guaranteed coverage will increase without medical authorization. These costs will not affect the township.
 8. 25-98 Resolution Approving a then and now Purchase Order to Ohio Auditor of State at a Price Not to Exceed \$12,000 for the 2024 Financial Audit paid by the general fund.
 9. 25-99 Resolution Authorizing then and now purchase order to SWOCA at a price not to exceed \$20,115.52 paid from multiple funds.

Other Items:

1. We have been working on getting quotes for the sign replacements at the buildings. We have asked Tri-State signs to give us a quote to replace all the signs with the following: (1) full graphics, (2) partial static sign with message board at the bottom, and (3) full static sign. We might be able to make a combination of all three signs depending on the location. **Do you want us to continue to work on solutions for these signs?**
2. No thru trucks – Mrs. Hartkemeyer asked that we investigate enforcing the no thru truck signs that have been posted on Vinnedge. To enforce the signs, we need to know if we passed a resolution or could pass a resolution that indicates where truck traffic is supposed to occur. Do any of you recall us doing this? We have not been able to locate any information on this issue.
3. We had a meeting next week with the architect/potential contractor for the fire station design. We have developed a plan for moving forward. The architect hopes to complete

the plans by the end of summer and then will work with the engineers on structural design issues and then the county for permits. Once we understand what will need to be replaced, we will develop a timeline for replacement. We may have to wait on the roof replacement until next summer due to the weather. While we were discussing the roof replacement, the possibility was mentioned that the county may make us upgrade the storm shelter in that building since we will be touching that room during construction. Those requirements may add a considerable amount to the total cost of the project.

4. There will be a public meeting/open house on June 24th from 5:30 to 7:30 PM at the Butler County Fairgrounds to discuss and display potential plans for the North Hamilton Crossing.
5. We met with multiple developers this week for potential projects. One potential project is a Chase Bank which would be located right next to Big O Tires in front of the church on Princeton. They have indicated that they are going to pursue B-2 zoning. We are trying to steer them to B-PUD and include all the of the remaining church property so it can be completed all at one time and be ready for the future. The second project is a 17-acre parcel that is located on the border of Lakewood/Indian Meadows Subdivision. The developer has indicated that they may pursue zoning for duplexes. We are trying to steer them to developing SF lots. The property is zoned R-1.
6. We did not submit the grant application to OKI last week for Princeton Road. We were told by OKI that that portion of Princeton Road was a local road on their maps, and it was ineligible for grant funding. Mrs. Hartkemeyer did speak with the executive director and found out that the road label will be changed in August to a collector street. We are trying to see if we can now submit the grant based on that new information.
7. The comprehensive plan proposal is attached. Please review the information provided and email questions you may have to me, Chuck or Jay prior to the meeting so that Jay has an opportunity to review the questions and get the answer to the questions.
8. Ainsley has been working on a business handout/welcome packet and press releases for the township. I have attached them to the packet for you to review and comment on.
9. We have cancelled the recycling dumpsters with Rumpke. They have been instructed to remove them by July 4th. Rumpke will send out flyers to try and recruit curbside recycling. The solid waste district has offered to pay for the first three months for all residents if they sign up with Rumpke. Rumpke will provide a 65-gallon tote container with a weekly pickup. Dianne will post on the website and Facebook. Jeff has already posted signs near the dumpsters letting people know they will be going away.
10. We attended an Indian Springs JEDD meeting this week.
11. We will continue to collect bids to fix the turf on the pipe hill at Heroes Park. We have one bid from DWA. They have recommended replacing the entire hill with new turf. I called PES to get a quote, and they are working on it. I also called Andy Barlow to get a third quote.

Fund	2025				Fund	Number	2026		
	Revenues	Expenditures	Balance	Revenues			Expenditures	Balance	
General	1000	\$ 1,544,000.00	\$ 3,519,000.00	\$ 6,709,980.71	General	1000	\$ 1,630,121.00	\$ 5,175,600.00	\$ 3,164,501.71
Motor Vehicle	2011	\$ 40,000.00	\$ 38,500.00	\$ 23,927.09	Motor Vehicle	2011	\$ 40,400.00	\$ 40,400.00	\$ 23,927.09
Gasoline Tax	2021	\$ 359,000.00	\$ 659,000.00	\$ 237,279.75	Gasoline Tax	2021	\$ 375,705.00	\$ 375,705.00	\$ 237,279.75
Road & Bridge	2031	\$ 588,000.00	\$ 588,000.00	\$ 3,518.80	Road & Bridge	2031	\$ 743,980.00	\$ 593,880.00	\$ 153,518.80
Police	2081	\$ 2,418,000.00	\$ 2,518,000.00	\$ 21,509.92	Police	2081	\$ 3,078,912.00	\$ 2,368,380.00	\$ 732,041.92
Fire	2111	\$ 2,442,000.00	\$ 2,542,000.00	\$ 82,610.36	Fire	2111	\$ 5,045,640.00	\$ 4,545,640.00	\$ 582,610.36
Safety Services	2191	\$ 1,867,000.00	\$ 2,167,000.00	\$ 101,152.84	Safety Services	2191	\$ 1,855,700.00	\$ 1,539,850.00	\$ 447,002.84
Perm Motor Veh	2231	\$ 74,000.00	\$ 74,000.00	\$ 45,344.82	Perm Motor Veh	2231	\$ 74,740.00	\$ 74,740.00	\$ 45,344.82
ARPA	2272	\$ -	\$ 150,000.00	\$ -	ARPA	2272	\$ -	\$ -	\$ -
First Responders	2273	\$ -	\$ -	\$ -	First Responders	2273	\$ -	\$ -	\$ -
Fire & Ambulance	2281	\$ 900,000.00	\$ 1,900,000.00	\$ 338,773.73	Fire & Ambulance	2281	\$ 945,000.00	\$ 945,000.00	\$ 338,773.73
Lighting District	2401	\$ 168,000.00	\$ 213,000.00	\$ 4,237.10	Lighting District	2401	\$ 250,000.00	\$ 240,690.00	\$ 13,547.10
JEDD - Ham	2901	\$ 785,000.00	\$ 2,210,000.00	\$ 2,092,444.31	JEDD - Ham	2901	\$ 792,850.00	\$ 2,338,253.00	\$ 547,041.31
JEDD - Fairfield	2902	\$ 3,000.00	\$ 5,000.00	\$ (2,000.00)	JEDD - Fairfield	2902	\$ 31,200.00	\$ 5,000.00	\$ 24,200.00
TIF - Millikin	2903	\$ -	\$ -	\$ -	TIF - Millikin	2903	\$ -	\$ -	\$ -
TIF - Storypoint	2904	\$ 305,000.00	\$ 605,000.00	\$ 213,994.54	TIF - Storypoint	2904	\$ 308,050.00	\$ 308,050.00	\$ 213,994.54
TIF - Princeton	2906	\$ 2,765,000.00	\$ 3,365,000.00	\$ 221,914.94	TIF - Princeton	2906	\$ 2,792,650.00	\$ 2,994,550.00	\$ 20,014.94
TIF Seward	2908	\$ 706,000.00	\$ 1,056,000.00	\$ 34,369.98	TIF Seward	2908	\$ 1,400,000.00	\$ 1,319,836.00	\$ 114,533.98
One Ohio	2909	\$ 75,000.00	\$ 125,000.00	\$ 12,909.50	One Ohio	2909	\$ 65,000.00	\$ 10,000.00	\$ 67,909.50
TIF - Bridgewater	2910	\$ 40,000.00	\$ 40,000.00	\$ -	TIF - Bridgewater	2910	\$ 40,400.00	\$ 39,000.00	\$ 1,400.00
Capital Project Gil	4901	\$ -	\$ -	\$ -	Capital Project Gil	4901	\$ -	\$ -	\$ -
Project Fund	4902	\$ -	\$ -	\$ -	Project Fund	4902	\$ -	\$ -	\$ -
RID Capital Projects	4903	\$ 325,000.00	\$ 1,925,000.00	\$ 51,471.15	RID Capital Projects	4903	\$ 328,250.00	\$ 328,250.00	\$ 51,471.15
Totals		\$ 15,404,000.00	\$ 23,699,500.00	\$ 10,193,439.54	Totals		\$ 19,828,498.00	\$ 23,242,824.00	\$ 6,779,113.54

CAPITAL IMPROVEMENT LIST
2025

DEPARTMENT	PURCHASED	ITEMS	FUND	2025	2026	2027	2028	2029	2030
FIRE		TURNOUT GEAR (15 SETS PER YR)	2281	\$ 70,000.00	\$ 70,000.00	\$ 75,000.00	\$ 75,000.00	\$ 80,000.00	\$ 80,000.00
FIRE		MISCELLANEOUS EQUIPMENT	2281	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
FIRE		SCBA		\$ -	\$ -	\$ 500,000.00	\$ -	\$ -	\$ -
EMS/FIRE		2025 ADDITIONAL VEHICLE	2281	\$ 75,300.00	\$ -	\$ -	\$ -	\$ -	\$ -
VEHICLES		2025 LOCKERS	2281	\$ 8,061.00	\$ -	\$ -	\$ -	\$ -	\$ -
VEHICLES		REPLACE QUINT LADDER TRUCK 211	1000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VEHICLES		2003 REPLACE RESERVE ENGINE	TIF/JEDD	\$ -	\$ -	\$ 1,000,000.00	\$ -	\$ -	\$ -
VEHICLES		2016 REPLACE CHIEF TAHOE		\$ -	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -
VEHICLES		2020 REPLACE F-150 CHIEF 211		\$ -	\$ -	\$ 100,000.00	\$ -	\$ -	\$ -
VEHICLES		2020 REPLACE MEDIC 212		\$ -	\$ -	\$ -	\$ -	\$ 350,000.00	\$ -
VEHICLES		REPLACE ENGINE 214		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000.00
VEHICLES		2020 REPLACE F-150 CAPTAIN 210		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VEHICLES		2021 REPLACE MEDIC 211		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VEHICLES		REPLACE COMPUTERS	2281	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
VEHICLES		2000 REPAIRS TO STATION 211	TIF	\$ 280,000.00	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ -
TOTALS				\$ 453,361.00	\$ 2,190,000.00	\$ 1,695,000.00	\$ 2,095,000.00	\$ 450,000.00	\$ 1,100,000.00
POLICE		REPLACE POLICE VEHICLES	2901	\$ 196,499.49	\$ 200,000.00	\$ 150,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
POLICE		PROPERTY ROOM REPLACEMENT SHELVES	2906	\$ 32,854.00	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE		BULLETPROOF VESTS		\$ 3,200.00	\$ 2,400.00	\$ 7,200.00	\$ 7,400.00	\$ 4,800.00	\$ 4,000.00
POLICE		BODY WORN CAMERAS (5 YR PLAN 24-29)		\$ 20,177.00	\$ 20,177.00	\$ 20,177.00	\$ 20,177.00	\$ -	\$ -
POLICE		IN CAR CAMERAS (5 YR PLAN 24-29)		\$ 28,784.00	\$ 28,784.00	\$ 28,784.00	\$ 28,784.00	\$ -	\$ -
POLICE		RADAR UNITS (CURRENT NEEDS)		\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE		MDTS		\$ -	\$ 5,600.00	\$ -	\$ -	\$ -	\$ -
POLICE		FLOCK CAMERAS		\$ 32,500.00	\$ 32,500.00	\$ 33,000.00	\$ 33,000.00	\$ 33,000.00	\$ 50,000.00
POLICE		WEAPONS - AMMUNITION	2901	\$ 6,500.00	\$ 6,750.00	\$ 7,000.00	\$ 7,250.00	\$ 7,500.00	\$ 7,750.00
POLICE		WEAPONS - PISTOLS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE		WEAPONS - RIFLES		\$ 14,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE		WEAPONS - SHOTGUNS	2901	\$ 14,089.00	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE		WEAPONS - TASERS		\$ 24,445.80	\$ 24,445.80	\$ 24,445.80	\$ 24,445.80	\$ 24,445.80	\$ -
POLICE		WEAPONS - PATROL RIFLES SILENCERS		\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE		PORTABLE RADIOS		\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
POLICE		MOBILE FINGERPRINTING EQUIPMENT	2901	\$ 5,900.00	\$ 1,010.00	\$ 1,010.00	\$ 6,000.00	\$ 1,100.00	\$ 1,100.00
POLICE		HELMETS		\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ -
TOTALS				\$ 429,949.29	\$ 325,166.80	\$ 275,116.80	\$ 330,556.80	\$ 274,345.80	\$ 262,850.00
PUBLIC WORKS		2025 PAVING PROGRAMS	4903	\$ 1,200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS		2025 SCAG CHEETAH MOWERS (2)	2901	\$ 25,740.00	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS		2025 SEAL COAT PARKING LOT PUBLIC WORKS	2901	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC WORKS		2025 CURB REPLACEMENT PROGRAM	2021	\$ 164,517.50	\$ -	\$ -	\$ -	\$ -	\$ -

[illegible]



Fairfield Township 2025 Comprehensive Plan Update

Date: June 9, 2025

To: Fairfield Township Board of Trustees

From: Jay Stewart
Stewart Land Use

Re: Comprehensive Plan Update Memo - First Draft Review

Plan Overview

The first draft of the updated Township Comprehensive Plan is submitted for your review and discussion at the upcoming Trustees meeting on June 17th. Below are some comments to accompany the draft Comprehensive Plan document:

- The single most important component of this comprehensive plan is the future land use map and associated land use categories. Although much of the Township is currently built out, accounting for how the remaining vacant land will be developed is critical to shaping the ultimate vision of the Township. The Township will likely continue to see consistent redevelopment activity of existing or underutilized sites which is also greatly impacted by the future land use map designations.
- Chapter 4 contains the Focus Area plans identifying four areas of the Township that could benefit from a more detailed plan and list of suggested recommendations.
- The cover page is a placeholder. Chuck is checking on any specific local photos to use for the cover.
- The one piece of the plan that is still left blank are the specific priority connections points for the zoomed in Connectivity Plan map images. For this draft review, you will still be able to see the proposed connections points graphically on the maps.

Remaining Project Schedule

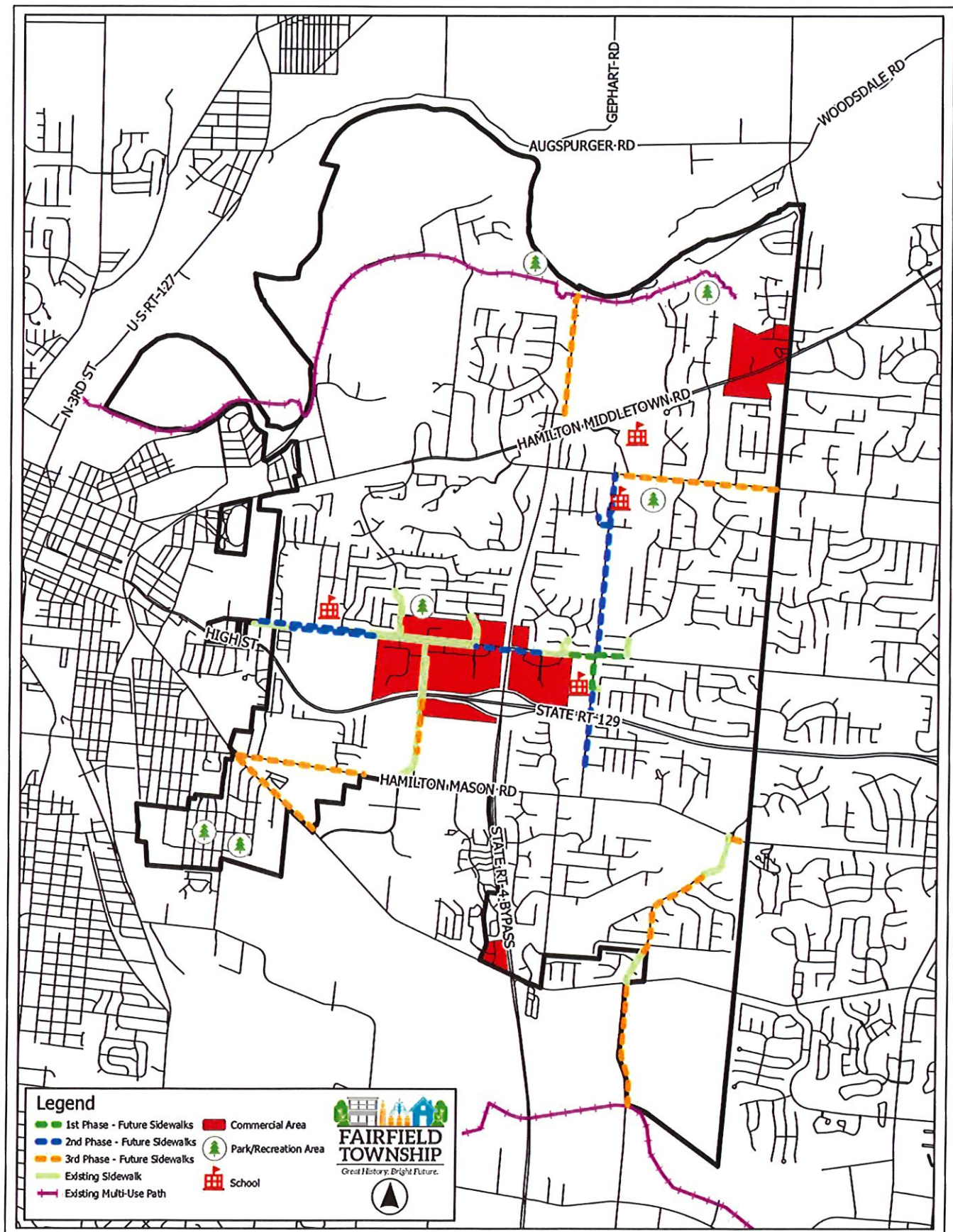
Below is a brief schedule and description of the remaining meetings for this plan update project.

Final Steering Committee Work Session. After the Trustees have reviewed the draft plan document and offered any input or edits, a revised document will be completed and sent out to the project steering committee for their final review and comment at their last work session meeting.

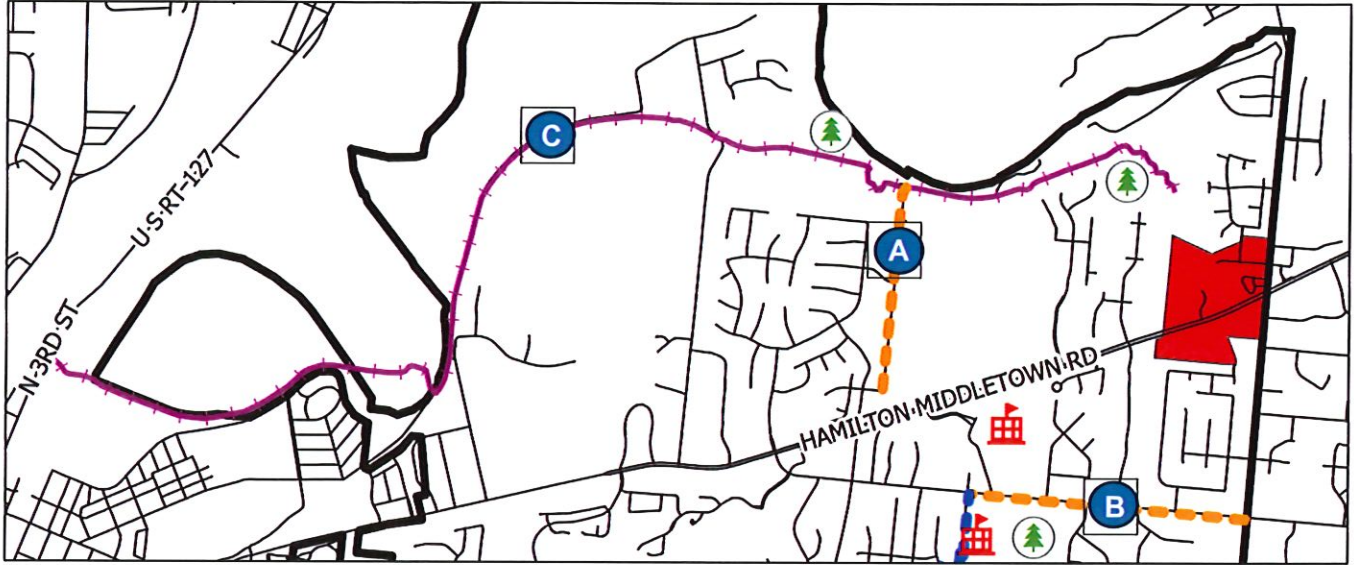
Public Hearing with the Zoning Commission. After meeting with the steering committee for their last work session and completing any needed revisions to the document, a final draft of the plan will be transmitted to the Zoning Commission for their review and comment. I will be attending the public hearing and will make a brief presentation of the key plan elements and be available to take any Q & A. The Zoning Commission will provide a recommendation to the Trustees regarding the adoption of this plan document.

Public Hearing with the Township Trustees. After the public hearing has been held and a recommendation issued by the Zoning Commission, a similar public hearing will be scheduled with the Township Trustees for their final review and consideration of adoption. I will be attending the public hearing and will make a brief presentation of the key plan elements and be available to take any Q & A.

PRIORITY SIDEWALK & PATHWAY NETWORK CONNECTIONS MAP



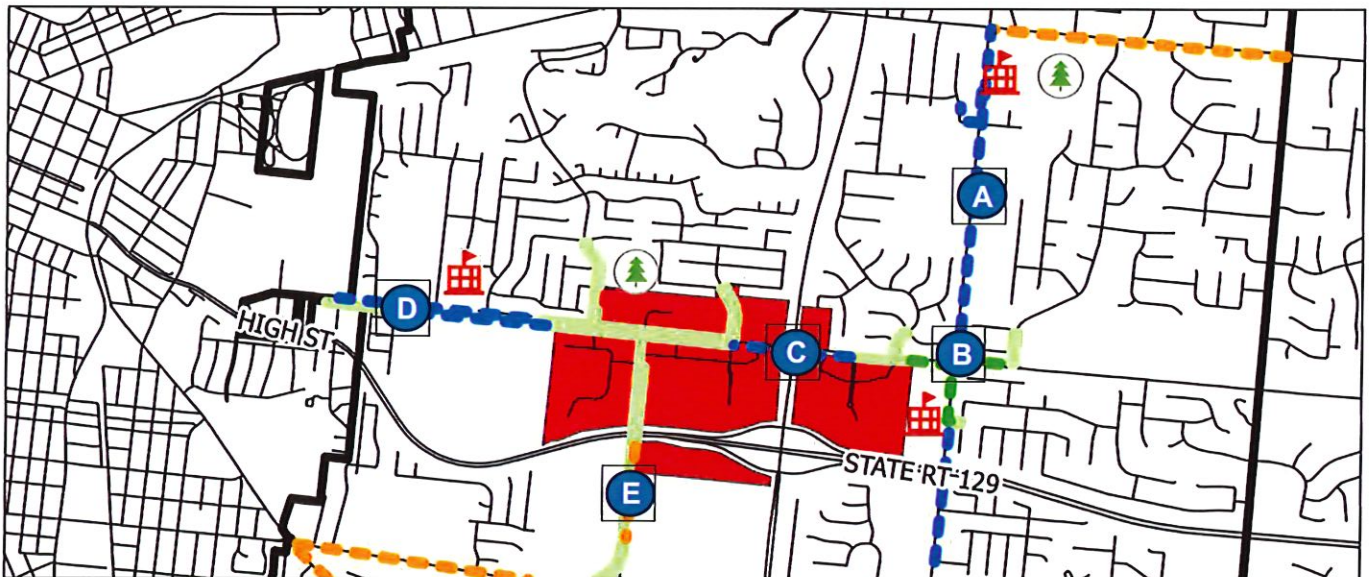
PRIORITY SIDEWALK & PATHWAY NETWORK CONNECTIONS: NORTHERN VIEW



Priority Connection Points

- A _____
- B _____
- C _____

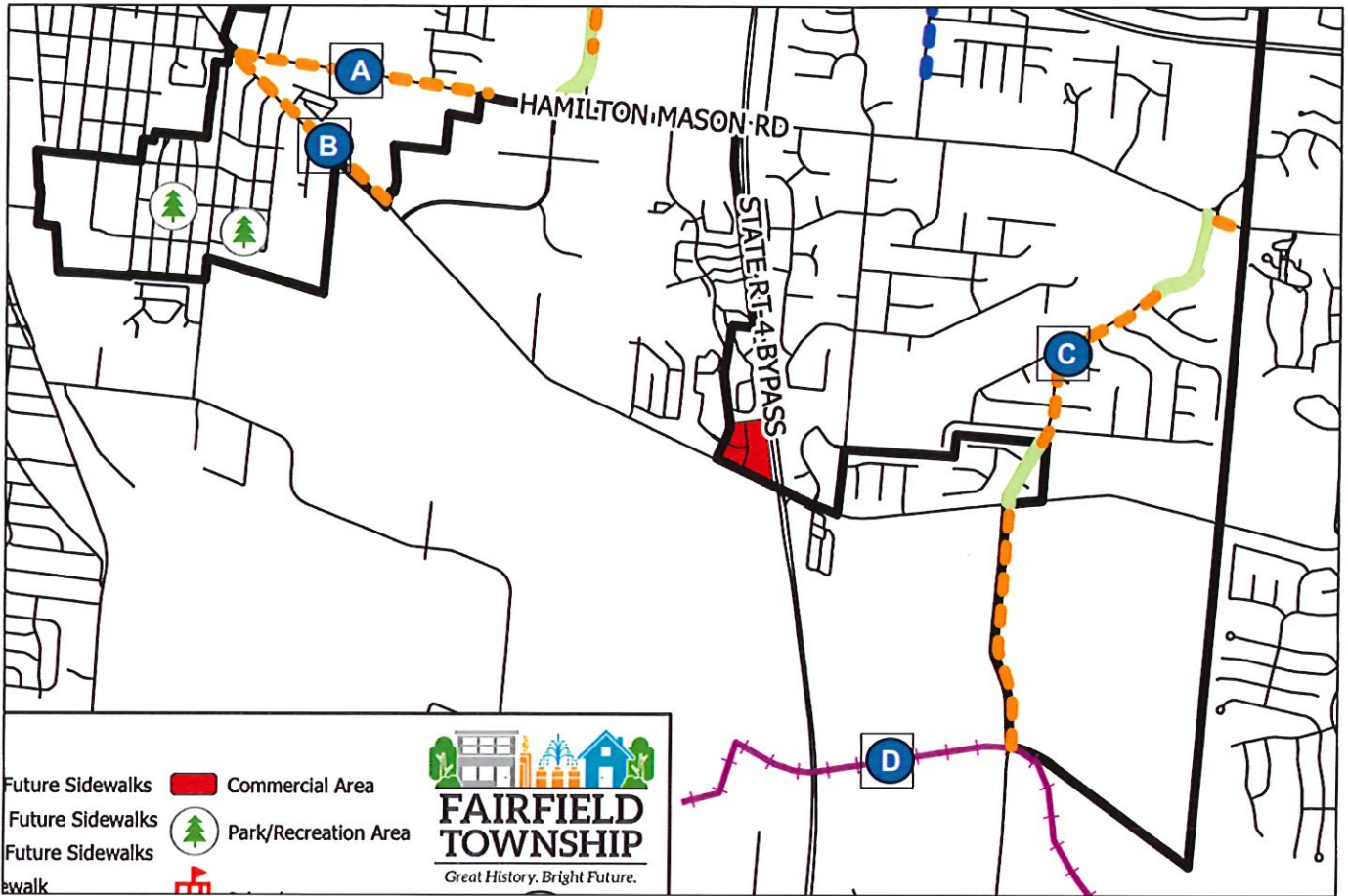
PRIORITY SIDEWALK & PATHWAY NETWORK CONNECTIONS: MIDDLE VIEW



Priority Connection Points

- A _____
- B _____
- C _____
- D _____
- E _____

PRIORITY SIDEWALK & PATHWAY NETWORK CONNECTIONS: SOUTHERN VIEW



Priority Connection Points

- A _____
- B _____
- C _____
- D _____

BUTLER COUNTY ENGINEER'S OFFICE



GREGORY J. WILKENS, P.E., P.S. BUTLER COUNTY ENGINEER

TO: TOWNSHIP TRUSTEES, ADMINSTRATORS AND ROAD
SUPERINTENDENTS

FROM: MATT HOMAN
BUTLER COUNTY ENGINEER'S OFFICE
EMAIL: HOMANM@BCEO.ORG
CELL: 513-571-2548

DATE: MAY 30, 2025

RE: 2026 PAVING & RETRACE CONTRACTS

Please submit your list of roads by **August 1, 2025** in order to have estimates completed for the following items of work:

1. Asphalt Paving
2. Chip Seal or Double Chip Seal
3. Black Mat
4. Retrace

Specify if you want base repair included in your estimate. Do not include roads that are to be paved in the retrace list. Roads that will be paved are retraced in the paving contract.

Estimates will be completed and sent to you by October 1, 2025. Once estimates are reviewed changes should be sent to our office as soon as possible.

Curb repair, culvert replacement and pavement repair that will be performed by your agency should be done well in advance of the start of any contract work.

Final Resolutions will be due December 1, 2025. Resolutions received after will not be included in the 2026 Paving & Retrace Contracts.

Pavement Request

TOWN SHIP WORK TO BE DONE IN :

PAVING

ROAD	FROM	TO	PAVE YES OR NO	CHIP SEAL YES OR NO	PAVEMENT REPAIR YES OR NO
JAMIE DR	ALL	ALL			
SPRING MEADOW DR	Princeton Rd	CULDESAC	YES		YES
ASHVIEW PL.	SPRING MEADOW	FOREST HILL	YES		YES
SUMMERDALE LN.	SPRING MEADOW	AUTUMN HILL	YES		YES
AUTUMN HILL	ALL	ALL	YES		YES
WEATHERED OAKS LN	ALL	ALL	YES		YES
WEATHERED OAKS CT.	ALL	ALL	YES		YES
Bentschler Estates	SPLIT	CULDESAC	YES		YES
Cumberland	FOX GLOVE	Bentschler Estates	YES		YES
Cumberland	Bentschler	PRIVATE DR.	YES		YES
Conley Bottom	Bentschler	CULDESAC	YES		YES
Georgetown Road -	new removed storm				
Princeton Road -	repairing + 9051060.00	(1800,000.00)			
	base repair				
	retrofit				

1

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Disposition	Case Number	Concern Address	Concern Type	Status
inspecting	25-124	5900 HEADGATES RD	Zoning Violations	New
inspecting	25-128	7703 MORRIS RD	Zoning Violations	New
Issued Courtesy Notice	25-126	5759 ONEDIA CT	Debris on Property	New
inspecting	25-127	5799 ONEDIA CT	Zoning Violations	New
inspecting	25-125	7062 ASHWOOD KNOLLS DR	High Grass	New
inspecting	25-121	6548 ELISSA DR	Exterior Violations on House	New
inspecting	25-122	6054 TYLER POINT DR	Keeping of Animals	New
inspecting	25-113	6771 BEAGLE DR	Trash/Litter	New
inspecting	25-102	6528 LAKEWOOD DR	Other	New
inspecting	24-163	2145 PATER AVE	Other	New
inspecting	24-140	2540 EASTRIDGE DR	Other	New
inspecting	24-151	1825 ALLSTATTER AVE	Trash/Litter	New
inspecting	25-119	5558 ECHO SPRINGS DR	Recreational Vehicle Parking	In Progress
inspecting	25-123	3241 SPRINGCREST DR	High Grass	In Progress
Issued Final NOV	25-079	2838 ROCHESTER AVE	High Grass	In Progress
Issued Courtesy Notice	25-114	6158 OSAGE DR	High Grass	In Progress
Send to Law Director	24-129	1506 EXETER AVE	Debris on Property	In Progress
Issued NOV	25-110	1818 PATER AVE	High Grass	In Progress
Issued Courtesy Notice	25-109	3554 WINTER HILL DR	High Grass	In Progress
Continue to Monitor	25-083	7258 DIXON DR	Debris on Property	In Progress
Issued Courtesy Notice	25-043	5824 REIGART RD	Zoning Violations	In Progress
Issued Final NOV	25-054	3880 HAMILTON MIDDLETOWN RD	Debris on Property	In Progress
Send to Trustees	25-094	6253 CAVALCADE DR	High Grass	In Progress
Send to Trustees	25-085	6711 FAYETTA DR	High Grass	In Progress
Send to Trustees	25-095	3940 HICKORY VIEW DR	High Grass	In Progress
Send to Trustees	25-101	6400 OSAGE DR	High Grass	In Progress
Issued Courtesy Notice	25-106	6487 CANASTOTA DR	High Grass	In Progress
Send to Trustees	25-107	5337 LIBERTY FAIRFIELD RD	High Grass	In Progress
Issued NOV	25-099	3938 SCHROEDER DR	High Grass	In Progress
No Issue	25-100	3012 FOXHOUND DR	n/a	Closed
Issued Courtesy Notice	25-098	2701 TYLERSVILLE RD	High Grass	In Progress
Continue to Monitor	25-090	7133 KENDRICK CT	Exterior Violations on House	In Progress
Issued Courtesy Notice	25-077	5547 SHADY MEADOWS DR	High Grass	In Progress
Issued Courtesy Notice	25-076	6187 BROFIELD DR	High Grass	In Progress
Issued Courtesy Notice	25-075	5547 SHADY MEADOWS DR	Inoperable/Unregistered Vehicle P	In Progress
Issued Courtesy Notice	25-087	3842 NIEMOELLER DR	Vehicle Parking	Closed
Issued Courtesy Notice	25-068	4040 MILLIKIN RD	Zoning Violations	In Progress
Issued Courtesy Notice	25-053	2517 EASTRIDGE DR	Illegal Use of Occupancy	In Progress
Send to Trustees	25-057	7309 CLARION CT	Debris on Property	In Progress

Issued Final NOV	25-002	6239 LIBERTY FAIRFIELD RD	Commercial Vehicle/Equipment Pa	In Progress
Send to Law Director	24-125	4121 STONY BROOK DR	Illegal Use of Occupancy	In Progress
Issued Final NOV	25-011	3698 CONNOR CT	General Parking of Vehicles	In Progress
Issued Courtesy Notice	25-021	3072 CALUSA DR	General Parking of Vehicles	In Progress
Issued Courtesy Notice	25-064	2035 EXETER AVE	Debris on Property	In Progress
Issued Courtesy Notice	25-073	6156 BROFIELD DR	High Grass	In Progress
Issued Courtesy Notice	25-070	2526 ROCHESTER AVE	High Grass	In Progress
Issue Resolved	25-063	Ascot Downs HOA	High Grass	In Progress
Issued Courtesy Notice	25-059	PARKAMO AVE	Debris on Property	In Progress
Send to Trustees	25-044	3991 HAMILTON MIDDLETOWN RD	Debris on Property	In Progress
Issued Courtesy Notice	25-024	6811 BEAGLE DR	Exterior Violations on House	In Progress
Issued Courtesy Notice	25-040	6269 RAVENA DR	Other	In Progress
Issued Courtesy Notice	25-025	6801 BEAGLE DR	General Parking of Vehicles	In Progress
Issued NOV	24-162	2145 PATER AVE	Debris on Property	In Progress
Send to Law Director	24-166	3060 HAMILTON MIDDLETOWN RD	Commercial Vehicle/Equipment Pa	In Progress
Issue Resolved	24-123	3675 DUST COMMANDER DR	Debris on Property	In Progress
Issued Courtesy Notice	25-023	INDIAN SPRINGS	Debris on Property	In Progress
Issued Final NOV	24-174	2959 PLEASANT RIDGE DR	Debris on Property	In Progress
Issued Final NOV	24-155	5337 LIBERTY FAIRFIELD RD	Exterior Violations on House	In Progress
Issued NOV	25-009	5554 EUREKA DR	Debris on Property	In Progress
Continue to Monitor	24-161	7885 JESSIES WAY	Zoning Violations	In Progress
Issue Resolved	25-116	2666 HAMILTON MASON RD	High Grass	Closed
Issue Resolved	25-118	5494 CHOCTAW LN	Recreational Vehicle Parking	Closed
Issue Resolved	25-115	7342 MORRIS RD	High Grass	Closed
Issue Resolved	25-120	3241 SPRINGCREST DR	High Grass	Closed
Issue Resolved	25-108	6831 FOREST HILL LN	High Grass	Closed
Issue Resolved	25-093	6083 TYLER POINT DR	High Grass	Closed
Issue Resolved	25-117	3631 CUMBERLAND DR	Other	Closed
Issue Resolved	25-111	36 HASTINGS AVE	High Grass	Closed
Issue Resolved	24-159	6282 OLD STONE CT	Commercial Vehicle/Equipment Pa	Closed
Issue Resolved	25-081	6473 TARA BROOKE CT	Inoperable/Unregistered Vehicle P	Closed
Issue Resolved	25-097	6573 ZOELLNERS PL	High Grass	Closed
Issue Resolved	25-078	3500 DAWN DR	junk	Closed
Issue Resolved	25-105	2838 ROCHESTER AVE	High Grass	Closed
Issue Resolved	25-104	2838 ROCHESTER AVE	High Grass	Closed
Issue Resolved	25-103	2461 EASTRIDGE DR	Inoperable/Unregistered Vehicle P	Closed
Issue Resolved	25-051	1447 EXETER AVE	Dead/Fallen Tree on Street	Closed
Issue Resolved	25-049	3500 DAWN DR	Debris on Property	Closed
Issue Resolved	25-096	5656 SHADY MEADOWS DR	High Grass	Closed
Issue Resolved	25-091	3440 DAWN DR	High Grass	Closed

Issue Resolved	25-084	6588 TAYLOR TRACE LN	High Grass	Closed
Issue Resolved	25-072	6554 Elisa	High Grass	Closed
Issue Resolved	25-071	7163 HAVERFORD DR	High Grass	Closed
Issue Resolved	25-089	7586 WINKLER DR	High Grass	Closed
Issue Resolved	25-086	3969 HASSFURT DR	General Parking of Vehicles	Closed
Issue Resolved	25-080	2949 JAMIL CT	High Grass	Closed
Issue Resolved	25-092	1904 Eldorado Ave	High Grass	Closed
Issue Resolved	25-082	3285 TUSCARORA CT	High Grass	Closed
Issue Resolved	25-074	6251 HOLLYBERRY LN	High Grass	Closed
Issue Resolved	25-088	7410 VINNEDGE RD	High Grass	Closed
Issue Resolved	25-065	5980 FAIRHAM RD	Abandoned Building/Home	Closed
Issue Resolved	25-048	3618 CITATION DR	Debris on Property	Closed
Issue Resolved	25-061	5980 FAIRHAM RD	Other	Closed
Issue Resolved	24-173	4090 MILLIKIN RD	Inoperable/Unregistered Vehicle Parked	Closed
Issue Resolved	25-018	7510 VINNEDGE RD	Debris on Property	Closed
Issue Resolved	25-058	7280 DIXON DR	Debris on Property	Closed
No Issue	25-055	Hello Nick, Resident still has occupancy	High Grass	Closed
Issue Resolved	25-067	3285 TUSCARORA CT	High Grass	Closed
Issue Resolved	25-038	5430 WHITE PINE	Zoning Violations	Closed
Issue Resolved	25-069	6367 HILLGALE LN	General Parking of Vehicles	Closed
Issue Resolved	25-066	6223 LAKEWOOD DR	Illegal Use of Occupancy	Closed
Issue Resolved	25-056	7258 DIXON DR	Debris on Property	Closed
Issue Resolved	25-046	6367 HILLGALE LN	Debris on Property	Closed
Issue Resolved	25-027	1851 HARVARD ST	Exterior Violations on House	Closed
Issue Resolved	25-015	5733 GREEN CREST DR	Exterior Violations on House	Closed
Issue Resolved	25-062	6585 TAYLOR TRACE LN	High Grass	Closed
Issue Resolved	25-060	7348 MORRIS RD	Clogged Storm Drain	Closed
Issue Resolved	25-052	3721 PIMLICO CT	Debris on Property	Closed
Issue Resolved	25-050	2845 HAMILTON MASON RD	Zoning Violations	Closed
Issue Resolved	25-026	2854 HAMILTON MASON RD	General Parking of Vehicles	Closed
Issue Resolved	25-045	6844 BEAGLE DR	Other	Closed
Issue Resolved	25-047	6171 HOLLYBERRY LN	Debris on Property	Closed
Issue Resolved	25-032	6711 FOREST HILL LN	Debris on Property	Closed
Issue Resolved	25-035	7126 KENDRICK CT	Debris on Property	Closed
Issue Resolved	25-036	7136 KENDRICK CT	Debris on Property	Closed
Issue Resolved	25-034	7187 RACHAELS RUN	Debris on Property	Closed
Issue Resolved	25-037	3912 NIEMOELLER DR	Keeping of Animals	Closed
Issue Resolved	25-031	3430 HAMILTON MIDDLETOWN RD	Dead/Fallen Tree on Street	Closed
Issue Resolved	25-030	5951 BEATY LN	Debris on Property	Closed
Issue Resolved	25-039	3042 CALUSA DR	Commercial Vehicle/Equipment Parked	Closed

Issue Resolved	25-020	3939 TYLERSVILLE RD	Zoning Violations	Closed
Issue Resolved	25-014	5936 FAIRHAM RD	General Parking of Vehicles	Closed
Issue Resolved	25-010	6234 CAVALCADE DR	Debris on Property	Closed
Issue Resolved	25-017	2718 ROCHESTER AVE	Debris on Property	Closed
Issue Resolved	25-019	3911 TYLERSVILLE RD	Exterior Violations on House	Closed
Issue Resolved	25-016	6298 JAYFIELD DR	General Parking of Vehicles	Closed
Issue Resolved	25-022	RYAN HOMES	Debris on Property	Closed
Issue Resolved	25-012	2790 STONE MILL WAY	Debris on Property	Closed
Issue Resolved	25-013	6532 KRISTINE DR	Debris on Property	Closed
Issue Resolved	25-005	5566 SHADY MEADOWS DR	Commercial Vehicle/Equipment Pa	Closed
Issue Resolved	24-132	6431 CANASTOTA DR	High Grass	Closed
Issue Resolved	24-128	6414 GLENMONT DR	Illegal Use of Occupancy	Closed
Issue Resolved	24-127	7525 VINNEDGE RD	Recreational Vehicle Parking	Closed
Issue Resolved	24-126	7626 SCHROEDER CT	Debris on Property	Closed
Issue Resolved	24-110	2129 PATER AVE	Exterior Violations on House	Closed
Issue Resolved	24-114	2887 ROCHESTER AVE	Illegal Use of Occupancy	Closed
Issue Resolved	24-115	3954 HAMILTON MASON RD	Keeping of Animals	Closed
Issue Resolved	24-117	6771 BEAGLE DR	Debris on Property	Closed
Issue Resolved	24-104	3054 JAMES PL	Debris on Property	Closed
Issue Resolved	24-109	5759 HURON CT	Debris on Property	Closed
Issue Resolved	24-111	7062 ASHWOOD KNOLLS DR	High Grass	Closed
Issue Resolved	24-137	2540 EASTRIDGE DR	Debris on Property	Closed
Issue Resolved	24-130	3443 HAMILTON MASON RD	High Grass	Closed
Issue Resolved	24-112	2949 JAMIL CT	High Grass	Closed
Issue Resolved	24-113	3486 BETSY ROSS DR	Recreational Vehicle Parking	Closed
Issue Resolved	24-103	1502 EXETER AVE	High Grass	Closed
Issue Resolved	24-107	3879 WHITE PINE	Other	Closed
Issue Resolved	24-100	6460 OSAGE DR	Debris on Property	Closed
Issue Resolved	24-136	6008 INDIAN TRACE DR	General Parking of Vehicles	Closed
Issue Resolved	24-134	2270 HAMILTON MIDDLETOWN RD	High Grass	Closed
Issue Resolved	24-135	2280 HAMILTON MIDDLETOWN RD	High Grass	Closed
Issue Resolved	24-138	6659 SPRINGMEADOW DR	Recreational Vehicle Parking	Closed
Issue Resolved	24-106	1496 EXETER AVE	High Grass	Closed
Issue Resolved	24-133	1945 PATER AVE	High Grass	Closed
Issue Resolved	24-139	2720 CANAL RD	Debris on Property	Closed
Issue Resolved	24-141	2382 EASTRIDGE DR	Debris on Property	Closed
Issue Resolved	24-142	2929 JAMIL CT	Debris on Property	Closed
Issue Resolved	24-143	6671 FAYETTA DR	Debris on Property	Closed
Issue Resolved	24-144	2640 TYLERSVILLE RD	Zoning Violations	Closed
Issue Resolved	24-145	4069 ANN ELISE CT	Debris on Property	Closed

Issue Resolved	24-146	6568 TAYLOR TRACE LN	Debris on Property	Closed
Issue Resolved	24-147	4059 ANN ELISE CT	Debris on Property	Closed
Issue Resolved	24-149	6313 LAKEWOOD DR	Inoperable/Unregistered Vehicle P	Closed
Issue Resolved	24-150	5951 BEATY LN	High Grass	Closed
Issue Resolved	24-154	7460 MORRIS RD	Recreational Vehicle Parking	Closed
Issue Resolved	24-157	3887 CHARFIELD LN	Zoning Violations	Closed
Issue Resolved	24-164	6583 VONNIE VALE CT	Debris on Property	Closed
Issue Resolved	24-165	6583 VONNIE VALE CT	Debris on Property	Closed
Issue Resolved	24-171	3212 JAMES PL	Debris on Property	Closed
Issue Resolved	24-172	2745 ARROYO RIDGE CT	Debris on Property	Closed
Issue Resolved	25-001	6008 INDIAN TRACE DR	Recreational Vehicle Parking	Closed
Issue Resolved	25-003	3688 CONNOR CT	Commercial Vehicle/Equipment Pa	Closed
Issue Resolved	25-006	5647 SHADY MEADOWS DR	General Parking of Vehicles	Closed
Issue Resolved	24-169	5923 LIBERTY FAIRFIELD RD	Debris on Property	Closed
Issue Resolved	24-168	6427 WALDEN PONDS CIR	General Parking of Vehicles	Closed
Issue Resolved	24-167	6438 RAVENA DR	Exterior Violations on House	Closed
Issue Resolved	24-156	6308 SHANNON DR	General Parking of Vehicles	Closed
Issue Resolved	25-007	2622 HAMILTON MASON RD	Trash/Litter	Closed
Issue Resolved	24-160	2122 PARKAMO AVE	Debris on Property	Closed
Issue Resolved	24-158	4133 HICKORY VIEW DR	General Parking of Vehicles	Closed
Send to Law Director	25-004	6282 OLD STONE CT	Commercial Vehicle/Equipment Pa	Closed
	24-170	6282 OLD STONE CT	Commercial Vehicle/Equipment Pa	Closed
Issue Resolved	24-153	2026 PATER AVE	Debris on Property	Closed
Issue Resolved	24-148	3332 CHEYENNE CT	Inoperable/Unregistered Vehicle P	Closed
Issue Resolved	24-105	6364 TARA BROOKE CT	Zoning Violations	Closed
Issue Resolved	24-131	6586 CHANDLER WAY	High Grass	Closed
Issue Resolved	24-118	2122 Parkamo Avenue	Exterior Violations on House	Closed
Issue Resolved	24-124	3275 TUSCARORA CT	General Parking of Vehicles	Closed
Issue Resolved	24-122	6588 TAYLOR TRACE LN	Inoperable/Unregistered Vehicle P	Closed
No Issue	24-120	6344 TARA BROOKE CT	Commercial Vehicle/Equipment Pa	Closed
No Issue	24-121	3871 CITATION DR	Inoperable/Unregistered Vehicle P	Closed
Issue Resolved	24-119	6364 TARA BROOKE CT	Illegal Use of Occupancy	Closed
Issue Resolved	24-108	6588 TAYLOR TRACE LN	Trailer on Property	Closed
Issue Resolved	24-102	6362 JAYFIELD DR	High Grass	Closed
Issue Resolved	24-101	6460 OSAGE DR	Trash/Litter	Closed
Issued Courtesy Notice	25-112	6914 BEAGLE DR		
Disposition	Case Number	Accumulative Open Cases Concern Address	Concern Type	Status
Issued Courtesy Notice	25-023	INDIAN SPRINGS	Debris on Property	In Progress
Final (working with owner)	25-018	7510 VINNEDGE RD	Debris on Property	In Progress

Continue to Monitor	25-009	5554 EUREKA DR	Debris on Property	In Progress
Continue to Monitor	25-008	3991 HAMILTON MIDDLETOWN RD	Debris on Property	In Progress
Final Notice	25-002	6239 LIBERTY FAIRFIELD RD	Commercial Vehicle/Equipment Pa	In Progress
Issued Final NOV	24-174	2959 PLEASANT RIDGE DR	Debris on Property	In Progress
Final Notice Mailed	24-173	4090 MILLIKIN RD	Inoperable/Unregistered Vehicle P;	In Progress
Final Notice Mailed	24-166	3060 HAMILTON MIDDLETOWN RD	Commercial Vehicle/Equipment Pa	In Progress
Working with property	24-162	2145 PATER AVE	Debris on Property	In Progress
Continue to Monitor	24-161	7885 JESSIES WAY	Zoning Violations	In Progress
Final Notice Mailed	24-155	5337 LIBERTY FAIRFIELD RD	Exterior Violations on House	In Progress
Send To Trustees	24-152	2045 PATER AVE	Inoperable/Unregistered Vehicle P;	In Progress
Send to Law Director	24-129	1506 EXETER AVE	Debris on Property	In Progress
Send to Law Director	24-125	4121 STONY BROOK DR	Illegal Use of Occupancy	In Progress
Send to Law Director	24-011	3443 HAMILTON MASON RD	Illegal Use of Occupancy	In Progress
Continue to Monitor	23-163	2041 FAIRGROVE AVE	Trash/Litter	In Progress
Send to Law Director	23-154	2908 CREEKSIDE DR	Illegal Use of Occupancy	In Progress
Send to Law Director	23-078	6367 HILLGALE LN	Debris on Property	In Progress
Send to Law Director	23-041	7595 WINKLER DR	Exterior Violations on House	In Progress
Send to Law Director	21-259	2622 HAMILTON MASON RD	Recreational Vehicle Parking	In Progress
Send to Law Director	20-478	2461 Eastridge	Exterior Violations on House	In Progress
Final	25-015	5733 GREEN CREST DR	Exterior Violations on House	In Progress
Final	25-029	1916 TULEY RD	Zoning Violations	In Progress
Final	24-173	4090 MILLIKIN RD	Inoperable/Unregistered Vehicle P;	In Progress
Final	24-152	2045 PATER AVE	Inoperable/Unregistered Vehicle P;	In Progress
Final	25-028	1920 TULEY RD	Exterior Violations on House	In Progress
Final	25-029	1916 TULEY RD	Zoning Violations	In Progress
Issued Final NOV	25-041	5918 GREEN CREST DR	Exterior Violations on House	In Progress
Issued Final NOV	25-042	4036 MILL CREST DR	Other	In Progress
Issued Final NOV	25-033	3430 HAMILTON MIDDLETOWN RD	Debris on Property	In Progress
Issued Final NOV	25-079	2838 ROCHESTER AVE	High Grass	In Progress

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-91**

RESOLUTION APPROVING OPEN PURCHASE ORDER BALANCES.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves the Open Purchase Order Balances, attached hereto as Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this Resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this Resolution upon its first reading.

SECTION 3 This Resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This Resolution shall take effect at the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township
Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Katherine Barbieri, Township Law Director

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-92**

**RESOLUTION AUTHORIZING THE LEVY OF A TOWNSHIP MOTOR VEHICLE
LICENSE TAX PURSUANT TO OHIO REVISED CODE SECTION 4504.18**

WHEREAS, the Township is authorized by Section 4504.18 of the Ohio Revised Code to levy an additional annual license tax upon the operation of motor vehicles on the public roads and highways in the unincorporated area of the township at the rate of five dollars (\$5.00) per motor vehicle on all motor vehicles the owners of which reside in the unincorporated area of the township; and

WHEREAS, pursuant to and in accordance with Section 4504.18 of the Ohio Revised Code, public hearings were held by this Board on June 2nd and June 10th, concerning the proposed adoption by this Board of a resolution levying the additional annual license tax authorized by that Section; and

WHEREAS, the Board has determined that the Township should levy the additional motor vehicle license tax authorized by Section 4504.18 of the Ohio Revised Code to provide additional revenue for the purposes authorized in that Section; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Fairfield Township, Butler County, Ohio:

SECTION 1:

Commencing with the motor vehicle registration year that begins on January 1, 2026, an additional annual license tax is hereby levied on all motor vehicles the owners of which reside in the unincorporated area of the Township at the rate of five dollars (\$5.00) per motor vehicle, pursuant to Section 4504.18 of the Ohio Revised Code, for the purpose set forth therein, including paying the costs of enforcing and administering the tax, paying for the construction, reconstruction, improvement, maintenance, and repair of township roads, bridges, and culverts; paying for the purchasing, erecting, and maintaining traffic signs, markers, lights and signals; paying for the purchasing of road machinery and equipment, and planning, constructing, and maintaining suitable buildings to house such equipment; paying for any costs apportioned to the township under Section 4907.47 of the Ohio Revised Code; and to supplement revenue already available for such purposes. That tax shall be in addition to any other tax levied under the Ohio Revised Code concerning the same subject matter and by the Township and shall be collected in accordance with Section 4504.09 of the Ohio Revised Code by the Registrar of Motor Vehicles or a Deputy Registrar, at the same time that annual application for registration of a motor vehicle is made.

SECTION 2. In order to ensure that the license tax provided for in this resolution is collected beginning with the motor vehicle registration year that begins on January 1, 2026, the Fiscal Officer is authorized and directed to deliver a certified copy of this resolution to the Registrar of Motor Vehicles no later than July 1, 2025.

SECTION 3. It is hereby certified that all formal actions of the Board of Trustees of Fairfield Township, Butler County, Ohio relating to the adoption of this Resolution were taken in an open meeting of the Board and that all deliberations of the Board were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 4. Upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

SECTION 5. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Township Fiscal Officer

Katherine Barbieri, Township Law Director

The Board of Township Trustees of Fairfield Township, Butler County, Ohio, met in Regular Session at 7:00 p.m. on the 17th day of June 2025, at the administrative offices of the Board of Township Trustees, with the following members present:

_____ moved the adoption of the following resolution:

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-93**

**RESOLUTION DECLARING THE NECESSITY OF LEVYING AN ADDITIONAL TAX
IN EXCESS OF THE TEN-MILL LIMITATION WITHIN THE TOWNSHIP AND
REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION
THEREWITH**

WHEREAS, this Board of Township Trustees of Fairfield Township, Butler County, Ohio anticipates levying an additional tax in excess of the ten-mill limitation as described herein;

WHEREAS, pursuant to Section 5705.03 of the Ohio Revised Code, this Board of Township Trustees is required to certify to the county auditor a resolution requesting the county auditor to certify certain matters in connection with such a tax levy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Fairfield Township, Butler County, Ohio takes the following action:

Section 1. That pursuant to the provisions of Section 5705.19 (J) of the Ohio Revised Code, the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Township and it is necessary that an additional tax be levied in excess of the ten-mill limitation within the Township for the benefit of this Township, for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a fire department, for the payment of salaries of permanent or part-time firefighters, EMT's, Paramedics, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under Section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by Townships as a result of contracts made with other political subdivisions in order to obtain fire protection, or the provision of an ambulance or emergency medical services operated by a Fire/EMS department, or for the related costs at a rate not exceeding three and nine tenths (4.90) mills, for each one dollar (\$1.00) of taxable value, for a continuing period of time commencing in tax year 2025.

That the tax shall be levied upon the entire territory of the Township. The Township has territory within Butler County and no other county.

Section 2. That the question of the passage of said tax levy shall be submitted to the electors

of the entire territory of the Township at an election to be held on November 4, 2025. If approved by the electors, said tax levy shall first be placed upon the 2025 Tax list and duplicate, for first collection in calendar year 2026.

Section 3. That pursuant to Section 5705.03 of the Ohio Revised Code, the county auditor is Hereby requested to certify to this Board of Township Trustees the total current tax valuation of the Township the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof, and the Fiscal Officer of the Township be and is hereby directed to certify forthwith a copy of this resolution to the county auditor at the earliest possible time so that said county auditor may certify such matters in accordance with such Section 5705.03.

Section 4. The Board of Trustees of Fairfield Township upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 5. Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

Section 6. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Twp Fiscal Officer

Katherine Barbieri, Twp Law Director

CERTIFICATE

The undersigned hereby certifies that the text of the foregoing resolution is taken and copied from the record of proceedings of a meeting of the Board of Trustees of Fairfield Township held on June 17, 2025. The undersigned further certifies that the same has been compared by me with said record and it is a true and correct copy thereof, together with a true and correct copy of excerpts from the minutes of said meeting to the extent pertinent to the consideration and adoption of said resolution.

Shelly Schultz, Fairfield Twp Fiscal Officer

RECEIPT

The undersigned hereby acknowledges this day receipt of a certified copy of the foregoing resolution.

County Auditor, Butler County Ohio

Date

The Board of Township Trustees of Fairfield Township, Butler County, Ohio, met in Regular Session at 7:00 p.m. on the 17th day of June 2025, at the administrative offices of the Board of Township Trustees, with the following members present:

_____ moved the adoption of the following resolution:

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-94**

**RESOLUTION DECLARING THE NECESSITY OF LEVYING AN ADDITIONAL TAX
IN EXCESS OF THE TEN-MILL LIMITATION WITHIN THE TOWNSHIP AND
REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION
THEREWITH**

WHEREAS, this Board of Township Trustees of Fairfield Township, Butler County, Ohio anticipates levying an additional tax in excess of the ten-mill limitation as described herein;

WHEREAS, pursuant to Section 5705.03 of the Ohio Revised Code, this Board of Township Trustees is required to certify to the county auditor a resolution requesting the county auditor to certify certain matters in connection with such a tax levy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Fairfield Township, Butler County, Ohio takes the following action:

Section 1. That pursuant to the provisions of Section 5705.19 (J) of the Ohio Revised Code, the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Township and it is necessary that an additional tax be levied in excess of the ten-mill limitation within the Township for the benefit of this Township, for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a fire department, for the payment of salaries of permanent or part-time firefighters, EMT's, Paramedics, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under Section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by Townships as a result of contracts made with other political subdivisions in order to obtain fire protection, or the provision of an ambulance or emergency medical services operated by a Fire/EMS department, or for the related costs at a rate not exceeding three and nine tenths (3.90) mills, for each one dollar (\$1.00) of taxable value, for a continuing period of time commencing in tax year 2025.

That the tax shall be levied upon the entire territory of the Township. The Township has territory within Butler County and no other county.

Section 2. That the question of the passage of said tax levy shall be submitted to the electors

of the entire territory of the Township at an election to be held on November 4, 2025. If approved by the electors, said tax levy shall first be placed upon the 2025 Tax list and duplicate, for first collection in calendar year 2026.

Section 3. That pursuant to Section 5705.03 of the Ohio Revised Code, the county auditor is Hereby requested to certify to this Board of Township Trustees the total current tax valuation of the Township the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof, and the Fiscal Officer of the Township be and is hereby directed to certify forthwith a copy of this resolution to the county auditor at the earliest possible time so that said county auditor may certify such matters in accordance with such Section 5705.03.

Section 4. The Board of Trustees of Fairfield Township upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 5. Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

Section 6. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Twp Fiscal Officer

Katherine Barbieri, Twp Law Director

CERTIFICATE

The undersigned hereby certifies that the text of the foregoing resolution is taken and copied from the record of proceedings of a meeting of the Board of Trustees of Fairfield Township held on June 17, 2025. The undersigned further certifies that the same has been compared by me with said record and it is a true and correct copy thereof, together with a true and correct copy of excerpts from the minutes of said meeting to the extent pertinent to the consideration and adoption of said resolution.

Shelly Schultz, Fairfield Twp Fiscal Officer

RECEIPT

The undersigned hereby acknowledges this day receipt of a certified copy of the foregoing resolution.

County Auditor, Butler County Ohio

Date

The Board of Township Trustees of Fairfield Township, Butler County, Ohio, met in Regular Session at 7:00 p.m. on the 17th day of June 2025, at the administrative offices of the Board of Township Trustees, with the following members present:

_____ moved the adoption of the following resolution:

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-95**

**RESOLUTION DECLARING THE NECESSITY OF LEVYING AN ADDITIONAL TAX
IN EXCESS OF THE TEN-MILL LIMITATION WITHIN THE TOWNSHIP AND
REQUESTING THE COUNTY AUDITOR TO CERTIFY MATTERS IN CONNECTION
THEREWITH**

WHEREAS, this Board of Township Trustees of Fairfield Township, Butler County, Ohio anticipates levying an additional tax in excess of the ten-mill limitation as described herein;

WHEREAS, pursuant to Section 5705.03 of the Ohio Revised Code, this Board of Township Trustees is required to certify to the county auditor a resolution requesting the county auditor to certify certain matters in connection with such a tax levy;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Fairfield Township, Butler County, Ohio takes the following action:

Section 1. That pursuant to the provisions of Section 5705.19 (J) of the Ohio Revised Code, the amount of taxes that may be raised within the ten-mill limitation will be insufficient to provide for the necessary requirements of the Township and it is necessary that an additional tax be levied in excess of the ten-mill limitation within the Township for the benefit of this Township, for the purpose of providing and maintaining motor vehicles, communications, other equipment, buildings, and sites for such buildings used directly in the operation of a fire department, for the payment of salaries of permanent or part-time firefighters, EMT's, Paramedics, communications, or administrative personnel to operate the same, including the payment of any employer contributions required for such personnel under Section 145.48 or 742.33 of the Revised Code, for the payment of the costs incurred by Townships as a result of contracts made with other political subdivisions in order to obtain fire protection, or the provision of an ambulance or emergency medical services operated by a Fire/EMS department, or for the related costs at a rate not exceeding three and nine tenths (2.90) mills, for each one dollar (\$1.00) of taxable value, for a continuing period of time commencing in tax year 2025.

That the tax shall be levied upon the entire territory of the Township. The Township has territory within Butler County and no other county.

Section 2. That the question of the passage of said tax levy shall be submitted to the electors

of the entire territory of the Township at an election to be held on November 4, 2025. If approved by the electors, said tax levy shall first be placed upon the 2025 Tax list and duplicate, for first collection in calendar year 2026.

Section 3. That pursuant to Section 5705.03 of the Ohio Revised Code, the county auditor is Hereby requested to certify to this Board of Township Trustees the total current tax valuation of the Township the dollar amount of revenue that would be generated by the number of mills specified in Section 1 hereof, and the Fiscal Officer of the Township be and is hereby directed to certify forthwith a copy of this resolution to the county auditor at the earliest possible time so that said county auditor may certify such matters in accordance with such Section 5705.03.

Section 4. The Board of Trustees of Fairfield Township upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of this Resolution upon its first reading.

Section 5. Finds and determines that all formal actions of this Board concerning and relating to the passage of this resolution were taken in open meetings of this Board, and that all deliberations of this Board and any of its committees that resulted in such formal actions were taken in meetings open to the public, in compliance with all legal requirements, including (without limitation) Ohio Revised Code §121.22, except as otherwise permitted thereby.

Section 6. This Resolution shall take effect and be enforced from and after the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Twp Fiscal Officer

Katherine Barbieri, Twp Law Director

CERTIFICATE

The undersigned hereby certifies that the text of the foregoing resolution is taken and copied from the record of proceedings of a meeting of the Board of Trustees of Fairfield Township held on June 17, 2025. The undersigned further certifies that the same has been compared by me with said record and it is a true and correct copy thereof, together with a true and correct copy of excerpts from the minutes of said meeting to the extent pertinent to the consideration and adoption of said resolution.

Shelly Schultz, Fairfield Twp Fiscal Officer

RECEIPT

The undersigned hereby acknowledges this day receipt of a certified copy of the foregoing resolution.

County Auditor, Butler County Ohio

Date

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-96**

**RESOLUTION AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO EXECUTE ALL
NECESSARY DOCUMENTS TO RENEW THE TOWNSHIP'S COVERAGE FOR
CYBER INSURANCE THROUGH CFC, AT AN ANNUAL COST NOT TO EXCEED \$10,434.75
EFFECTIVE JUNE 1, 2025, THROUGH MAY 31, 2026.**

WHEREAS: Fairfield Township currently has Cyber Coverage and is looking to renew its \$1 million policy; and

WHEREAS: Cyber security & ransom threats have continued to increase and pose a serious threat to business; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the Administrator to sign all necessary documents to renew Cyber Coverage for the Township with CFC at an annual cost not to exceed \$10,434.75 for the policy period June 1, 2025, through May 31, 2026, set forth in the attached Exhibit "A".

SECTION 2: The Fiscal Officer is hereby authorized to pay for the premiums of the Cyber Insurance from the following funds: General Fund 1000.

SECTION 3: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 4: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 5: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 6: This resolution shall take effect at the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Township Fiscal Officer

Katherine Barbieri, Township Law Director



QUOTATION SUMMARY

Digital Insurance LLC – Cincinnati OH
P.O. Box 62386
Cincinnati, OH 45262-0386

FROM: Alitta Edwards for Hank Stickley

Outlined below is a summary of the attached quotation obtained for the above noted Insured. The full quote terms, conditions, limitations, and exclusions can be found on the attached quote. Please pay special attention to those items found on the quote, and note that in the event of any discrepancies between the information found on this summary and the quote itself, the quote supersedes our summary. As the broker with the direct relationship with the Insured, it is your responsibility to carefully review with the Insured the terms, conditions, limitations, and exclusions in the quote, and to specifically reconcile with the Insured any differences between those quoted and those you requested. RT Specialty expressly disclaims any responsibility for any failure on your part to review or reconcile any such differences with the Insured.

NAMED INSURED:	Fairfield Township 6032 Morris Road Fairfield, OH 45011
PRIMARY RISK ZIP CODE:	45011
COVERAGE:	Network Security / Privacy Liability Full Program
INSURER:	Underwriters at Lloyd's of London (Non-Admitted - Non-Admitted)
POLICY TERM:	6/1/2025 - 6/1/2026
ESTIMATED POLICY PREMIUM:	\$9,500.00
OPTIONAL TRIA:	APPLIES
FEES:	Brokerage Fee \$150.00 Company Service Fee \$295.00
	TOTAL FEES: \$445.00
ESTIMATED SURPLUS LINES TAX:	Surplus Lines Tax \$489.75
	TOTAL TAXES: \$489.75
TOTAL:	\$10,434.75
SUBJECTIVITIES:	

SPECIAL CONDITIONS / OTHER COVERAGES:

NO FLAT CANCELLATIONS
ALL FEES ARE FULLY EARNED AT INCEPTION



For RT Specialty to file the surplus lines taxes on your behalf, please complete the surplus lines tax document (per the applicable state requirements) and return with your request to bind. Due to state regulations, RT Specialty requires tax documents to be completed within 24 to 48 hours of binding. Please be diligent in returning tax forms.

HOME STATE FOR NON-ADMITTED RISKS

Taxes and governmental fees are estimates and subject to change based upon current rates of the Home State and risk information available at the date of binding. The Home State of the Insured for a non-admitted risk shall be determined in accordance with the Nonadmitted and Reinsurance Act of 2010, 15. U.S.C §8201, etc. ("NRRA"). Some states require the producing broker to submit a written verification of the Insured's Home State for our records. The applicable law (if any) of the Home State governing cancellation or non-renewal of non-admitted insurance, including whether any such laws apply to non-admitted risks, shall apply to this Policy.

BINDING INSTRUCTIONS

We will only bind coverage in writing after we receive a written request from you to bind coverage. If coverage is requested, the subjectivities listed must be submitted:

There are subjectivities that:

- must be complied with or resolved before the contract becomes binding
- apply both before or after inception, compliance with which is a condition of all or part of the coverage; and
- apply after the formation of the contract as conditions of continued coverage.

Failure to provide or comply with these subjectivities might result in a refusal to bind or cancellation of coverage, at the insurer's option. Please note that this is a quote only, and the Insurer reserves the right to amend or withdraw the quote if new, corrected, or updated information is received. You must notify us of any material change in the risk exposure occurring after submission of the application. If the Insurer binds the risk following your written request, the terms of the policy currently in use by the Insurer will supersede the quote.

Any amendments to coverage must be specifically requested in writing or by submitting a policy change request form and then approved by the Insurer. Coverage cannot be affected, amended, extended, or altered through the issuance of certificates of insurance. Underlying Insurers must be rated A- VII or better by A.M. Best.

This quote summary, the quote, the fees quoted and our advice, is confidential. This quote summary and the quote constitutes the entire understanding and supersedes any and all agreements and communications respecting the insurance offered. If you need further information about the quote, our fee or the Insurer that is proposing to provide your insurance, please contact us.



PRODUCER COMPENSATION:

RT Specialty is typically compensated through commission from the insurer for the placement of policies in most transactions. The amount of the commission varies by insurance line and by carrier. RT Specialty might also receive additional compensation. In order to place the insurance requested we may charge a reasonable fee for additional services such as performing a risk analysis, comparing policies, processing submissions, communication expenses, inspections, working with underwriters on the coverage proposal, issuing policies, or servicing the policy after issuance. Any fees charged are fully earned at inception of the policy. Third-party inspection or other fees may be separately itemized upon request. Our fees are applied to new policies, renewal policies, and endorsements. Fees applicable to each renewal and endorsement will be set forth in the quotes. It is the insurance carrier's decision whether to offer the insurance quoted, and your client's decision whether to accept the quote. Our fee is not imposed by state law or the insurer.

Depending upon the insurer involved with your placement, we might also have an agreement with the insurer that we are proposing for this placement that might pay us future additional compensation. This compensation could be based on formulas that consider the volume of business placed with the insurer, the profitability of that business, how much of the business is retained for the insurer's account each year, and potentially other factors. The agreements frequently consider total eligible premium from all clients placed during a calendar year and any incentive or contingent compensation is often received at a future date. Because of variables in these agreements, we often do not have an accurate means at the time of placement to determine the amount of any additional compensation that might be attributable to any single placement.

You, as the retail broker with the direct relationship with the insured, must comply with all applicable laws and regulations related to disclosure of and consent and agreement to, compensation, and informing the insured that it may request more information about producer or broker compensation that might be paid in connection with the insured's placement. If we request a copy of any legally required insured consent or agreement, you will provide us with a copy. If you need additional information about the compensation arrangements for services provided by RT Specialty affiliates, please contact your RT Specialty representative.

RT Specialty is a division of RSG Specialty, LLC. RSG Specialty, LLC is a Delaware limited liability company and a subsidiary of Ryan Specialty, LLC. In California: RSG Specialty Insurance Services, LLC (License # 0G97516).

Unless this quote is amended or withdrawn it is valid for 30 days from the date shown above, or the proposed effective date, whichever is earlier. This quote can be amended or withdrawn at any time prior to acceptance by the insured. If the quote included with this letter provides otherwise, or in any way conflicts with this letter, the terms of the quote shall govern and control.



Department
of Insurance

Mike DeWine, Governor
Jon Husted, Lt Governor

Jillian Froment, Director

Surplus Lines Statement

OPRAS-P&C Division, 50 W Town Street, 3rd Floor - Suite 300, Columbus OH 43215
614-644-2635 | Fax 614-728-1280 | insurance.ohio.gov

NOTE: Form is to be returned to the broker or agent, not to the Ohio Department of Insurance

PART 1. STATEMENT OF SURPLUS LINE BROKER OR ORIGINATING AGENT

_____ acknowledges that he/she is a duly licensed full multiple line agent currently licensed with insurance companies, other than life, authorized to do business in Ohio or he/she is a duly licensed surplus line broker pursuant to section 3905.30 of the Ohio Revised Code and that after due diligence, he/she is unable to procure the insurance policy described below from insurers authorized to do business in Ohio to which he/she is a licensed agent.

Property or risk to be insured: 6032 Morris Road Fairfield OH 45011

He/she acknowledges that he/she has complied with the applicable requirements of due diligence as set forth in section 3905.33 of the Ohio Revised Code, and has explained to the insured the meaning of the signed statements prior to binding coverage and received declinations for the reasons set forth below from the following authorized insurer(s) to which he/she is so licensed and which are known to him/her to customarily write the kind of insurance described above.

INSURERS	REASONS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Signature of Surplus Line Broker or Originating Agent

PART 2. SIGNED STATEMENT OF INSURED AS REQUIRED BY SECTION 3905.33 OF THE OHIO REVISED CODE

The named insured Fairfield Township, acknowledges that the insurance policy (other than life insurance) as described above is to be placed with an insurance company not authorized to do business in Ohio. The insured understands that the insurance company is not a member of the Ohio Insurance Guaranty Association and that Chapter 3955 of the Ohio Revised Code is not applicable to claimants or insureds of said insurance company. The surplus line broker shall collect the Ohio tax of five percent of the amount of the premium for the insurance policy at the time the insurance policy is delivered to the insured.

Signature of Insured: _____

Kimberly Lapeere, Township Administrator

NOTE: Form is to be returned to the broker or agent, not to the Ohio Department of Insurance

FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-97

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO CONTRACT WITH PRINCIPAL
FOR VISION, DENTAL AND VOLUNTARY LIFE BENEFITS.**

WHEREAS: Fairfield Township currently offers Vision, Dental and Voluntary Life; and

WHEREAS: These benefits are due for renewal on August 1, 2025; and

WHEREAS: The 2025 contract with Humana was going to increase 9% for Dental and 3.94% for Vision and Life;

WHEREAS: The Township Administrator asked the broker to find alternatives to lower the costs, and Principal was a cheaper option for both with a 6% increase in dental rates and a -4.27% reduction in costs for vision.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the Administrator to sign contracts for vision, dental and voluntary life insurance for all Fairfield Township full-time employees and elected officials that participate along with their covered family members in accordance with the terms set forth in the correspondence attached hereto as Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Township Fiscal Officer

Katherine Barbiere, Township Law Director

Dental Options

Carrier Name / Network		Humana		Principal		Principal - 2			
Plan Name		Current		Alternate		Alternate			
Dental Coverage Type		Renewal							
Employee	18	\$32.73		\$31.52		\$32.21			
Employee+Spouse	10	\$65.46		\$63.04		\$64.42			
Employee+Child	11	\$92.71		\$89.28		\$91.24			
Family	31	\$127.43		\$122.71		\$125.40			
Monthly Dental Total		\$6,213.88		\$5,983.85		\$6,115.02			
Annual Dental Total		\$74,566.56		\$71,806.20		\$73,380.24			
% Difference from Current		9%		-4%		-2%			
\$ Difference from Current		\$6,924.60		-\$2,760.35		-\$1,186.32			
Rate Guarantee		1 Year		1 Year		1 Year			
Network		In-Network		Out - Of - Network		In-Network		Out - Of - Network	
Annual Deductible/Individual		\$25		\$25		\$25		\$25	
Annual Deductible/Family		\$75		\$75		\$75		\$75	
Annual Plan Maximum (per person)		\$1,500		\$1,500		\$1,500		\$1,500	
Waiting Period		None		None		None		None	
UCR Percentile - Out of Network		Negotiated Fee Schedule		90th Percentile		Negotiated Fee Schedule		99 th Percentile	
Type I: Preventive Services									
Oral Exam		100%		100%		100%		100%	
Routine Cleaning		100%		100%		100%		100%	
X-Rays - Bitra Wings		100%		100%		100%		100%	
Type II: Basic Services									
Routine Fillings		90%		90%		90%		90%	
Oral Surgery		90%		90%		90%		90%	
Type III: Major Services									
Implants, Onlays, Crowns		60%		60%		60%		60%	
Prestodontics		50%		60%		60%		60%	
Implants		Not Covered		Not Covered		Not Covered		Not Covered	
Endodontics		90%		90%		90%		90%	
Periodontics		90%		90%		90%		90%	
Type IV: Orthodontia									
Child Only/All Members		Children up to age 19		Children up to age 19		Children up to age 19		Children up to age 19	
Lifetime Maximum		\$1,500		\$1,500		\$1,500		\$1,500	
Orthodontia		50%		50%		50%		50%	



Vison Plan Options

Carrier Name / Network		Humana		Principal		Principal - 2	
Plan Name		Current		Alternate		Alternate	
Vision Coverage Type		Renewal					
Employee	18	\$7.75		\$6.69		\$7.42	
Employee+Spouse	10	\$15.50		\$13.38		\$14.84	
Employee+Child	11	\$14.73		\$12.71		\$14.10	
Family	31	\$23.14		\$19.97		\$22.15	
Monthly Vision Total		\$1,173.87		\$1,013.10		\$1,123.71	
Annual Vision Total		\$14,086.44		\$12,157.20		\$13,484.52	
Percentage Difference from Current		3.94%		-13.70%		-4.27%	
Dollar Difference from Current		\$555.24		-\$1,929.24		-\$501.92	
Rate Guarantee		1 Year		1 Year		1 Year	
Benefit Frequency		In-Network		Out-Of-Network		In-Network	
Examination		12 Months		12 Months		12 Months	
Lenses		12 Months		12 Months		12 Months	
Frames		24 Months		24 Months		24 Months	
Contact Lenses		12 Months		12 Months		12 Months	
Eye Examination							
Lenses		\$10 Copay		Up to \$45		\$10 Copay	
Standard Single Vision						Up to \$45	
Standard Bifocal		\$10 Copay		Up to \$30		\$10 Copay	
Standard Trifocal		\$10 Copay		Up to \$40		\$10 Copay	
Standard Lenticular		\$10 Copay		Up to \$60		\$10 Copay	
Frames		\$10 Copay		Up to \$100		\$10 Copay	
Contact Lenses (materials only)		\$160 + 20% off balance over \$160		Up to \$80		\$200 + 20% off balance over \$200	
Elective		160 + 15% off balance over \$160		Up to \$128		\$150	
Medically Necessary		\$0 Copay		Up to \$210		\$10 Copay	



Voluntary Life

Carrier	Humana	Principal
Voluntary Life Benefit	Employee: \$5,000 Spouse: \$5,000 Child: \$10,000 Employee: \$75,000 Spouse: \$35,000 Child: \$10,000 50% Up to Max \$250,000 Disabled prior to 60, up to 6 months up to 65 Included Included	Employee: \$10,000 Spouse: \$5,000 Child: \$5,000 or \$10,000 Employee: \$150,000 Spouse: \$30,000 Child: \$10,000 75% Up to Max \$250,000 Disabled prior to 60, 12 months up to age 65 Included Included
Guarantee Issue Amount [No Medical Questions]		
Accelerated Death Benefit Waiver of Premium Conversion Portability		
Age Reduction Schedule		
Age 64 or Younger	100%	100%
65-69	35%	35%
70-74	50%	50%
75-79	Carries from above	Carries from above
80-84	Carries from above	Carries from above
Age 85 and Older	Carries from above	Carries from above
Rates per \$1,000	Current	Alternate
Rate Guarantee	1 year	1 year
20-24	\$0.06	\$0.088
25-29	\$0.060	\$0.088
30-34	\$0.070	\$0.103
35-39	\$0.100	\$0.127
40-44	\$0.150	\$0.209
45-49	\$0.230	\$0.305
50-54	\$0.360	\$0.501
55-59	\$0.570	\$0.789
60-64	\$0.800	\$1.070
65-69	\$1.330	\$1.670
70-74	\$2.590	\$2.839
75-79	\$5.00	\$2.839
Child(ren)	\$2.00	\$1.00 / \$2.00
AD&D		\$0.025



**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-98**

**RESOLUTION AUTHORIZING THEN AND NOW PURCHASE ORDER TO OHIO AUDITOR
OF STATE AT A PRICE NOT TO EXCEED \$12,000.00 PAID FROM THE GENERAL FUND.**

WHEREAS: The Ohio Auditor of State conducts an audit each year for Fairfield Township and;

WHEREAS: The Auditor of State will deliver their report on or about June 30, 2025 for the year ending December 31, 2024;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the payment to Ohio Auditor of State at a price not to exceed \$12,000.00. This will be paid out of General Fund 1000.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Township Fiscal Officer

Katherine Barbieri, Township Law Director

OHIO AUDITOR OF STATE KEITH FABER

65 East State Street
Columbus, Ohio 43215
ContactUs@ohioauditor.gov
800-282-0370

May 12, 2025

Shelly Schultz, Fiscal Officer

Fairfield Township
Butler County
6032 Morris Road
Hamilton, Ohio 45011

This engagement letter between the Fairfield Township (the Township) and the Auditor of State describes the objective and scope of the services we will provide, the Township's required involvement and assistance in support of our services, the related fee arrangements, and other terms and conditions designed to ensure that our professional services satisfy the Township's audit requirements.

SUMMARY OF SERVICES

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

We will audit the Township's financial statements as of and for the year ended December 31, 2024 to express our opinion concerning whether the financial statements and related disclosures present fairly, in all material respects, the Township's cash receipts, disbursements and balances in accordance with the Township's reporting framework.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements for each opinion unit and related disclosures are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the financial audit standards in the Comptroller General of the United States' Government Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We expect to deliver our report on or about June 30, 2025.

Engagement Team

The engagement will be led by:

- * Cristal Jones, CPA, Chief Auditor, who will be responsible for assuring the overall quality, value, and timeliness of our services to you;
- * Karen Contant, Senior Audit Manager, who will be responsible for managing the delivery of our services to you; and
- * Greg Elfers, Audit Manager, who will be responsible for on-site administration of our services to you.

OUR AUDITOR RESPONSIBILITIES

We will conduct our audit in accordance with GAAS and the Comptroller General of the United States' standards for financial audits in *Government Auditing*. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

1. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

We have identified the following significant risks of material misstatement as part of our audit planning:

Management Override of Controls: Management is in a unique position to perpetrate fraud because of management's ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. GAAS indicate the risk of management override of controls is present in all entities to varying degrees.

2. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
3. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
4. Test the Township's compliance with certain provisions of laws, regulations, contracts, and grants if noncompliance might reasonably directly and materially affect the financial statements. However, our objective is not to opine on overall compliance with these provisions.
5. Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about your ability to continue as a going concern for a reasonable period of time.

Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatement, whether due to fraud or error, may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. It is not cost-efficient to design procedures to detect immaterial error or immaterial fraud. Also, because of the characteristics of fraud noted above, a properly designed and executed audit may not detect a material fraud.

Additional Auditor Communication

As part of this engagement the Auditor of State will communicate certain additional matters (if applicable) to the appropriate members of management and to those charged with governance. These matters include:

1. Misstatements for correction, whether corrected or uncorrected;
 - a. We will present those charged with governance our Summary of Identified Misstatements

(if any) at the conclusion of our audit.

2. Instances where we believe fraud may exist to you. These would include instances where we:
 - a. Have persuasive evidence that fraud occurred.
 - b. Determined fraud risks exist and were unable to obtain convincing evidence to determine that fraud was unlikely.
3. Noncompliance that comes to our attention. However, our audit provides no assurance that noncompliance generally will be detected and only reasonable assurance that we will detect noncompliance directly and materially affecting the determination of financial statement amounts;
4. Significant risks identified during the audit;
5. Any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the financial statements or our opinion;
6. Our views about matters that were the subject of management's consultation with other accountants about auditing and accounting matters;
7. Significant, unusual transactions (if any);
8. Major issues that were discussed with management related to retaining our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards;
9. Significant difficulties we encountered during the audit, including significant delays by management, the unavailability of Township personnel, or an unwillingness by management to provide information necessary to perform our procedures; and
10. Matters that are difficult or contentious for which we consulted outside the engagement team and that are, in our professional judgment, significant and relevant to those charged with governance regarding their responsibility to oversee the financial reporting process.

We will also communicate pertinent information, as necessary in our professional judgment, to those that have ongoing oversight responsibilities for the audited entity, including contracting parties or legislative committees, if any.

Our evaluation of internal control may provide evidence of waste or abuse. Because the determination of waste and abuse is subjective, we are not required to perform specific procedures to detect waste or abuse. If we detect waste or abuse, we will determine whether and how to communicate such matters.

If for any reason we are unable to complete the audit or are unable to form an opinion, we may disclaim an opinion on your financial statements. In this unlikely event, we will communicate the reason for disclaiming an opinion to you, and to those charged with governance, in writing.

YOUR MANAGEMENT RESPONSIBILITIES AND IDENTIFICATION OF THE APPLICABLE REPORTING FRAMEWORK

We will audit assuming management and those charged with governance acknowledge and understand they are responsible for:

1. Preparing the financial statements and other financial information, including related disclosures, and selecting and applying accounting principles in accordance with the Township's reporting framework. This includes compliance with Ohio Admin. Code 117-2-01 which requires designing, implementing, and maintaining internal controls relevant to preparing and fairly presenting financial statements free from material misstatement whether due to fraud or error.

2. Providing us with:
 - a. draft financial statements, including all information relevant to their preparation and fair presentation, whether obtained from within or outside of the general and subsidiary ledgers (including all information relevant to the preparation and fair presentation of disclosures) and any accompanying other information in time to allow the auditor to complete the audit in accordance with the proposed timeline;
 - b. access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, including an expectation that management will provide access to information relevant to disclosures;
 - c. written representations as part of the engagement, from management and/or attorneys, understanding separate legal fees from attorneys may result;
 - d. additional information that we may request from management for the audit;
 - e. unrestricted access to persons within the Township from whom we determine it necessary to obtain audit evidence;
 - f. the initial selection of and changes in significant accounting policies and their application; and
 - g. the process management uses to formulate particularly sensitive accounting estimates and the basis for their conclusions regarding the reasonableness of those estimates.
3. Informing us of events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements.
4. Preparing supplementary information in accordance with the applicable criteria.
 - a. Include our report on the supplementary information in any document that includes the supplementary information and that indicates that the auditor has reported on this supplementary information.
 - b. Present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the Township of the supplementary information and the auditor's report thereon.
5. Reporting fraud and noncompliance of which you are aware to us.
6. Reviewing drafts of the audited financial statements, disclosures, any supplemental information, auditor's reports, and any findings; and informing us of any edits you believe may be necessary.
7. Designing and implementing programs and controls to prevent and detect fraud.

You should not rely on our audit as your primary means of detecting fraud.

Compliance with Laws and Regulations

Management and those charged with governance are responsible for:

1. Being knowledgeable of, implementing systems designed to achieve compliance with, and complying with, laws, regulations, contracts, and grants applicable to the Township.
2. Identifying for us other financial audits, attestation engagements, performance audits, internal audits, reports from regulators or other studies related to the Township (if any), and the corrective actions taken to address these audits' significant findings and recommendations.

3. Tracking the status of prior audit findings.
4. Taking timely and appropriate steps to remedy fraud, noncompliance, violations of provisions of laws, regulations, contracts, or grant agreements, or abuse we may report.
5. Providing your views and planned corrective action on audit findings we may report.

Internal Control

Management and those charged with governance are responsible for designing, implementing, and maintaining internal control relevant to compliance and the preparing and fairly presenting financial statements that are free from material misstatement, whether due to fraud or error. Appropriate supervisory reviews are necessary to reasonably assure that adopted policies and prescribed procedures are followed.

Service Organizations:

Service organizations are other governmental entities, organizations or companies that provide services to you, as the user Township, relevant to your internal controls over financial reporting. Service organizations process transactions reflected in your Township's financial statements, and therefore fall within the scope of our audit. While service organizations are responsible for establishing and maintaining their internal control, you are responsible for being aware of the service organizations your Township uses, and for establishing controls to monitor the service organization's performance. Because the complexity of service organization transaction processing can vary considerably, your monitoring activities can vary accordingly.

When transaction processing is complex and the volume of transactions is relatively high, obtaining and reviewing a service organization auditor's *Independent Service Auditor's Report on Management's Description of a Service Organization's System and the Suitability of the Design and Operating Effectiveness of Controls Report* (Type 2 Service Organization Control Report (SOC 1)) may be the most effective method of meeting your responsibility to monitor a service organization, and may also be the only efficient means by which we can obtain sufficient evidence regarding their internal controls. AT-C Section 320, *Reporting on an Examination of Controls at a Service Organization Relevant to User Entities' Internal Control Over Financial* discusses the aforementioned report. (In some circumstances, we can accept a suitably designed agreed-upon procedures report (AUP) in lieu of a SOC 1 report.)

You are responsible for informing our staff of the service organizations your Township uses, and for monitoring these service organizations' performance.

Service organizations of which we are aware are:

- ADP, Inc., which processes your Township's payroll transactions.
- Medicount Management, which processes your Township's EMS billings and collections.
- Butler County, which collects and distributes your Township's property taxes.

Please confirm to us that, to the best of your knowledge, the above listing is complete.

Of the service organizations above, those for which we believe the complexity of processing and volume of transactions warrant a SOC 1 (or AUP) report are:

- ADP, Inc., which processes your Township's payroll transactions.
- Medicount Management, which processes your Township's EMS billings and collections.

Without an acceptable SOC 1 or AUP report for the above-listed organizations, generally accepted auditing standards may require us to qualify our opinion on your Township's financial statements due to an insufficiency of audit evidence regarding service organization transactions included in your Township's

financial statements. You are responsible for communicating the need for a SOC 1 or AUP report to these service organizations.

Because an independent accounting firm performs the attestation engagement for Butler County, you need not contact us regarding your deadline. However, you should read their most recent Butler County report as part of your monitoring activities.

REPRESENTATIONS FROM MANAGEMENT

Upon concluding our engagement, management and, when appropriate, those charged with governance will provide to us written representations about the audit that, among other things, will confirm, to the best of their knowledge and belief:

- management's responsibility for preparing the financial statements and relevant disclosures in conformity with the Township's accounting basis;
- the availability of original financial records and related data, the completeness and availability of all minutes of the legislative or other bodies and committee meetings;
- management's responsibility for the Township's compliance with laws and regulations;
- the identification and disclosure to the auditor of all laws, regulations, and provisions of contracts and grant agreements directly and materially affecting the determination of financial statement amounts; and
- the absence of fraud involving management or employees with significant roles in internal control.

Additionally, we will request representations, as applicable, regarding:

- the inclusion of all components, and the disclosure of all joint ventures and other related organizations;
- the proper classification of funds and fund balances;
- the proper approval of reserves of fund equity;
- compliance with laws, regulations, and provisions of contracts and grant agreements, including budget laws or ordinances; compliance with any tax or debt limits, and any debt covenants;
- the identification of compliance with grant requirements; and
- events occurring subsequent to the fiscal year end requiring adjustment to or disclosure in the financial statements.

Management is responsible for adjusting the financial statements to correct misstatements we may detect during our audit and for affirming to us in the representation letter that the effects of any uncorrected misstatements we aggregate during our engagement and pertaining to the latest period the statements present are immaterial, both individually and in the aggregate, to the opinion units (*Financial statements* include the related disclosures and required and other supplemental information).

TERMS AND CONDITIONS SUPPORTING FEE

As a result of our planning process, the Township and the Auditor of State have agreed to an approach designed to meet the Township's objectives for an agreed-upon fee, subject to the following conditions.

Our Auditor Responsibilities

In providing our services, we will consult with the Township regarding matters of accounting, financial reporting, or other significant business issues. Accordingly, our fee includes estimated time necessary for this consultation. Circumstances may require the Auditor of State to confirm balances with your financial institution resulting in additional nominal charges which will not require an amendment to this agreement. However, should a matter require research, consultation or audit work beyond this estimate, the Auditor of State and the Township will agree to an appropriate revision in services and fee. These revisions will also be set forth in the form of the attached *Amendment to Engagement Letter*.

Your Management Responsibilities

The Township will provide in a timely manner all financial records and related information to us, an initial list of which will be furnished to you, including timely communication of all significant accounting and financial reporting matters, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. When and if for any reason the Township is unable to provide these schedules, information and assistance, the Auditor of State and the Township will mutually revise the fee to reflect additional services, if any, we require to achieve these objectives. These revisions will be set forth in the form of the attached *Amendment to Engagement Letter*.

Confidential Information

You should make every attempt to minimize or eliminate the transmission of personal information to the Auditor of State (AOS). All documents you provide to the AOS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. should be redacted of any personal information. Personal information includes social security numbers, date of birth, drivers' license numbers or financial institution account numbers associated with an individual. The public office should redact all personal information from electronic records before they are transmitted to the AOS. This information should be fully blacked out in all paper documents prior to sending to the AOS. If personal information cannot be redacted from any records or documents; the public office must identify these records to the AOS.

If redacting this personal information compromises the audit or the ability to prepare financial statements, the public office and the AOS will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates a hardship on the public office in terms of resources, recordkeeping or other issues, the public office and the AOS may collaborate on alternative methods of providing the public office's data to the AOS without compromising the personal information of individuals served by the public office. The AOS is willing to work with the public office and it is our intent to greatly reduce the amount of personal information submitted to the AOS for audit or financial statement preparation purposes. It is important that the public office review internal policies to find ways to eliminate as much personal information from financial records as possible by substituting non-personal information (i.e., change social security numbers to employee identification numbers).

Fee

Except for any changes in fees and expenses which may result from the circumstances described above, we expect our fees and expenses for our audit services will not exceed \$11,480.

Pursuant to Ohio Rev. Code § 117.13, you may charge all of this audit's cost to the general fund or you may allocate the cost among the general fund and other eligible funds. While eligible funds may include federal grant funds, additional restrictions under the Uniform Guidance 2 CFR 200.425 should be considered. For more information, refer to the annual *Hourly Audit Rates and Allocation of Audit Costs* technical bulletin available at www.ohioauditor.gov.

eServices Portal and Billing

The Auditor of State's billing statements are available through the office's eServices portal located at <https://eservices.ohioauditor.gov>. Clients are required to designate one, or more, authorized users who must complete the registration process to establish an eServices account. A confirmed account will have the ability to access and/or update information regarding their customer account, including entity contact information, billing and payments, and an electronic check option for online payments. Authorized users are encouraged to keep eServices contact information updated.

Auditor of State billing statements are prepared monthly and are sent to clients who have an outstanding balance through a paperless electronic billing system. Audit and Local Government Services are charged monthly, while clients using the Uniform Accounting Network are charged quarterly. The Township will receive an email notification at the beginning of the month that a statement is available for review. Clients are to access their billing statement upon receipt through eServices, and payment is due by the date identified on the statement.

Delinquent Accounts

A failure to pay the Auditor of State in full within forty-five days of the payment due date, identified on the monthly statement, shall constitute a delinquent account. Continued failure to make payment will result in the delinquent account being certified to the Ohio Attorney General's Office, Collection Enforcement, for collection under Ohio Revised Code 131.02(A). Alternatively, Ohio Revised Code 117.13(D) authorizes the Director of the Office of Budget and Management or the county auditor, in order to satisfy certified balances owed to the office of the Auditor of State, to withhold from a public office with delinquent accounts any amounts that are available up to the amount owed by the public office from those funds lawfully payable and due to the public office.

Audit clients experiencing difficulty meeting these requirements should contact the Auditor of State's Finance Department to make arrangements to pay delinquent balances prior to certification. Outstanding delinquent accounts may impact audit eligibility for reduced services, including agreed upon procedures and basic audits.

REPORTING

We will issue a written report upon completing our audit of your financial statements. We will address our report to those charged with governance. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report, or if necessary, or withdraw from the engagement.

Upon completing our audit, we will also issue a written report in accordance with *Government Auditing Standards* on internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

ACCESS TO OUR REPORTS AND WORKING PAPERS

AU-C 905—*Alert That Restricts the Use of the Auditor's Written Communication*, requires our reports to disclose the following:

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Required by Government Auditing Standards:

This report only describes the scope of our internal control and compliance testing and our testing results and does not opine on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

AU-C 905 requires us to include this restrictive language in our reports due to concerns that other readers may not fully understand the purpose of the report, the nature of the procedures applied in its preparation, the basis or assumptions used in its preparation, the extent to which the procedures performed are generally known or understood, and the potential for the report to be misunderstood, when taken out of the context for which it was intended.

However, under Revised Code § 117.26, an audit report becomes a public record under Ohio Rev. Code § 149.43 when we file copies of the report with the public officers enumerated in the Revised Code. When we file the reports, our working papers become available to the public upon request, subject to information protected for criminal investigations, by attorney-client privilege or by local, state, or federal law. AU-C 905 does not affect public access to our reports or working papers.

Under generally accepted auditing standards, we must retain working papers for five years after the release date of our opinion. However, AOS policy requires we retain working papers for seven years or longer, as needed.

PEER REVIEW REPORT

As required by *Government Auditing Standards*, we have made our most recent external quality control review report (Peer Review) publicly available, at https://ohioauditor.gov/publications/docs/Peer_Opinion.pdf. Audit organizations can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. The Auditor of State received a peer review rating of *pass*.

ACKNOWLEDGEMENT AND AGREEMENT

Please sign and return this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If you have any questions, please call Karen Contant at 513-361-8550.

Sincerely,

KEITH FABER
Auditor of State



Cristal R. Jones, CPA
Chief Auditor, Southwest Region

Attachment

cc: Board of Trustees
Township Administrator

ACKNOWLEDGED AND AGREED TO BY

DATE

TITLE

SAMPLE
AMENDMENT # _____ TO ENGAGEMENT LETTER

Amendment Date

Chief Financial Officer OR Chief Executive Officer

Fairfield Township
Butler County
Street Address
City, Ohio Zip Code

Dear Letter Addressee:

The engagement letter dated Engagement Letter Date between the Auditor of State and the Township is hereby amended to reflect the following:

<u>Description of / Causes for Amendment</u>	<u>Estimated Fee Effect</u>
1	
2	
3	
4	
	<hr/>
Total this amendment	\$0.00
Previous fee estimate	<hr/>
Revised fee estimate	<u><u>\$0.00</u></u>

Please sign the copy of this letter in the space provided and return it to us. If you should have any questions, please call Name of SAM at Office Phone Number.

Sincerely,

KEITH FABER
Auditor of State

Name of CA/ACA
Assistant Chief Auditor, Region Name Region

cc: Engagement Letter cc's

ACKNOWLEDGED AND AGREED TO BY

DATE

TITLE

FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-99

**RESOLUTION AUTHORIZING THEN AND NOW PURCHASE ORDER TO SWOCA AT A
PRICE NOT TO EXCEED \$20,115.52 PAID FROM MULTIPLE FUNDS.**

WHEREAS: SWOCA provides IT support, phones and internet for the township; and

WHEREAS: The Township currently has a contract with SWOCA for those items;

WHEREAS: Due to an increase in server usage last year, the projected amount of the contract has increased quarterly for 2025.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the payment to SWOCA at a price not to exceed \$20,115.52. This will be paid from multiple funds.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon It's first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: June 17, 2025

Board of Trustees

Vote of Trustees

Michael Berding: _____

Shannon Hartkemeyer: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

APPROVED AS TO FORM:

Shelly Schultz, Fairfield Township Fiscal Officer

Katherine Barbieri, Township Law Director



DATE: 5/6/2025
 INVOICE #: 14970
 CUSTOMER #: 300619
 PAGE NO: 001

INVOICE

DUE DATE: 6/5/2025

CUSTOMER:

INVOICE TOTAL: **\$20,115.52**

FAIRFIELD TOWNSHIP
 6032 MORRIS ROAD
 FAIRFIELD TOWNSHIP, OH 45011

INTERNET SERVICES AND TECHNICAL SUPPORT FEES
 FY25
 THIRD QUARTER: JANUARY-MARCH

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	QTR.	FT - BASIC INTERNET ACCESS	510.0000	\$510.00
1.0000	QTR.	FT - MANAGED WIRELESS SERVICE	364.5000	\$364.50
1.0000	QTR.	FT - VOIP SERVICES	3,391.1100	\$3,391.11
1.0000	QTR.	FT - DESKTOP AND SERVER SUPPORT	7,500.0000	\$7,500.00
1.0000	QTR.	FT - INFRASTRUCTURE CONFIGURATION SUPPORT	1,250.0000	\$1,250.00
1.0000	QTR.	FT - HOSTED SERVER SERVICE	5,209.5000	\$5,209.50
1.0000	QTR.	FT - SPAM MANAGEMENT	155.0000	\$155.00
1.0000	QTR.	FT - MANAGED WIRELESS SERVICE - POLICE STATION	117.0000	\$117.00
1.0000	QTR.	FT - VOIP SERVICES - POLICE STATION	280.5000	\$280.50
1.0000	QTR.	FT - FIBER LEASE - FIRE STATION	600.7800	\$600.78
1.0000	QTR.	FT - MANAGED WIRELESS SERVICE - FIRE STATION	312.0000	\$312.00
1.0000	QTR.	FT - VOIP SERVICES - FIRE STATION	150.6300	\$150.63
1.0000	QTR.	FT - FIBER CONNECTIVITY - PUBLIC WORKS	120.0000	\$120.00
1.0000	QTR.	FT - MANAGED WIRELESS SERVICE - PUBLIC WORKS	78.0000	\$78.00
1.0000	QTR.	FT - VOIP SERVICES - PUBLIC WORKS	76.5000	\$76.50
			INVOICE TOTAL	\$20,115.52
			LESS PAYMENTS	\$0.00
			REMAINING DUE	\$20,115.52

REMIT WITH ONE COPY OF INVOICE TO:
 SouthWest Ohio Computer Association
 3611 Hamilton-Middletown Road
 Hamilton, Ohio 45011
 FED ID: 32-0297054

Questions about this invoice? Email finance@swoca.net
 * A 5% late fee per month will be implemented on accounts delinquent after 60 days.
 SouthWest Ohio Computer Association
 Phone 513.867.1028
 Fax 513.867.0754