

RECORD OF PROCEEDINGS

REGULAR TRUSTEE MEETING HELD AUGUST 14, 2025

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, August 14, 2025, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mr. Berding, Board Chairperson at 7:00 PM.

ROLL CALL: Fiscal Officer, Shelly Schultz

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

PLEDGE OF ALLEGIANCE

ITEMS FOR BOARD DISCUSSION – Mrs. Lapensee

- A. North Hamilton Crossing – Mr. Corey with the TID has asked that the township provide a letter of recommendation for the Hamilton Crossing project.
Mr. Berding - Until we can get some type of agreement as to what is going to happen on Princeton Road, I think we should wait. The Board asked Mrs. Lapensee to meet with the TID and gather more information on the types of improvements that will be made to Princeton Road if any.
- B. Drone Program – Chief Chabali is requesting to purchase and operate a drone program for township. He will be using Law Enforcement Funds/DEA Funds to pay for program and the drones. These funds can only be spent on a limited number of items and must all be related to drugs.

Chief Chabali - Proposes the implementation of a drone program within our police department. As public safety technology continues to evolve, the use of unmanned aerial systems (UAS), commonly referred to as drones, has proven to be an invaluable tool in modern law enforcement. This has been under consideration within our agency for quite some time; however, other priorities have paused this project for years. It is the appropriate time for our department to establish a drone program, as it is an indispensable tool being used by law enforcement across the country. A drone program reflects our department's commitment to innovation and the continuous improvement of public safety services for our community.

Benefits and Operational Value:

Our police drone program would be a strategic step forward in investigations, enhancing public safety, and modernizing our response capabilities. This specialized equipment will supplement our law enforcement operations and increase our ability to investigate drug crimes and other crimes related to drug activity, as well as to collect evidence for the prosecution of criminals. Drones provide a range of tactical advantages, including aerial surveillance, search and rescue capabilities, scene documentation, and enhanced situational awareness during investigations and critical incidents. These benefits can significantly enhance officer safety and the overall

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effectiveness of our department's operations while improving the efficiency of the services we provide.

The drones will be used in the furtherance of criminal investigations, search warrants, real-time aerial support, and deployed inside the interior of a building or vehicle where there may be an immediate danger to persons or responding officers. An increase in officer safety is one of the many expected outcomes of the drone. Other examples are assisting in locating fleeing suspects and missing persons, monitoring public events for criminal activity, search and rescue missions, and crash investigations.

By using drones to gather intelligence in investigations and before officers enter potentially dangerous situations, we can better protect both our personnel and the public. Additionally, the presence of drones at large gatherings and events will serve as a visible deterrent to criminal activity while also offering support in crowd monitoring and traffic management.

Regional Integration and Interagency Cooperation

It is common knowledge that most law enforcement agencies in our region have had active drone programs for years, and we rely on them for support if they are available. On the contrary, there have been times when other departments requested our assistance; however, we did not have the equipment and personnel in place to provide drone support. By establishing our program, we will not only be contemporary in police practices, but we will be better positioned to participate in joint operations and have the personnel and equipment to assist others when called upon. This program will enhance coordination and allow us to contribute meaningfully to broader public safety initiatives.

The West Chester Police Department is currently spearheading a master list of all Butler County agency drone programs. Once our agency implements the program, we will be included on this list and work closely with other agencies. Additionally, we will participate in joint, county-wide training opportunities as well as advanced training with agencies in the region.

Program Implementation

I would serve as the program coordinator as outlined in the FTPD policy (pending final approval). This is a specialized assignment, and additional drone operators will be selected based on interest, police experience, work history, commitment to the program, and ability to complete the challenging testing requirements to become an operator.

All operators will be required to obtain their FAA Part 107 Remote Pilot Certificate. This training can be done online from numerous providers for approximately \$150. Once the candidate completes their self-study and thinks that they are ready to take the FAA exam, they will schedule a test date and time at an approved testing site. This proctored FAA exam costs approximately \$175. Once they complete the Part 107 requirements, we will reimburse them up to \$200 for their Part 107 training

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course and a one-time Part 107 exam fee. FAA Part 107 operators will also attend drone training, such as the NFPA 2400 sUAS Drone Operator course held at Great Oaks, which is currently \$650.00 per attendee.

The costs associated with launching this program will be covered through the existing drug law enforcement fund and/or the equitable sharing fund. The costs will include law enforcement training, equipment, and applicable operational expenses. The expenditure will follow the Fairfield Township Police Department's Internal Control Policy, as required by the Ohio Revised Code. I reached out to other Butler County agencies and learned that DSLR Pros is a provider of commercial drones and accessories, and the cost of the equipment is set by the manufacturer.

Drones have various capabilities ranging in size, weight, flight time, accessories, ability to fly in different weather conditions, etc. The following is a summary of the two drones we would initially have in our unit – the Matrice 4T and the Matrice 30T, both being professional and commercial series drones with standard visual and thermal imaging cameras. It is ideal to maintain a minimum of two drones in the unit, and it is good to have an inventory that allows quick deployment and the ability to operate in conditions that the other may not.

The Matrice 4T, despite being limited by weather conditions such as rain (no IP rating) and strong winds, is a great tool that can accomplish most jobs. It is lightweight and more portable than larger, more complex drones, and the remote pilot can deploy it quickly during incidents. It can cover large areas using thermal imaging and assist first responders in locating suspects or missing persons. It can also assist fire personnel with finding hot spots from an aerial perspective.

The Matrice 30T costs more than the Matrice 4T due to its capabilities. In addition to what the Matrice 4T provides, it can be flown in harsher weather conditions and has better quality cameras.

- \$ 9,493 – Matrice 4T
 - \$15,645 – Matrice 30T
- \$25,138 – Total**

An additional cost to this program will be DroneSense, a comprehensive drone management and collaboration platform (application). DroneSense describes their application as a flight control interface that automatically logs necessary flight data (3D) and provides live streaming. This application is being used by most Butler County agencies that have a drone unit. It allows other first responders and command staff to view a live stream of the drone's activity on a monitor. It also offers interagency collaboration by allowing a command post to view multiple drones, even if from several agencies, flying on an incident. This platform is key to drone operations, and as with most technology, there would be an annual renewal.

- \$ 4,600 – DroneSense

The costs for the testing process, training, and purchasing some equipment for the police car will be minimal. For instance, a remote drone pilot would need a cost-

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effective TV monitor, an inverter (charging source), and other small equipment installed in the vehicle. The following costs are approximate at the time of this report and will be handled on a case-by-case basis as the program progresses.

- \$ 150 – FAA Part 107 Remote Pilot Certificate
- \$ 175 – FAA Part 107 FAA Exam
- \$ 650 – NFPA 2400 sUAS Drone Operator course
- \$ 500 – Outfit vehicle with monitor and inverter
- \$ 1,475 – Testing, training, and vehicle equipment (per remote pilot)

The Drug Law Enforcement Fund has \$22,783.68, and the Equitable Sharing Fund has \$16,518.26, for a total of \$39,301.94. This money can only be used for specific law enforcement purposes, and this would be a valuable investment to supplant police operations and investigations. The initial implementation of this program for the two drones and the software application would be \$29,738.

Fund Number	Fund Name	% of Total Pooled	Fund Balance	Investments (Non-Pooled)	Checking & Pooled Investments (Pooled)
2221	Drug Law Enforcement	57.971%	\$22,783.68	\$0.00	\$22,783.68
2911	Equitable Sharing Fund (DEA-Burn)	42.029%	\$16,518.26	\$0.00	\$16,518.26
All Funds Total			\$39,301.94	\$0.00	\$39,301.94

Conclusion

Implementing a drone program is a forward-thinking and cost-effective step that will significantly enhance our department's capabilities. Drones are used almost daily around the county, and it will align us with other law enforcement agencies in the region and the country. Although this technology and police tool have been in use for many years, it will ensure we are not left behind in terms of technological readiness. I respectfully request support and approval to move forward with this program.

Mr. Berding – I think this is a good idea and I'd like to see it on the next agenda.

- C. Sanitary Sewer for Shafer's Run Park – We received a letter from the Butler County Water and Sewer Department telling us that there is an 8" sewer main that runs under the new addition for the police building. They have communicated that this public sewer can no longer be a public sewer, and they are going to release this portion of the sewer to us and then it will be our responsibility for maintenance going into the future. I sent the email to Larry and Katie to get their opinion of what our options are at this time. Butler County Water and Sewer claims that they never were supplied our site plan at the time that the addition was put on even though they approved the plans to move the manhole that was originally in front of Doug's office to the sidewalk area just outside the new addition. The sewer line is 321'-0" long and runs from the manhole at the intersection of Vonnie Vail and Walden Ponds Circle to the park just outside of the parking lot near the restroom.

Larry Barbieri, Assistant Law Director – The initial information I got from CUC is that Butler County knew all about this and everybody was on board as to what was

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going on. All the proper permits were obtained. If you'd like me to, I'd like to set down with the project manager at CUC and go over all of that with him to make sure I understand exactly what happened. Then I'd like to talk to the engineer because we need to know exactly what they are saying, it's very hard to tell from this little diagram. The real objection the County has is they can't have any other upstream users.

COMMUNICATION

- Barb Holland – Mrs. Holland asked about the pothole repairs on the private road that is behind Culvers. She stated that she appreciates the work that has been completed, but the contractor still has not fixed the potholes at the intersection of the two roads (where the 4-way stop is). Mr. Goins stated that he has been working with the owners to get this whole area repaired.

CONSENT AGENDA

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

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

All in favor.

FISCAL OFFICE BUSINESS – Consent Agenda Items

- A. Recommend motion to suspend reading of the minutes of the following meeting:
 - 1) Trustee Special Meeting, July 1, 2025
- B. Recommend motion to approve the minutes
- C. Recommend motion to approve payment of the bills by the fiscal office
- D. Recommend motion to accept the resignation of Jada Lusby from the Fire Department.

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FISCAL OFFICER REPORT – Ms. Schultz

FISCAL OFFICERS REPORT – AUGUST 1, 2025

CHECKING ACCOUNT BALANCE	\$2,485,376.50
JEDD REVENUE RECEIVED YTD (Hamilton)	\$467,936.73
JEDD REVENUE RECEIVED YTD (Fairfield)	\$26,940.32
INVESTMENT ACCOUNT BALANCE (3.70%)	\$15,138,280.55
Interest Earned in JULY	\$47,494.39
GRANT MONEY RECEIVED	\$0.00
EMS BILLING RECEIPTS TO DATE	\$592,409.88
REVENUE TO DATE (57.67%)	\$8,884,810.35
REVENUE BUDGETED FOR 2025	\$15,404,500.00
EXPENDITURES TO DATE (40.583%)	\$9,838,683.54
APPROPRIATIONS FOR 2025	\$23,599,065.00
PAYMENTS MADE IN JULY	\$1,222,503.42
MAJOR FUND BALANCES	
1. GENERAL	\$8,631,034.73
2. ROAD AND BRIDGE FUND	\$163,150.85
3. POLICE FUND	\$150,849.35
4. FIRE LEVY FUND	\$60,725.40
5. SAFETY SERVICES FUND	\$493,530.05
6. FIRE RESCUE, AMBULANCE, EMS FUND	\$588,299.29
7. JEDD FUND (HAMILTON)	\$2,527,397.93
8. JEDD FUND (FAIRFIELD)	\$30,302.45
9. TIF (STORYPOINT)	\$628,989.40
10. TIF (PRINCETON)	\$1,299,607.06
11. TIF (SEWARD)	\$494,969.03
12. TIF (BRIDGEWATER)	\$5,984.33
TOTAL ALL FUNDS	\$17,589,134.28

FISCAL OFFICE BUSINESS – Consent Agenda Items

- E. Recommend motion to suspend reading of the minutes of the following meeting:
 - 2) Trustee Special Meeting, July 1, 2025
- F. Recommend motion to approve the minutes
- G. Recommend motion to approve payment of the bills by the fiscal office
- H. Recommend motion to accept the resignation of Jada Lusby from the Fire Department.

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RESOLUTIONS – Consent Agenda Items

- A. Resolution No. 25-110 – Approving open purchase order balances.
- B. Resolution No. 25-111 – Authorizing the appointment of Part-time Firefighter/EMT Jeramiah Baxter to the Fairfield Township Fire Department at an hourly rate of \$19.50 per hour with a 12-month probationary period.
- C. Resolution No. 25-112 – Authorizing the appointment of Part-time Firefighter/EMT Jaxen Kegley to the Fairfield Township Fire Department at an hourly rate of \$19.50 per hour with a 12-month probationary period.

ADMINISTRATOR’S REPORT – Mrs. Lapensee

MOTION

- A. Motion to accept a donation of eight (8) new thermal imaging cameras, truck charges and accessories from Firehouse Subs Public Safety Grant which totals \$19,997.00.
All in favor.
- B. Motion to accept street maintenance for Schul Estates Section 10.
All in favor.

RESOLUTIONS

- A. Resolution 25-113 – Authorizing the Administrator to execute a Natural Gas Aggregation Agreement with a supplier recommended by Energy Alliances, Inc. .6499/ccf for next 12-months.
Mr. Berding – This is a much lower rate than Duke.
Motion made by Mr. Berding, second by Mrs. Hartkemeyer to authorize this Resolution #25-113.
All in favor.
- B. Resolution 25-114 – Authorizing Then and Now Purchase Order to Ohio Treasurer of State for annual MDT fees Mobile Leads Terminal access in the amount of \$3,000.00 and paid from the Police Fund.
Motion made by Mr. Berding, second by Mr. McAbee to authorize this Resolution #25-114.
All in favor.
- C. Resolution 25-115 – Authorizing Then and Now Purchase Order to Strategic Solutions at a price not to exceed \$7,000.00 for software renewal and paid from the General Fund.

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Mrs. Lapensee – In the past we have paid them to scan our documents for us. The software to view the scans used to be \$6,000 and this year they upped the cost by \$1,000. We didn't know this, and we already had a purchase order for \$6,000 so when it came in it's obviously a Then and Now. Price increase for renewal period from 8/1/2025 – 7/31/2026. The cost to finish scanning is \$11,000.00. Regarding the resolution below they have been scanning about \$7,500 worth of scans and this year we have received multiple bills. I felt it was time to talk with Strategic Solutions and do we plan on keeping them. There are about 35 boxes they have that we don't know the contents. There is no way of knowing what is in these boxes unless we touch every single document.

Trustee Hartkemeyer – Lets see if there are any other companies that provide this service.

Ms. Schultz -When I got here, we were using a company called Access. In order to get anything from Access it would take over 2 – 3 weeks and costs a lot of money. We concluded 3 years ago that we would go paperless. We took all the boxes from Access and there were hundreds of them, and we had them brought back here. SCSolutions came and picked up the boxes and they had them at their facility. The Fiscal Office uses SCScan every day; we are totally paperless. Our documents are all searchable. We store our payroll documents in ADP.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to authorize this Resolution #25-115.

All in favor.

- D. Resolution 25-116 – Authorizing Then and Now Purchase Order to Strategic Solutions in the amount of \$7,452.32 for Public Records Document Scanning and paid from the General Fund.

Motion made by Mr. McAbee, second by Mr. Berding to authorize this Resolution #25-116.

All in favor.

COMMITTEE REPORTS

- A. Transportation Improvement District (TID) – Trustee McAbee – they are doing a data analysis from the comments from the public.
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer – Nothing at this time.
- C. Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer – Nothing at this time.
- D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer – Next Monday we will be holding a meeting. I think you all should have received an invitation. Some of our local legislators have also been invited.

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BOARD MEMBERS COMMENTS

Mr. McAbee – I know our staff had a meeting about saving money. Is there any information on this?

Mr. Goins – All the department heads met and had a very productive meeting. We looked through all the expenses; nothing specific to the Zoning Department. There are certain services in the Township we can reduce services and moving several items in house. A lot of work done by Cintas we are starting to trim that back. We're eliminating shredding at the administration building, having the Public Works pick up some additional work. All department heads are working on ways to cut costs throughout the year.

Mrs. Lapensee – We will decide on canceling shredding at the Police Department. We will be reducing lawn services that we don't need. We don't need a company to come and mow nuisance properties and township owned properties. We talked about reducing T.R. Gear for the median maintenance on Princeton Road. I think we need to do something with the fire station on Tylersville; either demolish it or sell it and sell the property on Gilmore. Health insurance is difficult. We could shop with other brokers. We can look at other ways to buy health insurance or if we do self-insurance. If we go to self-insurance, it will save us about 14% per year. We could also go to four 10-hour days. We could save a whole day on utilities; this isn't much.

Ms. Schultz - We are renegotiating our audit contract using an IPA.

Mr. Berding – I want to commend our Fire and Police Departments. One of our police officers saw smoke coming from a house and notified the Fire Department right away and there was a quick response. I wanted to thank everyone that was at the Touch A Truck event. Has our goal for the Patriots Day event been met?

Mrs. Lapensee - Yes, we're at \$15,500. We have not added to that. We were going to order T-shirts and possibly a tent.

Mr. Goins - Yes, we have plenty of money for the departments to work on the event and order additional banners.

ANNOUNCEMENTS

- Labor Day Holiday Observed – Monday, September 1, 2025, All township offices will be closed.
- Regular Trustee Meeting – Tuesday, September 9, 2025, at 7 PM at the Township office.
- Patriots Day – Saturday, September 13, 2025, 9 AM – 9 PM.

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

President convenes Executive Session at 8:16 PM

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President resumes regular meeting at 9:09 PM

ROLL CALL

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

There is no action to follow executive session.

ADJOURNMENT

Motion made by Mr. Berding, second by Mr. McAbee to adjourn at 9:10 PM.
All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Michael Berding, Trustee Chairperson

Shannon Hartkemeyer, Trustee Vice-Chairperson

Joe McAbee, Trustee