

RECORD OF PROCEEDINGS

REGULAR TRUSTEE MEETING HELD SEPTEMBER 9, 2025

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, September 9, 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

PRESENTATIONS

- A. Miami University – Samy Broyles. Miami University gave a short presentation on the Miami Promise which is a program to help kids to go to college.

Summary: The future of our education ecosystem is to provide students with zero debt pathways.

Provide free 2-year or 4-year degrees from Miami Regionals to Fairfield City School District students in Fairfield Township with financial need that are Pell-Grant eligible.

Proposed Requirements:

- Fairfield Township resident
- Fairfield HS graduate
- Attended grades 9 – 12, 2.5 HS GPS
- Full-time degree seeking student
- Maintain 2.5 GPA at Miami
- Pell eligible
- Recommendations: Enroll in TRIO at Miami, successfully complete 1 Miami CCFP course in HS
- Estimated Enrollment and Scholarships: 26 Pell eligible FHS graduates enroll each year, average Pell aware is about 50% of annual tuition, anticipated merit scholarships for FA 2025: \$10,000, anticipated CCP scholarships for FA 2025: \$10,000.

- B. Timber Trails Section 3 Final PUD – M/I Homes and Bayer Becker Engineers gave a short presentation on the next phase of Timber Trails.

CASE: FTZC25-2C – Final PUD

APPLICANT: MI Homes of Cincinnati

LOCATION: Parcel ID # A0300-020-000-039, A0300-020-000-052, A0300-020-000-058

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CURRENTLY ZONED: Residential Planned Unit Development – R-PUD

REQUEST: Final PUD Plan Approval: Timber Trails –
Section Three

SITUATION OF PROPERTY

The subject property is located in the northeast portion of Fairfield Township. The property is located on the west side of Liberty Fairfield Road, north of Tonya Trail, south of Fairfield Falls Drive (Att. 1). The subject parcels are all currently zoned R-PUD. The Timber Trails R-PUD is comprised of 67.404 acres. Properties to the north are zoned R-PUD and A-1 and include the Fairfield Falls subdivision, property to the west are zoned R-PUD and A-1 and include the approved Timber Hill Subdivision and Butler County MetroParks property, property to the south are zoned B-PUD and B-2, property to the east is located in Liberty Township and are zoned R-PUD and includes the Reserves at Elk Pointe subdivision.(Att. 2).

DESCRIPTION OF REQUEST

The applicant is currently requesting approval of the Final PUD Plan for Timber Trails – Section Three.

FINDINGS OF FACT

The submitted plans are consistent with the approved Preliminary PUD Plan. The Final PUD Plan for Timber Trails – Section Three is comprised of 7.13 acres and includes 6 single family residential lots. The open space in Section Three includes the detention and wooded area to the north of this section of the subdivision.

Butler County Planning Commission

The Butler County Planning Commission held a public hearing on June 8, 2021, and recommend approval of the Timber Trails proposal and provided 18 comments.

Fairfield Township Zoning Commission

The Fairfield Township Zoning Commission held a public hearing on June 16, 2021, at the Fairfield Township Administration Building. The Zoning Commission made the recommendation, to the Fairfield Township Board of Trustees, to approve, with conditions, the request for a Zone Change from A-1 (Agricultural District) to R-PUD (Residential Planned Unit Development).

Fairfield Township Board of Trustees

The Fairfield Township Board of Trustees held a public hearing on July 28, 2021, at the Fairfield Township Administration Building. The Board of Trustees passed a resolution to approve, as recommended by the Fairfield Township Zoning Commission, the requested zone change by MI Homes.

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RELEVANT SECTIONS OF THE FAIRFIELD TOWNSHIP ZONING
RESOLUTION

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

- (a) Upon receipt of the detailed Final PUD Plan(s) for each section of the Planned Unit Development landholding, the Fairfield Township Board of Trustees shall study and review the detailed Final PUD Plan(s) and shall approve, modify or disapprove the plan(s) on the basis of; (1) that all requirements have been satisfied, and (2) finding that the following specific conditions are fully met:
- (b) That the proposed detailed Final PUD Plan(s) for the individual section(s) of the overall R-PUD or B-PUD District are in conformance with the approved Preliminary PUD Plan,.
- (c) That any part of the Planned Unit Development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; unless approved to be left in its natural state.
- (d) That any exception from the standard resolution requirements is warranted by the design and amenities, incorporated in the detailed Final PUD Plan(s), in accordance with the adopted policy of the Board of Fairfield Township Trustees.
- (e) That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.
- (f) That the Final PUD Plan(s) is consistent with the intent and purpose of this Resolution to promote public health, safety and general welfare of the residents of Fairfield Township, Butler County.

STAFF RECOMMENDATIONS

It is the opinion of the staff that all conditions that were placed on the PUD during the Zone Change and the Preliminary PUD process have been addressed in the plans provided or are planned to be addressed in future sections of the PUD development. Staff further believes that the Final PUD Plan is consistent with sections 615.7 of the Township Zoning Resolution and will promote public health, safety, and the general welfare of the residents of Fairfield Township. Based on the findings of fact & submitted proposal to the Fairfield Township Board of Trustees staff makes the recommendation to **Approve** the Final PUD Plan.

Mike Athen of MI Homes – These 6-homes will be all brick-wrapped which is different from Timber Trail.

Mr. McAbee – What is the average price of homes there?

Mr. Athen – These 6 will be about the low \$600's. Timber Trails was move about the \$450's to \$500.

Mr. McAbee – How many lots do you have left?

Mr. Athen – We've got about 50 left in Timber Hills and Timber Trails is completely gone.

Mr. McAbee - What are prices on duplex?

Mr. Athen - They start in the \$350's range.

Mr. McAbee - We had a couple complaints recently about drainage issues.

Mr. Athan – I hadn't heard of that, but we have field personnel that take care of

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that. I will get to the bottom of what that is.

Mr. Goins - It's new construction next to single family home. The property owners reached out to the Township a couple times about some concerns. MI has been very responsive. The construction crew is fairly aware. It's still not a finished graded lot. There is a swell that is located between the lots. I reached out to the property owner earlier this week but haven't heard back. We will make sure the neighbor gets a thorough once-over of the grading before. MI has been very receptive to the requests we've made.

Mr. McAbee - Did he have damage in his house?

Mr. Goins - He did mention that he had issues with flooding in the basement.

Mr. McAbee - Is this something we can do to the other houses to prevent this from happening again?

Mr. Athen - We do have a customer care line. I will be checking with them in the morning. We do take this very seriously.

Mr. Berding - I was over there and walked the property with the homeowner. It appeared to me that the new construction caused a little bit of damage to some drain tile that was draining water away from the homes. I understand that new drain tile will be put in.

Items for Old Business:

A. None.

ITEMS FOR BOARD DISCUSSION – Mrs. Lapensee

A. Personnel Manual – Vacation Time. There was a question recently regarding how we distribute vacation time in our personnel manual. Our manual dictates that vacation leave is accrued on a biweekly basis and the hours of vacation increase at 5-, 10- and 20-year increments.

Years of Service	Hours per year	Accrual Rate per Pay Period
1 to 5 years	80 hours	3.08 hours
5 to 10 years	120 hours	4.62 hours
10 to 20 years	160 hours	6.15 hours
20 or more	200 hours	7.69 hours

When the employee reaches 5 years of service, the accrual rate increases from 3.08 hours per pay to 4.62 hours per pay, etc. However, with the way in which this section is written, the employees do not really receive 120 hours of vacation time until they have been here 6 years because they are accruing the hours over 26 pay periods, etc. Most other governments give that one additional week earned on the anniversary date of that 5-, 10- or 20-year mark along with the increase in accrual rate. I would like to ask that the board allow me to rewrite this section so that the increase in hours is rewarded in those delineated years instead of delaying it for a year.

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As I was reviewing this section, I also noticed that Section F states that “an employee shall be entitled to carry over vacation leave into the new calendar year (January 1st). The number of vacation leave hours an employee can carry over is equal to the total number of vacation leave hours that the employee is entitled to accrue for one year, based upon years of service. This section does not specify what happens to the amounts of vacation if they are over the amount that is earned. I would like to request that we add a sentence in that section stating that the employee either loses that vacation or gets paid out the vacation. However, the January 1st date may be a bit hard to achieve for those employees whose anniversary dates are closer to the end of the year. I recommend that we specify their anniversary dates vs January 1st.

Mr. Goins – If we’re going to change from being able to carry over with what you’ve earned in one (1) calendar year to two (2) weeks I think we should notify the staff about and maybe have a time when that takes effect. People are planning their year on what they think they are going to have and what they think they can carry over.

Mrs. Hartkemeyer - I think we should get with our law director involved to discuss this.

COMMUNICATION

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. Berding to adopt the Consent agenda.

All in favor.

FISCAL OFFICER REPORT – Shelly Schultz

FISCAL OFFICERS REPORT – SEPTEMBER 1, 2025

CHECKING ACCOUNT BALANCE	\$1,856,052.56
JEDD REVENUE RECEIVED YTD (Hamilton)	\$530,246.54
JEDD REVENUE RECEIVED YTD (Fairfield)	\$31,788.71
INVESTMENT ACCOUNT BALANCE (3.70%)	\$15,185,924.39
Interest Earned in AUGUST	\$47,643.84
GRANT MONEY RECEIVED (Equipment donated)	\$19,997.00

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EMS BILLING RECEIPTS TO DATE	\$658,734.77
REVENUE TO DATE (60.092%)	\$9,256,800.42
REVENUE BUDGETED FOR 2025	\$15,404,500.00
EXPENDITURES TO DATE (43.645%)	\$10,580,891.49
APPROPRIATIONS FOR 2025	\$23,599,065.00
PAYMENTS MADE IN AUGUST	\$742,915.50
MAJOR FUND BALANCES	
1. GENERAL	\$8,671,346.20
2. ROAD AND BRIDGE FUND	\$123,958.52
3. POLICE FUND	\$73,862.24
4. FIRE LEVY FUND	\$46,577.29
5. SAFETY SERVICES FUND	\$211,317.12
6. FIRE RESCUE, AMBULANCE, EMS FUND	\$618,650.57
7. JEDD FUND (HAMILTON)	\$2,455,469.20
8. JEDD FUND (FAIRFIELD)	\$35,150.84
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	\$17,219,578.00

FISCAL OFFICE BUSINESS – Consent Agenda Items

- A. Recommend motion to suspend reading of the minutes of the following meeting:
 - 1) Trustee Special Meeting, August 14, 2025
- B. Recommend motion to approve the minutes
- C. Recommend motion to approve payment of the bills by the fiscal office

MOTIONS – Consent Agenda Item

- A. Motion to accept the resignation of Cody Helmuth from the Fire Department.
He was a part-time employee.

RESOLUTIONS – Consent Agenda Items

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A. Resolution No. 25-117 Approving Open Purchase Order Balances

ADMINISTRATOR'S REPORT – Kim Lapensee

RESOLUTIONS

- A. Resolution 25-118 – Approving changes to the Police Department Policy Manual for Fairfield Township.
Mrs. Lapensee – This action would adopt new policy 605 Unmanned Aerial System.
Motion made by Mr. Berding, second by Mr. McAbee to authorize this Resolution #25-118.
All in favor.
- B. Resolution 25-119 – Authorizing the creation of Police Drone Operator position in the Police Department and approving the position description.
Mrs. Lapensee – This would create additional duties in the PD for one or more people interested in being trained and flying the drone(s).
Motion made by Mr. Berding, second by Mrs. Hartkemeyer to authorize this Resolution #25-119.
All in favor.
- C. Resolution 25-120 – Authorizing the purchase of drones, the necessary accessory equipment, and the application software from DSLR Pros Intelligent Drone Solutions for the Police Department in the amount of \$29,738.00 and paid from the Drug Law Enforcement Fund #2221 and the Equitable Sharing Fund #2911.
Mrs. Lapensee – All monies from these special funds must be spent on drug-related training or equipment.
Motion made by Mr. McAbee, second by Mr. Berding to authorize this Resolution #25-120.
All in favor.
- D. Resolution 25-121 – Authorizing the Township Administrator to execute a memorandum of understanding between Fairfield Township Police Department and the United States Secret Service.
Mrs. Lapensee - This MOU would be to replace the Grey Key Program that we were using to get warrants to access cell phones for the free program offered by the Secret Service. This will save the Township over \$17,000.00 a year.
Motion made by Mr. McAbee, second by Mr. Berding to authorize this Resolution #25-121.
All in favor.

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- E. Resolution 25-122 – Authorizing the Township Administrator to purchase a new camera for the meeting room from PCS in the amount of \$8,090.83 and will be paid from the General Fund #1000.

Mrs. Lapensee - This new camera will be the proper equipment needed to conduct meetings that are being streamed. We are currently using a web camera to record our meetings. This camera may also help with audio.

Motion made by Mr. Berding, second by Mr. McAbee to authorize this Resolution #25-122.

All in favor.

- F. Resolution 25-123 – Authorizing turf repairs at Heroes Park by Playground Equipment Services in the amount of \$7,500.00 paid from the General Fund #1000.

Mrs. Lapensee – The turf on the tunnel hill has a significant tear in the seam. They plan to patch the affected area on the turf hill which includes stretching and rubber buffing as needed.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to authorize this Resolution #25-123.

All in favor.

- G. Resolution 25-124 – Approving final planned unit development plan for Timber Trails Section 3, as set forth in Zoning Case FTZC25-1C Final PUD.
Motion made by Mrs. Hartkemeyer, second by Mr. Berding to authorize this Resolution #25-124.

All in favor.

- H. Resolution 25-125 – Authorizing repairs to Medic #921 in the amount of \$10,260.09 from Fire Apparatus Service and Repair paid from the Fire and Rescue Fund #2281.

Chief Berter – This is a 2021 Ford F550 with 64,000 miles. The work being done is basically a front-end rebuild. This will include front and rear brakes with pads.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to authorize this Resolution #25-125.

All in favor.

- I. Resolution 25-126 – Dispersing \$471,423.51 from the Tax Increment Financing Funds Numbers 2904, 2906, 2908 for distribution of TIF monies collected to the Fairfield City School District.

Mrs. Lapensee – We have received our tax settlement money from the county and will now need to make payments to the schools per our agreement with them.

- Princeton TIF - \$1,232,246.33 (25%)
- Seward Road TIF - \$737,079.57 (62.3%)
- StoryPoint TIF - \$154,489.41 (25%)
- Bridgewater TIF - \$0.00 (62.3%)

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Motion made by Mr. Berding, second by Mrs. Hartkemeyer to authorize this Resolution #25-126.

All in favor.

- J. Resolution 25-127 – Authorizing payment of \$537,256.82 to Huntington Bank as outlined in the Development Agreement for the Seward Road Development paid from the Seward Road TIF 2908.

Mrs. Lapensee – We received \$737,079.57 and will need to pay the schools \$124,489.57, the developer for the property \$537,256.82 and we will retain \$75,333.18

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to authorize this Resolution #25-127.

All in favor.

COMMITTEE REPORTS

- A. Transportation Improvement District (TID) – Trustee McAbee – No meeting this month.
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer – Meeting was this afternoon. They did help us with our missing child event. They are a very valuable resource in Butler County.
- C. Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer – Will be meeting later in the week.
- D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer – Mrs. Lapensee, Mr. Berding and Mr. Goins attended a workshop at The Coalition of Large Ohio Urban Townships of SW Ohio.

BOARD COMMENTS

Mr. McAbee – Where are we on the paving?

Mr. Bennett – Progress is being made.

Mr. McAbee – When will new squad be in?

Chief Berter – In the next 2 – 3 weeks.

Mrs. Hartkemeyer – I want to welcome First Watch to Fairfield Township.

Mrs. Lapensee - Big Sandy Superstore ribbon cutting will be around mid-October.

Mr. Berding – Exciting news that Longhorn Steakhouse may be coming to Fairfield Township. I want to thank staff, internal and fire for raising money to have our event on Saturday. It's something for our community to enjoy.

ANNOUNCEMENTS

- Patriots Day – Saturday, September 13, 2025, 9 AM – 9 PM
- Zoning Appeals Meeting – Thursday, September 25, 2025, at 7 PM at the Township Administration Building

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- Trustees Regular Meeting – Tuesday, October 14, 2025, at 7 PM at the Township Administration Building

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 9:05 PM

President resumes regular meeting at 9:23 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 9:24 PM.
All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Michael Berding, Trustee Chairperson

Shannon Hartkemeyer, Trustee Vice-Chairperson

Joe McAbee, Trustee