

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD APRIL 8, 2025**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, April 8, 2025, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mr. Berding, Board Chairperson at 7:00 PM.

ROLL CALL: Fiscal Officer, Shelly Schultz

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

INVOCATION: Pastor Joe French, Indian Spring Church

Pledge of Allegiance

PRESENTATION

Meeder Investments – Jim McCourt, discussing investment opportunities.

OLD BUSINESS

A. Fire Station 211 - **Mrs. Lapensee** – In my staff report I gave you several options. The soil borings would be suitable for placing a new building on that location. We did boil it down to 6 options. Chief Berter prepared a spreadsheet for these different options.

Mr. Berding – As a resident of Fairfield Township I would love to see a new fire station built. Its difficult for me to commit another \$10 million to replace a building that is only 25 years old. I think part of the existing fire station can be used and has life in it. We need to try and get more life out of our building. I would like to try and remediate any water issues we have and make the living quarters workable and attractive to our staff. I think with our current financial situation we need to be very careful on how we're spending the taxpayers money.

Chief Berter - In my opinion we have to acknowledge that we don't know exactly what the future is going to hold. We know our run volume is increasing. We know at some point in the future that it's going to push us to add staffing. I agree there is some life left in the building. Option 3 is what I'd lean towards.

Mr. Berding - I agree with all your points, but it would be hard to do that at this time.

Mr. McAbee - I agree with what you've said Mr. Berding. It's really hard to think we're going into debt to do what we need to do.

Mrs. Hartkemeyer - I would like to see a gantt chart. I'd like to get a better grasp on what that is going to look like. I'd like to see a debt schedule on this.

Mr. Berding – Chief, maybe you want to consider about when and if we ask the voters for a fire levy if you want to wait until the voters say yes we want to give you this money for your fire crew and then address the major issues. Maybe now we can put off any renovations until we go to the voters and ask if you are

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willing to pay more in taxes to have more firefighters and EMT's. If they are then maybe we can take a bigger investment. Maybe we can even consider some sort of bond.

Mr. Berding - Maybe in the next few weeks, if we need to, we can get a schedule of what needs to be done and come back at our next meeting to make a more educated decision. I feel the water is the number one concern and the living conditions.

Mr. McAbee - I don't think we should wait another 30 days. Maybe we can cap it at \$2,000,000. Lets get the specs done and get it out for bid.

Mr. Berding - Are you asking if we can have an option around the \$2,000,000 mark, give us what that looks like, what those options are, and if we need to we can have a special meeting to start moving forward. Also, if we could get that schedule together quickly maybe in the next couple weeks.

Mrs. Hartkemeyer - I'd like some information as to what this is going to look like for our financial position.

Mr. McAbee - We need to go on the ballot in November. We need to know what would give us 3 – 4 – 5 years.

ITEMS FOR BOARD DISCUSSION – Mrs. Lapensee

- A. Fire Station 211 Update – CDA provided us with the following options:
1. Option 1 – new roof and fix unknown water issue: \$706,654.00
 2. Option 2 – new partial roof with repairs and interior renovations: \$2,837,456.00
 3. Option 2.5 – new roof and fix unknown water issue, replace damaged ceiling tiles and repair and replace damaged floor in electric room and adjacent hallway: \$1,128,214.00
 4. Option 3 – new roof with water investigation and repairs and renovation of existing administration area and living quarters: \$5,648,540.00
 5. Option 4 – Complete tear down of the admin/living quarters, reusing the bays, and relocating the admin/living quarters to the south of the current building: \$8,830,435.00
 6. Option 5- Complete tear down of the entire station and relocate to the parking lot area next to the school: \$10,048,742.00
 7. Update: We are still waiting on the consultant to provide the report for the soil borings they drilled in the parking lot next to the fire station.
- A. Township Parking Policy Discussion – We have received numerous complaints about an excessive number of cars being parked on a street (Ravena) that are all owned by the same individual. There are no regulations that we have initiated, and we are asking for some discussion concerning how you all may feel about putting some regulations in place. Chuck has drafted a policy for you all to discuss. We have provided some pictures for reference.
- B. One Ohio Discussion – We have received a request for funding from the Fairfield Coalition. They would like to receive more money for their drug

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awareness campaign with the schools. Trustee Hartkemeyer asked if there was a need for this money with our police and fire departments. Neither Chief expressed a need for the money due to the limited scope of the use of the money. However, we did think of one thing that the money could be spent on (possible). We might be able to use a portion of the money to pay for the replacement of the signs at our buildings and then run messages on the sign urging kids not to do drugs. We would need to get Larry to weigh in on this one.

Motion made by Mr. McAbee to authorize payment of \$10,000 from the One Ohio Fund to the Fairfield Coalition, second by Mrs. Hartkemeyer.

All in favor.

- C. Fire Engine Lease to West Chester Township – The chief was contacted by West Chester Township asking if we could lease them our 2008 Sutphen for a two-year period. They have ordered a new engine, but it will not be completed for another two years and their back up engines were involved in accidents and are no longer in service. With the lease agreement, West Chester Township will agree to pay the township \$100,000.00 over a two-year period (monthly). They agree to pay for the insurance and vehicle maintenance and repairs. We did ask them to add a clause in the agreement that in case of an emergency for the township, we could get the truck back. At this time, we run two primary units with two back-ups. We do not really need that. After we get the truck back in two years, Chief Berter would like to sell the vehicle.
- D. Hiring of Interns this Summer – We would like permission to hire our summer interns again. We need to conduct an inventory of our storm water system to satisfy reporting requirements for the storm water district. The estimated cost for two interns for the summer will be around \$10,000.00.
- E. Movement of the Meeting Day for the month of June – Trustee Berding is requesting that we move the June meeting date of June 10th to the first week of June (maybe June 3rd) if everyone is available to meet.
- Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to move June meeting of the 10th to June 17th.
- All in favor.
- F. Armed Forces Day/Memorial Day event – Fred Valerius would like for us to do an event to celebrate Memorial Day, but he is fine with us doing something the Friday before Armed Forces Day due to the holiday weekend. He suggested that we do something small at the memorial. We could do a very small program right after work/before dinner that would maybe last 45 minutes? What are your thoughts.
- G. Comprehensive Plan Work Session – We will need to schedule a work session to discuss the comprehensive plan.

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a) Meeting will be on April 29, 2025, at 7 PM.

H. Other Items – **Chief Chabali**, On Saturday (April 5th) we had significant flooding in the basement of the Police Department. Walls, baseboard, and tiles will need to be replaced. Larger sump pump needs to be installed. Estimated starting cost would be approximately \$34,700.

Larry Barbieri, Assistant Law Director - This should be reported to OTARMA.

Motion by Mr. Berding, second by Mrs. Hartkemeyer to authorize the Police Chief to mitigate the basement at the Police Department for no more than \$35,000 using the TIF Fund.

All in favor.

COMMUNICATION

Rick Fine, 3713 Conley Bottom Ct., I'm here to bring to the Trustees attention the condition and possibly illegal use of the dilapidated residential home at 3880 Hamilton-Middletown Road. This home is no longer being used as a residence but as a construction business. I would request that the zoning office and the trustees look into this and get this mess cleaned up.

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 Consent agenda.

All in favor.

FISCAL OFFICE BUSINESS – Consent Agenda Items

- A. Recommend motion to suspend reading of the minutes of the following meeting
Trustee Regular Meeting, March 11, 2025
- B. Recommend motion to approve the minutes
- C. Recommend motion to approve payment of the bills by the Fiscal Officer
- D. Recommend motion to accept resignation of Andrew Maurer from the Fire Department.
- E. Recommend motion to approve a Then and Now Purchase Order for the Butler County Sheriff's Office in the amount of \$5,297.94.

MOTIONS – Consent Agenda Item

- A. None

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RESOLUTIONS – Consent Agenda Items

- A. Resolution No. 25-49 approving open Purchase Order Balances
- B. Resolution No. 25-50 declaring nuisance and ordering abatement on properties
- C. Resolution No. 25-51 appointing part-time Fire/EMT Joseph Tri-Rudolph
- D. Resolution No. 25-52 appointing part-time Fire/EMT Jordan Flynn

FISCAL OFFICER REPORT – Shelly Schultz, Fiscal Officer,

Our checking account balance is almost \$1.6 million. The JEDD revenue received year to date from Hamilton is \$225,000, from Fairfield \$9,000. Our investment account balance is \$14.9 million. The interest we earned in March is \$47,000. So far year to date we've received \$50,000 in grant money. Our EMS billing receipts to date is \$337,000. Revenue to date is \$1.1 million. Our revenue budgeted is \$15 million. Expenditures to date is \$3,287,487. Payments made in March \$1,125,755. Major fund balances \$16,398,484.

Motions/Resolutions for the agenda:

- 1. Motion to accept the resignation of Andrew Maurer from the Fire Department. Mr. Maurer was a part-time employee who just resigned to focus more on his full-time job.
- 2. 25-49 – Purchase Orders. This resolution will approve the open purchase orders for the month.
- 3. 25-50 – Nuisances. This resolution will approve the ongoing nuisances and orders the abatement of those nuisances for the month.
- 4. 25-51 – Appointing a new Part-time Firefighter/EMT Joseph Tri-Rudolph to the Fire Department.
- 5. 25-52 – Appointing a new Part-time Firefighter/EMT Jordan Flynn to the Fire Department.
- 6. Motion to approve the Fairfield Township Police personnel to participate on a part-time basis in the United States Marshall Service Regional Task Force. Chief Chabali would like to assign the night shift sergeant to be on the task force. There will be minimal overtime and if there is any, the Marshall's service will reimburse the township for the costs.
- 7. 25-45 – Lexipol Renewal Agreement. This resolution will authorize the renewal of the Lexipol subscription in the amount of \$17,436.08 paid from the Fire Fund 2111. We already had a first reading at the March meeting.
- 8. 25-53 – Approving the purchase of rifle silencers for the Police Department in the amount not to exceed \$30,000.00 which will be paid from the JEDD fund 2901. We talked about this during the discussion portion of the March meeting.

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9. 25-54 – Approving an amended indigent burial policy and process for the township. We talked about this during the discussion portion of the March meeting. The old policy did not require anyone to submit any financial information with their applications and we paid for all burials over the last 6 years. With these changes, we will require the claimants to provide financial information that proves they are unable to pay for the cremations based on the 2025 poverty guidelines per household.
10. 25-55 – Amending Article IV Wages and Benefits of the Personnel Manual. The changes proposed in the manual would address meal and travel reimbursements to the per diem rates for meals and per diem rates for hotels without a receipt. A new tuition reimbursement policy was added to encourage more professional development for non-union employees. The new policy would allow for reimbursements up to \$5,000.00 a year and the employee would have to make a 3-year commitment to the township. If the commitment was not fulfilled, then there is a prorated payment back to the township based on the number of years with the township post education.
11. 25-56 – Approving the payment to Sedgwick in the amount of \$8,850.00 paid from multiple funds. They help administer our Workers Compensation program.
12. 25-57 – Approving Clean-up Day Expenses with Rumpke in the amount not to exceed \$10,000.00. The proposal from Rumpke was estimated to be around \$8,600.00, but we estimated a bit more just in case.
13. 25-58 – Approving the disbursement of funds from the Tax Increment Financing Funds to Fairfield City Schools. We do not have those collection amounts just yet. We are hopeful that they will arrive before the end of the week so that we can send that money to the schools.
14. 25-59 Approving the purchase of two new mowers for the Public Works Department in the amount of \$26,518.00 that will be paid from the JEDD fund. The Public Works Department would like to purchase two new mowers to replace two older mowers that are 7 years old. They would like to keep one backup mower and sell one of the mowers along with their old backup that is over 20 years old.
15. 25-60 – Authorizing the removal, repair or securance of an unsecure or unsafe building at 5824 Reigart Road. We became aware of this building through a complaint and the fire department has inspected the property and found that it is unsafe and should be boarded up.
16. 25-61 – Authorizing all actions necessary to affect or otherwise continue a governmental natural gas aggregation program. Rich asked that we pass this legislation so that I have the authority to sign documents for us to get a new gas rate. Our current rate of 5.8 cents expires in October.

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17. 25-62 – Authorizing increases for the Part-time Fire employee. Chief Berter is requesting that we increase the part-time hourly rates from \$18.50 to \$19.50 for all FF/EMT's and miscellaneous rates for FF/Paramedics to \$22.00 per hour. This would cost the department roughly \$17,000.00 this year.
18. 25-63 – Authorizing a lease agreement with West Chester Township. Chief Berter is requesting that we approve this lease agreement with West Chester Township for the fire engine. This will generate \$100,000.00 over the next two years for their department.

Other Items:

1. Tim Bowman reached out to the township for sponsorship on the Easter Egg Event. He will be sponsoring the helicopter egg drop again. He called the helicopter agency to secure a time. He hired a designer for the postcards and would like us to send out the postcards again recognizing him and his contribution. The residents of Story Point have been stuffing the eggs for the township.
2. Spring Clean-up Day will be on April 26th from 10:00 AM to 3:00 PM in the same locations.
3. We attended the quarterly meeting for the JEDD with Hamilton this past month. In 2024, we collected a total of \$791,659.03 (JEDD 1 \$234,354.28), (JEDD 2 \$474,361.22), (JEDD 3 \$41,475.58), (ANNEX \$41,467.95).
4. We met with our financial team at Huntington Bank to discuss our banking program we currently have with Huntington Bank. We also attended training with the bank to go over our credit card program and how we can scan receipts and enter purchase order numbers for each charge in the app to try and eliminate paper copies.
5. We had a final walk through the County Engineer's Office, the grants office and the contractor for the King Avenue and Pater Avenue storm drainage improvements. There was one item identified on King Avenue that needs to be addressed, and the contractor will investigate it. A resident complained about a sump line that she believed was crushed during construction.
6. We have a meeting scheduled next week to meet with a developer about the property located at the corner of the Bypass and Route 4 (southwest corner). They would like to build 120 units for seniors that accept Medicare/Medicaid. I suspect that they will be asking for Housing Trust money from the state which will require your signatures on the paperwork. They will need a zone change in order to build these apartments.
7. I have completed my review and projections of our financial situation for the township. There is a spreadsheet for all revenue received and there are tabs going across the bottom for each fund and then a general overall tab. Each tab shows the amount received from 2015 to 2024 and then the projections from

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2025 to 2030. I assumed that we would receive a 3% increase each year, that we would receive an increase in JEDD money with the City of Fairfield in steps (yellow highlight on the revenues tab) over the next three years depending on when Schneider Electric finishes their building and creates the jobs, and the estimated increase in EMS billing in 2026 with the new program with Medicare/Medicaid. The spreadsheet includes all the sources of money for each fund and what it can be spent on. The second spreadsheet includes all of the expenditures from 2015 to 2024 and then projects what we will spend from 2025 to 2030 based on the assumption that costs will increase 7% each year. The total expenditure page shows two different tables. The second table removes all contingencies and capital from the projected amounts except for paving. All of the green highlights show when a particular expenditure fund ended. The purple highlight indicates the actual costs for the next three years (Princeton TIF and RID). The third spreadsheet (comparisons) compares all the data in the first two spreadsheets. Each tab shows the different township service budgets regardless of what fund they are being paid from. You can see the deficits for each fund starting in 2025 and increasing through 2030. The budget shortfalls tab shows each department's revenues and expenditure and the deficits in each department. I have delineated the budget shortfalls with different colors for each year. Please follow the colors below to the bottom of the spreadsheet to see how the GF, JEDD and TIFS go away by 2029 if we continue to spend with these deficits. My recommendations on how to shift this are listed in the recommendations tab. Each year we wait to put on a fire levy will decrease the amounts in the General Fund and JEDDs and increase the amount we will need to generate over a 5-year period. Those numbers are listed on the budget shortfalls tab. In summary, if we place a fire levy on the ballot in 2025, we will need to generate 3.82 million dollars over the next 5 years. If we wait to put on a levy in 2026, we will need to generate 4.4 million dollars. If we wait until 2027, we will need to generate 4.9 million dollars.

8. We were in mediation yesterday with the property owner located at 2908 Creekside. They were cited for running an illegal Airbnb. I have attached a recap with our attorney concerning this case.
- E. Resolution No. 25-49 approving open Purchase Order Balances
- F. Resolution No. 25-50 declaring nuisance and ordering abatement on properties
- G. Resolution No. 25-51 appointing part-time Fire/EMT Joseph Tri-Rudolph
- H. Resolution No. 25-52 appointing part-time Fire/EMT Jordan Flynn

MOTIONS

- A. Motion approving Fairfield Township police personnel to participate on a

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part-time basis in the United States Marshall Service(USMS) Regional Fugitive Task Force to investigate and apprehend federal, state, local, tribal and territorial fugitives, thereby improving public safety and reducing violent crime.

Motion made by Mr. McAbee, second by Mr. Berding to adopt the motion.
All in favor.

RESOLUTIONS

- A. Resolution authorizing the renewal of the Lexipol subscription for the Fire Department in the amount of \$17,436.08 #25-45

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #25-45.
All in favor.

- B. Resolution approving the purchase of rifle silencers for the Police Department from Huxwrx for a total cost of \$30,000.00 #25-53

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #25-53.
All in favor.

- C. Resolution approving an amended indigent burial policy and process. #25-54

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-54.
All in favor.

- D. ****FIRST READ**** Resolution amending Article IV wages and benefits of the Personnel Policy Manual for Fairfield Township #25-55

- E. Resolution approving payment to Sedwick in the amount of \$8,850.00 #25-56

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-56.
All in favor.

- F. Resolution approving expenses for Clean-Up Day with Rumpke in the amount not to exceed \$10,000.00. #25-57

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-57.
All in favor.

- G. ****TABLED**** Resolution dispersing from the Tax Increment Financing fund numbers 2904, 2906, 2908 and 2910 for distribution of TIF monies collected to the Fairfield City School District. #25-58

- H. Resolution approving the purchase of two (2) new mowers for the Public Works Department from Fairfield Mower Equipment in the amount of \$26,518.00. #25-59

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-59.
All in favor.

- I. Resolution authorizing the removal, repair, or securance of unsecure

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- and/or unsafe building at 5824 Reigart Road #25-60
Mrs. Lapensee - We were alerted to this building a couple weeks ago. It's open for anyone to enter. The Fire Department has inspected this building, and they consider it unsafe.
Larry Barbieri, Assistant Law Director - They have a right to ask for a hearing. If they have a hearing the Trustees can listen to what they have to say. If they don't ask for a hearing within a certain period of time then you can make a decision weather to secure it or tear it down.
Mr. Goins – We can't touch it until that waiting period is over.
Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-60.
All in favor.
- J. Resolution authorizing all actions necessary to effect or otherwise continue a governmental natural gas aggregation program. #25-61
Motion made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #25-61.
All in favor.
- K. Resolution authorizing increases for the part-time fire employees paid from the Fire 2111, Fire and Ambulance 2281, and JEDD 2901 funds. (FIRST READ WITH OPTION TO APPROVE). #25-62
Mrs. Lapensee - Total impact to 2025 would be \$16,700.00.
Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #25-62.
Chief Berter - This would be effective with next pay period.
Mr. McAbee - We need to control the overtime.
All in favor.
- L. Resolution authorizing the Administrator to sign a lease agreement with West Chester Township for use of a fire engine. #25-63
(FIRST READ WITH OPTION TO APPROVE).
Mrs. Hartkemeyer – Larry is there a legal reason why we can't proceed with this?
Larry Barbieri, Assistant Law Director - No, legally we can proceed with this. I would like to have a chance to review the lease.
Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt, with Assistant Law Director's approval of the lease, Resolution #25-63.
All in favor.

COMMITTEE REPORTS

- A. Transportation Improvement District (TID) – Trustee McAbee, we will meet next week. We're working hard on several projects.
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer, nothing to report.
- C. Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer, nothing to report.
- D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer, nothing to report.

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BOARD MEMBERS COMMENTS

Mr. McAbee - I would ask that we pause any full time hiring until further notice.

Mrs. Hartkemeyer - Do we need to include anything with our regular meeting in May.

Mr. Berding – I added to our calendar events Memorial Day/Armed Forces Day.

Mrs. Hartkemeyer - Looking back to April I have Workers' Comp and tax settlement.

Mrs. Lapensee - One thing we need to add for May is a public hearing in June for the tax budget. I'm asking the Department Heads to create their own budgets this year.

Mr. Berding - Recently Liberty Township has eliminated their public recycling program. I think we should have staff keep an eye on who much extra we're getting now and see if the Trustees, somewhere in the future, should eliminate that as well.

Mr. McAbee - Let's get a price from Rumpke for recycling at the curb.

ANNOUNCEMENTS

- Easter Egg Hunt and Egg Helicopter Drop – Saturday, April 12, 2025, from 11 AM to 12:30 PM at Heroes Park
- Spring Clean-Up Day – Saturday, April 26, 2025, from 10 AM to 3 PM at the Township Parking lot next to the fire station
- Fairfield Township Board of Trustees Meeting – Tuesday, May 13, 2025, 7 PM at the administration building
- Armed Forces Day Remembrance – Friday, May 16, 2025, at the Veterans Memorial, TBD
- Memorial Day Observation – Monday, May 26, 2025, the Township offices will be closed.

ADJOURNMENT

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to adjourn at 9:45 PM. All in favor.

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Minutes submitted by:

Shelly Schultz, Fiscal Officer

Michael Berding, Trustee Chairperson

Shannon Hartkemeyer, Trustee Vice-Chairperson

Joe McAbee, Trustee