

**RECORD OF PROCEEDINGS**  
**REGULAR TRUSTEE MEETING HELD FEBRUARY 11, 2025**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, February 11, 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

**PRESENTATION**

Electric Aggregation Renewal – Dan Deters, the Township’s current electric aggregation program is at a rate of 6.84 cents per kWh beginning with the June 2023 Duke bill and expires May 2025. From June 2023 through December 2024 the average participant saved over \$400 (22%) with a total savings across the community at \$1.9 million. Last night Duke filed with PUCO their Gas Cost Recovery (GCR) rate for March 2025 at \$0.9639 per ccf. Your aggregation rate is \$0.5894 per ccf. Those that chose to stay on the program will benefit from a significant savings compared to Duke’s GCR. This was initially voted on in 2016 for the residents of Fairfield Township.

**OLD BUSINESS**

Fire Station 211 update – Presentation by Community Design Alliance

- Option I – Replace existing roof, water damage remediation and repair of interior elements \$706,654.00
- Option II – New roof design, water damage remediation and renovation of living quarters \$2,837,456.00
- Option II.5 – New roof design, water damage remedy and repair of interior elements \$1,128,214.00
- Option III – New roof design, water damage remedy and repair, living quarter and apparatus bay addition \$5,648,540.00
- Option A – Partial new station \$8,830,435.00
- Option B – New station \$10,048,742.00

**Chief Berter** – We would need temporary housing for 12 – 18 months. Estimated cost for this time frame is \$60,000 - \$80,000.

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

- A. Agenda Deadlines – First Monday of month we have a staff meeting. Second Tuesday of the month would be the deadlines for the submittals. The first Wednesday of the month would be to meet with the Board president and discuss any changes. The first Thursday of the month is the deadline for any additions by the Board. The agenda and attachments will be emailed to the

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Board by the end of the day. Second Tuesdays of the month would be meeting day. The goal is to not change the agenda once it's set unless absolutely necessary.

- B. Credit Card and Financial Policies – I'll be getting with Shelly to expand our policies on both.
- C. Budget Process – I'd like to create a formal budget process so we can include the staff. I think they know their budget better than anyone.
- D. Carryover Policy – We need to establish a policy. We can discuss it later but we need to be able to transfer money from the general fund into funds where they are needed. So going into next year we have carryover available to make sure we are paying payroll for those first 4 months.
- E. Personnel Manual – Tuition reimbursement and other policies. Our personnel manual doesn't address tuition reimbursement. The fire contract allows it for all union members but not for non-union members.
- F. Capital Purchases for 2025 – Capital improvement list has been put in your binders.  
**Mrs. Hartkemeyer** - We will need a comprehensive paving plan.  
**Mr. McAbee** - We can make a project fund. We can't continue to grow and not have some additional revenue.
- G. Cured in Place Pipe Repairs – The county engineer is proposing in place pipe repairs. This refers to a trenchless method of repairing damaged pipes by inserting a resin-impregnated liner into the existing pipe, essentially creating a new pipe within the old one minimizing the need for excavation and disruption to the surrounding area.
- H. Electronic Sign Replacement – Administration, Fire and Police the 3 signs no longer function. All LED cabinets need to be replaced. We do have 1 rough estimate to date of \$42,000 per sign from TriState. Representative from Watchfire Sign discussed replacement of signs.
- I. EMS Rate Increase – Our current billing rate has not changed since 2011. We met with the representatives from Medicount, and they recommend we move our rates up.
- J. Security Cameras – We're looking into purchasing outdoor security cameras for outside the administration building and the restrooms at the park behind us. Cost would be \$11,576.89 and this would be an expense to the general fund.  
**Mr. Berding** – I'd like to see a presentation on the cameras.
- K. Future Funding – We will need to discuss funding for all the funds we mentioned before.  
**Mrs. Hartkemeyer** - We need to look at a comprehensive plan say for the next 5 – 10 years.

**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.

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**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer 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 meetings:
  - 1. Trustee Regular Meeting, January 7, 2025
  - 2. Organizational Meeting, January 7, 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 approve Then and Now's

**MOTION – Consent Agenda Item**

**RESOLUTIONS – Consent Agenda Items**

- A. Resolution No. 25-21 approving open Purchase Order Balances
- B. Resolution No. 25-22 declaring nuisance and ordering abatement on properties
- C. Resolution No. 25-23 approving renewal of Flock Camera system
- D. Resolution No. 25-24 authorizing full-time Police Officer William Kelly

**FISCAL OFFICER REPORT** – Shelly Schultz, Fiscal Officer, received JEDD annex payment \$50,000, financial statements have been filed with State of Ohio.

**RESOLUTIONS**

- A. Resolution authorizing crack seal to be purchased at a price not to exceed \$10,000.00 #25-25  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #25-25.  
All in favor.
- B. Resolution authorizing the purchase of a desk/chair for the Township Administrator from Office Furniture Source in the amount of \$6,243.46 #25-26  
**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #25-26.  
All in favor.
- C. Resolution approving the purchase of three 2025 Dodge Durangos and accessories for the Police Department from Jeff Wyler Automotive with state bid pricing, at a total cost of \$196,499.89 #25-27  
**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-27  
All in favor.

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- D. Resolution approving repairs to the roof for the Administration building not to exceed \$39,379.11 #25-28  
**Motion** made by Mr. Berding, second by Mr. McAbee to amend resolution to remove name of roofer.  
All in favor.  
**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-28.  
All in favor.
- E. Resolution approving the purchase of shotguns from the Police Department from Vance's Law Enforcement for a total cost of \$14,089.00 #25-29  
**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt Resolution #25-29  
All in favor.
- F. Resolution authorizing the purchase of lockers from U-Line for the Fire Department in the amount of \$8,060.12 #25-30  
**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-30.  
All in favor.
- G. Resolution authorizing the purchase of a new dump truck with plow for the Public Works Department from Fyda Freightliner Cincinnati, at a cost of \$218,322.00 #25-31  
**Mrs. Lapensee** - This purchase will add to the fleet and remove the oldest truck and placing it in reserve.  
**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #25-31.  
All in favor.
- H. Resolution approving public notice requirements per House Bill 315 to allow the Township's website and social media accounts to be used for meeting notices effective April 2, 2025 #25-32  
**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-32.  
All in favor.
- I. Resolution authorizing the purchase of a staff vehicle and accessories from Tim Lally Chevrolet, McIntosh Motor Sports, Motorola and Danco for the Fire Department through state bid, in the amount of \$75,284.08 #25-33  
**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #25-33.  
All in favor.
- J. Resolution authorizing the purchase of AEDs for the Township to satisfy House Bill 47 from Bound Tree and Stryker in the amount of \$4,142.98 #25-34  
**Mrs. Lapensee** - These will be placed in the parks.  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #25-34.  
All in favor.

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**K. \*\*TABLED\*\***

Resolution establishing the position of Office Manager and Job Description and promoting Dianne French to that position #25-35

**Mrs. Lapensee** - We talked about this last week and that is all attached.

**Mr. Berding** - I would like to further discuss this.

**L.** Resolution approving the purchase of (2) two mobile fingerprint machines for the Police Department from Dataworks Plus at a total cost of \$8,010.00 #25-36

**Chief Chabali** - We don't currently have this technology. Two-year cost is included.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-36.

All in favor.

**M.** Resolution authorizing the Township Administrator to enter into an Electric aggregation agreement with an electric supplier recommended by Energy Alliances, Inc., The community's energy aggregation consultant. The Township Administrator can enter into subsequent agreements with regard to this program to reduce costs as needed #25-37

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #25-37.

**COMMITTEE REPORTS**

- A. Transportation Improvement District (TID) – Trustee McAbee, met yesterday and its going to be another busy year.
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer met today. There are some trainings coming up that you might be interested in.
- 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 new to report.

**ANNOUNCEMENTS**

- Focus on Fairfield Meeting at Fairfield Community Center – Wednesday, February 12, 2025, at 11 AM
- Offices closed for Presidents Day Holiday – Monday, February 17, 2025
- Vision Plan Open House – Tuesday, February 18, 2025, from 6 to 8 PM
- Fairfield Township CIC Meeting – Tuesday, March 11, 2025, at 7 PM
- Fairfield Township Board of Trustees Meeting – Tuesday, March 11, 2025, at 7 PM
- Hamilton/Fairfield JEDD Meeting – Thursday, March 13, 2025, at 8 AM

**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.

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President convenes Executive Session at 9:31 PM

President resumes regular meeting at 10:28 PM

**ROLL CALL**

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

No action will be taken as a result of executive session.

**ADJOURNMENT**

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adjourn at 10:28 PM.  
All in favor.

Minutes submitted by:

\_\_\_\_\_  
Shelly Schultz, Fiscal Officer

\_\_\_\_\_  
Michael Berding, Trustee Chairperson

\_\_\_\_\_  
Shannon Hartkemeyer, Trustee Vice-Chairperson

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Joe McAbee, Trustee