

# RECORD OF PROCEEDINGS

001

Minutes

Organizational Meeting

Meetings

Held

January 3

, Year 2018

The Fairfield Township Trustees held an Organizational Meeting Wednesday, January 3, 2018 at the Administration Building, 6032 Morris Road, Hamilton, OH 45011, for the purpose of conducting Township business. Meeting was called to order by Shelly Schultz, Fiscal Officer, per Law Director because there is no current president since the term ended 12/31/17 at 6:30 p.m.

## ROLL CALL

Mrs. Berding	Present
Mr. McAbee	Absent
Mrs. Hartkemeyer	Present

## PLEDGE OF ALLEGIANCE

**Nomination** of Susan Berding for Board President made by Mrs. Hartkemeyer, second by Mrs. Berding. All in favor.

**Nomination** of Mrs. Hartkemeyer for Vice President made by Mrs. Berding, second by Mrs. Hartkemeyer. All in favor.

## NEW BUSINESS

### RESOLUTION TO CONTINUE EMPLOYMENT OF ALL FAIRFIELD TOWNSHIP EMPLOYEES #18-01

Resolution to continue employment of all Fairfield Township employees effective January 1, 2018. **Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #18-01.

YES – Mrs. Berding, Mrs. Hartkemeyer

### RESOLUTION TO ESTABLISH MILEAGE REIMBURSEMENT RATE #18-02

Resolution establishing mileage reimbursement rate to be based on rate established by the Internal Revenue Service, effective date January 1, 2018. **Motion** made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #18-02.

YES – Mrs. Berding, Mrs. Hartkemeyer

### RESOLUTION AUTHORIZING PER DIEM RATE #18-03

Resolution to authorize daily per diem rate to be set at a rate of \$50.00 per day, effective January 1, 2018. **Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #18-03.

YES – Mrs. Berding, Mrs. Hartkemeyer

### RESOLUTION TO SET 2018 FAIRFIELD TOWNSHIP TRUSTEES MEETING SCHEDULE #18-04

Resolution to set the Township Board of Trustees' 2018 regular meeting schedule for the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, with exceptions as needed, commencing at 6:30 p.m. **Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #18-04.

**Trustee Berding** – Stated this is following the same schedule as every year, 2<sup>nd</sup> and 4<sup>th</sup> Wednesday every month. We will change if needed as things come up with ample notice given to the public.

YES – Mrs. Berding, Mrs. Hartkemeyer

# RECORD OF PROCEEDINGS

002

Minutes

*Organizational Meeting*

Meetings

Held

*January 3*

, Year *2018*

## RESOLUTION TO SET 2018 FAIRFIELD TOWNSHIP HOLIDAY SCHEDULE

#18-05

Resolution to set the Township Holiday schedule for the year 2018, attached herein as Exhibit A. **Motion** made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #18-05.

YES – Mrs. Berding, Mrs. Hartkemeyer

## RESOLUTION TO RE-APPOINT SHANNON HARTKEMEYER AS A MEMBER OF THE JEDD BOARD

#18-06

Resolution to re-appoint Shannon Hartkemeyer as a member of the JEDD Board effective January 1, 2018 and expires December 31, 2018.

**Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #18-06.

YES – Mrs. Berding, Mrs. Hartkemeyer

## RESOLUTION TO RE-APPOINT SUSAN BERDING AS REPRESENTATIVE TO THE EMA ADVISORY COUNCIL

#18-07

Resolution to re-appoint Susan Berding as a member of the Butler County EMA advisory council effective January 1, 2018. **Motion** made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #18-07.

YES – Mrs. Berding, Mrs. Hartkemeyer

## RESOLUTION TO APPOINT VOLUNTEER FIREFIGHTER FUND BOARD MEMBERS

#18-08

Resolution to appoint volunteer Firefighters Fund Board Members for 2018.

**Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #18-08.

YES – Mrs. Berding, Mrs. Hartkemeyer

## RESOLUTION TO CORRECT THE EXPIRATION DATES FOR FTZA AND FTZC ZONING BOARD MEMBERS

#18-09

Resolution to correct the expiration dates of the following members of the Fairfield Township Zoning Appeals Board and the Commission Board effective immediately.

**Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #18-09.

**Mrs. Vonderhaar** – States these proposed new dates gets us in line to follow terms stated in the ORC. I will update our website with these dates.

YES – Mrs. Berding, Mrs. Hartkemeyer

## RESOLUTION TO ESTABLISH AND APPROVE A PURCHASE ORDER PROCESS FOR THE 2018 YEAR

#18-10

Resolution to establish and approve a purchase order process for the 2018 year.

**Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #18-10.

**Mrs. Schultz** – Discussed new policy and providing the Trustees with a list of new purchase orders the Friday before the meeting so they can review them and approve at the meeting. This gives the Trustees more control over what is being spent, as well as more transparency on what we are spending. I will add more detail to the schedule of purchase orders to help the Trustees know more about each expense and send the schedule the Friday before each meeting for review.

YES – Mrs. Berding, Mrs. Hartkemeyer

## RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE

# RECORD OF PROCEEDINGS

003

Minutes

*Organizational Meeting*

Meetings

Held

*January 3*

Year *2018*

## CONTRACT FOR LEGAL SERVICES

#18-11

Resolution authorizing the Administrator to execute contract for legal services.

**Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt

Resolution #18-11.

**Larry Barbieri** – Stated his previous contract started 1/1/14 and he guaranteed the rates and 90,000 cap for 3 years. This new contract kept the same rates effective 1/1/18 for one-year term automatically renewing.

YES – Mrs. Berding, Mrs. Hartkemeyer

## RESOLUTION TO ESTABLISH THE TOWNSHIP BIDDING PROCESS

#18-12

Resolution to establish the Township bidding process.

**Motion** made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #18-12.

**Larry Barbieri** – States this resolution gives the Trustees more flexibility to award contracts so they don't necessarily have to go with the lowest bidder if there is a reason another bidder is more qualified.

YES – Mrs. Berding, Mrs. Hartkemeyer

## BOARD COMMENTS

**Trustee Hartkemeyer** – Welcome to our new Fiscal Officer.

**Trustee Berding** – Also welcomes new Fiscal Office and says we should all keep Trustee McAbee in our prayers for a speedy recovery.

## TOWNSHIP SCHEDULE

- Fairfield Township Board of Trustees Meeting – Wednesday, January 10, 2018, 6:30 PM.

**Motion** made by Mrs. Berding, second by Mrs. Hartkemeyer to adjourn at 6:45 PM  
All in favor.

Minutes submitted by:

*Shelly Schultz*  
Shelly Schultz, Fiscal Officer

*Susan Berding*  
Susan Berding, President

*Joe McAbee*  
Joe McAbee, Trustee

*Shannon Hartkemeyer*  
Shannon Hartkemeyer, Trustee

# RECORD OF PROCEEDINGS

004

Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-01

### RESOLUTION TO CONTINUE EMPLOYMENT OF ALL FAIRFIELD TOWNSHIP EMPLOYEES EFFECTIVE JANUARY 1, 2018.

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

**SECTION 1:** The Board hereby continues the employment of all Township Employees in all departments: specifically, Administration, including Zoning and Fiscal Officer's Office; Police; Fire; and Road Departments at the current rates of compensation effective January 1, 2018.

**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: January 3, 2018

#### Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

#### Vote of Trustees

yes

yes

absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

005

Minutes

Organizational Meeting

Meetings

Held

January 3

, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-02

### RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT RATE TO BE BASED ON RATE ESTABLISHED BY THE INTERNAL REVENUE SERVICE, EFFECTIVE DATE JANUARY 1, 2018.

WHEREAS: A Policy has been established concerning mileage reimbursement pertaining to Official Township business; and

WHEREAS: The Fairfield Township Board of Trustees is seeking an impartial, current, equitable rate of compensation for Elected Officials and employees concerning reimbursement.

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 rate to be set based on the mileage reimbursement rate as established by the Internal Revenue Service of the United States of America. The Fiscal Officer is directed to confirm this rate which is 53.5 cents per mile and establish such rate and make adjustments to the rate when adjusted by the IRS.

**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: January 3, 2018

#### Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

#### Vote of Trustees

yes

yes

absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

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Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-03

### RESOLUTION TO AUTHORIZE THE DAILY PER DIEM RATE TO BE SET AT A RATE OF \$50.00 PER DAY, EFFECTIVE JANUARY 1, 2018.

WHEREAS: A Policy has been established concerning daily per diem travel rates pertaining to Official Township business; and

WHEREAS: The Fairfield Township Board of Trustees is seeking an impartial, current, equitable rate of compensation for Elected Officials and employees concerning reimbursement.

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 daily per diem rate to be set at a rate of \$50 per day, per person, effective January 1, 2018.

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: January 3, 2018

#### Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

#### Vote of Trustees

yes

yes

absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

007

Minutes

Organizational Meeting

Meetings

Held

January 3

, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-04

RESOLUTION TO SET THE TOWNSHIP BOARD OF TRUSTEES 2018 REGULAR MEETING  
SCHEDULE FOR THE 2<sup>nd</sup> AND 4<sup>th</sup> WEDNESDAY OF EACH MONTH, WITH EXCEPTIONS  
AS NEEDED, COMMENCING AT 6:30 P.M..

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

**SECTION 1:** The Board does hereby set the regularly scheduled 2018 Trustee regular meetings,  
generally to be held on the second and fourth Wednesdays of each month, at 6:30 P.M.,  
attached herein as Exhibit A. There are exceptions as the need arises throughout the year.

**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: January 3, 2018

### Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

### Vote of Trustees

Yes

Yes

absent

### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township  
Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

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Minutes Organizational Meeting Meetings

Held January 3, Year 2018

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## FAIRFIELD TOWNSHIP BOARD OF TRUSTEES MEETING SCHEDULE FOR 2018

The regular scheduled Fairfield Township Board of Trustees 2018 Regular meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month with exceptions, as needed. The meetings will be commencing at 6:30 P.M., in the Fairfield Township Administration Building, 6032 Morris Rd, Hamilton, OH, 45011.

- The dates will be as follows, unless noticed differently:

January 10<sup>th</sup> and 24<sup>th</sup>  
February 14<sup>th</sup> and 28<sup>th</sup>  
March 14<sup>th</sup> and 28<sup>th</sup>  
April 11<sup>th</sup> and 25<sup>th</sup>  
May 9<sup>th</sup> and 23<sup>rd</sup>  
June 13<sup>th</sup> and 27<sup>th</sup>  
July 11<sup>th</sup> and 25<sup>th</sup>  
August 8<sup>th</sup> and 22<sup>nd</sup>  
September 12<sup>th</sup> and 26<sup>th</sup>  
October 10<sup>th</sup> and 24<sup>th</sup>  
November 14<sup>th</sup> and 28<sup>th</sup>  
December 12<sup>th</sup> and 26<sup>th</sup>



# RECORD OF PROCEEDINGS

009

Minutes

Organizational Meeting

Meetings

Held

January 3

, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-05

RESOLUTION TO SET THE TOWNSHIP HOLIDAY SCHEDULE FOR THE YEAR OF 2018,  
ATTACHED HEREIN AS EXHIBIT A.

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

**SECTION 1:** The Board does hereby set the year of 2018 Holiday schedule, attached herein 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: January 3, 2018

### Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shanna Hartkemeyer

Joe McAbee:

Joe McAbee

### Vote of Trustees

Yes

Yes

absent

### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

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Minutes Organizational Meeting Meetings

Held January 3, Year 2018

Page 2 (Res #18-05)

## FAIRFIELD TOWNSHIP 2018 HOLIDAY SCHEDULE

The Holidays observed by the Full-time and Non-FOP Township Employees for 2018 are as follows:

New Year's Day	Monday, January 1 <sup>st</sup>
Martin Luther King Day	Monday, January 15 <sup>th</sup>
President's Day	Monday, February 19 <sup>th</sup>
Memorial Day	Monday, May 28 <sup>th</sup>
Independence Day	Wednesday, July 4 <sup>th</sup>
Labor Day	Monday, September 3 <sup>rd</sup>
Veterans Day	Monday, November 12 <sup>th</sup>
Thanksgiving Day	Thursday, November 22 <sup>nd</sup>
Day after Thanksgiving	Friday, November 23 <sup>rd</sup>
Christmas Eve (Close at Noon)	Monday, December 24 <sup>th</sup>
Christmas Day	Tuesday, December 25 <sup>th</sup>

# RECORD OF PROCEEDINGS

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Minutes

Organizational Meeting

Meetings

Held

January 3

, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-06

RESOLUTION TO RE-APPOINT SHANNON HARTKEMEYER AS A MEMBER OF THE  
JEDD BOARD EFFECTIVE JANUARY 1, 2018 AND EXPIRES DECEMBER 31, 2018.

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

**SECTION 1:** The Board hereby re-appoints Shannon Hartkemeyer as a member of the JEDD Board  
effective January 1, 2018 and expires December 31, 2018.

**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: January 3, 2018

### Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

### Vote of Trustees

YES

YES

absent

### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township  
Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

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Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-07

### RESOLUTION TO RE-APPOINT SUSAN BERDING AS A MEMBER OF THE BUTLER COUNTY EMA ADVISORY COUNCIL EFFECTIVE JANUARY 1, 2018.

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

**SECTION 1:** The Board hereby reappoints Susan Berding as a member of the Butler County EMA Advisory Council effective January 1, 2018 and expires December 31, 2018.

**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: January 3, 2018

#### Board of Trustees

Susan Berding:

Susan Berding

Shannon Hartkemeyer:

Shannon Hartkemeyer

Joe McAbee:

Joe McAbee

#### Vote of Trustees

Yes

Yes

Absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

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Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-08

### RESOLUTION TO APPOINT VOLUNTEER FIREFIGHTERS FUND BOARD MEMBERS FOR 2018.

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

**SECTION 1:** The Board hereby re-appoints Board Members, namely: Tim Thomas, Matt Schumann, Katie Schumann Joe McAbee and Shannon Hartkemeyer for the Volunteer Firefighters Fund Board for 2018, specified in the attached Ohio Department of Commerce, Division of State Fire Marshall document.

**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: January 3, 2018

#### Board of Trustees

Susan Berding: Susan Berding

Shannon Hartkemeyer: Shannon Hartkemeyer

Joe McAbee: Joe McAbee

#### Vote of Trustees

yes

yes

absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz

Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

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Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-09

### RESOLUTION TO CORRECT THE EXPIRATION DATES OF THE FOLLOWING MEMBERS OF THE FAIRFIELD TOWNSHIP ZONING APPEALS BOARD AND THE COMMISSION BOARD EFFECTIVE IMMEDIATELY.

WHEREAS: These appointments will change and correct the expiration dates of the following Board Members;

#### FTZA

Eric John Vincent expires 1/31/2019

Jim Lupidi expires 1/31/2020

Steve Weeks expires 1/31/2023

#### FTZC

Peter Bohrofen expires 1/31/2021

Cheryl Leadbetter expires 1/31/2019

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 correction of the expiration dates of the following members of the Fairfield Township Zoning Appeals Board and the Commission Board effective immediately, attached herein 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: January 3, 2018

#### Board of Trustees

Susan Berding:

Shannon Hartkemeyer:

Joe McAbee:

#### Vote of Trustees

Yes

Yes

absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

#### ATTEST:

Shelly L. Schultz  
Shelly L. Schultz, Fairfield Township Fiscal Officer

#### APPROVED AS TO FORM:

L.E. Barbieri  
Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

015

Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-10

### RESOLUTION TO ESTABLISH AND APPROVE A PURCHASE ORDER PROCESS FOR THE 2018 YEAR.

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

**SECTION 1:** The Board hereby approves to establish and approve a Purchase Order process. The process presents all 2018 PO's opened to begin the year. When any PO's over the Administrator's authority of \$3,000.00 are needed, they will be presented to the Board at a public meeting for approval, attached herein 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: January 3, 2018

#### Board of Trustees

Susan Berding: Susan Berding

Shannon Hartkemeyer: Shannon Hartkemeyer

Joe McAbee: Joe McAbee

#### Vote of Trustees

Yes

Yes

absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz  
Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L.E. Barbieri  
Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

016

Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-11

### RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE CONTRACT FOR LEGAL SERVICES.

**WHEREAS**, Fairfield Township has adopted the limited home rule form of government pursuant to Chapter 504 of the Ohio Revised Code by resolution; and

**WHEREAS**, pursuant to Ohio Revised Code §504.15, Fairfield Township is required to hire a Law Director; and

**WHEREAS**, Lawrence E. Barbieri of Schroeder, Maundrell, Barbieri & Powers is currently the Law Director of Fairfield Township; and

**WHEREAS**, the Board desires to renew the Contract for Legal Services with Lawrence E. Barbieri;

**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 Township Administrator to execute the Contract for Legal Services attached hereto as Exhibit A.

**SECTION 2:** That it is found and determined that all formal actions of the Board concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Fairfield Township Trustees and that all deliberations of the Board that resulted in such formal actions were in meetings open to the public in compliance with all legal requirements of Section 121.22 of the Ohio Revised Code.

**SECTION 3:** This Board upon majority vote does hereby dispense with the requirement that this Resolution be read on two separate days, pursuant to Section 504.10 of the Ohio Revised Code and hereby 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:** This resolution shall take effect at the earliest period allowed by law.

Adopted: January 3, 2018

#### Board of Trustees

Susan Berding: Susan Berding  
Shannon Hartkemeyer: Shannon Hartkemeyer  
Joe McAbee: Joe McAbee

#### Vote of Trustees

yes  
yes  
Absent



# RECORD OF PROCEEDINGS

017

Minutes Organizational Meeting Meetings

Held January 3 . Year 2018

Page 2 (Res No. 18-11)

## AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

ATTEST:

Shelly L. Schultz  
Shelly L. Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri  
Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

018

Minutes

*Organizational Meeting*

Meetings

Held

*January 3*

, Year *2018*

## CONTRACT FOR LEGAL SERVICES

This Contract is entered into this 3<sup>rd</sup> day of January, 2018, by and between the *Board of Trustees of Fairfield Township* (hereinafter "Fairfield Township"), and *Lawrence E. Barbieri* (hereinafter "Barbieri").

Whereas, Fairfield Township has adopted the limited home rule form of government for Fairfield Township pursuant to Chapter 504 of the Ohio Revised Code by resolution; and,

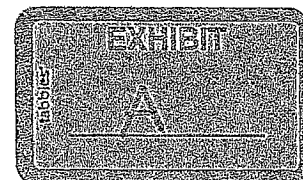
Whereas, pursuant to Ohio Revised Code §504.15, Fairfield Township is required to hire a law director; and,

Whereas, Fairfield Township is desirous of renewing its contract with Lawrence E. Barbieri of the law firm Schroeder, Maundrell, Barbieri & Powers, to serve as law director, and Barbieri is desirous of serving as the law director for Fairfield Township;

NOW, THEREFORE, IT IS AGREED by and between the parties as follows:

1.. Barbieri will serve as law director for Fairfield Township and will give legal advice to the Board of Trustees, Administrator and all other township officers and handle the legal matters for Fairfield Township at the direction of Fairfield Township through its Administrator as set forth in Ohio Revised Code §504.15.

2. Barbieri will be paid \$150 per hour for all legal work performed on behalf of Fairfield Township. Other Partners of Schroeder, Maundrell, Barbieri & Powers who perform legal work for Fairfield Township will be paid \$150 per hour, Associates \$130 per hour, Law Clerks, Paralegals, and Legal Assistants \$75 per hour. The maximum amount of legal expense per year is \$90,000. Barbieri will submit invoices once each



# RECORD OF PROCEEDINGS

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January 3

, Year 2018

month in billing increments of 1/10th of an hour which will describe the services provided and any expenses advanced.

3. This contract can be terminated by either party with or without cause upon sixty (60) days written notice. The term of this contract shall be for one (1) year and the contract shall automatically renew at the end of the one (1) year period for an additional one year period unless terminated by either party.

IN WITNESS WHEREOF, Fairfield Township Board of Trustees, by Julie Vonderhaar, Administrator, and Lawrence E. Barbieri have hereunto set their hands this 3<sup>rd</sup> day of January, 2018.

FAIRFIELD TOWNSHIP BOARD OF TRUSTEES

By:

Julie Vonderhaar  
Julie Vonderhaar, Administrator

L.E. Barbieri  
Lawrence E. Barbieri

# RECORD OF PROCEEDINGS

020

Minutes Organizational Meeting Meetings

Held January 3, Year 2018

## FAIRFIELD TOWNSHIP RESOLUTION NO. 18-12

### RESOLUTION TO ESTABLISH THE TOWNSHIP BIDDING PROCESS.

**WHEREAS**, Ohio Revised Code §9.312© provides that a Township may by resolution adopt a policy of requiring each competitively bid contract it awards to be awarded to the lowest responsive and responsible bidder; and

**WHEREAS**, Fairfield Township desires by resolution to adopt said policy;

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

**SECTION 1:** The Board hereby adopts through this resolution a policy of requiring each competitively bid contract to be awarded to the lowest responsive and responsible bidder in accordance with Ohio Revised Code §9.312(C).

**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: January 3, 2018

#### Board of Trustees

Susan Berding:

Shannon Hartkemeyer:

Joe McAbee:

#### Vote of Trustees

Yes

Yes

Absent

#### AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 3rd day of January, 2018.

#### ATTEST:

Shelly L. Schultz  
Shelly L. Schultz, Fairfield Township Fiscal Officer

#### APPROVED AS TO FORM:

L.E. Barbieri  
Lawrence E. Barbieri, Township Law Director