

Minutes

*Regular Trustee Meeting*

Meetings

Held

*May 9*

*2018*, Year

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, May 9, 2018, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Berding, President of Board, at 6:41 PM.

**ROLL CALL**

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

**INVOCATION:** Pastor Cecil Day, Lighthouse Baptist Church

**PRESENTATIONS**

**Proclamation in Honor of Kyler Bradley**

**Trustee Hartkemeyer** – Presented proclamation of Kyler Bradley DIPG National Awareness Day. Kyler was made an Honorary Fairfield Township Fire and Police Chief. Fairfield Township would like to recognize Kyler for his brave battle against this disease and show our support. **May 17th will be the official yearly date of recognition as Kyler Bradley National DIPG Awareness Day.**

**2<sup>nd</sup> Quarter Outreach Schedule**

**Julie Joyce-Smith - Butler County Auditor's Office** - The tax filing deadline was March 31, 2018. At our prior triannual update, we had 1,400 case disputes. This year we have 760, of which 29 cases are Fairfield Township. Of the 29 cases, 8 cases will impact the TIF. We have moved our appraisals in house and feel we are moving in the right direction. Ms. Schultz has all the information to crunch the numbers. Tax decreases will be immediate and will reflect on the second half settlement. Tax increase will start in December for first half settlement next year. 2020 tax year will be our next appraisal update. Our staff is currently working on this, they are doing this in phases. Potentially the first part of June they will be doing Fairfield Township, vans are clearly marked as part of the photo project. We have received complains about gas, which we are working on. The statewide testing program is not in existence in Ohio. Ohio does not currently have a fuel quality testing program. In reference to skimmers we have not found any additional ones, we are continuing to look for them, especially around the holidays.

**ITEMS FOR BOARD DISCUSSION**

**Creation of a Community Enhancement Committee**

**Mrs. Vonderhaar** - Many Township residents have expressed an interest in getting involved in the community. These are residents that could benefit the Township in so many ways. Would like to get the Boards approval to create a Community Enhancement Committee where these residents can use their passion and desire to get involved in the Community.

**Trustee Hartkemeyer** – I like the idea, want to get a legal opinion.

**Mr. Barbieri** – I have no legal concerns.

**Trustee Berding** – I love the idea. There are events we could do with the talent of our residents. Who will lead this committee?

**Mrs. Vonderhaar** – I would be happy to lead with the help of Mr. Goins or possibly a resident would like to lead.

**Trustee McAbee** – Sounds good, would like to see what this does.

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**ADMINISTRATOR’S REPORT**

**Mrs. Vonderhaar** - I provided a firehouse update. CUC is currently working on foundation plans so they can be submitted to the County. Roof and block have been ordered. Chief Thomas has been doing a great job working on the alerting system, signage, data cabling, computers, phones, furniture, bedding and Plymovent, SBCA compressor/fill station. CUC is working on civil drawings to outline the lot, work on the easement for draining and a possible Veterans Memorial Park area behind the station. Spring clean-up day was our best one ever. Chuck Goins did an amazing job. He will give us more information during his departmental report.

**Trustee McAbee** – Concerned about the Veterans Memorial Park location being behind the firehouse building. Residents want to be able to easily find it.

**DEPARTMENTAL REPORTS**

**Fire Department**

**Chief Thomas** – Stated his monthly report was submitted by Assistant Chief Schumann. Continuing to work on the firehouse. We have 8 additional applicants and we have our hiring process in place. By the end of summer, we should be prepared to have everyone hired. The newly hired firefighter went to shift 1 at headquarters.

**Police Department**

**Chief Chabali** - During Township clean-up day we received 45 pounds of prescription drugs at our drug take back program. This is significant for our size Township. Captain Lanier will be attending Grant training on May 17<sup>th</sup>. Tomorrow we will be interviewing 11 applicants for the 2 positions we currently have open.

**Trustee McAbee** – According to your report calls and citations have gone down compared to last year.

**Chief Chabali** – Yes, we are holding steady with calls and not increasing, which is good.

**Service Department**

Jeff Bennett had an urgent issue and cannot be here so **Mrs. Vonderhaar** gave brief update. The Dog Park is ready for the grand opening on May 19<sup>th</sup>. The curb and gutter bid packet is currently under review. Mrs. Vonderhaar will follow up with Mr. Bennett about ADA compliant curbs.

**Zoning Department**

**Chuck Goins** – Zoning permits have been steady, 74 total for the year. Violations and complaints are increasing with grass cutting season being upon us. Spring clean-up day was a huge success with a great amount of volunteers, helpful staff and an excellent Service Department. We had 12 dumpsters jam packed full of garbage and debris. We received 800 quarts of used motor oil which we took to our local Auto Zone. We had 120 used tires which Bridgestone Tires will be collecting. We received 1220 gallons of paint containers which we donated to Matthew 25 Ministries to be reused.

**Trustee McAbee** – Are the Zoning permits mostly fences, pools, sheds?

**Chuck Goins** – Yes, mostly residential permits, some remodels for commercial properties were received in April.

**Trustee McAbee** – Target is remodeling some of their stores. Are they remodeling our Fairfield Township store?

**Chuck Goins** – Not at this time, just proposing work in their parking lot.

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**COMMUNICATION**

**Barney Landry**, 5870 Headgates Road, earlier this Spring I noticed surveyors along the road on my property. I ask what the purpose was and they indicated it was being conducted by the County. I went downtown and spoke with a lady engineer at the Sewer and Water Department and she said it was for a proposed sewer line. My neighbor also inquired and found out it was not actually a sewer line but a high pressure line to pump water to the Miami River. I, nor any of my neighbors', have been contacted about any such plan. I believe any type of high pressure sewer line through our Township should have been coordinated through our Trustees.

**Trustee Berding** – The Board has not heard anything about this but will follow up with the County.

**Paul Yeckel**, 7856 Bridgewater Lane, I wanted to compliment the Township. The staff is doing a wonderful job! Clean-up day was the best since I have lived in the Township. Mr. Goins did a great job! I see a lot of positivity in the Township. We have a great sense of community. The Fire Department is doing a lot for our community which I greatly appreciate. Mrs. Vonderhaar you are doing a great job dealing with the residents. I believe most residents are very pleased with all the positive things going on in our Township.

**FISCAL OFFICERS REPORTS**

**Ms. Schultz** – Everyone should have received the financial report through April 30. I did review the report, every revenue, expense and payment. Everything is going well in the Fiscal Office. My staff is doing a great job keeping everything running smoothly.

**Trustee McAbee** – Asked for update on JoAnn Fabrics, should be opening soon?  
**Chuck Goins** – Yes, they have completed all their zoning paperwork, everything has been approved.

We have a Zoning Appeals Board meeting on May 24, Community Christian Church is requesting a variance to put in a multi-use structure. The property is currently zoned residential.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to accept the financial reports as submitted by the Fiscal Officer Shelly Schultz.

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to approve payment of the bills.

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO AUTHORIZE THE PURCHASE ORDER LIST #18-73

Resolution to approve open purchase order balances.

**Motion** made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #18-73

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE EXTENSION AGREEMENT WITH AUDITOR OF STATE DAVE YOST & BASTIN & COMPANY, LLC FOR ANNUAL AUDIT SERVICES #18-74

Resolution authorizing Administrator to execute extension agreement with Auditor of State Dave Yost and Bastin & Company, LLC for annual Audit Services.

**Motion** made by Mrs. Berding, second by Mr. McAbee to adopt Resolution #18-74

YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

Minutes Regular Trustee Meeting Meetings

Held May 9 2018, Year

RESOLUTION AUTHORIZING DEBT SERVICE PAYMENT OF \$64,046.83 TO US BANK FOR EAST SIDE OF PRINCETON ROAD #18-75

Resolution to authorize debt service payment of \$64,046.83 to US Bank for the Butler County Transportation Improvement District Bonds for the East side of Princeton Road.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #18-75  
 YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION AUTHORIZING PAYMENT OF \$6,249.45 TO RUMPKE FOR CLEAN-UP DAY #18-76

Resolution to authorize payment of \$6,249.45 to Rumpke for trash removal services provided for Fairfield Township 2018 clean-up day.

**Motion** made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #18-76  
 YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION APPROVING PURCHASE OF TASERS & ACCESSORIES FOR POLICE DEPARTMENT AT A TOTAL COST OF \$3,019.88 FROM VANCE’S LAW ENFORCEMENT #18-77

Resolution to approve the purchase of Tasers and accessories for the Police Department from Vance’s Law enforcement, at a total cost of \$3,019.88

**Motion** made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #18-77  
 YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION AUTHORIZING ZONING ADMINISTRATOR TO HIRE ZONING INTERN #18-78

Resolution to appoint Nathan Wall as Zoning Assistant Intern, at an hourly rate of \$10.00, effective May 9, 2018.

**Motion** made by Mrs. Berding, second by Mr. McAbee to adopt Resolution #18-78  
**Chuck Goins** – Stated Nathan Wall can start work on May 14, 2018.  
 YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

**TOWNSHIP SCHEDULE**

- Fairfield Township Board of Trustees Meeting – Wednesday, May 23, 2018, 6:30 PM.
- Offices closed to observe Memorial Day Holiday – Monday, May 28, 2018.

**BOARD MEMBER COMMENTS**

**Trustee Hartkemeyer** - Looking forward to the Dog Park opening on May 19<sup>th</sup>. This will be a great Township day!

Minutes Regular Trustee Meeting Meetings

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Motion made by Mrs. Hartkemeyer, second by Mr. McAbee to adjourn at 7:36 P.M.  
All in favor.

ROLL CALL

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

Minutes submitted by:

Shelly Schultz  
Shelly Schultz, Fiscal Officer

Susan Berding  
Susan Berding, President

Joe McAbee  
Joe McAbee, Trustee

Shannon Hartkemeyer  
Shannon Hartkemeyer, Trustee

Minutes Regular Trustee Meeting Meetings

Held May 9 2018, Year

FAIRFIELD TOWNSHIP  
RESOLUTION NO. 18-73

RESOLUTION TO APPROVE OPEN PURCHASE ORDER BALANCES.

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

**SECTION 1:** The Board hereby approves the Open Purchase Order Balances, attached hereto 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: May 9, 2018

Board of Trustees

Vote of Trustees

Susan Berding: Susan Berding

Yes

Shannon Hartkemeyer: Shannon Hartkemeyer

Yes

Joe McAbee: Joe McAbee

Yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 9<sup>th</sup> day of May, 2018.

ATTEST:

Shelly Schultz

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

L. E. Barbieri

Lawrence E. Barbieri, Township Law Director

# RECORD OF PROCEEDINGS

Minutes Regular Trustee Meeting Meetings

Held May 9 2018, Year

Updated 5/6/2018 for Trustee Meeting scheduled 5/9/18

P O Number	Issue Date	Expire Date	Account Code	Account Amount	Current Balance	Department	Account Description	Vendor
199-2018	4/26/18		2111-220-360-0000	\$1,279.00	\$959.25	FIRE	CONTRACTED SERVICES	PERFECTION GROUP INC
204-2018	4/26/18		2111-220-323-0000	\$2,014.00	\$2,014.00	FIRE	REPAIRS AND MAINTENANCE	FINLEY FIRE EQUIPMENT
207-2018	4/27/18		2111-220-323-0000	\$773.75	\$773.75	FIRE	REPAIRS AND MAINTENANCE	BUCKEYE POWER SALES CO. INC
211-2018	5/3/18		2111-220-323-0000	\$1,745.00	\$1,745.00	FIRE	REPAIRS AND MAINTENANCE	FINLEY FIRE EQUIPMENT
199-2018	4/26/18		1000-110-360-0000	\$1,279.00	\$959.25	GENERAL	CONTRACTED SERVICES	PERFECTION GROUP INC
207-2018	4/27/18		2011-330-323-0000	\$773.76	\$773.76	MOTOR VEHICLE LICENCE TAX	REPAIRS AND MAINTENANCE	BUCKEYE POWER SALES CO. INC
197-2018	4/25/18		2081-210-251-0000	\$1,600.00	\$1,600.00	POLICE	UNIFORM, TOOL & EQUIPMENT	SURVIVAL ARMOR, INC.
198-2018	4/25/18		2081-210-251-0000	\$1,815.00	\$1,815.00	POLICE	UNIFORM, TOOL & EQUIPMENT	SURVIVAL ARMOR, INC.
199-2018	4/26/18		2081-210-360-0000	\$1,279.00	\$959.25	POLICE	CONTRACTED SERVICES	PERFECTION GROUP INC
205-2018	4/26/18		2081-210-318-0000	\$1,950.00	\$1,300.00	POLICE	TRAINING SERVICES	FBI-LEEDA INC
209-2018	4/30/18		2081-210-430-0000	\$496.00	\$496.00	POLICE	SMALL TOOLS & MINOR EQUIPMENT	EMPOWER SOUND LLC
199-2018	4/26/18		2031-330-360-0000	\$1,279.00	\$959.25	ROAD AND BRIDGE	CONTRACTED SERVICES	PERFECTION GROUP INC
212-2018	5/3/18		2031-330-251-0000	\$928.31	\$928.31	ROAD AND BRIDGE	UNIFORM, TOOL & EQUIPMENT	CINTAS #009
200-2018	4/26/18		2191-760-750-1071	\$56,530.00	\$56,530.00	SAFETY SERVICE LEVY	MOTOR VEHICLES	LEBANON FORD INC
202-2018	4/26/18		2903-190-591-1046	\$18,478.00	\$18,478.00	TIF - MILIKIN ROAD	CONTRIBUTIONS TO OTHER ORGANIZATIONS	FAIRFIELD CITY SCHOOL DISTRICT
202-2018	4/26/18		2906-190-591-1046	\$214,022.00	\$214,022.00	TIF - PRINCETON ROAD	CONTRIBUTIONS TO OTHER ORGANIZATIONS	FAIRFIELD CITY SCHOOL DISTRICT

Minutes Regular Trustee Meeting Meetings

Held May 9 2018, Year

FAIRFIELD TOWNSHIP  
RESOLUTION NO. 18-74

RESOLUTION AUTHORIZING ADMINISTRATOR TO EXECUTE EXTENSION AGREEMENT WITH AUDITOR OF STATE DAVE YOST AND BASTIN & COMPANY, LLC FOR ANNUAL AUDIT SERVICES.

WHEREAS: Fairfield Township originally entered into a contract with Auditor of State Dave Yost (Auditor) and Bastin & Company, LLC for annual audit services for a contract period of 1/1/11 through 12/31/2015; and

WHEREAS: The parties wish to enter into an Extension Agreement for annual audits covering the period from 1/1/2016 to 12/31/2020; and

WHEREAS: The total fixed fees for the annual audits are set forth on the last page of Exhibit A.

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 Administrator to execute the Extension Agreement attached hereto, incorporated herein and designated 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: May 9, 2018

Board of Trustees

Vote of Trustees

Susan Berding:	<u>Susan Berding</u>	<u>Yes</u>
Shannon Hartkemeyer:	<u>Shannon Hartkemeyer</u>	<u>Yes</u>
Joe McAbee:	<u>Joe McAbee</u>	<u>Yes</u>

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 9th day of May, 2018.

ATTEST:

Shelly Schultz  
Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

Minutes Regular Trustee Meeting Meetings

Held May 9 2018, Year

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 18-75**

**RESOLUTION TO AUTHORIZE DEBT SERVICE PAYMENT OF \$64,046.83 TO US BANK FOR THE BUTLER COUNTY TRANSPORTATION IMPROVEMENT DISTRICT BONDS FOR THE EAST SIDE OF PRINCETON ROAD.**

**WHEREAS:** Payment is due to US Bank in the amount of \$64,046.83 for the total debt service for the Butler County Transportation Improvement District ("TID") Bonds for the East side of Princeton Road #2 & #3; and

**WHEREAS:** This Debt Service Payment of \$64,046.83 is due June 1, 2018 and will be taken out of Fund No. 2906-830-830-0000;

**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 Debt Service Payment of \$64,046.83 to US Bank for Butler County TID Bonds #2 & #3, as described in Attachment "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.

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**Adopted:** May 9, 2018

**Board of Trustees**

**Vote of Trustees**

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

Yes  
Yes  
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Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

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

Minutes Regular Trustee Meeting Meetings

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FAIRFIELD TOWNSHIP  
RESOLUTION NO. 18-76

RESOLUTION TO AUTHORIZE PAYMENT OF \$6,249.45 TO RUMPKE FOR TRASH REMOVAL SERVICES PROVIDED FOR FAIRFIELD TOWNSHIP 2018 CLEAN-UP DAY.

WHEREAS: Payment is due to Rumpke for trash removal services provided for the annual Fairfield Township 2018 Clean-up Day; and

WHEREAS: This payment will be taken out of Fund No.1000-120-599-1029;

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 payment of \$6,249.45 to Rumpke for trash removal services provided for the Fairfield Township 2018 Clean-up Day as described in Attachment "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.

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Minutes Regular Trustee Meeting Meetings

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**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 18-77**

**RESOLUTION TO APPROVE THE PURCHASE OF TASERS AND ACCESSORIES FOR THE  
POLICE DEPARTMENT FROM VANCE'S LAW ENFORCEMENT,  
AT A TOTAL COST OF \$3,019.88.**

**WHEREAS:** Fairfield Township has recently hired three new Police Officers who are currently undergoing field training; and

**WHEREAS:** The Police Chief has determined that in order to properly equip these new officers, it is necessary to purchase 2 new Tasers and accompanying accessories; and

**WHEREAS:** The total cost of the required equipment is \$3,019.88 and will be purchased out of Fund No. 2081-210-420;

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

**SECTION 1:** The Board hereby approves the purchase of Tasers and accessories for the Police Department from Vance's Law Enforcement at a total cost of \$3,019.88, as described on the quote attached hereto 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.

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**Board of Trustees**

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Shannon Hartkemeyer: Shannon Hartkemeyer

Joe McAbee: Joe McAbee

**Vote of Trustees**

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

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**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 18-78**

**RESOLUTION TO APPOINT NATHAN WALL AS ZONING ASSISTANT INTERN,  
AT AN HOURLY RATE OF \$10.00, EFFECTIVE MAY 9, 2018.**

**WHEREAS:** The Administrator has expressed the need in the Zoning Department for an additional person to help thru the busy summer months; and

**WHEREAS:** Interviews were held and the Zoning Administrator recommended the appointment of Nathan Wall as Zoning Assistant Intern;

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

**SECTION 1:** The Board hereby approves the appointment of Nathan Wall as Zoning Assistant Intern at an hourly rate of \$10.00, attached hereto 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.

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Board of Trustees

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**ATTEST:**

Shelly Schultz  
Shelly Schultz, Fairfield Township Fiscal Officer

**APPROVED AS TO FORM:**

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