

Minutes Regular Trustee Meeting Meetings

Held October 11, Year 2017

The Fairfield Township Trustees held a Regular Trustee Meeting Wednesday, October 11, 2017 at the Administration Building, 6032 Morris Road, Hamilton, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Berding, President of Board, at 6:30 PM.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

ADMINISTRATOR'S REPORT

Mrs. Vonderhaar - I met with Butler Tech and they do have a medium design ready and plan to bring students to our next meeting to meet with the Board.

DEPARTMENTAL REPORTS

Fire Department

Chief Thomas – Submitted written report. The Open House on Sunday went really well in spite of the rain, we had a great turn out. Unfortunately, the helicopters were cancelled due to the weather. Appreciate all the staff and volunteers that helped to make the day a success.

Police Department

Chief Chabali – Our activity remains high. We had a bank robbery at the Huntington National Bank, we have identified the suspect, working on getting the evidence. We have identified two difference groups involved in shop lifting rings and have arrested them. Gave an update on staffing. We can start enforcing the noise ordinance November 8. Coffee with a Cop is October 19 from 9-11:00 am, hoping to have a good turnout.

Service Department

Jeff Bennett – Completed signage for the Noise Ordinance. I followed up with residents on Greenlawn Road in reference to sewer backups. Presented the Board with proposals for restriping on Morris Road. Submitted bids for new fencing at the Dog Park. The best bid was from Robinson Fence Company. Presented the Trustees with a price from Henderson for new Dump Bodies on our Trucks. We can keep the cab and chassis because they have low mileage but the beds are worn out. The Trustees want Mr. Bennett to move on getting bids on replacing the truck beds.

Greenlawn Road

I followed up with residents on Greenlawn Road in reference to sewer backups. We had permission from the residents to go on their property and clear up brush and sediment that had settled on their property. The pipes on these properties are not big enough.

Debbie Thomas – What Mr. Bennett said is true. Some of the pipes are clay. As the subdivisions beside us were built we have drainage coming from these properties in our backyards. We have a creek that flows into Greenlawn. There is a retention basin in the upper part of Greencrest Manor ditch line leading over to Greenlawn which causes the creek to overflow. We need help with how to fix this problem and where do we go from here?

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Mrs. Vonderhaar – Will meet with the residents about the FEMA Grant and other grants available. She will present information received from the Butler County Engineers Office.

Motion made by Mr. McAbee, second by Mrs. Berding to use Aero-Mark Inc. for restriping on Morris Road.

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

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to use Robinson Fence on the Dog Park.

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

Zoning Department

Mrs. Vonderhaar – In the month of September 12 permits were issued for a total of 241 issued year to date. We had 25 complaints, 10 Courtesy Notices were sent and they have all been resolved. Year to date we had 181 complaints with 152 Courtesy Notices with 122 resolved. Thanks to our entire team we have worked hard to nail down what is completed and get all letters up to date.

PUBLIC COMMENTS

Kevin Potter – 6965 Hunting Horn Ct. – If we get more than 3” of snow can we issue a snow emergency and get vehicles off the road?

The Board stated they will look into this.

Peter Bohrofen – 5747 Shady Meadows Drive – I would like to recognize one of our own residents Gabby Davis, she will be participating in the Iron Man World Championship in Hawaii on Saturday. We can feel proud to have one of our Township residents participating in this event.

FISCAL OFFICERS REPORTS

Mrs. Bock – In reference to Open Checkbook. Someone made me aware that on the Fairfield Township Residents Facebook page it stated we spent \$19 million in payroll for the year 2016. Our total expenditures for 2016 were \$17,502,303.02. After investigating I believe they looked at the wrong entity. I did find the Treasurer’s Office did duplicate two of our quarters for 2016 when they did the last download. They apologized profusely and it was corrected immediately. The best way to receive information is from our office. I will be updating the 3rd quarter. Most entities only upload at the end of the year.

I presented the Trustees with the September appropriation summary, fund summary and revenue summary.

I will be unavailable for the meeting on Wednesday, November 8.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to suspend the reading of the minutes of the Regular Trustee Meeting, September 13, 2017.

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

Motion made by Mr. McAbee, second by Mrs. Berding to approve the minutes of the Regular Trustee Meeting of September 13, 2017.

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

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to approve the financial reports as submitted by the Fiscal Officer Nancy Bock.

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

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Motion made by Mr. McAbee second by Mrs. Hartkemeyer to pay the bills.

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

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to authorize the purchase of one (1) APX6000 700/800 Model 2.5 Portable Radio from Butler County (BRICS) to replace a radio lost during training, at a cost of \$5,000.26. A payment has been received from insurance coverage that covers \$3,500.00 and the Fire Department cost will be paying the remaining cost of \$1,500.26.

Chief Thomas - \$3,500.00 is the maximum insurance payout under our policy.

RESOLUTION AUTHORIZING A THEN AND NOW PURCHASE ORDER FOR NUISANCE WORK

#17-95

Resolution authorizing a then and now purchase order in the amount of \$4,750.00, to Landview Services, LLC.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #17-95.

Mr. McAbee – Will there be any more bills from Landview?

Mrs. Vonderhaar – Not at this time. Trustee McAbee made a good suggestion last meeting to get a list of contractors outside of the ones we currently have and set the fees, have more control over the pricing.

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

RESOLUTION ALLOWING THE ASSESSMENT OF NUISANCE ABATEMENTS

#17-96

Resolution to assess Fairfield Township Properties for Nuisance Abatements.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #17-96.

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

RESOLUTION AUTHORIZING POLICE DEPARTMENT TO USE OACP FOR TESTING SERVICES

#17-97

Resolution authorizing the Police Department to use OACP for assessment and testing services for the Sergeant Position and not to exceed \$6,000.00.

Motion made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #17-97.

Chief Chabali – OACP has an assessment center, I believe they are the most reputable in the field. I have three assessments coming on November 11. It is scheduled for a maximum of 6 applicants. Currently I have 4 applicants. Once the assessments are completed I will conduct interviews.

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

RESOLUTION AUTHORIZING REINSTATEMENT OF TINA COY AS POLICE DEPARTMENT CLERK

#17-98

Resolution authorizing the reinstatement of Tina Coy as Police Department Clerk, effective date agreeable to employer and employee.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #17-98.

Mr. Barbieri – This is at the request of the Police Chief. We are required to make a decision by the end of the year.

Chief Chabali – We currently have 2-part time positions that have covered all the extra work since Tina has been gone. We have not filled her position in the 1 ½ years she was off. Tina medically is ready to come back and we have plenty of work for her to do. I would like for her to start tomorrow if this is approved by the Board.

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

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RESOLUTION DECLARATION OF OFFICIAL INTENT WITH RESPECT TO REIMBURSEMENT OF TEMPORARY ADVANCES MADE FOR CAPITAL EXPENDITURES TO BE MADE FROM SUBSEQUENT BORROWING

#17-99

Declaration of official intent with respect to reimbursement of temporary advances made for capital expenditures to be made from subsequent borrowings.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #17-99.

Mr. Geis – I recommended this resolution to the Board. This preserves your right to take debt on, capital expenditures specifically for the Graceworks property. This does not obligate, just gives the authority.

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

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO SIGN DOCUMENTS NEEDED FROM THE BOARD PRIOR TO CLOSING ON THE GRACEWORKS SITE

#17-100

Resolution authorizing the Administrator to sign documents needed for the closing of the Graceworks site.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #17-100.

Mr. McAbee – If we buy this property we can sell to build on like the Storypoint property?

Mr. Geis – There were no obvious environmental conditions to indicate any problems with future development.

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

RESOLUTION RE-APPONTING DONNA IRVIN TO FTZA BOARD #17-101

Resolution to reappoint Donna Irvin as a member of the Fairfield Township Zoning Appeals Board effective immediately for a five-year period ending October 11, 2022.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #17-101.

Mr. McAbee – Stated her term should end January 31, 2022.

The **Board** voted on her appointment. The corrected date per Law Director was January 31, 2022.

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

RESOLUTION MOVING JASON AUSTERMAN FROM ALTERNATE TO REGULAR MEMBER ON THE FTZC BOARD

#17-102

Resolution to move Jason Austerman from alternate to regular member of the Fairfield Township Zoning Commission effective immediately from the vacant, unexpired term which expires January 31, 2018.

Motion made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Resolution #17-102.

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

TOWNSHIP SCHEDULE

- Fairfield Township Board of Trustees Meeting – Wednesday, October 11, 2017, 6:30 PM
- Trunk or Treat – Saturday, October 28, 2017 – Bridgewater Falls, 2:00 – 4:00 PM
- Trick or Treat Night – Tuesday, October 31, 2017, 6:00 – 8:00 PM.

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BOARD COMMENTS

Mr. McAbee – The Board was present at the Redeemer Church for their celebration. They were given a proclamation for their longevity in the community, 125 years. We are very proud to present this proclamation to them.

Thanks to all the staff and volunteers for the Safety Day back in September, it went very well. Also, the Open House at the Fire Station went very well thanks to all the employees and their families who helped with the event.

The TID met this week. The South Hamilton crossing is well on its way. This should be completed by July 2018. I am very sorry to say Mr. Blunt passed away, it will be very hard to fill his shoes.

Mrs. Hartkemeyer – After a lot of work with the Cincinnati Post Office we have finally gotten our addresses change to Fairfield Township. Big Thanks to the USPS for their hard work and help.

I attended the Business expo last week for the Fairfield Chamber, it was very well attended. There was a gentleman there from State Farm that put together The KindnessRrevolution.net. He was passing out bracelets that you wear until you see someone doing something kind, then you pass it on to them.

Mrs. Berding – **Chief Chabali** and I have been participating along with the City of Fairfield on the Heroin Task Force. On October 24 there will be a meeting at Mercy Health Plex @ 7:00 pm for heroin and opiate addiction. This event is free and open to the public with refreshments provided.

EXECUTIVE SESSION

Motion made by Mrs. Berding, second by Mr. McAbee to enter Executive Session, in accordance with ORC 121.22 G (1) To discuss the employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Also, ORC 121.22 G (8) to consider confidential information related to the marketing plans, specific business strategy, of an applicant for economic development assistance, or to negotiations with other political subdivisions.

ROLL CALL

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

Action may or may not be taken as a result of executive session.

Adjourned into executive session at 7:57 PM

ROLL CALL

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

Trustee's reconvened at 9:36 PM

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ROLL CALL

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

RESOLUTION TO AUTHORIZE RAISE FOR PATTY MOORE #17-103

Resolution to authorize raise retroactive to September 14, 2017 for Patty Moore in the amount of \$18.00 per hour.

Motion made by Mrs. Berding second by Mr. McAbee to adopt Resolution #17-103.

ROLL CALL

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

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adjourn at 9:38 PM
All in favor.

ROLL CALL

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

Minutes submitted by:

Nancy A. Bock
Nancy A. Bock, Fiscal Officer

Susan Berding
Susan Berding, President

Joe McAbee
Joe McAbee, Trustee

Shannon Hartkemeyer
Shannon Hartkemeyer, Trustee

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FAIRFIELD TOWNSHIP RESOLUTION NO. 17-95

RESOLUTION AUTHORIZING A THEN AND NOW PURCHASE ORDER IN THE AMOUNT OF \$4,750.00, TO LANDVIEW SERVICES, LLC.

WHEREAS: The payment to Landview Services LLC is for clean-up and mowing completed on (4) properties in Fairfield Township, as listed on the following Attachments; and

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

SECTION 1: The Board of Trustees hereby authorizes a Then & Now Purchase Order in the amount of \$4,750.00, payable to Landview Services, LLC, 5381 Princeton Road, Liberty Township, OH 45011, to be paid from Fund #1000.

SECTION 2: The Board of Trustees 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: October 11, 2017

Board of Trustees

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

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

Nancy A. Bock
Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

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FAIRFIELD TOWNSHIP RESOLUTION NO. 17-96

RESOLUTION TO ASSESS FAIRFIELD TOWNSHIP PROPERTIES FOR NUISANCE ABATEMENTS.

WHEREAS: The Fairfield Township Board of Trustees has the authority to assess the expense of the abatement, control, or removal of vegetation and debris pursuant to O.R.C 505.87; and

WHEREAS: The Fairfield Township Board of Trustees will assess property owners one hundred percent (100%) for the expense incurred in the abatement, control or removal of vegetation and debris in accordance with O.R.C 505.87; and

WHEREAS: Julie Vonderhaar, Fairfield Township Administrator, asserts that the maintenance on the properties listed on Exhibit A has been completed by Fairfield Township and the amounts shown on Exhibit A are true and accurate expenses incurred by Fairfield Township to abate the nuisance;

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

SECTION 1: The Board of Trustees hereby authorizes the assessment of the properties attached hereto, incorporated herein by reference and designated Exhibit "A".

SECTION 2: The Fiscal Officer shall complete and file the referenced assessments with the Butler County Recorder.

SECTION 3: The Board of Trustees 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 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: 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 6: This resolution shall take effect at the earliest period allowed by law.

Adopted: October 11, 2017

Board of Trustees

Shannon Hartkemeyer: Shannon Hartkemeyer

Joe McAbee: Joe McAbee

Susan Berding: Susan Berding

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

Nancy Bock
Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

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EXHIBIT A

<u>PROPERTY OWNER</u>	<u>PARCEL I.D.</u>	<u>ADDRESS</u>	<u>ASSESSMENT</u>
DONNIE R. HUBBARD	A0300036000095	2625 Tylersville Road	\$ 509.45
<u>TOTAL</u>			<u>\$ 509.45</u>

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**FAIRFIELD TOWNSHIP
RESOLUTION NO. 17-97**

**RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO USE OACP FOR
ASSESSMENT AND TESTING SERVICES FOR THE SERGEANT POSITION
AND NOT TO EXCEED \$6,000.00.**

WHEREAS: The Police Chief has indicated a need for a Sergeant position to be filled; and

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

SECTION 1: The Board of Trustees hereby authorizes the Police Department to use Ohio Association of Chiefs of Police, Inc. (OACP) for assessment and testing services for the Sergeant position and not to exceed \$6,000.00 to be paid from Fund #2081.

SECTION 2: The Board of Trustees 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: October 11, 2017

Board of Trustees

Shannon Hartkemeyer

Joe McAbee:

Susan Berding:

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

Nancy A. Bock
Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

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OHIO ASSOCIATION OF CHIEFS OF POLICE, INC.

2017 FEES FOR ASSESSMENT CENTER SERVICES

OACP Assessment Center Fees*
For Each Rank Tested
Includes Pre-Assessment Meeting/Process,
Assessment Center and Scoring/Final Report**.

\$4,800.00 (1 or 2 candidates – 1/2 day)
\$5,300.00 (3 to 6 candidates – 1 day)
\$5,700.00 (7 candidates – 1 day)
Add \$3,100.00 for each 6 additional candidates & 1 additional day required
Add \$3,600.00 For the 7 th additional candidate & 1 additional day required

*OACP Assessment Center fees are "not-to exceed" and include all travel and other expenses. Cost savings may occur when multiple ranks are scheduled and when they are scheduled on consecutive days.

** Assessment Center Final Reports now include tables and charts that depict each candidate's score on Exercises and Dimensions. Each candidate's score is also compared in the charts and tables to the average score. Final Reports no longer contain narratives relative to each candidate's performance. Narratives are still available, but at a rate of \$60 per narrative.

Effective 1/1/2017

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Sergeant Fairfield Township Police Department Position Description

Position Description

Prepared By: Robert Chabali, Chief of Police, Fairfield Township Police Department

Date:

Approved By: Julie Vonderhaar, Township Administrator

(Signature approval is on file)

Date:

Non-Exempt Position

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Purpose

To plan, organize and direct the day-to-day service delivery of the Department of Police and as directed by the Chief of Police in order to ensure the ability to continuously provide emergency readiness and police protection for the Township under all conditions This is a first-level supervisory or specialized field and office police work position.

Supervisory Responsibilities

Work involves the supervision of police patrol and traffic regulatory activities, of small groups of detectives, or the performance of special duties of comparable responsibility. Sergeants may participate in the work performed by subordinate officers and assume complete charge in the absence of a superior officer. Sergeants are given specific work instructions by superior officers on new assignments, but work with considerable independence in performing regularly assigned duties. Work is reviewed by inspection and through all unwritten reports by superiors.

Essential Duties of Responsibilities (Illustrative Only)

Work performed includes but is not limited to:

- Inspects equipment and personal appearance of subordinates before roll call; assigns police officers to areas of responsibilities; patrols assigned area to check officers in the performance of their duties and gives advice and assistance when necessary.
- Assigns police officers to traffic posts, including selective enforcement and radar details; supervises traffic officers; assigns special traffic details and personally supervises control of traffic in emergency situations; recommends parade routes and the number and location of police personnel; investigates major traffic complaints.
- Supervises police officers and monitors calls for service to ensure efficient and proper deployment of personnel occurs. This may include periodically contacting the Butler County Communications Center to workout issues.
- Conducts periodic audits of varied police operations
- Conducts periodic performance evaluations of employees
- Performs related work as required.

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Required knowledge, physical abilities and skills:

The Sergeant is expected to stay up-to-date on current work methods and have knowledge and skills including, but not limited to, the following areas:

- Working knowledge of modern police practices and methods.
- Working knowledge of controlling laws and ordinances, particularly the laws of arrest and evidence.
- Working knowledge of the constitutional rights of citizens and related court decisions.
- Working knowledge of the geography of the township.
- Working knowledge of the rules and regulations of the Police Department.
- Working knowledge of the principles of accident and general police investigation and of the techniques of interviewing.
- Working knowledge of first-aid principles and skill in their application.
- Working knowledge of crime patterns and Problem Oriented Policing strategies
- Ability to command others and to plan, assign and supervise the work of subordinate police officers.
- Ability to deal firmly and courteously with subordinates and the public.
- Ability to analyze situations quickly and objectively and to determine a proper course of action.
- Ability to obtain information through interview and interrogation.
- Ability to speak and write effectively.
- Ability to react quickly and calmly in emergencies.
- Ability to meet such specific physical, experience or other requirements as may be established by competent authority.
- Skill in use and care of firearms and in the operation of motor vehicles.
- Good general intelligence and emotional stability.
- Maintains a physical condition that aids in his/her performance, to include running after suspects, controlling suspects, apprehending suspects, jumping fences, crawling, balancing, climbing and traversing
- Must successfully meet or exceed State of Ohio minimum firearms requirements for authorized weapon(s).

Customer Service - Core Values

Our core values are the standard by which we conduct ourselves and our interactions with our citizens.

All employees are held to these Customer Service - Core Values:

1. Courteous & Professional - "I demonstrate courtesy and professionalism in all customer interactions."
 - Greet customers in email, phone, and in person in a professional manner, with a positive, helpful attitude.
 - Listen attentively and with empathy, respecting the customers' point of view; listen and speak to the customer in a professional manner (do not interrupt, be patient – even if their facts are wrong – let them finish speaking). When working with a customer, focus on them.
 - Maintain a professional behavior, focusing on the customers' question or issue, not their personality.
2. Accountability/Ownership - "I help customers understand how to resolve their issues."
 - Quickly acknowledge service request has been received and follow-through and follow-up in a timely manner.
 - Deliver as promised, asking for help from co-workers and supervisors as needed.
 - Do not mislead customers about what can be done. Give clear and truthful responses, even when you can't give customers what they are expecting.
 - Clearly and patiently describe the appropriate courses of action.
 - Improve service delivery by soliciting customer feedback throughout the process. Share feedback with co-workers and supervisors.

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3. Take Initiative - "I am proactive in problem solving."
- Adopt a problem-solving approach, rather than a "That's not my department/job," reaction.
 - Understand the organization and other departments' services in order to anticipate customers' questions, concerns, and needs. Be prepared to respond with possible solutions.
 - Ask questions to get at the root of the issue (such as checking the service address, has anything changed, etc.)
 - Share relevant information with the customer so they understand their choices and the possible outcomes of their choice.

Supervisor/Manager Competencies

The following competencies have been identified for employees who supervisor or manage others.

1. Leadership
 - Effectively influences actions and opinions of others
 - Accepts feedback from others
 - Gives appropriate recognition to others
 - Inspires and motivates others to perform well
2. Planning, Organization, Delegation
 - Prioritizes and plans work activities
 - Uses time efficiently
 - Sets goals and objectives
 - Organizes or schedules other people and their tasks

Variable Competencies

The following competencies have been identified as relevant to the job the employee performs.

1. Problem Solving
 - Identifies and resolves issues in a timely manner.
 - Gathers and analyzes information skillfully.
 - Develops alternative solutions.
2. Oral Communications
 - Listens and gets clarification.
 - Demonstrates group presentation skills.
 - Readily participates in meetings.
3. Teamwork
 - Exhibits objectivity and openness to others' views.
 - Gives and welcomes constructive feedback.
 - Contributes to building a cohesive team through trust and mutual respect.
4. Organizational/Political Sensitivity
 - Ability to perceive the impact and implications of decisions on other components of the organization.
 - Awareness of changing societal and government pressures inside and outside the organization.

Minimum education and experience:

High school graduation or G.E.D. equivalency certificate and five (5) consecutive years of full time experience in law enforcement and 3 years experience with the Township Police Department. as of the date of the initial promotional examination date. Associates Degree preferred.

Must possess a valid Ohio driver's license at the time of appointment and maintain such as condition of employment.

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The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties employees of this classification may be required to perform. Employee signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee signature: _____ Date: _____

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**FAIRFIELD TOWNSHIP
RESOLUTION NO. 17-98**

RESOLUTION AUTHORIZING THE REINSTATEMENT OF TINA COY AS POLICE DEPARTMENT CLERK, EFFECTIVE DAT AGREEABLE TO EMPLOYER AND EMPLOYEE.

WHEREAS: The Police Chief recommends authorizing Tina Coy to return to her previous position as Police Clerk; and

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

SECTION 1: The Board of Trustees hereby authorizes the reinstatement of Tina Coy as Police Department Clerk, with an effective date of agreeable to employee and employer.

SECTION 2: The Board of Trustees 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: October 11, 2017

Board of Trustees

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

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

Nancy A. Bock
 Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

Minutes Regular Trustee Meeting Meetings
Held October 11, Year 2017

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 17-99**

**DECLARATION OF OFFICIAL INTENT WITH RESPECT TO REIMBURSEMENT OF
TEMPORARY ADVANCES MADE FOR CAPITAL EXPENDITURES TO BE MADE
FROM SUBSEQUENT BORROWINGS**

WHEREAS, Treasury Regulation § 1.150-2 (the "Reimbursement Regulations"), issued pursuant to Section 150 of the Internal Revenue Code of 1986, as amended, (the "Code") prescribes certain requirements by which proceeds of tax-exempt bonds, notes, certificates or other obligations included in the meaning of "bonds" in Section 150 of the Code ("Obligations") used to reimburse advances made for Capital Expenditures (as hereinafter defined) paid before the issuance of such Obligations are deemed "spent" for purposes of Sections 103 and 141 to 150 of the Code and the further subject to any other requirements or restrictions under those sections of the Code; and

WHEREAS, such Reimbursement Regulations require that the Issuer (as hereinafter defined) make a Declaration of Official Intent (as hereinafter defined) to reimburse any Capital Expenditure paid prior to the issuance of the Obligations intended to fund such Capital Expenditure and require that such Declaration of Official Intent be made no later than sixty (60) days after payment of the Capital Expenditure and further require that any Reimbursement Allocation (as hereinafter defined) of the proceeds of such Obligations to reimburse such Capital Expenditures occur no later than eighteen (18) months after the later of the date the Capital Expenditure was paid or the date the property acquired with the Capital Expenditure was placed in service, except that any such Reimbursement Allocation must be made no later than three years after such Capital Expenditure was paid; and

WHEREAS, the Board of Trustees of the Township wishes to ensure compliance with the Reimbursement Regulations;

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

SECTION 1. Definitions. The following definitions apply to the terms used herein:

"Allocation" means written evidence that proceeds of Obligations issued subsequent to the payment of a Capital Expenditure are to reimburse the Township for such payments. "To allocate" means to make such an allocation.

"Capital Expenditure" means any expense for an item that is properly depreciable or amortizable or is otherwise treated as a capital expenditure for purposes of the Code, as well as any costs of issuing Reimbursement Bonds.

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“Declaration of Official Intent” means a written declaration that the Township intends to fund Capital Expenditures with an issue of Reimbursement Bonds and reasonably expects to be reimbursed from the proceeds of such an issue.

“Issuer” means either a governmental unit (including the Township) that is reasonably expected to issue Obligations, or any governmental entity or 501(c)(3) organization that is reasonably expected to borrow funds from the actual issuer of the Obligations.

“Reimbursement” means the restoration to the Township of money temporarily advanced from other funds, including moneys borrowed from other sources, of the Township to pay for Capital Expenditures before the issuance of Obligations intended to fund such Capital Expenditures. “To reimburse” means to make such a restoration.

“Reimbursement Bonds” means Obligations that are issued to reimburse the Township for Capital Expenditures, and for certain other expenses permitted by Reimbursement Regulations, previously paid by or for the Township.

“Reimbursement Regulations” means Treasury Regulation § 150-2 and any amendments thereto or superseding regulations, whether in proposed, temporary or final form, as applicable, prescribing conditions under which the proceeds of Obligations may be allocated to reimburse the Township for Capital Expenditures and certain other expenses paid prior to the issuance of the Obligations such that the proceeds of such Obligations will be treated as “spent” for purposes of Sections 103 and 141 to 150 of the Code.

SECTION 2. Declaration of Official Intent.

- a) The Township declares that it reasonably expects that the Capital Expenditures described in Section (b), which were paid no earlier than sixty (60) days prior to the date hereof, or which will be paid prior to the issuance of any Obligations intended to fund such Capital Expenditures, will be reimbursed with the proceeds of Obligations, representing a borrowing by the Township in the maximum principal amount, for such Reimbursements, of \$1,500,000; and
- b) The Capital Expenditures to be reimbursed are to be used to provide for the purchase of and public improvements to be made on the real property situated in Fairfield Township at the intersection of Gilmore Road and Hamilton Mason Road which public improvements are referred to as the Graceworks Project and for other miscellaneous capital expenditures.

SECTION 3. Reasonable Expectations. The Township does not expect any other funds (including the money advanced to make the Capital Expenditures that are to be reimbursed), to be reserved, allocated on a long-term basis, or otherwise set aside by the Township or any other entity, with respect to the Capital Expenditures for the project described in Section 2(b).

SECTION 4: That this Board hereby finds and determines that all formal actions relative to the passage of this Resolution were taken in an open meeting of this Board, and that all deliberations of this Board and of its Committees, if any, which resulted in formal action, were taken in meetings

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open to the public, in full compliance with applicable legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 5: That this Board upon majority vote does hereby dispense with the requirement that this resolution be read on two separate days, and hereby authorizes the adoption of this resolution upon its first reading.

SECTION 6: That 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: This resolution shall take effect at the earliest period allowed by law.

Effective: _____

Board of Trustees

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

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer, this 11th day of October, 2017.

ATTEST:

Nancy A. Bock
Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

Minutes Regular Trustee Meeting Meetings
 Held October 11, Year 2017

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 17-100**

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO SIGN DOCUMENTS NEEDED
 FOR THE CLOSING
 OF THE GRACEWORKS SITE.**

WHEREAS: It will be subject to a title exam and a final Phase I Report for the Graceworks site; and

WHEREAS: The Township should be able to begin the closing process for the property, October 12, 2017;

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

SECTION 1: The Board of Trustees hereby authorizes the Administrator to sign documents needed to close the Graceworks site.

SECTION 2: The Board of Trustees 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: October 11, 2017

Board of Trustees

Shannon Hartkemeyer:

Joe McAbee:

Susan Berding:

Vote of Trustees

yes

yes

yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

Nancy A Bock
 Nancy Bock Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

Minutes Regular Trustee Meeting Meetings
 Held October 11, Year 2017

**FAIRFIELD TOWNSHIP
 RESOLUTION NO. 17-101**

**RESOLUTION TO REAPPOINT DONNA IRVIN AS A MEMBER OF THE FAIRFIELD
 TOWNSHIP ZONING APPEALS BOARD EFFECTIVE IMMEDIATELY FOR A FIVE-YEAR
 PERIOD ENDING JANUARY 31, 2022**

WHEREAS: Donna Irvin's term to expire September 19, 2017, and she has been serving as a member on the Fairfield Township Zoning Appeals Board and would like to continue; and

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

SECTION 1: The Board of Trustees hereby reappoints Donna Irvin as a member of the Fairfield Township Board of Zoning Appeals effective immediately for a five year period expiring January 31, 2022.

SECTION 2: The Board of Trustees 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: October 11, 2017

Board of Trustees

Shannon Hartkemeyer:

Joe McAbee:

Susan Berding:

Shannon Hartkemeyer
Joe McAbee
Susan Berding

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

Nancy A. Bock
 Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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

Minutes Regular Trustee Meeting Meetings
 Held October 11 , Year 2017

**FAIRFIELD TOWNSHIP
 RESOLUTION NO. 17-102**

**RESOLUTION TO MOVE JASON AUSTERMAN FROM ALTERNATE TO REGULAR
 MEMBER OF THE FAIRFIELD TOWNSHIP ZONING COMMISSION EFFECTIVE
 IMMEDIATELY FOR THE VACANT, UNEXPIRED TERM
 WHICH EXPIRES JANUARY 31, 2018.**

WHEREAS: A vacancy does exist on the Zoning Commission Board and Jason Austerman has been serving as an alternate; and

WHEREAS: This appointment will fill a vacancy on the Board, created by the resignation of Mark Staudigel;

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

SECTION 1: The Board of Trustees hereby appoints Jason Austerman to move from alternate to a regular board member of the Fairfield Township Zoning Commission effective immediately for the vacant, unexpired term which expires January 31, 2018.

SECTION 2: The Board of Trustees 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: October 11, 2017

Board of Trustees

Shannon Hartkemeyer: [Signature]
 Joe McAbee: [Signature]
 Susan Berding: [Signature]

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

[Signature]
 Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

[Signature]
 Lawrence E. Barbieri, Township Law Director

Minutes Regular Trustee Meeting Meetings
 Held October 11, Year 2017

**FAIRFIELD TOWNSHIP
 RESOLUTION NO. 17-103**

**RESOLUTION TO AUTHORIZE RAISE RETROACTIVE TO SEPTEMBER 14, 2017 FOR
 PATTY MOORE IN THE AMOUNT OF \$18.00 PER HOUR.**

WHEREAS: The Board has determined administration employees who have completed their probationary period should be evaluated for a potential raise; and

WHEREAS: Patty Moore has completed her probationary period on September 14, 2017; and

WHEREAS: Patty Moore has been evaluated and exceeded performance expectations;

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

SECTION 1: The Board of Trustees does hereby authorize an hourly rate for Patty Moore of \$18.00 per hour retroactive to September 14, 2017.

SECTION 2: The Board of Trustees hereby dispense 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: October 11, 2017

Board of Trustees

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

Vote of Trustees

yes
yes
yes

AUTHENTICATION

This is to certify that this is a resolution which was duly passed, and filed with the Fairfield Township Fiscal Officer this 11th day of October, 2017.

ATTEST:

Nancy A. Bock
 Nancy Bock, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

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