

FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING HELD JANUARY 5, 2021

The Fairfield Township Trustees held an Organizational Meeting Tuesday, January 5, 2021 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 at 6:30 p.m.

ROLL CALL

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

INVOCATION: Pastor Andrew Hancock, Allison Avenue Church

PLEDGE OF ALLEGIANCE

Mrs. Hartkemeyer – I would like to move to appoint Trustee Berding as Chairperson for the Board of Trustees.

Motion to close the nominations made by Mrs. Berding, second by Mr. McAbee.
YES - Mrs. Berding, Mrs. Hartkemeyer, Mr. McAbee

Motion to adopt made by Mr. McAbee, second by Mrs. Hartkemeyer.
YES - Mrs. Berding, Mrs. Hartkemeyer
ABSTAIN – Mr. McAbee

Mrs. Berding – I would like to move to appoint Trustee Hartkemeyer as Vice-Chairperson for the Board of Trustees.

Motion to close the nominations made by Mr. McAbee, second by Mrs. Berding.
YES - Mrs. Berding, Mrs. Hartkemeyer, Mr. McAbee

Motion to appoint Vice-Chairperson for the Board of Trustees made by Mrs. Berding, second by Mrs. Hartkemeyer.
YES - Mrs. Berding, Mrs. Hartkemeyer
ABSTAIN – Mr. McAbee

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING
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Motion to appoint Trustee Hartkemeyer as 2021 EMA Advisory Council Member made by Mrs. Berding, second by Mrs. Hartkemeyer.

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

Motion to appoint 2021 Volunteer Firefighters Fund Board Members Tim Thomas, Matt Schumann, Katie Schumann, Joe McAbee and Shannon Hartkemeyer made by Mrs. Berding, second by Mrs. Hartkemeyer.

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

Motion made by Mrs. Berding, second by Mr. McAbee to adopt the most recent Roberts Rule of Order.

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

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP TRUSTEE SALARIES AS SET BY THE ORC #21-01

Resolution to approve the Fairfield Township trustee salaries as set by the ORC.

Motion made by Mrs. Berding, second by Mrs. Hartkemeyer to adopt Resolution #21-01.

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

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP FISCAL OFFICER SALARY AS SET BY THE ORC #21-02

Resolution to approve the Fairfield Township Fiscal Officer salary as set by the ORC.

Motion made by Mrs. Berding, second by Mr. McAbee to adopt Resolution #21-02.

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

RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT RATE TO BE BASED ON RATE ESTABLISHED BY THE INTERNAL REVENUE SERVICE EFFECTIVE DATE JANUARY 1, 2021 #21-03

Resolution establishing mileage reimbursement rate to be based on rate established by the Internal Revenue Service effective date January 1, 2021.

Motion made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #21-03.

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

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING
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RESOLUTION TO AUTHORIZE THE DAILY PER DIEM RATE FOR MEALS TO BE SET AT A MAXIMUM OF \$50.00 PER DAY, EFFECTIVE DATE JANUARY 1, 2021 #21-04

Resolution to authorize the daily per diem rate for meals to be set at a maximum of \$50.00 per day, effective date January 1, 2021.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #21-04.

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

RESOLUTION TO SET THE TOWNSHIP BOARD OF TRUSTEES 2021 REGULAR MEETING SCHEDULE FOR THE 2ND AND 4TH WEDNESDAY OF EACH MONTH, WITH EXCEPTIONS AS NEEDED, COMMENCING AT 7:00 PM, ATTACHED HEREIN AS EXHIBIT A #21-05

Resolution to set the Township Board of Trustees 2021 regular meeting schedule for the 2nd and 4th Wednesday of each month, with exceptions as needed, commencing at 7:00 PM, attached herein as exhibit A.

Motion made by Mr. McAbee to amend resolution to reflect start time of 7 PM, second by Mrs. Berding to adopt Resolution #21-05.

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

Motion made by Mrs. Berding to adopt amended Resolution #21-05, second by Mr. McAbee.

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

RESOLUTION TO SET THE TOWNSHIP HOLIDAY SCHEDULE FOR THE YEAR OF 2021 #21-06

Resolution to set the Township Holiday Schedule for the year of 2021.

Motion made by Mr. McAbee, second by Mrs. Hartkemeyer to adopt Resolution #21-06.

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

RESOLUTION ESTABLISHING AND APPROVING THE 2021 ZONING FEE SCHEDULE #21-07

Resolution establishing and approving the 2021 Zoning fee schedule.

Motion made by Mrs. Hartkemeyer, second by Mr. McAbee to adopt Resolution #21-07.

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

Mr. McAbee - What are we doing about the cost when the applicant changes their mind or wants to reschedule after spending all the money to advertise?

Mrs. Vonderhaar – This would all depend on the situation. We don't want to take a loss.

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING
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RESOLUTION TO AUTHORIZE THE ADMINISTRATOR TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$5,000.00 #21-08

Resolution to authorize the Administrator to execute all purchases and contracts for amounts equal to or less than \$5,000.00.

Motion made by Mr. McAbee, second by Mrs. Berding to adopt Resolution #21-08.
YES – Mrs. Berding, Mr. McAbee, Mrs. Hartkemeyer

RESOLUTION TO ESTABLISH THE TOWNSHIP COMPETITIVE BIDDING PROCESS #21-09

Resolution to establish the Township competitive bidding process.

Motion made by Mrs. Hartkemeyer, second by Mrs. Berding to adopt Resolution #21-09.

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

ANNOUNCEMENTS

- Offices closed for Martin Luther King Holiday – Monday, January 18, 2021
- Fairfield Township Board of Trustees Meeting – Wednesday, January 13, 2021 at 7:00 PM

Motion made by Mr. McAbee, second by Mrs. Berding to adjourn at 6:51 PM
All in favor.

Minutes submitted by:

Shelly Schultz, Fiscal Officer

Susan Berding, Trustee Chairperson

Shannon Hartkemeyer, Trustee Vice Chairperson

Joe McAbee, Trustee