

# FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING HELD JANUARY 9, 2024

The Fairfield Township Trustees held an Organizational Meeting Tuesday, January 9, 2024, 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 7:00 p.m.

## ROLL CALL

Trustee, Michael Berding	Present
Trustee, Shannon Hartkemeyer	Present
Trustee, Joe McAbee	Present

## PLEDGE OF ALLEGIANCE

## MOTIONS

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to open floor for nominations for Chairperson for the Board of Trustees.

- Nomination Shannon Hartkemeyer
- Nomination Michael Berding

Motion to approve

All in favor.

**Motion** made by Mrs. Hartkemeyer, second by Mr. McAbee to close floor for nominations for Chairperson for the Board of Trustees.

All in favor.

Nomination for Trustee Hartkemeyer

YES: Mr. Berding, Mrs. Hartkemeyer

NO: Mr. McAbee

Nomination for Trustee Berding

YES: Mr. McAbee

NO: Mr. Berding, Mrs. Hartkemeyer

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to appoint Shannon Hartkemeyer Chairperson for the Board of Trustees.

YES: Mr. Berding, Mrs. Hartkemeyer

NO: Mr. McAbee

# FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING HELD JANUARY 9, 2024

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to open floor for nominations for Vice-Chairperson for the Board of Trustees.

- Nomination Michael Berding

Motion to approve.

All in favor.

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to close floor for nominations for Vice-Chairperson for the Board of Trustees.

All in favor.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to appoint Michael Berding Vice-Chairperson for the Board of Trustees

All in favor.

Recommend **Motion** made by Mr. Berding, second by Mr. McAbee to appoint Shannon Hartkemeyer as 2024 EMA Advisory Council Member.

All favor.

Recommend **Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to appoint 2024 Volunteer Firefighters Fund Board Members:

- Billy Shane Owens
- Doug Crawford
- Carrie Berter
- Trustee McAbee
- Trustee Hartkemeyer

All in favor.

Recommend **Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to adopt the most recent Roberts Rule of order.

All in favor.

## RESOLUTIONS

RESOLUTION APPROVING THE FAIRFIELD TOWNSHIP TRUSTEE SALARIES  
AS SET BY THE ORC #24-01

Resolution approving the Fairfield Township Trustee salaries as set by the ORC.

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #24-01.

All in favor.

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING  
HELD JANUARY 9, 2024**

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP FISCAL OFFICER  
SALARY AS SET BY THE ORC #24-02

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

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #24-02.

All in favor.

RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT RATE OF .67  
CENTS PER MILE TO BE BASED ON RATE ESTABLISHED BY THE INTERNAL  
REVENUE SERVICE, EFFECTIVE DATE JANUARY 1, 2024 #24-03

Resolution establishing mileage reimbursement rate of .67 cents per mile to be based on  
rate established by the Internal Revenue Service, effective date January 1, 2024.

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #24-03.

All in favor.

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,  
2024 #24-04

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, 2024.

**Mr. Berding** - Is \$50.00 sufficient?

**Chief Thomas** - \$50.00 per day is not going to cover breakfast, lunch and dinner.

Personally, I would look at making that \$70 or \$75.

**Mrs. Hartkemeyer** - I'd like to look at getting some comparable data from other  
townships.

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #24-04.

All in favor.

RESOLUTION TO SET THE TOWNSHIP BOARD OF TRUSTEES 2024 REGULAR  
MEETING SCHEDULE FOR THE 2<sup>ND</sup> TUESDAY OF EACH MONTH, WITH  
EXCEPTIONS AS NEEDED, COMMENCING AT 7:00 PM, ATTACHED HEREIN  
AS EXHIBIT A #24-05

Resolution to set the Township Board of Trustees 2024 regular meeting schedule for the  
2<sup>nd</sup> Tuesday of each month, with exceptions as needed, commencing at 7:00 pm,  
attached herein as exhibit A.

**Motion** made by Mrs. Hartkemeyer second by Mr. McAbee to adopt Resolution #24-05.

All in favor.

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING  
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RESOLUTION TO SET THE TOWNSHIP HOLIDAY SCHEDULE FOR THE YEAR OF 2024 #24-06

Resolution to set the Township Holiday Schedule for the year of 2024.

**Motion** made by Mr. Berding second by Mr. McAbee to adopt Resolution #24-06.

All in favor.

RESOLUTION ESTABLISHING AND APPROVING THE 2024 ZONING FEE SCHEDULE #24-07

Resolution establishing and approving the 2024 zoning fee schedule.

**Motion** made by Mr. Berding second by Mr. McAbee to adopt Resolution #24-07.

All in favor.

RESOLUTION TO AUTHORIZE THE ADMINISTRATOR TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$7,500.00 #24-08

Resolution to authorize the Administrator to execute all purchases and contracts for amounts equal to or less than \$7,500.00.

**Motion** made by Mr. Berding second by Mrs. Hartkemeyer to adopt Resolution #24-08 .

Yes: Mr. Berding, Mrs. Hartkemeyer

No: Mr. McAbee

RESOLUTION TO AUTHORIZE THE DEPARTMENT HEADS TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$1,500.00 #24-09

Resolution to authorize the department heads to execute all purchases and contracts for amounts equal to or less than \$1,500.00.

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #24-09 .

All in favor.

RESOLUTION TO ESTABLISH THE TOWNSHIP COMPETITIVE BIDDING PROCESS #24-10

Resolution to establish the Township competitive bidding process.

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #24-10 .

All in favor.

RESOLUTION TO AUTHORIZE THE FISCAL OFFICER TO OPEN PURCHASE ORDERS FOR AMOUNTS NECESSARY FOR NORMAL EVERYDAY EXPENSES #24-11

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING  
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Resolution to authorize the Fiscal Officer to open purchase orders for amounts necessary for normal everyday expenses.

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #24-11.

All in favor.

**ADJOURNMENT**

**Motion** to adjourn made by Mrs. Hartkemeyer, second by Mr. McAbee at 7:18 PM.

All in favor.

Minutes submitted by:

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

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Shannon Hartkemeyer, Trustee Chairperson

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Michael Berding, Trustee Vice-Chairperson

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Joe McAbee, Trustee