

**RECORD OF PROCEEDINGS  
REGULAR TRUSTEE MEETING HELD JUNE 18, 2024**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, June 18, 2024, at the Administration Building, 6032 Morris Road, Fairfield Township, OH 45011, for conducting Township business. Meeting was called to order by Mrs. Hartkemeyer at 7:15 PM.

**ROLL CALL**

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

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARING – Case No. FTZC24-3C Optimized Senior Living**

- A. **Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to open public hearing regarding FTZC24-3C, Optimized Senior Living.  
All in favor.

Oath given by Law Director

Zoning Staff Report – Zoning Administrator, Chuck Goins

<b>CASE:</b>	<b>FTZC24-3C</b>
<b>APPLICANT:</b>	<b>Optimized Senior Living</b>
<b>LOCATION:</b>	<b>6141 &amp; 6145 River Road A0200002000008, A0200002000012</b>
<b>CURRENTLY ZONED:</b>	<b>F-1 Flood Plain District</b>
<b>REQUEST:</b>	<b>Zone change from F-1 Flood Plain District to B-PUD- Business Planned Unit Development District</b>

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**SITUATION OF PROPERTY**

The subject property is located at the former One Way Farm property. This property is generally located in the southwest section of Fairfield Township that is separated from the majority of the land associated with the Township. Located off of River Road the property immediately abuts the City of Fairfield to the east (Att. 1). Located in both the City of Fairfield and Fairfield Township the property totals approximately 12 acres. The two parcels located in the Township are approximately 6.4 acres. The subject parcels are all currently zoned F-1 Flood District. Properties to the north, west, and south are all also zoned F-1. Properties to the east, located in the City of Fairfield, are currently undergoing a zone change, in the City, to PUD.

**DESCRIPTION OF REQUEST**

The applicant is requesting to change the zoning of the property from F-1 Flood Plain

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District to B-PUD. The applicant seeks approval for both the zone change and preliminary development plan to operate an assisted living facility and adult daycare facility.

**FINDINGS OF FACT**

The property was previously used as the One Way Farm. In 1987, the One Way Farm, requested and received a variance from the Fairfield Township Board of Zoning Appeals to construct a group home as an emergency shelter for girls between the ages of 6 and 18. The variance included the construction of the two residential type group homes that still operate on the property.

As the proposal relates to Fairfield Township, in the Preliminary PUD Plan indicates that the applicant plans to renovate and utilize the existing buildings on the property without any immediate plans for additions or new construction to the parcels located in Fairfield township. In Phase 1, the applicant plans to renovate the inside of the two existing brick homes, each to be converted to 6-unit dwellings for memory care use. Phase 2 does not include any work in Fairfield Township. Phase 3 includes the interior and exterior improvements of “Building 2” to be used as adult daycare facility, improvements include: a kitchen, dining room, living room, activity rooms, bathrooms, and a couple of sleeping rooms. The property currently has a mature vegetated area along the south and west property lines.

Based on public meetings held in the City of Fairfield residents have voiced concern including the following items: increased traffic on River Road, decrease in property value for homes nearby, concern with staff ratio.

**Relevant Sections of the Fairfield Township Zoning Resolution:**

**617. B-PUD PLANNED UNIT DEVELOPMENT DISTRICT.**

**PURPOSE.** Business-Planned Unit Development District (B-PUD) is intended to provide a permissive and alternative zoning procedure for commercial and/or industrial development in the Township. The B-PUD shall be used as an option in areas of the Township with access to a primary or secondary thoroughfares. The projects are allowed to take advantage of shared parking, cluster building sites, reduced curb-cuts and unified signage. The B-PUD District shall be developed in accordance with an approved overall preliminary PUD Plan and subsequently detailed final PUD Plan for each section of the total landholding. The planning and development of the Planned Unit Development shall be carried out in such a manner as to have minimum adverse effects on the natural features and environment of the planned unit tract and its surrounding areas. Planned Unit Development typically features varied setback lines and “cluster” type site planning whereby provisions for maximum overall lot coverages are established to permit creation of usable common space without jeopardizing the overall intent of the Zoning Resolution or the public health, safety and welfare.

**615.4 BOARD OF FAIRFIELD TOWNSHIP TRUSTEES ACTION.**

(a) If, from the facts presented, the Board of Fairfield Township Trustees are unable to make the necessary findings, the application shall be denied. **Approval of the Preliminary PUD Plan shall be limited to the general acceptability of the land uses proposed, proposed general density levels and their inter-relationship and shall not be construed to endorse precise location of uses, configuration of**

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parcels or engineering feasibility which are to be determined in the subsequent preparation of the Detailed Site Development Plan(s). Approval of the Preliminary PUD Plan shall constitute the creation of a (separate R-PUD or B-PUD) Planned Unit Development Zoning District. (In taking action, the Board of Fairfield Township Trustees may deny the Preliminary PUD Planned or may recommend approval of said plan subject to specified modifications.)

**Fairfield Township Vision Plan**

The Future Land Use Map shows the property reserved as Public/Semi-Public.

*The Public / Semi-Public land use classification identifies those areas that have existing public based land uses and facilities. These include Township and County facilities such as fire station stations, the Township Administration building and other facilities owned and used by a public entity. The ideal location for these uses include where they currently reside, as well as along major arterials or collectors or where they meet the future needs of Township residents.*

**STAFF COMMENTS**

The zone change to a B-PUD on the property, if approved, would not be an endorsement of the precise location of uses, configuration of parcels or engineering feasibility which are to be reviewed in the subsequent preparation of the Detailed Site Development Plan to be reviewed as part of the Final PUD process. If the property is rezoned to B-PUD and the Preliminary PUD is ultimately approved by the Fairfield Township Board of Trustees, the applicant will then be required to seek approval of the Final PUD plan.

**RECOMMENDATION MADE BY THE ZONING COMMISSION:**

The Fairfield Zoning Commission recommended approval of the request and approved the preliminary plan with the following conditions:

1. The existing vegetations along the south and west property lines should remain or increase in size and in density to provide a buffer to neighboring properties.
2. Consolidate the parcels in Fairfield Township.
3. Development of an updated landscape plan will be required before the Final Plan is approved or any Zoning Certificates are issued.

**STAFF RECOMMENDATION**

Based on the findings of fact, the Fairfield Township Zoning Resolution, the Fairfield Township Vision Plan, the submitted proposal, and the recommendation from the Zoning Commission, staff makes the recommendation to **approve with conditions**, the zone change to a B-PUD and approve a preliminary plan.

1. The existing vegetations along the south and west property lines should remain or increase in size and in density to provide a buffer to neighboring properties.
2. Consolidate the parcels in Fairfield Township.

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3. Development of an updated landscape plan will be required before the Final Plan is approved or any Zoning Certificates are issued.

Presentation by Applicant

Comments from Public

- B. **Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to close the public.  
All in favor.

**ITEMS FOR BOARD DISCUSSION**

- A. Ribbon cutting Milton Pocket Park – July 13<sup>th</sup>, 2:30 PM
- B. Ambulance purchase – **Mrs. Vonderhaar**, I just wanted to commend Chief Berter coming in new he was very open to exploring the smaller city type ambulances.  
**Chief Berter** – We’ve speeded and priced a Type 3 Ambulance.
- C. Insurance renewal – **Mrs. Vonderhaar**, the information was just received before the meeting.  
**Mrs. Hartkemeyer** – The **Board** would like a little bit of time to review this.
- D. Pickleball – **Mr. Goins**, the main focus now is the courts here at Heroes Park. We’re looking at doing a resurface of the existing tennis courts, fencing between the courts and new grates for the perimeter of the fence. We have received 1 proposal from a vendor, the other one has backed out, and we are waiting on another proposal. At this point I think we should wait.
- E. Paving 2025 – **Mrs. Vonderhaar**, Jeff has made of list of 2025 paving. We usually send that to the county and get pricing and the Board can decide how much you want to spend and the streets to be done.
- F. Overflow parking lot – **Mrs. Vonderhaar**, the overflow parking lot has needed help for a while. In the past the county was willing to add that into the whole paving. That is no longer the case. We would have to go out to bid.  
**Mr. Bennett** - Right now, we have 3 bids: \$62,000, \$126,000 & \$220,000.  
**Mr. Berding** - This might help relieve drop-off and pickup at North. We could be in conversation with the school.
- G. Shafer’s Run Park – **Mrs. Vonderhaar**, we’ve had discussions we were going to put rubber surface on parts of the park and mulch the rest. The mulch has been a challenge. The intent originally was to move to full rubber surface.  
**Mr. Berding** - I’d like to hear from the other 2 trustees to see where you would like to go with this.  
**Mrs. Hartkemeyer** - I like the idea of the rubber mulch as long as it doesn’t overheat. I like the rubber surface since it’s a more permanent solution.  
**Mr. McAbee** – I think we should consider where we go from here. The mulch has served its purpose. \$118,000 is a lot of money. Its not easy keeping the mulch in. Maybe we should deal with the other things that could go in there; the splashpad and what we are going to do to continue to develop

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that park. Not in lieu of this but in addition to.

**Mrs. Vonderhaar** – We've received comments from residents recently about the appearance; because its not as neat. Some of that has moved us along faster because of the feedback we've received.

**Mr. Berding** - It's my opinion we should keep this as a first read.

**Mrs. Hartkemeyer** - Is there potential for grant money?

**Mr. Goins** - I think us getting grant money for this and the pickleball court would be slim. I think we should go for the pickleball since it would be more dollars. This would be a NatureWorks grant.

**Mrs. Hartkemeyer** - We have 2 potential options; we could go for the grant for the pickleball court or a grant for the solid surface.

**Ms. Schultz** - We don't have money right now in the appropriations. We could amend appropriations or put it in next years budget.

**COMMUNICATION**

- **Brian Schiering, Liberty Township** - Comments with regard to One Way Farm zoning.

**CONSENT AGENDA**

All items under the Consent Agenda are considered by the Board of Trustees to be routine and will be enacted by one motion. Any Trustee may remove an item from the Consent Agenda by request. No second is required for removal of an item. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

**Motion** made by Mr. Berding, second by Mr. McAbee to adopt Consent agenda. All in favor.

**FISCAL OFFICE BUSINESS – CONSENT AGENDA**

**Ms. Schultz** – Our audit for 2023 is starting now. Because we spent more than \$750,000 in Federal funds we're getting a single audit which means it will be more in depth and look at how we spent the Federal funds. Anyone who receives a fraud audit please complete in a timely manner or audit will not be complete.

There is a financial sustainability workshop for government officials to learn more about the budget. If you would like to attend let me know.

The tax budget was sent to you a few weeks ago.

**Mr. McAbee** – Can you send me a copy of the adopted ones? I want the rates to be the same as last year.

**Mrs. Hartkemeyer** – I'd like some clarification on this. I'd like to discuss the traditional way.

**Ms. Schultz** - It's a prediction of what we're going to get in 2025. Rates are set on that. At year end its usually through 10 months. I have a budget that is approved before year end. I do the final budget that doesn't have to be approved by the

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trustees, but you do approve the appropriations. That becomes our final adopted budget. When the county sends the rates in October then that is when you approve the rates. That is when, last year, you agreed to take them down because you agreed to take the prior year rate. The county has never asked us to do this before. As long as you have more money that you are spending your not in trouble.

**Mrs. Hartkemeyer** - I think we should continue with our current process. We want this to be an actual presentation of what we are doing.

- A. Recommend motion to suspend reading of the minutes of the following meeting: Trustee Regular Meeting May 14, 2024
- B. Recommend motion to approve the minutes.
- C. Recommend motion to approve payment of the bills by the Fiscal Office  
All in favor.

**MOTIONS – Consent Agenda Item**

- A. **Motion** to accept the resignation of Nathan Morgan as full time Police Officer with the Police Department.

**RESOLUTIONS – Consent Agenda Items**

- A. Resolution No. 24-88 approving open Purchase Order balances
- B. Resolution No. 24-89 declaring nuisance and ordering abatement on properties
- C. Resolution No. 24-90 appointing part-time Firefighter/Paramedic Ted Coates
- D. Resolution No. 24-91 appointing part-time Firefighter/EMT Brandon Durrough
- E. Resolution No. 24-92 appointing part-time Firefighter/EMT Zachary Fisher
- F. Resolution No. 24-93 appointing part-time Firefighter/EMT Cory Gabbard

**ADMINISTRATOR’S REPORT – Julie Vonderhaar**

One of the recommendations is to consider an additional amount for the CDBG Grant Fund that will be used on King and Pater. King ended up being substantially more expensive due to the sewers. There is a difference of about \$261,000 that the Board will need to consider.

The Opioid money: Kroger recently settled their part of the lawsuit. They have been working diligently on the roundabout and hope to be finished in early August before school.

The view on our website is about 6,000 per month on average. Unique visitors are 4,500 approximately per month. The hits are approximately 130,000. We’re still adjusting our website.

We met with Dale last week and we’re starting the QR process. We’ve ordered 1 QR code box.

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The stone is on the way. We do have some etching for the Navy monument and today they put the footers in for the 2 monuments.

We're still working on the September 7<sup>th</sup> event.

We've added 4 movie nights at the park.

Touch A Truck has been confirmed.

We have recommendations for a steering committee for the comprehensive plan. The tentative schedule was to start next month.

**Mr. Berding** – The Vet Memorial stone, do we know what is going to be on top of the monument?

**Mrs. Vonderhaar** – Yes and there has also been talk about the different sponsor levels.

**\*\*FIRST READ\*\***

RESOLUTION APPROVING BONDED RUBBER SURFACING &  
FREESTANDING EQUIPMENT CONTRACT FOR THE SHAFER'S RUN PARK  
AT A COST NOT TO EXCEED \$118,000.00 #24-94

RESOLUTION AUTHORIZING PURCHASE OF MOTOROLA RADIOS FOR  
THE POLICE DEPARTMENT FROM MOTOROLA SOLUTIONS, INC. AT A  
COST NOT TO EXCEED \$30,000.00 #24-95

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-95.  
All in favor.

RESOLUTION AUTHORIZING PURCHASE OF NEW 2026 FORD E450  
AMBULANCE FROM MEDIX SPECIALTY VEHICLES, PER STATE  
CONTRACT, FOR THE FIRE DEPARTMENT, AT A COST NOT TO EXCEED  
\$300,000.00 #24-96

**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-96.  
All in favor.

RESOLUTION TO APPROVE, WITH CONDITIONS, THE REQUESTED ZONE  
CHANGE AND THE PRELIMINARY PUB PLAN BY OPTIMIZED SENIOR  
LIVING AS SET FORTH IN ZONING CASE NO. FTZC24-3C #24-97

**Chief Berter** - The fire department doesn't have a formal agreement to cover that area. Fairfield City handles calls to this area.

**Mr. Berding** - I think it's best for Fairfield Township to approve this zone change.

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #24-97.

All in favor.

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RESOLUTION AUTHORIZING PAYMENT OF \$250,000.00 TO THE CITY OF FAIRFIELD PURSUANT TO DEVELOPMENT AGREEMENT #24-98

**Mrs. Vonderhaar** - This is for road improvement. This is our portion of contractual agreement.

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #24-98.

All in favor.

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE SUBGRANT AGREEMENT BETWEEN BUTLER COUNTY AND FAIRFIELD TOWNSHIP FOR APPLICATION OF AMERICAN RESCUE PLAN ACT/STATE AND LOCAL FISCAL RECOVERY FUNDS FOR MILTON STREET PARK IMPROVEMENTS #24-99

**Mrs. Vonderhaar** - The County had additional ARPA funds and allocated so much to the cities of Hamilton, Fairfield, Middletown. \$150,000 was awarded to the Townships to be used in economic areas that need assistance.

**Motion** made by Mr. Berding, second by Mr. McAbee to adopt Resolution #24-99.

All in favor.

**COMMITTEE REPORTS**

TID – Trustee McAbee – Met last week and business as usual.

EMA – Trustee Hartkemeyer – Met on May 14<sup>th</sup> and talked about the May 7<sup>th</sup> tornadoes.

OKI – Trustee Hartkemeyer – Met last week. There is a survey I'd like to see put on the Township website regarding senior mobility.

CLOUT – Trustee Hartkemeyer – Nothing to report.

OTHER – Board Member Comments

**ANNOUNCEMENTS**

- Offices closed for Juneteenth Holiday – Wednesday, June 19, 2024
- First day of Summer, Thursday, June 20, 2024
- Offices closed for Independence Day Holiday – Thursday, July 4, 2024
- Tax Budget Hearing 2025, Tuesday, July 9, 2024, 7 PM
- Fairfield Township Board of Trustees Meeting – Tuesday, June 9, 2024, 7 PM

**EXECUTIVE SESSION**

1. **ORC 121.22 (G) (1)** to consider the discipline, appointment, employment, or compensation of a public employee or official; and

**ORC 121.22 (G) (4)** to discuss collective bargaining sessions with public employees concerning their compensation and other terms and conditions of employment.



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**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to go into executive session  
All in favor.

- President convenes executive session at 9:06 PM
- President resumes regular meeting at 10:09 PM

**ROLL CALL**

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

**Motion** to authorize Administrator, Julie Vonderhaar, to execute the collective bargaining agreements with the Police Patrol Officers and Police Sergeants.  
All in favor.

**ADJOURNMENT**

**Motion** made by Mr. McAbee, second by Mr. Berding to adjourn at 10:12 PM.  
All in favor.