

**RECORD OF PROCEEDINGS
REGULAR TRUSTEE MEETING HELD MAY 14, 2024**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, May 14, 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 7:00 PM.

ROLL CALL

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

INVOCATION: Pastor Cecil Day, Lighthouse Church

PLEDGE OF ALLEGIANCE

PRESENTATION

- A. Fairfield Prevention Coalition – Presentation by Mr. Joe Markiewicz, Executive Director.
The Coalition’s mission is to build and strengthen the capacity of all within the community to create a safe, healthy and drug-free community for our youth.

ITEMS FOR BOARD DISCUSSION

- Final PUD Plan for Miniature Golf/Lorven Menards Case No. FTZC24-2C Final PUD,

Presentation by Mr. Joseph Dorsey, Miniature Golf/Lorven

STAFF REPORT

SITUATION OF PROPERTY

The subject property is located on Menards Boulevard, south of Joseph Drive on the west side of Gilmore Road. The property is currently zoned B-PUD (Business Planned Unit Development) (att. 2) and is currently comprised of a single 3.611 acre parcel (A0300-025-000-086). The applicant intends to divide the parent parcel and utilize 2.18 acres (att. 3). Surrounding parcels are all zoned B-PUD (Business Planned Unit Development), and include the following businesses: Menards, Dollar Tree, Biggby Coffee, Tropical Smoothie, and Teriyaki Madness.

DESCRIPTION OF REQUEST

The applicant is currently requesting approval of the Final PUD plan for a miniature golf facility.

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BACKGROUND OF REQUEST

On May 23, 2008 the Fairfield Township Zoning Commission held a public hearing, that included the subject property, where the Commission recommended approval of the

zone change and Preliminary PUD (FTZC08-5C). The Fairfield Township Board of Trustees approved the recommendation of the Zoning Commission on June 10, 2008. There have been a number of Final PUDs approved in this development including Menards, Dollar Tree, Discount Tire, and several multi-tenant building that currently include AAA Travel & Insurance, El Rancho Nuevo, Lotus Nail and Spa, Pizza Hut, Bigby Coffee, Tropical Smoothie, Teriyaki Madness, and most recently McDonalds. The PUD currently has an Aesthetic Criteria Plan (*The Fountains of Fairfield Township Aesthetic Criteria Plan*) that was approved in 2008. The Aesthetic Criteria Plan includes detailed architectural guidelines as well as sign guidelines.

FINDINGS OF FACT

The applicant's plan is comprised of 33 putt-putt greens and includes extensive landscaping, props, jungle décor, and water features. The plan includes a 1-story (32' x 16') building that will be used as the ticket office and have restrooms. The plans show the building being setback from property lines as follows: 83' from the north, 260' from the east, 142' from the south, and 83' from Menards Boulevard to the west, these setbacks exceed the requirements. The building façade will be composed of a Duratemp siding and solid cedar doors. The applicant has made the case that these materials should be considered "comparable or superior" to the materials listed in the *Aesthetic Criteria Plan*. There will be tables and umbrellas near the ticket office and seating areas throughout the putt-putt course. The facility is planned to be open and operational from April 1 – October 31. There will be no food offered at the facility, except for prepackaged snacks and Hawaiian Shaved Ice.

The parking lot plan includes 57 parking spaces, three of those spaces being handicapped accessible, this less than detailed section 813.6 (2 for each hole and one for each employee) which would come out to approximately 68 parking spaces. The applicant references several other sources and their research to justify the requested reduction in required parking spaces. The proposed ingress/egresses are designed to be able to accommodate the turning radius for emergency vehicles required by the Fairfield Township Fire Department. The proposed lighting plans meets the requirements outlined in the zoning resolution. Stormwater from the site is designed to be routed to the regional detention basin.

RELEVANT SECTIONS OF THE FAIRFIELD TOWNSHIP ZONING RESOLUTION

615.7 CONDITIONS FOR APPROVAL OF THE DETAILED FINAL PUD PLAN(S).

(a) Upon receipt of the detailed Final PUD Plan(s) for each section of the Planned Unit Development landholding, the Fairfield Township Board of Trustees shall study and review the detailed Final PUD Plan(s) and shall approve, modify or disapprove the plan(s) on the basis of; (1) that all requirements have been satisfied, and (2) finding that the following specific conditions are fully met:

(b) That the proposed detailed Final PUD Plan(s) for the individual section(s) of the overall R-PUD or B-PUD District are in conformance with the approved Preliminary

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PUD Plan,.

(c) That any part of the Planned Unit Development not used for structures, parking and loading areas, or streets, shall be landscaped or otherwise improved; unless approved to be left in its natural state.

(d) That any exception from the standard resolution requirements is warranted by the design and amenities, incorporated in the detailed Final PUD Plan(s), in accordance with the adopted policy of the Board of Fairfield Township Trustees.

(e) That the internal streets and thoroughfares proposed are suitable and adequate to accommodate the anticipated traffic within and through the development.

(f) That the Final PUD Plan(s) is consistent with the intent and purpose of this Resolution to promote public health, safety and general welfare of the residents of Fairfield Township, Butler County.

STAFF RECOMMENDATIONS

It is the opinion of the staff that all conditions that were placed on the PUD during the Zone Change and the Preliminary PUD process have been addressed in the provided Final PUD plans. It is also the opinion of the staff that the submitted plans generally meet the requirements and guidelines outlined in the *Aesthetic Criteria Plan*. Staff further believes that the Final PUD Plan is consistent with sections 615.7 of the Township Zoning Resolution and will promote public health, safety, and the general welfare of the residents of Fairfield Township. Based on the findings of fact & submitted proposal to the Fairfield Township Board of Trustees staff make the recommendation to **Approve** the Final PUD Plan with the following conditions.

1. All applicable findings and conditions of case # FTZC08-5C shall remain in effect and are required to be met.
 2. The monument sign must conform to the *Fountains of Fairfield Township Aesthetic Criteria Plan*.
 3. Sidewalks will need to be installed along Menards Boulevard to connect to future sidewalks and provide pedestrian access to the proposal.
 4. Since the business is located in Fairfield Township, all branding, and planning documents must say **Fairfield Township**.
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- Veterans Memorial Update
Mrs. Vonderhaar - Granite should be delivered by July 1st. Installation to be complete by Veterans Day. Parade and Veterans Day event will be discussed later.
 - Pocket Park Five Points –
Mr. Bennett – Everything is pretty much complete. Parking spots will be stripped shortly. Grass seed is to be planted as soon as weather permits.
Mr. Berding - I would prefer to wait until we have some ample time to do this right for the grand opening.
 - Pickleball Courts

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Mrs. Vonderhaar – We’re not getting very quick responses from companies. The one that has been quick to respond is under Sourcewell. I do have some maps showing locations at 2 different parks.

Mr. Berding - I do think pickleball is going to be around for a while.

Mrs. Vonderhaar - Courts would take 6 – 8 weeks to install.

Mr. McAbee - I’d like to go to the other park, and we can use the fence already there. I think we need to think about whether we are going to build something here at this location.

Mr. Goins - One potential issue with that is the distances from houses.

Mr. Berding - I would not be in favor of moving it next to the tennis courts due to noise. The further we can get away from houses the better.

Mrs. Hartkemeyer - I do like the idea of putting in one here to see how it goes. Can we get some sound data from the vendor?

Mr. Berding - I’m ok with either location.

Mrs. Hartkemeyer - I like Option 1 better.

Mr. Berding – I’m ok with putting courts in both parks.

Mr. McAbee - Let’s get a real estimate from both companies in putting 2 courts in each park.

Mrs. Vonderhaar - We can talk to experts and bring you the total costs.

Mr. Berding - If you can send this to the Trustees that would be great.

- Website Changes and Suggestions

Mrs. Vonderhaar – We are currently working with Legend Webworks in hoping it will be more user friendly. If the Board has any suggestions please let me know.

- September Car Show and Concert

Mrs. Vonderhaar – I don’t have any new updates. I believe the email I sent has most of the current items. I love this year they brought in the EMA. The EMA has more capacity than we have. They pull everything together that we have. They can track the weather; the board of health has all our food truck information, and they are vetting that. They can bring signage. We’re sending out letters to our residents and any key sponsors.

Mr. McAbee - Do you have a budget for this?

Mrs. Vonderhaar – No not yet, but this year we have a better idea. My goal is to try to get as much sponsorship money as possible.

Mrs. Hartkemeyer - I would like to get a cost estimate of what this looks like

Mr. Berding - I think a cost estimate would be nice and maybe set a budget.

Mrs. Vonderhaar - The IAFF is handling certain parts of the costs; the car show 100%.

Mr. McAbee – Are they going to make money?

Mrs. Vonderhaar - Last year they did.

Mr. McAbee - What was the purpose of that?

Mrs. Vonderhaar - I don’t know. I’m not in the union. I didn’t ask that question.

Mr. McAbee - I had this concern last year. We’re spending Township resources. What is the benefit of this? Is this a fundraiser to help the union raise money? Who’s tracking this? You already know I’m not in favor of

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beer trucks.

Mr. Berding - It's my understanding the concert was more of a community event. The car show was a sidebar. If there is extra detail is that Township money being spent or sponsorship?

- Finalize June Meeting Date
Board – June 18th will be next meeting.

- Insurance Update
Everything has been proceeding. Kudos to fire and police. Formfire has been mostly completed. Then we will start to send that out to underwriting.

Mrs. Hartkemeyer - I'd like to thank our employees for their strong participation in the Go365 problem for all these years.

- Other Items – Trustees

COMMUNICATION

Maria Tangi – The kids at the new pocket park would like a basketball court, if at all possible.

COMMITTEE REPORTS

- A. TID – Trustee McAbee – TID met this week and we're very busy.
- B. EMA – Trustee Hartkemeyer – We met today and there were 5 activations in the last month. There has been talk of funding for the EMA for some time. Are we fine in going up to the 60% per capita?
Mr. Berding - I'm in support of what the director recommends.
- C. OKI – Trustee Hartkemeyer – We met last week, and the EPA came in to discuss a regional water study. They will be conducting a study in our area.
- D. CLOUT – Trustee Hartkemeyer – We had a discussion of having smaller townships are a part of CLOUT and the police shortage.

Mr. Berding - Maybe we should consider moving the committee reports to the end of the agenda.

Motion made by Mr. Berding, second by Mrs. Hartkemeyer to amend the agenda to add Motion A immediately following committee reports.

All in favor.

MOTION

- A. **Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to approve, with the 4 conditions listed in staff report the proposed final PUD plan for a Miniature-Golf Facility/Lorven Menards LLC, as set forth in Zoning Case No. FTZC24-2C Final PUD.

All in favor.

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

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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 Mrs. Hartkemeyer to adopt Consent agenda.

All in favor.

FISCAL OFFICE BUSINESS – CONSENT AGENDA

- A. Recommend motion to suspend reading of the minutes of the following meeting: Trustee Regular Meeting April 9, 2024
 - B. Recommend motion to approve the minutes.
 - C. Recommend motion to approve payment of the bills by the Fiscal Office
- All in favor.

RESOLUTIONS – CONSENT AGENDA

- A. Resolution No. 24-66 approving open purchase order balances
 - B. Resolution No. 24-67 authorizing Administrator to sign the renewal contract for lease of printers from Woodhull
 - C. Resolution No. 24-68 declaring nuisance and ordering abatement on properties
 - D. Resolution No. 24-69 authorizing debt service payment to the Bank of New York Mellon
 - E. Resolution No. 24-70 authorizing debt service payment to US Bank
 - F. Resolution No. 24-71 authorizing debt service payment to PNC Bank
 - G. Resolution No. 24-72 authorizing debt service payment to Huntington Bank for repayment of \$5 million general obligation bond
 - H. Resolution No. 24-73 authorizing Administrator to execute documents to renew the OTARMA Insurance Policy through RiskSource Clark-Theders
 - I. /Resolution No. 24-74 authorizing Administrator to execute documents to renew the Cyber Insurance through CFC
 - J. Resolution No. 24-75 appointing part-time Firefighter/Paramedic Dustin Perry.
 - K. Resolution No. 24-76 appointing full-time Police Officer Nathan Morgan
 - L. Resolution No. 24-77 appointing full-time Police Officer Dominic Swinney
 - M. Resolution No. 24-78 appointing Summer Intern Ainsley Brandabur
 - N. Resolution No. 24-79 appointing Summer Intern Hailey Sellet
- All in favor.

FISCAL OFFICER REPORT – We have our property tax rollback of \$348,000 and property RID of \$166,000.

BUDGET HEARING – Ms. Shultz, we have this on our calendar. I always do this after closing of May. I will have this for you by the June meeting to review. We can approve at the July meeting.

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DEPARTMENT HEAD SPOTLIGHT

Fire Department – **Chief Berter**

The Fire Department provides round-the-clock fire, rescue, and paramedic level service out of 2 strategically located firehouses.

The fire department employs 1 administrative assistant, 23 full-time and 39 part-time members.

Daily staffing consists of 2 paramedic capable engine companies, 2 Paramedic transport ambulances and 1 shift Captain, and a third paramedic ambulance if staffing levels allow.

The fire department responds to just over 3800 calls for service annually.

Of the 3800 calls for service over 2900 are EMS with the remainder being fire related calls for service

Our Fire Department operates a very active fire prevention bureau that is responsible for plan reviews, inspections as well as fire prevention education. The bureau also oversees the Fire Corp program, a service that allows adults to volunteer their time during public safety education events.

The fire department saw a change in leadership in April and has made many improvements in a short time. Some of these changes are as follows.

We reorganized our fleet, eliminating some vehicles that aren't needed and realigning others to better fit our operational model.

We reorganized our training bureau, allowing for more hands-on operationally based training. The focus of our training will now be based on the service we deliver and developing our members, allowing them to reach their full potential.

Just yesterday we began implementing a fleet maintenance program that includes all departments in the township, this allows us to better track and forecast maintenance needs across our fleet.

This evening, we are requesting approval to purchase Lexipol, a program used also by our PD, which allows us to develop policies and guidelines that meet local, state and federal standards. Packaged with Lexipol is an upgrade to our online training platform, which will allow a more streamlined and robust training program for our members.

Also, this evening we are requesting approval to purchase a new scheduling software, Crew Sense by Vector. This system, while similar to our current scheduling software, will allow us to better track and control scheduled time, trades and overtime. Better tracking will allow us to forecast staffing needs in an effort to reduce overtime costs. This system will also allow a smooth transition of payroll hours from Vector into ADP, reducing time and effort.

With the help of my administrative staff, we have developed an organizational evaluation that is nearing completion. This report will outline all areas of our operation, where we are currently, and what we need to do to enhance our operation. This report will be complete in the next few weeks and will be shared for all to review.

Once again I thank you for the opportunity to present this evening, I am privileged to lead such a dedicated and professional group of men and women who serve as the backbone of all the activities I have listed above, and without whom none of our work would be possible.

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ADMINISTRATOR'S REPORT – Julie Vonderhaar, Administrator,

We did meet with RiskSource to see that we had proper coverage. Base repairs are complete. East and North had little touch-a-truck events last week.

MOTIONS

B. Motion made by Mr. Berding, second by Mrs. Hartkemeyer to approve anti-bullying/harassment policy to the Township Personnel Policy Manual.
All in favor.

C. Motion made by Mr. Berding, second by Mr. McAbee to approve Police, Fire, Public Works and Zoning Department heads to have the authority to hire applicants for open authorized positions once they have passed pre-employment requirements.
All in favor.

D. Motion made by Mr. Berding, second by Mr. McAbee to approve the sale of Fire Department 2016 Ford F-250 Utility Truck to Ross Township at a price of \$30,000.00.

Chief Berter - This is a utility truck that was purchased in late 2016/17. We now have 5 pickup trucks in our fleet. This is simply the oldest that serves no purpose in our operation.

All in favor.

E. Motion made by Mr. McAbee, second by Mr. Berding to approve the sale or auction of Fire Department 2012 Ambulance (Medic 214).

All in favor.

F. Motion made by Mr. Berding, second by Mr. McAbee to approve the sale or auction of Fire Department John Boat.

Chief Berter - Our plan is to buy a Zodiac Boat that can be put in the river on our side of the river. Reducing the entry time and it can be carried by 4 people.

All in favor.

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO APPLY FOR
ODOT SAFE ROUTES TO SCHOOL FUNDS AND IF APPROVED ENTER INTO
CONTRACT WITH THE DIRECTOR OF THE OHIO DEPARTMENT OF
TRANSPORTATION #24-80

Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #24-80.

All in favor.

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RESOLUTION IN THE MATTER OF THE APPROVAL OF THE SOLID WASTE MANAGEMENT PLAN FOR BUTLER COUNTY SOLID WASTE MANAGEMENT DISTRICT (FIRST READ WITH OPTION TO APPROVE) #23-81
Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-81.
All in favor.

RESOLUTION TO AMEND THE 2024 PERMANENT APPROPRIATIONS #24-82
Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-82.
Mrs. Vonderhaar - This is for the additional JEDD money.
All in favor.

RESOLUTION AUTHORIZING THE REMOVAL, REPAIR, OR SECURANCE OF UNSECURE AND/OR UNSAFE BUILDING AT 1447 EXETER STREET #24-83
Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #24-83.
All in favor.

RESOLUTION AUTHORIZING THE ADMINISTRATOR TO SIGN A CONTRACT WITH LEXIPOL FOR CONSULTING SERVICES IN ASSISTING THE FIRE DEPARTMENT WITH AN INITIAL COST OF \$24,181.40 #24-84
Chief Berter - Lexipol is a guide in public safety policy management.
Katie Barbieri, Attorney - This final policy can be voted on by the Board once formalized.
Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #24-84.
All in favor.

RESOLUTION AUTHORIZING CONTRACT WITH VECTOR SOLUTIONS FOR SCHEDULING SOFTWARE FOR THE FIRE DEPARTMENT AT A TOTAL COST OF \$8,164.00 #24-85
Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-85.
All in favor.

RESOLUTION AUTHORIZING THE PAYMENT OF INCREASED COSTS FROM THE PREVIOUSLY APPROVED CDBG FUNDING FOR THE KING AVENUE STORMWATER IMPROVEMENT PROJECT #24-86
Mrs. Vonderhaar - There was an increase of about \$301,000. The scope of work had to be adjusted. A lot was discovered that they hadn't built into this project.
Mr. Goins - A large portion of the watershed was discovered that they never included.
Mr. McAbee - Can this be done in stages?
Mr. Goins - If it were done in phases it would be more and we may or may not get it done.
Mr. Berding - Are we able to apply for an additional grant?
Mrs. Vonderhaar - We can table this and have this on the next agenda.
Ms. Schultz - We could use TIF, JEDD and RID money.
Motion made by Mr. Berding, second by Mr. McAbee to adopt Resolution #24-86.
All in favor.

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RESOLUTION AUTHORIZING THEN AND NOW PURCHASE ORDER FOR RUMPKE AT A PRICE NOT TO EXCEED \$8,996.47 #24-87

Motion made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-87.
All in favor.

ANNOUNCEMENTS

- Public Hearing FTZC24-3C Optimized Senior Living, Wednesday, May 15, 2024, 7 PM
- Offices closed for Memorial Day Holiday – Monday, May 27, 2024
- Fairfield Township Board of Trustees Meeting – Tuesday, June 18, 2024 7 PM

BOARD MEMBER COMMENTS

Mr. Berding - I want to thank the Public Works Department for the Clean Up Day and also the volunteers. Great job by all.

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.

Motion made by Mrs. Hartkemeyer, second by Mr. Berding to go into executive session

All in favor.

- President convenes executive session at 10:09 PM
- President resumes regular meeting at 10:34 PM

ROLL CALL

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