

# FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING HELD JANUARY 7, 2025

The Fairfield Township Trustees held an Organizational Meeting Tuesday, January 9, 2025, 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, Shannon Hartkemeyer	Present
Trustee, Michael Berding	Present
Trustee, Joe McAbee	Present

## PLEDGE OF ALLEGIANCE

## MOTIONS

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

Nomination Michael Berding

All in favor.

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

All in favor.

**Motion** to appoint Mr. Berding, Chairperson for the Board of Trustees.

All in favor.

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

Nomination Shannon Hartkemeyer

All in favor.

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

All in favor.

**Motion** to appoint Mrs. Hartkemeyer, Vice Chairperson for the Board of Trustees.

All in favor.

**Motion** made by Mrs. Hartkemeyer, second by Mr. Berding to appoint Mrs. Hartkemeyer 2025 EMA Advisory Council Member.

All in favor.

# FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING HELD JANUARY 7, 2025

**Motion** made by Mr. Berding, second by Mr. McAbee to appoint:

- o Bill Owens, Chair
- o Carrie Berter, Secretary
- o Doug Crawford
- o Joe McAbee
- o Shannon Hartkemeyer

to the 2025 Volunteer Firefighters Fund Board.

All in favor.

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

All in favor.

**Motion** made by Mr. McAbee, second by Mrs. Hartkemeyer to appoint Mr. Berding, Trustee to the Fairfield Township/City of Fairfield JEDD Board.

All in favor.

## RESOLUTIONS

RESOLUTION APPROVING THE FAIRFIELD TOWNSHIP TRUSTEE SALARIES  
AS SET BY THE ORC #25-01

**Motion** made by Mr. Berding second by Mr. McAbee to adopt Resolution #25-01.

All in favor.

RESOLUTION TO APPROVE THE FAIRFIELD TOWNSHIP FISCAL OFFICER  
SALARY AS SET BY THE ORC #25-02

**Motion** made by Mr. McAbee second by Mrs. Hartkemeyer to adopt Resolution #25-02.

All in favor.

RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT RATE OF .70  
CENTS PER MILE TO BE BASED ON RATE ESTABLISHED BY THE INTERNAL  
REVENUE SERVICE, EFFECTIVE DATE JANUARY 1, 2025 #25-03

**Motion** made by Mr. McAbee second by Mrs. Hartkemeyer to adopt Resolution #25-03.

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,  
2025 #25-04

**Motion** made by Mr. McAbee second by Mrs. Hartkemeyer to adopt Resolution #25-04.

All in favor.

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING  
HELD JANUARY 7, 2025**

RESOLUTION TO SET THE TOWNSHIP BOARD OF TRUSTEES 2025 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 #25-05

**Motion** made by Mr. Berding second by Mrs. Hartkemeyer to adopt Resolution #25-05.  
All in favor.

RESOLUTION TO SET THE TOWNSHIP HOLIDAY SCHEDULE FOR THE YEAR OF 2025 #25-06

**Motion** made by Mr. McAbee second by Mrs. Hartkemeyer to adopt Resolution #25-06.  
All in favor.

RESOLUTION ESTABLISHING AND APPROVING THE 2025 ZONING FEE SCHEDULE #25-07

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #25-07.  
All in favor.

RESOLUTION TO AUTHORIZE THE ADMINISTRATOR TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$7,500.00 #25-08

**Motion** made by Mr. Berding second by Mr. McAbee to adopt Resolution #25-08 .  
All in favor.

RESOLUTION TO AUTHORIZE THE DEPARTMENT HEADS TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$1,500.00 #25-09

**Motion** made by Mr. Berding second by Mrs. Hartkemeyer to adopt Resolution #25-09 .  
All in favor.

RESOLUTION TO ESTABLISH THE TOWNSHIP COMPETITIVE BIDDING PROCESS #25-10

**Motion** made by Mr. McAbee second by Mrs. Hartkemeyer to adopt Resolution #25-10.  
All in favor.

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING  
HELD JANUARY 7, 2025**

RESOLUTION TO AUTHORIZE THE FISCAL OFFICER TO OPEN PURCHASE  
ORDERS FOR AMOUNTS NECESSARY FOR NORMAL EVERYDAY EXPENSES  
#25-11

**Motion** made by Mr. McAbee second by Mr. Berding to adopt Resolution #25-11.  
All in favor.

**ADJOURNMENT**

**Motion** to adjourn made by Mr. Berding, second by Mrs. Hartkemeyer at 7:14 PM.  
All in favor.

Minutes submitted by:

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Shelly Schultz, Fiscal Officer

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Michael Berding, Trustee Chairperson

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Shannon Hartkemeyer, Trustee Vice-Chairperson

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Joe McAbee, Trustee