



AGENDA

**FAIRFIELD TOWNSHIP ORGANIZATIONAL MEETING
TUESDAY, JANUARY 7, 2025
7:00 P.M.**

CALL TO ORDER: Fiscal Officer

ROLL CALL: Fiscal Officer, Shelly Schultz

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

PLEDGE OF ALLEGIANCE

MOTIONS

A. Motion to open floor for nominations for Chairperson for the Board of Trustees

_____ ; 2nd _____

- Nomination _____
- Nomination _____

Motion to approve: _____ ; 2nd _____

- _____ Berding _____ Hartkemeyer _____ McAbee
- President declares motion _____

B. Motion to close floor for nominations for Chairperson for the Board of Trustees

_____ ; 2nd _____

- _____ Berding _____ Hartkemeyer _____ McAbee
- President declares motion _____

C. Motion to appoint _____ Chairperson for the Board of Trustees

Motion to approve: _____ ; 2nd _____

- _____ Berding _____ Hartkemeyer _____ McAbee
- President declares motion _____

D. Motion to open floor for nominations for Vice-Chairperson for the Board of Trustees

_____ ; 2nd _____

- Nomination _____
- Nomination _____

Motion to approve: _____ ; 2nd _____

- _____ Berding _____ Hartkemeyer _____ McAbee
- President declares motion _____

- E. Motion to close floor for nominations for Vice-Chairperson for the Board of Trustees
 _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____
- F. Motion to appoint _____ Vice-Chairperson for the Board of Trustees
 Motion to approve: _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 a. President declares motion _____
- G. Recommend Motion to appoint a 2025 EMA Advisory Council Member
 Motion to approve: _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____
- H. Recommend Motion to appoint 2025 Volunteer Firefighters Fund Board Members
 Motion to approve: _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____
- I. Recommend Motion to adopt the most recent Roberts Rule of Order
 Motion to approve: _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____
- J. Recommend Motion to appoint a Trustee to the Fairfield Township/City of Fairfield JEDD Board
 Motion to approve: _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____

RESOLUTIONS

- A. Resolution No. 25-01, approving Trustee Salaries as set by the ORC
 Motion to adopt the resolution: _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.

- B. Resolution No. 25-02, approving Fiscal Officer Salary as set by the ORC
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.
- C. Resolution No. 25-03, establishing 2025 mileage reimbursement rate
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.
- D. Resolution No. 25-04, authorizing 2025 travel and meal reimbursement (per diem) rate
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.
- E. Resolution No. 25-05, setting 2025 Fairfield Township Trustees Meeting Schedule
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.
- F. Resolution No. 25-06, setting 2025 Fairfield Township Holiday Schedule
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.
- G. Resolution No. 25-07, establishing and approving 2025 Zoning Fee Schedule
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.
- H. Resolution No. 25-08, authorizing Administrator to execute all purchases and contracts for amounts of \$7,500 or less
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.
- I. Resolution No. 25-09, authorizing Department Heads to execute all purchases and contracts for amounts of \$1,500 or less
 Motion to adopt the resolution; _____; 2nd _____
 a. _____ Berding _____ Hartkemeyer _____ McAbee
 b. President declares motion _____.

J. Resolution No. 25-10, establishing 2025 competitive bidding process

Motion to adopt the resolution; _____; 2nd _____

a. _____ Berding _____ Hartkemeyer _____ McAbee

b. President declares motion _____.

K. Resolution No. 25-11, authorizing Fiscal Officer to open PO for everyday expenses

Motion to adopt the resolution; _____; 2nd _____

a. _____ Berding _____ Hartkemeyer _____ McAbee

b. President declares motion _____.

BOARD MEMBER COMMENTS

ADJOURNMENT

Motion to Adjourn: _____; 2nd _____

a. _____ Berding _____ Hartkemeyer _____ McAbee

b. President declares meeting adjourned _____ P.M.

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-01**

**RESOLUTION APPROVING THE FAIRFIELD TOWNSHIP TRUSTEE SALARIES
AS SET BY THE ORC.**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby, approves the Fairfield Township Trustee salaries as set by the ORC, as Set forth on the attached Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director



2025 COMPENSATION CHART

The law provides for a 1.75% cost of living adjustment (COLA) each year through 2028. As of January 1, 2022, all township officials are eligible for the increase each year through 2028.

Per ORC §§505.24 and 507.09, township trustee and fiscal officer salaries are based on the annual budget of the township. Per the Auditor of State's office, the annual budget is the township's estimated resources, or amended estimated resources. If you have any questions about the compensation charts, please do not hesitate to contact the state association office.

FISCAL OFFICER COMPENSATION ANNUAL SALARY

Township Budget	Pay for 2022 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2023 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2024 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2025 (1.75%) <i>** Applies to ALL elected officials</i>
\$250,000 or less	\$11,702	\$11,907	\$12,115	\$12,327
\$250,000.01 - 500,000	\$15,048	\$15,311	\$15,579	\$15,852
\$500,000.01 - 750,000	\$16,719	\$17,012	\$17,310	\$17,613
\$750,000.01 - 1,500,000	\$20,062	\$20,413	\$20,770	\$21,133
\$1,500,000.01 - 3,500,000	\$23,406	\$23,816	\$24,233	\$24,657
\$3,500,000.01 - 6,000,000	\$25,077	\$25,516	\$25,963	\$26,417
\$6,000,000.01 - 10,000,000	\$28,782	\$29,286	\$29,799	\$30,320
Greater than \$10,000,000	\$33,297	\$33,880	\$34,473	\$35,076

TRUSTEE COMPENSATION

AMOUNT PER DAY, NOT TO EXCEED 200 DAYS PER YEAR
(IF PAID SALARY, 200 TIMES DAILY RATE, PAID MONTHLY)

Township Budget	Pay for 2022 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2023 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2024 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2025 (1.75%) <i>** Applies to ALL elected officials</i>
\$250,000 or less	\$43.31	\$44.07	\$44.84	\$45.62
\$250,000.01 - 500,000	\$50.16	\$51.04	\$51.93	\$52.84
\$500,000.01 - 750,000	\$53.19	\$54.12	\$55.07	\$56.03
\$750,000.01 - 1,500,000	\$60.79	\$61.85	\$62.93	\$64.03
\$1,500,000.01 - 3,500,000	\$66.87	\$68.04	\$69.23	\$70.44
\$3,500,000.01 - 6,000,000	\$72.94	\$74.22	\$75.52	\$76.84
\$6,000,000.01 - 10,000,000	\$94.53	\$94.53	\$97.86	\$99.57
Greater than \$10,000,000	\$121.52	\$123.65	\$125.81	\$128.01

Ohio Township Association | 6500 Taylor Road, Suite A. Blacklick, OH 43004 | 614-863-0045

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-02**

**RESOLUTION APPROVING THE FAIRFIELD TOWNSHIP FISCAL OFFICER SALARY
AS SET BY THE ORC.**

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby, approves the Fairfield Township Fiscal Officer salary as set by the ORC, as set forth on the attached Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director



2025 COMPENSATION CHART

The law provides for a 1.75% cost of living adjustment (COLA) each year through 2028. As of January 1, 2022, all township officials are eligible for the increase each year through 2028.

Per ORC §§505.24 and 507.09, township trustee and fiscal officer salaries are based on the annual budget of the township. Per the Auditor of State's office, the annual budget is the township's estimated resources, or amended estimated resources. If you have any questions about the compensation charts, please do not hesitate to contact the state association office.

FISCAL OFFICER COMPENSATION ANNUAL SALARY

Township Budget	Pay for 2022 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2023 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2024 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2025 (1.75%) <i>** Applies to ALL elected officials</i>
\$250,000 or less	\$11,702	\$11,907	\$12,115	\$12,327
\$250,000.01 - 500,000	\$15,048	\$15,311	\$15,579	\$15,852
\$500,000.01 - 750,000	\$16,719	\$17,012	\$17,310	\$17,613
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\$6,000,000.01 - 10,000,000	\$28,782	\$29,286	\$29,799	\$30,320
Greater than \$10,000,000	\$33,297	\$33,880	\$34,473	\$35,076

TRUSTEE COMPENSATION AMOUNT PER DAY, NOT TO EXCEED 200 DAYS PER YEAR (IF PAID SALARY, 200 TIMES DAILY RATE, PAID MONTHLY)

Township Budget	Pay for 2022 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2023 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2024 (1.75%) <i>** Applies to ALL elected officials</i>	Pay for 2025 (1.75%) <i>** Applies to ALL elected officials</i>
\$250,000 or less	\$43.31	\$44.07	\$44.84	\$45.62
\$250,000.01 - 500,000	\$50.16	\$51.04	\$51.93	\$52.84
\$500,000.01 - 750,000	\$53.19	\$54.12	\$55.07	\$56.03
\$750,000.01 - 1,500,000	\$60.79	\$61.85	\$62.93	\$64.03
\$1,500,000.01 - 3,500,000	\$66.87	\$68.04	\$69.23	\$70.44
\$3,500,000.01 - 6,000,000	\$72.94	\$74.22	\$75.52	\$76.84
\$6,000,000.01 - 10,000,000	\$94.53	\$94.53	\$97.86	\$99.57
Greater than \$10,000,000	\$121.52	\$123.65	\$125.81	\$128.01

Ohio Township Association | 6500 Taylor Road, Suite A. Blacklick, OH 43004 | 614-863-0045

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-03**

**RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT RATE TO BE BASED ON
RATE ESTABLISHED BY THE INTERNAL REVENUE SERVICE,
EFFECTIVE DATE JANUARY 1, 2025.**

WHEREAS: A policy has been established concerning mileage reimbursement pertaining to Official Township business; and

WHEREAS: The Fairfield Township Board of Trustees is seeking an impartial, current, equitable rate of compensation for Elected Officials and employees concerning reimbursement.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby, authorizes the rate to be set based on the mileage reimbursement rate as established by the Internal Revenue Service of the United States of America. The Fiscal Officer is directed to confirm this rate which is .70 cents per mile and establish such rate and adjust the rate when adjusted by the IRS, attached hereto as Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director



IRS increases the standard mileage rate for business use in 2025; key rate increases 3 cents to 70 cents per mile

IR-2024-312, Dec. 19, 2024

WASHINGTON — The Internal Revenue Service today announced that the optional [standard mileage rate](#) for automobiles driven for business will increase by 3 cents in 2025, while the mileage rates for vehicles used for other purposes will remain unchanged from 2024.

Optional standard mileage rates are used to calculate the deductible costs of operating vehicles for business, charitable and medical purposes, as well as for [active-duty members of the Armed Forces who are moving](#).

Beginning Jan. 1, 2025, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 70 cents per mile [driven for business use](#), up 3 cents from 2024.
- 21 cents per mile driven for medical purposes, the same as in 2024.
- 21 cents per mile driven for moving purposes for qualified active-duty members of the Armed Forces, unchanged from last year.
- 14 cents per mile driven in service of charitable organizations, equal to the rate in 2024.

The rates apply to fully-electric and hybrid automobiles, as well as gasoline and diesel-powered vehicles.

While the mileage rate for charitable use is set by statute, the mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes, meanwhile, is based on only the variable costs from the annual study.

Under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. And only taxpayers who are members of the military on active duty may claim a deduction for moving expenses incurred while relocating under orders to a permanent change of station.

Use of the standard mileage rates is optional. Taxpayers may instead choose to calculate the actual costs of using their vehicle.

Taxpayers using the standard mileage rate for a vehicle they own and use for business must choose to use the rate in the first year the automobile is available for business use. Then, in later years, they can choose to use the standard mileage rate or actual expenses.

For a leased vehicle, taxpayers using the standard mileage rate must employ that method for the entire lease period, including renewals.

[Notice 2025-5](#) [PDF](#) contains the optional 2025 standard mileage rates, as well as the maximum automobile cost used to calculate mileage reimbursement allowances under a fixed-and variable rate (FAVR) plan. The notice also provides the maximum fair market value of employer-provided automobiles first made available to employees for personal use in 2025 for which employers may calculate mileage allowances using a cents-per-mile valuation rule or the fleet-average-valuation rule.

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-04**

**RESOLUTION AUTHORIZING THE DAILY PER DIEM RATE FOR MEALS TO BE SET AT A
MAXIMUM OF \$50.00 PER DAY, EFFECTIVE DATE JANUARY 1, 2025.**

WHEREAS: A policy has been established concerning daily per diem travel rates pertaining to Official Township business; and

WHEREAS: The policy is attached hereto, incorporated herein by reference and designated Exhibit "A";

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the daily per diem rate for meals while on official Township business to be set at a maximum of \$50.00 per day, per person with appropriate itemized receipts, effective January 1, 2025, as set forth on Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township
Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director

report the overtime worked on their time sheets.

- G. Employees who are not governed by a Collective Bargaining Agreement or by some other stipulation that modifies a typical work week or regular hours worked in a specific pay period, may elect to accumulate Compensatory time for overtime hours worked at the rate of 1 ½ hours for each hour worked up at a maximum of 40 hours. The Employee may elect to use this time in a manner consistent with the Vacation Leave Procedure, subject to Supervisor's approval.

Section 4.03 Expense Reimbursement

- A. Employees of the Township will receive reimbursement for expenses incurred while traveling on official Township business. Employees are eligible for expense reimbursement only when the Board of Trustees, through the Township Administrator or Department Supervisor, has authorized travel. Expenses shall be reimbursed in the following manner.

- 1. Mileage, Parking, and Tolls

- a. Employees shall be reimbursed for actual miles when a Township vehicle is unavailable, while on Official Township business, at the IRS approved rate in effect at the time of the travel.
- b. Charges incurred for parking at the destination, and any highway tolls are reimbursable at the actual amount. Receipts for parking costs and highway tolls are required.

- 2. Meals

- a. Expenses incurred for meals while on official Township business will be reimbursed within the range established by the Board. Meals will be reimbursed upon submission and approval of itemized receipts at actual cost, not to exceed \$50 per day.

- 3. Overnight Trips

- a. Expenses covering the actual cost of a motel room will be reimbursed in full when an employee travels out of the Township on official Township business, and such travel requires an overnight stay. Motel expenses will be reimbursed only with prior written authorization of the Board of Trustees, through the Township Administrator or Department Supervisor.

- 4. No alcohol or personal items are to be purchased or reimbursed through township funds.

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-05**

**RESOLUTION TO SET THE TOWNSHIP BOARD OF TRUSTEES 2025 REGULAR MEETING
SCHEDULE FOR THE 2nd TUESDAY OF EACH MONTH, WITH EXCEPTIONS AS NEEDED,
COMMENCING AT 7:00 P.M., ATTACHED HEREIN AS EXHIBIT A.**

WHEREAS: All regular meetings of the Fairfield Township Board of Trustees will be held on the 2nd Tuesday of each month, with exceptions as needed, commencing at 7:00 P.M.; and

WHEREAS: Special meetings of the Board of Trustees will be held, as necessary. Notices of all special meetings will include the time, place and purpose of the meeting and will be sent to the press at least 24 hours before the meeting begins.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby set the regularly scheduled 2025 Trustee meetings, to be held on the second Tuesday of each month, at 7:00 P.M., as set forth on the attached Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director



JOURNAL NEWS
FOR IMMEDIATE RELEASE
JANUARY 8, 2025

**FAIRFIELD TOWNSHIP BOARD OF TRUSTEES
MEETING SCHEDULE FOR 2025**

The regular scheduled Fairfield Township Board of Trustees 2025 Regular meetings will be held on the 2nd Tuesday of each month. The meetings will be commencing at 7:00 P.M., in the Fairfield Township Administration Building, 6032 Morris Road, Fairfield Township, OH, 45011.

- The dates will be as follows, unless noticed differently:

January 7th - (1st Tuesday)
February 11th
March 11th
April 8th
May 13th
June 10th
July 8th
August 12th
September 9th
October 14th
November 12th - (2nd Wednesday)
December 9th

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-06**

RESOLUTION TO SET THE TOWNSHIP HOLIDAY SCHEDULE FOR THE YEAR OF 2025.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board does hereby set the 2025 Holiday schedule, as set forth on the attached Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbiere, Township Assistant Law Director

**FAIRFIELD TOWNSHIP
2025 HOLIDAY SCHEDULE**

For your information, the Holidays observed by the Full-time and Non-FOP Township Employees for 2025 are as follows:

New Year's Day	Wednesday, January 1 st
Martin Luther King Day	Monday, January 20 th
President's Day	Monday, February 17 th
Memorial Day	Monday, May 26 th
Juneteenth	Thursday, June 19 th
Independence Day	Friday, July 4 th
Labor Day	Monday, September 1 st
Veterans Day	Tuesday, November 11 th
Thanksgiving Day	Thursday, November 27 th
Day after Thanksgiving	Friday, November 28 th
Christmas Eve Day	Wednesday, December 24 th
Christmas Day	Thursday, December 25 th

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-07**

RESOLUTION ESTABLISHING AND APPROVING THE 2025 ZONING FEE SCHEDULE.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby approves the 2025 Zoning Fee Schedule, as attached hereto as Exhibit "A".

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

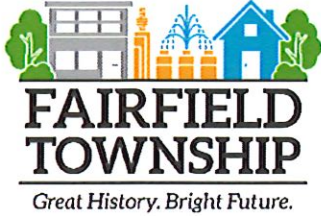
This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director



FAIRFIELD TOWNSHIP ZONING DEPARTMENT
2025 FEE SCHEDULE

ZONING CERTIFICATE APPLICATIONS

RESIDENTIAL DISTRICTS

NEW CONSTRUCTION

Single-Family.....	\$500.00 per SFR
Two-Family.....	\$400.00 per Unit
Multi-Family.....	\$350.00 per Unit
Remodeling/Addition, Basement Finishes.....	\$40

ACCESSORY STRUCTURES

Fences, Gazebos, Pools, Porches, Pergola.....	\$40
Retaining Walls, Solar Panel.....	\$40
Decks, Sheds, Detached Garages, Barns, Greenhouse.....	\$50
Driveway Addition.....	\$0

BUSINESS AND INDUSTRIAL DISTRICTS

New Construction.....	\$.10 per sq. ft. (\$1,000 min.)
Tenant Finish, Remodel/Addition.....	\$.07 per sq. ft. (\$500 min.)
Change of Tenant – No Construction.....	\$150
Commercial Fence.....	\$100
Commercial Swimming Pool.....	\$100
Commercial Satellite Dish/Antenna.....	\$250
Foundation Only Permit.....	\$100
Patio/Awning.....	\$100
Parking Lot.....	\$100
Temporary Events/Tent Sales.....	\$50

SIGNS

Permanent Signs.....	\$100 (per Sign)
Sign Face Change.....	\$100
Temporary Sign.....	\$80 (14-day max; 60 days between uses)
Construction Project Development Signs.....	\$50 (per Sign)

BOARD OF ZONING APPEALS

ALL VARIANCES, CONDITIONAL USES, AND ADMINISTRATIVE APPEALS

Residential or Agricultural.....	\$350
Commercial.....	\$450

ZONING COMMISSION / BOARD OF TRUSTEES

All Zone Changes and Text Amendments.....	\$1,000
Final PUD Plan/Major Modification PUD.....	\$350
Minor PUD Modification – Administrative.....	\$100
Similar-Use Determination.....	\$350

MISCELLANEOUS

Zoning Confirmation Letter.....	\$100
Lot Split/Consolidation Reviews.....	\$50
Zoning Code Printed.....	\$10
Zoning Map.....	\$10
Comprehensive Plan.....	\$10
Sexually Oriented Business App Fee.....	\$250
Annual Sexually Oriented Business Permit Review.....	\$125
Subdivision Review.....	\$25 per lot
Home Occupation.....	\$30
Charges for Addendums/Revisions to approved plans.....	50% of Original Certificate
Non-Sufficient Fund Fee.....	\$20
Credit Card Fee Per Transaction.....	\$2
Double Fee.....	Fees shall be doubled for work done without a zoning certificate

NUSIANCE ABATEMENT

Administration Fees.....	\$200.00
Mail and advertising.....	Cost
Mowing per hour.....	\$100 (\$100 min.)
Hauling Junk.....	\$100 plus dump fees
Removal of Junk Vehicles.....	\$100 plus haul fees

FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-08

**RESOLUTION AUTHORIZING THE ADMINISTRATOR TO EXECUTE ALL PURCHASES
AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$7,500.00.**

WHEREAS: The Board of Trustees has determined that to ensure the efficient administration of Fairfield Township business, it is necessary to grant the Administrator authority to execute contracts with a value equal to or less than \$7,500.00.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby authorizes the Township Administrator to execute all purchases and contracts with an amount equal to or less than \$7,500.00.

SECTION 2: The Board hereby authorizing the Assistant Administrator, when given duties of the Administrator in the absence of the Administrator, to execute all purchases and contracts with an amount equal to or less than \$7,500.00.

SECTION 3: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 4: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 5: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 6: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township
Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director

FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-09

RESOLUTION AUTHORIZING THE DEPARTMENT HEADS TO EXECUTE ALL PURCHASES AND CONTRACTS FOR AMOUNTS EQUAL TO OR LESS THAN \$1,500.00.

WHEREAS: The Board of Trustees has determined that to ensure the efficient administration of Fairfield Township business, it is necessary to grant the department heads authority to execute contracts with a value equal to or less than \$1,500.00.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby, authorizes the Township Department Heads and Assistant Department Heads to execute all purchases and contracts for amounts equal to or less than \$1,500.00.

SECTION 2: The Board hereby authorizes the Assistant Department Heads for the following Departments, Fire, Police, Public Works and Zoning, to have the same authority as the Department Head when given the acting authority.

SECTION 3: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 4: This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 5: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 6: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director

**FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-10**

RESOLUTION TO ESTABLISH THE TOWNSHIP COMPETITIVE BIDDING PROCESS.

WHEREAS: Ohio Revised Code §9.312(C) provides that a Township may by resolution adopt a policy of requiring each competitively bid contract it awards to be awarded to the lowest responsive and responsible bidder; and

WHEREAS: Fairfield Township desires to adopt such a policy.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby, adopts through this resolution a policy of requiring each competitively bid contract to be awarded to the lowest responsive and responsible bidder in accordance with Ohio Revised Code §9.312 (C).

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director

FAIRFIELD TOWNSHIP
RESOLUTION NO. 25-11

RESOLUTION AUTHORIZING THE FISCAL OFFICER TO OPEN PURCHASE ORDERS FOR AMOUNTS NECESSARY FOR NORMAL EVERYDAY EXPENSES.

WHEREAS: The Board of Trustees has determined that to ensure the efficient administration of Fairfield Township business, it is necessary to grant the Fiscal Officer authority to open purchase orders for normal everyday expenses.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Fairfield Township, Butler County, Ohio, as follows;

SECTION 1: The Board hereby, authorizes the Fiscal Officer to open purchase orders for normal everyday expenses.

SECTION 2: The Board hereby dispenses with the requirement that this resolution be read on two separate days, pursuant to RC 504.10, and authorizes the adoption of this resolution upon its first reading.

SECTION 3 This resolution is the subject of the general authority granted to the Board of Trustees through the Ohio Revised Code and not the specific authority granted to the Board of Trustees through the status as a Limited Home Rule Township.

SECTION 4: That it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were taken in meetings open to the public, in compliance with all legal requirements including §121.22 of the Ohio Revised Code.

SECTION 5: This resolution shall take effect at the earliest period allowed by law.

Adopted: January 7, 2025.

Board of Trustees

Vote of Trustees

Shannon Hartkemeyer: _____

Michael Berding: _____

Joe McAbee: _____

AUTHENTICATION

This is to certify that this is a resolution which was duly passed and filed with the Fairfield Township Fiscal Officer this _____ day of _____, 2025.

ATTEST:

Shelly Schultz, Fairfield Township Fiscal Officer

APPROVED AS TO FORM:

Lawrence E. Barbieri, Township Assistant Law Director