

**RECORD OF PROCEEDINGS  
REGULAR TRUSTEE MEETING HELD DECEMBER 10, 2024**

The Fairfield Township Trustees held a Regular Trustee Meeting Tuesday, December 10, 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 7:05 PM.

**ROLL CALL:** Fiscal Officer, Shelly Schultz

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

**ITEMS FOR BOARD DISCUSSION**

- A. Set Organizational Meeting – January 7, 2025, and also regular meeting.
- B. 2025 Curb & Gutter Replacement Program – Mr. Goins, we received and opened the bids yesterday. We received 5 bids. We have an item later in the meeting to recommend R. A. Miller Construction. They came in lowest and best bid for \$164,517.50.

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

**FISCAL OFFICER REPORT – Shelly Schultz, Fiscal Officer – Budget Presentation**

This evening we're going to talk about the budget. Expenses went up quiet a bit in 2024. You have to realize this is annualized. Our current expenses are \$16,000,000. Some of the differences I wanted to point out is paving was \$500,000 more this year, salaries were \$700,000 more, the roundabout we paid for in 2024 to City of Fairfield and cardiac monitors was \$369,000. So that accounts for a good portion of the difference. The 2025 budget is very similar to the last 2 years. In 2025 we are going into the JEDD for salaries for public works. All Safety Service has to be used for police and fire plus some of the JEDD. For fire we're looking at taking a lot more out of EMS. In order to make payroll we have to use those funds. There is \$6.3 million in contingencies built in. Paving budget is in the RID #4903. The law director approved that. ARPA will be zero by year end. EMS will not be able to sustain those salaries after 2025. I did budget \$100,000 for each park out of the JEDD. Two bonds were paid off this year; 1 bond will be paid off in June 2025 and in 2026 there will be 1 bond, and we will pay that off in 2026 and 2027. We'll be debt free after 2027. As bond payments are decreased I would recommend that we

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start using the fund for capitol going forward to conserve the other funds for salaries.

**Mr. Goins** – There is a mechanism that’s in place where the Trustees can borrow funds from the TIF and use those dollars to pay salaries.

**Ms. Schultz** - Money has to be repaid that year.

**ADMINISTRATOR’S REPORT**, Chuck Goins, Interim Administrator

The steering committee met last night. We’ve had great involvement and commitment from the committee, and we’ve made it the majority of the way through the vision plan. Next we’re planning to use Stewart Land Use Company; they will prepare some physical boards to be presented at an open house in the future. We’re currently looking at a late January date for that open house. In addition to that we’re going to have an online comment portal so residents can ask questions and provide additional input. Following that we’ll have a work session with the Township Trustees in late February or early March. Prior to that meeting we plan to share a draft of that vision plan at the meeting. At the meeting we will plan to review some of the changes and provide time for the trustees to make comments. Once that takes place we’ll start to prepare a final draft to the plan and go through the formal approval process which will go to the zoning commission and trustees again.

In the back of your binders there is a calendar guide. Trustee Hartkemeyer, Dianne and I worked on this idea. The main gist of this is to take all the tasks we have annually and put them on paper to make sure we don’t miss anything in the future. Its an effort to improve transparency for the Board, the public and staff.

**Mrs. Hartkemeyer** - This is a skeleton you have in front of you right now. What we’re asking is the Board, department heads and Ms. Schultz if there is anything that you know that we need to do in January to give it to Mr. Goins so he can add to this calendar. Our goal is to make sure we’re all on the same page.

**Mr. Goins** – Our new purchase procedure and the new documents are in place and moving forward.

The new updates from the architect on the fire department; We did receive 3 options from CDA on various improvements. The estimates came in much higher than we anticipated due to the complexities of removing a roof at an operational fire department. The Township team has been gathering additional information related to the structure. We’ve requested alterations to the options and currently we don’t think the information is the best information we could provide you. Once we have additional information we want to be able to provide you with full information of what options are available.

There is an AFG Grant that the Fire Department can apply for funding to supplement the cost of a ladder truck. To apply for this funding, we do not need to appropriate any funding. I think the likelihood of us receiving this is not super high. The Township would be eligible for up to \$1 million. The Fire Department will apply for this within the next few days.

**Chief Berter** – Our current ladder truck was purchased in 2002. NFPA puts a 20-year time frame on the life of a ladder truck. The lead time right now to build a ladder truck is 40 months. I feel like this grant is the best opportunity to get a chunk of money to offset the cost of a ladder if that’s what the Board decides to do.

**Mr. McAbee** – How do you propose to pay for this?

**Mr. Berding** - If we apply for the grant are we actually committing to purchasing a

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truck?

**Chief Berter** - No, you can decline the money. The penalty of declining a grant is that it makes you ineligible for the grant the following year. When you enter into a contract for a fire truck it's a forty month time frame before you take delivery, and you actually pay for the truck when you take delivery of the truck.

**Mr. Berding** - So, we could encumber the money each year to pay for the truck.

**Mr. McAbee** – I'm in favor of you applying for the grant.

**Mrs. Hartkemeyer** – Are we all in favor of this?

**Mr. Berding** – Yes. I would like the Chief to have his vision plan on how to pay for it at the next meeting.

**Mr. Goins** – Another grant that the Fire Department applied for and got is the 2025 MARCS \$50,000.00 from the Ohio Department of Commerce, Division of State Fire Marshall this is to go for some radio equipment that is needed and very dated.

**Motion** made by Mr. Berding, second by Mr. McAbee to add Executive Session pursuant to ORC 121.22 (G) (1) to consider the discipline, appointment, employment or compensation of a public employee or official.

All in favor.

**FISCAL OFFICE BUSINESS** – Shelly Schultz

A. Recommend motion to suspend reading of the minutes of the following meeting:

Trustee Regular Meeting, November 12, 2024

Special Trustee Meeting, December 3, 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

**RESOLUTIONS** – Consent Agenda Items

A. Resolution No. 24-154 approving open purchase order

B. Resolution No. 24-155 declaring nuisance and ordering abatement on properties

**RESOLUTIONS**

A. Resolution authorizing curb and gutter repairs from R. A. Miller Construction Company at a price not to exceed \$164,517.50 #24-156

**Motion** made by Mr. Berding, second by Mr. McAbee to adopt Resolution #24-156.

All in favor.

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- B. Resolution adopting the 2025 permanent appropriations by attached fund totals for fiscal year commencing January 1, 2025 #24-157  
**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-157.  
All in favor.
- C. Resolution authorizing the administrator to enter into contract with T.R. Gear Landscaping for the Fairfield Township Princeton Road medians, at a total amount of \$14,498.00 #24-158  
**Motion** made by Mr. Berding, second by Mr. McAbee to adopt Resolution #24-158.  
All in favor.
- D. Resolution authorizing the administrator to execute the LPA Federal ODOT – Let Project Agreement for ODOT Safe Routes to School Project known as But Fairfield East SRTS 2024 #24-159  
**Mr. Goins** - This is a new contract that is going to replace our previous contract with ODOT. This contract incorporates an additional 700 feet of sidewalk. The capped amount of the funds has been increased from \$492,000 to \$560,000. Fairfield Township will be responsible for \$38,889.00 in engineering fees. This contract adds \$3,700.00 from the previous contract.  
**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adopt Resolution #24-159  
All in favor.
- E. Resolution authorizing Then and Now Purchase Order for Barrett Paving Materials Inc. at a price not to exceed \$5,247.75 #24-160  
**Motion** made by Mr. McAbee, second by Mr. Berding to adopt Resolution #24-160  
All in favor.

**COMMITTEE REPORTS**

- Transportation Improvement District (TID) – Trustee McAbee – We met last week. Updates were received on all projects.
- Emergency Management Agency (EMA) – Trustee Hartkemeyer – We met this afternoon. They participated in several events. EMA was deployed to Pasco County, FL for the hurricane. Two of our firefighters were also on scene in Florida.
- Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer – will not be meeting this month.
- The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer – annual meeting will be in Columbus at a later date in January.

**BOARD COMMENTS**

**Mr. Berding** – I just wanted to congratulate Township resident Abby Berding Miller and Alex Miller on the birth of their first child Greyson Berding-Miller born Saturday evening. I want to wish everyone a Merry Christmas. I especially want to

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thank our first responders and police. I met with boy Scout Troop 784 earlier today. They are working on a service badge and interviewing an elected government official employee. It was a pleasure meeting with them.

**Mrs. Hartkemeyer** – We did have the Vision Plan Meeting last night. I am so pleased with the way that process is going.

**ANNOUNCEMENTS**

- Offices closed for Christmas Eve Holiday – Tuesday, December 24, 2024
- Offices closed for Christmas Day Holiday – Wednesday, December 25, 2024
- Offices closed for New Year Day Holiday – Wednesday, January 1, 2025
- Fairfield Township Board of Trustees Meeting – Tuesday, January 7, 2025

**Motion** made by Mr. Berding, second Mrs. Hartkemeyer to move to Executive Session pursuant to ORC 121.22 (G) (1) to consider the discipline, appointment, employment or compensation of a public employee or official.  
All in favor.

President convenes Executive Session at 8:14 PM

President resumes regular meeting at 8:35 PM

**ROLL CALL**

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

No action will be taken as a result of executive session.

**ADJOURNMENT**

**Motion** made by Mr. Berding, second by Mrs. Hartkemeyer to adjourn at 8:35 PM.  
All in favor.

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Minutes submitted by:

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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