



## AGENDA

### FAIRFIELD TOWNSHIP BOARD OF TRUSTEES MEETING TUESDAY, MARCH 11, 2025 7:00 P.M.

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**CALL TO ORDER:** Board Chairperson

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

Trustee, Michael Berding \_\_\_\_\_

Trustee, Shannon Hartkemeyer \_\_\_\_\_

Trustee, Joe McAbee \_\_\_\_\_

#### **PRESENTATION**

- A. Fairfield Prevention Coalition – Joe Markiewicz

#### **OLD BUSINESS**

- A. Fire Station 211.
- B. Electronic Signs.

#### **ITEMS FOR BOARD DISCUSSION**

- A. Projects for Future
- B. Indigent Burial Process
- C. Public Records Policy Handbook – update to the police records
- D. Meal Reimbursements vs Per Diem
- E. Increases for the Part-Time Fire Fighters/Paramedics & EMT's
- F. Police Department Equipment
- G. Township Calendar

#### **COMMUNICATION**

This is the Portion of the meeting where you, the residents of Fairfield Township, are invited to share your thoughts with the Board. Please know that this time has been set aside from the Board to listen to you. Your comments are valued and will be taken into careful consideration. The Board will not engage in dialogue at this time. Presentations are limited to three (3) minutes each.

#### **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.

1. Motion to adopt: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
  - a. Vote: \_\_\_\_\_ Berding \_\_\_\_\_ Hartkemeyer \_\_\_\_\_ McAbee
  - b. President declares motion \_\_\_\_\_.

## **FISCAL OFFICE BUSINESS – Consent Agenda Items**

- A. Recommend motion to suspend reading of the minutes of the following meeting:
  - 1. Trustee Regular Meeting, February 11, 2025
- B. Recommend motion to approve the minutes
- C. Recommend motion to approve payment of the bills by the Fiscal Office
- D. Recommend motion to accept resignation of Darrell Prewitt from the Police Department

## **RESOLUTIONS – Consent Agenda Items**

- A. Resolution No. 25-38 approving open Purchase Order Balances
- B. Resolution No. 25-39 declaring nuisance and ordering abatement on properties

## **FISCAL OFFICER REPORT – Fiscal Officer**

## **ADMINISTRATOR’S REPORT – Administrator**

### **RESOLUTIONS**

- A. Resolution No. 25-40 Resolution Authorizing the Purchase of Security Cameras from SWOCA in the amount of \$11,576.89 paid from the General Fund 1000. **(FIRST READ WITH OPTION TO APPROVE).**
  - 1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
    - a. Vote: \_\_\_\_\_Berding \_\_\_\_\_Hartkemeyer \_\_\_\_\_McAbee
    - b. President declares motion \_\_\_\_\_.
- B. Resolution No. 25-41 Resolution Approving Revised EMS Billing Rates for the Fairfield Township Fire Department. **(FIRST READ WITH OPTION TO APPROVE).**
  - 1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
    - a. Vote: \_\_\_\_\_Berding \_\_\_\_\_Hartkemeyer \_\_\_\_\_McAbee
    - b. President declares motion \_\_\_\_\_.
- C. Resolution No. 25-42 Resolution Authorizing the Township Administrator to sign a grant agreement with ODNR for the Heroes Park Project.
  - 1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
    - a. Vote: \_\_\_\_\_Berding \_\_\_\_\_Hartkemeyer \_\_\_\_\_McAbee
    - b. President declares motion \_\_\_\_\_.
- D. Resolution No. 25-43 Resolution Approving an Amended Public Records Policy for Fairfield Township. **(FIRST READ WITH OPTION TO APPROVE).**
  - 1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
    - a. Vote: \_\_\_\_\_Berding \_\_\_\_\_Hartkemeyer \_\_\_\_\_McAbee
    - b. President declares motion \_\_\_\_\_.

E. Resolution No. 25-45 Resolution Authorizing the Renewal of the Lexipol Subscription for the Fire Department in the amount of \$17,436.08 paid from the Fire Fund 2111. **(FIRST READ WITH OPTION TO APPROVE)**.

1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
  - a. Vote: \_\_\_\_\_ Berding \_\_\_\_\_ Hartkemeyer \_\_\_\_\_ McAbee
  - b. President declares motion \_\_\_\_\_.

F. Resolution No. 25-46 Resolution Authorizing the Purchase of Fencing for the Milton Street Park from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ paid from the ARPA Fund 2272. **(FIRST READ WITH OPTION TO APPROVE)**.

1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
  - a. Vote: \_\_\_\_\_ Berding \_\_\_\_\_ Hartkemeyer \_\_\_\_\_ McAbee
  - b. President declares motion \_\_\_\_\_.

G. Resolution No. 25-47 Resolution Approving changes to the Fire Department Policy Manual. **(FIRST READ WITH OPTION TO APPROVE)**.

1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
  - a. Vote: \_\_\_\_\_ Berding \_\_\_\_\_ Hartkemeyer \_\_\_\_\_ McAbee
  - b. President declares motion \_\_\_\_\_.

## COMMITTEE REPORTS

- A. Transportation Improvement District (TID) – Trustee McAbee
- B. Emergency Management Agency (EMA) – Trustee Hartkemeyer
- C. Ohio, Kentucky, Indiana Regional Council of Government (OKI) – Trustee Hartkemeyer
- D. The Coalition of Large Ohio Urban Township (CLOUT) – Trustee Hartkemeyer

## BOARD COMMENTS

## ANNOUNCEMENTS

- Fairfield Township Board of Trustees Meeting – Tuesday, April 8, 2025, 7:00 PM
- Easter Egg Hunt – Saturday, April 12, 2025, 11:00 AM to 12:30 PM
- Spring Clean-Up Day – Saturday, April 26, 2025, from 10:00 AM to 3:00 PM

**Motion** 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.

- Motion to go into Executive Session: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
- a. Vote: \_\_\_\_\_ Berding \_\_\_\_\_ Hartkemeyer \_\_\_\_\_ McAbee
  - b. President declares motion \_\_\_\_\_.

President convenes executive session at \_\_\_\_\_ P.M.

President resumes regular meeting at \_\_\_\_\_ P.M.

A. Resolution No. 25-35 Resolution Establishing the Position of Office Manager and Job Description and Promoting Dianne French to that Position.

1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
  - a. Vote: \_\_\_\_\_Berding \_\_\_\_\_Hartkemeyer \_\_\_\_\_McAbee
  - b. President declares motion \_\_\_\_\_.

B. Resolution No. 25-44 Resolution Approving Salary Increases for the Non-Union Employees.

1. Motion to adopt the resolution: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
  - a. Vote: \_\_\_\_\_Berding \_\_\_\_\_Hartkemeyer \_\_\_\_\_McAbee
  - b. President declares motion \_\_\_\_\_.

## ADJOURNMENT

- Motion to Adjourn: \_\_\_\_\_; 2<sup>nd</sup> \_\_\_\_\_
- a. \_\_\_\_\_Berding \_\_\_\_\_Hartkemeyer \_\_\_\_\_McAbee
  - b. President declares meeting adjourned \_\_\_\_\_P.M.

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-38**

**RESOLUTION APPROVING OPEN PURCHASE ORDER BALANCES.**

**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 Open Purchase Order Balances, 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:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

\_\_\_\_\_  
Katherine Barbieri, Township Law Director

PO Number	Issue Date	Account Code	Account Amount	Current Balance	Department	Vendor
240-2025	3/4/25	2011-330-359-1074	\$2,000.00	\$2,000.00	MOTOR VEHICLE LICENSE TAX	DUKE ENERGY
197-2025	2/18/25	2011-330-420-0000	\$869.90	\$869.90	MOTOR VEHICLE LICENSE TAX	KIMBALL MIDWEST
212-2025	2/21/25	2011-330-323-0000	\$500.00	\$500.00	GASOLINE TAX	A-1 SPRINKLER CO., INC.
166-2025	2/6/25	2021-330-360-0000	\$1,500.00	\$1,500.00	GASOLINE TAX	BUTLER COUNTY SHERIFF
170-2025	2/7/25	2021-330-360-0000	\$1,484.25	\$0.00	GASOLINE TAX	KLEEM, INC
202-2025	2/19/25	2021-330-360-0000	\$707.70	\$707.70	GASOLINE TAX	KLEEM, INC
237-2025	3/3/25	2021-330-360-0000	\$1,269.00	\$1,269.00	GASOLINE TAX	KLEEM, INC
238-2025	3/3/25	2021-330-360-0000	\$500.00	\$500.00	GASOLINE TAX	TERMINIX INTERNATIONAL
243-2025	3/4/25	2021-330-360-1021	\$164,517.50	\$164,517.50	GASOLINE TAX	R. A. MILLER CONSTRUCTION CO INC.
174-2025	2/11/25	2021-330-420-0000	\$10,000.00	\$10,000.00	GASOLINE TAX	WEXONLINE
175-2025	2/12/25	2021-330-420-0000	\$2,173.41	\$0.00	GASOLINE TAX	WEXONLINE
218-2025	2/24/25	2021-330-420-0000	\$1,000.00	\$1,000.00	GASOLINE TAX	NORMAC COMPANY LLC
219-2025	2/24/25	2021-330-420-0000	\$397.69	\$397.69	GASOLINE TAX	FAIRFIELD POWER EQUIPMENT
234-2025	2/28/25	2021-330-420-0000	\$1,284.45	\$1,284.45	GASOLINE TAX	DUNCAN OIL COMPANY
236-2025	3/4/25	2021-330-510-0000	\$879.00	\$879.00	GASOLINE TAX	AMERICAN PUBLIC WORKS ASSOCIATION
206-2025	2/20/25	2031-330-222-0000	\$49.06	\$0.00	ROAD AND BRIDGE	HUMANA HEALTH PLAN OHIO
206-2025	2/20/25	2031-330-224-0000	\$122.24	\$0.00	ROAD AND BRIDGE	HUMANA HEALTH PLAN OHIO
211-2025	2/21/25	2231-330-359-1080	\$500.00	\$500.00	PERMISSIVE MOTOR VEHICLE LICENSE TAX	RUMPKS CONSOLIDATED COMPANIES
200-2025	2/19/25	2901-330-221-0000	\$11,441.63	\$0.00	JEDD CITY OF HAMILTON I, II, III	ANTHEM BLUE CROSS & BLUE SHIELD
201-2025	2/19/25	2901-330-221-0000	\$11,441.63	\$0.00	JEDD CITY OF HAMILTON I, II, III	ANTHEM BLUE CROSS & BLUE SHIELD
207-2025	2/20/25	2901-330-222-0000	\$49.06	\$0.00	JEDD CITY OF HAMILTON I, II, III	HUMANA HEALTH PLAN OHIO
208-2025	2/20/25	2901-330-222-0000	\$49.06	\$0.00	JEDD CITY OF HAMILTON I, II, III	HUMANA HEALTH PLAN OHIO
206-2025	2/20/25	2901-330-223-0000	\$731.36	\$0.00	JEDD CITY OF HAMILTON I, II, III	HUMANA HEALTH PLAN OHIO
207-2025	2/20/25	2901-330-223-0000	\$731.36	\$0.00	JEDD CITY OF HAMILTON I, II, III	HUMANA HEALTH PLAN OHIO
208-2025	2/20/25	2901-330-223-0000	\$731.36	\$0.00	JEDD CITY OF HAMILTON I, II, III	HUMANA HEALTH PLAN OHIO
207-2025	2/20/25	2901-330-224-0000	\$122.24	\$0.00	JEDD CITY OF HAMILTON I, II, III	HUMANA HEALTH PLAN OHIO
208-2025	2/20/25	2901-330-224-0000	\$122.24	\$0.00	JEDD CITY OF HAMILTON I, II, III	HUMANA HEALTH PLAN OHIO
191-2025	2/12/25	2901-760-750-0000	\$218,322.00	\$218,322.00	JEDD CITY OF HAMILTON I, II, III	FYDA FREIGHTLINER CINCINNATI INC
193-2025	2/13/25	4903-760-360-0000	\$10,000.00	\$10,000.00	FAIRFIELD TWP RID CAPITAL PROJECTS	CRAFCO INC



Notes
ELECTRIC INVOICES FOR ALL BUILDINGS
SAFETY GLASSES, ABSORBENT ROLL, ASS BOLTS
MISC REPAIRS AND MAINTENANCE FOR ALL BUILDINGS
ANNUAL RADIO BILLING FOR FIRE DEPARTMENT, POLICE AND PUBLIC WORKS
SIGNS FOR PUBLIC WORKS
SIGNS FOR PUBLIC WORKS
6FT 2LB GALVANIZED POST
EXTERMINATION SERVICES FOR ALL BUILDINGS
2025 CURB AND GUTTER REPAIRS
GAS FOR ALL DEPARTMENTS
GAS FOR ALL DEPARTMENTS
ASPHALT PURCHASE FOR PUBLIC WORKS
PURCHASE CHAINS FOR SAWS FOR PUBLIC WORKS
275 GALLON FUEL OIL TANK
PUBLIC WORKS MEMBERSHIP
VISION,DENTAL, LIFE INSURANCE
VISION,DENTAL, LIFE INSURANCE
GARBAGE INVOICES
MEDICAL INVOICE
MEDICAL INVOICE
VISION,DENTAL, LIFE INSURANCE
VISION,DENTAL, LIFE INSURANCE
VISION,DENTAL, LIFE INSURANCE
VISION,DENTAL, LIFE INSURANCE
VISION,DENTAL, LIFE INSURANCE
VISION,DENTAL, LIFE INSURANCE
VISION,DENTAL, LIFE INSURANCE
NEW FREIGHTLINER DUMP TRUCK
2025 CRACK SEAL

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 25-39**

**RESOLUTION DECLARING NUISANCE AND ORDERING ABATEMENT ON THE  
PROPERTIES LISTED BELOW AND FURTHER AUTHORIZING THE ZONING  
ADMINISTRATOR TO INITIATE COMPLAINT.**

**WHEREAS:** Uncontrolled vegetation, unsecured property, improper parking of vehicles, and/or refuse, junk, and debris were reported at the properties listed below; and

- 6239 Liberty Fairfield Rd-      **Parking of Vehicles, Commercial Vehicle and Commercial Equipment Parking**
- 7510 Vinnedge Rd-              **Junk and Debris**

**WHEREAS:** The Ohio Revised Code Section 505.87 provides that, at least seven days prior to providing for the abatement, control or removal of any vegetation, garbage, refuse or debris, or securing the property, the Board of Trustees shall notify the owner of the land and any holders of liens of record upon the land; and

**WHEREAS:** The Fairfield Township zoning resolution outlines zoning guidelines to promote public health, safety, comfort, and welfare of the residents of Fairfield Township. Violations of a provision of the resolution have been observed and proper notice has been delivered; and

**WHEREAS:** The Ohio Revised Code Section 505.87 provides that, if the Board of Trustees determines within twelve consecutive months after a prior nuisance determination that the same owner's maintenance of vegetation, garbage refuse, or other debris on the same land in the township constitutes a nuisance, at least four days prior to providing for the abatement, control or removal of the nuisance, the Board must send notice of the subsequent nuisance determination to the landowner and to any lienholders of record by first class mail; and

**WHEREAS:** In accordance with Ohio Revised Code Section 505.87, the Township Trustees have the authority to contract to abate the nuisances and have the costs incurred assessed to the property tax bills;

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

**SECTION 1:** That this Board specifically finds and hereby determines that the unsecured property, inoperable vehicles, improperly stored vehicles, uncontrolled growth of vegetation and/or the refuse and debris on each of the said properties listed above constitute a nuisance within the meaning of Ohio Revised Code Section 505.87, and the Board directs that notice of this action be given to owners of the said property and lienholders in the manner required by Ohio Revised Code Section 505.87.

**SECTION 2:** That this Board hereby orders the owners of said property to remove and abate the nuisances within seven days after notice of this order is given to the owners and lienholders of record, and within four days after notice of this order is given to the owners and lienholders of record for properties previously determined to be a nuisance. If said nuisances are not removed and abated by the said owners, or if no agreement for removal and abatement is reached between the Township and the owners and lienholders of record within four or seven days after notice is given, the Zoning Administrator shall cause the nuisances to be removed, and the Township shall notify the County "Auditor to assess such cost-plus administrative expense to the property tax bills for the said parcel, as provided in Ohio Revised Code Section 505.87.



**SECTION 3:** The Board hereby dispense 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 be declared an emergency and shall take effect at the earliest period allowed by law and to facilitate remediation of the nuisance throughout the growing season.

**Adopted:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

\_\_\_\_\_  
Katherine Barbieri, Township Law Director

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-40**

**RESOLUTION AUTHORIZING THE PURCHASE OF SECURITY CAMERAS FROM  
SWOCA IN THE AMOUNT OF \$11,576.89.**

**WHEREAS:** The Township Trustees are concerned about safety for the township administrative employees and the security of the Veterans Memorial that is directly behind the administration building; and

**WHEREAS:** The Township Administrator is recommending that the Trustees purchase four (4) security cameras for the building and the veterans memorial to deter crime and to make the area safer;

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

**SECTION 1:** The Board of Trustees hereby approves the purchase of four (4) new cameras for the Township in the total amount of \$11,576.89, to be paid out of the General Fund 1000, from SWOCA, as set forth on the attached Exhibit A.

**SECTION 2:** 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 3.** The Trustees hereby dispense with the requirement that this resolution be read on two separate days, pursuant to ORC 504.10, and authorizes the adoption of this resolution upon its first reading.

**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: March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbieri, Township Law Director

# SWOCA

Information Technology Center

3611 Hamilton-Middletown Road - Hamilton, Ohio 45011-2241 - voice 513.867.1028 - fax 513.867.0754 - [www.swoca.net](http://www.swoca.net)

Chuck Goins  
Fairfield Township  
6032 Morris Road  
Hamilton, Ohio 45011

01/22/2025

Chuck,

SWOCA is pleased to present Fairfield Township with this Contracted Services proposal as listed below.

**Quote # FT-CS-250148**

**FFTWP Park Camera System**

Item	Desc	QTY	per	Each	Ext
<b>Security Products and Services</b>					
	AXIS P3738-PLE 4x8MP AXIS P3738-PLE 4x8MP Quad Camera	1		1,678.00	1,678.00
	AXIS P3737-PLE 4x5MP AXIS P3737-PLE 4x5MP Quad Camera	2		1,502.00	3,004.00
	AXIS   T94N01D   Quad Cam Pendant Kit	3		88.00	264.00
	AXIS   T91A64   Corner Bracket	3		79.00	237.00
	AXIS   T91D61   Wall Mount	3		88.00	264.00
	AXIS P4707-PLVE 2x5MP AXIS P4707-PLVE 2x5MP Dual Camera	1		971.00	971.00
	AXIS   T94N02D   Dual Cam Pendant Kit	1		61.00	61.00
	AXIS   T91B67   Pole Mount	1		96.00	96.00
	MILESTONE   XPEXPLUSDL   Express + Device License	5		61.34	306.70
	Milestone MILESTONE   YXPEXPLUSDL   1-Year Care Plus	5		11.65	58.25
	AXIS   02172-004   30 Watt Midspan	1		70.00	70.00
<b>Group subtotal:</b>					<b>7,009.95</b>

*To proceed with this order, please submit your purchase order referencing quote FT-CS-250148 along with this acceptance to [finance@swoca.net](mailto:finance@swoca.net).*

*Any quote or line item marked "Budgetary" is for planning purposes only, Purchase orders can NOT be accepted for these items.*

**SWOCA**

3611 Hamilton Middletown Rd  
Hamilton, OH 45011



Item	Desc	QTY	per	Each	Ext
<b>Professional Services</b>					
PS1	Professional Services - Subcontracted SCOPE OF WORK • Installation of Qty (1) AXIS P3738-PLC 4x8MP Quad Camera on top of Restroom Building. • Installation of Qty (2) AXIS P3737-PLC 4x5MP Quad Cameras on Admin Building. • Installation of Qty (1) AXIS P4707-PLVE 2x5MP Dual Camera on Admin Building. • Relocate Qty (1) existing Samsung camera to interior vestibule. • Installation of cat6 cables to each camera location. • Provide Qty (5) Milestone Devices Licenses. • Add cameras and licenses into existing Milestone XProtect Server. Optional: Additional \$445.99 • Add Qty (2) existing Samsung Cameras into Milestone. • Provide Qty (2) Milestone Device Licenses. Assumptions: • Existing P2P from Admin Building to Restroom building assumed functional. • Restroom Building mast with weather head to be in place prior to camera installation. • Any existing cameras assumed to be functional. • Switch Ports by others. • Network route from Admin Bldg. to existing Milestone Server to be available. • Cabling for optional cameras assumed functional.	1	Each	4,566.94	4,566.94
				<b>Group subtotal:</b>	<b>4,566.94</b>
				<b>Total (USD):</b>	<b>11,576.89</b>

Quote in Progress. Need by 1/17  
 Quote for Fairfield TWP provided by PCS

**To proceed with this order, please submit your purchase order referencing quote FT-CS-250148 along with this acceptance to [finance@swoca.net](mailto:finance@swoca.net).**

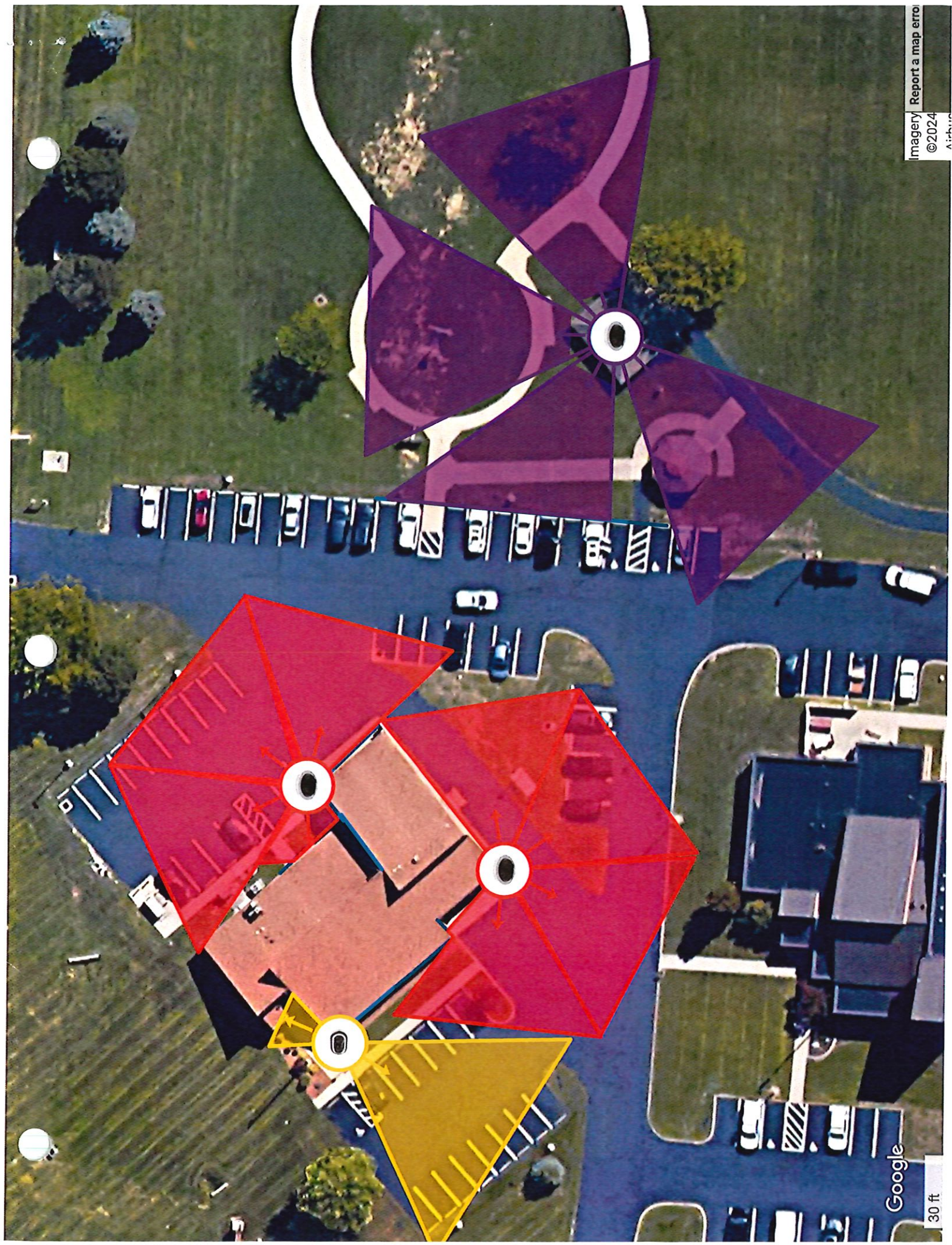
*Any quote or line item marked "Budgetary" is for planning purposes only, Purchase orders can NOT be accepted for these items.*

**SWOCA**

3611 Hamilton Middletown Rd  
 Hamilton, OH 45011









**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-41**

**RESOLUTION APPROVING NEW EMERGENCY MEDICAL SERVICE RATES  
FOR THE FAIRFIELD TOWNSHIP FIRE DEPARTMENT.**

**WHEREAS:** The Township has had the same EMS Billing Rates since 2011; and

**WHEREAS:** Expenses for Fire Departments have increased dramatically over the last 5 years and the Fire Chief requests that we increase the rates to place the township in the middle in terms of average rates across the county.

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

**SECTION 1:** The Board of Trustees hereby approves the increase in EMS rates in the following manner:

1. BLS Emergent - \$550.00 (current) increase to \$700.00 (new);
2. ALS Emergent - \$750.00 (current) increase to \$900.00 (new);
3. ALS 2 - \$850.00 (current) increase to \$1,000.00 (new);
4. Mileage - \$14.00 per mile (current) increase to \$15.00 per mile (new).

**SECTION 2:** 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 3:** 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 4.** The Trustees hereby dispense with the requirement that this resolution be read on two separate days, pursuant to ORC 504.10, and authorizes the adoption of this resolution upon its first reading.

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

**Adopted:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbieri, Township Law Director





Fairfield Township Fire Department  
6048 Morris Rd Fairfield Twp, OH 45011  
Ryan D Berter, Fire Chief

---

To: Kim Lapensee, Administrator  
From: Ryan Berter, Fire Chief  
Date: 03/03/2025  
Subject: Billing Rate Comparison

At the suggestion of the Board, I have compared billing rates to ensure we are being charged a competitive rate for our EMS billing services. We currently use Medicount management, a reputable firm that we have had a relationship with for many years.

The EMS Billing field is limited to a small number of companies, most recently seeing Change Healthcare go out of business. I have been able to secure pricing for one other company, Ohio Billing Solutions. Their fee structure is outlined below, side by side with Medicount.

	Ohio Billing Solutions	Medicount Management
Implementation Fee	\$795.00	\$0
EPCR Fee(Per Run)	\$28	7.35% (26.43per run)
Monthly Maintenance Fee	\$100	\$0
Auditing Package (SOC 1 and 2)	\$175	Included
Collection Rate	80%	93.45% (Current CR)

The rate we pay comes out lower than that offered by Ohio Billing and our collection percentage is much higher.

It is my opinion that the services we get from Medicount are superior to those offered by Ohio Billing and we should not consider switching.

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 25-42**

**RESOLUTION ACCEPTING AND AUTHORIZING THE TOWNSHIP ADMINISTRATOR TO  
ENTER INTO A GRANT AGREEMENT WITH THE OHIO DEPARTMENT OF NATURAL  
RESOURCES FOR A NATUREWORKS LOCAL ASSISTANCE GRANT.**

**WHEREAS:** The Fairfield Township applied to the State of Ohio through the NatureWorks Local Assistance Grant which is authorized under ORC Chapter 1501.01 and 1557.06; and

**WHEREAS:** The grant provides for capital improvements for the acquisition, construction, reconstruction, expansion, improvement, planning and equipping capital projects that enhance the use and enjoyment of natural resources by individuals; and

**WHEREAS:** ODNR has awarded the township funding assistance for the improvements to the tennis courts at Heroes Park; and

**WHEREAS:** Fairfield Township shall perform its duties and responsibilities under this Agreement in compliance with the terms, promises, conditions, plans, specifications, estimates, procedures, maps, and assurances set forth in this Agreement;

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

**SECTION 1:** The Township Administrator is hereby authorized and directed to enter into an agreement with the Ohio Department of Natural Resources.

**SECTION 2:** That the Township will receive funding assistance with the Heroes Park Improvements in the amount of \$34,035.00.

**SECTION 3:** That the Township agrees to implement and complete the project by the deadline of December 31, 2026.

**SECTION 4:** 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 5:** 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 6:** 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 compliance with all legal requirements including §121.22 of the Ohio Revised Code.

**SECTION 7:** This Resolution shall take effect at the earliest period allowed by law.

**Adopted:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbieri, Township Law Director

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-43**

**RESOLUTION ESTABLISHING AN AMENDED PUBLIC RECORDS POLICY  
FOR FAIRFIELD TOWNSHIP.**

**WHEREAS:** The Fairfield Township Board of Trustees adopted and established the Public Records Policy on August 9, 2022; and

**WHEREAS:** The Fairfield Township Board of Trustees believes transparency in government is a matter of great importance to the Township; and

**WHEREAS:** The law has changed as it relates to public records pertaining to body cameras and the amount the township can charge for those public records; and

**WHEREAS:** The Fairfield Township Board of Trustees believes the attached Public Records Policy is consistent with Ohio Revised Code Section 149.43 and Ohio case law;

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

**SECTION 1:** The Board of Trustees authorizes the adoption of the Amended Public Records Policy for Fairfield Township which is attached hereto as Exhibit A.

**SECTION 2:** The Policy shall be kept on file in the Township Offices.

**SECTION 3:** 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 4:** That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

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

**Adopted:** March 11, 2025

**Board of Trustees**

**Vote of Trustees:**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbieri, Township Law Director

---

# Public Records Policy Handbook

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## BOARD OF TRUSTEES

*Shannon Hartkemeyer*

*Michael Berding*

*Joseph McAbee*

## FISCAL OFFICER

*Shelly Schultz*

## LAW DIRECTOR

*Katherine L. Barbieri*

*Fairfield Township, Butler County, OH*

*ADOPTED: August 9, 2022; REVISED: April 3, 2025*

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Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is our mission and intent to at all times fully comply with and abide by both the spirit and the letter of Ohio's Open Records Act and Open Meetings Act.

In order to accomplish the mission of fully complying with both the letter and spirit of the Open Records and Open Meetings Acts, Fairfield Township hereby incorporates the following Statement of Principles as the foundation for its Public Record Policy Handbook:

### **STATEMENT OF PRINCIPLES**

Fairfield Township: Will enact a formal resolution memorializing the Mission Statement;

Will ensure that appropriate personnel become and remain fully trained in and aware of the provisions of the acts;

Will do nothing that abridges the public's right to obtain information about their government or that inhibits or discourages citizens from doing so;

Will do everything possible to aid those who are seeking information, including but not limited to, fully explaining the scope and operation of the acts and assisting citizens in the formulation of requests;

Will construe the provisions of the acts in a manner that favors compliance with requests for information;

Will seek guidance from the legal counsel whenever a question arises about the application of the acts or about the appropriateness of a request for information;

Will clearly and concisely state the reason or reasons why a request for information has been denied.

## **INTRODUCTION**

It is the policy of the Fairfield Township Board of Trustees that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Fairfield Township Board of Trustees to adhere to the State of Ohio Public Records Act. Any denial of public records in response to a valid request will be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation will also be in writing. Fairfield Township reserves the right to amend this Policy Handbook from time to time, as required, to keep pace with revisions to the Ohio Public Records Law.

## **ARTICLE I**

### **Section 1.01 Definition of Public Record**

Fairfield Township, Butler County, Ohio, in accordance with the Ohio Revised Code, defines the term "PUBLIC RECORD" as including the following: Any document -paper, electronic (including, but not limited to, e-mail), or other format -that is created or received by, or comes under the jurisdiction public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of Fairfield Township agencies. All records of Fairfield Township are public unless they are otherwise exempt from disclosure, as enumerated within the Ohio Revised Code or Ohio legal authority.

### **Section 1.02 Records Retention & Organization**

It is the policy of Fairfield Township that all records subject to disclosure, including email, as required by Ohio law, will be organized and maintained so that they are readily available for inspection and copying. Record retention schedules are to be updated regularly and shall be posted within the administrative offices of all Fairfield Township agencies.

## **ARTICLE II**

Public records may be requested at the following locations (for the type of record being requested) during regular administrative hours: Monday – Friday, 8:00 a.m. – 4:30 p.m. (offices are closed on recognized holidays).

- Fairfield Township Administration  
6032 Morris Road, Fairfield Township, Ohio  
Phone: (513) 887-4400
- Fairfield Township Police Department  
6485 Vonnie Vale Court, Fairfield Township, Ohio  
Phone: (513) 887-4406  
Email: [policerecords@fairfieldtwp.org](mailto:policerecords@fairfieldtwp.org)
- Fairfield Township Fire Department  
6048 Morris Road, Fairfield Township, Ohio  
Phone: (513) 887-4402

### **Section 2.01 Identification of Public Records Requested**

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the designated employee(s) or agents of Fairfield Township to identify, retrieve, and review the records. If it is not clear what records are being sought, the Township will contact the requester for clarification and will assist the requestor in revising the request by informing the requestor of the manner in which the Township keeps its records.

### **Section 2.02 Transmittal of Request to Agency -No Identification Required**

The requester shall not be required to put a records request in writing and shall not be required to provide his or her identity or the intended use of the requested public record. However, in certain instances, individuals requesting public records may voluntarily provide his/her identity and/or contact information in order to assist Fairfield Township staff in complying with the public records request.

### **Section 2.03 Inspection & Processing of Records Request**

Public records shall be made available for inspection during regular business hours at the offices of the respective Fairfield Township department, with the exception of published holidays. Public records shall be made available for inspection promptly; however, not all records are available for inspection upon demand. Records must often be reviewed and non-public information redacted before inspection can be permitted. Copies of public records will be made available within a reasonable period of time following the request. The determination of the terms "promptly" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the medium in which the records are stored, the need to redact non-public information, and the necessity for any legal review of the records requested.

### **Section 2.04 Responding to Public Records Requests**

Each request for public records will be evaluated for an estimated length of time required to gather the records requested. Routine requests for records will be satisfied immediately, if feasible. Routine requests include, but are not limited to, meeting minutes, resolutions, budgets, salary information, forms and applications, personnel rosters, etc.

A "public office" that posts records on a website for the public, "may limit to ten per month, the number of records requested by any individual. (OH Substitute Senate Bill 321, 2016).

If fewer than 20 pages of copies are requested or if the records are readily available in an electronic format that can be readily emailed, electronically copied, or downloaded easily by the requester, the aforementioned files, copies, or data will be made as quickly as Township technology allows.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features.

In processing the request, the office does not have an obligation to create new records or perform a search or research for information in the office's records. An electronic record is deemed to exist so long as a computer is already programmed to produce the record through the office's standard use of sorting, filtering, or querying features.

All requests for public records to Fairfield Township will either be satisfied or be acknowledged in writing by the Township within three (3) business days following the receipt of the request. If a request is deemed to be beyond the scope of daily activities, such as seeking a voluminous number of copies or requiring extensive research, the acknowledgment shall include the following information:

- A. An estimated number of business days that it will take to satisfy the request
- B. An estimated cost if copies are requested

#### **Section 2.05 Denial or Redaction of Public Records**

Any denial of public records requested will include an explanation, including legal authority for such denial. If portions of a record are public and portions are exempt as established within the Ohio Revised Code, the exempt portions will be redacted and the remainder of the document released to the requesting party. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority for said redaction(s). In every instance, Fairfield Township staff shall seek an opinion from the Fairfield Township Law Director prior to finalizing any redaction to any requested records, or prior to denying a request for public records.

#### **Section 2.06 Exempt Public Records**

Not all of Fairfield Township's records are "public records." Certain records are exempt from the Public Records Act. Exempt records include records: (1) the release of which is prohibited by state or federal law, or 2) that are subject to an express exception set forth in Ohio's Public Records Act, which may be released only if Fairfield Township decides to waive the express exception.

Examples of records, the release of which is prohibited by state or federal law, include, but are not limited to, the following:

- A. Attorney-client privileged information;
- B. Records of a Certified Public Accountant or public accountant in the performance of an audit of a public office (R.C. 4701.19(B));
- C. Federal tax returns (26 U.S.C. 6103(a));
- D. Criminal background information and other law enforcement information on the LEADS/CCH/NCIC computer database (42 U.S.C. 3789g);
- E. Records that have been sealed pursuant to a statutorily authorized court order (i.e. R.C. 2953.52);
- F. Peace officer's home address during the pendency of a criminal case in which the officer is a witness or arresting officer (R.C. 2921.24(A); and
- G. Employees' and their family members' records that were created for purposes of the Family Medical Leave Act or the Americans with Disabilities Act (29 CFR 825.500(g) and 1630.14(c)(1).

Examples of records that are subject to an express exception set forth in Ohio's Public Records Act, which may be released only if Fairfield Township decides to waive the express exception include, but are not limited to, the following:

- A. Peace Officer, firefighter, EMT, prosecutor, assistant prosecutor, children's services worker, or corrections officer, Residential and Familial Information (R.C. 149.43(A)(7);
- B. Records that pertain to a patient's medical history, diagnosis, prognosis, or medical condition and that were general and maintained in the process of medical treatment (R.C. 149.43(A)(1)(a);

- C. Records that contain information that was specifically compiled in reasonable anticipation of, or in defense of, a civil or criminal action or proceeding (R.C. 149.43(A)(1)(g); and
- D. Records that pertain to a law enforcement matter of a criminal, quasi-criminal, civil, or administrative nature and that, if released, would create a high probability of disclosing any of the following (1) the identity of an uncharged suspect, (2) the identity of a confidential source, (3) specific confidential investigatory techniques or procedures; (4) specific investigative work product; or (5) information that would endanger the life or physical safety of law enforcement personnel, a crime victim, a witness, or a confidential source (R.C. 149.43(A)(2).

The exemptions to the Public Records Act will be narrowly construed in the favor of disclosure. It may be prudent to seek a legal review prior to determining whether or not an exception applies.

### **ARTICLE III**

#### **Section 3.01 Costs for Public Records -General Procedures**

Those seeking public records will be charged only the actual cost of making copies incurred by Fairfield Township in the process of fulfilling a specific public records request unless the public record is a video record prepared by a law enforcement agency ("police department"), or if circumstances make it reasonable for this office to hire an outside contractor to make copies of requested public records or to redact portions of the records.

If the public record is a video record prepared by the police department, the police department may charge the requestor the actual cost associated with preparing a video record for inspection or production, not to exceed seventy-five dollars (\$75) per hour of video produced, nor seven hundred fifty dollars (\$750) total. The police department may require that the requestor pay the estimated actual cost before beginning the process of preparing a video record for inspection or production. If the actual cost exceeds the estimated actual cost, the police department may charge the requestor for the difference upon fulfilling the request for video records if the requestor is notified in advance that the actual cost may be up to twenty percent (20%) higher than the estimated actual cost, and the police department shall not charge the requestor a difference more than twenty percent of the estimated cost. (R.C. 149.43(B)(1).

If circumstances make it reasonable for this office to hire an outside contractor to make copies of requested records or to redact portions of the records, the requester will be charged the actual cost paid to the outside contractor for the copying and redacting service. (R.C. 149.43(F)(2)(a). An invoice outlining the actual costs incurred for each item shall be prepared for the requester. Fairfield Township staff shall issue a receipt of payment for the requested public records to the requester. Requested records will not be released until such time that payment is received for such request, in full, from the requester.

#### **Section 3.02 Paper Copies**

- The charge for 8.5"x 11" paper copies shall be \$0.15 per page
- The charge for 8.5"x 14" paper copies shall be \$0.15 per page
- The charge for 11" 17" paper copies shall be \$0.15 per page
- The charge for oversize plans, prints, or other documents shall be \$5.00 per sheet
- The charge for outsourced plans, prints, or other documents shall be the actual costs incurred by the Township as invoiced by the designated third-party vendor

### **Section 3.03 Electronic Copies, Audio Recordings, & Digital Media**

- The charge for downloaded computer files to a flash drive shall be \$5.00 per flash drive

### **Section 3.04 Electronic Transmittal of Documents**

There shall be no charge for documents e-mailed to the requester or for files transferred to a requester via "FTP" site (file transfer protocol).

### **Section 3.05 Transmittal via Regular Mail or Courier Service**

Requesters may ask that documents be mailed to them or delivered to them via courier service. Requesters shall be charged the actual cost of the postage and mailing supplies or the actual cost of effecting delivery via the designated courier service.

Documents in electronic mail format may be public records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules as other public records.

## **ARTICLE IV**

### **Section 4.01 Email Records -General Provisions**

Records in private e-mail, text messages, and other similar accounts used to conduct public business are subject to disclosure, and all employees or representatives of this office are instructed to retain their e-mails, text messages, etc. that relate to public business in accordance with Article I of this document. Records in private email accounts shall be periodically copied to their business e-mail accounts and/or to designated email archives as determined by the office's records custodian.

### **Section 4.02 Retention of Email Records**

The records custodian of each Fairfield Township department shall treat the e-mails referenced in Section 4.01 of this Article as records of the public office, appropriately filing them, retaining them per established schedules, and making them available for inspection and copying in accordance with the Public Records Act, as amended.

## **ARTICLE V**

### **Section 5.01 Remedies for Failure to Comply**

Any employee of Fairfield Township, including the designated Records Custodian for each Fairfield Township department, who willfully fails to fulfill a Public Records request by failing to follow the instructions of the appointed Records Custodian or who fails to observe the policies and procedures adopted within this document may be subject to disciplinary action as established within the Personnel Policy Manual of Fairfield Township, Butler County, Ohio.



**Public Records Policy Handbook – Employee Acknowledgement Receipt**

I hereby acknowledge that I have received a copy of the Fairfield Township Public Records Policy Handbook, and understand the provisions set forth therein. Further, I understand the consequences of failure to follow the provisions set forth within this document, including being subject to disciplinary procedures set forth within the Personnel Policy Manual of Fairfield Township, Butler County, Ohio.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Department/Agency \_\_\_\_\_

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-45**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE LEXIPOL SUBSCRIPTION FOR  
THE FIRE DEPARTMENT IN THE AMOUNT OF \$17,436.08.**

**WHEREAS:** It is necessary to ensure the fire department policies and procedures meet all applicable standards and laws; and

**WHEREAS:** Lexipol is a company that provides risk management tools and services for public safety agencies, specifically policies and procedures and creates state specific policies for police and fire departments based on national standards as well as state and federal laws;

**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 renewal of the Lexipol subscription for the Fire Department in the amount of \$17,436.08, contract attached hereto to Exhibit "A" and will be paid from the Fire Fund 2111.

**SECTION 2** 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 3.** The Trustees hereby dispense with the requirement that this resolution be read on two separate days, pursuant to ORC 504.10, and authorizes the adoption of this resolution upon its first reading.

**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:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine. Barbieri, Township Law Director



Fairfield Township Fire Department  
6048 Morris Rd Fairfield Twp, OH 45011  
Ryan D Berter, Fire Chief

---

To: Kim Lapensee, Administrator  
From: Ryan Berter, Fire Chief  
Date: 02/04/2025  
Subject: Lexipol renewal

In May of last year we purchased a subscription to Lexipol as well as FireRescue1, these annual subscriptions are due for renewal in May of this year.

Lexipol is a company that provides risk management tools and services for public safety agencies, specifically policies and procedures. Lexipol creates state specific policies for police and fire departments based on national standards, as well as state and federal laws.

In addition to the policy and procedures Lexipol also provides an online learning platform called FireRescue1. FireRescue1 provides over 350 training courses that covers a wide range of topics including 160 hours of fire-EMS based accredited courses. In addition to the provided courses FireRescue1 allows us to upload our own content and distribute it as an assignment to our department members, included recorded sessions done in house. The program is also where we track and monitor the training hours for each member, which is required to maintain state certifications.

Since purchasing Lexipol and completing a 6-month system learning program we have completed 13 new policies and procedures, with numerous others in various stages of development and review. Policy development is a continual process where we not only ensure we are compliant with state and federal regulations but industry standards as well.

The total renewal cost for the package is \$17,436.08.

**FAIRFIELD TOWNSHIP**  
**RESOLUTION NO. 25-46**

**RESOLUTION AUTHORIZING THE PURCHASE OF FENCING FOR THE MILTON STREET PARK**  
**FROM \_\_\_\_\_ IN THE AMOUNT OF \$ \_\_\_\_\_**  
**PAID FROM THE ARPA FUND 2272.**

**WHEREAS:** The Board of Trustees approved adding updated playground equipment for ages 2-5 to the Milton Street Park in November of 2024; and

**WHEREAS:** The Board of Trustees were awarded \$150,000.00 from Butler County's ARPA/SLFR fundings (Resolution 24-99) for Milton Street playground improvements; and

**WHEREAS:** Fencing will need to be installed around the perimeter of the park once the new playground has been installed.

**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 purchase of fencing for the Milton Street Park from \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ paid from the ARPA Fund 2272.

**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 the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

**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:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbiere, Township Law Director

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-47**

**RESOLUTION APPROVING CHANGES TO THE FIRE DEPARTMENT POLICY MANUAL  
FOR FAIRFIELD TOWNSHIP.**

**WHEREAS:** The Fairfield Township Board of Trustees adopted and established the Fire Department Policy Manual; and

**WHEREAS:** It is necessary to ensure the fire department policies and procedures meet all applicable standards and laws; and

**WHEREAS;** The Fire Chief would like to adopt three new policies for the manual, 1032 (Work Related Illness and Injury Reporting), 1033 (Temporary Modified-Duty-Light Duty Assignments) and 1035 (Return to Work); and

**WHEREAS:** The Fairfield Township Board of Trustees believes the attached revised policies are consistent with state law;

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

**SECTION 1:** The Board of Trustees authorizes the adoption of the Amended Fire Department Policy Manual for Fairfield Township which is attached hereto as Exhibit A.

**SECTION 2:** The Policy shall be kept on file in the Township Offices.

**SECTION 3:** 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 4:** That the Board by a majority vote hereby dispenses with the requirement that this Resolution be read on two separate days and hereby authorizes the adoption of the Resolution upon its first reading.

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

**Adopted:** March 11, 2025

**Board of Trustees**

**Vote of Trustees:**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbieri, Township Law Director



Fairfield Township Fire Department  
6048 Morris Rd Fairfield Twp, OH 45011  
Ryan D Berter, Fire Chief

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To: Kim Lapensee  
From: Ryan Berter, Fire Chief  
Date: 03/05/2025  
Subject: Proposed policy approval

We have finalized three policies that did not exist within the fire department, 1032 Work Related Illness and Injury, 1033 Temporary Modified Duty and 1035 Return to Work.

All three policies are Lexipol generated policies that comply with Federal and State regulations.

The only change to the 3 was 1032.3.1 where we added a line ensuring the members documented the event. This was added to ensure not only reported the event but documented the event as well, ensuring paperwork capturing the details, the addition shows as blue below.

The rest aligned with common practice and were kept intact with no changes.

The three policies were reviewed by Legal and were approved to form.

1032.3.1 MEMBER RESPONSIBILITIES

State MODIFIED

Any member sustaining any work-related injury or occupational illness shall report such event as soon as practicable, but within 24 hours, to a supervisor, document the the event, and shall seek medical care when appropriate.



## Work-Related Illness and Injury Reporting

### 1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of work-related injuries and occupational illnesses.

#### 1032.1.1 DEFINITIONS

Definitions related to this policy include:

**Work-related injury or illness** - Injury generally includes injuries received in the course of employment. An injury may include a psychiatric condition arising from a work-related injury or illness, or from being the victim of sexual abuse/misconduct while at work. It would not include an injury or disability incurred in voluntary participation in an employer-sponsored recreation or fitness activity if the member signed a waiver. It would also not include a pre-existing condition unless that pre-existing condition was substantially aggravated by the injury. Illness generally refers to an occupational disease contracted in the course of employment when the employment creates a greater or different degree of risk of contracting the disease than the general public (ORC § 4123.01; ORC § 4123.68).

### 1032.2 POLICY

The Fairfield Township Fire Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (ORC § 4123.01; ORC § 4123.28; OAC § 4123-3-01 et seq.).

### 1032.3 RESPONSIBILITIES

#### 1032.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any work-related injury or occupational illness shall report such event as soon as practicable, but within 24 hours, to a supervisor, [document the the event](#), and shall seek medical care when appropriate.

#### 1032.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate and should notify the Shift Commander of the reported illness or injury.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded to the Shift Commander promptly. Any related Township-wide injury- or illness-reporting protocol shall also be followed.

#### 1032.3.3 SHIFT COMMANDER RESPONSIBILITIES

The Shift Commander who receives a report of a work-related injury or occupational illness should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Fire Chief, the Township's risk management entity, and the

# Fairfield Township Fire Department

## Fairfield Township Fire Department Policy Manual

### *Work-Related Illness and Injury Reporting*

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Administration Deputy Fire Chief to ensure any required reporting is completed as required in the Injury and Illness Prevention Program Policy (OAC § 4167-6-01 et seq.).

#### **1032.3.4 FIRE CHIEF RESPONSIBILITIES**

The Fire Chief shall review and forward copies of the report to the township administration. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

#### **1032.3.5 OHIO BUREAU OF WORKERS' COMPENSATION**

The Department shall keep a record of all work-related injuries or illnesses resulting in seven days or more of total disability (inability to work) and any work-related death. Within a week after the Department becomes aware of a work-related injury, illness or death a report shall be made in writing to the Ohio Bureau of Workers' Compensation on their approved forms (ORC § 4123.28; OAC § 4123-3-03).

A copy of the report shall be provided to the member or, if applicable, his/her surviving dependents (ORC § 4123.28).

#### **1032.4 OTHER INJURY OR ILLNESS**

Injuries and illnesses caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Deputy Fire Chief through the chain of command and a copy sent to the Administration Deputy Fire Chief.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

#### **1032.5 SETTLEMENT OFFERS**

When a member sustains a work-related injury or occupational illness that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

##### **1032.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL**

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related injury or occupational illness, the member shall provide the Fire Chief with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Fire Chief. The purpose of such notice is to permit the Township to determine whether the offered settlement will affect any claim the Township may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the Township's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.

## Temporary Modified-Duty-Light Duty Assignments

### 1033.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, Township rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

### 1033.2 POLICY

Subject to operational considerations, the Fairfield Township Fire Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

### 1033.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Ohio Civil Rights Act shall be treated equally, without regard to any preference for a work-related injury (ORC § 4112.01 et seq.).

No position in the Fairfield Township Fire Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

### 1033.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Employees seeking a temporary modified-duty assignment should submit a written request to their Deputy Fire Chief or the authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.

# Fairfield Township Fire Department

## Fairfield Township Fire Department Policy Manual

### Temporary Modified-Duty-Light Duty Assignments

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- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids, or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Deputy Fire Chief will make a recommendation through the chain of command to the Fire Chief regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Fire Chief or the authorized designee shall confer with the township administration or the Township Law Director as appropriate.

#### **1033.5 ACCOUNTABILITY**

Written notification of assignments, work schedules, and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Deputy Fire Chief.

##### **1033.5.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include but are not limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Deputy Fire Chief that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

##### **1033.5.2 SUPERVISOR RESPONSIBILITIES**

The employee's immediate supervisor shall monitor and manage the work schedule of an employee assigned to temporary modified duty.

The responsibilities of supervisors shall include but are not limited to:

- (a) Periodically apprising the Deputy Fire Chief of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Deputy Fire Chief and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

# Fairfield Township Fire Department

## Fairfield Township Fire Department Policy Manual

### *Temporary Modified-Duty-Light Duty Assignments*

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#### **1033.6 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status.

#### **1033.7 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4).

##### **1033.7.1 NOTIFICATION**

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the Township's personnel rules and regulations regarding family and medical care leave.

#### **1033.8 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

#### **1033.9 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training, and qualifications appropriate to both their regular and temporary duties, provided that the certification, training, or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training, or qualifications.

## Return to Work

### 1035.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

#### 1035.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

### 1035.2 POLICY

It is the policy of the Fairfield Township Fire Department to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the Department.

### 1035.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the Department of his/her absence and to immediately advise the Department when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the township administration.

### 1035.4 DEPARTMENT RESPONSIBILITIES

The Department will evaluate the employee's request to return to work and the written medical verification, and will consult with the township administration in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the Department has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.

# Fairfield Township Fire Department

## Fairfield Township Fire Department Policy Manual

### *Return to Work*

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- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The township administration, in consultation with the department representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The township administration should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-35**

**RESOLUTION ESTABLISHING THE POSITION OF OFFICE MANAGER AND JOB  
DESCRIPTION AND PROMOTING DIANNE FRENCH TO THAT POSITION.**

**WHEREAS:** The Township Trustees wish to establish the position of Office Manager, associated job description and salary range for that position; and

**WHEREAS:** The Township Administrator is recommending that Dianne French be promoted to that new position due to her experience with the township and qualifications.

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

**SECTION 1:** The Board of Trustees hereby approves the creation of the position of Office Manager, associated job description and salary range for that position.

**SECTION 2:** The Board of Trustees hereby approves the promotion of Dianne French to Office Manager due to her experience with Fairfield Township and qualifications effective March 29, 2025.

**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:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbieri, Township Law Director





**Job Title:** Office Manager  
**Department:** Administration  
**Reports to:** Township Administrator  
**Pay Classification:** Hourly, Non-Exempt

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**Summary:**

The Township Office Manager works in a fast paced and customer service-oriented position, providing primary support to the Administration and Zoning Departments and secondary support to all other departments. Communication and regular contact with Department Heads and the public are an integral part of the Office Manager's job. Part of this communication includes preparing and sharing public meeting agendas and support documentation, distributing and managing insurance information to all departments, and assisting with the Zoning permit process. In addition, the Office Manager is responsible for noticing the public meeting, updating the Township website, ordering supplies, handling special projects, and working collaboratively with Township staff to develop solutions to organizational problems. Responsibilities include running the day-to-day Front Office operations, responding to resident and staff inquiries, and serving as the contact with other governing and legislative bodies. Sensitivity to the needs of the total Township organization, support to management in the research and budgetary tasks, and use of sound judgment in maintaining confidentiality is necessary.

**Essential Functions:**

The successful candidate possesses highly effective administrative skills and understands the patterns of Township operations; the ability to exercise good judgment and tact when responding to Township residents and commercial constituents; the proficiency to learn new concepts and ideas concerning local government; and be able to effectively organize, complete and evaluate technical assignments. This position includes but is not limited to:

- Oversight and assistance to designated departments through contact with department heads.
- Assist the Township Administrator with preparing materials for various Township meetings including public agendas, resolutions and monthly reports.
- Responsible for assisting the Zoning Department with communication about the permitting process and being able to field basic zoning questions.
- Developing and executing strategies to manage the township's online presence across various social media platforms, create engaging content, interacting with followers, monitoring social media trends and maintaining a consistent brand across all channels.

- Acts as primary liaison and communicates with agencies and employees regarding risk insurance, Workers Compensation, and COBRA plans.
- Prepares correspondence and/or supporting data as may be needed by the Township Administration; writes reports and/or summarizations as requested.
- Manages daily administrative tasks, including answering the phones, scheduling and organizing documents, greeting guests at the front desk, creating files for administration and zoning, maintaining office equipment, and performing computer data entry of necessary reports in a timely manner.
- Creates and maintains schedules for all township boards including Township Trustees, Zoning Commission, Board of Zoning Appeals, the CIC and the JEDD.
- Responsible for creating and sending advertisements and notices to be published either in the newspaper or on social media platforms.
- Backs up the Fiscal Office Clerk as needed, including possible assistance with payroll, purchase order creation, and production of minutes.
- Coordinates with departments for Township events.
- Establishes and maintains cooperative relationships with other governmental agencies, various community groups, and the news media.
- Manages employee personnel files.
- Maintains building usage schedule and waivers.
- Oversees building maintenance and keeping the office clean for board meetings.
- Oversees ordering of office supplies and supplies for events.
- Prepares and scans necessary documents as part of the records retention policy as required by the State of Ohio.
- Coordinates the purchases of plaques for the Veterans Memorial.
- Manages various projects as tasked by the Administration.
- Demonstrates flexibility and cooperative attitude when faced with change and new challenges while assisting others in doing the same

#### **Qualifications:**

##### ***Required:***

- Highschool Diploma or GED
- Superior oral and written communications skills with strong leadership and facilitation experience
- Proven project management skills
- 5+ years of experience in local government administration and/or in an office setting
- Proficiency in Microsoft Excel, Word, Outlook, Access, MSProject and PowerPoint

##### ***Preferred:***

- Experience in office management.

- Human Resources knowledge including experience with Performance Management, Compensation, Policy Development
- Experience with purchasing/cost management
- Public Records Management

#### **Knowledge, Skills & Abilities:**

- Valid Ohio Driver's License
- Understand and have basic knowledge of zoning.
- Must be able to develop and maintain a productive working relationship with the all Department Heads and the Fiscal Office.
- Must be passionate about developing excellent relationships with the residents and employees.
- Ability to articulate and present a positive professional image both in person and on the telephone.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, and the public.
- Ability to maintain tact and courtesy when interacting with the public and employees.
- Ability to communicate well both verbally and in writing.
- Proficient in Word, Excel, Access, and PowerPoint software.
- Ability to work effectively between departments.
- Ability to properly compose and edit news releases, articles, and letters in an interesting manner.
- Ability to maintain records and prepare reports.
- Ability to maintain confidentiality of material.

#### **Attendance:**

The Township office is open from 8:00 am to 4:30 pm, Monday through Friday. A minimum of forty (40) hours per week will be expected, notwithstanding vacation or other excused absences. Regular attendance of various board meetings will be expected after normal working hours. Occasional weekend or holiday work may be required.

#### **Tools and Equipment:**

Personal computer, word processing, website development, and spreadsheet software, calculator, printers, copiers, telephone, fax machine, postal meter, and others.

#### **Physical Demands:**

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position requires frequent on-site inspections including in unimproved and off-road areas. Some of the duties of this job are also performed inside a climate-controlled office setting. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Equal Employment Opportunity Statement**

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated.

**FAIRFIELD TOWNSHIP  
RESOLUTION NO. 25-44**

**RESOLUTION TO AUTHORIZE SALARY INCREASES FOR THE NON-UNION  
EMPLOYEES.**

**WHEREAS:** The Board has determined pay raises for employees as listed on the attached Exhibit "A";  
and

**WHEREAS:** Raises will be effective for the first full pay period after the effective dates listed on  
Exhibit "A";

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

**SECTION 1:** The Board approves employee raises as listed on the Exhibit "A" for the first full pay  
period after the effective dates listed on Exhibit "A". For probationary employees raises  
will be effective the first full pay period after their probation period.

**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:** March 11, 2025

**Board of Trustees**

**Vote of Trustees**

Michael Berding: \_\_\_\_\_

\_\_\_\_\_

Shannon Hartkemeyer: \_\_\_\_\_

\_\_\_\_\_

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:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Shelly Schultz, Fairfield Township Fiscal Officer

\_\_\_\_\_  
Katherine Barbieri, Township Law Director

**EXHIBIT A – effective March 29, 2025.**

<b>Employee</b>	<b>Current Pay Rate</b>	<b>Annual Rate 24</b>	<b>New Pay Rate</b>	<b>Annual Rate 25</b>
Chuck Goins	\$ 46.98	\$ 97,718.40		
Dianne French	\$ 26.50	\$ 55,120.00		
Nick Armstrong	\$ 31.80	\$ 66,144.00		
Noelle Sizemore	\$ 34.14	\$ 71,011.20		
Patty Moore	\$ 25.48	\$ 42,398.72		
Robert Chabali	\$ 58.99	\$122,699.20		
Doug Lanier	\$ 53.80	\$111,904.00		
Regina Leist	\$ 24.38	\$ 50,710.40		
Laurie Pitsch	\$25.44	\$ 52,915.20		
Anita Snyder	\$19.10	\$ 8,595.00		
Ryan Berter	\$ 55.20	\$115,003.20		
Jason Jeffers	\$ 50.06	\$104,124.80		
Kaye Hilvert	\$ 23.32	\$ 48,505.60		
Jeff Bennett	\$ 43.58	\$ 90,646.40		
Michael Bridges	\$ 35.67	\$ 74,193.60		
Paul Johnson	\$ 24.54	\$ 51,043.20		
Albert Koenig	\$ 27.76	\$ 57,740.80		
Arthur Shannon	\$ 26.75	\$ 55,640.00		
Arthur Simmons	\$ 24.54	\$ 51,043.20		
Brandon Smith	\$ 30.07	\$ 62,545.60		
Eric Stidham	\$ 26.75	\$ 55,640.00		