

# Williamsburg Township Board of Trustees Minutes

## October 23, 2023

The Williamsburg Township Board of Trustees met on Monday, October 23, 2023 to transact business. Mr. Henning called the meeting to order at 7:00 p.m., and all joined in the Pledge of Allegiance to the Flag. Bari Henning, Gary Jordan, and Guy Bainum answered the roll call. Also present were Fiscal Officer, Doug Lefferson, Maintenance Supervisor/Zoning Administrator Brian Tatman, Emergency Services Chief Jason McCarthy, Julia Carney Assistant Prosecuting Attorney, Greg Hoover, Dylan Arnett, Bobby Feimster, and Ed Boll.

Mr. Jordan motioned to approve the minutes of the October 9, 2023 meeting. Mr. Henning second. All yeas, Mr. Bainum motioned to approve the minutes of the October 10, 2023 special meeting. Mr. Jordan second. All yeas.

Mr. Lefferson presented a financial report, including a comprehensive account of expenditures and receipts and the Trustees accepted it.

Mr. Jordan motioned to pay the attached bills. Mr. Bainum second. All yeas.

At approximately 7:05 p.m. Mr. Henning motioned to go into Executive Session per Ohio Revised Code, Section 121.22 (G) (3) Conferences with an attorney for the public body (Township) concerning disputes involving the public body that are the subject of pending or imminent court action. Mr. Jordan second. All yeas. The Trustees, Assistant Prosecuting Attorney Julia Carney, Zoning Administrator Brian Tatman, and Fiscal Officer Doug Lefferson secluded themselves in a back room. The group returned out of Executive Session at approximately 7:13 p.m. Mr. Jordan motioned to initiate litigation on the owners of 3450 Clover Road for zoning violations. Mr. Henning second. All yeas.

Assistant Prosecuting Attorney Julia Carney provided an update on formerly having the deed for the Clover Cemetery in the Township's name. This is progressing. She shared an original document regarding a deed from the early 1900's and indicated there may be another from the 1800's. Mr. Jordan indicated the goal was to get the deed formalized to continue to protect the sanctity of the cemetery. On another topic, Ms. Carney indicated she and Fiscal Officer Lefferson had discussed the re-bid process on the new Maintenance Building.

### Zoning Report

Mr. Tatman provided a report. The Township Hall furnaces had to be looked at because they were not functioning. That Guy Heating and Cooling recommended replacing them since the furnaces were 20 years old due to availability of parts and the age of the equipment. Mr. Tatman had shared the price on replacing them with the Trustees prior to the meeting. That Guy Heating and Cooling also provided a quote to change the air conditioners out. One air conditioner was installed in 2010 and the other in 2019. The air conditioner that was installed in 2010 had a bad motor. Mr. Henning stated that it really was an emergency type situation because the building needed heat and due to the age of the equipment this was the best alternative. The other Trustees agreed. Mr. Henning motioned to pay That Guy Heating and Cooling \$17,968.00 for two new furnaces and two air conditioning units at the Township Hall. Mr. Bainum second. All yeas. Mr. Tatman indicated he received a phone call about the two 5-acre tracts next to Williamsburg Woods. Someone has purchased them and is looking to put 3 to 4 homes back there. It is part zoned R-3 and A-1. The owner asked about how to make them all the same zone and Mr. Tatman explained the steps to do that. The owner indicated they were not in a hurry to get any of this done. Mr. Bainum asked if this was the woods itself and Mr. Tatman replied yes. Mr. Jordan inquired about the high grass on the property next to the Township Hall. Mr. Tatman said he would discuss with them. Mr. Jordan said there were still demolition dollars available from the Clermont County Land Bank. Mr. Bainum said we should still look into the old Clover Church. The Trustees briefly discussed other potential sites.

### Cemetery and Maintenance Report

Mr. Tatman provided a report. The list of roads we want included in the County's bid for blacktopping is due October 27<sup>th</sup>. Mr. Tatman stated he received an estimate from the County of approximately \$71,445.50 to have Hennings Mill Road repaired and repaved. Mr. Jordan asked about including Coon Avenue since it was close by, smaller, and we were expecting to budget around \$100,000 total anyway. Fiscal Officer Lefferson said he and Mr. Tatman had considered and discussed that but chose not to add Coon Avenue. Mr. Lefferson said given the abnormally high dollars spent on paving for The Commons of East Fork this year, he wanted to allow the Road Fund to build back up. Mr. Jordan agreed. Mr. Henning noted the County planned bridge work on Hennings Mill possibly in 2025 but he felt it was ok to proceed with paving. Mr. Tatman said they had a mower for the cemetery go down. It is the 2016 Exmark mower. It will need a new engine. Since it is so late in the season, Mr. Tatman recommended keeping it for parts and then buy a new mower next season. Mr. Bainum asked how much a new mower would cost. Mr. Tatman said around \$12,000. Mr. Bainum suggested that we may be able to use the cemetery bequest funds that are being closed into the Cemetery Fund to purchase a new mower. Mr. Tatman stated that he sent a confirmation letter to Morton Salt that we would accept the pricing of \$96.84 for road salt. That was already bid and

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sent out with last year pricing. Mr. Tatman said they have finished cleaning up the old gravel bins and behind the building. They graveled the area behind the building and moved the road plates and extra buckets for equipment behind there. Mr. Jordan asked Mr. Tatman to set a date to move the old desk and safe to Harmony Hill as had been previously approved. Mr. Tatman said they would move this week.

### Emergency Services Report

Chief McCarthy provided a report. The Chief said he would like to recommend we hire Ohio First Responders Grants, LLC, a grant writer to pursue the FEMA Assistance to Firefighter Grant. The grant would be to replace our 1990 engine and our rescue truck with a new rescue style engine. The cost for the new engine is roughly \$1,000,000. The cost for the grant writer is \$2,500 and then an additional 5-10% of the federal award. The Chief also recommended we hire Ohio First Responders Grants, LLC to pursue the Staffing for Adequate Fire and Emergency Response Grant (SAFER). This grants project would allow us to hire 3 full-time members with no payroll cost to the Township for 3 years. With the current workforce we need to increase our full-time staff as soon as possible. The cost for the grant writer is \$2,500 and then an additional 5-10% of the federal award. Chief McCarthy provided the Trustees with some background information on Ohio First Responder Grants, LLC, and his due diligence. Fiscal Officer Lefferson had also provided some background information to the Trustees. This grant writing group has been around since 2007, has a success rate on achieving grants that has run between 84 and 94%, and has obtained awards of approximately \$25 million. Mr. Henning stated he believed seeking the grant assistance was a no brainer. The recommended grant writer appeared to be professional and had a good track record. Mr. Henning went on to state he liked combining two vehicles into one. He asked Chief McCarthy if this was a common practice. The Chief said yes departments were consolidating equipment due to the costs of vehicles and maintenance. He also stated that it is a positive to have a vehicle with more options if you get called from run to run, the calls may involve different types of situations. Mr. Henning said if we were to obtain the SAFER Grant we would be able to bank some of the part-time staffing savings to continue to cover full-time costs after the grant expires. Fiscal Officer Lefferson indicated he had discussed these proposals at length with Chief McCarthy and supports the strategy and it fits within the Township's funding. Mr. Jordan said this would be money well spent and compliment the levy that was passed. Mr. Bainum motioned to hire Ohio First Responders Grants, LLC to assist in locating and acquiring a grant to assist in funding a new fire engine for the Township, with a fixed application cost of \$2,500 and a variable cost of 5% to 10% of the federal share granted, contingent on the Prosecutor's Office review of the contract. Mr. Henning second. All yeas. Mr. Henning motioned to hire Ohio First Responders Grants, LLC to assist in acquiring a SAFER (Staffing for Adequate Fire and Emergency Response) Grant for Township Emergency Services staffing, with a fixed application cost of \$2,500 and a variable cost of 5% to 10% of the federal share granted, contingent on the Prosecutor's Office review of the contract. Mr. Bainum second. All yeas. Chief McCarthy informed the Trustees that Chris Wright passed his EVT (Emergency Vehicle Technician) class. Mr. Henning said the Trustees were proud of this accomplishment and to pass that on.

In regard to the proposed new maintenance building, Mr. Henning stated that upon reviewing the latest bid submissions, it was determined that the bond information for the Tim Wilson Custom Home LLC bid was not complete. Therefore, the Trustees must reject this bid. (The only other bid was outside the financial parameters and rejected at the bid opening meeting.) Mr. Jordan motioned to reject the Tim Wilson Custom Home LLC bid of October 10, 2023. Mr. Bainum second. All yeas. After discussion the Trustees decided they did want to re-bid the project. Mr. Jordan motioned to authorize the advertisement for bids for the construction of a new maintenance building in a paper of general circulation with a due date of November 2, 2023 at 10:00 a.m. Mr. Henning second. All yeas. Mr. Henning motioned to set a special meeting for November 2, 2023 at 10:00 a.m. at the Township Hall for the purpose of opening and reading bids for the new maintenance building. Mr. Bainum second. All yeas. Mr. Jordan motioned to set a special meeting, if necessary, for November 6, 2023 at 2:00 p.m. at the Township Hall for the purpose of reviewing any qualifying bids. Mr. Bainum second. All yeas.

Mr. Boll asked about October 10<sup>th</sup> minutes for the special meeting on the maintenance building. Mr. Lefferson said those minutes were approved tonight and will be posted on the website. Mr. Boll asked about the use of grant writers. Mr. Lefferson said the Township has been successful in obtaining some grants on their own and will continue to pursue that strategy as well, but using grant writers in these specific large dollar specialty cases makes sense. Mr. Boll agreed. Mr. Jordan said this time last year we were working diligently to get a levy passed and grants help reduce the need for future levies.

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Mr. Bainum motioned to adjourn at approximately 7:51 p.m. Mr. Henning second. All yeas.

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Fiscal Officer

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Chairperson