

# Williamsburg Township Board of Trustees Minutes

## January 8, 2024

The Williamsburg Township Board of Trustees met on Monday, January 8, 2024 to transact business. Mr. Jordan 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, Dylan Arnett, Bobby Feimster, and Ed Boll (arrived approximately 7:20 pm).

Mr. Henning motioned to approve the minutes of the December 11, 2023 meeting. Mr. Bainum second. All yeas.

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

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

Mr. Arnett asked about the process for a zoning change to industrial. Mr. Tatman responded that it was typically a three-month process with the County. Mr. Arnett said he would get with Mr. Tatman. Mr. Tatman said a site plan would be needed. He added that once the proper documentation is ready it is placed on the County agenda and they meet once a month. Whoever is requesting the zoning change would be invited to the County meeting. Once the County approves it goes back to the Township Zoning Commission Board. That Board makes a recommendation to the Township Trustees.

### Zoning Report

Mr. Tatman provided a report. He indicated that certain Zoning Board of Appeals members terms were up and he was in the process of finalizing the members. Mr. Jordan requested a list of current members. Mr. Tatman said he would send a current list to the Trustees. Mr. Tatman reported that there were 32 zoning certificates issued in 2023 for a variety of items. Mr. Henning requested a breakdown of the categories. Mr. Tatman said he would provide at a future meeting. Mr. Tatman said he was exploring an online zoning certificate program. He indicated he had a meeting scheduled later in the week with a vendor called Cloud Permit. Mr. Henning asked about the services this online system provided. Mr. Tatman stated that residents can file applications, complaints, and pay online. Mr. Jordan asked about the cost. Mr. Tatman said he did not know yet, but had indicated to the vendor that the Township only generates \$3,000 to \$4,000 a year in zoning revenue so the cost needs to align with that. Mr. Jordan asked if any nearby townships used the system. Mr. Tatman said he would follow up with the vendor but knew approximately 50 townships in Ohio use it. Mr. Jordan said we still need to deal with the high grass at the residence next to the Township Hall.

### Cemetery and Maintenance Report

Mr. Tatman provided a report. In 2023 there were 58 funerals and 17 cremations. Cremations are showing an upward trend from 12 in 2022. In regard to maintenance, Mr. Tatman said they were preparing the trucks for salt. Mr. Jordan asked about the salt supply and Mr. Tatman replied the Township currently has quite a bit. Mr. Tatman reported on a grant he is working on through the EPA for up to \$75,000 that applies to the storage and use of salt. He is looking into the cost for new doors for the salt barn and a larger pad where the salt is placed. Tim Wilson, who is building the new maintenance barn, is obtaining pricing. Mr. Henning asked what type of doors. Mr. Tatman said he was considering and evaluating metal. Mr. Tatman said they were also looking into the salt spreader control system as potential uses for the grant. Mr. Jordan asked if the Maintenance Department had a gauge for measuring road temperature. Mr. Tatman stated they did. He also indicated they use a State system for live cameras and data on road conditions. Mr. Lefferson asked about any resolutions required for the potential grant. Mr. Tatman said there were and we would handle at the January 22<sup>nd</sup> meeting. In regard to the new maintenance building, Mr. Tatman said the trusses were arriving Wednesday and being set Thursday. The tentative schedule calls for metal on the roof Friday and plumbing January 20<sup>th</sup>. All this is weather dependent.

Mr. Jordan stated that he reached out to Grant Vocational School to see if they had any interest in building a potential new shelter at the Concord Cemetery or doing some new flooring at the Township Hall. Mr. Jordan said the school was interested and he was going to schedule a meeting in the next week or so.

### Emergency Services Report

Chief McCarthy provided a report. There were 50 fire calls and 117 EMS calls for the month of December. The annual stats for 2023 were 491 fire calls, a 52% increase from 2022, mutual aid given 119 times and received 61 both up from 2022, with EMS calls of 1,231, a 7% increase from 2022, mutual aid given 86 times and received 53. Mr. Henning asked about the 52% increase in fire calls. Chief McCarthy said the increase was partially impacted by better documentation. As to community participation, the Chief stated a CPR class was taught for the wrestling coaches. Chief McCarthy provided an update on the 2019 ambulance wrecked on Christmas Day. The insurance adjuster will be out Tuesday, January 9<sup>th</sup> to evaluate the damage. Horton has already been contacted to schedule the repair. The damaged windshield has been replaced. The chassis will likely be repaired by a collision center while the box would be repaired by Horton. The Chief will also have the ambulance professionally cleaned and detailed. The Chief and Trustees were thankful no one was injured.

Mr. Jordan said it was likely a two-year contract extension would be worked out with Rumpke on waste and recycle collection.

Mr. Jordan reminded everyone about the Ohio Township Association Winter Conference February 8<sup>th</sup> and 9<sup>th</sup>.

Mr. Jordan stated the Township received a notice from the Clermont County Recorder regarding the filing of zoning resolutions and amendments. This is a standard annual notice. Mr. Tatman asked about the listed fees. Mr. Jordan indicated it was \$50 for each resolution and \$20 for each amendment and said he would provide Mr. Tatman the notice.

Fiscal Officer Lefferson said the Maintenance and Emergency Services Departments have been using Smyth Automotive for some smaller parts and supplies and are requesting the ability to charge to an account with monthly billing. He recommended a \$3,000 total limit. Mr. Henning motioned to authorize the Fiscal Officer to apply for commercial credit in the name of Williamsburg Township in the amount of \$3,000 with Smyth Automotive, 4275 Mt. Carmel-Tobasco Road, Cincinnati, Ohio 45244, with the following authorized signers: Brian Tatman, Maintenance Supervisor, Chris Wright, Maintenance, Jason McCarthy, Emergency Services Chief, and Jason Pollitt, Captain Emergency Services. Mr. Bainum second. All yeas

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Mr. Jordan shared a thank you note from Steve and Teresa Maham for the flowers for Earl Whiteman who recently passed. Mr. Whiteman was a big part of the community for a long time.

Mr. Bainum mentioned the Clermont County Township Association Meeting next week. Mr. Bainum also wanted to thank Dan Scott in particular and the maintenance team for the work painting and refreshing the interior of the Township Hall.

There being no further business, Mr. Henning motioned to adjourn at approximately 7:29 p.m. Mr. Bainum second. All yeas.

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Fiscal Officer

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Chairperson