

# Williamsburg Township Board of Trustees Minutes

## December 11, 2023

The Williamsburg Township Board of Trustees met on Monday, December 11, 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, Greg Hoover, and Ed Boll.

Mr. Jordan motioned to approve the minutes of the November 27, 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. Hoover asked if there were any updates on issues with the airsoft gun park operating in the Township, stating that no legal action had been filed yet by the Prosecutor's Office. Mr. Tatman indicated the Prosecutor's Office had all the information they requested. Mr. Henning indicated that based on previous updates from the Prosecutor's Office it was the Trustees expectation that the legal action would have already been filed. Mr. Tatman said he would follow up with them. Mr. Henning said Mr. Hoover could follow up with the Prosecutor as well.

### Zoning Report

Mr. Tatman provided a report, indicating there was limited activity. He stated that at the Zoning Board of Appeals hearing held November 30, 2023, the Board approved a height variance for Purina and their potential new plant.

### Cemetery and Maintenance Report

Mr. Tatman provided a report. He indicated that funerals were happening at a high pace the last few weeks. Mr. Tatman provided an update on the continuing refresh of the Township Hall; the back room has now been repainted and they are ready to begin painting the main meeting area. Mr. Henning complimented the maintenance team. Mr. Jordan said it was beyond expectations and all Trustees voiced positive reactions. Mr. Henning said he had been working with County authorities and approved a cremation for an indigent person. This will be at the Township's expense. Mr. Henning provided the paperwork to the Trustees and Fiscal Officer.

### Emergency Services Report

Chief McCarthy provided a report. For the month of November, there were 31 Fire and 103 EMS calls. In regard to community involvement, the Department participated in the Williamsburg Christmas Walk. Training for the month included drivers training at the Clermont County Fairgrounds with Stonelick Township and Jackson Township. Naomi McKenzie and Molli Doyle tendered their resignations and Chief McCarthy recommended we accept these. Justin Heck and Jeremy Duty have graduated from the Cadet Program. They have exceeded the age limit. Justin Heck has submitted his application to become a Volunteer Firefighter with the Department. The Chief recommended we add him to the roster for this position. Chief McCarthy recommended removing Jeremy Duty from the Cadet roster due to exceeding the age limit. The Chief recommended adding Colton Siegel to the Cadet Program. He also stated that Michael Welch, Emily Meyer, and John Quirk have passed their paramedic testing and are now certified as Paramedics in the State of Ohio. Dakota Pollitt, Jeremy Duty, and Justin Heck have passed their Firefighter 1 State test. The Chief also indicated he would like to apply for a grant from Walmart to purchase smoke and CO detectors that can be issued to residents who need them. Mr. Jordan motioned to accept the resignations of Naomi McKenzie and Molli Doyle. Mr. Henning second. All yeas. Mr. Jordan motioned to add Justin Heck to the Volunteer Firefighter roster. Mr. Henning second. All yeas. Mr. Bainum motioned to remove Jeremy Duty from the Cadet Program. Mr. Jordan second. All yeas. Mr. Henning motioned to add Colton Siegel to the Cadet Program. Mr. Bainum second. All yeas. Mr. Henning asked about the age parameters for the Cadet Program. Chief McCarthy stated it was 14 to 18 years old. Mr. Jordan asked the Chief to pass on his congratulations and thank you to those who recently became Paramedics and Firefighter 1s. The other Trustees echoed this sentiment. Mr. Jordan indicated he was excited about emergency response times and wanted to pass on a good job for the whole team. Mr. Henning indicated Jackson Township had approached him about their annual fee for contracted services provided by Williamsburg Township. He indicated Jackson Township Trustee Joe Speeg expressed his appreciation for our Chief McCarthy and the Emergency Services team. Mr. Speeg recognized increased costs of our Township and other local Townships associated with providing these emergency services and suggested increasing Williamsburg Township's annual retainer from \$15,400 to \$20,400. Mr. Henning motioned to approve the First Amendment to Contract for Emergency Medical Services with Jackson Township hereby increasing the amount of the annual retainer to \$20,400. Mr. Bainum second. All yeas.

Fiscal Officer Lefferson provided an overview of Resolution 2023-17. He stated that in regard to the Ohio Public Works Commission grant the Township received for the Commons of East Fork Subdivision road project, even though the State of Ohio pays the County Engineer directly for the contracted work the grant amount must be recorded in the Township's accounting records. Therefore, he requests amended appropriations to account for the grant of \$269,500. Mr. Henning motioned to adopt Resolution 2023-17 to amend the permanent appropriations by increasing the appropriated amount in Fund 2031 Road and Bridge, account 2031-330-599 by \$269,500. Mr. Jordan second. All yeas.

Mr. Bainum stated he was glad to have completed the movement of the Bequest funds into the Cemetery Fund this year.

At approximately 7:26 p.m. Mr. Henning motioned to go into Executive Session per Ohio Revised Code, Section 121.22 (G) (1) to consider compensation of a public employee or official. Mr. Bainum second. All yeas. The Trustees and Fiscal Officer came out of Executive Session at 7:58 p.m.

Chairman Henning turned the meeting over to the Fiscal Officer Doug Lefferson to take nominations for Chairman for next year. Mr. Henning nominated Mr. Jordan for Chairperson. Mr. Bainum second. Mr. Lefferson closed the nominations hearing no further motions. All yeas.

Mr. Lefferson asked for nominations for Vice Chairperson. Mr. Jordan motioned to nominate Mr. Bainum for Vice Chairperson. Mr. Henning second. Mr. Lefferson closed the nominations hearing no further motions. All yeas. Mr. Lefferson turned the meeting back over to current Chairman Henning.

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Mr. Henning motioned to re-appoint Brian Tatman as Cemetery Sexton & Road Maintenance Supervisor/Zoning Administrator with a salary of \$65,000. Mr. Bainum second. All yeas.

Mr. Jordan motioned to re-appoint Jason P. McCarthy as Emergency Services Chief with a salary of \$80,000. Mr. Henning second. All yeas.

Mr. Bainum motioned to give all other full and part-time employees, not covered in the motions just passed, a 3.0% raise. Mr. Henning second. All yeas.

Mr. Henning motioned to pay all EMS and Fire volunteers \$20.00 per run. Mr. Jordan second. All yeas. Mr. Henning motioned to pay Cadets \$10.00 per run. Mr. Bainum second. All yeas.

Mr. Jordan motioned to pay all zoning board and ZBA members \$55.00 per meeting. Mr. Bainum second. All yeas.

Mr. Jordan motioned to pay the Trustees and Fiscal Officer the maximum compensation allowed per Ohio Revised Code and to pay in 12 equal installments and to allocate across departments as allowed per Ohio Revised Code if necessary.

Mr. Bainum second. All yeas.

Mr. Henning motioned to pay the Emergency Services Chief, Cemetery Sexton/Zoning Administrator, Trustees and Fiscal Officer's expenses to both the winter and summer conferences if they decide to attend. Mr. Jordan second. All yeas.

Mr. Bainum motioned to pay the IRS rate/mile for personal automobile use on township business. Mr. Henning second. All yeas.

Mr. Henning motioned to pay \$55.00 per day without receipts for meals at any conference or out of town trip on Township business. Mr. Jordan second. All yeas.

Mr. Jordan motioned to pay \$200.00 for Memorial Day expenses. Mr. Bainum second. All yeas.

Mr. Bainum motioned to continue to provide health, dental, & vision for all eligible employees and elected officials and to continue to fund the HRA. Mr. Henning second. All yeas.

Mr. Henning motioned to pay the Fiscal Officer and Trustee's state and local township association dues. Mr. Bainum second. All yeas.

Mr. Jordan motioned to appoint the chairperson and vice-chairperson to the Fire Dependency Board. Mr. Henning second. All yeas.

Mr. Jordan motioned to rescind the approval for the payment of up to \$400 per firefighter volunteer for clothing in 2023 due to clothing being provided by the Emergency Services Department. Mr. Bainum second. All yeas.

Mr. Henning motioned to set meeting dates as the second and fourth Monday of each month at 7:00 p.m., with only one December Meeting to be held on the 16<sup>th</sup> and the May Meeting moved to Tuesday, the 28<sup>th</sup>. Mr. Jordan second. All yeas.

Mr. Bainum motioned to set the 2024 temporary budget equal to approximately 25% of the current 2023 budget. Mr. Henning second. All yeas.

Mr. Henning administered the Oath of Office to Mr. Bainum as Trustee and Mr. Lefferson as Fiscal Officer for their new term of office starting in 2024.

The Trustees recognized the passing of Earl Whiteman, long-time Cemetery Sexton (retired) for Williamsburg Township. It was an honor to have had Mr. Whiteman on staff and there were many positive comments and memories.

There being no further business, Mr. Bainum motioned to adjourn at approximately 8:11 p.m. Mr. Jordan second. All yeas.

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Fiscal Officer

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Chairperson