

# Williamsburg Township Board of Trustees Minutes

## January 30, 2024

The Williamsburg Township Board of Trustees held a Special Meeting on Tuesday, January 30, 2024 at the Williamsburg Township Hall, for the following purpose: to provide an audit update in executive session and all other matters that may come before the Board in open session. Mr. Jordan called the meeting to order at 1:00 p.m., and all joined in the Pledge of Allegiance to the Flag. Guy Bainum, Bari Henning, and Gary Jordan answered the roll call. Also present were Fiscal Officer, Doug Lefferson, Maintenance Supervisor/Zoning Administrator Brian Tatman and Emergency Services Chief Jason McCarthy.

Mr. Tatman had previously provided the Trustees and Fiscal Officer with recommended new pricing for zoning fees based on a review of other local township's fees. He asked that the Trustees review the recommendations and let him know their thoughts. Mr. Tatman discussed a proposal from Cloudpermit for a zoning software. He indicated the cost was \$4,000 annually (\$5,000 in the first year due to implementation costs). He said Franklin Township was implementing the software. Mr. Henning asked what this would do for Mr. Tatman. He responded it would make it easier to handle permits and complaints. Mr. Tatman stated that through the software you can send notices, review information online, and standard letters would already be generated and attached. Mr. Jordan suggested a video conference with the vendor and Trustees. Mr. Tatman said he would check into it. Mr. Jordan asked if the information was private. Mr. Tatman indicated it was. Mr. Henning asked if the general public had access to all notices and permits generated. Mr. Tatman said they did not. Mr. Jordan commented on the ability to have electronic files with backups all in one place. The group thought the software may alleviate some after hours appointments. Mr. Jordan asked if the County had an iCloud solution for their process. Mr. Tatman said they did, but it was a different more expensive system. There was a discussion on the two modules available for purchase in the software and whether there was a need for the complaint module, no decision was made.

Mr. Tatman requested a new computer for his zoning office, with his old computer being moved for use in the conference room. The Trustees approved this request.

Mr. Tatman provided an update on the progress of the new maintenance building. With some improved weather, the construction is proceeding well.

Mr. Tatman initiated discussion on the potential Ohio Environmental Protection Agency Grant for up to \$75,000 regarding equipment used in the application of road salt. Mr. Jordan motioned to adopt Resolution No. 2024-02 to file for the H2Ohio Rivers Initiative Chloride Reduction Grant and to authorize Brian Tatman to execute the application and all related items associated with the Grant. Mr. Bainum second. All yeas.

Mr. Jordan informed the group that he, Mr. Tatman, and Mr. Lefferson met with Kenny Carter from the Grant Vocational School. He indicated they had a good discussion surrounding the possibility of the school constructing a new pavilion at the Concord Cemetery, possibly in the fall of this year.

Mr. Jordan informed the group that the demolition of the old Concord church was complete.

Mr. Jordan motioned to go into Executive Session pursuant to ORC 121.22 (G)(1)/(5) for the purpose of discussing the investigation of charges or complaints against a former public official/matters required to be kept confidential by state statutes at approximately 1:45 p.m. Mr. Bainum second. All yeas. The Trustees and Fiscal Officer Lefferson went into Executive Session. Mr. Henning motioned to come out of Executive Session at approximately 3:32 pm. Mr. Jordan second. All yeas. The Trustees came out of Executive Session at approximately 3:32 p.m. having discussed the investigation of charges or complaints against a former public official with no action taken and no decisions made.

There being no further business, Mr. Henning motioned to adjourn at approximately 3:32 p.m. Mr. Bainum second. All yeas.

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Fiscal Officer

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Chairperson