

# **Williamsburg Township Board of Trustees Minutes**

## **August 25, 2025**

The Williamsburg Township Board of Trustees met on Monday, August 25, 2025 to transact business. Mr. Bainum called the meeting to order at 7:00 p.m. All joined in the Pledge of Allegiance to the Flag. Guy Bainum, Gary Jordan, and Bari Henning answered the roll call. Also present were Fiscal Officer Doug Lefferson, Maintenance Supervisor/Zoning Administrator Brian Tatman, Emergency Services Chief Jason McCarthy, Joseph Martin, Charlie Maklem, Donna Mercer, Randy Mercer, Jody Wilson, Jackie Bailey, and Ed Boll.

Mr. Henning motioned to approve the minutes of the August 11, 2025 regular meeting. Mr. Jordan second. All yeas. Mr. Jordan motioned to approve the minutes of the August 14, 2025 special meeting. Mr. Bainum second. Roll call: Mr. Jordan – yea, Mr. Bainum – yea, Mr. Henning – abstain.

Mr. Lefferson presented a financial report, including a comprehensive account of expenditures and receipts, an appropriation status report indicating year-to-date expenditures by account, and a revenue status report comparing budgeted revenue to actual received, and the Trustees accepted it.

Mr. Jordan motioned to approve the attached bills. Mr. Henning second. All yeas.

Fiscal Officer Lefferson reported that tax collection fees associated with the County's collection of real estate taxes for the Township were higher than budgeted and he requested an amendment to appropriations to account for the higher fees. Mr. Henning motioned to adopt Resolution No. 2025-13 to realign the permanent appropriation resolution by decreasing account 1000-110-599 Other Expenses by \$5,000.00 and increasing account 1000-110-314 Tax Collection Fees by \$5,000.00 all within the General Fund 1000. Mr. Bainum second. All yeas.

Mr. Lefferson informed the Trustees that it was his understanding that the Township credit cards processed through Elan Financial Services for Peoples Bank were now directly with Elan and no longer associated with Peoples Bank. Peoples Bank indicated they have their own cards and he is researching and recommending having the Township credit cards through Peoples with the same set up and credit limits the Township currently operates under.

Mr. Lefferson said he and Chief McCarthy recently met with the Ohio Bureau of Workers' Compensation on grant opportunities and available programs. Mr. Lefferson also indicated that he and Mr. Henning participated in a Williamsburg Joint Economic Development District meeting on August 20<sup>th</sup>.

### **Zoning Report**

Mr. Tatman provided a report. He indicated one zoning certificate for a new pole barn and one for an industrial building addition, Design Within Reach, had been issued since the last meeting. Mr. Tatman said the County meeting for a zone change is tomorrow evening (August 26) at the County building after which he will schedule a meeting for the Township Zoning Commission and then it will come to the Trustees. He indicated he was looking at the middle of September for the Zoning Commission Meeting. Mr. Tatman said he would talk to the Zoning Commission at that time about going through the Zoning Resolution Book and get some dates to meet to discuss updating the book. Mr. Tatman said he already had a few things that need to be added.

### **Cemetery and Maintenance Report**

Mr. Tatman provided a report. He stated the boom mower was still down and he had to order a new shaft for the pump and adapter sleeve, which came in today but it was the wrong one so sending back. Mr. Tatman said all cemeteries have been trimmed and they are working on foundations through the end of this week and beginning of the next. He said Sally Drive and Coon Avenue have both been paved and look good. Mr. Tatman said the County sent out a letter about next year's paving and they need certain information by the end of September and the specific roads we want to include by the end of October. He said the next road the Township planned to pave was Ashton Road. Mr. Tatman said a rough estimate to pave Ashton Road was between \$70,000 and \$80,000. He indicated beyond 2026 the next roads were Ireton, Todds Run, and Musgrove. Mr. Henning asked how long it had been since Musgrove Road was paved, he was thinking 15 to 20 years. Mr. Tatman thought that was accurate. Mr. Henning requested a report of all roads and when they were last paved. Mr. Jordan said we should drive those roads and asked if Ashton Road had any houses in the Township. Mr. Tatman said there were houses on Ashton Road in the Township. Mr. Tatman reported they would be out dura patching over the next few weeks and will get the school bus turn around at Hockstock at that point. He also indicated they were going to start leveling graves and seeding them over the next month, hoping by then to get some rain to start to get the grass growing on them. Mr. Jordan said the shoulders on Musgrove Road were bad. Mr. Tatman said we could do a full depth repair where needed on roads the year before they are to be paved. Mr. Bainum asked if trucks for the solar project would be going through Ashton Road. Mr. Tatman said they should not be and Mr. Henning agreed they should not be. Mr. Henning indicated other areas have put up

# Williamsburg Township Board of Trustees Minutes

**August 25, 2025**

signs saying no solar traffic. Mr. Tatman said we should let Jackson Township know if it is decided that Ashton Road is the next to be paved. Mr. Jordan said he spoke with Joe Speeg (Jackson Township Trustee) and Ashton Road is in the solar project RUMA (Road Use and Maintenance Agreement). Mr. Jordan said Mr. Speeg also indicated that things have gotten quiet with the solar project. Mr. Tatman said next they will be doing patching Ireton, Musgrove, and Todds Run, starting with Musgrove. Mr. Bainum asked if we have heard anything on the pothole issue. Mr. Tatman said no. Mr. Bainum asked about a potential issue with Gary Howard's ditch on Bass Road. Mr. Tatman said he had not talked with Mr. Howard but he has looked at it. Mr. Tatman said certain areas were riprap and hard to clean out and a pipe may need replaced. Mr. Bainum said give him a call and see what the concern is about. Mr. Henning asked when the last time the ditch was cleaned out from Mr. Pollitt's house to State Route 133. Mr. Tatman indicated it had been a couple of years and was time for it. Mr. Jordan said he communicated with the Sackrider family regarding the hole off of Ireton Road and they appreciate the work that was done and are satisfied. Mr. Bainum asked about the building on the old Eve and Earls store lot. Mr. Tatman said the owner said it was not business and he was storing personal vehicles in it. Mr. Tatman says the owner knows if he does business out of the building a zoning letter will be issued because the property is on parcels that are split zoned. Mr. Bainum asked about the building on Sharps Cutoff. Mr. Tatman said it was for storing equipment.

## **Emergency Services Report**

Chief McCarthy provided a report. In regard to community participation, the Chief said crews attended the Williamsburg Youth Football 2025 Heroes Bowl at Osborne Field in Abrams Stadium and also assisted the Williamsburg Police Department with funeral services for K-9 Bragi. Chief McCarthy said quotes have been collected for repair/replacement of the firehouse roof that is leaking. Cost of a new roof is over \$300,000.00. The Chief indicated that a second option would be to install a 20-year roofing system (rubberized coating process). The Chief recommended we do this and use Five Star Commercial Roofing at a price of \$39,000. Additional quotes were provided to the Trustees. Chief McCarthy also requested an additional \$1,000.00 for roof and pipe repair. The Chief indicated good references were provided. Mr. Bainum said he had a friend that was a retired roofer and was familiar with this type of roofing system and approved of it and was pleased with it. Mr. Jordan felt it was a good value if it extends the roof life another 20 years. Mr. Henning indicated it sounded like a good process. Mr. Bainum asked Fiscal Officer Lefferson if the Township had the funding available. Mr. Lefferson said yes. Mr. Jordan motioned to hire Five Star Commercial Roofing, Inc., Hartford City, Indiana to install a roofing system on the Emergency Services Building at a cost not to exceed \$40,000.00. Mr. Bainum second. All yeas. Chief McCarthy said he would like to send Captain Watren to a Fire Officer I and II class. Fire Officer I and II certifications are essential training programs designed for firefighters aspiring to advance their careers and take on leadership roles within the fire service. The 120-hour class is \$1,275.00. Mr. Henning motioned to approve Fire Officer I & II class for Firefighter/Paramedic Ethan Watren at a cost of \$1,275.00. Mr. Jordan second. All yeas. Chief McCarthy said Mark Greg Mathews, Mason Mayfield, and Colton Siegel have submitted resignations. The Chief indicated none have really been that active in the last year. Chief McCarthy recommended accepting the resignations. Mr. Bainum motioned to accept the resignations of Mark Greg Mathews, Mason Mayfield, and Colton Siegel. Mr. Jordan second. All yeas. Chief McCarthy said he would like to apply for the Purina 2025 Charitable Trust Fund Grant for up to \$50,000.00 to assist with the purchase of a new UTV (Utility Terrain Vehicle). Mr. Bainum motioned to authorize Chief McCarthy to apply for the Purina 2025 Charitable Trust Fund Grant for up to \$50,000.00 to assist with the purchase of a new UTV (Utility Terrain Vehicle). Mr. Henning second. All yeas. Chief McCarthy said the retest for the all-hazards outdoor warning system was completed on Wednesday August 20<sup>th</sup> and 5 of our 6 sirens activated. He said the siren on Hennings Mill did not activate and the process has started to find out why it did not function. Mr. Henning asked if they have looked at it yet. The Chief said he had not heard anything yet from the County but that he was going out to test the batteries.

Mr. Bainum said last Thursday he, Trustee Jordan, Fiscal Officer Lefferson, and Emergency Services Chief McCarthy attended a groundbreaking at Design Within Reach for a building expansion. Mr. Bainum said construction was to start soon and is expected to be completed by next April. The expansion is estimated to employ 30 more people in the Township. Chief McCarthy said at the groundbreaking MillerKnoll (Design Within Reach's parent company) committed to providing a \$5,800 donation to the Township for water rescue equipment and Raymond Forklift provided an additional \$1,000 donation toward the same. Mr. Jordan said the groundbreaking was a great opportunity to interact with management of Design Within Reach and the building developers. Mr. Jordan said in regard to Chief McCarthy, the donations were a reflection of his leadership and a job well done. Mr. Jordan said at the event we also had the opportunity to interact with Joe Abner, Deputy District Director for U.S. Representative David Taylor and discuss the growth along SR 32 and the need for a bridge associated with the SR 32 crossings of Dela Palma Road and McKeever Road. Mr. Jordan mentioned the injuries and near deaths seen at those intersections. Mr. Jordan referenced a discussion earlier in the year he had with State Representative Adam Bird, along with Chief McCarthy, Fiscal Officer Lefferson, and Williamsburg Mayor Jim Weaver trying to get the Dela Palma/McKeever issue on the schedule. He stated it was a huge concern and a great opportunity to discuss.

# **Williamsburg Township Board of Trustees Minutes**

## **August 25, 2025**

### **Public Participation**

Mr. Bainum opened the meeting for public participation. Ms. Wilson and Ms. Bailey of the S.O.S. Team provided an update on Pipers Pantry and the event held at the Firehouse August 23rd. Ms. Wilson thanked the Township and Mr. Tatman for placing the flyer on the Township website immediately. Ms. Wilson thanked Trustee Bainum for a donation and checking in on them at the event. She said they broke a record overall since January by distributing 225 pounds of dog food, 130 pounds of cat food, and 200 pounds of litter. Ms. Wilson said 61 people signed up for spaying or neutering a pet. Ms. Wilson said Chief Jason McCarthy went above and beyond helping with the event and it touched their hearts. She indicated he delivered 5 bags of dog food and some litter (donated by Purina) to them and took time out from his busy schedule. Ms. Wilson and Ms. Bailey presented Chief McCarthy with a plaque from the S.O.S. Team expressing their appreciation along with a picture from the event. Ms. Wilson indicated the plaque was made by Zachary Houchin, a fellow public safety worker. Ms. Bailey said on behalf of families and animals helped thank you. Chief McCarthy was appreciative. Mr. Bainum thanked Ms. Wilson and Ms. Bailey. Randy Mercer introduced himself and indicated he was running for Williamsburg Township Trustee. He said he runs a local heating and air conditioning company. Mr. Bainum said you are welcome anytime. Mrs. Mercer said that Mr. Mercer was a straight shooting guy. Mr. Bainum thanked them for coming.

There being no further business, Mr. Henning motioned to adjourn at approximately 7:35 p.m. Mr. Bainum second. All yeas.

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Fiscal Officer

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Chairperson