

# Williamsburg Township Board of Trustees Minutes

## September 8, 2025

The Williamsburg Township Board of Trustees met on Monday, September 8, 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, Donna Mercer, Randy Mercer, Jody Wilson, Brian Bielfelt, Tom Mroz, and Ed Boll.

Mr. Jordan motioned to approve the minutes of the August 25, 2025 regular meeting. Mr. Henning second. All yeas.

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

Corporal Adam Bailey of the Clermont County Sheriff's Office provided a report on activity in the Township. The August 2025 activity included two assaults, one animal offense, two death investigations, one domestic violence, one extortion/conspiracy/bribery, one found property, five informational reports, one missing person, one suicide/mental health call, and one trespass offense. Corporal Bailey said compared to August 2024 the numbers were about the same. Corporal Bailey said the August 2025 statistics compared to July 2025 showed an increase in offense reports. Corporal Bailey said that while mental health/suicide reports were reported as only one some of these type issues may fall into the informational report category and that these issues were a priority for the department. He apologized for having been unable to attend Township meetings for a while indicating he had some medical issues and surgery, but it was good to be back. Mr. Henning said it is good to have you back. The Trustees stated they appreciated the report and Corporal Bailey's service.

Fiscal Officer Lefferson said the Township is required to certify the amounts and rates of existing tax levies on an annual basis. He indicated that this is a standard routine action and he had reviewed the information. Mr. Bainum motioned to adopt Resolution No. 2025-14 certifying the amounts and rates of existing tax levies to the Clermont County Auditor. Mr. Jordan second. All yeas.

Mr. Lefferson said that toward the end of 2023 we transferred \$10,039.83 from four small cemetery bequest funds to the Cemetery Fund. The auditors said we should have gone through the Common Pleas Court, so we are going through the process of transferring back and then going through the court. Mr. Lefferson said Resolution 2025-15 is part of this process. Mr. Henning said these transfers were made with the advice of the Clermont County Prosecuting Attorney's Office and that the we did not do on our own. Mr. Mercer asked if this came up in an audit. Mr. Lefferson said yes, the Township is currently under an audit (routine) that began in December 2024. Mr. Mercer indicated he understood the often-lengthy process from his experience with the Village. Mr. Henning motioned to approve Resolution No. 2025-15 to transfer funds from the Cemetery Fund 2041 to the Cemetery Bequest Funds 4951, 4952, 4953, and 4954 and to authorize the Clermont County Prosecutor's Office and Fiscal Officer Doug Lefferson to make such fund and bank account closures and transfers as necessary. Mr. Bainum second. All yeas.

Mr. Lefferson reported that through recently enacted House Bill 96, effective September 30, 2025, upon discovering a cybersecurity incident or ransomware incident, political subdivisions, like the Township, must notify Ohio Homeland Security within seven days and the Auditor of State within 30 days. Additionally, counties and cities must adopt a cybersecurity program/policy by January 1, 2026 and all other entities, which would include the Township, by July 1, 2026.

### Zoning Report

Mr. Tatman provided a report. He indicated the County Planning Commission recommended the approval of the zone change and it will now go to the Williamsburg Township Zoning Commission later this month. Mr. Tatman said he sent out five letters about properties again for tall grass and or junk vehicle or debris in the yard, indicating they have until the end of the month to correct.

Mr. Jordan said in regard to the RUMA (Road Use Maintenance Agreement) with Savion (solar project) he spoke with Joe Speeg about whether three separate agreements (Jackson, Williamsburg, and Batavia Township) were needed or could there be just one because Joe Speeg is the liaison for all three townships. Mr. Jordan said he would keep the Trustees up to date.

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### Cemetery and Maintenance Report

Mr. Tatman provided a report. He said we need to decide by the end of the month a budget for roads for paving next year. He provided the Trustees a list of Township roads and when they were last paved. Ashton Road was last paved in 1998 with a small section done in 2003 or 2004. Mr. Tatman recommended paving Ashton Road next year and doing some full depth repair on roads that were to be paved later. Mr. Tatman said he would go out and mark the roads for full depth repair and get a price. Mr. Jordan said he drove three roads and Ashton has the most need, Ireton and Todds Run could be durapatched. Mr. Bainum said Ashton was pretty rough and suggested Jackson Township pave their section at the same time so there won't be a seam. Mr. Tatman said let him know which roads the Trustees want to have full depth repair. He said Musgrove was last paved in 2004, Todds Run in 2011, and Ireton in 2007-2009. Mr. Henning said he would do full depth repair on Musgrove Road. Mr. Bainum and Mr. Jordan agreed. The Trustees said the other roads discussed could be durapatched. Mr. Jordan asked if Hockstock had been durapatched. Mr. Tatman said not yet. He said Tate Township has the durapatcher because we had funerals and could not utilize (Williamsburg and Tate Township share a durapatcher). Mr. Henning said with the maintenance team being down a guy (for 3 weeks) can durapatching be done. Mr. Tatman said he and Perry Bennett can run the durapatcher. Mr. Tatman said he was contacted by Georgia Goins about a Williamsburg Cub Scout group wanting to do community service in the Cemetery. He told her he would have to ask the Trustees due to liability issues. Mr. Tatman said Ms. Goins had indicated the kids would be aged 5 to 11 because they would be in kindergarten to 5<sup>th</sup> grade, all they would be doing would be picking up any trash and small sticks, and there would be multiple adult leaders walking around with the kids and possibly some of their parents as well. Mr. Jordan said he did not see an issue. Mr. Lefferson said we would have them sign our standard Hold Harmless Agreement. Mr. Bainum said he did not have an issue because they will have adult supervision. Mr. Tatman reported the new truck was delivered to KE Rose the Friday before Labor Day for the upfitting. He indicated it should be ready the first week or so of October. He said W.A. Jones will pick up the International the first week of October to do a retrofit on a new salt calibration system and have it back by the end of October. Mr. Tatman said they are starting to trim the cemeteries again for what he believes will be the last time this year. Foundations will be poured this week. He indicated Aaron Whaley is off for the next three weeks as planned. Mr. Tatman had provided the Trustees a quote from A&A Safety for 12 new traffic cones and 2 new men working rollup signs for a total of \$770. He said the cost of these items would be covered by the MORE Grant through OTARMA. Mr. Jordan motioned to purchase 12 traffic cones and 2 men working roll up signs with 2 stands for a total of \$770.00 from A&A Safety 1126 Ferris Road, Amelia, Ohio. Mr. Bainum second. All yeas. Mr. Jordan asked Mr. Tatman to check on a dump on Ashton Road. Mr. Tatman said he was familiar with it and had already picked up two refrigerators, but would check again.

Mr. Jordan said he, Mr. Tatman, and Mr. Lefferson had another session with the County Economic Development team on the Williamsburg Township 20 Year Land Use Plan. In putting together the Plan, Mr. Jordan said there would be a lengthy survey of residents and business owners maybe in November with an anticipated finish to the plan in first quarter of 2026. The plan would be detailed, with map overlays, and goals for land use including along the SR 32 corridor. Trying to balance business while keeping some aspects of "Mayberry". Mr. Jordan said even as we layout what we hope for the Township it could go away through annexation. He said since 1995 595 acres of the Township had been annexed. Mr. Jordan said in 10 to 15 years the SR 32 corridor will have completely changed and we also have to manage house tops. Mr. Tatman said there were only 13 people that completed a survey when the current plan was developed years ago. Mr. Jordan said for the upcoming survey we want to get as many touches as we can. Mr. Jordan said we have talked about solar and small nuclear facilities and that should be part of the survey to find out how does the community feel about it. He said we want to get a cross section of the community and it will be interesting to see how it all comes out.

### Emergency Services Report

Chief McCarthy provided a report. There were 42 Fire and 91 EMS calls in August. In regard to community participation, the Chief said crews attended the first responder night at the football game. The Chief, Williamsburg Police Chief Herren, and members of the Brewer family participated in the coin toss. Chief McCarthy said he would like to use EMS Grant money to purchase:

1. Two McGrath video laryngoscopes and accessories. Our current video intubation equipment is antiquated and ready for replacement. Total cost \$2,982.93. A Henry Schein quote was provided.
2. Automated External Defibrillator (AED) trainers. Total cost for 4 devices is \$775.00. These are used when we teach CPR classes.
3. Four new CPR mannequins. Total cost \$1,980.00. These provide real time feedback with skin color changes indicating if compressions are the right depth and right speed.

Mr. Bainum motioned to purchase two McGrath video laryngoscopes and accessories from the Henry Schein company at a cost of \$2,982.93. Mr. Jordan second. All yeas. Mr. Henning motioned to purchase four Automated External Defibrillator

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(AED) trainers at a total cost of \$775.00. Mr. Bainum second. All yeas. Mr. Jordan motioned to purchase four CPR mannequins at a total cost of \$1,980.00. Mr. Henning second. All yeas. Chief McCarthy requested approval to purchase 2 DS 420 inflatable boats with aluminum floor, 7 hog gear bags, and a quick fill adapter from Do It Right Diving at a cost of \$6,525.00. The donation money from Design Within Reach and Raymond Forklifts will cover this cost. Mr. Henning said the current boats the Department has are outdated. Mr. Henning motioned to purchase two DS 420 inflatable boats with aluminum floor, 7 hog gear bags, and a quick fill adapter from Do It Right Diving, Martinsville, IN at a cost of \$6,525.00. Mr. Jordan second. All yeas. Chief McCarthy recommended hiring Gabriel Kayser, Firefighter II/EMT and Cody Thoroughman, EMT to part-time status. Mr. Jordan motioned to hire Gabriel Kayser, Firefighter II/EMT and Cody Thoroughman, EMT to part-time status. Mr. Bainum second. All yeas. Chief McCarthy requested authorization to apply for the 2026 MARCS Grant to purchase radios for vehicles that don't have them. Mr. Henning motioned to authorize Chief McCarthy to apply for the 2026 MARCS Grant to purchase radios. Mr. Bainum second. All yeas. The Chief said the roofers have been out and completed phase one of the roof repair, including removing seven old pipes. Mr. Jordan said this is a cost-effective repair. Mr. Jordan commented that run times were looking good.

### Public Participation

Mr. Bainum opened the meeting for public participation. Mr. Mroz indicated he had recently purchased the old 133 Club and asked if the Township had received anything on the liquor license. Mr. Lefferson said the Township does get information on liquor licenses, but they have not received anything on that location yet. Mr. Lefferson indicated that if he received anything he would let Mr. Mroz know. Mr. Mercer asked if the Township allocated a set amount for roads each year. Mr. Henning said they do not have a set amount but look at needs and typically have an annual budget around \$100,000.00. Mr. Mercer said but you try to do something every year. Mr. Henning said we have 18 miles of road but yes. Mr. Bainum said we participate with the County. Mr. Mercer said that was a great program. Mr. Jordan said we did East Fork Commons a couple of years ago and that was significant, way above \$100,000. Mr. Jordan said he was working with the team on articles for the newsletter. Mr. Bainum said he attended the Transportation District Meeting last Friday morning. Mr. Bainum reminded the Trustees there was a Clermont County Township Association Meeting with the Clermont County Engineers Office September 18<sup>th</sup>.

There being no further business, Mr. Bainum motioned to adjourn at approximately 7:36 p.m. Mr. Jordan second. All yeas.

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Fiscal Officer

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Chairperson