

Williamsburg Township Board of Trustees Minutes

October 27, 2025

The Williamsburg Township Board of Trustees met on Monday, October 27, 2025 to transact business. A public hearing on a zone change preceded the regular meeting. With the hearing closed, Mr. Bainum opened the meeting for regular business at approximately 7:08 p.m. Guy Bainum, Gary Jordan, and Bari Henning were present for the meeting. Also present for the meeting were Fiscal Officer Doug Lefferson, Maintenance Supervisor/Zoning Administrator Brian Tatman, Emergency Services Chief Jason McCarthy, Charlie Maklem, Randy and Donna Mercer, Pamela and Michael Daly, Daniel Knapke, Sue Madsen, Mike Madsen, Jody Wilson, and Michael and Donna Bach.

Sgt. Cooper of the Clermont County Sheriff's Office provided a report on activity in the Township for the month of September. The following Offense Reports were taken:

- Assault – 1
- Drug offense/Abuse Intoxication – 1
- Fire/Arson offense – 1
- Harassment/Intimidation/Menacing – 1
- Information only – 4
- Suicide/Attempt/Mental Health – 1
- Trespass offense – 3

For a total of 12 Offense Reports versus 16 in the month of August.

Mr. Henning motioned to approve the minutes of the October 13, 2025 regular meeting. Mr. Jordan 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. Jordan motioned to approve the attached bills. Mr. Bainum second. All yeas.

Mr. Lefferson said Windows 10 is at end-of-life coverage beginning this month which will eventually lead to no longer receiving patches to protect it against new security vulnerabilities. He said the Township has two laptops and one desktop that need replaced to support Windows 11, Chief McCarthy's laptop and desktop and Mr. Tatman's laptop. Mr. Lefferson recommended the Township purchase all three products through LK Tech, our information technology provider, for \$5,156.22 including installation and configuration. Mr. Bainum motioned to purchase two laptops and one desktop computer from LK Tech, Cincinnati, Ohio for a total cost of \$5,156.22 to include installation and configuration. Mr. Henning second. All yeas.

Zoning Report

Mr. Tatman provided a report. He issued two zoning certificates this past week. Mr. Tatman indicated he had a couple of phone conversations with a company about the Taking A Toll on Us property at Tollgate and Old SR 32. This property is zoned industrial. The discussion involved how sewer and water worked. The company was going to check with other entities to see what they can do. Mr. Tatman said the Zoning Commission recommended approval of the zone change.

Cemetery and Maintenance Report

Mr. Tatman provided a report. He reported the new one-ton truck is in and Force One personnel will be out on November 10th to show us how to use the salt controller and how to pull information off of it. Mr. Tatman said he would like to sell the 2008 Ford F-550 truck on GovDeals. Mr. Henning motioned to approve Resolution No. 2025-18 authorizing the sale of the Township's 2008 Ford F-550 truck on GovDeals. Mr. Jordan second. All yeas. Mr. Tatman indicated the International truck would be back on Thursday (being retrofitted with new salt calibration system). He reported the ditch project on Bass Road is about complete and they will be moving on to Musgrove Road next week. Mr. Tatman said a resident asked about extending the guard rail on their property. Mr. Tatman indicated he looked at it with the County and the guardrail would be 150 feet into the yard, so he is going to try additional signage, slippery when wet. If that does not work, he will talk to the County about guardrails. Mr. Tatman reported they are starting foundations in the cemetery this week and should have them poured next week. He indicated Todds Run Foster Road will be closed for two days to redo the top layer this week. The work will be like the Musgrove bridge. Mr. Tatman said they will be finishing up mowing along the roads this week. He informed the Trustees that the concrete at the salt barn should be done by the end of the month. This work was covered under an EPA grant. Mr. Bainum said it was a good idea for the signs on Musgrove Road, especially with repaving the road.

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Mr. Jordan provided an update on the 20-year Land Use Plan. Questions for a community survey are being finalized, working through those details, and looking at some type of written survey for those who do not use computers. The survey should be ready by the first of December or the end of the year. Mr. Jordan said Drew DeMarsh of Clermont County Economic Development was doing a great job working with us. Mr. Bainum said he was at the main Cemetery Saturday and there were comments on how beautiful the cemetery looked.

Emergency Services Report

Chief McCarthy provided a report. Representatives of the Department participated in several community events including: Safety Meeting with the Williamsburg Local School District, trick or treat event at East Fork Camp Ground, trunk or treat with the Ohio State patrol at the East Fork Beach, career day presentation at the Williamsburg Middle/High School, and a Fire safety and EMS talk with the elderly at Senior Services. Chief McCarthy recommended hiring Townscapes LLC to repair the floor drains in the Emergency Services Building bays at a cost of \$11,534.27 (cost covered through a grant) and provided the Trustees a quote. Mr. Jordan motioned to hire Townscapes LLC, Batavia, Ohio to repair the floor drains in the Emergency Services Building bays at a cost of \$11,534.27. Mr. Henning second. All yeas. Chief McCarthy recommended signing a 3-year contract with Buckeye Power Sales Co., Inc. to service the Emergency Services Building generator at a total 3-year cost of \$3,030.00, annual cost of \$1,010.00. Mr. Henning indicated he was not familiar with Buckeye Power. The Chief said when Emergency Services received the generator from the County, Buckeye Power set it up. They were also who the County used to service the generator. Mr. Henning motioned to approve signing a 3-year contract with Buckeye Power Sales Co., Inc. to service the Emergency Services Building generator at a total 3-year cost of \$3,030.00, annual cost of \$1,010.00. Mr. Bainum second. All yeas. Chief McCarthy said he attended a Bi-directional Amplifier (BDA) training. BDAs are utilized in commercial buildings where radio frequencies are affected by building materials or items installed inside the building, such as the Purina building. The Chief also informed the Trustees that he attended a school reunification training at the Clermont County Educational Services. Members from the Williamsburg Local School District attended as well and they were able to participate in table top discussions together implementing current designed reunification plans.

Mr. Bainum reminded everyone that tick or treat has been established for Friday (October 31) from 6:00 pm to 8:00 pm.

Mr. Lefferson discussed the need to increase appropriations as the Township has had higher than expected vehicle repair, equipment breakdown, road maintenance, and other expenses, and may need to replace additional vehicles and equipment. Mr. Lefferson read the recommended increases in appropriations including \$50,000 in the General Fund, \$30,000 in the Gasoline Tax Fund, \$25,000 in the Road and Bridge Fund, \$10,000 in the Cemetery Fund, and \$4,000 in the Zoning Fund. Mr. Jordan motioned to adopt Resolution No. 2025-19 to amend the permanent appropriations by increasing appropriations in the following funds: \$50,000 in the General Fund, \$30,000 in the Gasoline Tax Fund, \$25,000 in the Road and Bridge Fund, \$10,000 in the Cemetery Fund, and \$4,000 in the Zoning Fund. Mr. Bainum second. All yeas.

Mr. Bainum provided an update on the Bethel Concord bridge. He indicated he was going to the County Transportation meeting next week, the closure was an emergency situation, and we will know next meeting if the County got emergency funding.

(Mr. Boll arrived at the meeting at approximately 7:24 pm.)

Public Participation

Mr. Bainum opened the meeting for public participation. Mr. Madsen discussed his concerns for a property at 4325 McKeever Pike. There are a number of vehicles in the front yard and cars are being worked on there (presumably for resale). An RV has been parked in the front yard for several months and appears to have an extension cord running to it. Mr. Jordan and Mr. Bainum both indicated they had worked on the situation a lot this week and there may be Health Department, Zoning, and other issues. The Trustees indicated they are trying to address through various channels. Ms. Madsen asked about zoning violations and if a letter from the Township has been sent. Mr. Henning said nothing has been sent yet. Mr. Jordan indicated he was working with the County on a large section of tree sticking out close to the road on McKeever Pike. Ms. Madsen thanked Mr. Tatman for bushhogging along Ireton Road a few weeks ago. Mr. Mercer asked Fiscal Officer Lefferson if the current audit was complete. Mr. Lefferson informed him it was not. Mr. Mercer presented Chief McCarthy with an envelope indicating it was approximately \$730 raised for the Firefighters Association at his meet and greet event. Chief McCarthy said he would deliver it to the President of the Association. Mr. Bach voiced concerns over some junk cars at a location on Bootjack Corner Road. Mr. Bainum said we will get with Zoning and have Mr. Tatman check it out. Mr. Bainum said the biggest issue around Clermont County is zoning. Mr. Mercer mentioned the house right next door to the Township Hall. Mr. Bainum said the Township goes by the Ohio Revised Code. He indicated that some are the same

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challenges every year. There was a question about fines. Mr. Tatman indicated fines are through the County not the Township. Mr. Mercer asked about the process for a zoning violation. Mr. Tatman said a courtesy letter is sent then after those 30 days you start the violation, 30 days after the violation letter or at 60 days it can go to the Prosecutor's Office, if it gets into the courts there is no set time. Mr. Jordan said it is a lengthy process. Mr. Henning reiterated the Township follows the Ohio Revised Code. Ms. Wilson asked if the Clermont County Sheriff's Department was contracted with the Township. Mr. Bainum said no. Mr. Henning said at one time the Township did have a contract. Ms. Wilson discussed the publication of offense report types by category for the Township, potentially on the website. Mr. Lefferson said his process is to include that information in the minutes when a report is given. Mr. Bainum said we are in one of the safest Townships to live in. Ms. Wilson did not disagree but the point was to have the information.

There being no further business, Mr. Bainum motioned to adjourn at approximately 7:45 p.m. Mr. Jordan second. All yeas.

Fiscal Officer

Chairperson