

Williamsburg Township Board of Trustees Minutes

November 10, 2025

The Williamsburg Township Board of Trustees met on Monday, November 10, 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, Charlie Maklem, Jacob McKibben, Sherri Kissinger, Hailey McKibben, Kaylynn Anderkin, Randy Mercer, Brian Bielfelt, and Ed Boll.

Mr. Henning motioned to approve the minutes of the October 27, 2025 Public Hearing on a zone change, ZC 25-1. Mr. Jordan second. All yeas.

Mr. Jordan motioned to approve the minutes of the October 27, 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. Jordan second. All yeas.

Mr. Lefferson discussed a resolution needed for the inclusion of the Clermont County CIC property at Half Acre Road and State Route 276 into the Williamsburg Joint Economic Development District (JEDD). Mr. Bainum motioned for the adoption of Resolution No. 2025-20 approving the Williamsburg JEDD Contract Amendment and authorizing the Township Trustees to execute said contract amendment on the Township's behalf. Mr. Henning second. All yeas.

Zoning Report

Mr. Tatman provided a report. Two zoning certificates had been issued since the last meeting. He indicated he had been trained on all the new zoning software, having completed one certificate on it so far. Mr. Tatman said he worked out some bugs and plans on having it all on the website to start out the new year. The land use zoning certificate applications and complaint sections would then be on-line. Mr. Tatman indicated he sent a letter Friday on a previously discussed property on McKeever. Letters were sent regular mail and certified mail to both the property owner and the resident. Mr. Bainum asked Mr. Tatman about a concern on Bootjack Corner Road that was brought up by a resident at a previous meeting. Mr. Tatman said he drove out there but was unsure of the exact property of concern and needed an address. Mr. Bainum said he would check on the address.

Cemetery and Maintenance Report

Mr. Tatman provided a report. He indicated the International truck was back with the new salt controls and hydraulics. The new controls will stop throwing salt when the truck is stopped and will only need to be turned off when not on Township roads. Mr. Tatman said ice guards have been installed on all buildings at the Cemetery. He indicated the Maintenance Department has been out on all roads but Ireton and used the dura patcher. They may possibly be out to Ireton Road by the end of the week. Mr. Jordan thanked Mr. Tatman for patching Musgrove Road. Mr. Tatman informed the Trustees that the concrete should be poured around the salt barn area this week and that this was covered under the EPA Chloride Grant. Mr. Tatman indicated the ditch project on Bass Road is complete, they still have a driveway pipe to replace. Next, they are moving to Musgrove Road between the bridge and Hennings Mill Road. Mr. Jordan asked that the County come out and look at the Bootjack Corner Road ditch space and see what they recommend. Mr. Tatman indicated he discussed a guardrail request mentioned at the last meeting with the resident making the request. He had met with the County guardrail crew at the location and he and the crew concluded it would be best to put up new signage to try and slow vehicles down. Mr. Tatman informed the Trustees that Cemetery workers Mr. Scott and Mr. Bennett were done for the year as of the end of October.

Mr. Jordan circled back to the Zoning report and said he would like to get Zoning Books done by the first of the year.

Emergency Services Report

Chief McCarthy provided a report. There were 40 Fire and 91 EMS calls for the month of October. In regard to community participation:

- Crews were out in the community for trick or treat
- Fire extinguisher training was given for the bus drivers of the Williamsburg Local School District
- CPR class was completed with the safety team of Clear Mountain Church
- A crew attended the high school playoff football game

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The Chief indicated the pick-up truck has the upfitting completed with the cap and the slide out tray system will be installed the middle of this week. He said the boats purchased with donation money have arrived and are in service. Chief McCarthy informed the Trustees that one of the older replaced inflatable boats had a catastrophic failure, was useless, and was disposed of in the trash. He said the second replaced boat is near the end of the life expectancy and has no monetary value. Chief McCarthy recommended donating this replaced boat to Eastern Joint Fire/EMS District. Mr. Bainum motioned to adopt Resolution No. 2025-22 authorizing the donation of an inflatable boat to the Eastern Joint Fire and EMS District, Sardinia, Ohio. Mr. Jordan second. All yeas. Chief McCarthy informed the Trustees that the 2016 Horton ambulance is at JCM to repair the liquid spring suspension system. The Chief requested that the Township purchase a 2026 Chevrolet Tahoe 4-wheel drive 4 door Specialty Service Vehicle to replace the existing 2016 Chief's vehicle. The vehicle would be purchased from National Auto Fleet Group which has the Sourcewell contract for state term pricing for Ohio. The vehicle cost is \$58,232.53. The Chief's current vehicle would be passed down to replace the Assistant Chief's vehicle which is a 1997. Mr. Jordan motioned to adopt Resolution No. 2025-21 authorizing the purchase of a 2026 Chevrolet Tahoe from National Fleet Auto Group for \$58,232.53. Mr. Henning second. All yeas. Chief McCarthy said he would like to contract Five Star Bath Solutions at the price of \$64,436 to make needed repairs to the 3 bathrooms and 2 sleeping quarters in the firehouse. The Chief indicated that because of previous leaks in the roof, the drywall in these areas needs replaced and that the aged carpet in the sleeping quarters and the amenities in the bathrooms also need replaced. Mr. Bainum said because our revenue has been supplemented with grants and donations, we have the revenue to do this. Mr. Bainum motioned to hire Five Star Bath Solutions at the price of \$64,436 to make needed repairs to the 3 bathrooms and 2 sleeping quarters in the firehouse. Mr. Jordan second. All yeas. Chief McCarthy requested to send Captain Watren to a 1403 Live Fire Instructor training. This is a 3-day training and the cost is \$350. Captain Watren recently completed his Fire and Emergency Services Instructor II. The 1403 class will allow Captain Watren to lead live fire trainings within the department. Mr. Henning motioned to send Captain Watren to a 1403 Live Fire Instructor training at a cost of \$350. Mr. Bainum second. All yeas. The Chief said That Guy Heating and Air fixed a bay heater that would not work. Mr. Jordan complimented Chief McCarthy on the run times. Chief McCarthy indicated it was helpful to get the Main Street bridge open. Mr. Bainum said he may have an update on the Bethel Concord bridge Friday.

Mr. Bainum announced that the Clermont County Department of Job & Family Services is serving as a drop-off for food donations for SNAP recipients. They will be open for drop-offs Monday through Friday 8 a.m. to 4:30 p.m. at the Family Support Center 2400 Clermont Center Drive, Batavia, Ohio 45103.

Mr. Bainum said he plans to attend the Clermont County Transportation Meeting Friday where he may hear more about the Bethel Concord bridge.

Public Participation

Mr. Bainum opened the meeting for public participation. Ms. Kissinger provided an update on the Trains of Williamsburg Christmas Walk which will start at 6:00 p.m. on Friday, December 5th. This event will include fire truck and horse drawn trolley rides and a new trackless train ride for kids, among many other things. Ms. Kissinger indicated that on Saturday, December 6th at 10:00 a.m. there will be a dog parade and costume contest with prizes. Last year almost 50 dogs participated. There is no registration fee, but donations are accepted and will support a local animal shelter. Ms. Kissinger also mentioned the Williamsburg Garden Club will be celebrating its 90th anniversary in 2026 along with the 250th anniversary of America. Ms. Kissinger asked about the zone change on McKeever Road and State Route 32. Mr. Henning indicated there are two houses there now and the owner is planning to add a third house providing the same type of lodging on the lot requiring a zone change. Mr. McKibben indicated that on East Fork Hills Drive there has been no nameplate for the street for about two years and the no parking signs were also gone. Mr. Tatman will get on it. There was discussion about a problem with multiple signs being stolen over the years. Mr. Bainum said we will get the signs posted. The Trustees and Mr. Tatman discussed if no parking applied to all the streets in that subdivision or certain areas, will need to be researched. Mr. Jordan said he preferred no street parking for Emergency Services and moving snow. Mr. Bielfelt asked about the comment on the EPA earlier in the meeting. Mr. Lefferson and Mr. Tatman responded that that was in reference to a grant from the EPA that the Township had received. Mr. Boll asked about closure signs on the exit ramps at Half Acre Road and State Route 32. Mr. Henning was not sure but thought it may have something to do with Duke Energy replacing poles. Mr. Boll congratulated all the candidates in the recent election, indicating that was what communities are all about.

Mr. Bainum motioned to enter into Executive Session at 7:28 p.m. pursuant to Ohio Revised Code Section 121.22 (G)(8)(a) for the purpose of discussing confidential information regarding economic development assistance. Mr. Henning second. All yeas. The Trustees came out of Executive Session at 8:55 p.m. having discussed confidential information regarding economic development assistance with no action taken and no decisions made.

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There being no further business, Mr. Henning motioned to adjourn at approximately 8:56 p.m. Mr. Bainum second. All yeas.

Fiscal Officer

Chairperson