

# **Williamsburg Township Board of Trustees Minutes**

## **November 24, 2025**

The Williamsburg Township Board of Trustees met on Monday, November 24, 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, Jayne Lawrence, Jody Wilson, and Ed Boll.

Mr. Henning motioned to approve the minutes of the November 10, 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. Henning second. All yeas.

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

- Breaking and Entering/Burglary - 1
- Disorderly Conduct/Obstruction/Resisting Arrest/Fail to Comply – 1
- Domestic Violence – 1
- Endanger Child/Interfere Custody - 2
- Harassment/Intimidation/Menacing – 2
- Identity Fraud/Forgery - 1
- Information Only – 1
- Sex Offense/Public Indecency - 1
- Suicide/Attempt/Mental Health – 3
- Theft Offense – 4

For a total of 17 Offense Reports versus 12 in the month of September and compared to 18 in October of last year. The Trustees congratulated Sgt Bailey on his promotion from Corporal to Sergeant. Mr. Boll asked Sgt. Bailey about Sheriff Stratton allowing deputies to work with the Federal Immigration and Customs Enforcement (ICE). Sgt. Bailey responded he would let the Sheriff or the Sheriff's representative speak on that.

### **Zoning Report**

Mr. Tatman provided a report. He indicated the Zoning computer has been down but is now fixed. Mr. Tatman said you can now file a zoning complaint on the website under zoning, residents can click on it and fill out the form. He said a new address has been issued on State Route 133 where someone is building a home. Mr. Tatman indicated someone called about the property on Dela Palma that is for sale, asking if they could put a modular home on it. Mr. Tatman said the land is 2 one-acre parcels and advised them that they needed to combine the two parcels before they could build. He spoke with the resident on McKeever about the cars and camper. The resident indicated he will get the camper out as soon as possible but he needed until Christmas to get the one car out because he is waiting on a motor. Mr. Tatman said he extended the compliance deadline until the end of December for that vehicle. The resident stated that all other cars have plates on them. Mr. Tatman said he advised him they must have license plates and be operable and to work on cars they need to be inside a structure. Mr. Henning asked if he spoke to the resident or the property owner. Mr. Tatman answered the resident. Mr. Jordan said from a drive by he believed two cars were not tagged and a trailer was not tagged. Mr. Tatman said he would follow up. In regard to a recent resident email request, Mr. Tatman informed the Trustees he answered them today. The Trustees and Mr. Tatman discussed the membership of the Zoning Board of Appeals and Zoning Commission. In regard to the Zoning Board of Appeals, Kena Willingham has agreed to serve a new term expiring 12/31/2030 and Aaron Adams has agreed to move from an Alternate to a member finishing out Doug McPhillips term ending 12/31/2027. In regard to the Zoning Commission, Mike Pope has agreed to a new term expiring 12/31/2030 and Jody Wiedemann has agreed to a new term as an Alternate ending 12/31/2027. Mr. Jordan motioned to appoint Kena Willingham to a new term expiring 12/31/2030 and Aaron Adams to finish out Doug McPhillips term ending 12/31/2027 on the Williamsburg Township Zoning Board of Appeals. Mr. Bainum second. All yeas. Mr. Bainum motioned to appoint Mike Pope to a new term expiring 12/31/2030 and Jody Wiedemann to a new term as an Alternate ending 12/31/2027 on the Williamsburg Township Zoning Commission. All yeas. Mr. Jordan stated we still need to find an Alternate for the Board of Appeals.

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### **Cemetery and Maintenance Report**

Mr. Tatman provided a report. He indicated the ditch and driveway project on Bass Road was completed. He stated the concrete has been poured around the salt barn loading area which will be paid for utilizing an Ohio EPA Chloride Grant. Mr. Tatman said the Ford backhoe is down due to the front loader lift cylinders leaking. He indicated new cylinders have been ordered from Baxla and should be here this week. Once repaired they will be able to get the foundations finished up. Mr. Tatman indicated he and Chief McCarthy have been checking into an asset management tracking system. They have looked at a couple different options. It will track all our equipment. When an item needs fixed, someone can go online by an app and place a work order in. The work order gets emailed directly to those who oversee it. Then it can be sent out for repairs or fixed in house. It can be used for anything and everything from buildings and items in the building like HVAC to trucks and equipment. Mr. Tatman said he will provide a quote for the next meeting. Mr. Jordan commented on the previous guardrail request for Musgrove Road indicating as opposed to guardrail, reflective signs are an option.

### **Emergency Services Report**

Chief McCarthy provided a report. He indicated the 2007 Sutphen, 1993 Sutphen Engine, and the 2007 Sutphen Ladder Truck have been pump tested and all vehicles passed the test. After technician review, the 2007 Sutphen Engine needs a few repairs completed: tank to pump valve needs rebuilt, deck gun valve needs replaced, #3 discharge needs replaced, engine oil leaks need a lower engine gasket replacement, pump transmission fluid needs replaced, multiple exhaust leaks need repaired, multiple air leaks need repaired, pump output seals need replaced, auto lube system on the pump needs repaired, heater core needs replaced, and the pump packing needs replaced. The Sutphen Ladder needs the pump packing replaced and the tank to pump valve rebuilt. Estimated cost will be around \$17,000, might be more, waiting on some prices for certain items. An estimate was provided to the Trustees. The Chief did not request approval for the expenditures at this time. Mr. Henning indicated based on his experience he did not feel the costs were out of line for work on these type vehicles. The Chief requested approval to purchase uniform clothing articles to replenish diminishing stock at a total cost of \$5,184.00 from FreshRags, Batavia, Ohio. Mr. Jordan motioned to purchase uniform clothing articles to replenish diminishing stock at a total cost of \$5,184.00 from FreshRags, Batavia, Ohio. Mr. Henning second. All yeas.

Mr. Henning motioned to adopt Resolution No. 2025-23 a Resolution Rescinding Resolution 2025-21 which authorized the purchase of a vehicle through National Auto Fleet Group because they were unable to deliver the vehicle. Mr. Jordan second. All yeas. Mr. Jordan motioned to adopt Resolution No. 2025-24 authorizing the purchase of a 2026 Chevrolet Tahoe from Bachman Commercial, Louisville, Kentucky. Mr. Henning second. All yeas.

Mr. Bainum stated the next regularly scheduled Trustee Meeting would be December 15<sup>th</sup> which is the third Monday of the month. He indicated the Firefighter Dependency Board will meet at 6:30 p.m. that evening. Mr. Bainum thanked the Chief for the use of the Firehouse for the last Clermont County Township Association Meeting. He said several people were impressed with the new kitchen and he knows we worked hard on obtaining grants for that. He indicated he would be attending a Grant Career Center briefing on December 5<sup>th</sup> and the Clermont County Transportation Meeting on December 12<sup>th</sup>. Mr. Bainum also reminded everyone of the Williamsburg Christmas Walk on December 5<sup>th</sup> from 6 to 9 p.m.

### **Public Participation**

Mr. Bainum opened the meeting for public participation. Mr. Boll announced that his son Edward Boll IV, a graduate of Williamsburg High School had been promoted to partner at his law firm. Everyone congratulated him. Mr. Boll indicated he has been talking to the County regarding right of way issues with the CIC property and may need legal counsel. Mr. Boll discussed a sewer pipe off of Half Acre Road from Purina and Design Within Reach with odor issues. On a different topic, he discussed the old Fisher place (corner of Half Acre Road and SR 276) as a candidate for work with the Clermont County Land Bank. Mr. Boll said he will find out how that works. Mr. Jordan said in regard to properties applying for demolition from the Land Bank, the Township takes pictures and sends a letter of support. Mr. Jordan indicating referring back to the sewer odor issue that may be for the Board of Health. There was discussion as to the location. Mr. Bainum said we will check into it. Mr. Henning asked Mr. Boll if he had talked to the County. Mr. Boll said no. Mr. Henning said you should approach the County. Ms. Wilson indicated she appreciated the Sheriff's report and seeing it in the minutes. She asked about the vehicle purchase from earlier in the meeting. The Trustees indicated it was for a new Emergency Services Chief vehicle. Ms. Lawrence discussed a few things from her career at Williamsburg Township Emergency Services, in particular a documented incident prior to her resignation almost three years ago and her written response to the incident. Mr. Henning indicated to Ms. Lawrence that she ran a long time for the Township and has a good report with many in the community, and the one incident she was referring to was not the reason her service ended. He indicated there were a lot of things that went down in the medical reports. He asked Ms. Lawrence to be realistic and there was a lot more to the picture. Mr. Henning stated she had also done a lot of good things.

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At approximately 7:44 p.m., Mr. Bainum motioned to enter into Executive Session pursuant to Ohio Revised Code Section 121.22 (G)(8)(a) for the purpose of discussing confidential information regarding economic development assistance. Mr. Jordan second. Ms. Wilson asked why the Trustees could not use the other room for executive session, indicating it was inconvenient for those in attendance to leave the building. She mentioned health issues which could also make this challenging. Mr. Henning said we do not have sound proof walls that allow for the use of the backroom. Mr. Henning stated we have to take all precautions. All yeas were recorded and the Trustees entered Executive Session. The Trustees came out of Executive Session at 8:31 p.m. having discussed confidential information regarding economic development assistance with no action taken and no decisions made.

There being no further business, Mr. Henning motioned to adjourn at approximately 8:32 p.m. Mr. Jordan second. All yeas.

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Fiscal Officer

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Chairperson