

Williamsburg Township Board of Trustees Minutes

December 15, 2025

The Williamsburg Township Board of Trustees met on Monday, December 15, 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, Tim Wilson, and Ed Boll.

Mr. Henning motioned to approve the minutes of the November 24, 2025 regular meeting. Mr. Jordan second. All yeas.
Mr. Jordan motioned to approve the minutes of the December 10, 2025 special meeting. Mr. Bainum 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.

Fiscal Officer Lefferson administered the Oath of Office to Charlie Maklem and Gary Jordan as Trustees for their new term of office starting January 1, 2026.

Fiscal Officer Lefferson reported that the Auditor of State has completed their audit for the Township for years ending December 31, 2023 and 2022. The Auditor of State's opinion was that the financial statements present fairly, in all material respects, the cash balances, receipts and disbursements for each governmental fund type and there were no findings.

Zoning Report

Mr. Tatman provided a report. Two permits were issued for additions to the buildings at the airport on State Route 133. The runway and hangar were sold to Don Anderson in October. The new owner is looking to add more hangars and are using them for storage. Mr. Tatman indicated the Township is still looking for one alternate member for the Zoning Board of Appeals. Mr. Jordan said he talked to a couple of people but that it was still open. Mr. Henning explained the Board of Zoning Appeals and said the alternate position was a two-year term. Mr. Henning recommended Tim Wilson as a qualified candidate. Mr. Wilson said he would accept the position. Mr. Henning motioned to appoint Tim Wilson to a new term expiring 12/31/2027 on the Williamsburg Township Zoning Board of Appeals. Mr. Jordan second. All yeas.

Cemetery and Maintenance Report

Mr. Tatman provided a report. He indicated both salt trucks were calibrated for salt applications last week. From December 12th through the 15th the International 7400 applied 19,500 pounds of salt (300-400 pounds per lane mile). The 1-ton truck applied 3,587 pounds of salt, but there was an issue with unloading so it had to be switched to manual mode which does not track the amount applied. Mr. Tatman estimated 26,000 pounds of salt was applied through both trucks. 50 tons of salt was ordered last week and should be here this week. Maintenance was out salting Friday at 4 am and then came in Saturday night from 7 pm until 3 am. There was also a funeral Saturday. Mr. Tatman said a new cutting edge was picked up for the International 7400. He also indicated the Village borrowed the 2008 1-ton for the week while their truck was down. The Township truck has since been returned. Mr. Jordan complimented Mr. Tatman on the clearing of the roads. Mr. Jordan said going back to Zoning he wanted to make sure that the McKeever Road residence with numerous cars in the yard was buttoned up by the first Trustee meeting in January.

Emergency Services Report

Chief McCarthy provided a report. There were 39 Fire and 90 EMS calls for the month of November. In regard to community participation, the department escorted Santa through town for the Christmas Walk and provided fire truck rides. The Chief also reported that they assisted Sleep in Heavenly Peace with building a bed for a family in Williamsburg. Sleep in Heavenly Peace is a nonprofit that donates beds. Chief McCarthy requested to spend \$450 with At Quarters Creation for the branding of the 2026 Tahoe and to place decals over the rear windows of both Medic units. Mr. Jordan motioned to hire At Quarters Creation for the branding of the 2026 Tahoe and to place decals over the rear windows of both Medic units at a cost of \$450. Mr. Bainum second. All yeas. Chief McCarthy requested to purchase the hose appliances and hose items, approved in the 2024 Assistance to Firefighters Grant, from Atlantic Emergency Solutions as follows:

- 8 Chief XD 2.5 combination nozzles. Total cost \$10,140.16
- 10 Chief XD 1.5 combination nozzles. Total cost \$9,852.10
- Blitz Fire monitor. Total cost \$4,296.58
- 10 sections of 5-inch rubber supply hose. Total cost \$7,673.50
- 28 sections of Combat Ready 1 3/4 attack hose. Total \$8,605.52

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Overall total cost excluding shipping of \$40,567.86 of which \$36,477.50 will be reimbursed by Federal funds. Mr. Henning motioned to purchase the following from Atlantic Emergency Solutions:

- 8 Chief XD 2.5 combination nozzles. Total cost \$10,140.16
- 10 Chief XD 1.5 combination nozzles. Total cost \$9,852.10
- Blitz Fire monitor. Total cost \$4,296.58
- 10 sections of 5-inch rubber supply hose. Total cost \$7,673.50
- 28 sections of Combat Ready 1 ¾ attack hose. Total \$8,605.52;

At a total cost of \$40,567.86 excluding shipping. Mr. Bainum second. All yeas.

Chief McCarthy requested approval to apply for the State Fire Marshal Training Reimbursement Grant in the amount of \$350 to request reimbursement for Live Fire Instructor training. Mr. Bainum motioned to authorize Chief McCarthy to apply for the State Fire Marshal Training Reimbursement Grant in the amount of \$350 to request reimbursement for Live Fire Instructor training. Mr. Jordan second. All yeas. Chief McCarthy requested approval to apply for the 2026 Fire Department Joint Application Equipment Grant. This grant would be utilized with Jackson Township Fire and Stonelick Township Fire to jointly obtain a fit testing device that would be used annually for our members to assure they continue to have correct face protection when wearing the air pack masks or other respirator style masks. Cost for this item is around \$14,000. Mr. Henning motioned to authorize Chief McCarthy to apply for the 2026 Fire Department Joint Application Equipment Grant with Jackson Township Fire and Stonelick Township Fire to jointly obtain a fit testing device that would be used annually for our members to assure they continue to have correct face protection when wearing the air pack masks or other respirator style masks in an amount up to \$15,000. Mr. Bainum second. All yeas. Chief McCarthy requested approval to apply for the 2026 Fire Department Individual Equipment Grant to purchase fire gear at a cost of \$15,000. Mr. Jordan motioned to authorize Chief McCarthy to apply for the 2026 Fire Department Individual Equipment Grant to purchase fire gear at a cost of \$15,000. Mr. Bainum second. All yeas. Mr. Jordan complimented the Chief on the run times.

Chairman Bainum turned the meeting over to the Fiscal Officer Doug Lefferson to take nominations for Chairman for next year. Mr. Bainum nominated Mr. Jordan for Chairperson. Mr. Henning second. Mr. Lefferson closed the nominations hearing no further motions. All yeas.

Mr. Lefferson asked for nominations for Vice Chairperson. Mr. Henning motioned to nominate Mr. Maklem for Vice Chairperson. Mr. Bainum second. Mr. Lefferson closed the nominations hearing no further motions. All yeas. Mr. Lefferson turned the meeting back over to current Chairman Bainum.

Mr. Bainum motioned to re-appoint Brian Tatman as Cemetery Sexton & Road Maintenance Supervisor/Zoning Administrator with a salary of \$70,720.00. Mr. Jordan second. All yeas. Mr. Jordan motioned to re-appoint Jason P. McCarthy as Emergency Services Chief with a salary of \$90,730.00. Mr. Bainum second. All yeas.
Mr. Henning motioned to give all other employees, not covered in the motions just passed, a 4.0% raise as follows:

- 40 hour/week Fire Captain to \$23.33 per hour
- 48 hour/week Fire Shift Captain to \$23.99 per hour
- EMT part-time to \$17.14 per hour
- EMT Advance part-time to \$18.26 per hour
- Paramedic part-time to \$20.02 per hour
- Firefighter part-time to \$17.14 per hour
- Maintenance worker full-time to \$26.00 per hour
- Cemetery part-time worker to \$16.22 per hour

Mr. Jordan second. All yeas. Mr. Bainum motioned to pay all EMS and fire pay per runs at \$20.00 per run. Mr. Henning second. All yeas. Mr. Henning motioned to pay Cadets \$10.00 per run. Mr. Jordan second. All yeas.

Mr. Jordan motioned to pay all Zoning Commission and Zoning Board of Appeals members \$55.00 per meeting. Mr. Bainum second. All yeas.

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Mr. Henning motioned to pay the Trustees and Fiscal Officer the maximum compensation allowed per Ohio Revised Code and to pay in 12 equal installments and to allocate across departments as allowed per ORC if necessary. Mr. Bainum second. All yeas. Mr. Bainum motioned to pay the Emergency Services Chief, Maintenance Supervisor/Cemetery Sexton/Zoning Administrator, Trustees and Fiscal Officer's expenses to both the winter and summer conferences if they decide to attend.
Mr. Henning second. All yeas.

Mr. Jordan motioned to pay the IRS rate per mile for personal automobile use on township business. Mr. Bainum second. All yeas.

Mr. Bainum motioned to pay Ohio Public Employee Retirement System (OPERS) employee rates at 10% and employer rates at 14% per OPERS rules or to change them as needed if OPERS adjusts the rates. Mr. Jordan second. All yeas.

Mr. Henning motioned to pay Ohio Police & Fire Pension Fund (OP&FPF) employee rates at 12.25% and employer rates at 24% per OP&FPF rules or to change them as needed if OP&FPF adjusts the rates. Mr. Bainum second. All yeas.

Mr. Jordan motioned to pay \$55.00 per day without receipts for meals at any conference or out of town trip on township business. Mr. Bainum second. All yeas. Mr. Henning motioned to pay \$225.00 for Memorial Day expenses. Mr. Jordan second. All yeas. Mr. Bainum motioned to continue to provide health, dental, & vision for all eligible employees and elected officials and to continue to fund the HRA. Mr. Jordan second. All yeas. Mr. Jordan motioned to pay the Fiscal Officer and Trustee's state and local township association dues. Mr. Bainum second. All yeas. Mr. Henning motioned to appoint the chairperson and vice-chairperson to the Fire Dependency Board. Mr. Jordan second. All yeas.

Mr. Bainum motioned to set 2026 meeting dates as the second and fourth Monday of each month at 7:00 p.m., with only one December Meeting to be held on the 14th and moving the regularly scheduled meeting on Memorial Day to Tuesday, May 27th and the regularly scheduled meeting on Columbus Day to Tuesday, October 13th. Mr. Jordan second. All yeas.

Mr. Jordan motioned to set the 2026 temporary appropriations budget equal to approximately 25% of the current 2025 appropriations budget. Mr. Henning second. All yeas.

Public Participation

Mr. Bainum opened the meeting for public participation. Everyone thanked Bari Henning for his service as a Trustee indicating his dedication to the Township and community will definitely be missed. Mr. Bainum said Mr. Henning's retirement as a Trustee was acknowledged at a gathering prior to the meeting with family, friends, and co-workers. Mr. Bainum recognized Mr. Henning's 24 years of service as a Trustee, 15 years of service as an EMT, and as a past president of the Williamsburg Junior Athletic Association. Mr. Bainum said we appreciate everything you have done and you should be proud of it. Mr. Henning expressed his appreciation indicating it had been a good run. Mr. Jordan said it has been a tremendous run. Mr. Henning addressed Chief McCarthy saying Emergency Services has come along way. He reflected on his 24 years as Trustee indicating when he started the department was all volunteer, there were two separate entities the life squad and fire department that were eventually combined into Emergency Services, and there was no ladder truck. Mr. Henning stated that Chief McCarthy was the 5th Fire Chief during his tenure as Trustee. Mr. Henning said the department has come along way under Chief McCarthy's leadership in the last 3 years, passing a levy, adding to full-time staff and providing 24-7 coverage and that the Chief will continue to take the Township to the next level. Chief McCarthy said he appreciated the comments and the support of the Trustees. Mr. Henning addressed Maintenance Supervisor Brian Tatman acknowledging his years of service which exceeded Mr. Henning's 24 years. Mr. Henning stated the Maintenance Department had come along way in regard to equipment and a new maintenance building. He also thanked Mr. Wilson for his work on the new maintenance building. In regard to Mr. Tatman, he indicated we seldom hear complaints in regard to the snow removal and stated it has been great working with you. Mr. Henning told Fiscal Officer Lefferson it had been great working with him since 2022. He also recognized a great working relationship with Trustees Jordan and Bainum for many years. Mr. Maklem passed along the school board's appreciation for Mr. Henning's dedication.

There being no further business, Mr. Henning motioned to adjourn at approximately 7:47 p.m. Mr. Jordan second. All yeas.