

Williamsburg Township Board of Trustees Minutes

August 24, 2026

The Williamsburg Township Board of Trustees met on Monday, August 24, 2026 to transact business. Mr. Jordan called the meeting to order at 7:00 p.m. All joined in the Pledge of Allegiance to the Flag. Guy Bainum, Charlie Maklem, and Gary Jordan answered the roll call. Also present were Fiscal Officer Doug Lefferson, Emergency Services Chief Jason McCarthy, Maintenance Supervisor/Zoning Administrator Brian Tatman, Sgt. Adam Bailey, Liz Betemps, Ed Boll Jr., Brian Bielfelt, and Jody Wilson.

Mr. Bainum motioned to approve the minutes of the August 10, 2026 regular meeting. Mr. Maklem second. Mr. Bainum - yea, Mr. Maklem - yea, Mr. Jordan - yea. Mr. Maklem motioned to approve the minutes of the August 19, 2026 special meeting. Mr. Bainum second. Mr. Bainum - yea, Mr. Maklem - yea, Mr. Jordan - yea.

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. Maklem motioned to approve the attached bills. Mr. Bainum second. Mr. Bainum-yea, Mr. Maklem-yea, Mr. Jordan-yea.

Mr. Lefferson indicated Chief McCarthy had discussed in the last regular meeting selling older vehicles that are no longer needed. Mr. Tatman also has an older vehicle that is no longer needed. Mr. Lefferson supported selling these vehicles. Mr. Bainum motioned to adopt Resolution No. 2026-22 Authorizing the sale of a 1999 Chevrolet Blazer, a 1997 Chevrolet Blazer, a 1990 Sutphen Pumper Fire Truck, and a 1974 Jeep via GovDeals.com pursuant to Ohio Revised Code Section 505.10. Mr. Jordan second. Mr. Bainum - yea, Mr. Maklem - yea, Mr. Jordan - yea.

Mr. Maklem recommended disposing of some obsolete computers and IT equipment. He reviewed a list of items to be disposed of and indicated any data on these items would be destroyed or removed. Mr. Maklem motioned to adopt Resolution No. 2026-23 Declaring certain Township personal property, (obsolete computers and IT equipment), that is not needed for public use, is obsolete, or is unfit for use for which it was acquired pursuant to Section 505.10 of the Ohio Revised Code and authorizing the Fiscal Officer to dispose of said obsolete computer equipment. Mr. Jordan second. Mr. Bainum - yea, Mr. Maklem - yea, Mr. Jordan - yea.

Mr. Lefferson discussed the need to appoint a board member to the Williamsburg Joint Economic Development District Board of Directors to replace Terry Frost whose term is expiring and has reached term limits. Mr. Jordan motioned to appoint Charlie Maklem to serve as a Williamsburg Township appointee to the Williamsburg Joint Economic Development District Board of Directors for a 4-year term ending July 2030. Mr. Bainum second. Mr. Bainum - yea, Mr. Maklem - abstain, Mr. Jordan - yea.

Sgt. Adam Bailey of the Clermont County Sheriff's Office provided a report on activity in the Township for the months of June and July 2026 including a comparison by month for 2026, and a report by month of all activity in 2025. There was an increase in activity in July 2026 versus July 2025. Sgt. Bailey indicated the increase was in thefts, he worked night shift and he encouraged people to lock their cars. He said in his experience it was rare that the thefts involved breaking windows and that they involved unlocked vehicles. Sgt. Bailey indicated there had been extra patrol on Alexander Lane and Half Acre Road to slow people down. He said there were no traffic offenses that warranted citations but the patrol presence probably slowed them down. The Trustees expressed their appreciation to Sgt. Bailey and the Sheriff's Department. Mr. Bainum stated the issue with the barking dogs in the Half Acre area had been taken care of. The following Offense Reports were taken for June and July, and year-to-date for 2026:

	<u>June</u>	<u>July</u>	<u>Year-to-date</u>
○ Assault	1	0	1
○ Animal Offense	0	0	0
○ Breaking and Entering/Burglary	2	0	3
○ Court Confiscation	0	0	1
○ Criminal Damage/Vandalism	0	0	3
○ Criminal Simulation	0	0	1
○ Death Investigation	1	1	3
○ Disorderly Conduct/Obstruction/Resisting Arrest/Fail to Comply	0	0	2
○ Domestic Violence	1	1	5
○ Drug Offense	0	0	14
○ Endanger Child/Interfere Custody	1	0	6

Williamsburg Township Board of Trustees Minutes

August 24, 2026

	<u>June</u>	<u>July</u>	<u>Year-to-date</u>
○ Extortion/Conspiracy/Bribery	0	0	0
○ Falsifying Information/Impeding Police/Tampering	0	0	1
○ Fire/Arson Offense	1	0	2
○ Found Property	0	0	1
○ Harassment/Intimidation/Menacing	1	1	6
○ Identity Fraud/Forgery	0	0	5
○ Information Only	6	2	21
○ Drug Overdose	0	0	0
○ Missing person/Runaway	1	1	2
○ Open Container/OVI	0	2	6
○ Receive Stolen Property	0	0	1
○ Recover Vehicle/Unauthorized Use	0	0	0
○ Sex Offense/Public Indecency	0	0	2
○ Suicide/Attempt/Mental Health	0	0	16
○ Theft Offense	2	5	21
○ Trespass Offense	0	0	2
○ Underage/Child Abuse	0	0	1
○ Violate Protection Order	0	0	2
○ Weapons Offense	<u>0</u>	<u>0</u>	<u>2</u>
	17	13	130

Public Participation

Mr. Jordan opened the meeting for public participation. Liz Betemps provided an update on upcoming events at the Williamsburg Harmony Hill Museum and Historical Site. She indicated the Pioneer Day program on September 1st usually provides activities and learning for about 90 Williamsburg Elementary third graders. Activities include churning butter, transporting well water, using a washboard and other items. Ms. Betemps indicated this year they planned to incorporate these Pioneer Day learning stations for adults at the Gen. William Lytle Birthday Celebration. She provided a flyer with the following information:

- Gen. William Lytle's 256th Birthday Celebration & last Museum Day of 2026 – Saturday, September 19th 10 am to 4 pm
- Harmony Hill Museum – Free Admission
- Explore new Land Office exhibits, expanded museum displays, Pioneer Day Learning stations, re-enactors, America 250 Tree Dedication, and a Williamsburg Community Band Concert
- Cookies, ice cream, and punch for all guests

Zoning Report

Mr. Tatman provided a report. Two permits have been issued for pools and one permit for the Chill Out. The Chill Out is replacing the tent with a more permanent structure. Mr. Tatman indicated he received a complaint regarding high grass on a property on Hageman's Crossing. The property is up for sale and going through probate. Mr. Tatman indicated he talked with the lawyer that is taking care of it and he was going to have it mowed soon. Mr. Tatman indicated he gave an update to the neighbor. Mr. Tatman informed the Trustees he would be moving more of the Zoning Office this week to the Maintenance Building. Mr. Tatman provided a demonstration of the Township's zoning software application. Residents can access through the Township website and file a complaint with the capability to upload photos. He reviewed the Zoning Administrator process. Once a complaint is received, he can schedule to review the property and generate a letter to the property owner if necessary. Mr. Jordan asked if residents have used the new system yet. Mr. Tatman said yes it was used on the Hageman Road complaint. Mr. Tatman said the new land use application (for zoning permits) was not available on the website yet but that he expects it to be operational by the end of the year. Mr. Jordan asked if this system was separate from Permit Central (county). Mr. Tatman said our system prints off the zoning certificate that the resident can take to Permit Central. Mr. Maklem said he assumes there is no past history available on the system but only records since the Township started using the system. Mr. Tatman indicated that was correct. Mr. Maklem asked about the reporting mechanism in the system and can reports be generated. Mr. Tatman said yes and he hopes to provide reports by the end of the year. Mr. Maklem thought based on his IT experience in writing this kind of software that report generation should be pretty straight forward. Ms. Betemps asked if the Village of Williamsburg used this system. Mr. Tatman said no. Mr. Maklem asked who had access to the system from a Township employee/officials' perspective. Mr. Tatman indicated he was the only one right now. It was suggested this be expanded in the future for backup or information purposes. Mr. Jordan

Williamsburg Township Board of Trustees Minutes

August 24, 2026

discussed a McKeever Road situation with the potential sale of cars, stating the Township needs to speak with our attorney and possibly strengthen zoning language. Mr. Jordan requested Mr. Tatman copy the Trustees on all violation letters. Mr. Jordan indicated the Zoning Commission was meeting the week after Labor Day to discuss data center language. Any changes may be completed earlier than the end of the year.

Cemetery and Maintenance Report

Mr. Tatman provided a report. After the August 11th storm, all Township roads were passable by approximately 9 to 9:30 pm. There was a tree blocking Coon Avenue at the curve, but no one was blocked in. A tree came down on Elston Hockstock Road the next day blocking most of the residents in. The tree was touching electric lines so the Township could not cut it until Duke cleared it. The tree was cleared that day. Most of the brush that we cut has been picked up or removed by residents. The Township is missing 6 traffic cones that were put out on BootJack Road. Mr. Tatman indicated last year Maintenance replaced one of our older saws with a new Stihl 261 C. Mr. Tatman requested to purchase another chain saw to replace one of the older ones at a cost of \$645.99. Mr. Lefferson said Chief McCarthy had a request in his report to replace saws that were damaged in storm responses. Chief's request was for 2 Stihl 261 C chain saws at a cost of \$645.99 each from Baxla Tractor Sales. Mr. Jordan motioned to purchase three Stihl 261 C chain saws from Baxla Tractor Sales. One for the Maintenance Department and two for the Fire Department at a total cost of \$1,937.97. Mr. Bainum second. Mr. Bainum-yea, Mr. Maklem-yea, Mr. Jordan-yea. Mr. Tatman indicated with the storms, clean up and all the rain that came after, it has pushed back the pouring of foundations and headstones, indicating they will return to that in the next couple of weeks. They have started trimming cemeteries again and should be done with them in about two weeks. Mr. Jordan asked the Departments to look at their chains and consider having some in reserve. Mr. Jordan indicated the Clover and Concord Cemeteries now look nice from a weed and grass perspective. He informed everyone that the Cub Scouts were looking to do a cemetery clean up day and he referred them to Mr. Tatman. The need for a hold harmless form was discussed.

Emergency Services Report

Chief McCarthy provided a report. In regard to community participation, the Department attended first responder night at the High School football game.

Vehicle Updates:

- 2016 Ambulance is back from Auto and Truck with repairs made, and working great.
- 2006 Sutphen Engine returned last Wednesday 8/12 and has been working well. Oil leak when came back, but tightening bolts corrected the issue.
- 2007 Sutphen Tower is still working with no issues from the repairs
- The 2019 Ambulance hit a light pole during the storm. Repairs are being made to the steering arm, and new tires are needed. The truck also needs some additional front-end work. Auto and Truck has completed these repairs.
- Tender 73 needs 4 new rear tires, out of service for tonight. Cost is around \$700 per tire. Magulacs will hopefully be down tomorrow to make the change out. Total cost around \$2,400

Mr. Maklem motioned to purchase four tires from Magulacs for Tender 73 for a total cost of \$2,400. Mr. Jordan second. Mr. Bainum-yea, Mr. Maklem-yea, Mr. Jordan-yea.

Chief McCarthy indicated new garage door installs at the station are nearing completion. He said the Department responded to 47 calls on Tuesday, August 11 during the storm. The 1993 Engine was run off the road by an oncoming vehicle on Concord Hennings Mill Road. No damage was found to the truck. Heavy wrecker was needed to pull it out of the ditch. Ditch restoration was completed a few days later with the help of the Maintenance Department. The Chief reminded the community that most of our side roads within the township are narrow and have low shoulders. We routinely operate our vehicles on the roads within the township on emergency calls and training. We always appreciate situational awareness and a share of the roadways while we operate our vehicles.

Old Business

Mr. Jordan indicated he and Fiscal Officer Lefferson are working on verbiage in regard to bids for trash collection, which will be reviewed by our attorney. The expectation is to approve a request for bid at the September 14th meeting. Mr. Maklem discussed the opportunity to brand the Half Acre overpass when the bridge is raised. The Township has elected to have Williamsburg in the face of the concrete and the steel painted blue, attempting to match the school color. The Williamsburg lettering would be on the east bound side only. The engineering costs for this design work is \$22,444. Mr. Maklem said with

Williamsburg Township Board of Trustees Minutes

August 24, 2026

the improvements to the High School, new elementary school, a lot of economic growth, Purina and Miller Knoll and possibly more, taking this opportunity seemed appropriate. The Trustees and Fiscal Officer agreed. Mr. Maklem motioned to approve spending \$22,444 with Euthenics for engineering costs for aesthetic enhancements to the Half Acre Road overpass bridge. Mr. Bainum second. Mr. Bainum-yea, Mr. Maklem-yea, Mr. Jordan-yea.

Mr. Jordan indicated he was working with Mr. Daly owner of Blue Heron Holler and ODOT on a nicer fence around the property. They are considering how to best move forward with his request for a new fence at his costs. ODOT wants the Township to agree to future maintenance costs and Mr. Jordan indicated he does not want the Township to absorb any costs. The Trustees discussed this issue.

Trustee Discussion Items

Mr. Maklem indicated there would be a special trustee meeting August 27th at 9:00 am. The first two hours are executive session with a public session on the Land Use Plan with Drew DeMarsh from the County beginning at 11 am.

Mr. Boll asked about the upcoming Purina grand opening. Mr. Jordan said we have been invited but do not know the agenda and are unaware if we are speaking. He added we hope they do well.

Mr. Maklem motioned to enter into executive session at 8:06 p.m. under Ohio Revised Code Section 121.22 (G) (1) to consider employment and compensation of public employees. Mr. Bainum second. Roll call: Mr. Bainum – yea, Mr. Maklem – yea, Mr. Jordan - yea. Fiscal Officer Lefferson and Chief McCarthy were invited into executive session. The Trustees came out of Executive Session at approximately 8:32 p.m. having discussed employment and compensation of public employees with no action taken and no decisions made.

There being no further business, Mr. Bainum motioned to adjourn at approximately 8:32 p.m. Mr. Jordan second. Mr. Bainum - yea, Mr. Maklem – yea, Mr. Jordan - yea.

Fiscal Officer

Chairperson