

RECORD OF PROCEEDINGS

Minutes of

November 30, 2022 – REGULAR MEETING

Meeting

RECORD OF PROCEEDINGS

GOVERNMENT FORMS & SUPPLIES 844-224-3338 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

The Board of Trustees of Batavia Township met for the December regular meeting at 6:00 p.m. Wednesday, November 30, 2022, at the Batavia Township Community Center.

CALL TO ORDER

Following the Pledge of Allegiance, Jennifer Haley, Fiscal Officer, gave the roll call for the Board of Trustees. Present were: Mr. Perry, Mr. Sauls, and Mr. Parsons. Also present were Jeff Uckotter, Township Administrator, Denise Kelley, Zoning Administrator, Cody Smith, Service Director, and Sheriff Deputy Benkelmann.

APPROVAL OF AGENDA

Mr. Parsons motioned the Batavia Township Board of Trustees to approve the November 30, 2022 agenda as presented. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

APPROVAL OF MINUTES

Mr. Sauls motioned the Batavia Township Board of Trustees to approve the November 1, 2022 Regular Meeting Minutes as presented. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Parsons | yes | |
| Mr. Sauls | yes | Motion carried |

Mr. Parsons motioned the Batavia Township Board of Trustees to approve the November 3, 2022 Special Meeting Minutes as presented. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Sauls | yes | |
| Mr. Parsons | yes | Motion carried |

APPROVAL OF FINANCIALS

There was a brief discussion how the American Rescue Plan Act (ARPA) funds were obtained and need to be used. The funds are in a special fund and uses for funding are limited. No additional funding for ARPA will be received. Trustees will discuss plans for funds in early part of 2023.

Mr. Parsons motioned the Batavia Township Board of Trustees to approve the October 2022 Financials as presented. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Perry | yes | |
| Mr. Parsons | yes | Motion carried |

Mr. Sauls motioned the Batavia Township Board of Trustees to approve the preliminary November, 2022 Financials as presented. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

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SHERIFF'S DEPARTMENT REPORT

Deputy Erik Benkelmann gave the Batavia Township crime report for the month of November, 2022. They took 137 offense reports, a 12.9% decrease from last month. The Township Deputies took 111 of those reports, with the highest crime type being theft. Of the 207 incident reports, the Township Deputies took 182 of them. There was \$3,352 in property recovered. There were 292 neighborhood patrols completed. There were 4 overdoses. Deputy Benkelmann reviewed the presentation and outlined the activity in the township.

INFORMATION TECHNOLOGY PRESENTATION

Mr. Uckotter introduced Dave Hatter with Intrust IT Services. Dave gave an overview of his dedicated cybersecurity team who has been around for 30 years. Intrust has 70 employees, and they work for other municipal governments. The Township has currently been with Intrust for about one year and they have provided security for the network. Mr. Hatter reviewed the proposal to upgrade the Wi-Fi for better security, coverage, and support.

TOWNSHIP ADMINISTRATOR REPORT

Mr. Uckotter explained all Deputies assigned to the Township would be assigned to hospital duty or transport for inmates only if absolutely necessary.

The paving contract for 2023 is listed at \$335,000 a higher amount just in case there is an over run.

The Memorandum of Understanding for the salt agreement with Batavia Local Schools will be established for this winter season.

Community Center improvements were discussed. Two quotes for grout repair for the interior tile for the Community Center. Tuckpointing on the bricks will be completed in the Spring. There was discussion about the façade of the outside of the building, what needs to be replaced, types of materials, style, etc.

Mr. Uckotter is working through the homeless shelter's lease termination.

Pierce Township will absorb the costs of tearing down the house behind the old Amelia Police Station. They have requested that Batavia Township would pay 25% of the asbestos removal.

Mr. Uckotter gave an update on the Stonelick-Olive Branch Rd. traffic interchange. The studies indicate there will not be a four-way stop on both sides of the interchange. It will have just have a stop on the eastbound exit onto SR 32. This is the south side of SR32.

A truck hit a telephone pole by CJFED's driveway. Mr. Uckotter has been working with Duke to get the pole removed.

SERVICE DIRECTOR REPORT

Cody Smith, Service Director reported there were two workdays completed in the Batavia-Union Cemetery. The graves were strawed and seeded for Veteran's Day.

Mr. Smith reviewed several projects: sod project was completed at the new restroom area, cleaned up around the Homeless Shelter, completed ditching around the property at the Service Department and winterized the park and the Community Center.

Staff have prepared the salt trucks are ready to go for this winter.

We repaired a broken sprinkler pipe, and put a valve on the water supply to the sprinklers.

Our new employee, Lee Senior started Monday, 11/28/22.

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The No Parking signs for Bristol Lake will be installed soon. Cody has a folder with all the signs to be installed.

Mr. Uckotter mentioned the street logo signs can be installed on the public routes, over a 4–5-year period.

ZONING ADMINISTRATOR/INSPECTOR REPORT

Denise Kelley, Zoning Administrator, gave the Zoning Inspector’s report for Brad Harris. There were 5 ~~single-family~~ single-family permits. There have been 71 ~~single-family~~ single-family homes so far this year. There are 84 permits for the multi-family units in Hanger Flats. That makes 103 units ahead of last year’s multi-family permits.

The Board of Zoning Appeals held 2 hearings in November for a sign variance, and a size variance for an existing garage. They will hear 3 cases in December for a sign variance, a privacy fence variance, and a size variance for a garage.

The Zoning Commission did not have a November meeting and one is not scheduled for December. They have heard 9 cases this year.

The BZA’s Laura Abrams’ 5-year term expires. The Zoning Commission’s Lasserre Bradley’s 5-year term expires. Zach Ison is resigning ~~and his position~~.

Mrs. Kelley reviewed the violation issues.

COMMITTEE REPORTS

Mr. Perry gave an update for Central Joint Fire & EMS District. There was no meeting for November.

Mr. Parsons gave the update for Batavia Union Cemetery. They meet next week. Mr. Parsons will give year-end statistics for 2022 after the meeting.

NEW BUSINESS

Resolution 12-01-2022

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-01-2022** authorizing an agreement with Clermont County to resurface certain Township roads in 2023 for an estimated amount of \$335,000. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | |
| Mr. Sauls | yes | Motion carried |

Resolution 12-02-2022

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-02-2022** to amend the appropriation resolution as follows: To transfer funds of \$16,810.00 from the General Fund 1000-610-910, Park Salaries to 1000-130-190, Payment to GF Zoning Salaries to cover costs through year-end. This is retroactive to November 4, 2022. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Perry | yes | |
| Mr. Parsons | yes | Motion carried |

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Resolution 12-03-2022

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-03-2022** Authorizing the abatement, control, or removal of vegetation, garbage, refuse, or debris for the following properties:

| <u>PARCEL ID#</u> | <u>ADDRESS</u> | <u>OWNER</u> | <u>COST</u> |
|-------------------|--|------------------------------|-------------|
| 032023F102 | 422 Amelia-Olive Branch Rd Amelia, OH 45102 | Mary Hobbs | \$335.00 |
| 030105A035. | 46 Huntington, Amelia, OH 45102 | Carroll & Janet Ward | \$455.00 |
| 014506.005. | 4302 Gary Ln, Batavia, OH 45103 | Caitlynn Noe | \$405.00 |
| 014726.019. | 1000 Minning Dr, Batavia, OH 45103 | Paulette Pollard | \$655.00 |
| 032023A212 | 2019 Laurel Oak, Amelia, OH 45102 | Keith & Alexandra Lampkin | \$355.00 |

Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Sauls | yes | |
| Mr. Parsons | yes | Motion carried |

Resolution 12-04-2022

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-04-2022** declaring motor vehicle(s) located on public or private property in Batavia Township, Clermont County, Ohio, to be junk motor vehicle(s) under ORC. 505.173 and ordering the removal of such vehicle(s) under Batavia Township Resolution Number 05-03-2022 and ORC. 505.871. The properties and descriptions are as follows:

| <u>PROPERTY ADDRESS</u> | <u>PROPERTY OWNER</u> | <u>PARCEL ID</u> | <u>DESCRIPTION OF VEHICLE(S)</u> |
|-------------------------------------|-----------------------|------------------|--|
| 4114 Zagar Rd Batavia, OH 45103 | Kerry Joe Dyer | 012015E016. | Blue Chevrolet Silverado |
| 2240 Old SR32 Batavia, OH 45103 | Ruby Owens | 012010A006. | Blue Jetta VW Red Pontiac Grand Prix Teal Acura Purple Packard Red Truck |
| Old Boston Rd, Batavia, OH 45103 | Epi Flores | 012002D080. | Multiple Vehicles |

Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

Resolution 12-05-2022

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-05-2022** waiving right to right to acquire property from the Clermont County Land Reutilization Corporation (Parcels 12007E124. and 12007E131.) Mr. Parsons seconded the motion. On the roll being called:

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|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | |
| Mr. Sauls | yes | Motion carried |

Resolution 12-06-2022

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-06-2022** authorizing the Township Administrator to execute a winter snow removal and salting agreement for undedicated streets in Batavia Township for the Rosewood Subdivision. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

Resolution 12-07-2022

Mr. Sauls motioned the Batavia Township Board of Trustees approve **Resolution 12-07-2022** for the 2023 membership dues (\$200) for OTA's CLOUT Group. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | |
| Mr. Sauls | yes | Motion carried |

Resolution 12-08-2022

Mr. Parsons motioned the Batavia Township Board of Trustees approve **Resolution 12-08-2022** to open fund 2907 to accept funds from the One Ohio Opioid Settlement. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Sauls | yes | |
| Mr. Parsons | yes | Motion carried |

Resolution 12-09-2022

Mr. Sauls motioned the Batavia Township Board of Trustees approve **Resolution 12-09-2022** authorizing the Township Administrator to enter into a memorandum of understanding with the Batavia Local School District to allow for road salt cooperation. There was discussion about notifications. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Parsons | yes | |
| Mr. Sauls | yes | Motion carried |

Request For a Motion

Mr. Parsons motioned the Batavia Township Board of Trustees approve the Bureau of Worker's Compensation invoice for the 2023-2024 policy (policy number 31320104) for the amount of \$5,246. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

Request For a Motion

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Mr. Sauls motioned the Batavia Township Board of Trustees authorizing the Township Administrator to enter into a contract with Gayne Enterprises, LLC DBA, the Grout Medic, to service the Township Community Center's interior grout for an amount not to exceed \$5,920. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | |
| Mr. Sauls | yes | Motion carried |

Request For a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees authorize the Township Administrator to order the necessary materials from Hyde Park Lumber for the Community Center façade project in excess of \$2,500. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | |
| Mr. Sauls | yes | Motion carried |

Request For a Motion

Mr. Parsons motioned the Batavia Township Board of Trustees authorize the Township Administrator to enter into a contract with Anderson Building Restoration to service the Township Community Center's exterior mortar for an amount not to exceed \$7,993. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Parsons | yes | |
| Mr. Sauls | yes | Motion carried |

Request For a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees authorize the Township Administrator to negotiate and execute the termination of the lease with the lessee, Clermont County Community Services, Inc. in early January 2023 at the address 2403 Old SR 32, Batavia, OH 45103. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Perry | yes | |
| Mr. Parsons | yes | Motion carried |

Request For a Motion

Mr. Parsons motioned the Batavia Township Board of Trustees authorize the Township Administrator to enter into a contract with Intrust IT to overhaul the Township's Community Center Wi-Fi system for the amount of \$10,439. (Services include 8 access points, 1 switch, 1 uninterrupted power supply, one shelf, and labor). Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

Request For a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees reappoint Lasserre Bradley for a five-year term to the Batavia Township Zoning Commission, effective January 2023. Mr. Parsons seconded the motion. On the roll being called:

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|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | |
| Mr. Sauls | yes | Motion carried |

Request For a Motion

Mr. Parsons motioned the Batavia Township Board of Trustees reappoint Laura Abrams for a five-year term to the Batavia Township Board of Zoning Appeals, effective January 2023. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Sauls | yes | |
| Mr. Parsons | yes | Motion carried |

Request For a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees accept the resignation of Zach Ison effective December 31, 2022, and to appoint Travis Miller as a regular member of the Batavia Township Zoning Commission for a five-year term, effective January 2023. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Perry | yes | |
| Mr. Parsons | yes | Motion carried |

Request For a Motion

Mr. Parsons motioned the Batavia Township Board of Trustees approve payment to the Park National Bank invoice for the amount of \$71,746.73 for debt servicing related to the Community Center, retroactive to November 20, 2022. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Perry | yes | |
| Mr. Parsons | yes | |
| Mr. Sauls | yes | Motion carried |

EXECUTIVE SESSION

Mr. Parsons motioned the Batavia Township Board of Trustees move into Executive Session pursuant to Section ORC Section 121.22G1, to consider the appointment, employment, dismissal, discipline, promotion, and/or demotion of an employee. Mr. Sauls seconded the motion. Time: 8:29 pm. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Sauls | yes | |
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

Return to regular session at 9:36 p.m.

Resolution 12-10-2022

Mr. Parsons motioned the Batavia Township Board of Trustees approve **Resolution 12-10-2022** to increase sick leave earned by Batavia Township employees to 10 days/80 hours per year and carry over up to 40 hours of vacation time into the next year, and to authorize the Township Administrator, Jeff Uckotter, to change the policy manual to reflect this change. There was discussion. Mr. Sauls seconded the motion. On the roll being called:

| | | |
|-----------|-----|--|
| Mr. Sauls | yes | |
|-----------|-----|--|

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|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | Motion carried |

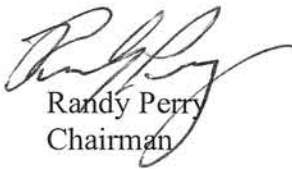
Request For a Motion

Mr. Sauls motioned the Batavia Township Board of Trustees approve salary increases/adjustments on the first paycheck of 2023 as follows: 5% increase on all hourly employees except Lee Senior, and salary increase for Karen Swartz to \$28.35 per hour. Mr. Parsons seconded the motion. On the roll being called:

| | | |
|-------------|-----|----------------|
| Mr. Parsons | yes | |
| Mr. Perry | yes | |
| Mr. Sauls | yes | Motion carried |

ADJOURNMENT

With no further business to come before the Board, Mr. Perry motioned to adjourn the meeting. Mr. Sauls seconded the motion. Meeting adjourned at 9:38 p.m.


Randy Perry
Chairman


Jennifer Haley,
Fiscal Officer