

**RECORD OF PROCEEDINGS**

Minutes of

April 2, 2024 – REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

The Board of Trustees of Batavia Township met for the April regular meeting at 5:00 p.m. Tuesday, April 2, 2024, 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. Parsons, Mr. Perry, and Mr. Sauls. Also present were Karen Swartz, Township Administrator, Cody Smith, Service Director, and Sheriff Deputy Benkelmann.

**MOMENT OF SILENCE**

There was a moment of silence in remembrance of Lee Cornett, former Batavia Township Trustee.

**APPROVAL OF AGENDA, MINUTES, AND FINANCIALS**

Mr. Sauls motioned the Batavia Township Board of Trustees approve the April 2, 2024 agenda as presented. Mr. Perry seconded the motion. On the roll being called:

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

Mr. Perry motioned the Batavia Township Board of Trustees approve the March 5, 2024 Regular Meeting Minutes, 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 approve the March, 2024 Financials as presented. Mr. Perry seconded the motion. On the roll being called:

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

**SHERIFF’S DEPARTMENT REPORT**

Deputy Benkelmann gave the crime stats for March 2024. For the Township, the Deputies took 166 offense reports, a 19.1% increase from last month. The highest crime type was theft. There were more mental health calls last month.

The Batavia Township Deputies took 125 offense reports and 126 incident reports. We were down in traffic arrests, and up in traffic warnings. The warrant services were down and about the same in civil services. Assisting other agencies was down. The number of adult arrests decreased, as well as juvenile arrests and business checks, due to more calls coming in. We took 86% of the incident reports total and 76% of the offense reports. We recovered \$201 in theft related property. There was a \$4000 stolen motorcycle recovered. We patrolled 405 neighborhoods this month. There were three overdoses. There was one burglary in March. There were two breaking and entering in March.

**BUSINESS RECOGNITION**

Mr. Parsons introduced Jason Dugle, President of Deltec, Inc., 4230 Grissom Drive. They are celebrating 50 years of service. He is a third-generation owner of the Batavia Township business. Deltec works in sheet metal, machining, and welding. They do many custom jobs for

**RECORD OF PROCEEDINGS**

Minutes of

April 2, 2024 – REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

BEAR GRAPHICS 800-326-8094 FORM NO. 1014B

Held

Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

small manufacturers. They also made the corn hole boards at the Batavia Township Park. They were awarded the Business Excellence Award by the Clermont County Chamber of Commerce. Jason spoke about his business. They currently employ 50 full-time and 4 part-time associates.

**COMMITTEE REPORTS**

Mr. Sauls gave an update for the Central Joint Fire & EMS District. Their meeting was cancelled for March.

Mr. Parsons gave the update for Batavia Union Cemetery. They will meet tomorrow evening. We've had our first mowing. There was a 10% increase in cost. Burials are down.

**SERVICE DIRECTOR REPORT**

Cody Smith, Service Director, gave the March report for the Service Department.

We did some spring cleaning for the building.

The first two weeks of the month we placed 7 culverts and performed ditching on Summit Road.

We rented a lift to take down a tree on Apple as well as a tree in Olive-Branch Cemetery.

Footers were poured at the cemeteries for headstones. There are two more to pour in Lucy Run.

April 20<sup>th</sup> starts our Junk Days. Shredding will be offered in the fall, the same as last year. We do not accept tires for Junk Days.

We un-winterized the concession stand and water fountains. The fountains had some leaks. Parts are on order. The bathrooms are in good shape.

There was one full burial at Olive Branch and two graves were sold. We did cemetery work at Batavia Union on March 13<sup>th</sup>.

The truck bed was delivered, and they plan on starting the build next week on the 2024 Kenworth.

Cody spoke with Security Fence, and they should be starting on the Greenbriar Project in a week or two. There is a 15-foot drop-off near the VFW. This needs a guardrail.

We still have not received radios from Mobil Com.

We plan to continue the pavement prep for this year's projects.

There are some serious drainage issues around the old Homeless Shelter. This was not an issue before Duke used this property for the gas line project. Duke will have contractors re-grade the site to improve the flow.

The Trustees thanked the Service Department for all their hard work for the Easter Egg Hunt.

**PLANNING AND ZONING DIRECTOR/INSPECTOR REPORT**

Taylor Corbett, Planning and Zoning Director was out of town. Karen Swartz gave the March report.

For single-family homes, we had 2 in Forest Grove, 1 in Billingsley, 5 in Rosewood, 1 in Derby Place, and 6 in Heritage Farms. There were no multi-family permits this month.

The average price for March was \$338,000. We've had ten attached units.

**RECORD OF PROCEEDINGS**

Minutes of

April 2, 2024 – REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

BEAR GRAPHICS 800-925-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP<sub>20</sub>

There was one debris violation in March.

We have a meeting on Friday regarding the Farmer Development project.

UDF has applied for their permit.

Taylor and Karen met with a developer about an apartment development and met with another property owner about plans for business development. Activity is increasing.

**TOWNSHIP ADMINISTRATOR REPORT**

Karen Swartz, Township Administrator, gave the March report.

The resurfacing of the pickleball courts will be performed when the weather is better. Karen is working on getting windscreens and nets.

The permit for the waterline is still pending. They will be breaking ground in mid-April.

Karen is working on the park grant as well as the CDBG grant.

There is a drainage issue and other issues around the picnic shelters.

Karen spoke about the Sheriff's Department contract.

Tomorrow the Commissioners are set to approve the annexation that was refiled as a type 2.

Karen ordered glasses for the staff to observe the eclipse at the Township Park.

**PUBLIC PARTICIPATION**

Tracy McCollough spoke at the meeting. She is running for State Representative for District 63 which is Batavia Township.

**NEW BUSINESS**

Mr. Parsons and Mr. Perry attended a Health Department Meeting.

Mr. Parsons proposed an equipment replacement schedule.

**NEW BUSINESS**

**Resolution 04-01-2024**

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 04-01-2024** authorizing the Township Administrator, Karen Swartz to prepare and submit an application to participate in the Community Development Block Grant (CDBG) 2024 program and to execute contracts as required with a 25% match on a Phase 5 application. Mr. Perry seconded the motion. On the roll being called:

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

**Resolution 04-02-2024**

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 04-02-2024** authorizing the Township Administrator, Karen Swartz to prepare and submit an application, and sign the Statement of Responsibility form for the 2024 Community Parks Improvement

RECORD OF PROCEEDINGS

Minutes of

April 2, 2024 – REGULAR MEETING

Meeting

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

Program through the Clermont County Park District. Mr. Perry seconded the motion. On the roll being called:

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

**Resolution 04-03-2024**

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 04-03-2024** authorizing the abatement, control, or removal of vegetation, garbage, refuse, or debris for Parcel Identification Number 032019E160., located at 358 Mt. Holly Road, Amelia, Ohio 45102. Mr. Sauls seconded the motion. On the roll being called:

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

**Proposal Approval**

Mr. Perry motioned the Batavia Township Board of Trustees approve the proposal and to authorize the Township Administrator, Karen Swartz to execute a contract and approve payments with Above and Beyond Carpentry for professional services for improvements to the Picnic Shelter #2 at the Community Park in an amount not to exceed \$35,000.00. Mr. Sauls seconded the motion. On the roll being called:

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

**Quarterly Payment Authorization**

Mr. Sauls motioned the Batavia Township Board of Trustees authorize the first quarterly payment to the Batavia-Union Cemetery Board in the amount of \$7,000.00, which represents ¼ of the yearly invoiced amount of \$28,000, for the 2024 annual amount. Mr. Parsons seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Parsons	yes	
Mr. Perry	no	Motion carried

**Quote Approval**

Mr. Sauls motioned the Batavia Township Board of Trustees approve a quote from Security Fence Group, Inc. to install 655 ft. of guardrail on Snyder Road for the quoted amount of \$24,848.75 and to issue a purchase order using ARPA Funds and to further authorize payment of said funds to vendor upon completion of project and approval by Township Administrator Karen Swartz. Mr. Perry seconded the motion. There was discussion. On the roll being called:

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

**Invoice Approval**

Mr. Perry motioned the Batavia Township Board of Trustees approve an invoice for the 2024 Resurfacing Program in the amount of \$172,564.95, which represents ½ of the total expenses for the resurfacing program for Batavia Township. This will be taken from the Gas Tax. Mr. Sauls seconded the motion. There was discussion. On the roll being called:

**RECORD OF PROCEEDINGS**

Minutes of

April 2, 2024 – REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

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

**EXECUTIVE SESSION**

Mr. Perry motioned the Batavia Township Board of Trustees move into Executive Session under the following:

**ORC Section 121.22G**

- (1) – to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of public employee
- (2) – to consider the purchase of property for public purposes, the sale of property at competitive bidding, or the sale or other disposition of unneeded, obsolete, or unfit-for-use property.
- (8) – to consider confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance, or to negotiations with other political subdivisions respecting requests for economic development assistance.

Mr. Sauls seconded the motion. Time: 7:15 pm. On the roll being called:

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

The Board returned to regular session at 8:13 p.m.

There was no further action at this time.

**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 8:13 p.m.



Rex A. Parsons  
Chairman



Jennifer Haley  
Fiscal Officer