

**RECORD OF PROCEEDINGS**

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

The Board of Trustees of Batavia Township met for the December regular meeting at 3:00 p.m. Tuesday, December 5, 2023, 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. Sauls, Mr. Parsons, and Mr. Perry. Also present were Karen Swartz, Township Administrator, Taylor Corbett, Planning and Zoning Director, Cody Smith, Service Director, and Sheriff Deputy Benkelmann.

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

Mr. Parsons motioned the Batavia Township Board of Trustees approve the December 5, 2023, agenda as presented. Mr. Perry seconded the motion. On the roll being called:

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

Mr. Perry motioned the Batavia Township Board of Trustees approve the November 2, 2023, Regular Meeting Minutes, as presented. Mr. Parsons seconded the motion. On the roll being called:

Mr. Sauls	yes	
Mr. Parson	yes	
Mr. Perry	yes	Motion carried

Mr. Parsons motioned the Batavia Township Board of Trustees approve the November 2023 Financials as presented. Mr. Perry seconded the motion. On the roll being called:

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

**EXECUTIVE SESSION**

Mr. Perry motioned the Batavia Township Board of Trustees to move into executive session pursuant to ORC Section 121.22 (G) (1)1 to consider a matter related to the personnel of the Township, ORC Section 121.22G(2) to consider the sale of property, and ORC Section 121.22G(8) to consider economic development assistance. Mr. Parsons seconded the motion. Time: 3:08 pm. On the roll being called:

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

The Board returned to regular session at 4:19 p.m.

**SERVICE RECOGNITION**

Mr. Sauls recognized Hearsel Gorman, Board of Zoning Appeals for his service from 2003 through 2023. He was presented with a plaque from the Board of Trustees. Mr. Sauls also recognized Sharon Strickland, Board of Zoning Appeals for her service from 2011 through 2023. Sharon could not be at the meeting. She will receive a plaque for her years of service.

**SHERIFF'S DEPARTMENT REPORT**

Deputy Benkelmann gave the crime stats for November 2023. The offense reports taken by the Deputies showed a 27.1% decrease from last month. There were 15 violent offenses, 22

**RECORD OF PROCEEDINGS**

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

BEAR GRAPHICS 800-328-8094 FORM NO 10148

Held

**Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP**

property and 8 personal crimes, 14 drug and alcohol-related offenses, 56 informational reports, and 6 juvenile-related charges. Theft offenses were the highest crime type.

For the Township, the Deputies took 94 offense reports, 155 incident reports, 10 traffic arrests, 37 traffic warnings, 122 warrant services, 169 civil service, 53 assisting other departments, 20 adult arrests, 6 juvenile arrests, and 159 business checks. There are two new Deputies in training this month. We took 88% of the incident reports total and 78% of the offense reports. We recovered \$250 in property which were miscellaneous items. We patrolled 398 neighborhoods this month. There were two overdoses. There were no burglaries in November. There were no breaking-and-entering reports.

**TOWNSHIP ADMINISTRATOR REPORT**

Karen Swartz, Township Administrator, reviewed the health insurance rates, plan changes, reimbursements, etc., upon renewal.

Karen mentioned the annexation was denied by the County Commissioners.

**PLANNING AND ZONING DIRECTOR/INSPECTOR REPORT**

Taylor Corbett, Planning and Zoning Director gave the November 2023 report.

There were nine home permits in November. There were three multifamily home permits in Billingsley.

Taylor listed the disabled/abandoned vehicles report.

**SERVICE DIRECTOR REPORT**

Cody Smith, Service Director, gave the November report for maintenance activities.

They took delivery of all 25 Corporation signs. There are 13 installed, 9 left to install, and a couple of spare signs.

A culvert was replaced on Erion Road.

They completed some patching and ditching work throughout the Township.

They have completed almost all the no parking signs installation.

The concession stand was winterized, leaf clean-up was performed at cemeteries, and two workdays at Batavia Union Cemetery.

Cody obtained a quote for the radios from Motorola Solutions. The purpose of these radios would be to safely communicate with everyone at the same time during snow events, traffic control, and communication between laborers, operators, truck drivers, in various work settings, etc.

**COMMITTEE REPORTS**

Mr. Sauls gave an update for Central Joint Fire & EMS District. There was a special meeting about hiring a new District Chief, and another fireman is coming on board. The new life squad is in.

Mr. Parsons gave the update for Batavia Union Cemetery. There is a meeting tomorrow evening. We resolved to get some prices for getting part of the cemetery paved. We will carry the prices over to the May joint meeting next year. One road is a dedicated street to the Village of Batavia.

RECORD OF PROCEEDINGS

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-825-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

OLD BUSINESS

Mr. Parsons reviewed the budget for concert pricing, which is greater than \$10,000, etc. The budget for concerts is based on hotel tax income. Mr. Parsons suggested having two concerts per year. We will discuss this in the January meeting. Mr. Perry mentioned having quarterly events as well.

NEW BUSINESS

Mr. Parsons noted we need to generate a form/application for anyone who wants to purchase a stone in Batavia Union Cemetery. Jenny Stewart can create the document.

We also have another National Championship Athletic Team in the Community: UC Clermont's Women's Soccer Team won in Pittsburg, PA. They played three games in three days and had no subs.

Resolution 12-01-2023

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-01-2023** authorizing an agreement with Clermont County to resurface certain Township roads for the 2024 Road Resurfacing Project for an estimated amount of \$360,000.00. Mr. Perry seconded the motion. On the roll being called:

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

Final Payment Approval

Mr. Perry motioned the Batavia Township Board of Trustees approve the final payment for the 2023 Road Resurfacing Program with Clermont County in the amount of \$15,806.90, for a total project cost of \$373,247.50. Mr. Parsons seconded the motion. Mr. Perry amended the motion to include the cost to be taken from the Gas Tax Funds. Mr. Parsons seconded the amended motion. On the roll being called:

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

Invoice Approval BWC

Mr. Parsons motioned the Batavia Township Board of Trustees approve the Bureau of Worker's Compensation invoice for the policy period of January 1, 2024, to January 1, 2025 (policy number 31320104) in the amount of \$6,858.00. Mr. Perry seconded the motion. On the roll being called:

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

Resolution 12-02-2023

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-02-2023** approving the Invoice for \$200 for 2024 membership dues for OTARMA's CLOUT group. Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Sauls	yes	

RECORD OF PROCEEDINGS

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-326-6084 FORM NO 10148

Held

Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

Mr. Parsons yes Motion carried

Payment Approval Park National Bank

Mr. Perry motioned the Batavia Township Board of Trustees approve payment to the Park National Bank for an invoice in the amount of \$73,843.26 for debt servicing related to the Community Center, retroactive to November 15, 2023. Mr. Parsons seconded the motion. On the roll being called:

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

Payment Approval PES

Mr. Parsons motioned the Batavia Township Board of Trustees approve payment to the Playground Equipment Services (PES) in the amount of \$199,847.00 for the balance of the deposit owed as defined in the contract approved on November 2, 2023, related to the 2024 Park Improvements retroactive to November 10, 2023, with the ARPA Funds. Mr. Perry seconded the motion. On the roll being called:

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

Reappointments, etc. for Zoning Commission and BZA

Mr. Parsons motioned the Batavia Township Board of Trustees reappoint Ken Cowan for a five-year term to the Batavia Township Zoning Commission, effective January 2024. Mr. Cowan has been serving since 2020, fulfilling Mr. Jonathan Dannemiller’s unexpired term. Mr. Perry seconded the motion. On the roll being called:

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

Mr. Perry motioned the Batavia Township Board of Trustees reappoint Kyle Nicolaus to a five-year term to the Batavia Township Board of Zoning Appeals, effective January 2024. Mr. Nicolaus has served on the Board since 2013. Mr. Parsons seconded the motion. On the roll being called:

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

Mr. Parsons motioned the Batavia Township Board of Trustees modify the term of appointment previously approved on 11/5/2023 to appoint Thomas Hanrahan to serve on the Batavia Township Board of Zoning Appeals for the remainder of Mrs. Sharon Strickland’s term until December 31, 2026. Mr. Perry seconded the motion. On the roll being called:

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

Mr. Perry motioned the Batavia Township Board of Trustees modify the term of appointment previously approved on 11/5/2023 to appoint Scott Colvin to serve on the Batavia Township Board of Zoning Appeals for the remainder of Mr. Hearsel Gorman’s term until December 31, 2025. Mr. Parsons seconded the motion. On the roll being called:

RECORD OF PROCEEDINGS

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

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

Resolution 12-03-2023

Mr. Parsons motioned the Batavia Township Board of Trustees adopt Resolution 12-03-2023 requesting the advancement of payments to the Township Fiscal Officer for 2023 real estate taxes collected by the County Auditor for both halves in 2024. Mr. Perry seconded the motion. On the roll being called:

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

Resolution 12-04-2023

Mr. Parsons motioned the Batavia Township Board of Trustees adopt Resolution 12-04-2023 setting the 2024 Regular Trustee meeting dates as follows, and to set the start time at 5:00 p.m.

- January – Thursday, January 4, 2024
February – Tuesday, February 13, 2024
March – Tuesday, March 5, 2024
April – Tuesday, April 2, 2024
May – Tuesday, May 7, 2024
June – Tuesday, June 4, 2024
July – Tuesday, July 2, 2024
August – Wednesday, August 7, 2024
September – Tuesday, September 3, 2024
October – Tuesday, October 1, 2024
November – Wednesday, November 6, 2024
December – Tuesday, December 3, 2024

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

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

Resolution 12-05-2023

Mr. Perry motioned the Batavia Township Board of Trustees adopt Resolution 12-05-2023 approving all reasonable expenses for Elected Officials, Administrators, and Directors to attend OTA 2024 Annual Winter and Summer Conferences. Mr. Parsons seconded the motion. On the roll being called:

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

Resolution 12-06-2023

Mr. Parsons motioned the Batavia Township Board of Trustees adopt Resolution 12-06-2023 dispensing the requirement that a resolution is read on two separate days, and hereby authorizes the adoption of further 2024 resolutions upon its first reading. Mr. Perry seconded the motion. On the roll being called:

Mr. Sauls yes
Mr. Parsons yes

RECORD OF PROCEEDINGS

Minutes of

December 5, 2023 – 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 Motion carried

**Resolution 12-07-2023**

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-07-2023** approving the 2024 salary for the Fiscal Officer 2024 in the amount set forth in Ohio Revised Code Section 507.09 for a township with a budget of more than \$6,000,000 but not more than \$10,000,000. Mr. Perry seconded the motion. On the roll being called:

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

**Resolution 12-08-2023**

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-08-2023** setting the Trustee salary for the year 2024 at the maximum amount that a trustee could receive for a township with a budget of more than \$6,000,000 but not more than \$10,000,000 as set forth in Ohio Revised Code Section 505.24 (C). Mr. Sauls seconded the motion. On the roll being called:

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

**Resolution 12-09-2023**

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-09-2023** ensuring the provision of health insurance benefits to the Township Trustees and Township Fiscal Officer. Mr. Perry seconded the motion. On the roll being called:

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

**Resolution 12-10-2023**

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-10-2023** authorizing the adoption of Temporary Appropriations for the year 2024. Mr. Parsons seconded the motion. On the roll being called:

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

**Resolution 12-11-2023**

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-11-2023** retaining David Frey, with the law firm Nichols, Speidel & Nichols, as the Township’s Legal Counsel for 2024 at the rate of \$190.00 per hour. Mr. Perry seconded the motion. On the roll being called:

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

**Payment Authorization**

RECORD OF PROCEEDINGS

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

Mr. Parsons motioned the Batavia Township Board of Trustees authorize the fourth quarterly payment to the Batavia-Union Cemetery Board in the amount of \$7,000.00, retroactive to 11/17/2023, representing the final payment for the 2023 commitment of \$28,000. Mr. Sauls seconded the motion. On the roll being called:

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

**Quote Authorization and P.O.**

Mr. Perry motioned the Batavia Township Board of Trustees authorize the quote and issue a purchase order for Couch’s Fence Co. for improvements to the cemetery fence located at Odd Fellows Cemetery in the amount of \$10,980.00 from Fund #2042 Cemetery Fund from Old Amelia Village from the 2024 Appropriations, effective 01/01/2024, and to future issue payment upon the approval of the Service Director and Administrator upon completion of work. Mr. Parsons seconded the motion. On the roll being called:

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

**Quote Authorization**

Mr. Parsons motioned the Batavia Township Board of Trustees authorize the quote 2409469 from Motorola Solutions for the purchase of a radio system to be used during snow events in the amount of \$21,914.30 from the State of Ohio Bid Contract #573077, with a purchase order being issued from the Road and Bridge Fund. Mr. Perry seconded the motion. On the roll being called:

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

**Health Benefits Approval**

Mr. Perry motioned the Batavia Township Board of Trustees approve and authorize the health insurance benefits contributions as 5% of medical premium costs and offer the Health Reimbursement Account at 80% of the deductible amounts for 2024 and effective for all participants. Mr. Parsons seconded the motion. On the roll being called:

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

**Payment Approval**

Mr. Perry motioned the Batavia Township Board of Trustees approve the final payment to Sign Graphics & Design in the amount of \$32,661.25 for final payment on the gateway and corporation signs, from Purchase Orders 51-2022, 52-2022, and 44-2023, with some expenses as ARPA. Mr. Parsons seconded the motion. On the roll being called:

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

**Resolution 12-12-2023**



**RECORD OF PROCEEDINGS**

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

BEAR GRAPHICS 800-325-8084 FORM NO 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-12-2023** which declares a motor vehicle(s) located on public or private property in Batavia Township, Clermont County, Ohio, to be junk motor vehicle(s) under r.c. 505.173 and ordering the removal of such vehicle(s) under Resolution Number 05-03-2022 and r.c. 505.871. The properties and descriptions are as follows:

PROPERTY ADDRESS	PROPERTY OWNER	PARCEL ID	DESCRIPTION OF VEHICLE(S)
4315 Elizabeth Drive Batavia, Ohio 45103	David P Volz	012010A052.	White Ford Van
4323 Elizabeth Drive Batavia, Ohio 45103	Robin Newman	012010A043.	Jeep 4 x 4
1328 State Route 125 Amelia, Ohio 45103	JERIES F DAOUD ET AL Ammar N Daoud, Rajai T Elfar, Faud David	032023E030.	Mercedes-Benz S550 Audi S8 Jaguar XJ8 Lexus RX400 Dodge Stealth Mercedes-Benz 500 SL Toyota Celica GT Land Rover LR3 Mercedes-Benz S500

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

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

**Resolution 12-13-2023**

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-13-2023** authorizing the contract for accounting services to assist the township in financial statements preparation and other accounting services performed in 2024 with Hurst Kelly and Company, LLC, in the amount of \$5,500.00. Mr. Parsons seconded the motion. On the roll being called:

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

**Bill Approval**

Mr. Parsons motioned the Batavia Township Board of Trustees approve all usual and customary bills between this meeting until the January meeting. A list of bills will be provided at the January Regular Meeting. Mr. Perry seconded the motion. On the roll being called:

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

**Resolution 12-14-2023**

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-14-2023** Transfer of Funds of \$2,000.00 from the Road & Bridge Fund Tax Collections #2031-290-314 to Road & Bridge Medicare Expenses #2031-110-213 to fund payments set forth in the 2023 budget retroactive to 11-17-2023. Mr. Perry seconded the motion. On the roll being called:

Mr. Perry	yes	
Mr. Parsons	yes	



RECORD OF PROCEEDINGS

Minutes of

December 5, 2023 – REGULAR MEETING

Meeting

RECORD OF PROCEEDINGS

BEAR GRAPHICS 800-325-8094 FORM NO. 10148

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP

Mr. Sauls yes Motion carried

Resolution 12-15-2023

Mr. Parsons motioned the Batavia Township Board of Trustees adopt Resolution 12-15-2023 Transfer of Funds of \$7,000.00 from the General Fund Contracted Services #1000-110-360 to General Fund Salaries #1000-130-190 to fund payments set forth in the 2023 budget retroactive to 12-1-2023. Mr. Perry seconded the motion. On the roll being called:

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

Purchase Agreement Approval

Mr. Perry motioned the Batavia Township Board of Trustees approve the Kenworth of Columbus Purchase Agreement and issue payment for 2024 Kenworth T480 in the amount of \$129,068.00 from Purchase Order 35-2023 with funds from the ARPA fund. Mr. Parsons seconded the motion. On the roll being called:

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

Administrator Authorization

Mr. Perry motioned the Batavia Township Board of Trustees authorize Karen Swartz, Township Administrator to complete and execute utility easements with Grammas Development for a waterline to the park for the 2024 Park Improvements. Mr. Parsons seconded the motion. On the roll being called:

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

Salary Actions

Mr. Parsons motioned the Batavia Township Board of Trustees to adjust salaries per the matrix provided and discussed, effective the first payroll processing of January 2024. Mr. Perry seconded the motion. On the roll being called:

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

ADJOURNMENT

With no further business to come before the Board, Mr. Parsons motioned to adjourn the meeting. Mr. Perry seconded the motion. Meeting adjourned at 5:48 p.m.

James Sauls, Jr.,
Chairman

Jennifer Haley,
Fiscal Officer