

**RECORD OF PROCEEDINGS**

Minutes of

January 03, 2023 – 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 January regular meeting at 6:00 p.m. Tuesday, January 3, 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. Perry, Mr. Sauls, and Mr. Parsons. Also present were Karen Swartz, Township Administrator, Denise Kelley, Zoning Administrator, Cody Smith, Service Director, and Sheriff Deputy Benkelmann.

**2023 NOMINATIONS/ELECTIONS OF CHAIRPERSON AND VICE-CHAIRPERSON FOR CALENDAR YEAR 2023**

**Nominations for Chairperson**

Mr. Parsons motioned the Batavia Township Board of Trustees nominate Jim Sauls as Chairperson. Mr. Perry seconded the motion. On the roll being called:

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

**Election of Chairperson**

Mr. Parsons motioned the Batavia Township Board of Trustees elect Jim Sauls as Chairperson. Mr. Perry seconded the motion. On the roll being called:

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

**Nomination of Vice-Chairperson**

Mr. Perry motioned the Batavia Township Board of Trustees nominate Rex Parsons as Vice-Chairperson. Mr. Sauls seconded the motion. On the roll being called:

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

**Election of Vice-Chairperson**

Mr. Perry motioned the Batavia Township Board of Trustees elect Rex Parsons as Vice-Chairperson. Mr. Sauls seconded the motion. On the roll being called:

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

**APPROVAL OF AGENDA AND MINUTES**

Mr. Parsons motioned the Batavia Township Board of Trustees approve the January 3, 2023 agenda as presented. Mr. Perry seconded the motion. On the roll being called:

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

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Mr. Perry motioned the Batavia Township Board of Trustees approve the November 30, 2022 Regular Meeting Minutes, the December 20, 2022 Special Meeting Minutes, and the December 28, 2022 Special Meeting Minutes as presented. Mr. Parsons seconded the motion. On the roll being called:

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

## APPROVAL OF FINANCIALS

Year-end reports will be presented at the next meeting.

Mr. Parsons motioned the Batavia Township Board of Trustees to approve the December 2022 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 Erik Benkelmann introduced Deputy Bobby Pham for Batavia Township.

Deputy Benkelmann gave the stats for December 2022. There were 159 total offense reports. There were 20 reports of theft. There were 102 offense reports and 194 incident reports. There was an increase in traffic arrests and warnings. There was an increase in assists to other departments. The business checks were equal to last month. Deputies took 86% of the Township incident reports and 64% of the offense reports. There was \$20,000 recovered in property which was a stolen vehicle. There were 250 neighborhoods patrolled. There were 2 overdoses. There were 2 burglaries.

The deputies are getting body cameras. The information is downloaded for future use if needed.

## TOWNSHIP ADMINISTRATOR REPORT

Karen Swartz gave the Township Administrator report for December. She is making sure contracts are in the database and are completed as scheduled. We are in search of a new hire for Karen's Administrative Assistant position.

## SERVICE DIRECTOR REPORT

Cody Smith, Service Director gave the December report. The tire on the backhoe had broken off and needed to be replaced.

Cody will have a meeting with govdeals.com about selling the truck. There was discussion about the condition of the spreader, truck, and plow.

There was a sinkhole on Morning Glory Drive due to a broken storm pipe. This was repaired.

There were four snow events that required plowing on December 22, 23, 24, and 26. Cody has the measurements of the tons used. The spreaders can keep track of the salt being used with the use of a flash drive on the spreader.

There were some blacktop patches on various roads, however the blacktop plants are closed for the winter. There are some still operating in Dayton, Ohio.

Cody met with Besco about the park plumbing.

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~~No parking signs are being installed in Bristol Lakes.~~

### SERVICE RECOGNITION – Presentation of Plaques

Mr. Sauls introduced and recognized Zach Ison and Andy Hamrick for their service to the Zoning Commission. Zach Ison served from 2012 to 2022. Andy Hamrick served from 2017 to 2022. These men will be missed and are so appreciated for their service.

### ZONING ADMINISTRATOR/INSPECTOR REPORT

Denise Kelley, Zoning Administrator, gave her report as well as the Zoning Inspector's report for Brad Harris. There were only two single-family permits issued. There were no multi-family applications for December. The value averages were maintained at \$430,000.

The final development plans were completed for Redwood PD. There were minor changes.

Heritage Farm Section 1 on Chapel Road is ready for signature. When parcels are reported, permits can be issued.

The BZA heard 22 cases for 2022. The last three hearings were on December 19<sup>th</sup>. They will hear several requests in January.

The Zoning Commission had 10 hearings in 2022. There are no meetings scheduled for January or February 2023.

There was discussion on the overlay districts, text amendments, zoning codes, and solar farms. We will have a special session to discuss these items further.

### COMMITTEE REPORTS

Mr. Perry gave an update for Central Joint Fire & EMS District. Mr. Sauls noted the EMS is making about 300 runs a month.

Mr. Parsons gave the update for Batavia Union Cemetery. We plan to do about \$17,000 in repairs to the lane; we have not accomplished that yet.

### COMMITTEE APPOINTMENTS – Central Joint Fire & EMS District and Batavia-Union Cemetery

Mr. Parsons motioned the Batavia Township Board of Trustees appoint Jim Sauls and Randy Perry to serve on the CJFED Board for 2023. Mr. Perry seconded the motion. On the roll being called:

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

Mr. Perry motioned the Batavia Township Board of Trustees appoint Rex Parsons to serve on the Batavia-Union Cemetery Board for 2023. Mr. Sauls seconded the motion. On the roll being called:

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

### NEW BUSINESS

#### Resolution 01-01-2023

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Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 1-01-2023** authorizing the Township Administrator to proceed with executing a one-year contract with Intrust IT for a total cost not to exceed \$24,342.12, effective 01/01/2023 through 12/31/2023, for managed IT support services. 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 submittal of two separate potential Amelia-Olive Branch sidewalk projects for submission and consideration as CDBG Projects. Mr. Perry seconded the motion. On the roll being called:

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

### Cemetery Deeds

Deeds presented to the Trustees for signature: Transfer from Martin Bender to Forrest McRoberts – Lot 193 in Olive-Branch Cemetery, Grave 1. Robert and Terry Mayne – Lot 204 in Olive-Branch Cemetery, Graves 1 & 2.

### Joint Meeting with Pierce Township Board

The Batavia Township Trustees will meet with the Pierce Township Board on days and times mutually agreed upon. The Board is available on February 6<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> at or after 6:30 p.m.

### Insurance Payment

Mr. Perry motioned the Batavia Township Board of Trustees authorize payment in the amount of \$1,985.20 for Batavia Township's portion of the insurance for real estate acquired from the former Village of Amelia. This represents the 35% portion of the insurance invoice; Pierce Township will pay the 65%. Mr. Parsons 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 move into executive session pursuant to ORC Section 121.22 (G) (1) to consider a matter related to the personnel of the Township. Time: 7:35 pm. On the roll being called:

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

The Board returned to regular session at 7:52 p.m.

### Request For a Motion

Mr. Parsons motioned the Batavia Township Board of Trustees accept Jeff Uckotter's resignation effective 01/04/2023 and pay out 44 hours of carry-over vacation, 120 hours vacation, and 8 hours personal day. Mr. Sauls seconded the motion. On the roll being called:

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

### Request For a Motion

Mr. Parsons motioned the Batavia Township Board of Trustees to advertise for an Administrative Assistant position per the job description. Mr. Sauls 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. Perry motioned to adjourn the meeting. Mr. Sauls seconded the motion. Meeting adjourned at 7:57 p.m.



Jim Sauls,  
Chairman



Jennifer Haley,  
Fiscal Officer