

RECORD OF PROCEEDINGS
MAY 7, 2024– REGULAR 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 May regular meeting at 5:00 p.m. Tuesday, May 7, 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, Taylor Corbett, Planning and Zoning Director, and Sheriff Deputy Benkelmann.

APPROVAL OF AGENDA, MINUTES, AND FINANCIALS

Mr. Sauls motioned the Batavia Township Board of Trustees approve the May 7, 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 April 2, 2024 Regular Meeting Minutes, as presented. Mr. Sauls seconded the motion. On the roll being called:

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

Mr. Sauls motioned the Batavia Township Board of Trustees approve the April, 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

World MS Day

Charlotte Clifton was given a certificate of recognition for raising awareness of multiple sclerosis. Batavia Township declared May 30, 2024 as World MS Day.

SHERIFF’S DEPARMENT REPORT

Deputy Benkelmann gave the crime stats for April, 2024. There was a decrease in reports. For the Township, the Deputies took 145 offense reports. There were 28 violent crimes, 33 property crimes, 6 personal crimes, 9 drug and alcohol related, 60 information reports, and 9 juvenile related offenses. There were 18 theft related offenses which was the highest crime type.

The Batavia Township Deputies took 114 offense reports and 137 incident reports. There were 9 traffic arrests, 73 warnings, 80 warrant services, 297 civils, 51 assists, 24 adult arrests, 13 juvenile arrests, and 195 business checks. We took 79% of the incident reports as well as 79% of the offense reports. There was \$18,062 in recovered property. There 55 neighborhoods patrolled. We had one overdose. There was one B&E in April. We are averaging 40 lockouts per month (when residents are locked out of their vehicles).

COMMITTEE REPORTS

Mr. Sauls gave an update for Central Joint Fire & EMS District. EMS had 333 calls in March and in April there were over 360 calls. We average 315-325. There were two resignations with no applications. New hires have to be an EMT and two have to be paramedics.

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Mr. Parsons gave the update for Batavia Union Cemetery. They met last Wednesday and have a joint meeting on the 13th at 6:30 p.m., next Monday. Grass has been cut quite often. There is a cleanup day tomorrow. There will be a presentation about the paving project.

SERVICE DIRECTOR REPORT

Cody Smith, Service Director, was unavailable. Karen Swartz gave the April report.

Paving began earlier this year. There were road culverts and ditch repairs on Summit. Summit Road is ready for paving.

A camera was run through the Fire Department garage as there were some break and flow issues.

There were two full burials and two footers in Lucy Run Cemetery.

The cleanup days were successful. We had 14, 30-yard dumpsters used. We recycled/scrapped the metal. The gravel lot in front of the old homeless shelter was used to keep traffic flowing. At least half of the residents were from Batavia Village.

A resident from Lexington Run reported there was an empty tank in the Olive-Branch creek. Karen Swartz went to the site with the resident. Our Service Department disposed of the tank.

There was some curb tear-out and replacement for pavement prep in the eastern section of Little Creek, Mt. Holly Preserves, and Midland Blvd.

Roadside mowing and trimming is underway.

Cody had a meeting with W.A. Jones. The 2024 Kenworth is currently being built. Cody is waiting for estimates JR Jurgensen for the parking lot and basketball courts pavement.

Duke has begun the restoration at the old homeless shelter.

Karen sent a recommendation for a speed change on Slade Road. The County did not recommend it.

PLANNING AND ZONING DIRECTOR/INSPECTOR REPORT

Taylor Corbett, Planning and Zoning Director gave the April report.

For single-family homes we had 4 in Billingsley, 4 in Rosewood, and 2 in Heritage Farms as well as one multi-family home.

The average price for April was \$375,031.

The new Zoning Inspector is doing an excellent job. We’ve had mostly yard zoning complaints.

We’ve had pre-application meetings for several developments.

Taylor went over other site plans and commercial structure reviews.

Taylor spoke about the roadway dedication for UDF on SR125. The design plan has been approved by the Planning Commission.

The commercial structure plans on SR125, Tractor Supply, is moving along quickly.

Forest Grove final development plan has been approved, Section II.

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6:00 Public Hearing Cas B-02-24Z

This case is for the proposed text amendments to the Batavia Township Zoning Resolution. Taylor presented the proposed text amendments. These are based on the resolution passed in March.

The floor was open to public comment. None were received.

TOWNSHIP ADMINISTRATOR REPORT

Karen Swartz, Township Administrator, gave the April report.

The sign at the second entrance to the park needs upgrades. Karen obtained proposals.

Karen spoke about tagging and indexing, and the program used at another Township.

For the splashpad, they are waiting for the weather to clear to begin.

The park grant was awarded for the AED and cornhole boards.

Karen spoke about the playground safety inspector training.

There were two indigent burials in the last two weeks.

We are planning a shred event in the fall.

Jennifer paid the membership for the Township Association.

Karen spoke about parking standards. There was discussion about proposed parking regulations for the township.

Karen spoke about the ARPA fund audit.

Karen is working on the Sheriff's office contract.

Karen brought up the Ford Explorer. It will be declared surplus next month.

Karen met with the Office of Environmental Quality about a recycling center.

There was a 5-minute break at 7:10 p.m.

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. Parsons yes

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Mr. Perry yes
Mr. Sauls yes Motion carried

The Board returned to Regular Session at 8:29 p.m. No action was taken.

NEW BUSINESS

Resolution 05-01-2024

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 05-01-2024** authorizing the Township Service Director to place any Service Department employee on administrative leave pursuant to Section 5.10 of the Township Personnel policy. Mr. Perry seconded the motion. There was discussion. On the roll being called:

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

Resolution 05-02-2024

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 05-02-2024** authorizing the Township Administrator, Karen Swartz to prepare and submit an application, and sign any agreements as necessary for the Domain Migration Grant through the State of Ohio, Department of Homeland Security and the Local Cybersecurity Grant Program in the maximum amount of \$9,500.00 with a required 10% township local match. Mr. Perry seconded the motion. On the roll being called:

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

Resolution 05-03-2024

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 05-03-2024** adopting the text amendments to the Batavia Township Zoning Resolution. Mr. Sauls seconded the motion. On the roll being called:

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

Resolution 05-04-2024

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 05-04-2024** to execute a memorandum of understanding with Pierce Township Board of Trustees relative to the traffic signal pole enhancements along the State Route 125 Corridor. Mr. Perry seconded the motion. On the roll being called:

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

Purchase Order Approval

Mr. Perry motioned the Batavia Township Board of Trustees approve the proposal from AED Team for the purchase of two AED units and cases, and to authorize the Fiscal Officer to issue a purchase order in the amount of \$6,180.00 relative to the 2024 Community Parks Improvement Program through the Clermont County Park District. Mr. Sauls seconded the motion. On the roll being called:

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Mr. Parsons	yes	
Mr. Perry	yes	Motion carried

Invoice Approval

Mr. Sauls motioned the Batavia Township Board of Trustees approve Invoice #0798-003105023 with Republic Services in the amount of \$10,159.53 for services related to the 2024 Clean Up Days. Mr. Perry seconded the motion. On the roll being called:

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

Payment Approval

Mr. Perry motioned the Batavia Township Board of Trustees retroactively approve payment to Office Furniture Source in the amount of \$19,844.11 from the Purchase Order 16-2024 on April 19, 2024 for office furniture and filing cabinets in the Community Center. Mr. Sauls seconded the motion. On the roll being called:

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

Payment Approval

Mr. Perry motioned the Batavia Township Board of Trustees to retroactively approve payment to Sedgwick in the amount of \$895.00 on April 3, 2024. Mr. Sauls seconded the motion. On the roll being called:

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

Resignation Approval

Mr. Sauls motioned the Batavia Township Board of Trustees approve the resignation of Jenny Stewart, Administrative Assistant effective May 14, 2024. Mr. Perry seconded the motion. On the roll being called:

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

Purchase Approval

Mr. Perry motioned the Batavia Township Board of Trustees to purchase and implement an asset tracking program titled AssetTiger at an amount not to exceed \$500 per year. Mr. Sauls seconded the motion. On the roll being called:

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

Attendance Registration

Mr. Perry motioned the Batavia Township Board of Trustees register Brett Grant to attend the Certified Playground Safety Inspector Training in Columbus, Ohio, sponsored by the Ohio

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Parks and Recreation Association from September 18-20, 2024, with a registration cost of \$580.00, but a total cost not to exceed \$1,200 with travel expenses. Mr. Sauls seconded the motion. There was discussion. Karen will check other options. On the roll being called:

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

Alternate Appointment

Mr. Sauls motioned the Batavia Township Board of Trustees appoint Duane Phelps to serve as an alternate on the Township Board of Zoning Appeals (BZA), with no term limit. Mr. Perry seconded the motion. On the roll being called:

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

New Hire Approval

Mr. Perry motioned the Batavia Township Board of Trustees hire Brianna Ramsey at \$23.00 per hour, with a 90-day probation period. She will start as soon as possible. Mr. Sauls seconded the motion. On the roll being called:

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

Mr. Parsons mentioned the intersection of Old 74 and new SR32. There are still dangerous traffic issues. Flashing lights or traffic lights are needed. Also mentioned were mailboxes on Amelia Olive Branch, from Clough Pike to old 74 where the residents must cross a very busy road which is now a very dangerous situation. Karen will reach out to the County Engineer.

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 8:43 p.m.



Rex A. Parsons,
Chairman



Jennifer Haley,
Fiscal Officer