

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____ 20 _____

Springfield Township Trustees

April 22, 2025

Regular Trustee Meeting

Meeting called to order by Tim Foley, Board President at 6 PM with the Pledge of Allegiance

Board Members Roll Call

Trustee Jim Scoby	Present
Trustee Tim Foley	Present
Trustee John Roeder	Present
Fiscal Officer Mark Smith	Present

Employee / Visitors in Attendance: Jennifer Tuttle, Billy Saunders, Dave Nangle, Jamie Allen, Amber Morgan, Kathy Dennis, Katherine Balldridge, Edgar L. Baker

Approval of the minutes for the April 08, 2025 Regular Trustee Meeting

Motion to approve by Mr. Scoby

Second by Mr. Roeder

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Scoby Yes

DEPARTMENTAL REPORTS

Road Department/Cemetery

Billy Saunders - Mr. Saunders stated the department had already finished the first round of brush pickup before they left work on Friday 4/18/25. They have already started the second round and have already made it to the Possum Woods area.

With all of the heavy rains, a lot of branches in the sewers. They got the jetter out today on Hedgely. It is all clay tile over there so the problem is there are gaps because it doesn't snap or fasten together and there are a lot of bigger trees in the front yards that causes problems; it is currently all cleared out but will likely be a recurring thing.

Mr. Saunders stated that he feels it is necessary to purchase a jetter that also has vacuum capabilities; it will help in locating utilities as well, as their current jetter is a used one from the city. Additional jetting will occur this week as well. Mr. Saunders indicated that in the Ra-Mar area there was a resident that had a mailbox put in and damaged something and is making a mess. A lot of residents have tapped into a curtain drain thinking it is a storm drain, however it isn't.

Mr. Saunders stated that he was able to meet Sanders Concrete at Mr. Pace's residence at 301 Holiday Dr. Quote to tear out and replace Mr. Pace's driveway from the curb back to the next joint (16x36) in the amount of \$5,408.00. Mr. Saunders provided the quote for review.

Mr. Saunders indicated everything with the cemetery was going well. Mike Sietz started last week with mowing at the Cemetery and put in about 16 hours. Mike was having some troubles with clocking in/out so was advised to track manually as well.

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____ 20 _____

Fire/EMS Department

Dave Nangle – Mr. Nangle stated he gave Mrs. Tuttle the drug random report all were certified for the next cycle. Also gave Mrs. Tuttle the quote received from Horton for the medic unit they are looking to purchase as well as the state bidding information as well. The three that we looked into are all 36 month delivery time.

All the paperwork has been submitted to the Attorney General’s office where they are trying to recoup some of that non billable stuff. Medicount sent some test files over we are waiting on the DAS to send over credentials.

Regardin the situation at the Motel at 2598 Springfield-Xenia Rd., the Fire department will attempt to gain access to get in and look around to see what might be going on in there. Per Mrs. Tuttle, they have not fulfilled everything they need to in order to rezone. No zoning permits or building permits have been submitted but they are working on the property. It appears that in the main house there is at least one family living there. Mr. Nangle indicated that at 11am 4/23/25 the fire dept. will go there, but if the owner does not allow them entry then they will have to leave. Mr. Nangle will keep Mrs. Tuttle updated

Jamie Allen - No Report

Deputy

Jake Shaw – not present

Administrator/Zoning Inspector

Jennifer Tuttle - Mrs. Tuttle stated Jake Shaw is now working Sundays, as a result he was able to get pictures of a semi parked at a location that Mr. Allen Brown has been complaining about so we can now pursue that violation. Amber Morgan Started yesterday 4/21/25.

Mrs. Tuttle stated she is still working through different quotes that are coming in for a new vendor for the Township website, the current vendor won’t be able to keep it updated for much longer, as well as, making the website ADA compliant.

Mrs. Tuttle stated the main concerns for the Playground are an ADA path from the parking lot to the playground (it does not have to be concrete), easier access to the actual play area and signage. Mrs. Tuttle indicated the signage must recommend ages for the play equipment, rules and typical hours it’s opened. Mrs. Tuttle will bring it back to the board when she has everything compiled.

Mrs. Tuttle indicated that she is working with the prosecutor regarding the issues they are having with the Ra-Mar subdivision. Curtain drains in the right of ways and then residents tapping into them. The issue with the mailbox, it appears that both residents have aerators that are going into that curtain drain that were not approved. It appears those aerators are not being maintained because it looks like sewage and not just surface water. Working with the health department as well as the Prosecutor’s Office to work through those issues.

Mrs. Tuttle advised she has provided information to the Trustee’s from the Prosecutor regarding the Sky Lakes private utility.

RECORD OF PROCEEDINGS

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

Held
20

Zoning

Recommendation to the Springfield Township Trustees
in respect to Zoning Text Amendment Case #SA-2025-01

The Springfield Township Zoning Commission initiated this application to amend the applicable sections to correct spelling, grammar and formatting errors, and to add and delete text as described in Attachment A. The purpose of these amendments is to keep the township’s zoning resolution in line with zoning authority under the Ohio Revised Code and to provide better definition and explanation to terms used.

In accordance with ORC 519.12, the Zoning Commission held a public hearing on April 16, 2025, with due public notice given, to consider these zoning text amendments at which time the recommendations of the Staff and the CEDA Regional Planning Commission were presented. Following this public hearing, the Zoning Commission approved a motion recommending to the Township Trustees that these zoning text amendments be approved as presented. Now, to proceed further pursuant to ORC 519.12, the Springfield Township Board of Trustees need to schedule a public hearing date and time in which to hear this zoning text amendment case. As required, attached for the Trustees review are the following: copy of the application, Staff’s report, and minutes of the April 3, 2025 CEDA meeting and the April 16, 2025 Zoning Commission meeting.

Mrs. Tuttle stated this was the request for the public hearing there is a resolution that will give more information about the date and time for that. Mrs. Tuttle indicated that in regard to the Sky Lake private utility, she has been in contact with Marathon pipeline and they indicated that any utility must go under their pipeline, nothing above it. Mrs. Tuttle indicated that Sky Lake has been given the information that she obtained from Marathon pipeline so that they can explore that prior to continuing with the project.

Fiscal Officer

Mark Smith – Mr. Smith mentioned the Stryker issue where they owe the Township \$39,000 – \$40,000. Mr. Smith has tried to reach out with no response and Mr. Smith will now reach out to the Prosecutor to assist in trying to get a response.

Mr. Smith requests that the Township consider hiring an assistant fiscal officer, wanting to hire a Township resident that could take over Mr. Smith’s position when he retires. Mr. Smith is hoping to find someone who is retired or does not have to also work full time elsewhere so they can focus on attention to detail.

Section 507.021 | Assistants to fiscal officer - compensation

The township fiscal officer may hire and appoint one or more persons as the fiscal officer finds necessary to provide assistance to the township fiscal officer or deputy fiscal officer. The township fiscal officer may set the compensation of those persons subject to division (B) of this section. Those persons shall serve at the pleasure of the township fiscal officer or, in the absence of the township fiscal officer, the deputy fiscal officer. The township fiscal officer may delegate to an assistant any of the duties the fiscal officer is otherwise required to perform. The appointment of assistants under this section does not relieve the township fiscal officer of responsibility to discharge the

RECORD OF PROCEEDINGS

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

Held ~~duties of the office but shall serve to provide assistance to the fiscal officer in performing those duties.~~

- (B) The compensation of an assistant appointed under this section shall be included in the estimate of contemplated expenditures for the township fiscal officer's office that is submitted to the board of township trustees for approval as provided in section 5705.28 of the Revised Code or in an appropriation measure passed under section 5705.38 of the Revised Code.
- (C) Except as otherwise provided in section 3.061 of the Revised Code, before serving, an assistant to the township fiscal officer shall give bond for the faithful discharge of the duties of the office as may be delegated by the fiscal officer. The bond shall be payable to the board of township trustees and shall be for the same sum as required under section 507.03 of the Revised Code for the township fiscal officer, with sureties approved by the board, and conditioned for the faithful performance of duties delegated by the fiscal officer. The bond shall be recorded by the township fiscal officer, filed with the county treasurer, and carefully preserved.

Posting

Part-time Assistant Fiscal Officer

Come Join Our Team! Be part of Springfield Township's team as a part-time Assistant Fiscal Officer.

This person will work directly with the Fiscal Officer and assist in the financial responsibilities, payroll, HR, and other office related general duties.

This position allows for a flexible schedule around 15-20 hours a week! Graduation from a standard high school, or the equivalent, knowledge of accounts payable/receivable and payroll functions. Associate Degree in Accounting or 2 or more year's equivalent experience. Potential for advancement. Springfield Township resident preferred.

Questions email msmith@spfldtwp.org, no phone calls please.

Application with resume due May 10th end of business day via: email msmit@spfldtwp.org or US Mail, Springfield Township, 2777 Springfield-Xenia Road, Springfield, OH 45506.

Mr. Scoby stated that anyone can run for the Fiscal Officer position as this is an elected position and wants to make sure that this position isn't being created for the sole purpose of replacing the current Fiscal Officer. Mr. Smith indicated that his plan is to bring someone in that meets all of the qualifications and learn to do what he does so that there is a smooth transition.

Motion to approve filling the Part-Time Assistant Fiscal Officer

Motion to approve by John Roeder

Second by Jim Scoby

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Scoby Yes

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____ 20 _____

OLD BUSINESS

Cemetery Statement for April 22, 2025

The Vale Cemetery Manager resigned from her position on March 6, 2025.

Springfield Township Trustees named Mike Johnson as the Cemetery Sexton and Brian Spurgin as backup Cemetery Sexton under the direction of Billy Saunders on March 11, 2025.

Vale Cemetery Articles, which include general policy, internments, decorations, monuments, schedule of charges and miscellaneous are and have been posted on the Township website, www.spfldtwp.org since 2013. Signs regarding decorations are and have been posted in two places at the Cemetery.

Decorations

Section 1.

Planting of flowers, flower pots, trees or bushy plants is strictly prohibited.

Section 2.

Cutting and trimming of grass is one of the largest and most costly maintenance activities of your cemetery. For economy of maintenance during the growing season NO flowers shall be placed on graves.

Other than special holidays between March 15 and November 15 all decorations, with the exception of Veteran flag staff holders, shall not be placed in the ground or on the grass to allow for proper grave maintenance.

All floral decorations must be placed on the headstone or an approved concrete slab, installed by cemetery personnel at lot owner's expense and in an approved flower container.

Section 3.

The cemetery shall have the right to remove all floral designs, flowers and other decoration of any kind if, in the judgement of the Sexton, they do not conform to the standards set forth herein.

Section 4.

The placing on cemetery graves of boxes, shells, toys, metal designs, ornaments, chairs, vases, glass, plastic flowers, or wires of any kind, wood or iron cases, glass or plastic blocks, artificial animals, tin cans, crockery, waste baskets, pails, cardboard cartons, white rock with mulch, candle light holders, statues or the like will not be permitted.

Section 5.

Decorations placed upon graves on special holidays during growing season, Easter, Mother's Day, Memorial Day, et cetera, will be removed after a period of FIVE days (protects the grass). **Winter decorations, such as natural wreaths placed on easels, artificial arrangements, and other approved arrangements will be permitted between November 15 to March 15 ONLY. Winter decorations will be removed when they become unsightly. All winter decorations will be removed March 15.**

Section 6.

Metal rods for hanging baskets allowed; maximum 36 inches high (from the ground) and not permanent.

The only changes to the Cemetery Articles were price increases in November 2021 and June 2023.

Mr. Saunders indicated he is getting 2 new signs for the entrance and exit of the cemetery to read that all decorations will be removed March 15th and going forward in the event March 15th lands on a Saturday or Sunday the cleanup will be completed on the next business day.

Mr. Roeder states that it appears as though RV parks are turning into fulltime residence; indicated he feels as though the addition to a private sewer line it will be more inviting for people to make a campground their permanent residence. Mrs. Tuttle indicated that at the Township level we cannot enforce way it is used. Mr. Foley asked if we should just put an end to the request. Mr. Roeder indicated we can wait to see how it pans out.

RECORD OF PROCEEDINGS

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

Held _____ 20 _____

NEW BUSINESS

No new business

Resolution: 2025-042

WHEREAS, The Springfield Township Zoning Commission initiated an application to amend the applicable sections of the Zoning Regulations to correct spelling, grammar and formatting errors, and to add and delete text, and

WHEREAS, the CEDA Regional Planning Commission heard this amendment case on April 3, 2025, and has recommended to the Township Zoning Commission that the amendment request be approved as presented; and

WHEREAS, the Township Zoning Commission on April 16, 2025, following said hearing, passed a motion recommending to the Township Trustees that the amendment request be approved as presented; and

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees a public hearing before the Trustees for May 13, 2025 at 5 p.m. at the Township Administrative Office, 2777 Springfield-Xenia Rd, Springfield OH 45506.

Motion to approve by Jim Scoby

Second by Jim Scoby

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Scoby Yes

Resolution: 2025-043

APPOINTMENT TO THE ZONING COMMISSION

BE IT FURTHER RESOLVED by The Board of Trustees of Springfield Township, Clark County, Ohio to appoint Joseph Hohlmayer as an alternate member of the Zoning Commission with a term ending April 22, 2030. (5-Year Term).

Motion to approve by John Roeder

Second by Jim Scoby

Discussion

Roll Call

Mr. Foley Yes Mr. Roeder Yes Mr. Scoby Yes

RECORD OF PROCEEDINGS

Minutes of

Meeting

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

Held _____ 20 _____

OPEN TO THE PUBLIC

No Comments

CLOSING REMARKS BY TRUSTEES

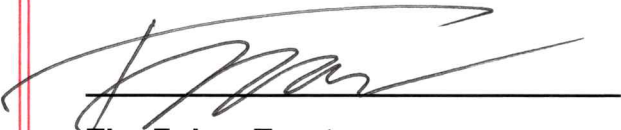
Zoning text amendment Public Meeting will be held May 13, 2025 at 5 p.m.
The next Trustee meeting will be held May 13, 2025 at 6 p.m.

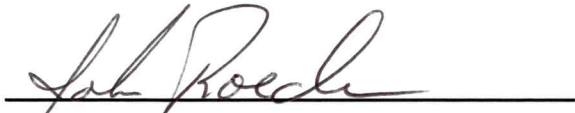
MOTION TO ADJOURN

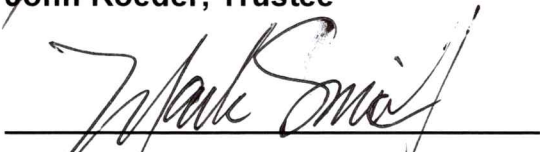
Motion to approve by John Roeder
Second by Jim Scoby
Discussion
Roll Call
Mr. Foley Yes Mr. Roeder Yes Mr. Scoby Yes

Board Certified


Jim Scoby, Trustee


Tim Foley, Trustee


John Roeder, Trustee


Mark Smith, Fiscal Officer