

# RECORD OF PROCEEDINGS

Minutes of

December 2, 2025– 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 their Regular Board Meeting at 5:00 p.m. Tuesday, December 2, 2025, at the Batavia Township Community Center.

### **CALL TO ORDER**

Following the Pledge of Allegiance, Karen Swartz, Township Administrator, gave the roll call for the Board of Trustees. Present were: Mr. Perry, Mr. Sauls, and Mr. Parsons. Also present were Jennifer Haley, Fiscal Officer, Karen Swartz, Township Administrator, Taylor Corbett, Planning & Zoning Director, Cody Smith, Service Director, and Sheriff Deputy Kellerman.

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

Mr. Parsons motioned the Batavia Township Board of Trustees approve the December 2, 2025 agenda as presented. Mr. Sauls seconded the motion. On the roll being called:

Mr. Parsons	yes
Mr. Perry	yes
Mr. Sauls	yes

Motion carried

Mr. Sauls motioned the Batavia Township Board of Trustees approve the November 5, 2025 Regular 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

Mr. Parsons motioned the Batavia Township Board of Trustees approve the November 20, 2025 Special Meeting Minutes as presented. Mr. Sauls 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 approve the November 2025 Financials as presented. Mr. Sauls seconded the motion. On the roll being called:

Mr. Parsons	yes
Mr. Sauls	yes
Mr. Perry	yes

Motion carried

The Trustees thanked the Fiscal Officer, Jennifer Haley as well as staff Karen Swartz, Zoning Administrator and Brianna Ramsey, Administrative Assistant for a great audit.

### **SHERIFF'S DEPARTMENT REPORT**

Deputy Kellerman gave the Batavia Township crime stats for November, 2025.

For the Township the Sheriff's office took 146 offense reports in November. We had 27 violent crime reports, 29 property reports, 19 personnel reports, 14 drug/alcohol related reports, 56 information reports, and 1 juvenile report. The highest crime type was theft.

The Township Deputies took 75% of the incident reports and 67% of the offense reports. The Deputies recovered \$50,004.00 which was a motor vehicle and some miscellaneous personal items. We patrolled 316 neighborhoods. We performed one vacation check 13 times. There were 2 overdoses in November. There was one burglary. There was one breaking and entering.

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## CLERMONT COUNTY CONNECTIONS GROUP

Charlotte Clifton spoke about their group and activities at our park. Charlotte organizes a Multiple Sclerosis (MS) Support Group Meeting held monthly at the Community Center on the 4<sup>th</sup> Wednesday of each month at 11:00 a.m. Residents can reach out to Charlotte at 513-844-8997 for more information.

## COMMITTEE REPORTS

Mr. Sauls gave the November update for Central Joint Fire & EMS District. There were 426 EMS calls, 159 fire calls, totaling 585. Automatic aid was given 4 times and automatic aid received totaled 15 times. Mutual aid 5 times given and 5 times received. There were 11 plans reviewed. There were 66 inspections and 2 reinspections.

Mr. Parsons reported there was no meeting for the Batavia Union Cemetery.

## SERVICE DIRECTOR REPORT

Cody Smith, Service Director, was working a snow event all night last night, and was not present for the meeting. Karen Swartz gave the November report.

We installed permanent lights on the administration building. We can change the colors for the different events or seasons.

The crews worked on patching and milling in various locations throughout the township.

We had 2 full burials, no cremations, 5 sales which included 3 at Lucy Run and 2 graves at Olive Branch.

Everything at the park has been winterized, including the splashpad, concession building, water fountains, and irrigation systems. The splash pad work is complete; however, there is a leak where the new line connects. We will test upon completion of repairs and when it warms up.

The snow and ice equipment has been installed and tested on the salt trucks. The three new Kenworth trucks have been calibrated.

They added parking space at the back of the service department, installed catch basins and gravel, and will pave in the spring.

The Old SR 222 road slip is ready for final repairs.

They replaced flags and markers in the cemeteries and cleaned up leaves.

We worked on cleaning catch basins and sweeping the curb.

## PLANNING AND ZONING DIRECTOR/INSPECTOR REPORT

Taylor Corbett, Planning and Zoning Director, gave the November report, including the permit stats.

We had zero single-family home permits in Forest Grove, zero in Billingsley, 4 in Rosewood, zero in Heritage Farms, and zero individual single-family home permits. Current available lots in Planned Developments are 4 lots in Forest Grove and 3 in Heritage Farms.

The average sale price for houses sold in November was \$411,090.00, and the year-to-date average is \$387,479.

We had one unresolved vehicle complaint, three with no permits, and two that are still pending resolution.

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Since July 1, 2024, 183 vehicles have been tagged for parking regulation violations. Three were tagged in November 2025, and 3 were resolved.

The next Zoning Commission meeting will be on December 11<sup>th</sup>.

Taco Bell is now open off Bauer Road. Aldi's should open before the end of the year.

### **TOWNSHIP ADMINISTRATOR REPORT**

Karen Swartz, Township Administrator, gave her November report.

There was an annexation filed November 7<sup>th</sup>. Karen attended the Commissioners meeting for that action, which was approved by the Commissioners.

Karen spoke about the election issues. There was discussion about the results and ramifications of the two ballot issues from last month.

Karen will meet with Choice 1 Engineering to discuss grant opportunities and improvements in Batavia Township.

There was discussion about the May fire levy.

### **Public Hearing 6:18 p.m. Case B-09-25ZPD, 1455 Old SR 74**

Jonathon Wocher, Zoning Consultant, swore in those who may choose to speak during the public participation. He gave a summary of the case. This requests approval to rezone one parcel from B1 Neighborhood Business District to R3 Multi-Family Residential District.

The owner, Eric Hendrix, wants to build another house on the lot.

Bill Albright, Marbe Lane, commented that he is tired of more homes.

### **Motion**

Mr. Sauls motioned the Batavia Township Board of Trustees approve **Case B-09-25ZPD 1455 Old SR 74**. Mr. Parsons seconded the motion. On the roll being called:

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

### **PUBLIC PARTICIPATION**

Ed McCoy, 21 Belwood Ct., thanked the Board, especially Mr. Sauls, wishing Mr. Sauls good luck. He complimented the Trustees for how much they care about the Township and all they've done for the residents.

### **NEW BUSINESS**

#### **Resolution 12-01-2025**

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-01-2025** declaring motor vehicles located on public or private property in Batavia Township to be junk motor vehicles, and ordering the removal, at the following locations:

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PROPERTY ADDRESS	PROPERTY OWNER	PARCEL ID	DESCRIPTION OF VEHICLE(S)
3465 State Route 132 Amelia, Ohio 45102	Donald L. & Deborah L. Thatcher	034511.023.	Green 1996 Chevy Cavalier VIN: 1G1JC124XTM136272
			Silver 2003 Chevy Cavalier VIN: 1G1JC12F337379907
			Silver Chrysler PT Cruiser VIN: 3C4FY48B95T634160

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

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

## Resolution 12-02-2025

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-02-2025** authorizing the abatement, control, or removal of vegetation, garbage, refuse, or debris for the following property located in Batavia Township:

PROPERTY ADDRESS	PROPERTY OWNER	AUDITOR PARCEL ID#
3465 State Route 132 Amelia, Ohio 45102	Donald L. & Deborah L. Thatcher	034511.023.

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

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

## Resolution 12-03-2025

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-03-2025** compensating Township Trustees in the year 2026 per ORC for a Township with a budget over \$6,000,000.00. Mr. Parsons seconded the motion. On the roll being called:

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

## Resolution 12-04-2025

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-04-2025** compensating the Township Fiscal Officer in the year 2026 per ORC for a Township with a budget over \$6,000,000.00. Mr. Parsons seconded the motion. On the roll being called:

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

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### Resolution 12-05-2025

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-05-2025** dispensing the requirement that a resolution is read on two separate days, and hereby authorizes the adoption of further 2026 resolutions upon its first reading. Mr. Sauls seconded the motion. On the roll being called:

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

### Resolution 12-06-2025

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-06-2025** retaining David Frey, with the law firm Nichols, Speidel & Nichols, as the Township's Legal Counsel for 2026 at the rate of \$190.00 per hour. Mr. Parsons seconded the motion. On the roll being called:

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

### Resolution 12-07-2025

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-07-2025** authorizing the contract for accounting services to assist the township in financial statements preparation and other accounting services performed in 2026 with Hurst Kelly and Company, LLC, in the amount of \$6,000.00. Mr. Sauls seconded the motion. On the roll being called:

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

### Resolution 12-08-2025

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-08-2025** authorizing the adoption of Temporary Appropriations for the year 2026. Mr. Parsons seconded the motion. There was discussion. On the roll being called:

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

### Resolution 12-09-2025

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-09-2025** requesting the advancement of payments to the Township Fiscal Officer of 2025 real estate taxes collected by the County Auditor in 2026. Mr. Sauls seconded the motion. On the roll being called:

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

### Resolution 12-10-2025

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-10-2025** authorizing Batavia Township to become a member of the Coalition of Large Ohio Urban

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Townships (CLOUT) as part of the Ohio Township Association and to pay the 2026 annual CLOUT membership dues. Mr. Sauls seconded the motion. On the roll being called:

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

## Resolution 12-11-2025

Mr. Parsons motioned the Batavia Township Board of Trustees adopt **Resolution 12-11-2025** authorizing expenses for the Ohio Township Association Conference in 2026. Mr. Sauls seconded the motion. On the roll being called:

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

## Resolution 12-12-2025

Mr. Sauls motioned the Batavia Township Board of Trustees adopt **Resolution 12-12-2025** providing Health Insurance Benefits to Township Trustees and the Fiscal Officer, under the Township's group medical plan. Mr. Parsons seconded the motion. On the roll being called:

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

## Resolution 12-13-2025

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 12-13-2025** establishing the Regular Session meeting dates for 2026. Mr. Parsons seconded the motion. On the roll being called:

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

## Motion – Zoning Appointments

Mr. Sauls motioned the Batavia Township Board of Trustees approve the following Board appointments:

Board of Zoning Appeals: Scott Colvin, reappointing to first full term from 01/01/2026 to 12/31/2030.

Township Zoning Commission: Jim West, reappointing to first full term from 01/01/2026 to 12/31/2030.

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

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

## Motion

Mr. Parsons motioned the Batavia Township Board of Trustees appoint Jennifer Haley, Fiscal Officer, as the Representative and Karen Swartz, Administrator, as Alternate to the Ohio

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Township Association Risk Management Authority (OTARMA). Mr. Sauls seconded the motion. On the roll being called:

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

**Motion**

Mr. Sauls motioned the Batavia Township Board of Trustees approve setting the mileage reimbursement rate for staff per the yet-to-be-released 2026 IRS mileage rate and effective January 1, 2026. Mr. Parsons seconded the motion. On the roll being called:

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

**Motion**

Mr. Parsons motioned the Batavia Township Board of Trustees increase the budget for the 2026 Road Resurfacing Program with the Clermont County Engineer for the revised and increased amount of \$550,000.00 which was previously approved on 09/02/2025 and 11/05/2025. Mr. Sauls seconded the motion. There was discussion. On the roll being called:

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

**Motion**

Mr. Parsons motioned the Batavia Township Board of Trustees acknowledge the certification of the November 4, 2025 election results relative to Batavia Township Zoning and effective November 21, 2025.

- a. Removal of Article 36 Planned Development
- b. Rejection of Case B-03-25-ZPD Farmstead

Mr. Sauls seconded the motion. There was discussion. It was noted that development can still occur on the Farmstead property without hearings or plans, and the property owner can request to rezone the property. On the roll being called:

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

**TRUSTEES DISCUSSION/OTHER ITEMS**

Mr. Parsons thanked Mr. Sauls for all his contributions to Batavia Township and how well the Trustees have worked together. Mr. Sauls thanked and complimented the staff and shared some of his experiences as a Trustee. Mr. Sauls congratulated Ms. Wessel and wished her well as the new Trustee. Mr. Sauls will be sincerely missed.

**EXECUTIVE SESSION**

Mr. Parsons motioned the Batavia Township Board of Trustees move into Executive Session pursuant to ORC Section 121.22(G)(1) to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Mr. Sauls seconded the motion. Time: 7:17 p.m. On the roll being called:

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

The Trustees returned to Regular Session at 8:42 p.m.

## Additional Items

### Motion

Mr. Sauls motioned the Batavia Township Board of Trustees approve health insurance benefit contributions of 5% for medical premium costs and offer the Health Reimbursement Account at 80% of the deductible for amounts for calendar year 2026 and to authorize the Township Administrator, Karen Swartz, to execute necessary documents relative to medical, dental, vision, disability, and life insurance benefits for 2026, the same as the previous year. Mr. Parsons seconded the motion. There was discussion. On the roll being called:

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

### Motion

Mr. Parsons motioned the Batavia Township Board of Trustees approve salary increases for staff as outlined in the matrix dated 12/02/2025 and to be effective December 28, 2025, with a pay date January 15, 2026. Mr. Sauls seconded the motion. On the roll being called:

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

### Motion

Mr. Parsons motioned the Batavia Township Board of Trustees take a personnel action for Brett Grant, for a 3-day disciplinary suspension without pay. Mr. Sauls seconded the motion. On the roll being called:

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

### Motion

Mr. Parsons motioned the Batavia Township Board of Trustees extend prescription and medical benefits health insurance for 18 months, at no cost to the Township, to elected Township employees who leave employment. Mr. Perry seconded the motion. On the roll being called:

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

## CEMETERY DEED

1. Olive Branch Cemetery: Section C, Lot 292, Graves 5 & 6 sold to Jennifer Kaetzel
2. Lucy Run Cemetery: Section A, Lot 44, Graves 2, 3, & 4 sold to Janet Bishop.

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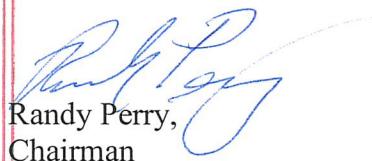
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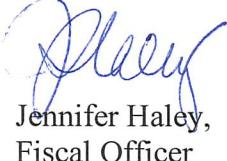
**Other Item**

There will be a Special Meeting at 10:00 a.m. on 12/22/2025 to cover year-end business and personnel issues.

**ADJOURNMENT**

With no further business to come before the Board, Mr. Parsons motioned to adjourn the meeting. Mr. Sauls seconded the motion. Meeting adjourned.

  
Randy Perry,  
Chairman

  
Jennifer Haley,  
Fiscal Officer

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