

**RECORD OF PROCEEDINGS**  
February 3, 2026– REGULAR MEETING  
**RECORD OF PROCEEDINGS**

Minutes of

Meeting

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, February 3, 2026, 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 Ms. Wessel. Also, present were Karen Swartz, Township Administrator, Taylor Corbett, Planning & Zoning Director, Cody Smith, Service Director, and Sheriff Deputy Kellerman.

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

Mr. Perry motioned the Batavia Township Board of Trustees approve the February 3, 2026 agenda as presented. Ms. Wessel seconded the motion. On the roll being called:

Ms. Wessel	yes	
Mr. Parsons	yes	
Mr. Perry	yes	Motion carried

Ms. Wessel motioned the Batavia Township Board of Trustees approve the January 5, 2026 Regular Meeting Minutes as presented. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Ms. Wessel	yes	Motion carried

Mr. Perry motioned the Batavia Township Board of Trustees approve the January 15, 2026 Special Meeting Minutes as presented. Ms. Wessel seconded the motion. On the roll being called:

Ms. Wessel	yes	
Mr. Perry	yes	
Mr. Parsons	abstain	Motion carried

Mr. Perry motioned the Batavia Township Board of Trustees approve the January 2026 Financials as presented. Ms. Wessel seconded the motion. On the roll being called:

Ms. Wessel	yes	
Mr. Perry	yes	
Mr. Parsons	yes	Motion carried

**SHERIFF’S DEPARTMENT REPORT**

Deputy Kellerman gave the Batavia Township crime stats for January 2026.

For the Township, the Sheriff’s office took 146 offense reports in January, an increase of 19.67% from December. We had 28 violent crime reports, 7 property reports, 47 personal reports, 13 drug/alcohol related reports, 48 information reports, and 3 juvenile reports. The highest type of report was information.

The Township Deputies took 97% of the incident reports (3% were handled by non-Township Deputies), and 88% of the offense reports and 12% were handled by non-Township Deputies. Property recovered totaled \$372.00. We patrolled 296 neighborhoods. We performed two vacation checks 25 times. There was 1 overdose in January. There were no burglaries. There were two breaking and entering.

**RECORD OF PROCEEDINGS**

**RECORD OF PROCEEDINGS**

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

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

**UC Clermont Women’s Soccer and Women’s Volleyball**

Both teams won their 2025 National Championships for Division II Small Colleges. The coaches spoke about this incredible journey and thanked Batavia Schools for allowing them to use their turf field. They were congratulated and recognized by the Board. The coaches highlighted the teams' efforts.

**Growth Policy Plan Proposal and Scope of Work**

Jonathon Woche gave a brief presentation of the proposal. The current growth plan was prepared in 2017 and adopted in 2018 and is typically updated every 5 to 10 years. Our scope of work includes visioning, defining goals & strategies for growth and development; assessing strategies and action steps to achieve that vision; establishing guiding land-use policies and zoning decisions based on the future management plan; and strategies that may emerge during the plan process.

**COMMITTEE REPORTS**

Chief Roy Short gave the update for Central Joint Fire & EMS District. The next meeting will be on Monday, February 9th, at 5:00 p.m. Beginning in March, they will be on the third Monday of each month at 5:00 p.m.

In December, CJFED had 137 fire calls, 425 EMS calls for a total of 562 calls for service. We had 5 annual fire inspections and 33 re-inspections. The staff had over 420 hours of training.

Mr. Parsons reported that in January, there were 29 internments, 10 of which were cremations, and 4 lots were sold in the Batavia Union Cemetery. We will need \$34,000 in disbursements from the Township and the Village to keep operations going at this cemetery.

**Public Hearing 6:00 p.m. Case B-10-25Z, Article 34-Overlay Districts (SR125 Special Overlay District)**

Jonathon Woche gave a summary of the case, including proposed text amendments and the conditions. It is to promote reinvestment, adaptive reuse, and redevelopment of aging or under-utilized SR125 corridor properties.

Frank Koch, 4769 Silverwood, had questions about the variations.

**Motion**

Mr. Perry motioned the Batavia Township Board of Trustees approve **Case B-10-25Z** as presented. Ms. Wessel seconded the motion. On the roll being called:

Ms. Wessel	yes	
Mr. Parsons	yes	
Mr. Perry	yes	Motion carried

**Public Hearing Case B-01-26Z, Article 46: Administration of Approved Planned Developments**

Taylor Corbett gave a summary of the case, including the staff report. The article is being introduced following the repeal of former Article 36 Planned Development which was removed by voter petition in November 2025. The purpose of the amendment is to provide administrative clarity and regulatory continuity for planned development that was lawfully approved prior to repeal of Article 36.

**Motion**

**RECORD OF PROCEEDINGS**  
February 3, 2026– REGULAR MEETING

Minutes of

Meeting

**RECORD OF PROCEEDINGS**

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

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

Mr. Parsons motioned the Batavia Township Board of Trustees approve **Case B-01-26Z** as presented. Ms. Wessel seconded the motion. On the roll being called:

Mr. Parsons	yes	
Ms. Wessel	yes	
Mr. Perry	yes	Motion carried

**SERVICE DIRECTOR REPORT**

Cody Smith, Service Director, gave the January report.

We had one full burial in Olive Branch.

We performed a culvert replacement with a 12” double wall.

We completed a full ditch repair on Curliss Lane.

There was a 10-12” drop-off on Bauman Lane. We re-established/repared the ditch line.

We had two snow and ice events in January. There are salt supply issues/shortages nationwide. We, as well as neighboring townships, are well supplied right now.

Cody obtained a quote for sign replacements. All Batavia Township roads will include our township logo. All signs will be reflective and meet Traffic Safety Requirements.

**PLANNING AND ZONING DIRECTOR/INSPECTOR REPORT**

Taylor Corbett, gave the January report including the permit stats.

We had zero single-family home permits in Forest Grove, 1 in Kinsdale, Olivewood started construction last month, zero in Willow Grove (off of Judd Road), 2 in Heritage Farms, and 1 multi-family home permit.

The average sale price for the year is \$431,160. We have issued 3 permits so far this year for single-family homes. The lots are available in Olivewood, which is a shared patio homes community. Kinsdale has only single-family homes and will be going to market soon.

Other types of permits so far totaled 12 so far this year.

Taylor thanked Jim DeCamp for helping the Service Department with snow plowing.

We tagged 184 vehicles for parking regulations, since the start of the regulations. There was one abandoned car.

The Zoning Commission has one case for their next meeting. The BZA has multiple cases for their meeting.

**TOWNSHIP ADMINISTRATOR REPORT**

Karen Swartz, Township Administrator gave her January report.

There will be a Fire Levy this May. Karen has been in discussions with a Village Council member after a fire board meeting concerning moving forward after the Fire Levy. There will be no overlapping of taxes for fire services in the district. If the Levy passes, residents who are currently paying the CJFED tax, that tax will stop, and the new tax will apply. As your house value increases, the fire levy expense will not increase.

Interviews for Deputy Jester’s replacement will start next week.

**RECORD OF PROCEEDINGS**

**RECORD OF PROCEEDINGS**

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

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

Karen spoke about scheduling Junk Days for April 22-25, running from 8:00 to 2:00 pm daily. The process will be the same as previous years.

Karen obtained quotes for costs and will apply for a park grant for upgrades/fencing for the basketball court, playground area near the parking lot. She will submit an application next week.

We will have to rebid our trash pickup contract, as it expires on October 31<sup>st</sup>. There was a discussion about the different services of the different providers.

Karen obtained a quote from Media Services for video recordings of our meetings. She spoke with other townships about their operations with video recordings. The ongoing cost of production could potentially be \$56,000 annually. There was discussion on the services. Karen will research options that are more affordable.

Karen is working on finalizing plans for the America 250 event at the Township Park in July. Karen and Rex attended a meeting with the Village and their new Council about the event as well.

There are 2 insurance claims pending from our snow plows during the snow events.

**PUBLIC PARTICIPATION**

Frank Koch, 4769 Silverwood, does not like the Republic notification system. He gave feedback on the video recording of the meetings.

**NEW BUSINESS**

**Resolution 02-01-2026**

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 02-01-2026** authorizing the application for the Clermont County Park Grant Application with a 25% match of \$2,612.00. Ms. Wessel seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Ms. Wessel	yes	Motion carried

**Resolution 02-02-2026**

Mr. Perry motioned the Batavia Township Board of Trustees adopt **Resolution 02-02-2026** declaring motor vehicle(s) located on public or private property in Batavia Township 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:

<b>PROPERTY ADDRESS</b>	<b>PROPERTY OWNER</b>	<b>PARCEL ID</b>	<b>DESCRIPTION OF VEHICLE(S)</b>
3463 Virginia Drive Amelia, Ohio 45102	Iris Porter and Timothy Burks	034511.075	2012 Silver Fiat 500 Abarth Ohio License: FTM2241 VIN: 363CFFFH0CT379606

Ms. Wessel seconded the motion. There was discussion. On the roll being called:

Mr. Perry	yes	
Mr. Parsons	yes	
Ms. Wessel	yes	Motion carried

**RECORD OF PROCEEDINGS**  
February 3, 2026– REGULAR MEETING

Minutes of

Meeting

**RECORD OF PROCEEDINGS**

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

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

**Motion**

Mr. Perry motioned the Batavia Township Board of Trustees waive the fees for Garin and Tony Smith, 103 Judd Road, for the additional hearing that is required for a Board of Zoning Appeals Case in the amount of \$300.00, due to the omission of the size of the structure on the prior application. Ms. Wessel seconded the motion. On the roll being called:

Ms. Wessel	yes	
Mr. Perry	yes	
Mr. Parsons	no	Motion carried

**Motion**

Ms. Wessel motioned the Batavia Township Board of Trustees accept the 2025 Ohio Department of Transportation’s **Township Highway System Mileage Certification Report**, effective 12/31/25, in the amount of 79.922 miles, and execute said certification and return to ODOT no later than March 1, 2026. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Ms. Wessel	yes	
Mr. Perry	yes	Motion carried

**Motion**

Mr. Perry motioned the Batavia Township Board of Trustees set Community Clean Up Days, better known as Junk Days, for Thursday, April 23, 2026, through Saturday, April 25, 2026, from 8:00 a.m. to 2:00 p.m. daily. This event is only for residents of Batavia Township and the Village of Batavia, and participants will be required to provide proof of residency. Ms. Wessel seconded the motion. On the roll being called:

Mr. Perry	yes	
Ms. Wessel	yes	
Mr. Parsons	yes	Motion carried

**Motion**

Ms. Wessel motioned the Batavia Township Board of Trustees join the Southwest Ohio Purchasers for Government (SWOP4G) for the membership fiscal year of 04/01/2026 thru 03/31/2027 in the amount of \$35.00. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Ms. Wessel	yes	Motion carried

**Motion**

Mr. Perry motioned the Batavia Township Board of Trustees to not request a hearing on the issuance of a New Liquor Permit 10012455-1 for 2246 Drive thru Inc., located at 2246 Old SR32. Ms. Wessel seconded the motion. On the roll being called:

Ms. Wessel	yes	
Mr. Perry	yes	
Mr. Parsons	yes	Motion carried

**Motion**

# RECORD OF PROCEEDINGS

## RECORD OF PROCEEDINGS

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

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 2026

Mr. Perry motioned the Batavia Township Board of Trustees to join the Clermont County Historical Society for an annual fee of \$500.00. Ms. Wessel seconded the motion. On the roll being called:

Mr. Parsons	yes	
Ms. Wessel	yes	
Mr. Perry	yes	Motion carried

**Motion**

Ms. Wessel motioned the Batavia Township Board of Trustees authorize a funding request for 2026 to the Batavia-Union Cemetery Board in the amount of \$34,000.00, which is an increase of \$6,000 from the 2025 annual amount. Mr. Parsons seconded the motion. On the roll being called:

Ms. Wessel	yes	
Mr. Perry	yes	
Mr. Parsons	yes	Motion carried

**Motion**

Mr. Perry motioned the Batavia Township Board of Trustees approve the following payments:

<u>Vendor</u>	<u>Amount</u>	<u>Fund/PO</u>	<u>Purpose</u>
Industrial Parts & Edges, LLC	\$10,541.10	PO 4-2026 Road & Bridge	Snow Plow Blades and Hardware
Clermont County Sheriff	\$564,025.69	PO Pending	1 <sup>st</sup> half Payment of 2026
Clermont County/OMB	\$7,897.09	PO 6-2026 General	Stormwater Fee
Batavia Union Cemetery	\$8,500.00	PO 31-2026 General	1 <sup>st</sup> Quarterly Payment
A & A Safety	\$12,388.50	PO 32-26 Road & Bridge	Street Signs for Bristol Lake Sycamore Creek, Buxton Meadows
Clermont County Historical Society	\$500.00	Pending	2026 Membership
Southwest Ohio Purchasers for Government (SWOP4G)	\$35.00	General Fund	Fiscal Year 2026 Membership
Hurst, Kelly & Company, LLC	\$6,000.00	General Fund	Fiscal Reports and Statements
<b>TOTAL</b>	<b>\$609,887.38</b>		

Ms. Wessel seconded the motion. On the roll being called:

**RECORD OF PROCEEDINGS**

February 3, 2026 – REGULAR MEETING

Minutes of

Meeting

**RECORD OF PROCEEDINGS**

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

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

Mr. Perry	yes	
Mr. Parsons	yes	
Ms. Wessel	yes	Motion carried

**TRUSTEES DISCUSSION**

There were comments and discussion about the Community Partners Meeting. Mr. Parsons suggested the consideration could include Batavia Village, Batavia Local Schools, West Clermont Schools, Clermont County Commissioners, Clermont County Engineer, Fire Board, etc. to consider the future of our entire community. The Board agreed and will have Karen Swartz coordinate this.

Karen brought up the parking issue on Carriage Run which is next to the Batavia Local School Campus. There was a discussion.

We had an indigent burial for January. The person was at the Amelia Wal-Mart and was taken to Clermont Mercy Hospital.

**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 the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee. Ms. Wessel seconded the motion. Time: 8:44 p.m. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Ms. Wessel	yes	Motion carried

Returned to Regular Session: 9:21 p.m.

**Additional Items**

**Motion**

Ms. Wessel motioned that the Batavia Township Board of Trustees to increase Brianna Ramsey’s salary as outlined in the matrix for a promotion, effective 2/23/2026, to a newly created position of Executive Assistant. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Ms. Wessel	yes	Motion carried

**Motion**

Mr. Perry motioned that the Batavia Township Board of Trustees advertise for an Administrative Assistant, full-time, at a rate of \$25.00 per hour. Ms. Wessel seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Ms. Wessel	yes	Motion carried

**RECORD OF PROCEEDINGS**

Minutes of

February 3, 2026– REGULAR MEETING

Meeting

**RECORD OF PROCEEDINGS**

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

Held Minutes of BOARD OF TRUSTEES – BATAVIA TOWNSHIP 20

**Motion**

Ms. Wessel motioned that the Batavia Township Board of Trustees to authorize Karen Swartz to proceed with Waste Services Contract expiring on October 31, 2026 and execute the documents relative to the bidding process with the Adams Clermont Solid Waste District. Mr. Perry seconded the motion. On the roll being called:

Mr. Parsons	yes	
Mr. Perry	yes	
Ms. Wessel	yes	Motion carried

**ADJOURNMENT**

With no further business to come before the Board, Mr. Perry motioned to adjourn the meeting. Ms. Wessel seconded the motion. Meeting adjourned at 9:27 p.m.



Rex A. Parsons,  
Chairman



Jennifer Haley,  
Fiscal Officer