

RECORD OF PROCEEDINGS
CLEARCREEK TOWNSHIP TRUSTEES
Minutes of Regular Meeting
November 24, 2025

The Clearcreek Township Trustees met in regular session at 9:00 a.m. with the following members present: Mr. Gabbard and Mr. Wade.

Mr. Wade opened the meeting and led in the Pledge of Allegiance.

Mr. Wade asked Jandon Ankrom to come forward to take the Oath of Office for Code Enforcement Officer. Mr. Wade administered the Oath of Office. The audience congratulated Mr. Ankrom.

Mr. Wade asked if the Board members had any consent agenda item or items that they wished removed. No removal from the consent agenda was requested.

Mr. Wade read Resolution 5629 - A Resolution to approve/modify/deny the request by Springboro Development Co., LLC, agent for property owners, for a Stage 2 Preliminary Site Plan Review for the Residential Planned Unit Development "R-PUD," Clearcreek Heights Subdivision and dispensing with the second reading. The Resolution having been tabled in progress at the last meeting, on November 10, 2025, Mr. Wade asked for a motion to move the Resolution off the table and resume discussion on the proposed development plan. Mr. Gabbard so moved with Mr. Wade seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea and Mr. Wade-yea. Mr. Palmer, Planning and Zoning Director, noted the changes that had been made to the Resolution. Mr. Palmer noted that an additional condition was required to be added to the Resolution. Mr. Palmer added condition 24 to "Update preliminary drawings submitted prior to RPC preliminary site plan review that incorporates all updates since original submittal." Mr. Wade asked for a motion to amend the Resolution to add condition 24. Mr. Gabbard so moved with Mr. Wade seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea and Mr. Wade-yea. Mr. Kiser, Springboro Development Company, LLC. updated the Board on refined plan details since the last meeting. Mr. Kiser noted a small change to the green space access lane to the main green space area. Mr. Kiser noted that he agreed with all the conditions in the proposed resolution. Mr. Wade asked for a motion to approve the Resolution as amended. Mr. Gabbard so moved with Mr. Wade seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea and Mr. Wade-yea.

Mr. Wade called for Public Comments. No comments were noted.

Mr. Wade read Resolution 5633 – A Resolution authorizing the Township Administrator to incur obligations greater than \$10,000 on behalf of the Township, dispensing with the second reading during a declared emergency period, and declaring an emergency. The reason for the emergency is the need to protect Township property and public safety. Mr. Cox, Assistant Fire Chief, noted that Station 22's HVAC unit had failed and could not be repaired. Mr. Wade asked for a motion to approve the Resolution. Mr. Gabbard so moved with Mr. Wade seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea and Mr. Wade-yea.

Mr. Wade asked for a motion to approve the Consent Agenda. Mr. Gabbard moved to approve the Consent Agenda as presented to the Board:

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- 1 Approval of Regular Minutes – November 10, 2025, Regular Session.
- 2 Current Bills and Financial Report.
- 3 Adjust Officer Kevin Hall’s rate of pay to \$42.47 (Senior Patrol Officer), effective November 8, 2025, as prescribed by the collective bargaining agreement (correction to 11/10/25 rate adjustment action by the Board on the Consent Agenda).




Mr. Wade seconded the motion and upon roll call the vote was as follows: Mr. Gabbard-yea and Mr. Wade-yea.

Mr. Clark, Township Administrator, noted that Clearcreek Township’s Road Department trucks were pictured on a calendar produced by a national vendor. Mr. Clark also asked Mr. Wade to clear his calendar on the morning of December 22 and to meet at Fire Station 24 to participate in an open house to celebrate his 48 years of service to Clearcreek Township.

Mr. Pacheco, Law Director, wished everyone a Happy Thanksgiving and noted his gratitude for working with Mr. Wade and Township staff.

Mr. Gabbard thanked the Road Department for their efforts in helping the Eagles with barricade issues.

With no further business, Mr. Wade asked for a motion to adjourn the Regular Meeting at 9:17 a.m. Mr. Gabbard so moved with Mr. Wade seconding the motion. Upon roll call the vote was as follows: Mr. Gabbard-yea and Mr. Wade-yea.

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