

## RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

January 11, 2023 - Held 6:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Fiscal Officer Wyne called the meeting to order and led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch and Kent Searle were present.

Fiscal Officer Wyne stated that because this is the first meeting of the year, she would need nominations for the 2023 chairman for the Board of Trustees. Trustee Cotner nominated Trustee Kosch; Trustee Searle seconded the nomination. Hearing no other nominations, the Fiscal Officer closed nominations and asked for a vote.

ROLL CALL: Cotner: Yes Searle: Yes Kosch: Abstain Motion Passed 2-0

Fiscal Officer Wyne asked for nominations for Vice Chair of the Board of Trustees. Trustee Kosch nominated Trustee Cotner; Trustee Searle seconded the motion.

ROLL CALL: Kosch: Yes Searle: Yes Cotner: Abstain Motion Passed 2-0

Trustee Kosch asked for a motion to approve the December 28, 2022 Trustee Minutes, if there were no changes to be made. Trustee Searle moved to approve the minutes; Trustee Cotner seconded the motion.

ROLL CALL: Kosch: Yes Searle: Yes Cotner: Yes Motion Passed 3-0

### **FROM THE FISCAL OFFICER:**

Fiscal Officer Wyne distributed financial reports.

Trustee Cotner made a motion to pay the bills associated with warrants 35082 through 35099 and Electronic Debits 20-2022 through 204-2022 & 01-2023 through 04-2023 which are listed on the payment report; seconded by Trustee Kosch.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes . Motion Passed 3-0

Trustee Searle made a motion to approve the Purchase Orders, and/or Then and Now Purchase Orders; Trustee Kosch seconded.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Cotner made a motion to approve Resolution 2023 01 11 01 which states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to approve payment of salary and benefits for current elective and/or appointed officials and that the compensation will be paid by annual salary not to exceed the maximum amount set forth in ORC 505.24 and ORC 507.09 for fiscal year 2023. The annual salary is to be paid in equal monthly installments and may be paid from the general fund and/or funds in such proportions specified by the board. Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Cotner made a motion to approve Resolution 2023 01 11 02 which states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio,

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that the meeting dates for 2023 are set as: 2nd and 4th Wednesday of each month at 6:00 p.m. at 3245 Havensport Road in Greenfield Twp. Occasionally, meeting dates will change to accommodate various scheduling conflicts. When this occurs, the change will be posted on the township website, post office (Carroll), firehouse, and at the administrative office building, in addition to sending to any media requesting it. Special meetings will be held as called by the Chair of the Trustees with a minimum of 24 hour notice to the media if requested by the media; and posted on the township website, post office (Carroll) and at the administrative office building. Emergency meetings called by the Chair to be held if necessary using the same procedures listed above. Meetings will be held at 3245 Havensport Road in Carroll unless otherwise announced on the website, post office, firehouse and the administration building. Trustee Kosch seconded the motion.

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0

Trustee Searle made a motion to approve Resolution 2023 01 11 03 which states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to set mileage reimbursement rate per Standard Mileage Rates set by the IRS for FY23. Trustee Kosch seconded the motion

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0

Trustee Cotner made a motion to approve Resolution 2023 01 11 04 which states BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Trustees, Fiscal Officer, and Department Supervisors to attend local, state, and national conferences and seminars in 2023 with proper registration for such events. Trustee Kosch seconded the motion

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0

Fiscal Officer Wyne stated that employees will be assessed a \$2.00 one-time set-up fee for each garnishments. This fee is being charged by HR Butler to the township, and the township is deducting it from the employee's paycheck.

Fiscal Officer Wyne stated that she has asked for a legal opinion from the Prosecutor's Office regarding Road employees who came in and worked on Christmas Day. She stated that Tom and her are not in agreement with how it is to be done, due to having two separate policies in place between the Road Department and the Administrative Office. These policies are slated for review and revision in 2023. Fiscal Officer Wyne stated that since Christmas falls on Sunday in 2022, Christmas Day holiday is observed on Monday, December 26 for the holiday benefit. Tom stated that the policy stated that when an employee is required, by schedule to work on any of the above holidays, he or she shall receive two times the regular rate of pay. Fiscal Officer Wyne stated that that the policy also states in holiday leave when a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Discussion followed as to what should be done; however, the township will wait for direction from the Prosecutor's Office. She stated that she is sorry that Tom and

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Jeff had to work on the actual Christmas day but they should only receive 1.5 hours of the time they work. They also get the call back at 30 minutes drivetime in and 30 times drivetime home. At this time, Jeff and Tom will only be paid their 80 hours regular time; no comp time or overtime pay.

**ZONING BUSINESS:** Tom Erlewein, Zoning Inspector, presented the following items:

Handouts were distributed to the Board regarding the following subjects:

- Two permits have been issued to date; one will be processed tomorrow.
- Ginder Road Complaint: There was an anonymous complaint, and then a written complaint, which appear to be related. Tom responded to the complaint, which asked what the setbacks were, etc. He responded with specific information based on the building application, as well as the zoning code information. Tom confirmed it with measurements. The question he had was on the clear vision triangle, but he confirmed it met the zoning code. He also had questions about the hill, but there's nothing in the code about topography. The complaint seemed to be that the newly-built house can look down on the existing house and see into their yard. Tom stated he felt the complaint had been answered in a satisfactory manner, with all zoning codes being met.

Discussion continued regarding the driveway permits for this property, as well as the additional houses that were built on this property when the lot was split. Tom explained the original driveway for the original house is there; then there is a pole barn home to the west of the existing home which has a driveway. Then, there is a third house being built which has a driveway. This was reviewed by Fairfield County when the lot was split, and it is in compliance. Trustee Searle also questioned the site view issues that were raised at the last Trustee Meeting. Tom Shafer explained the site view is also in compliance. He uses the Fairfield County Engineer's stopping distance guide, noting the speed limit on that section of Ginder Road is 45 miles per hour.

- Signage Issues at Iron Pony: Tom stated this former side by side business had recently been purchased by Iron Pony. He hasn't been able to find any records regarding the signage they have erected. They recently replaced the sign at the corner with an Iron Pony sign, which is not in compliance due to the distance requirements from the right-of-way (50 feet). The company also did not apply for a sign permit, which is required. Tom noted there is also an issue with the Route 33 Auto Sales signage. They did not submit a drawing for the location of the sign, or an image of the sign, so Tom had to deny their application. Discussion continued as to the location of the original sign, the posts for the sign, and the face of the sign being changed with no permit. Tom again noted that the posts were non-conforming. He also noted that all the signs Iron Pony posted on their building when they bought the business did not have a permit/they did not apply

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for a permit. Tom will be contacting the owners of Iron Pony in order to have them bring the signage into compliance. Steve Eversole recommended he contact the corporate owners of Iron Pony.

Trustee Cotner stated the recorder which had been given to June Queen needs to be found/returned so the Zoning Commission meetings can be recorded. After further discussion, it was determined that neither the Zoning Commission Meetings nor Public Hearings are required by Ohio Revised Code to be recorded; however, the consensus was that it is a good idea due to any public records requests, as well as the fact that the Board had made a prior decision to record public hearings. Jack Barr stated at the last public hearing, June had the recorder and recorded the hearing. However, he agreed that the ORC does not require the recording of meetings to occur. He feels that the hearings should be recorded.

Trustee Kosch stated there are Zoning Commission members who need to be reappointed for another five year term. Trustee Cotner made a motion to reappoint Patrick Callahan for another five-year term, through December 31, 2027; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Fiscal Officer Wyne noted that Mr. Callahan would need to be sworn-in.

Trustee Kosch also stated Josh Arter of the Board of Zoning Appeals needs to be reappointed for another five-year term, through December 31, 2027. Trustee Searle moved to reappoint Josh Arter to a five-year term, through December 31, 2027; Trustee Kosch seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Searle stated that action needed to be taken on the alternate member on the Zoning Commission, Lee Gilbert. Mr. Gilbert had never attended a meeting, nor had he completed any paperwork in order to be paid. Trustee Kosch made a motion to remove Lee Gilbert as an alternate from the Zoning Commission roster; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Searle stated that Amy Brown had expressed interest and submitted a letter to become a member of the Zoning Commission. She was recommended by Anne Darling Cyphert. Jack Barr noted that Kim Wickham is still considering stepping down as a member and moving to an alternate position. Trustee Searle made a motion to appoint Amy Brown as an alternate member to the Zoning Commission; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Fiscal Officer Wyne will contact Ms. Brown and have her complete the appropriate paperwork to be completed.

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Trustee Searle asked if Tom Erlenwein had had time to investigate the anonymous letter which had a complaint on 1665 Ginder Road. This property has a long driveway with an accessory building on the property, but no house. This is a zoning code violation. Tom stated he had not been able to find any information/record of a permit in the files on this property, but stated it may be in the paperwork/files that need to be organized. He will drive by the property tomorrow.

Trustee Searle also asked about the complaint on 1265 Ginder Road. This is where an accessory building was built in front of the house near the road. Tom noted the building has been there since he moved to the township five years ago. He has been unable to find a permit in the permit listings, but he'll look into the files that need to be organized once the new fireproof file cabinets are received.

**ROAD AND CEMETERY DEPARTMENT BUSINESS:** Tom Shafer, Road & Cemetery Superintendent, reported on the following items:

**ODOT Reimbursement for Berming:** Tom reported ODOT delivered approximately 190 tons of 411 berming material on Plum Road in response to a request for reimbursement. This was requested due to the wear and tear on Carroll Eastern and Stringtown Roads during the ODOT summer repaving project when they used the roads as a detour.

**Sink Hole:** Tom reported a sink hole around a pipe was discovered during culvert inspection. He was unable to conduct any repair at the time due to Fishel working in that area. The Road Department was able to get out there today and work on it. They saw-cut a small area, and will be keeping an eye on it. They dug down, filled it with twos, compacted it, and brought it back up with 411. If there is a problem and the stone settles, they will make a more permanent repair. Tom noted it is old clay bell tile that runs under that portion of the road.

- Tree clean-up was done on Old Columbus Road where a tree came down during the 40 mph winds. Also, there is more clean-up to do on the back of Hatter Road.
- One or both of the dump trucks may need to go in for spring work to be done. The Mac truck is leaning on the right rear, but they couldn't find any broken leaf on the spring packs. Both of the repair shops he spoke with are two weeks out on repairs. He doesn't want to have the trucks out of service for that long, as they are functioning as they should at this time, but they may be looking at a \$2,000 repair bill in the future.

Trustee Searle asked if Tom had seen an email from Fairfield County about weight restrictions in February; however, he noted these are not observed by the township.

Trustee Kosch asked if anything had been done with the ditches at Oak Creek. He responded that he had not. With the below zero weather temperatures and then back in

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the 60 degree temps, he would do more damage than good in the mud. He will keep it on his radar.

**FIRE DEPARTMENT BUSINESS:** Chief Brad Smith presented the following items:

**Emergency Runs:** Brad reported the following statistics for 2022: 1,518 total runs; 1,125 EMS runs; 393 fire runs. Based on a six-year span, that's a 23% increase, and the most runs they have ever taken in Greenfield Township history. He noted there had been three active runs during the course of the meeting.

**Grants:** The FEMA AFG grant is open now, so the department will be applying for SCBA, SCBA masks, and a replacement tanker. The county grant writer assistance is available. Approval from the State Fire Marshall has been received for the MARCS grant which will cover the user feeds. The total is \$2,040 for the MARCS radios. Also, an ODNR grant and another State Fire Marshall grant for equipment will be sought. There is a South Central Power Grant that will be applied for. This would be used for equipment involving live wires that are down. The equipment would be wearable and would notify the firefighter if they are near a live wire that is down.

### **Events:**

- A Boy Scout troop (25 scouts) was in to tour the firehouse and see the fire trucks.
- Senior citizens will be assisted with their smoke detectors and determining where the best placement will be for them.
- Chief Smith and the Sheriff coordinated an active aggressor training. Several local business owners who attended the recent Safety Council meeting have contacted the Sheriff's Office to have a business assessment for potential threats as a result of the active aggressor training.
- CPR Training is scheduled for this weekend.

**Medic 561 Repair:** This vehicle was recently back in the shop due to brake and caliper issues. The work was covered under warranty, and the vehicle is back in service.

**New Medic:** The new medic has arrived at Burgess Ambulance and the building process is slated to begin. Capt. Spires and some of the other firefighters have submitted their final specs for the features they want on the truck. Estimated delivery is between June and August 2023.

**Payment Issue/Stopping Payment of a Check:** Brad explained a credit card payment had been made to a company located out of state for a piece of equipment for an engine, and a check had also been sent to them for payment in early November, in error. He and Dawn have been trying to get the check back from the company, but have been unable to do so. The company first stated they had received the check, and their normal process would be to send it back, but as time has gone on, they are stating they cannot find the check. Dawn stated the stop payment fee is likely between \$25-\$50.

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She also noted the township checks have a "void after 90 days" notation. The amount of the check is between \$400-\$500, and the check has not been cashed. The Board agreed that a stop payment should be sought.

Trustee Kosch made a motion to request a stop payment action on the check; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

**CPR Information for the Community:** Trustee Cotner asked Chief Smith what kind of pamphlets or information are in the community/available to the community and local businesses for CPR instructions, referencing the recent incident that happened at the Cincinnati Bengals football game. The quick action of the medical staff by administering CPR saved the player's life. Chief Smith reiterated that this incident pointed out the benefit of hands-only CPR training, and stated he would contact the public relations liaison at Fairfield Medical Center for pamphlets that could be distributed. He also noted the Department is working with the new nurse at Bloom Carroll schools to potentially offer CPR training to students starting in 4th or 5th grades and up. Chief Smith stated the HeartWatch group is developing a public service announcement (PSA) for athletic programs regarding chest compressions and providing CPR. This video will include cardiothoracic doctors, firefighters and police officers. Any schools that have athletic programs will have access to this PSA. Trustee Searle asked if there was CPR training offered locally? Chief Smith stated the Department offers CPR classes, but those were for CPR certification. He noted the Department recently held a hands-only CPR class at Fairfield Insulation and Drywall for the employees with using the CPR mannequins for them to practice chest compressions. Trustee Searle suggested if the Department has the time and employee resources to offer CPR training, now would be a good time to do so, with the recent incident fresh in everyone's mind.

### **FROM THE TRUSTEES:**

Tom Shafer asked if the Board had heard anything from Hunter's Run Conservancy District, as he had heard that Rockmill Lake and the dam south of Wilson would be dredged this year. This likely means that they have received some funding. The Board was not aware of this information.

Trustee Searle made a motion to go into Executive Session to discuss employee compensation; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0

Trustee Searle made a motion to come out of Executive Session; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0

The Board returned from Executive Session at 7:27 p.m.

No action was taken at this time.

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Motion to adjourn was made by Trustee Cotner; seconded by Trustee Searle.

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion passed 3-0  
Meeting adjourned at 7:28 p.m.