

**RECORD OF PROCEEDINGS**

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

January 23, 2019

*Held 7:00 PM*

The Greenfield Township Trustees met in regular session at the Fire House. Dave Cotner called the meeting to order and led those present in the Pledge of Allegiance. Dave Cotner and Lonnie Kosch were present; Kent Searle was out of town.

After each Trustee reviewed the minutes from the trustee meeting that was held on January 9, 2019, Trustee Kosch made the motion to approve the minutes as written; Trustee Cotner seconded the motion.

*ROLL CALL: Cotner: yes; Kosch: yes. Motion Passed 2-0.*

**FROM THE FISCAL OFFICER**

The Fiscal Officer passed various pieces of correspondence and the Financial Reports.

Trustee Cotner made a motion to approve the financial reports; seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Trustee Cotner made a motion to pay the bills associated with warrants 32762 through 32784 and; Electronic Debits 3-2019 thru 5-2019 which are listed on the attached payment report; seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Fiscal Officer Wyne advised that she received the Fire Department’s Visa bill. She advised there was a transaction for Panera Bread for December 12, 2018 in the amount of \$160.52, in which she didn’t have paperwork to cover the transaction. She contacted Fire Chief Smith who provided the paperwork; however, the receipt was not signed. She stated she reviewed the township’s credit card policy to see what it stated regarding food purchases since she was not aware. The credit card policy was very vague but stated “Township credit cards may be used for the purchase of goods or services for the official business of the township”. Fiscal Officer Wyne stated that she knew that State Auditor had issue policy years ago on food purchase. She advised she contact the State Auditor’s office to see if the township could obtain a copy of the policy but was advised to contact the County Prosecutor’s office to see if they had a policy. She stated that she contacted Josh of the County Prosecutor’s office and advised about the purchase and provided the township’s policy. Fiscal Officer Wyne also contacted Slade Schultz, Interim Fire Chief at the time to ask who authorized the purchase and why. Slade stated he authorized the purchase as a lunch expense for the promotion committee and since one of the candidates was on duty, he included the duty crew. That information was forward to Josh who recommends that the Board choose an appropriate action from section (1) of the township policy that includes, at the least reimbursement to the township for the unauthorized expenditure. Fiscal Officer reminded the board and all staff that was at the meeting that the money that runs the township is public funds and should be used only for township business. She further stated that the Visa needs to be paid in order to avoid a late fee and interest, she stated she has cut a check (check # 32785) and has it with her for the boards signature should the board chooses to send it out. Fire Chief Smith stated he will get with the Greenfield Fire Department Association to get it re-paid to the

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township from that fund and he will get a check to the Fiscal Officer. Trustees Cotner & Kosch signed check #32785 for the Visa to avoid late fee and interest. Copy of the reimbursement will be attached to the check when it is received.

Fiscal Officer Wyne stated that she has received determination of unemployment of compensation benefits for an active board member. She stated she has contacted Amy with the Prosecutor's office.

Fiscal Officer Wyne stated that we have received documentation from Ohio Industrial Commission which she has forwarded to Fire Chief Smith regarding a hearing on February 5, 2019 at 9:00 a.m. in Columbus on a past employee to determine if their treatment/medication is going to be terminated or authorization of treatment/ diagnostic testing will be allowed. Trustee Cotner has read thru this past employee's folder and will attend.

Fiscal Officer Wyne distributed a copy of the Township Credit Card policy for review. She advised HB 312 mandated that all entities that hold credit cards are required to adopt a policy. She also stated that she would like to do away with the Sears's card and Menards card. She stated that she would like to open an in-store account at Menards like we have at Lowes. Trustee Cotner made a motion to close the Sears and Menards credit cards. Motion died as there was no second.

Motion made by Trustee Cotner to make the credit card limit for the credit card policy \$1,500.00, seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Fiscal Officer Wyne stated she was contacted by the Prosecutor's office regarding them getting numerous calls from the Zoning Commission. They suggested holding a meeting in which members of the zoning are in attendance along with the board so everyone is on the same page. Fiscal Officer Wyne asked for some dates that she could present to the Prosecutor's office to see if they are available. Trustee Cotner will contact Kim Wickham for some times and dates.

Fiscal Officer Wyne stated that she scheduled a meeting with 5/3 on February 25 at 10:00 a.m. to talk about the township's options with their products.

Fiscal Officer Wyne that Fire Chief Smith brought it to her attention that the salary for the fire chief position when posted stated \$68,000. She advised the Trustees that she provided figures at the last meeting for the salary (\$66,996.80/salary) on what the past fire chief was making when he left. However, during the meeting on 9-27-17, it was stated that the salary would be \$68,000 with minimum qualifications of: 10 years progressively responsible full-time fire service experience, with five or more years as a command officer (Battalion Chief / Shift officer or above), and the following state of Ohio certifications: Firefighter II, EMTP, and a valid Ohio operator's license. Applicants should also possess or have the ability to obtain CFSI and fire instructor certification. Desired qualifications include experience in a combination department and a bachelor's degree in Fire Science or related field. The successful applicant must be in good

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physical condition and have the ability to pass all pre-employment screenings including physical examination and drug screening. Trustee Cotner made a motion to amend the previous motion to pay the Fire Chief a salary of \$66,996.80 seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Trustee Cotner made a motion to pay the Fire Chief a salary of \$68,000.00, seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

This will be effective with the next pay check.

Fiscal Officer Wyne stated that no equipment/clothing order should be placed for promotional opportunities until the Board approves the promotions.

Fiscal Officer Wyne stated that she received an email from Cheryl Barber regarding the Greenfield Township attendance at the Fairfield County Safety Council monthly meetings. Interim Fire Chief Schultz assured me that the Fire Department would attend every monthly meeting so that the township would receive credit. However, it came to her attention today meetings were missed in July, October, November and December. To be eligible for the BWC rebate you need to attend 10 meetings. There are only 5 meetings left before the end of the BWC eligibility year and we will be short 2 credits even if we attend the rest of the meetings. Those 2 credits can be made up if someone attends 2 external training where certificates are issued for completion. These cannot be one-line classes. The Ohio Safety Congress is March 6-8, and will offer a wide variety of safety classes. Chief Smith stated that he and Captain Spires will be attending the March conference and will take classes to make up the 2 missing credits.

Fiscal Officer Wyne stated she received the W-2's this afternoon and she will send an email out to the Trustees, Department Heads and Zoning Board Members advising that they are in the office to be picked up. Each individual will need to sign for the W-2's due to an issue that the township had last year when they were placed in the mail.

Fiscal Officer Wyne wanted to thank Chief Smith and Captain Spires for taking the time to have a meeting with herself and Carla to go over the fire contract. They both feel it was very helpful. Chief Smith stated he felt it was a good meeting also.

**FLOOR**

Chris Chatfield asked what was going on with the water issue on Havensport Road. Trustee Cotner stated that Aaron Kull is going to come out to put a bid on it. Mr. Chatfield asked about a time frame, Trustee Cotner said he didn't know Mr. Kull's schedule or how the weather will be so work could be done.

**ZONING DEPARTMENT BUSINESS**

Kevin passed out the permit & fee report

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Kevin stated that Patrick Callahan wants to be on Zoning Commission per a letter of intent.

Trustee Cotner made a motion to accept Pat Callahan’s letter of intent to fill Jeff Kraner’s position which has a term that expires 12/2022, seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Trustee Cotner made a motion to accept Joe Bowles resignation from the BZA, seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Trustee Kosch made a motion to put John Reef on the BZA with the term ending 12/2022, seconded by Trustee Cotner.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Kevin passed out a property evaluation form he needs to fill out and Kevin feels we should charge a fee for these requests as they are time consuming. Trustee Kosch asked what amount he was thinking about, Kevin stated \$25.00 to \$50.00.

Trustee Kosch asked Kevin about the zoning book and Kevin said he will try and have that finished for the next trustee meeting.

**FIRE DEPARTMENT BUSINESS**

Chief Smith stated they had the fire critique on the Wise fire and everyone felt it went well.

Chief Smith said he was notified last Friday that they were awarded the Marks Radio Grant for \$49,938.00.

Chief Smith stated Berne Township is still borrowing Truck 562. They have ordered the parts to fix their truck and hopefully will be fixed in February.

Chief Smith stated there was an incident at the fire house where our plow truck backed into a car at the fire house, no one was injured, just damage to the other car. Chief Smith has made the appropriate phone calls and worked on the paperwork. Fiscal Officer Wyne will talk to OTARMA about the risk to the township with people sledding on the firehouse property.

**ROAD AND CEMETERY DEPARTMENT BUSINESS**

Tom stated they have been busy with snow removal

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Tom received 176 tons of salt which is about ½ the allotment.

Tom sand bagged high water signs on Mt. Zion. Tom stated that maybe we could get solar powered signs through a grant for Mt. Zion. Tom will check to see about getting a grant through ODOT.

Tom wants to change uniform rental from Cintas to Unifirst. Unifirst will charge \$34.98 verse \$76 or more with Cintas. Tom said it is apples for apples service except Cintas has a five-year contract and Unifirst is for 1 year. Motion made by Trustee Cotner, seconded by Kosch to change uniform company from Cintas to Unifirst with a one-year contract.

*ROLL CALL: Cotner: yes, Kosch: yes, Motion Passed 2-0*

Trustee Kosch asked Tom to check with Jerimiah Upp to see if county will cover material costs on Havensport Road pipe replacement project. Trustee Kosch suggested contacting the other land owners about liability issues.

Trustee Kosch talked about the mailbox on Valleyview Drive, try and stay a little more to the left as the snow knocks his mailbox over and he can't move it back because it is sandstone behind where it is.

Steve Green with Bloom Township is in a pinch, the new truck & plow they purchased, the blade is worn down. Tom has an extra cold rolled steel blade and wanted to know if we could sell it to him. We use carbide blades and will never use the cold rolled steel blade. New cost of the cold rolled steel blade is approximately \$800 to \$1000; Tom asked if we could sell the one we have to them. Tom is to call around and then determine a price for it to be sold for.

**FROM THE TRUSTEES**

Trustee Cotner made a motion to adjourn, seconded by Trustee Kosch.

*ROLL CALL: Cotner: yes, Kosch: yes: Motion Passed 2-0*

Business concluded; meeting adjourned at 8:12 pm.