

RECORD OF PROCEEDINGS

Minutes of **Greenfield Township Trustees** *Meeting*

January 27, 2021

Held 4:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Cotner called the meeting to order and led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch was present. Kent Searle attended virtually.

After each trustee reviewed the minutes from the Trustees' Meeting held on January 13, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Searle made a motion to approve the minutes as written; Trustee Cotner seconded the motion.

ROLL CALL: Cotner: yes Kosch: Yes Searle: 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 33951 through 33975 and Electronic Debit 5-2021 which are listed on the payment report; seconded by Trustee Searle.

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

Trustee Cotner made a motion to retain Pete Griggs with Brosius, Johnson, Griggs, LLC; Resolution #2021 01 27 01. The compensation for such counsel during 2021 shall be paid as follows: \$225.00 per hour for partner attorney, \$205.00 per hour for senior associate, \$180.00 per hour for associate time; \$120.00 per hour for law clerk and \$105.00 per hour for legal assistant plus the out-of-pocket charges for such items as copies, postage, facsimiles, mileage, etc. The total compensation shall not exceed \$10,000.00 without further action by the Board of Trustees. Trustee Kosch seconded motion.

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

Fiscal Officer Wyne advised that each Trustee has received a copy of the part-time firefighter position description which was completed by Chief Smith. Fiscal Officer Wyne stated that she became aware that the department did not have a position description solely for the part-time firefighter's last summer when one was needed. Trustee Searle made a motion to accept the part-time firefighter position description as written; Trustee Cotner seconded the motion

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

Fiscal Officer Wyne stated that each Trustee received a copy of the part-time administrative assistant position. Trustee Kosch made a motion to accept the part-time administrative assistant position description as written; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne stated that she met with the Vinton County bank representative this morning regarding the township credit card accounts. The Township has credit cards still assigned to individuals no longer employed with the township. The Township currently has a monthly allotment of \$11,000.00. Fiscal Officer Wyne is recommending that the township credit cards be under a corporate account. The Township will receive only one bill instead of two. She recommends that the credit cards not be issued under individual names. She stated she would like to see the following: Greenfield Twp. Fire Dept.; Greenfield Twp. Admin. and Greenfield Twp.

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Road Dept. The fire department currently has a monthly limit of \$5,000.00 and the Administrative Office and Road department shares a current a monthly limit of \$3,000.00. She would like the Administrative Office and Road Department not to have to share the limit and each have a \$3,000.00 monthly limit. She stated that the cards only should be used when absolute necessary. She advised that the current cards will be good until we receive the new cards. She also advised that a new credit card form will need to be signed for each card use. Trustee Cotner made a motion for a corporate account with Fire having a \$5,000.00 limit, Road a \$3,000.00 limit and Administration having a \$3,000.00 limit; Trustee Searle seconded the motion.

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

Fiscal Officer Wyne stated once again the Administrative office smells of skunk. She believes that the skunk has gained access by way of the groundhog holes that weren't filled in. She provided each of the trustees with the 3 quotes she received (Ohio Wildlife Catch and Control, Plunkett's Pest Control and Critter Control). She stated approximately 2 years ago we had this same issue and used Ohio Wildlife Catch and Control with good results. She is also recommending that the hole be filled in properly and taken care of this time. Motion made by Trustee Searle to use Ohio Wildlife Catch and Control to remove the skunks and also fill in where they are digging under the building up to \$1,000.00; seconded by Trustee Cotner.

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

Fiscal Officer Wyne stated that she conducted interviews for the administrative position recently and she is requesting to go into executive session under Personnel Matters (ORC 121.22(G) (1)). Trustee Cotner made a motion to go into executive session to discuss personnel matters at approximately 4:25; Trustee Searle seconded the motion.

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

Trustee Cotner made a motion to come out of executive session at 4:35; Trustee Kosch seconded the motion.

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

Trustee Cotner made a motion to hire Jane Baughn for the Administrative Assistant position at the rate of \$15.00 per hour with an increase to be discussed in 6 months; seconded by Trustee Searle.

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

Fiscal Officer advised the Trustees that they had tabled the discussion at the January 13, 2021 meeting involving compensation increases for the Road Department employees. Trustee Cotner stated that he feels we need to give them something but doesn't know what. Trustee Kosch stated he would like to go into executive session to discuss as he has issue and Trustee Searle stated he did too. Tom Shafer stated he would like to attend and was advised to call him. Motion made by Trustee Kosch; seconded by Trustee Searle at approximately 4:39 to go into Executive Session to discuss Road Department raises.

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

Motion made by Trustee Cotner to come out of Executive Session at 5:05; seconded by Trustee Searle.

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

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Trustee Cotner asked for suggestions on raises for the Road Department. Trustee Kosch stated he doesn't feel that the Township should be giving any raises this year due to COVID. Trustee Cotner stated that he would like to see Doug get a raise as he is a hard worker. Fiscal Officer Wyne stated that Doug makes a little over \$14.00 (\$14.08) per hour as he received a \$1.00 per hour last year. Motion made by Trustee Cotner to give Doug Hughes \$.50 per hour raise; seconded by Trustee Kosch.

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

There was discussion on raises/bonuses for Road Department full time employees. Trustee Searle that the discussion on a bonus got his attention even through there are issues; however the bonus could be used as an incentive. Trustees agreed to table this matter until the next meeting so the prosecuting attorney can be contacted for guidance on bonuses instead of raises.

Fiscal Officer Wyne stated that there has not been any discussion on an increase for the Zoning Inspector. Dave feels that Kevin needs more hours as 6 hours a week is not cutting it and would like to see 2 more hours a week. Trustee Searle stated that this is similar to the road department issue. Discussion on a raise for the Zoning Inspector resulted in no change at this time.

FLOOR - No one attended virtually

ZONING BUSINESS

Kevin reported he is working on 2 variances. The one he received today is on Coonpath Road and he will be forwarding the information to the Trustees on this. Kevin mentioned the possibilities of apartments going in behind Meijer and also by the career center.

Trustee Kosch asked Kevin if he had put the sign up for the variance on Election House Road. Kevin stated he hasn't but hopes to tomorrow but the computer guy will be in the office tomorrow. Discussion of computer issues within the office followed.

Trustee Kosch asked Kevin if a permit had been issued for 4240 Havensport Road, Kevin replied yes. Trustee Kosch said he didn't see the posted permit.

Trustee Kosch asked Kevin about the business on Havensport Road; Trustee Cotner stated he thought they are going through a variance. Kevin stated it was a zoning amendment but now he wants to go with a conditional use.

Trustee Kosch asked about the Fisher property and if we are still giving it to Brosius. Kevin hasn't done anything yet but is planning on it. Trustee Cotner stated he will come in to the office and help Kevin get this started before we start on the one on Carroll Southern.

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FIRE DEPARTMENT BUSINESS

Lieutenant Reeves talked about Aladtec software that would help with the scheduling, inter-department communications, vacation requests, shift changes and drug forms. It will do away with a lot of paperwork. 95% of Fairfield County fire departments use this software. The quote is for \$2,995.00 per year. Motion made by Trustee Cotner to purchase the Aladtec software for \$2,995.00 per year; seconded by Trustee Kosch.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0

Chief Smith stated the invoice for the pump and check valve repair from EC Babbert is for \$2,818.75 and asked for a motion for payment. Fiscal Office Wyne stated that because we are operating under temporary budget, we don't have the funds available until we receive our certificate. This matter was tabled until the next meeting as the funds should be available then.

Chief Smith reported that Trustee Cotner spoke to Local Waste and got a quote for \$130.00 – \$135.00, Rumpke was \$120.00 - \$130.00. It was decided that the Fire Department will pay 75% of the bill and the Road Department will pay 25%. Motion made by Trustee Cotner to sign a contract with Local Waste and divide the bill between the Fire Department and the Road Department; seconded by Trustee Kosch.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0

Chief Smith stated part-time firefighter Alexander Owens has turned in his resignation as he is not able to put in the required hours at this time. Trustee Cotner made a motion to accept Alexander Owens resignation effective today; seconded by Trustee Kosch.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0

Chief stated our fire department has been working with Bloom on part-time job staffing by hosting a job fair interview type session. Chief Smith stated he has 4 people he would like to hire upon successful completion of the required background check and physicals. Trustee Searle questioned the number of employees because of the 1500 hours and the health insurance being based on number of employees. Motion made by Trustee Kosch to hire Cullen Shields, Matt McQuestin, Gardner Briggs and Andrew Christman as part-time firefighters upon successful completion of background checks and physicals; seconded by Trustee Cotner.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0

ROAD AND CEMETERY DEPARTMENT BUSINESS

Tom reported yesterday he had demonstration of a speed/message sign. This mobile sign has radar for speed control, it does not have a camera on it and it can be used as a message board when we are out working on the road. Tom called Cheryl Downour and she thinks it would qualify for the allocation money we receive, but wants to check further into this. For a battery powered unit (with rechargeable batteries), universal bracket, shipping & handling and first year of connection to the cloud is \$3,377.00. Each year the cloud fee would be about \$400.00 or you can use Bluetooth at no charge. Trustee Cotner stated it also has a GPS in it. Discussion followed. Tom will research the warranty and insurance and report on this next meeting.

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Tom reported that the Sherriff's Department called today and they are wanting to start attending a meeting with the board once a month.

Trustee Kosch asked if Tom had the letter done on vacating the Havensport Road. Tom will get it prepared for the next meeting.

Fiscal Officer asked why the old medic truck has not been lettered yet. Tom said he had been waiting on the issue of the gratis plates to get straightened out. We recently received the plates. Trustee Kosch also asked Tom to get a price to letter the white dump truck.

FROM THE TRUSTEES

Nothing

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

ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes, Motion passed 3-0

Meeting adjourned at 5:58 p.m.