

## **RECORD OF PROCEEDINGS**

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

January 9, 2019

*Held 7:00 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 since this is the first meeting of the year, she would need nominations for the 2019 chairman for the Board of Trustees. Trustee Kosch nominated Kent Searle, Trustee Cotner seconded the nomination. Hearing no other nominations, the Fiscal Officer closed nominations and ask for a vote.

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

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

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

Fiscal Officer Wyne asked if there were any changes to the minutes from December 28, 2018 meeting. Motion to approve December 28, 2018 minutes made by Trustee Cotner and seconded by Trustee Searle.

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

Fiscal Officer Wyne asked if there were any changes to the minutes from the December 31, 2018 meeting. Motion to approve December 31, 2018 made by Trustee Kosch with Trustee Searle seconding.

*ROLL CALL Cotner: abstained (not present for meeting), Kosch: yes, Searle: yes. Motion Passed 2-0*

### **FROM THE FISCAL OFFICER**

Fiscal Officer Wyne distributed financial reports.

Trustee Cotner made a motion to pay the bills associated with warrants 32750 through 32761 and; Electronic Debits 1-2019 which are listed on the attached payment report; seconded by Trustee Kosch.

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

Trustee Cotner made a motion to approve the 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 2019 01 09 01 Amended Temporary Appropriation Budget. This was needed as a result of having to pay out 2018 Volunteer pay (line item #2191-220-190-0012) in 2019 due to incorrect totals being provided to Fiscal Officer Wyne on 12-31-18. Fiscal Officer Wyne didn't budget for this expense in the first quarter of

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2019 since this expense is not encumbered normally until the fourth quarter of the year. Trustee Searle seconded the motion.

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

Trustee Cotner moved to approve Resolution 2019 01 09 02 BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to approve payment of salary and benefits for current elected 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. The annual salary is paid in equal monthly installments and may be paid from the general fund or other funds in such proportions specified by the board. Trustee Kosch seconded.

*ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes, Resolution passed 3-0.*

Trustee Searle moved to approve Resolution 2019 01 09 03 BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, that the meeting dates for 2019 are set as: 2nd and 4th Wednesdays of each month at 7:00 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) and at the administrative office building. 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 or at the administration building. Trustee Cotner seconded

*ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes, Resolution passed 3-0.*

Trustee Kosch moved to approve Resolution 2019 01 09 04; BE IT RESOLVED by Board of Trustees of Greenfield Township, Fairfield County, Ohio, to set mileage reimbursement rate per Standard Mileage Rates set by the IRS for 2019. Trustee Cotner seconded.

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

Trustee Cotner moved to approve Resolution 2019 01 09 05; to authorize the Trustees, Fiscal Officer, and Department Supervisors to attend local, state, and national conferences and seminars in 2019 with proper registration for such events. Trustee Kosch seconded.

*ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes, Resolution passed 3-0.*

Trustee Searle made a motion to accept Resolution 2019 01 09 06 - BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$40,000.00 from the Fire Department – Transfer –Out (2191-910-910-0000) to the Fire Department - Fire Capital Improvement Fund (4902-931-0000); Trustee Kosch seconded.

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

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Trustee Searle made a motion to accept Resolution 2019 01 09 07 BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$40,000.00 from the Road Department Transfer Out (2031-910-910-0000) to the Road Department - Road Capital Improvement Fund (4901-931-0000); seconded by Trustee Cotner.

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

Fiscal Officer Wyne stated that since the appointment of Brad Smith as Fire Chief which was effective December 30, 2019, she is not clear on what Brad's salary/hourly rate is going to be and Slade Schultz's rate of pay. She advised she assumes that Brad is going to be paid what was posted on the position description (\$66,996.80/salary) and Slade Schultz would return to be Assistant Fire Chief at \$14.00 per hour but she would like confirmation on that from the Trustees. Trustee Searle made a motion to pay Brad Smith an annual salary of \$66,996.80 and Assistant Fire Chief Schultz at \$14.00 per hour; motion seconded by Trustee Cotner.

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

### **ZONING BUSINESS**

Kevin stated no one came in for any permits over the holidays, therefore there is no report.

Kevin spoke to a gentleman from Florida who owns 9.5 acres beside 84 Lumber which is zoned B1 and is thinking about putting in apartments or condos which would require a rezone.

Kevin asked if it would be possible to purchase a set of the township handbooks at the OTA conference and keep them at the office as a reference library for all employees to have access to. The trustees agreed to this purchase.

Kevin is checking into what would have to be done to get a referendum on the November ballot to take the township from dry to wet.

Kevin called the lawn services that the trustees asked him to contact. Beatty Lawn Service is not interested. Kevin Neff of Neff's Lawn Care is insured, wasn't sure if he is bonded and charges \$45 - \$50 per hour, depending on location and height of weeds.

### **FIRE DEPARTMENT BUSINESS**

Fire Chief Smith stated that Berne Township is borrowing the backup truck as theirs is broke down.

The department is working on going paperless by using Google based documents

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The promotional/transitional process went smoothly. Everyone seems motivated & excited to make the department better.

Fire Chief Smith stated he should find out about the Marks Grant next week.

Fire Chief Smith wanted to thank Kevin Rinehart for being first on the scene and setting everything up and all went well.

### **ROAD AND CEMETERY DEPARTMENT BUSINESS**

Tom stated he had the completed employee evaluations. Trustees asked Tom to put copies in their mailboxes.

Tom asked if the Board would consider offering paid bereavement leave to the Road Department. Tom also asked that the personal time and sick time be changed to allow them to use it in smaller increments. After discussion a motion was made by Trustee Cotner to give the Road Department 3 days bereavement leave for immediate family effective January 9, 2019, seconded by Trustee Kosch.

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

Trustees Searle made a motion to allow the Road Department employees to use sick time in 1 hour increments instead of the previous 4-hour increments. Motion seconded by Trustee Cotner

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

Due to the high winds we have been busy putting signs back up and clearing tree branches. Trustee Cotner asked about the reflector that was down at Greenfield Estates and Tom will check on that.

### **FROM THE TRUSTEES**

Trustee Searle made a motion to have Jack Barr serve on the Zoning Commission for the term of 2019 thru 2023, and the remaining members, Jim Beiter who expires in 2019, Jeff Bader who expires in 2020, Kim Wickham who expires in 2021 with 1 open spot that will expire in 2022 to serve on the commission, seconded by Trustee Cotner.

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

Kevin to contact Pat Callahan who submitted a letter of interest to serve on Zoning Comm. to see if he is still interested.

Trustee Kosch made a motion to name Lacey Storts as an alternate on the Zoning Commission, seconded by Trustee Searle.

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Trustee Searle made a motion to name the following people to serve on the Board of Zoning Appeals: Dave Brown thru 2019, vacant position thru 2020, John Starner thru 2021, Joe Bowles thru 2022, Tim Anderson thru 2023 as he is starting a new term this year and with the 2 alternates of John Reef and Larry Joos. Trustee Cotner seconded.

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

Motion made by Trustee Searle to have Larry Joos fill the vacant spot on the Board of Zoning Appeals that ends in 2020, with Trustee Cotner seconding the motion.

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

Trustee Cotner said he spoke to the Prosecutor's office and was told all taping of the Zoning Commission and BZA need to be turned into the record keeper. Kim Wickham stated that by law you do not have to record the meeting but you must have a written copy if no audio.

Trustee Cotner made a motion that all meetings be recorded. Motion died due to lack of second.

Trustee Searle brought up the issue of putting together a pay/compensation package for the fire chief position. Fiscal Officer Wyne asked if other area township fire departments have a contract. Trustee Searle stated that most departments have the fire chief position as a salary position. Fiscal Officer Wyne stated she has contact some departments and advised on her findings on how their Chief is compensated. Motion made by Trustee Cotner to make the Fire Chiefs' sick time the same as the Road Department (80 hours) effective the first of the year; seconded by Trustee Kosch.

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

Motion to adjourn was made by Trustee Kosch; seconded by Trustee Cotner. All voted yes and meeting adjourned at 8:14 p.m.