

## **RECORD OF PROCEEDINGS**

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

February 13, 2019

*Held 7:00 PM*

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

After each Trustee reviewed the minutes from the trustee meeting of January 23, 2019, Trustee Cotner made the motion to approve the minutes as written; Trustee Kosch seconded the motion. *ROLL CALL: Cotner: yes; Kosch: yes; Searle: abstain      Motion Passed 2-0.*

After each Trustee reviewed the minutes from the special meeting with representatives from the Fairfield County Prosecutor's office that was held on February 5, 2019, Trustee Cotner made the motion to approve the minutes as written; Trustee Searle seconded the motion. *ROLL CALL: Cotner: yes; Kosch: abstain; Searle: 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 financial reports; Trustee Kosch seconded the motion. *ROLL CALL Cotner: yes, Kosch: yes, Searle: yes.      Motion Passed 3-0*

Trustee Kosch made a motion to pay the bills associated with warrants 32786 through 32819 and; Electronic Debits 6-2019 – 13-2019 which are listed on the attached payment report; seconded by Trustee Cotner. *ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes.      Motion Passed 3-0*

Trustee Searle moved to approve Resolution 02 13 01 Permanent Appropriations; BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2019, the attached sums be and the same are hereby set aside and appropriated for purposes for which expenditures are to be made for and during said fiscal year, as on the attached sheets; Trustee Kosch seconded the motion. *ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes.      Motion Passed 3-0*

Fiscal Officer Wyne stated she would like to thank Brad Smith for having the payroll in our office prior to them arriving Monday morning and for submitting an error free payroll. Carla and I appreciate the help that Brad is providing us.

Fiscal Officer Wyne stated that since Lacey Storts did not attend the Zoning Commission meeting on January 15, Kim Wickham stated she took the minutes and wishes to be paid \$25.00. Trustee Searle moved to pay Kim the \$25.00 for taking he minutes; Trustee Cotner seconded the motion. *ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes.      Motion Passed 3-0*

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Fiscal Officer Wyne asked that based on the meeting with the Josh Horacek and Amy Brown Thompson what is the board's decision on recording meetings and hearings? She advised if the Board of Trustees makes a recommendation, that all meetings and hearings should be recorded, she would like to purchase 3 new recorders. She advised that the recorder she uses at this time is really hard to hear. She stated that the Zoning Commission has a township recorder; however, Trustee Kosch stated he was told by Kim Wickham that the Zoning Commissions recorder is not working properly and that is why they don't wish to tape their meetings. Fiscal Officer Wyne said that since that recorder is not working properly it needs to be returned to the township. Trustee Searle advised he would contact Kim Wickham and advise her to return to recorder. Fiscal Officer Wyne stated that the Board of Zoning Appeals does not have a recorder. Trustees asked Fiscal Officer Wyne if she wished to continue recording the minutes. She advised that she believes in transparency and since we are paid with tax payers' money she wishes to continue plus it is easier to get accurate minutes. Trustee Searle stated that the Zoning Commission doesn't want to record minutes. Trustees advised that the Trustees meetings and the BZA hearings will be recorded. The township will purchase a new record to see how it is picks up before purchasing the other one.

Fiscal Officer Wyne stated that during the meeting on 1-23-18, she stated that she would like to do away with the Sears card, Menards card and the Northern Tool card. She stated that the township can open an in-store government account with Menards. Trustee Cotner had made a motion to close the credit cards; however, the motion died as there was no second. She would like to get the Board's approval before closing these accounts. The Sears' charge cards accounts are listed in individuals' name, which are not permitted. The Township is not permitted to put an account in an individual's name. Trustee Cotner made the motions to close the credit card accounts; Trustee Kosch seconded.

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

Fiscal Officer Wyne stated that she distributed information from Kim Arnold (KLA Risk Consulting) regarding the liability issue of sledding down the hill at the fire department. She stated this is a huge liability for the township and Ms. Arnold recommends that we don't permit it and recommends that we talk with our legal counsel on signage wording. The trustees asked Fiscal Officer Wyne to check with Brosius's law firm on signage and permitting sledding.

Fiscal Officer Wyne stated for those individuals who did not pick up their W2's at the office or asked that they be mailed, they were put in the mail on January 31 since she is required to have them distributed.

Fiscal Officer Wyne stated she checked with the Prosecutor's office on how the township has been doing sick leave accruals for non-bargaining employees. She stated that now the road employees get 80 hours of sick leave at the beginning of the year. She was advised that employees should be accruing 4.62 hours per pay period providing they are in an active status. Trustee Searle made a motion to approve Resolution 2019 02 13 02 to change how the Road

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Department and Fire Chief accrue sick leave and this change would be effective the beginning the first pay in 2019; Trustee Kosch seconded the motion.

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

### **ZONING BUSINESS**

Kevin advised he had he had no permits from the last meeting.  
Kevin thanked the board for signing and adopting the new code book.

Kevin talked about the property evaluation form and is recommending a \$25.00 fee. Kevin stated some of the evaluations are fairly easy and some are complicated. Kevin explained these requests are coming from brokers, who could do the research themselves. Kevin was advised to email the Prosecutor to see if the township could charge for this service.

Kevin advised that a zoning member attended the OTA conference and paid the fee out of his pocket. Trustee Cotner made a motion to reimburse this member with Trustee Searle seconding.  
*ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0*

Kevin showed a copy of the permit that he will print in house on card stock as this will be a savings to the township.

Kevin asked the trustees if they would like him to have the zoning code book printed. Trustee Kosch made the motion have them printed; Trustee Cotner seconded.  
*ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0*

After further discussion Trustee Cotner made a motion for a spending limit of \$400 for the printing of the books; Trustee Searle seconded the motion.  
*ROLL CALL: Cotner: yes, Kosch: yes, Searle: yes. Motion Passed 3-0*

### **FIRE DEPARTMENT BUSINESS**

Fire Chief Smith distributed the 1<sup>st</sup> department newsletter. He hopes this will provide open communication within the department and this will be posted on the website.

Captain Smith stated we should be getting the MARC radio grant check in the near future. Captain Spires who is on the committee, stated implementation is possibly June or July.

Berne Township is still borrowing our back up engine.

Ohio Department of EMS Priority Grant 1 has opened up. This is a grant used to help off set training and equipment costs.

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Chief Smith advised he is working with a couple of vendors regarding cell phone plans, First Net is the cheapest so far. Fiscal Officer Wyne stated we need to check with Verizon first to see if there are any fees associated with cancellation and to also get a quote from them.

Chief Smith advised he is currently working with the County EMA and we will be doing a live scale hazmat exercise and active aggressive training.

The Fire Department has been working with the Fairfield County Conservatory on the retention pond on Rainbow Drive. The department is out there for any possible safety issues because of the divers working in the pond.

Captain Smith advised that to outfit the backup medic (Medic 563), it is going to cost quite a bit of money just for the radio equipment. He wondered if they should just part ways with Medic 563 since it is a back up to a backup. Most departments just have their first 2 Medics out. This back up is only used about 10 times a year. Also, there is no one to man a 3<sup>rd</sup> medic. It has been loaned out more than we have used it. No decision made at this time.

Carroll Marathon is advising that the gas we have been getting from Circle K is having water in it. Fiscal Officer Wyne suggested that if the Fire Department didn't want to purchase their gas at Circle K anymore, we should close that account and get a gas fleet card which allows fuel to be purchased at several locations. No decision made.

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

Tom advised he gave the ODOT highway mileage certification to the Trustees for their signatures and will then get it sent back in.

Tom advised he is reviewing the watershed grant and is going to call the representative for the area. He is thinking this would be good for the Mt. Zion flooding issue.

Tom would like to go into the executive with Fiscal Officer Wyne to discuss Road Department personnel. Motion made by Trustee Cotner to go into Executive Session, seconded by Trustee Searle.

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

Trustee Searle made the motion to come out of Executive session, seconded by Trustee Cotner at 8:39.

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

Trustee Searle stated there is an employee who needs to come back to work after an extended period of being off duty and feels that employee will need to have a doctor sign off on his job duties and be sent for a drug test. All trustees were in favor.

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Trustee Kosch asked if Tom had heard anything more about the Havensport Road project. Tom said not yet and the weather hasn't been good enough to get out there and look at it. Maybe if we can get someone with a camera to look through the pipe and see if possibly the tile is crushed. If that is the case, we could fix it ourselves. Trustee Cotner would like the Road Department to take the lasers out and see how low that culvert pipe is.

### **FROM THE TRUSTEES**

Trustee Searle went to the District Advisory Committee meeting and they were talking about sewer replacement. There is grant money out there for residents to use but they are not using it. Trustee Searle asked how we can get this information on the grant monies out to our residents. Suggestions of newspaper, website and social media were made. Out of the 13 townships, Greenfield Township is pretty low; our township is only using 7% of the funds.

Trustee Searle advised that he attended a class on medical marijuana at the OTA conference and we need to decide if we are going to permit our employees to use medical marijuana. Fiscal Officer Wyne advised that our policy will need to be updated and distributed to all employees and they need to sign off that they have received it. She also suggested a work meeting to re-write some of our employee policies.

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 8:59 p.m.