

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

February 22, 2023 - Held 6:00 PM

The Greenfield Township Trustees met in regular session at the firehouse. Trustee Kosch 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 Trustees' Meeting held on February 8, 2023, Trustee Kosch asked if there were any corrections needed. 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 the financial reports.

Trustee Cotner made a motion to pay the bills associated with warrants 35149 through 35169 and Electronic Debits 20-2023 through 28-2023 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 Nows; Trustee Cotner seconded.

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

ZONING BUSINESS: Tom Erlewein, Zoning Inspector, reported on the following items:

- Additional permits that have been issued will be put into the record.

Resolution - Metro Development Issue: Tom reported this resolution is awaiting feedback from Julie at Brosious once she returns to the office. This is regarding an agreement to rescind the appeal that Metro Development had filed. Tom will forward the resolution to Fiscal Officer Wyne. Trustee Searle asked how this differed from the zoning code. Tom stated that the Zoning Inspector could be petitioned for an extension. The building permits are in effect for two years; however, they are asking for an extension from the time they break ground. A traffic impact study must be done and that will take time. Also, Regional Planning needs to be consulted again, and with other issues impacting when they can break ground, they are concerned they will exceed the two-year period.

Exemption for Permit in Question: Tom reported he has sent a letter to the owners of the pet place on Carroll Eastern Road. The owners came to the office yesterday to provide feedback. They are questioning why they are not exempt since they are zoned as agricultural. Tom included recommendations he had received from legal counsel in the letter. Legal counsel recommended waiting for the owners to reply to the letter with the additional requested information. At this time, there is a large structure that is connected to the existing home via a breezeway. Tom's opinion is that this is not an agriculturally-exempt structure. Tom found that the prior Zoning Inspector had issued the owners an affidavit stating the property was agriculturally exempt; however, the Board stated this would not be inline with the ORC. Discussion continued with Tom noting that there had been different opinions given as to the agricultural status. He has been instructed to wait until the owners provide the additionally

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requested information, and legal counsel and the prosecuting attorney will then review that information. The owner's attorney has also contacted Tom via email as of this morning.

Coonpath Road Exemption: Tom reported the property owner wanted to put an addition on their pole barn for a photography studio for their business, and they believed they were agriculturally exempt. Tom reviewed the OUPS (Ohio Utilities Protection Service) report, contacted the contractor, and explained the agricultural exemption was not applicable, as the owner had told the contractor he did not need a permit. Tom then spoke to the property owner.

Trustee Searle reiterated that Tom is doing a great job; however, the job has gotten tougher for various reasons. This included the agricultural exemption status being given too freely in the past. Tom and Trustee Searle both attended the recent OTARMA conference, where they learned an agricultural exemption requires that a farm operation is being conducted. Additionally, if any building is built on that property, it must be incident to the farm operation. Tom is working hard to apply the rules fairly and consistently to all, according to the code; not to disrupt or upset any residents. He cited specific recent conversations he had had with property owners on this subject, as well as issues with residents building new buildings thinking they did not need a permit/never applied for a permit.

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

Tom reported the following activities were occurring in the shop with the trucks and equipment, and cemeteries:

- new oil pan put on the International truck
- sanding the bed, cleaning it up and putting rust converter on the bed of the dump truck to stop the corrosion; the majority of the bed is painted; the other parts of the truck such as the air tanks will be painted.
- John Deere backhoe - bushings on the front bucket and the rear were greased; however, where the boom pins to the swing frame, it has been almost impossible to get the pins out, so they are being cut out of the boom foot. One pin was removed today; another will be removed tomorrow.
- two cemetery graves were sold last week

Tom Erlenwein expressed concern that there were no specific business cards available for each office or employee in the township office, after he had shared one of the cards from the front office with a customer of Tom Shafer's. Dawn pointed out that business cards could be ordered, as opposed to printing them in the office, which is the current practice. The current cards have the contact information for the trustees and township employees on front and back, and includes the township website. Also, the current voicemail system in the office gives the option of choosing a number to go directly to: 1. Zoning Officer; 2. Road Superintendent; 3. Fiscal Officer; 4. Admin. Asst., which is working well. It was decided there was no need to order business cards at this time.

Road Repairs for 2023: Trustee Kosch asked if there are plans for the upcoming season for road maintenance and repair, crack sealing, etc., or if bids were going to be done with the county. He noted that Carroll Knoll is in bad condition. They agreed it would need to be chip

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sealed. Tom stated he did not have plans at this point. He stated would like to save as much money as possible this year and combine it with remaining ARP funds next year in order to complete some substantial repairs. This includes applying hot mix, leveling and doing microsurfacing. He would prefer to do it this way than to go to the taxpayers to ask for a levy for more money for road repairs. Repairs will be done such as the crack sealing and mastic this year, and maybe a mile or two of chip sealing. Fiscal Officer Wyne pointed out that the ARP funds have a deadline to be spent by December 31, 2024. Trustee Kosch reported that most of the contractors he spoke with at the recent OTARMA convention stated they were already scheduled for 2023, so there would be difficulty in getting anyone scheduled if we wait any longer. He feels strongly that a plan needs to be put in place now so the roads don't fall apart any further. Tom stated he had already been in contact with the person who completed the mastic sealing work last year, and he is planning to come back to complete more mastic work this year. Trustee Searle and Fiscal Officer Wyne both agreed that the ARP funds need to be used before any other road funds since they have a deadline. Lengthy discussion continued as to the bid process that must be completed - three bids must be sought - and the requirements that need to be met in order to use the ARP funds. Tom explained there is only one person at the County Engineer's Office who was working on the bids, and a lot of time was lost last year in trying to work through them to complete the bid process for the road work. Tom suggested that he could get in touch with Cheryl Downhour at Fairfield County to prepare a bid packet for the township, advertise in the paper, and open the bids on the township's behalf. Then, a trustee and Tom need to attend the bid opening to confirm that all the information is correct and accurate.

Discussion continued as to state term contracts via the state of Ohio - Department of Administrative Services, and the 101 contract as it relates to the use of the ARP funds. Tom noted other municipalities are purchasing items from already bid ODOT contracts; he asked why Greenfield Township couldn't do this, as well. This is what the Township has been advised.

Tom reiterated that if the Township uses the county to gather the three bids, they can provide whoever wants to bid on the project, i.e. crack sealing, mastic, etc. - according to the specs. The contractor then picks up the bid spec at the county, bids on it, submits the paperwork to the county, and the county will then conduct the bid opening on the Township's behalf.

Trustee Cotner asked if the Township - Tom - could gather the three bids himself. Tom stated he could do that, but it is definitely a much more tedious and time consuming process; this has occurred in past years. Trustee Kosch and Fiscal Officer Wyne agreed the process was much more difficult.

Trustee Kosch asked that Tom investigate further and find out what process the township needs to use in order get the road work done and paid for using the ARP funds for 2023.

Front Door Handle and Lighting in the Township Office: Tom Erlenwein stated the front door handle to the office door was increasingly difficult to open, as well as making sure it is locked, as it is becoming more loose. Trustee Searle stated he would come to the office tomorrow and work on it, as he had already examined it to see what needed to be done.

Fiscal Office Wyne also noted the lighting in the office needs to be addressed. Replacement lights need to be installed. Tom Erlenwein noted the fixtures being produced are now smart

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fixtures, and the lighting level can be adjusted; he strongly recommended that the entire existing fixtures need to be replaced with the smart fixtures - a 2X4 troffer. He stated that South Central Power at one time had a rebate incentive program in place, and it may be worth it to contact them to find out if they still have that program in place, and stated he was willing to contact them to find out. Discussion continued as to the lights in the bays in the garage area of the building, and the age of the building/additions. Tom Shafer stated the lights in the bays are okay as-is for now, but he did suggest that if the lights/fixtures in the front administrative area are going to be replaced, the lights in the Road Department Office should also be replaced.

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

Grants: Brad reported the FEMA Safer grant ends on March 17. The county grant writers have sent out information on some other grants. There is a critical infrastructure grant which is part of the Community Development Block Grant (CDBG), possibly through HUD. There is also a ODNr NatureWorks grant, which includes parks. He suggested looking at Greenfield Lake to possibly update some trails. There is currently \$22,000 available for funding for the county.

Training: The Active Aggressor Tabletop Exercise was held last week with the sheriffs and local groups. Next week, the lithium ion battery car training will be presented by a company hired by the EMA; an eight-hour class; three days of training. Attendance is limited for each department. Some departments were not attending, which opened up attendance for Greenfield to send some part-time employees to the training.

Special Events/Training: The Department will be at Bloom Carroll schools on March 6, 2023 for Stop the Bleed training with the teachers; held in the middle school gymnasium.

Structure Fire on Pleasantville Road: Brad reported there was a structure fire on Pleasantville Road last night. He thanked Kevin for coming out to help. Most of the structure was salvaged, but there was still a lot of smoke and water damage to the interior.

Trustee Searle asked about grants that were applied for last year but were not received. He asked if any of the equipment needs were critical at this point, specifically SCBAs (Self Contained Breathing Apparatus). Brad stated the bottles were still good, as new ones were purchased in 2018. The packs are still being serviced and maintained regularly, and they don't expire. However, they are already two NEPA standards behind/old. This is what the FEMA grant was applied for, with assistance from the county grant writers. Brad stated he had been working with the other local fire chiefs so that if Greenfield does not get the grant to purchase new packs this year, we will go in with other departments as a group to apply for the grant, and this will hopefully increase the chances of receiving the grant. Turnout gear is also needed. Brad stated the department recently applied for four new sets through the State Fire Marshal. If the grant is not received for this gear, he will be coming to the Board to request the purchase. Basic sets are approximately \$3,000. Fiscal Officer Wyne asked if Madison was sending the invoice for gear the department received from them. Brad stated they will be sending it. This was for brand new gear.

Tom Erlenwein raised the issue of the Fisher property and having it demolished. He had not forwarded the Land Bank contract to Julie, who is now on vacation. Trustee Cotner stated he could get quotes for demolition, in order to keep the Land Bank from being involved and taking

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ownership of the property after demolition. Trustee Seale felt the township would still need input from Julie, but his understanding was that the Township could have the demolition done, and then submit the information to the County Auditor for the cost of the demolition. They would in turn put a lien on the property for the cost of the demolition. This needs to be verified by legal counsel.

FROM THE TRUSTEES:

Indigent Burial Payment Reimbursement: Tom Shafer explained Dawn had recently received a bill from Frank Smith Funeral Home in Lancaster for an indigent burial that was done and the bill has been paid in the amount of approximately \$800 (originally \$1,000; the funeral home reduced it by approximately \$130). Tom had been working on compiling information and all documents to send to the state of Ohio for reimbursement. This included the original death certificate, the cremation certificate, the bill from Frank Smith Funeral Home for amount due, and a statement on township letterhead stating he had accepted the cremains for the indigent burial, and was not charging anything other than providing a space for the burial. The cremains were received and buried in August 2022; the bill was received in January 2023. There is only a 60-day window from the time the person passes away to apply for the reimbursement. Even with the explanation, the state of Ohio would not accept the information and would not provide reimbursement. The state of Ohio also was requiring a statement that the cremation was okayed by the proper person/authority - not just the cremation certificate. Tom pointed out that authorization was between the funeral home and the family. Also, the funeral home has been reimbursed for their services and the burial. The state also wanted a worksheet that states the deceased was in the 150th percentile to be declared indigent. Additional discussion took place as to the part the funeral home plays in this process, including the information and documents they most likely have and which need to be provided to the township so they can apply for reimbursement. Trustee Searle stated this should be the township policy; that the funeral home should provide these documents prior to receiving the body or cremains for burial. The township determines which cemetery /space the deceased will be buried.

Trustee Searle stated he would contact Frank Smith Funeral Home and find out what their procedure is before the Board would make a resolution regarding this issue. Fiscal Officer Wyne also suggested contacting Day Funeral Home in Gahanna, as it had also been used in the past.

Sheriff's Deputy Attendance: Trustee Searle reported he had spoken with the Deputy who normally attends the meeting. He has been unable to attend the last few meetings due to a change in their shift change policy; however, he has contacted Trustee Searle after the meeting to find out if there was any business relating to the Sheriff's Department that needed to be discussed. Trustee Searle will continue to be the contact if the Board has any business that needs to be taken to the Sheriff's Deputy/Department.

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

Executive Session was entered at 7:10 p.m.

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Trustee Searle made a motion to return from 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 7:44 p.m.

Trustee Cotner made a motion to approve the five percent pay increase of Road Department employees Tom Shafer and Jeff Bondurant, as well as part-time employees Doug Hughes and Jane Baughn, effective as of the next pay period. Trustee Searle seconded the motion.

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

With no further business to be discussed, a motion to adjourn was made by Trustee Cotner; seconded by Trustee Kosch.

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

Meeting adjourned at 7:45 p.m.