

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

February 23, 2022 - 6:00 PM

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

After each trustee reviewed the minutes from the Trustees’ Meeting held on January 26, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Cotner made a motion to approve the minutes as written; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Kosch: Abstain Motion Passed 2-0

After each trustee reviewed the minutes from the Special Trustees’ Meeting held on January 27, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Cotner made a motion to approve the minutes as written; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Yes Searle: Yes Kosch: Abstain Motion Passed 2-0

After each trustee reviewed the minutes from the Trustees’ Meeting held on February 9, 2022, Trustee Searle asked if there were any changes to the minutes. Trustee Kosch made a motion to approve the minutes as written; Trustee Searle seconded the motion.

ROLL CALL: Cotner: Abstain 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 35484 through 34602 and Electronic Debits 19-2022 through 21-2022 which are listed on the payment report; seconded by Trustee Kosch.

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

Trustee Cotner made a motion to accept Resolution 2022 02 23 01 which states:

WHEREAS, on February 23, 2022, Greenfield Township passed Resolution No. 2022-02-23-01 of 2022, which authorized the submission of an application for the 2020 FEMA Assistance to Firefighters Grant (the “FEMA AFG”) in an amount up to \$47,962.86 in order to fund the purchase of replacement Cascade/Compressor System and RIT Pack; and

WHEREAS, the FEMA AFG will provide funding to replace the current 1990 Bauer Cascade System and Compressor, with a new high pressure breathing air compressor with an OSHA approved fill container, and a stationary and cascade system in compliance with OSHA 29CFR part 1910.134 and 1910.120 breathing air purity regulations so that GTFD can refill its SCBA cylinders quickly and safely, and replace the current 2003 RIT Pack, with new RIT Pack that meets current NFPA standards: and

WHEREAS, the Greenfield Township Fire Department, has been awarded the FEMA AFG in the amount of \$47,962.86 for the purchase of replacement Cascade/Compressor System and RIT pack; and

WHEREAS, the FEMA AFG requires the Greenfield Township to match 5% or \$2,398.14 in general/capital funds; and

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WHEREAS, the Fiscal Officer/Board of Trustees of Greenfield Township must be authorized to accept this grant funding and execute all necessary documents in connection therewith.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEE OF GREENFIELD TOWNSHIP, CARROLL OHIO:

1. That the Fiscal Officer/Board of Trustees of Greenfield Township be authorized and directed to execute the contract agreement for the Federal Emergency Management Agency Assistance To Firefighters Grant for the purchase of replacement apparatus; and

2. That the Fiscal Officer/Board of Trustees of Greenfield Township be authorized to recognize grant revenue in the amount of \$47,962.86 to establish Revenue Fund 2903 and to appropriate the funds into Fund 2903 for expenditures; and

3. That this resolution shall take effect immediately upon its approval and adoption.

Trustee Kosch seconded the Motion, and the roll being called upon its adoption, the vote resulted as follows:

Roll Call: Yea: David Cotner Lonnie Kosch Kent Searle Nay: 0 Motion passed 3-0

Trustee Kosch made a motion to accept Resolution 2022 02 23 01 which states

WHEREAS, Greenfield Township Board of Trustees authorize the Fiscal Officer to establish Revenue Fund 2903 to input the funds of \$47,962.86 from the Fiscal Year (FY) 2020 Assistance to Firefighters Grant (AGF) that was awarded to Greenfield Township Fire Department in the amount of \$47,962.86.to purchase the Air Compressor/Cascade/Fill Station for filling SCBA and RIT Pack Cylinder and to establish Appropriation Fund 2903 to appropriate those funds for the purchase

WHEREAS, with the receiving of these funds and the purchase of the equipment , Fiscal Year 2022 Revenue and Appropriation would need to be amended

NOW, THEREFORE, BE IT RESOLVED: Greenfield Township Board of Trustees hereby approves amending the 2022 Revenue and Appropriation

Trustee Cotner seconded the Motion, and the roll being called upon its adoption, the vote resulted as follows:

Roll Call: Yea: David Cotner Lonnie Kosch Kent Searle Nay: 0 Motion Passed 3-0

Fiscal Officer Wyne stated that she has worked on the Premium Pay for the full time and part time Firefighters. She advised that Chief Smith has reviewed the figures plus she has reviewed them again. She stated that she is working with the payroll company on creating a payroll code for premium pay and the pay will be done on an off payroll date in order to track the figures and apply them to the appropriate funds, She advised by the next meeting she hopes to know what date those funds will be paid and will provide the trustees with the completed figures.

Fiscal Officer Wyne stated that she advised the Trustees on January 26 that the township of the Standard Revenue Loss category under the ARAP at this time she had not heard how the township wishes to proceed and her understanding is we need to designate how those funds are going to be used and have a resolution, which she believe need done by April 1. Trustee

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Searle advised he attended a training session on this and he doesn't believe it needs to be done by April 1. Fiscal Officer Wyne stated she has contacted Amy with the Prosecutor's Office to see if those funds could be used to purchase fireproof filing cabinets for the Administrative Office and Road Department to secure documents. Amy has not responded yet. The cabinets would cost approximately \$3,500 each. Discussion continued regarding the deadline for the funds to be used, as well as when a listing of potential projects needs to be submitted. Fiscal Officer Wyne will contact Amy on Feb. 24, 2022 to get clarification on these issues.

Fiscal Officer Wyne asked the Road Supervisor if Jeff Bondurant had turned in the requested physician slip from his absence of January 7 to January 25? Tom advised that it was turned in today.. She advised the Trustees per policy employees are required to submit a physician slip upon their return to work. Jeff submitted a physician slip that he was seen in the office on January 24, 2022, and that he could return to work with no restrictions. This physician slip does not state that Jeff was under his care for the time Jeff was off. She advised that Tom provided the slip to her on February 2, at which time she called Tom and advised the document was not acceptable. Also on February 2, Tom provided her with a physician slip from where Jeff was off sick during the summer that was not acceptable to. She advised Tom that in the future physician's slips need to be turned in the day the employee returns and they need to contain proper documentation. Trustees confirmed that the physician's return to work slip needs to be submitted and cover the time out of the office.

Fiscal Officer Wyne stated she had an issue that needed to be discussed in the Executive Session regarding payroll and potential sensitive medical information. After discussion, Trustee Searle made a motion to enter Executive Session; Trustee Kosch seconded the motion.

Roll Call: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Lt. Reaves asked if he could attend as an union representative for the employee. Fiscal Officer Wyne stated that no union representative is needed as this was not a discipline or investigatory matter. Trustee Searle stated that no decisions are made in executive sessions and the information discussed is confidential. Lt. Reaves stated he believes he has information regarding the issue. Trustee Searle permitted Lt. Reaves to attend the executive session.

Trustee Kosch 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 6:40 p.m.

Fiscal Officer Wyne that she received the check from the Attorney General Office in the amount of \$11,900.05 for the finding of recovery due to inappropriate payout of sick leave to a former Fire Chief, The bonding company paid out \$13,201.13; however, the AG fees were \$1,301.08. She advised she would be contacting the Auditor's Office to see if she needs to create a special revenue fund to deposit these funds in.

Fiscal Officer asked Trustee Kosch if he or Donna has been in contact with Amber regarding the Township cancer policy revision and if a signed copy was submitted. Fiscal Officer Wyne

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stated that she has received a letter from AFLAC inquiring why the full amount of the policy was not paid. She called AFLAC to advise that Amber, our representative, advised on the figure to pay since Lonnie's policy was changed due to his term. Amber advised she was in contact via email with the Kosch's. Trustee Kosch asked Fiscal Officer Wyne to email Amber's contact information to him.

Trustee Searle made a statement to go along with what had been talked about on the sick leave issue. He wanted it stated for the minutes so there is a record. He had been contacted by the former employee about the sick leave reimbursement by the bonding agent/what could the trustees possibly do to help out with this. Trustee Searle had a phone conference with Amy and Josh yesterday. For the record, their position is there is nothing the township could do; that it would be inappropriate for them to spend township funds to reimburse this money. He wanted this on the record that there is legal counsel with that, and that's where we're at.

FLOOR:

None

ZONING BUSINESS: Caitlin Barbee, Zoning Inspector, presented the following items:

- **Demolition Grant With The Fairfield County Land Bank:** Everyone has been updated on the Fisher property.

For 1835 Carroll Southern Road, certified and regular mail has been sent to two different addresses of the children of the original owner of the property, and no response has been received. The executive director of the Land Bank, Michael Kaper, instructed Ms. Barbee to send them everything she has on the property, and it will be submitted to the state of Ohio. The Land Bank has money for one demolition in each township in Ohio. Next steps will be determined depending on the information that comes into the Township and the response from the state. Ms. Barbee noted the 1835 Carroll Southern Road property has a lien; the Fisher property does not.

- **Rolling Hills Storage - Walter Beatty:** Mr. Beatty contacted Ms. Barbee to ask what he would need to do to expand his facility to his other lot. He submitted paperwork to the Township to show the initial rezoning, and Ms. Barbee confirmed with the RPC that the rezoning was done properly. The entire property is 2.4 acres, and this includes both parcels. Discussion continued concerning what is required for Mr. Beatty to move forward, and what he needs to submit to the Township. It was determined he needs to submit a development plan to the Board of Trustees for approval; this is due to the PRB; then, once approved, he can submit a zoning application with the appropriate fee. Ms. Barbee will inquire with the Prosecutor's Office as to whether a public hearing is required.
- **Board of Zoning Appeals Resignation:** Ms. Barbee has received the resignation letter from John Reef, effective immediately. This letter was also emailed to the Trustees prior to the meeting. Josh Arter has been the alternate; he can now be moved to this spot

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and be a full member. It was noted that he already had voting rights as an alternate member, should the need arise.

Trustee Searle moved and Trustee Cotner seconded the motion to accept John Reef's resignation from the Board of Zoning Appeals.

Roll Call: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Searle moved and Trustee Cotner seconded to move Josh Arter to the open Board of Zoning Appeals position, to finish out that term.

Roll Call: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Ms. Barbee will contact Mr. Arter and ask him to attend the next BZA meeting. It was noted that Mr. Arter will not need to be sworn in, as he was already sworn in as an alternate member.

- **Brook Road - Trash to be Removed:** Ms. Barbee stated she had received a call before the meeting about an address on Brook Road where there were mattresses and couches at the end of a drive which appear to have been placed there for trash pick-up; however, they have never been picked up. A community member noted this trash has been in this spot since before Christmas. Another couch has been added this week. Ms. Barbee will send a warning letter advising the resident to have the trash removed, citing the ORC - Ohio Revised Code - concerning this matter.
- **Abandoned Black Truck on Route 158:** Ms. Barbee spoke to the owner of the property who advised that the truck belonged to her son. The property owner stated she would ask him to have it removed by the weekend.

Trustee Kosch inquired as to the status of the RPC meeting. Ms. Barbee stated the meeting had been canceled. The developer asked the RPC to table the business, and there is nothing on the future agenda to discuss this development.

ROAD AND CEMETERY DEPARTMENT BUSINESS

Tom Shafer, Road & Cemetery Superintendent, reported on the following items:

- **Victor Road Repair:** Tom noted the suggestion by Trustee Cotner that ARP funds could possibly be used toward the repair of Victor Road; however, Tom expressed his concern about repairing Victor Road and then having it annexed to Lancaster - although he has no knowledge of any plans for this action. Discussion continued about how the potential for this to happen. Tom's rough estimate for the repair is \$50,000 for microsurfacing, and \$30-50,000 to complete the job. The Board asked Tom to prepare a list of the roads in the township that are most in need of repair, along with the cost estimate to complete this work, and bring that to the Board.

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- **Dump Truck Repair:** Tom reported that Carroll Truck and Auto had run diagnostic equipment on the truck and found two injectors that weren't working properly. They have continued to use the truck, but injectors have been ordered (\$1,600+), and Tom has begun the work to change those out. Tom noted that it is becoming more and more difficult to find someone to work on diesel engines, and it is extremely expensive to have the work done.

Trustee Cotner made a motion to approve \$2,500 to pay for parts for the Road Department's one-ton red truck; Trustee Searle seconded the motion.

Roll Call: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Discussion continued regarding the age and condition of the truck, and what the trade-in value might be, once repaired.. Tom also noted the lengthy wait time once a new truck would be ordered - if the old truck were sold.

Trustee Searle noted that discussion on the business at hand can and should be discussed prior to the voting procedure.

- **Schwartz Place - Snow Clearing:** Tom raised the issue of a complaint about Schwartz Place not being cleaned during the last ice and snowstorm. Tom had spoken to the owner of the residence on the road, and he was not the person who made the complaint. After discussion, Tom stated that due to Schwartz Place being a 1,500 foot dead-end road, with one resident, other heavily traveled township roads would be prioritized ahead of it.
- **Call Back Time:** After lengthy discussion concerning what constituted call back pay, when it should be paid, etc., it was determined that call-back pay shall continue to be paid for instances when the full-time Road Department employees need to return to work outside of their regular shift to complete work, such as snow removal emergencies, downed tree emergencies, and road flooding emergencies.
- **Transferring of Cemetery Deeds:** Trustee Searle raised the issue of the resolution regarding transferring cemetery deeds which had been tabled. Tom stated he had not worked on this resolution but believed Dawn was waiting for more information from Amy at the Prosecutor's Office as to how to proceed.
- **Fireproof Cabinets for Records Storage:** Trustee Searle inquired about this issue. Fiscal Officer Wyne stated she had emailed Amy at the Prosecutor's Office to ask if the purchase of these cabinets could be purchased with ARP funds; she is awaiting a response.

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

- **Part-time New Hire:** Chief Smith and Lt. Reaves interviewed Isaac Fullerton and recommended him for hire at a rate of \$12.50, upon successful completion of his physical and background check.
Trustee Searle made a motion to hire Isacc Fullerton as a part-time firefighter at a rate of \$12.50 per hour, upon successful completion of a physical and background check; effective date to be determined based on receipt of those items. Trustee Cotner seconded the motion.
Roll Call: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Fiscal Officer Wyne asked how many part-time firefighters would be on the payroll with this new hire? Chief Smith responded this hire would total 33 part-time firefighters. She suggested that some action be taken with the part-time firefighters that have not worked or worked less than required, once the premium pay is processed and finalized.
- **Community Involvement Activity - Blood Drive:** To be held on March 4, 2022 at the Firehouse. There will be a QR code to be scanned to facilitate appointment scheduling. This will be placed on the GTFD's FaceBook page. The company conducting the drive works with OSU.
- **Vehicle Incident:** This issue had been tabled until an estimate was received from the homeowner. Chief Smith reported a repair estimate was received from the homeowner which was under \$1,800. He noted the Fire Department's moral obligation was up to \$2,500. He also stated that OTARMA will reimburse the Fire Department for up to 75% of the money paid, which would be \$1,334.72. Chief Smith stated he would contact OTARMA to ask whether this would affect the Township's rate. Fiscal Officer Wyne requested to get this information in writing.
- **Potential Water Leak in Firehouse:** Chief Smith noted there is a spot that has been cleaned and bleached, and keeps reappearing. They suspect it is coming from the showers. Various methods to determine how and where the moisture is coming from were discussed.
- **Status Update on New Medic:** Chief Smith reported they are awaiting the finalized blueprints from the company. They had indicated a four-to-five week window to get them finalized when last contacted approximately two weeks ago. Chief Smith noted the price was locked in, and once all the information is received, and Amy has approved the purchase, the final approval will be sought from the Board and the resolution will be written and presented. Fiscal Officer Wyne noted she and Amy would need to review the contract and create the resolution. She stated the resolution could be drafted, but the dollar amounts would be added once all the review was completed.

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FROM THE TRUSTEES:

- Trustee Searle stated there is a DAC (Health Department District Advisory Council) Meeting on March 29, 2022 at 7 p.m. that he is to attend as the Trustee Board Chairperson; however, he will not be available to attend. He asked if one of the other trustees would be able to attend. Trustee Kosch said he would probably be able to attend.

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 7:40 p.m.