

# RECORD OF PROCEEDINGS

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

February 24, 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 and Kent Searle were present.

After each trustee reviewed the minutes from the Trustees' Meeting held on February 10, 2021, Trustee Cotner 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: 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 34001 through 34020 and Electronic Debit 15-2021 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 Purchases Orders; Trustee Cotner seconded.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*
- Trustee Kosch made a motion to approve Resolution 2021 02 24 01 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 (4903-931-0000); Trustee Cotner seconded.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*
- Trustee Kosch made a motion to approve Resolution 2021 02 24 02 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 (4904-391-0000); Trustee Searle seconded.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0*
- Trustee Searle made a motion to approve Resolution 2021-02-24-03 BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to vacate the dead-end portion of Canal Street in the Village of Havensport. The lots are situated in the state of Ohio, county of Fairfield, township of Greenfield, Range 19, Township 15, Section 5, Lot Numbers 1, 2, 3, 4, 13, 14, 15 and 16 that border Canal Street, Greenfield Street, Columbus Street and Main Street. Trustee Kosch seconded.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0*
- Trustee Kosch inquired whether a new letter would need to be sent with the resolution. Fiscal Officer Wyne responded that she did not believe so, but Rachel would let her know if a new letter was required.

# RECORD OF PROCEEDINGS

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

February 24, 2021

*Held 4:00 PM*

Trustee Kosch asked if a copy of the resolution needed to be included with the minutes. Fiscal Officer Wyne responded that the township is only required to record in the minutes who makes the motion; seconded the motion, include the roll call to indicate the passing of the motion, and she also includes the information pertaining to the resolution.

**FLOOR** – Carlton Reaves attended virtually.

## **ZONING BUSINESS**

- Kevin Yeamans, Zoning Inspector, attended virtually. He reported no new permits since the last meeting; he was in the process of preparing the packets for the variance meeting tonight. There are several variances being worked on and logistics of getting the paid applications submitted.
- **Fisher Property:** Trustee Cotner asked if he had spoken with Julie from Brosius; Kevin advised they had been playing phone tag and had not spoken, but he would call her again before 5 p.m. today. Trustee Cotner offered to assist, if needed.
- **Pool Fence Requirements:** Trustee Searle stated he had talked to a member of the Zoning Commission about the pool fence issue. They have the same concern he does regarding creating an addendum to the book for a one-sentence change; this would require public hearings for them, as well as for the Trustees. The Commission was wondering if it could be handled in a different way. There were a couple of options presented: One way would be to include language in the original affidavit as to when the fence is required to be installed. Kevin stated it was a possibility, and he would discuss with Julie; he would like to have the information from the Trustees as to what they want to include. Trustee Searle stated he felt that when the pool is full of water, the fence needs to be in place, rather than giving them a year to install the fence. Discussion continued concerning the requirements of pools, pouring of cement, liners used, and the difficulty the fences could pose if installed prior to the cement being poured. Trustee Searle noted that Kim had looked at the ORC and it requires a fence; no exception is given for hard tops to the pools. Fiscal Officer Wyne stated that Bloom Township's code states: Before water can be placed in the pool, a fence must be erected. Also, Trustee Searle shared the Violet Township requirement: *A barrier needs to be erected in a timely manner in coordination with pool installation.* It was discussed that snow or construction fencing could be used as a temporary measure until it was time to get the cement poured, as the snow/construction fencing could be easily moved. Trustee Searle added that the fencing requirement could be included in the permit language as well as in the affidavit, so the owner would be well-aware of the requirement. Also, this would not require a change to the zoning book. Kevin stated that he does not accept a permit if he does not have the affidavit. (He sent several back last year because it was missing). Kevin said he would talk to Julie about including the language on the affidavit re: temporary fencing.
- **Inspection Fees/timeframes:** Trustee Searle also raised the issue of inspection fees plus mileage, and the amount of time it takes to complete inspections; he noted all involved need to be on the same page. Discussion continued regarding when the inspections take place, i.e. before or after Kevin's normal work hours, and having enough time to complete the inspections. Trustee Searle noted there should be a

## RECORD OF PROCEEDINGS

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

February 24, 2021

*Held 4:00 PM*

mechanism so the two-hour work day doesn't get interrupted by inspections; to have the ability to do it outside of that timeframe and get paid for it. Trustee Cotner noted the expectation shouldn't be for five inspections to be done in one night. It was also asked how many inspections were required on a building permit, as well as a pool permit. Trustee Kosch asked, and Kevin confirmed, that two inspections were required for a building permit. Kevin stated a pool requires three: one for the dig, one for the pour, one for the fence. Trustees Searle and Cotner suggested that only two inspections would be needed: the first for the dig, and the final for the fence. Fiscal Officer asked if he would also need to inspect if a temporary fence was installed; in addition to the permanent fence. Kevin stated that would potentially increase the number of pool inspections to four. Kevin suggested the fee sheets should be reviewed. Trustee Kosch suggested that Kevin review the fee schedule to determine the cost for three inspections: an initial dig, initial temporary fence for a pool, and a final check on the fence, in order to determine if an additional cost needs to be added to the fee. Kevin and Fiscal Officer Dawn noted the fee was \$27.50 each time. It was noted that permit fees may need to be adjusted. Trustee Kosch asked and Kevin agreed that he would check on the fee totals for the inspections, and bring that information back for review.

- **New Software:** Trustee Cotner addressed the issue from last meeting regarding the purchase of the software (Kofax - not Domitec) – off-brand/similar to Adobe Acrobat) in order to edit documents from PDF to Word. Kevin suggested that Fiscal Officer Wyne should also have this software; otherwise, only Kevin would have access to it and be able to use it. It's a one-time purchase of \$149 for each version for each computer. Discussion continued as to the function of the software - so documents can be converted by the author and not edited by another user, once shared and/or posted to the website - and how it is to be used. It was determined that one version would be purchased for \$149. If it is useful and found to be needed, another one can be purchased at a later date to be added to Fiscal Officer Wyne's computer. Trustee Searle made a motion to approve the purchase of one version of the software; Trustee Cotner seconded the motion. Motion passed 3-0. Fiscal Officer Wyne confirmed that the software should be installed on Kevin's computer, rather than hers, as he needs to use it more often in his business. Kevin suggested that Fiscal Officer Wyne also needs this software. Kevin expressed his appreciation for the purchase of the software.
- **Minutes Recording/Google Meet:** Kevin posed the issue of the recorder not working properly/failing during the variance meeting, and the need for something else to rely upon for the recording. The recorder died with no warning and recorded very little of the meeting. Discussion continued concerning possibly purchasing a Google product – Google Meet. He noted that meetings and hearings in the future will be recorded, both audio and video, and the Google Meets product is \$12+/month. The product could also have the capability to store it, and possibly type it. This would be advantageous for anything that would be challenged in court. Trustee Cotner asked Kevin to research this and bring the information back to be considered. Fiscal Officer Wyne noted that one license for the product would be enough initially; but depending upon how many meetings are held/recorded, another license would need to be purchased in order to use it for both the Zoning Office, and also for recording the Trustee Meetings.

## RECORD OF PROCEEDINGS

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

February 24, 2021

*Held 4:00 PM*

### FIRE DEPARTMENT BUSINESS

- **HVAC Update:** Chief Smith reported that Capital City would be done working on the HVAC system by Monday. The wiring is being done to finish the thermostats.
- **Staffing Changes:** Anthony Mastracci has resigned as a full-time firefighter effective March 4, 2021, as he has accepted a position at another department. However, he has requested to stay on as part-time firefighter status with Greenfield Township effective March 13, 2021. A motion was needed to accept the resignation from full-time effective March 4, 2021. Trustee Cotner made a motion to accept the resignation; Trustee Kosch seconded.

ROLL CALL: Cotner: Yes    Kosch: Yes    Searle: Yes    Motion Passed 3-0  
Fiscal Officer Wyne asked that Chief Smith forward the written resignation to her.

Trustee Searle made motion for Anthony Mastracci to be appointed in a part-time status effective March 13, 2021, and Trustee Kosch seconded.

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

Trustee Searle inquired as to whether this would cause an issue with staffing during the interim period. Chief Smith responded this would not be a problem, and he had worked with Fiscal Officer Wyne on the dates of the resignation and re-employment. It was necessary to keep the dates aligned with pay periods in order to avoid any tax issues and deduction issues. It was noted that this worked better for the employee's schedule, as well.

Chief Smith noted that applications are being accepted until Friday, February 26, 2021. Interviews will be conducted next week. He noted the opening was shared internally via group email and meeting accounts.

Chief Smith also stated that a part-time firefighter, Colin Shields, would be stepping down. Trustee Cotner made a motion to accept the resignation; Trustee Kosch seconded the motion. Chief Smith noted Firefighter Shields had given a verbal notice to Lt. Reaves. Fiscal Officer Wyne asked that a written resignation be obtained from him and forwarded to her.

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

- **Septic Repair – Bill Payment:** Chief Smith requested a motion to pay the bill from Rickets Excavating (recommended by Babbert) for the septic repair - total: \$2,412.00. This included excavation and using a camera to find the issue, as well as a second dig. Trustee Searle made a motion to approve the payment up to \$2500.00; Trustee Cotner seconded the motion.

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

- **PulsePoint AED:** Chief Smith noted this was now fully functioning. These will start being activated as best they can and added to the list.

## RECORD OF PROCEEDINGS

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

February 24, 2021

*Held 4:00 PM*

- **Rescue 561:** Chief Smith noted there had been shifting issues with the unit. On a fire run, the warning lights came on. It was determined there was a wiring harness issue. There is a temporary fix from Cummins, and they will be repairing it at no charge.
- **MARCS Grant:** Chief Smith reported the grant for the cost of the user fees of \$2,040 had been awarded. This is for a one-year period.
- **Bloom Carroll SD Vaccines:** Chief Smith reported he would be assisting the BC School nurses with the COVID vaccine administration on Feb. 25, 2021 for all teaching staff who signed-up. This will be held at the River Valley Campus.

Trustee Searle asked who was taking the lead on the PulsePoint initiative. Chief Smith responded that he was taking the lead in coordination with the FMC Heartwatch group. They are supported by the foundation. Chief Smith was asked to be the Fairfield County liaison to reach out to the townships, EMA and fire departments. He will be meeting with the EMA to determine what they have on file so AED's can be tagged. He'll also be talking to PulsePoint to find out what kind of marketing materials can be utilized to work with social media to share the information. This will allow citizens to assist with getting the AED's tagged in the community.

### ROAD AND CEMETERY DEPARTMENT BUSINESS

- **Snow/Roads:** Tom Shafer reported the department had been plowing snow and using salt. Fiscal Officer Wyne inquired as to whether there was another salt delivery scheduled. Tom confirmed there should be another delivery of approximately 150 tons from Henderson Trucking.
- **Potential Truck Purchase:** Lengthy discussion was held concerning potential purchase of a truck that was supposedly "spiced-out" by Tom, and the circumstances surrounding this issue. A separate township had contacted Fiscal Officer Wyne to ask why Greenfield Township was not purchasing the truck, after they had expressed interest in doing so. The Trustees, as well as Fiscal Officer Wyne, had spoken with Bryce, salesman, once this issue was raised. Bryce stated Tom had signed a buyer's agreement for this truck at the end of 2019. Trustee Kosch explained the process for purchasing a truck during the time he was Road Superintendent. Tom explained he had assisted with Bryce with "specing-out" this truck based upon his position in a municipality job, which is the background and experience that Bryce had requested, and Bryce indicated this information was going to be used for a truck in a truck show. In all conversations with Bryce by Trustees Cotner, Kosch and Searle, it was stated that the Township is not under any obligation to purchase the truck. Trustee Cotner reiterated that Tom needs to discuss any truck or equipment needs with the Trustees prior to any meetings with sales people in the future. Tom emphasized that he knew any equipment and vehicle purchases require review and approval by the Board, and he would always bring these requests to their attention. Further discussion determined there was no need at this time for a new truck.

## RECORD OF PROCEEDINGS

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

February 24, 2021

*Held 4:00 PM*

- **Executive Session:** At 5:12 PM, Trustee Searle moved to have the Trustees go into Executive Session with Tom Shafer to discuss potential discipline related to a separate issue. Trustee Kosch seconded the motion;  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0*  
At 5:28 p.m., the Trustees returned from the session. Trustee Cotner asked for a motion to come out of Executive Session. Trustee Kosch moved; Trustee Searle seconded the motion. Trustee Cotner stated it was determined after discussion that no discipline would be issued at this time.  
*ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion passed 3-0*
- **Contract:** Trustee Searle inquired as to the status of the contract between the Township and the Rec Center. Fiscal Officer Wyne confirmed the contract had been submitted to the prosecutor and nothing had been received in response at this time; however, Josh did state he was going to re-write the contract. Fiscal Officer Wyne stated she would send Josh an email to inquire on the status.

### **FROM THE TRUSTEES**

Trustee Cotner noted the next two meetings are scheduled for March 10 and March 24, 2021 at 4 p.m. at the Firehouse. Fiscal Officer Wyne stated if any changes to this schedule are considered, they need to be made as soon as possible so the posted dates can be updated.

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 5:31 p.m.