

## RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

February 28, 2024 - *Held 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. Dave Cotner, Lonnie Kosch and Kent Searle were present.

Trustee Searle asked for a motion to approve the Special Trustees' Minutes on February 20, 2024 for the purpose of discussing the comprehensive plan for the township; if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Kosch seconded the motion.

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

Trustee Searle asked for a motion to approve the February 12, 2024, Special Trustees' Minutes for the purpose of speaking with Rick Ricketts about zoning, the comprehensive land use plan, etc.; if there were no changes to be made. Trustee Kosch moved to approve the minutes; Trustee Searle seconded the motion.

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

Trustee Searle asked for a motion to approve the Special Trustees' Minutes on February 14, 2024 to meet with attorney Marshall McCormick to discuss zoning and the comprehensive land use plan for the township; if there were no changes to be made. Trustee Kosch moved to approve the minutes; Trustee Cotner seconded the motion.

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

Trustee Searle asked for a motion to approve the February 14, 2024 Trustees Meeting Minutes, if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Kosch seconded the motion.

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

Trustee Searle noted that although the approval of the meeting minutes appears to be done quickly, he confirmed that the Board reviews all of the minutes prior to the meeting.

### **FROM THE FISCAL OFFICER:**

Fiscal Officer Wyne distributed financial reports.

Trustee Searle made a motion to pay the bills associated with warrants 3190 through 3207 and Electronic Debits 27-2024 through 34-2024; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne stated that Fifth/Third Investments has approximately \$1,603,000.00 in the money market account. She asked what the township's intention was with this money: Keep in the money market, put it back in CD's or move the

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money? She talked with Brian last week and he advised the interest rate was between 4.70% and 4.90%. There could be around \$240,000.00 placed in different banks' CDs depending on their terms to maximize the yield and also to stagger the maturity dates.

Trustee Searle made a motion to take \$1.6 million that the Township has with Fifth/Third in a money market fund and transfer it to various CDs that will come due at different times of the year; Trustee Cotner seconded the motion.

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

Trustee Searle moved the adoption Resolution 2024 02 28 01:

BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$45,000.00 from the Road Department Fund 2031 to the Road Department - Road Capital Improvement Fund 4903. Trustee Kosch seconded the motion.

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

Fiscal Officer Wyne explained that this money is being moved to the Road Capital Improvement Fund so it will be available if a new vehicle or other equipment needs to be purchased in the future. She stated that the money was not budgeted, but she had transferred it so it could be available. Road Superintendent Shafer confirmed that there is approximately \$136,000 in Fund 4903 currently and the \$45,000 will be added to this amount.

Trustee Cotner moved the adoption of the Resolution 2024 02 28 02:

BE IT RESOLVED by the Board of Trustees of Greenfield Township, Fairfield County, Ohio, to authorize the Fiscal Officer to transfer \$20,000.00 from the Fire Department – Fund 2191 to the Fire Department - Fire Capital Improvement Fund 4904; Trustee Kosch seconded the motion.

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

Fiscal Officer Wyne advised she had spoken with Amy in the Prosecutor's Office regarding Lloyd Moore and a possible payment plan for the zoning permit which he had failed to apply for; however, there was no clear direction given. Trustee Cotner stated he had done some calculations based on the information given to him by Zoning Inspector Erlenwein, and the total was approximately \$521. He also stated he did not feel that the cost should be doubled as a fine. It was determined that the Board would wait until Tom Erlenwein returns to work to decide upon a course of action on this matter.

Fiscal Officer Wyne stated she was advised by the Prosecutor's Office since Dave Cotner failed to get sworn in until February 23, 2024 for his term that was to begin

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January 1, 2024, the following motions needed to be re-done since those motions were done without a quorum.

The January 24, 2024 Trustee Meeting did not have a quorum since Trustee Kosch was absent.

Trustee Searle asked for a motion to approve the January 10, 2024 Trustee Minutes, if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Searle seconded the motion.

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

### Redone at meeting on 2-28-24:

Trustee Searle asked for a motion to approve the January 10, 2024 Trustee Minutes, if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Searle seconded the motion.

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

Trustee Cotner made a motion to pay the bills associated with warrants 3148 through 3158 and Electronic Debits 04-2024 through 09-2024 which are listed on the payment report; seconded by Trustee Searle.

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

### Redone at meeting on 2-28-24:

Trustee Cotner made a motion to pay the bills associated with warrants 3148 through 3158 and Electronic Debits 04-2024 through 09-2024 which are listed on the payment report; seconded by Trustee Searle.

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

Trustee Searle raised the issue of the insurance coverage starting January 1, 2024 for the township employees. He explained the trustees are all over 65 years of age now, so a new insurance plan was chosen which is a Medicare supplement plan. Part of the plan includes reimbursement for Part B Medicare premiums. Fiscal Officer Wyne explained a motion needs to be made in order to allow the Part B Medicare to be paid from the township funds. The money is already accounted for, and is estimated to be between \$12,000-\$13,000 for 2024. This action would need to be taken for each year. Trustee Searle moved to set up a healthcare reimbursement account for reimbursement of Medicare Part B for the employees who are on the Benistar insurance, starting December 1, 2023 through the end of 2024; Trustee Cotner seconded the motion.

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

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### Redone at meeting on 2-28-24:

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

### Trustee Meeting from February 14, 2024:

Trustee Searle asked for a motion to approve the January 24, 2024, Special Trustee Minutes, if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Searle seconded the motion.

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

### Redone at meeting on 2-28-24:

Trustee Searle asked for a motion to approve the January 24, 2024, Special Trustee Minutes, if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Searle seconded the motion.

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

Trustee Searle asked for a motion to approve the January 24, 2024 Trustee Minutes, if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Searle seconded the motion.

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

### Redone at meeting on 2-28-24:

Trustee Searle asked for a motion to approve the January 24, 2024 Trustee Minutes, if there were no changes to be made. Trustee Cotner moved to approve the minutes; Trustee Searle seconded the motion.

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

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Fiscal Officer Wyne stated that she would like to go into Executive Session to discuss compensation and benefits. Trustee Searle asked to hold this session until the end of the meeting/regular business.

**FLOOR:** David Day, 3050 Lithopolis Road, was the first speaker. He stated he had been at the Trustees Meeting before about the property across the street from him, 3015 Lithopolis Road. Mr. Day stated the neighbor across the street from him had been issued a violation on the 25th of last month for running a landscaping business from that property. He was given until the 24th of the current month to stop that activity; however, he had not; he has increased it. Mr. Day stated Tom was waiting for an attorney to file charges to go after fines being incurred right now. The Board stated they were not aware of an attorney being needed. Mr. Day stated a letter was issued January 25, 2024, and it said after a period of time, "...on the 25th of February, you will be subject to all penalties and violations of Greenfield Township Zoning Regulations. Each day such violation continues, to be considered a separate offense...". Trustee Cotner stated Mr. Stebelton, the property owner, had spoken with the Board, and the person using the property will be required to obtain a conditional use permit in order to continue with his business. Mr. Day asked if a hearing would be held on that issue; the answer was yes. A hearing would be held with the Board of Zoning Appeals. The public will have the opportunity to speak on the issue. Mr. Day then stated he was in attendance to ask the Board to rezone the property back to residential. Trustee Cotner stated the Board can't do that; the property owner would need to be the party to request to have the property rezoned. Mr. Day continued to describe items and activity being done on the property which is in violation of the intended use of the property, and he asked the Board to look into it. He also noted that the person is continuing to burn items that have lead paint in them, and stated that the EPA issued two letters to the person to tell him to stop burning. Chief Smith stated that per the EPA, all issues that can be cited have been cited. Per the EPA, he is allowed to burn with a burn barrel as a warming fire, but it has to be natural wood. However, the Fire Department cannot police that because until they arrive and observe, they can't tell what is happening. Mr. Day stated the person is throwing wet sawdust on the fire to cause more smoke in retaliation for Mr. Day reporting him. Chief Smith stated he had advised Mr. Day to document this information because that is the extent of what the Fire Department can do - observe and document what they see when they arrive.

Trustee Searle expressed his concern that Mr. Day was not receiving the response he wished to receive; however, there were actions and responses taking place that Mr. Day was not aware of. Letters and responses were being sent and received. He stated that the Zoning Inspector is still working on the case, and he is aware that they are not allowed to conduct the type of business that is happening on the property without either obtaining a conditional use permit or getting the zoning changed. Mr. Day asked if the property owner would be fined for what had already happened. The Board responded that the Prosecutor's Office would need to be consulted on this issue. Mr. Day stated he would be contacting Mr. Stebelton to inform him that he would be taking legal action due to the impact of this situation on his wife's health, as well as the health of the woman living next door to him. He reiterated how the smoke smell from the burning had impacted his home, with everything in his house

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*Meeting*

February 28, 2024 - Held 6:00 PM

smelling of smoke. He thanked the Board for hearing his concerns, and apologized for being snappy.

Jason Swafford, 1605 Winding Oak Drive South, was the next speaker. Mr. Swafford had submitted his application for a zoning permit for a pole barn on February 7, 2024 and had not received anything from Tom Erlenwein at this point. He stated his contractor has dropped off trusses and wants to start work tomorrow. Mr. Swafford stated he had gone to the township office yesterday to find out if his permit was ready and the permit was not done/available. Trustee Cotner had looked for it, as well, however, it was not available. Trustee Searle stated the Board did not have the authority to approve a zoning permit; the Zoning Inspector is appointed and is authorized to do this. Mr. Swafford confirmed that Tom Erlenwein had reviewed the application when he brought it to the office, and indicated that all the information looked good; he stated the permit should be ready in approximately two weeks. Trustee Kosch stated he would attempt to contact Tom to find out where the application stood in the process; however, he didn't know if he could reach him. He asked Mr. Swafford to write down his name, address and phone number for him, and Mr. Swafford provided this. Mr. Swafford noted he had received a copy of his information from Mr. Erlenwein when he met with him; however, a copy was made at the Fire Department office during the meeting, including a copy of the check, for the Board's information.

**ROAD DEPARTMENT:** Tom Shafer, Road and Cemetery Superintendent, reported on the following business:

**Culvert Pipe Replacement on Mt. Zion Road:** Tom explained he would like this project to take place this year. This is the low area where the road floods. The current pipe is too deep and not working properly. Tom explained that he had spoken with Jeremiah Upp and Eric McCrady regarding this pipe. He also reached out to Jonathan Ferbrache, who works for Soil and Water, but also is the director for the Hunters Run Conservancy. Tom noted there are various entities involved, including the parks, Hunters Run Conservancy and surface water. Tom stated he had explained to Jonathan that he wants to change the pipe to a 45 degree angle at the output, so it is not deadheading into a ditch. He noted the point of inlet would not change. He stated he didn't know if the Board was included on the emails that had been exchanged with Jonathan and himself; they had not been included. Tom noted his main concern was a potential spring in the area that keeps the ditch wet, so this project, i.e. the raising of the pipe, may cause more water flow. This has been discussed with Fairfield County so they are aware.

**Arbaugh Tree Service Project:** Tom reported he had met with Gary Arbaugh to look at Mt. Zion Road. Mr. Arbaugh had provided a quote on paper of \$4,750. This would start at Lithopolis Road on Mt. Zion and continue to the township line at Hocking. There are decaying, dying ash trees which are quite tall and are dangerous. There are also some maple trees that are growing at a 30 degree angle where the roots are barely holding. Discussion continued as to the need to get three quotes for getting the work done. Fiscal Officer Wyne stated she would confirm what the requirement is for obtaining three quotes

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and communicate that with Tom.

**Baugher Cemetery - Grave Space Locations:** Tom explained a resident, Lou Varga, wanted to purchase two grave spaces in Baugher Cemetery, and the Department had spent several days locating pins and marking with stainless steel round plates. He noted everything was in place as it was recorded. Tom stated this work needed to be done; however, there has been fifteen years since any spaces have been sold there. He wanted the Board to know there was a considerable amount of time spent by the Road Department to accomplish this.

Other than the business mentioned, Tom thanked the Fire Department for their assistance with the storm damage clean-up in Woodland Heights.

**FIRE DEPARTMENT:** Chief Brad Smith presented the following business:

**FEMA Grant:** This grant should be finalized and submitted by the end of the week. If the grant is awarded to the Department, the out of pocket expense will be around \$30,000 for the new pumper tanker. The estimated cost for the pumper tanker is approximately \$640,000. The grant is valued at \$640,000. The Department has been told it will take around three years to receive the new pumper tanker. Three different vendors have stated the actual mechanical engine will cost between \$80-\$90,000.

**South Central Power Grant:** The tornado drivers received from this grant were installed last Friday. Chief Smith thanked the EMA and the county engineers. They coordinated the bucket truck to be used by the vendor to install the drivers. This is the siren on Dolson Court near Tractor Supply. The other siren off Ginder Road is doing better but will need to be addressed. It has four drivers that are not working properly. Chief Smith noted the siren on Cemetery Road is in Bloom Township.

**Employees:** A part-time firefighter, Dylan Anthony, has submitted their resignation effective March 8, 2024. Trustee Searle moved to accept the resignation of Dylan Anthony, effective March 8, 2024; Trustee Kosch seconded the motion.

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

Two full-time firefighters have also submitted their resignations: Melissa Riyadi, effective March 3, 2024, and Noah Donley, effective March 11, 2024.

Trustee Searle reluctantly moved to accept the resignation of Melissa Riyadi, full-time firefighter, effective March 3, 2024.

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

Chief Smith noted Melissa Riyadi would be going to a contingent position as a part-time firefighter, per her request upon her resignation from a full-time position.

## RECORD OF PROCEEDINGS

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Trustee Searle moved to appoint Melissa Riyadi as a part-time firefighter for Greenfield Township, effective March 3, 2024.

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

Trustee Searle reluctantly moved to accept the resignation of Noah Donley, full-time firefighter, effective March 11, 2024; Trustee Kosch seconded the motion.

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

**Training and Events:** Chief Smith reported a few employees attended the Fire Inspector conference this week. The EMS for Children conference was also held this week. One employee will attend a paramedic refresher next month.

Lancaster City Schools preschool began an initiative last year to be a heart-safe accredited school. The GTFD hosted the event last year because it was easier for the parents and students to attend, and there was a good turnout. They have asked to use the facility again. It is a nice event, with the preschoolers learning CPR and the parents being involved, as well. The students will also get to see the firetrucks and turnout gear. Chief Smith explained that Lancaster City Schools asked Greenfield Township to host this event due to the limited parking situation at their facilities. He added that Lancaster City Firefighters also attend and help with the event.

Chief Smith asked to address the personnel issue from the last Trustee Meeting. It was determined this will be discussed in Executive Session at the end of the meeting.

At this time, Trustee Searle asked that best wishes and appreciation for their years of service to Greenfield Township be passed along to Noah Donley and Melissa Riyadi on behalf of the Board. He noted the Township hates to lose them, but wishes them the best in their new positions. He suggested this could be given to them in the form of a letter.

Trustee Cotner then raised the issue of losing two full-time firefighters and suggested setting a special meeting with the union to discuss the pay scale and possibly increasing the pay. It was noted the current contract ends in 2025, so the Department has only been under the contract for one year. After discussion, the decision was made to meet at 4 p.m. on Thursday, March 14, 2024 at the Firehouse. Fiscal Officer Wyne will check on whether this meeting announcement will need to be posted as a public meeting, since it is a meeting with the union and similar to contract negotiations - actually a labor management meeting.



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### **FROM THE TRUSTEES:**

Trustee Cotner asked the status of hiring Marshall McCormick to write the township comprehensive plan. Trustee Searle stated he had called Brosious for Pete Griggs, left a message, and had not received a response. However, he stated he felt it would not be a conflict of interest for Mr. McCormick to work for the Township on this project. Trustee Cotner suggested scheduling another comprehensive plan meeting. Fiscal Officer Wyne noted that Mr. McCormick will need to have a retainer set up and signed, and should be done before he begins attending meetings. It was agreed that he could email this document to the township.

The Board then went on to discuss the hiring of Mr. McCormick, and also the potential complexity of Greenfield's comprehensive plan, as well as specific areas within the township, and how they should be designated in the comprehensive plan. Trustee Cotner noted that Rick Ricketts from Violet Township had stated he would help with any JEDD's or other like items that need to be written for the township, but he did not want to be the writer of the comprehensive plan. Trustee Cotner also pointed out that the city of Lancaster and the Fairfield county officials had indicated they wanted to work with the township on the land use issues and planning. He reiterated that the township was creating a "wish list" for the areas in the township and the comprehensive plan will be written based on that information. Fiscal Officer Wyne asked if anyone had spoken to Holly Mattei at the RPC to find out if she would be interested in working on the project for the Township. Trustee Kosch stated he would contact her to discuss this. Tom Shafer also reminded the group about the land on Lamb Road - Schwartz property - Lithopolis - and including it in the comprehensive plan. Trustee Searle noted he would have limited availability in March, and he would prefer to hold the next meeting when he's available. After further discussion, it was decided to wait until April to get the next comprehensive plan meeting scheduled. It was noted that the RPC has a public hearing scheduled for March 5, 2024 at the Workforce Center regarding the county plan.

Trustee Searle asked if the Claypool Electric invoice was finalized. Fiscal Officer Wyne responded that it had been processed, signed and will be mailed out tomorrow.

Trustee Searle raised the issue of addressing anonymous complaints, which was a follow-up item from the last meeting. A participant had pointed out that the Complaint Form on the township website stated that if an anonymous complaint is filed, it will be reviewed in approximately four to six weeks. The Board agreed that anonymous complaints should not be allowed/addressed. Complaints need to be signed so the complainant can be communicated with. Chief Smith said he could amend the Complaint Form to state that anonymous complaints will not be addressed.

Trustee Searle made a motion to go into Executive Session to discuss compensation and benefits; Trustee Cotner seconded the motion.

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

The Board entered Executive Session at 7:25 p.m.

Trustee Searle moved to return from Executive Session; Trustee Kosch seconded the motion.

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

The Board returned from Executive Session at 7:52 p.m.

Trustee Searle explained the issue which was Trustee Cotner failed to get sworn-in prior to January 1, 2024, which had other implications. Trustee Searle moved that the township pay Trustee Cotner's benefits for the month of February 2024, and that it be on the March 2024 check. This means the Cotner pays double of his share in March 2024. Trustee Kosch seconded the motion.

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

Trustee Searle moved to enter Executive Session with Chief Smith to discuss a personnel issue; Trustee Kosch seconded the motion.

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

The Board entered Executive Session at 7:58 p.m.

Trustee Searle moved to return from Executive Session; Trustee Kosch seconded the motion.

The Board returned from Executive Session at 8:00 p.m.

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

Trustee Searle explained there was a firefighter who had lost their driving privileges and is unable to work until this is rectified.

Trustee Searle made a motion to enter Executive Session to discuss an employee's possible discipline; Trustee Cotner seconded the motion.

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

The Board entered Executive Session at 8:03 p.m.

Trustee Searle made a motion to return from Executive Session; Trustee Kosch seconded the motion.

The Board returned from Executive Session at 8:24 p.m.

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

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Trustee Searle explained there would be a written reprimand issued to an employee, and he moved to approve the written reprimand; Trustee Kosch seconded the motion.

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

With no further business to come before the Board, Trustee Kosch made a motion to adjourn; Trustee Searle seconded the motion.

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

Meeting adjourned at 8:25 p.m.