

## RECORD OF PROCEEDINGS

*Minutes of*

**Greenfield Township Trustees**

*Meeting*

March 8, 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 22, 2023, Trustee Kosch asked if there were any corrections needed. Trustee Cotner 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 the financial reports.

Fiscal Officer Wyne advised that the February bank statement has been reconciled and provided to the Trustees for their review and signatures.

Trustee Cotner made a motion to pay the bills associated with warrants 35170 through 35185 and Electronic Debits 29-2023 through 35-2023 which are listed on the payment report; seconded by Trustee Kosch.

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

Fiscal Officer Wyne stated there is approximately \$279,000 in the Fifth/Third Money Market account and advised that the Township should put \$250,000.00 in a certificate of deposit for two years at a five percent rate. These funds are from a CD that has already matured. Trustee Searle made a motion to put \$250,000.00 in a two year certificate of deposit that yields five percent; Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne reported that an allotment will be received tomorrow, and once it is determined how much will be spent, she will come to the Board to ask that money be transferred from Vinton County Bank to Fifth/Third bank to invest in some additional certificates of deposit while the interest rate is higher.

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

**Metro Hotel Complex:** Tom reported Fairfield County had recently dropped off drawings for this complex. They have several issues with this complex, such as setbacks and utility easements, and have asked Tom for his review and want him to re-engage. He is in the process of reviewing and looking for data they have requested.

**Coonpath Road - Agricultural Exemptions:** Tom reported the owner of this property, who had stated they were going to use the addition onto their property as a photo studio, did not qualify for the agricultural exemption. This is based on the information that was provided at the recent OTARMA conference. The owner has since come into the office to complete a permit application, and picked up his permit today. Tom recommended that Zoning needs to continue to use this measure to determine any agricultural exemption for new buildings and additions.

**Permit Issues - Accessory Structures:** Tom gave some examples of recent issues with accessory structures that residents want to build. When a resident doesn't have enough land to

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build the structure, they are attempting to get around zoning code by stating they will build a breezeway attached to the main residence; thus, they can then build whatever size structure they wish to build, because it is attached to the residence. For a freestanding accessory building, the code limits the size by considering the size of the lot upon which it is being built - limited to 4,000 square feet. Tom has language from legal counsel that needs to be taken to the Zoning Commission so the current zoning code can be amended in order to rectify this situation.

Tom gave another example of a resident who came into the office today who wanted to erect two steel carports with no foundation to house farm equipment on a one and a half acre lot. Tom explained to him that this would not meet the code requirements due to the lot size. Trustee Searle agreed that the code needs to be reviewed and amended on this issue.

**Fisher Property (Coonpath Road) Demolition:** Tom shared the information from Brosious regarding the demolition of this structure, which includes resolutions on the issue: One which names a point of contact if the township wants to demolish the structure themselves; one which aggregates all the costs of the demolition of the structure so a lien can be put on the property. Trustee Cotner stated he knew of two people who were interested in performing the demolition, at an estimated cost of \$20,000 to \$25,000. This does not include the cost of removing the remains, as it is unknown how many containers would be needed. Additional discussion was held concerning the process if the township would use the Land Bank for this demolition. It was ultimately determined that the issue would be tabled until the next meeting so the Board could make a decision on this issue and who/how the demolition will be done. Tom will gather the information including the Land Bank contract and the appropriate resolution for the next meeting.

**Township Office Lighting Replacement:** Tom prepared a packet which he distributed to the Board. This is all of the information for the South Central Power rebates. South Central Power will pay for an audit (up to \$4,000) and then give credit toward the utility bill. The audit must be completed by June 19, 2023. Tom mentioned he knew of an engineer who is capable of conducting the audit and he would also be able to complete the necessary forms for the audit, as well. His proposal was included in the packet and the cost is \$2,703.31. The assessment and audit would include all power and plumbing functions of the building, the roofing and structural elements of the building, as well as an energy audit. Lengthy discussion was held concerning the existing structure of the lighting systems in both the office area and the Road Department areas of the building. The ballasts in the lights would be removed and LED lights would be installed. An electrician will need to be hired to perform this work. Chief Smith confirmed the ballasts were removed when the firehouse upgraded their lighting to LED's. Steve Eversole also shared that when his company went through a rebate program with South Central power two years ago, they replaced their own lights and it cut their electric bill in half.

Trustee Cotner moved to hire Expert Engineering to do the audit on the two buildings that Tom talked about for electrical audit, not to exceed \$3,000; Trustee Searle seconded the motion.  
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes Motion Passed 3-0

Trustee Searle recommended finding an electrician as soon as possible to complete the work in order to have the entire process completed by June 19.

**FLOOR:** Carl Morgan explained that there is an ash tree on his property on Woodland Heights Lane that is falling over; the only thing stopping it is another tree. He is seeking assistance from

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the Township before the tree completely falls over and falls across the road. Tom Shafer stated he had been out to assess the situation yesterday and spoke with Mr. Morgan. Tom stated the tree is off the right-of-way. Discussion continued as to the best way to handle the situation, and it was ultimately decided that the tree will be left as it is, and the township will deal with it if and when it falls and needs to be cleaned up.

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

Tom stated they have been out patching holes with cold mix.

Also, he met with Bill Cipparone, IT consultant, to get his computer connected with the new copier so he can print. He still cannot scan, and neither can Dawn or Tom Erlenwein. When MOM delivered the new copier, they did not complete the connections as Dawn was expecting. She stated Jane Baughn's connections to the copier worked, both printing and scanning, but she was in the office when the copier was delivered, so it was able to be connected at that time. Bill is scheduled to come back to the office on Thursday, March 9, 2023 to speak with MOM on the phone and get the scanning function coordinated and connected.

Trustee Kosch stated that Greenfield Estates will be having their meeting on March 23, 2023; however, neither he nor Trustee Searle are able to attend. Trustee Cotner said he may be able to attend, as the group wants to know what plans the Township has for their neighborhood. Tom stated they plan to finish the mastic sealing that didn't get done last season due to running out of funds, as well as doing some crack sealing. Dawn noted that the OTA book that was received had additional information regarding using the ARP funds for road work she believes, up to \$25,000, before needing to seek bids. However, she noted she needed to conduct further research on this information.

Tom reiterated that only mastic and crack sealing is planned for this season. Chip sealing will be done if something is falling apart and needs to be stabilized. This is the plan in order to save money this year to complete more substantial repairs next year. He wants to avoid having a road levy. He is also aware of areas of the township that need more work than just continuing to chip seal them.

**ZONING:** Tom Erlenwein presented additional items as follows:

**Margie Wilson complaint:** Tom stated the Board had been copied on an email chain of Ms. Wilson's complaint about not receiving her permit. It was initially incomplete; and she came into the office and spoke with Tom about it. It has now been corrected; however, there have been continual emails and phone calls in reference to her complaint to various people, including Trustee Cotner. Tom reiterated that he explained to her the permit will be processed in the order it was received, as with all permits.

**Carroll Eastern - Pet Place:** Tom reported another letter will be sent to the owners by the Fairfield County Assistant Prosecutor's Office, as they have restarted construction after receiving a stop work order. They had received a request for building plans, which they did not provide.

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**Iron Pony:** Tom reported the general manager of the business wants to meet with him regarding their signage issues; however, he would like one of the trustees to attend the meeting with him. They are in the process of removing the large sign on the corner, as they were informed it was not grandfathered in when it was replaced. They are also in the process of obtaining permits for the signs on the sides of the building. It was determined Trustee Kosch could attend the meeting with Tom on Monday, March 13 at 9 a.m. Tom will relay this to them, as well as all the details for obtaining the permits for their signs.

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

**Grants:** The FEMA grant is being finalized for the SAFER grant, which ends next Friday.

**Medic 561 Repair:** The medic was taken for repair due to a smoke smell coming from the engine. This was diagnosed as a bad A/C compressor. It shouldn't be too costly and it hopefully will be picked up and back in service tomorrow.

### **Training:**

- **Fire Inspector Conference:** This conference was attended by a few of the members last week; this helps maintain the Fire Inspector accreditation. It also allows for networking with other Fire Marshals, and there was discussion about extended stay motels, which was on a positive note.
- **EMA:** This educational training was held concerning lithium ion car batteries and other car battery fires. Chief Smith stated the information they learned was very beneficial, and will change the way the Department deals with these fires. The main issue with the lithium batteries is that they basically cannot be extinguished completely. Examples were given of what other companies have attempted to do to extinguish the fires, and it was also noted that these fires have been known to restart after it was believed they had been extinguished. Also, the fumes are harmful. Extreme caution must be taken.

### **Special Events/Training:**

- **Stop the Bleed:** This training was held on Monday at Bloom Carroll Middle & High Schools as part of the teacher inservice training. The Department was also invited to sit-in on another one of the teacher training sessions concerning children and domestic situations, which was helpful to learn information about how the Department documents on these issues.
- **Bloom Carroll Wrestling Team Send-Off:** Bloom Carroll High School Wrestling Team has some participants going to the state tournament, so the Department will be involved in sending them off to that event on Friday.

**Inspection:** Chief Smith and Lt. Reaves will be reviewing the extended stay hotel from the Fire Department aspect; comments are due to the RPC by March 17, 2023. The review includes hydrant locations, fire department connections, the layout of the facility and making sure emergency vehicles can move through the facility area. Lt. Reaves stated he has a template to explain the details of what they are reviewing. He explained it needs to be determined where the fire alarms will be located - each building or the main lobby - since there are twelve

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buildings in the complex. The final inspection will be done by Greenfield, then the State Fire Marshal, then any contractors that have been hired.

**At-A-Boy:** Chief Smith reported the Department had received a note from a resident who expressed their appreciation for the service they had received, as follows: "They have attended our mother on several occasions and I just wanted you to know how grateful we are for their professionalism, compassion and care".

Trustee Cotner asked that the Board consider purchasing four to six new chairs for the Fire Chief's Office, as the current chairs are quite old. Chief Smith said he would gather the pricing information to be presented at the next meeting for this purchase.

### **FROM THE TRUSTEES:**

**Updated Indigent Burial Policy:** Trustee Searle updated the Board on this issue, based on the issue that Tom Shafer had presented at the last meeting.

Trustee Searle distributed an edited version of the policy which he had created, based on the information he had gathered from speaking with Day Funeral Services. Their representative was very knowledgeable and provided all of the information and steps that were required to gather the information, so the Township could be properly reimbursed by the state of Ohio for indigent burial. The main edit in the current policy was to specifically state that the township will not accept cremation remains until they get all of the documentation from the funeral home so they can submit it all for reimbursement from the state in a timely manner. This edited, approved policy will be sent to all of the funeral homes with which the Township does business, so they are put on notice that they need to provide all of the documentation to the Township in order for the Township to complete an indigent burial.

With no further discussion, Trustee Searle made a motion to approve the updated Greenfield Township Indigent Burial Policy as written; Trustee Cotner seconded the motion.

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

Trustee Searle recommended that the Board sign and date the policy at the meeting, so Fiscal Officer Wyne can take the document to be entered into the record. He will also forward the Word document to her.

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

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

Meeting adjourned at 7:14 p.m.