

**RECORD OF PROCEEDINGS**

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

March 10, 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 24, 2021, Trustee Cotner asked if there were any changes to the minutes. 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 financial reports and stated that February Bank Reconciliation was provided to the Trustees for their review and signature.

Trustee Cotner made a motion to pay the bills associated with warrants 34021 through 34043 and Electronic Debit 16-2021 through 27-2021 which are listed on the payment report; seconded by Trustee Kosch.

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

Trustee Cotner made a motion to approve the Purchase Order for Brosious; Trustee Kosch seconded.

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

Trustee Searle made a motion to approve Resolution 2021 03 10 01 for the following transfers of funds:

- \$ 600.00 from fund 2031-330-599-0000 to fund 2031-330-322-0000
  - \$1,550.00 from fund 2191-220-599-0000 to fund 2191-220-599-0000
- Fiscal Officer Wyne noted this transfer was for trash pick-up.

Trustee Cotner seconded the motion.

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

Fiscal Officer Wyne noted the following Cemetery Deeds:

Jace Campbell, Lot 131, Section E, Grave 4 in Carroll Cemetery.

John King, Lot 177, Section E, Graves 2 & 3 in Carroll Cemetery.

She also requested to purchase new blinds for the five windows in the Administration Building. Two of the windows never had blinds; the other three had blinds that were broken. She noted these blinds would need to be custom made. Doug has done the measurements on the windows, and he will install the new blinds. She estimated the cost to be up to \$1,500 based on some preliminary pricing done at Lowe’s. After discussion, it

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was determined the amount should be approved for up to \$2,000 in order to allow enough for pay for the blinds, and not require a second request and approval should the cost go over \$1,500. It was suggested to purchase metal rather than plastic blinds, as the plastic gets brittle and doesn't last over time; metal blinds will last longer.

Trustee Searle made a motion to purchase new blinds. Trustee Cotner seconded the motion.

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

Trustee Searle inquired re: the contract discussed at the last meeting. Fiscal Officer Wyne had emailed with Josh and he has not updated the contract at this point; however, he has it on list to be re-written. Fiscal Officer Wyne noted the issue had arisen from the insurance meeting when insurance for all the buildings was being reviewed.

### **ZONING BUSINESS**

Kevin Yeamans, Zoning Inspector, attended virtually.

- **Pool Permit Cost:** Kevin stated he had one pool permit received since the last meeting. Trustee Cotner asked the cost of the pool permits. Kevin reported in-ground pool permits are \$180; above-ground permit \$160. It was determined additional discussion will need to be held related to this issue, due to the number of inspections required, plus mileage.
- **New Software:** Kevin reported the new software had not been purchased as yet. There was a fifteen-day free trial offered, so he was taking advantage of trying it out first. He used it to make some changes to the application, which worked well, and he feels it will be well worth the cost of the software.
- **Zoning Permit Packet Changes:** Fiscal Officer Wyne noted Kevin had questions for the Trustees re: the zoning permit. Kevin would like to reduce the zoning packet down to two pages (from eight pages): the application and the fee sheet. He noted there was a lot of information in the packet currently that could cause confusion for some people between the application and the zoning book, and the old vs. the new. Fiscal Officer Wyne asked Cory Spires if the information re: the green signs is on the fire department website. She noted it is listed on the Township website under Zoning, and not the fire department website.

Trustees Searle & Cotner asked for a copy of the packet to take home for review. Fiscal Officer Wyne confirmed that no changes would be made to the website by herself or Kevin, since the issue will be tabled until the next meeting on 03/24/21. Kevin will check with Tom Shafer for any corrections on the culvert information; Fiscal Officer Wyne noted she may already have the information from Tom at the office.

- **Brosious:** Kevin reported on two items he had discussed with Julie Donohue:

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- The pool fence affidavit, which she will be editing to include some temporary fencing language; he does not have the new version yet.
- The Fisher property: Julie suggested Kevin send another certified letter to them and begin documenting everything going forward. He noted the old truck has been moved. He has spoken to the Abbotts to let them know the current status of the process.
- **Carroll Southern Subdivision/RPC Process:** Kevin noted there were packets from RPC provided to the Trustees re: the Carroll Southern Subdivision. Lengthy discussion ensued concerning the timeframe for receiving the check from the developer, and when the public hearings would need to be held. Kevin stated he would be submitting a zoning amendment to RPC tomorrow to have it ready to go to the Zoning Commission. Then, the dates for the re-zoning hearings could be scheduled. Trustee Cotner noted the timing of the hearings needed to be scheduled as quickly as possible in order to keep the process moving, and not cause delays. He's also hoping the hearings will be able to be open to the public, rather than virtual only by that time. Kevin noted there will likely be interest in the development behind Dollar General. He also noted the nine acres between Kia and 84 Lumber is slated for re-zoning to multi-family housing, and noted this to be in the Lancaster City School District. The other two projects are in Bloom Carroll School District.

Trustee Kosch inquired about the RPC process timeline. Kevin stated the preliminary meeting is scheduled for April 6, 2021 and he would attend. He noted soil samples have been done, county soil and water has done their due diligence, and the Health Department has laid out wells and septic. There are 39 lots in 100 acres. Trustee Cotner again expressed his concern about keeping the timeline on schedule and getting the hearings scheduled so they could be open to the public instead of virtually, so the process does not get delayed and the community has input. Kevin stated he was expecting the developer to bring the check tomorrow, March 11, 2021, and he would submit it to the Zoning Commission at that time. They will then have a technical review before the standard monthly April 6, 2021 meeting. Additional discussion ensued re: the location of the projects, utilities already in place, and potential annexation. Kevin noted the Township could not hold their meeting until the recommendation comes back from RPC. Fiscal Officer Wyne confirmed if Kevin does not accept the check tomorrow, March 11, 2021, he cannot turn it in to RPC. Kevin confirmed the check would need to be submitted to RPC on March 11, 2021 in order to meet the deadline for the April 6, 2021 meeting. Then, the RPC would have their recommendation to the Zoning Commission and Kevin within a day or two after their meeting. Kevin also noted the ten-day notice he must abide by. He noted he could call the developer this evening and advise him not to bring the check on March 11, 2021. The forty-day timeline and estimated due dates of all required meetings were discussed. Trustee Cotner read the timeline from the Zoning Book: *Once received by Zoning Commission, within five days, it must go to RPC, public notice and notice to the property owner. Within approximately 30 days from RPC, public display, proposed amendments by at least 10 days prior to hearing.* This means the Regional Planning Commission review is 30 days; public notice of public hearing is 10 days; public display of proposed amendment is 10 days; then to Zoning Commission for public hearing; then in 30 days it goes to the Trustees.

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Kevin confirmed the developer was aware the process would take more than the 40 days documented for all required meetings. He generally informs people the timeframe is 60 days. He confirmed he had met with the developer and had a lengthy conversation and review of the procedure with him. Fiscal Officer Wyne asked Kevin if the Township had to wait to schedule the Zoning Commission meeting until after the April 6, 2021 RPC meeting? Kevin advised that he could have things ready to go and get it scheduled; however, he may need to come in on a non-work day to accomplish this. He also confirmed the recommendation from the RPC will probably be available on April 7 or 8, 2021. Trustee Cotner noted the trustees have 30 days to make their decision once the Zoning Commission holds their meeting. Kevin stated once the decision is made, there is a 30-day referendum period. Kevin noted he had discussed the timeline and timeframes with Brosious. It was determined this information had not been changed from when it was initially documented; the county couldn't meet the deadline so it increases the timeline beyond 40 days to complete all of the steps.

Trustees Cotner, Kosch and Searle were all in agreement that Kevin should accept the check, and the process will move forward based on the timelines in place. Discussion was held re: holding a virtual vs. an in-person trustees meeting to discuss these projects. It was determined the fire house could be used with all doors open to make it open to the public, depending upon the status of the state mask mandate at that time.

Trustee Searle inquired which piece of property this includes, and how many units are involved. Kevin explained it is 17 acres behind Dollar General and the vocational school, in Bloom Carroll School District. The numbers of units and square footage had not been determined at this point. Kevin explained the formula to determine the allowed number of units per the Zoning Code. It requires 6,000 square foot per unit, which would mean 17 acres multiplied by 43,560 divided by 6,000 would equal basically the number of units.

Trustee Kosch inquired whether there was a permit for building a room addition to a house at 2730 Carroll Southern Rd. Kevin is aware of it and said he would check on it and confirm.

### **FIRE DEPARTMENT BUSINESS**

Captain Cory Spires reported in Chief Smith's absence.

- **HVAC System:** The HVAC is 100% complete. It is already showing it is much more efficient. It is constantly cycling air through.
- **Bloom Carroll SD Vaccines:** The first round of the COVID vaccine for the teachers went well last week. The Chief will be assisting with the second round of vaccines next week.
- **Full-Time Position:** This was posted for the part-time employees. There were multiple applicants interested in the position; three applications were received. On the day of interview, there was one applicant due to the other applications being withdrawn. This was due to salaries based on positions

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elsewhere. Melissa Riyadi was selected for the position. She is tentatively going through the physical and stress test portions; results are pending. She has completed her schooling and paramedic training. Discussion continued re: Ms. Riyadi's test results. Carlton Reaves reported she was required to have a COVID test on March 22 before she could have her stress test, which will be on March 25, 2021. He will not have the test results until the end of March/beginning of April. Trustee Searle stated he would like to have the recommendation for hire in writing from Chief Smith. Fiscal Officer Wyne noted she would need to start the full-time position at the beginning of a pay period. Discussion continued re: when the test results are received, when her full-time status is approved, and when she could start the position. It was determined the position will be reviewed for approval at the next trustees meeting on March 24, 2021.

- **Fire Inspections:** Capt. Spires reported the Department had been working with the Building Department to complete some final fire inspections. They had been at Bloom Carroll Elementary on Friday to complete the second phase of the sprinkler system inspection test – a two-hour test. There was one issue with two sprinkler heads that needed to be moved due to the placement of HVAC and ductwork. Once that is corrected, there will be a final inspection on it. The Department was also at Bob Boyd on Monday to inspect a new paint booth suppression system.
- **Engine Rescue Repair:** Cummins has completed the final correction repair to the engine transmission issue. It is up and running with no issue.
- Carlton Reaves reported he had been in contact with another Fire Marshall re: the communications test for the new school due to some discrepancies. He reported Chief Smith, Capt. Spires and himself had inspected at the time the building was built; however, this would be the first inspection on their own. He inquired whether the township had anything ordinance-wise as to the communication requirements, other than the building code; he does have that document. It was recommended for Carlton to contact Kevin Yeamans for this information. Capt. Spires noted new school buildings are requiring more communication devices and boosters to be built into the systems so the school staff and the Fire Department has full emergency two-way radio systems. These signal booster requirements are being made by the Fire Marshall.

### **ROAD AND CEMETERY DEPARTMENT BUSINESS**

Fiscal Officer Wyne reported in Tom Shafer's absence. Salt has been ordered and delivered.

### **FROM THE TRUSTEES**

Trustee Searle reported he attend the TID meeting virtually on February 25, 2021, and the information had been shared with the other trustees. On the Ety Road/Columbus Street project, the bids were open starting Feb. 25, 2021. The project is funded to start this spring, and the project will continue through the summer. Traffic signals may not be available until 2022 due to the difficulty of getting the materials.

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He also reported the new Pickerington Hospital project behind the existing Ohio Health facility is moving forward. Although this is not in Greenfield Township, it is important to note the existence of a new hospital in the area. Capt. Spires noted they have transported citizens to the current facility.

- **KLA Risk Consulting Recommendations:** Trustee Searle raised the issue of the second notice request received from this group. The document had been emailed to the trustees ahead of this meeting. Fiscal Officer Wyne clarified that Trustee Searle had attended the IT meeting with the KLA group; Trustee Kosch attend the Loss Control meeting. There is a second notice request for both of these. Fiscal Officer Wyne confirmed they wanted a response as to what action was taken based on their recommendations. Trustee Searle noted they were requesting the information to be updated, which is very specific. Trustee Cotner recommended the trustees schedule a special meeting so all three can discuss and review, and it was determined both the IT and the Loss Control should be reviewed at the same time. Fiscal Officer Wyne recommended all departments, including the Fire Department and the Road Department, should be involved in this meeting. It will be posted as a public meeting. The trustees asked for hard copies of both second request documents to be provided for their review for the next meeting on March 24, 2021. Then, the special review meeting can be scheduled.
- **Zoning Change Sign Installation:** Trustee Cotner raised the issue of the signs not fitting in Kevin's truck, and how to get the sign installation completed. This is a safety issue, as well as causing damage to his vehicle because the signs don't fit inside the vehicle. Discussion continued as to who could complete the work and where the funds would come from. Fiscal Officer Wyne suggested the trustees could install the signs as they are permitted to drive the township trucks. Trustee Cotner suggested the sign posts could also be shortened in order to remedy the problem. Trustee Kosch said he would stop out tomorrow to investigate the length of the posts and whether any could be shortened.
- **Zoning Inspector Meeting Payment:** Fiscal Officer Wyne raised the issue of the amount of payment for attendance at zoning meetings. She stated Kevin is currently paid \$30 per meeting; however, she questioned whether it had been raised to \$50 at some point. She could not find the documentation to substantiate this. Trustees Cotner and Kosch agreed; they thought the payment had been raised to \$50 per meeting to be in line with the Zoning Committee and BZA.

Trustee Cotner made a motion to pay Kevin Yeamans, Zoning Inspector, \$50 per Zoning Meeting and BZA meeting attendance; Trustee Searle seconded the Motion.

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

Fiscal Officer Wyne confirmed this would be in effect from today's meeting of March 10, 2021, going forward.

Trustee Cotner made a motion to make the effective date March 10, 2021 for the increase of \$50 per Zoning Committee and BZA meeting attendance for Kevin Yeamans. Trustee Kosch seconded the motion.

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

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 5:16 p.m.