

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

March 23, 2022 - 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. Lonnie Kosch and Dave Cotner were present; Kent Searle was absent.

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

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

FLOOR:

The first presenter was Jeff Williamsen, 1201 Winding Oak Drive. He asked whether it was appropriate to bring general zoning code questions to the Trustee Meeting. Trustee Kosch advised that it was more appropriate to bring zoning questions to the Zoning Commission, as they are the entity that makes the policy and changes to the zoning book. Mr. Williamsen went on to specifically ask about drinking establishments or liquor stores, stating that the Zoning Book does not speak to these businesses. The Board explained that this is primarily controlled by the state of Ohio, Department of Liquor Control. The Board also noted that they receive notice from the Department of Liquor Control each time a business in the township needs to renew their liquor license; the township has an opportunity to say yes or no.

Mr. Williamsen also questioned Section 455: Adult Entertainment Business. In reviewing this code, he noted there is a 1,500 foot minimum distance requirement for these businesses to be located away from a school, playground, church or synagogue. He asked if this could be amended to be an increased distance, or even done away with completely. Discussion continued as to when this regulation was put into place, and that it was a normal amount of distance. Mr. Williamsen asked if the distance requirement could be increased, and was advised he would need to take this to the Zoning Commission. The Zoning Commission could make it a proposal, and then a public hearing would take place. It would then be taken to the Board. Discussion continued as to the current zoning. Zoning Inspector Barbee stated she could look into it further, and noted the prosecutor's office may have some input into any issue of constitutionality. She also noted the next scheduled Zoning Commission meeting is Wednesday, April 6, 2022 at 6 p.m. at the Firehouse.

The next presenter was Walter Beatty, 1495 Lancaster Kirkersville Road. Mr. Beatty presented the plans for expansion of his Rolling Hills storage facility, as requested by the Board at the March 9, 2022 meeting. He noted these plans were for Lot #2 on the west side, and the plans showed all dimensions of the existing buildings, the proposed buildings, with all aiseways. Zoning Inspector Barbee stated she had consulted the Township legal counsel, and they advised there was no need for a public hearing; however, a sign should be posted for ten days prior to any decision being made, in order to gather any feedback from the community. There will not be notices sent to any adjoining landowners. Trustee Kosch noted the issue will be tabled, the sign will be posted, and feedback will be considered. Once the plans are reviewed, a decision will tentatively be made at the next Board meeting on April 13, 2022. Mr. Beatty noted he would be unable to attend the meeting on that date, and asked if he could have a representative attend in his place; he was advised yes, this was acceptable.

FROM THE FISCAL OFFICER:

Fiscal Officer Wyne distributed financial reports.

Trustee Kosch made a motion to pay the bills associated with warrants 34632 through 34644 and Electronic Debits 31-2022 through 35-2022 which are listed on the payment report; seconded by Trustee Cotner.

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

- Trustee Cotner made a motion to approve Resolution 2022 03 23 01 for the following transfer of funds.

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\$5,695.00 was transferred from fund 2275-220-750-0000 to fund 2275-220-213-0000 for \$45.00
fund 2275-220-212-0000 for \$250.00
fund 2191-220-230-0000 for \$5,400.00
\$1,500.00 was transferred from fund 1000-110-599-0000 to fund 1000-420-370-0000

Trustee Kosch seconded.

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

- Trustee Cotner made a motion to accept RESOLUTION 2022 03 23 02, which states, **WHEREAS**, Greenfield Township Board of Trustees authorize the Fiscal Officer to establish Revenue Funds 2901 for the purpose of transferring fund each year or until it has sufficient funds to cover of employees of Greenfield Township Fire Department terminating their employment (resignation, retirement, separation or death)
WHEREAS, funds used to establish this fund will be a transfer out of Fund 2191 yearly or until there is sufficient funds to cover the expense into Fund 2901
WHEREAS, Greenfield Township Board of Trustees authorize the Fiscal Officer to establish Appropriation Fund 2901 to cover those expenses associated with a departure of an employee (last payroll, sick leave payout, compensatory leave payout, vacation leave payout and holiday payout)
WHEREAS, with the establishment of this fund, Fiscal Year 2022 Revenue and Appropriation would need to be amended
NOW, THEREFORE, BE IT RESOLVED: Greenfield Township Board of Trustees hereby approves establishing Fund 2901 for Revenue and Appropriation and amending the 2022 Revenue and Appropriation once approval is obtain on establishing this fund

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

Yea: Trustee Cotner Trustee Kosch
Nay: None

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

- Trustee Cotner made a motion to accept **RESOLUTION 2022 03 23 03, which states:**
WHEREAS, Greenfield Township Board of Trustees authorize the Fiscal Officer to establish Revenue Funds 2902 for the purpose of transferring fund each year or until it has sufficient funds to cover of employees of Greenfield Township Road Department terminating their employment (resignation, retirement, separation or death)
WHEREAS, funds used to establish this fund will be a transfer out of Fund 2031 yearly or until there is sufficient funds to cover the expense into Fund 2902
WHEREAS, Greenfield Township Board of Trustees authorize the Fiscal Officer to establish Appropriation Fund 2902 to cover those expenses associated with a departure of an employee (last payroll, sick leave payout, compensatory leave payout, vacation leave payout and personal leave payout)
WHEREAS, with the establishment of this fund, Fiscal Year 2022 Revenue and Appropriation would need to be amended
NOW, THEREFORE, BE IT RESOLVED: Greenfield Township Board of Trustees hereby approves establishing Fund 2902 for Revenue and Appropriation and amending the 2022 Revenue and Appropriation once approval is obtained on establishing this fund.
Trustee Kosch seconded the Motion, and the roll being called upon its adoption, the vote resulted as follows:

Yea: Trustee Cotner Trustee Kosch

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Nay: None

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

- **Trustee Cotner moved for the adoption of the following Resolution 2022 03 23 04:**

WHEREAS, the Board of Greenfield Township Trustees (“the Board”) has received a distribution of monies (the “ARPA Funds”) from the American Rescue Plan Act of 2021 (“ARPA” or the “Act”); and

WHEREAS, Congress passed the Act effective March 11, 2021; and

WHEREAS, Section 603 created the Coronavirus Local Fiscal Recovery Fund which, among other things, appropriated money to cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (Covid-19); and

WHEREAS, Section 603(c) generally provides that:

(1) USE OF FUNDS. Subject to paragraph (2), and except as provided in paragraphs (3) and (4), a metropolitan city, nonentitlement unit of local government, or county shall only use the funds provided under a payment made under this section to cover costs incurred by the metropolitan city, nonentitlement unit of local government, or county, by December 31, 2024 - (A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality; (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work; (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency; or (D) to make necessary investments in water, sewer, or broadband infrastructure.

WHEREAS, Department of Treasury Final Rule, published on January 6, 2022, and effective April 1, 2022, provides in part that:

Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” [The “standard allowance”].

WHEREAS, the Rule further observes that:

The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss particularly for Coronavirus State and Local Fiscal Recovery Fund’s smallest recipients. This change is intended to promote administrative efficiency and simplify revenue loss calculation for smaller recipients.

WHEREAS, the Rule further clarifies that recipients can use:

SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the [Final Rule four-step process]. Government services generally include any service traditionally provided by a government, unless treasury has stated otherwise.

WHEREAS, some common examples of “government services” expressly recognized by Treasury are as follows:

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- Road building and maintenance, and other infrastructure
- Health services
- General government administration, staff, and administrative facilities
- Environmental remediation
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)
- Maintenance or pay-go funded building infrastructure
- Modernization of cybersecurity, including hardware, software, and protection of critical infrastructure

WHEREAS, "Government services is [deemed by Treasury] the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements;" and

WHEREAS, funds utilized pursuant to the standard revenue loss allowance continue to have certain restrictions, including:

- Deposit into pension funds
- Satisfaction of settlements or judgments
- Contributions to financial reserves or "rainy day" funds

WHEREAS, the Board has identified a project which, in the judgment of the Board, qualifies as a permitted use of the ARPA Funds, in direct support of governmental services, which consists of the following:

\$25,000.00 for fireproof filing cabinets
\$220,000.00 for Road Maintenance

WHEREAS, the Board will comply with applicable state and federal procurement requirements regarding the expenditure of its funds under the SRLRF program.

NOW THEREFORE, it is hereby RESOLVED by the Board that:

1. The Township elects to use the standard allowance and its presumption of revenue loss due to the public health emergency and to use the amount authorized herein to fund government services
2. The Project is hereby authorized and shall be paid for from the ARPA Funds in the amount of/an amount not to exceed: \$245,000.00.
3. The Project described herein serves the objectives of the Act by providing services traditionally provided by a government, namely:
 - Fire and emergency medical services
 - Road repair, maintenance and other transportation and safety services
 - Public infrastructure support
 - General government administration and administrative facilities
 - Land use regulations and enforcement

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- Parks and recreational facilities and programs
- Other
- 1. Accordingly, the Project is in the best interests of the Township and is deemed a priority for the community.
- 2. No obligations paid under the authority of this Resolution were incurred prior to March 3, 2021.
- 3. The Township will comply with applicable state and federal procurement requirements in expending funds under the SLRF program.

Trustee Kosch seconded the Motion, and thereupon, the votes in favor of this Resolution were recorded and reflected by the signatures hereto.

BE IT FURTHER RESOLVED: that it is hereby found and determined that all formal actions of this Township concerning and relating to the adoption of this Resolution were adopted in an open meeting of the Township Trustees, and that all deliberations of the Township Trustees and any of its committees that resulted in such formal action, were in a meeting open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

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

- Fiscal Officer Wyne advised the Trustees they will notice that Jane Baughn worked 6.25 hours on March 14, 2022 due to her coming in and helping pull information for the audit.

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

Coonpath Road Variance Issue: Caitlin reported this issue between the two neighbors has been resolved. The neighboring landowner had been contacted with the information the Township had found; pictures were taken to confirm the information. He said he would talk to his private attorney about whether the pins were tampered with.

Pleasantville Road Issue: Caitlin reported a neighbor, Mr. Lawhorn, who was in attendance at the meeting, expressed concern about another neighbor's property and the fact that there were excess items, i.e. machinery, trailers, canoes, etc., being stored. She and Trustee Cotner went out and took pictures, and discussed what could be done. She also emailed Julie at Brosious about how to proceed legally, e.g. what documentation, what resolutions, etc. are needed. She is awaiting a response. She noted Mr. Lawhorn is interested in selling his property within the next few months to a year, and is concerned about this situation being a hindrance to selling. Caitlin also noted there was a structure that had been built on the property in recent months; however, there is no zoning permit on file. A letter had been sent in January 2022 to notify the landowner of the issue, and to tell him to get things cleaned up; however, very little had been cleaned up or moved. Caitlin stated she will send the owner another letter to advise the issue has now been brought to the attention of the Board, while she is awaiting a response from Julie at Brosious. Mr. Lawhorn stated he had initially talked to the owner before contacting the Township to find out what he or they could do about the situation, and suggested a fence down the property line would be an amenable option; however, the owner stated he couldn't build a fence. He did, however, build a pole barn.

Fisher Property / Junk Cars on Route 158 Property: Trustee Cotner noted there has been no contact or response on either of these properties/issues. He will try again to call/contact the appropriate parties.

Abandoned Houses/Properties: Tom Shafer, Road and Cemetery Superintendent, noted he had spoken with the Chief Deputy Engineer for Fairfield County. He advised for abandoned houses, once they have

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been deemed a nuisance, it is a six-month process from start to finish for the Township. However, if the county is involved, the process could take several years. Discussion continued concerning the status of the Fisher property, as well as the Carroll Southern property. Caitlin stated the owner of the Carroll Southern Road was recently deceased, so it will be up to the new property owner to determine next steps for dealing with the house.

Brook Road Mattresses/Garbage: Caitlin noted the mattresses had been removed/disposed of.

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

ODOT Salt Participation Bid: Tom stated Resolution 2022 03 23 06 was needed so he would be allowed to proceed with the bidding process. Tom stated he plans to get 450 tons of salt, and still need to receive 125 tons to fulfill the last season.

Resolution 2022 03 23 06, states: **WHEREAS**, the Greenfield Township Trustees, County of Fairfield, located at 4663 Carroll Cemetery Road Carroll, Ohio (hereinafter referred to as the "Political Subdivision") hereby submits this written agreement to participate in the Ohio Department of Transportation's (ODOT) annual road salt bid in accordance with Ohio Revised Code 5513.01(B) and hereby agrees to all of the following terms and conditions in its participation of the ODOT road salt contract:

- a. The Political Subdivision hereby agrees to be bound by all terms and conditions established by ODOT in the road salt contract and acknowledges that upon award of the contract by the Director of ODOT it shall be bound by all such terms and conditions included in the contract; and
- b. The Political Subdivision hereby acknowledges that upon the Director of ODOT's signing of the road salt contract, it shall effectively form a contract between the awarded salt supplier and the Political Subdivision; and
- c. The Political Subdivision agrees to be solely responsible for resolving all claims or disputes arising out of its participation in the ODOT road salt contract and agrees to hold the Department of Transportation harmless for any claims, actions, expenses, or other damages arising out of the Political Subdivision's participation in the road salt contract; and
- d. The Political Subdivision's electronic order for Sodium Chloride (Road Salt) will be the amount the Political Subdivision agrees to purchase from its awarded salt supplier at the delivered bid price per ton awarded by the Director of ODOT; and
- e. The Political Subdivision hereby agrees to purchase a minimum of 90% of its electronically **submitted** salt quantities from its awarded salt supplier during the contract's effective period; and
- f. The Political Subdivision hereby agrees to place orders with and directly pay the awarded salt supplier on a net 30 basis for all road salt it receives pursuant to ODOT salt contract; and
- g. The Political Subdivision acknowledges that should it wish to rescind this participation agreement it will do so by written, emailed request by no later than Friday, April 29 **by 5:00 p.m.** The written, emailed request to rescind this participation agreement must be received by the ODOT Office of Contract Sales, Purchasing Section email: Contracts.Purchasing@dot.ohio.gov by the deadline. The Department, upon receipt, will respond that it has received the request and that it has effectively removed the Political Subdivision's participation request. Furthermore, it is the sole responsibility of the Political Subdivision to ensure ODOT has received this participation agreement as well as the receipt of any request to rescind this participation agreement. The Department shall not be held responsible or liable for failure to receive a

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Political Subdivision's participation agreement and/or a Political Subdivision's request to rescind its participation agreement.

NOW, THEREFORE, be it ordained by the following authorized person(s) that this participation agreement for the ODOT road salt contract is hereby approved, funding has been authorized, and the Political Subdivision agrees to the above terms and conditions regarding participation on the ODOT salt contract:

Burial Rights/Deed Transfer Fee: Tom presented a resolution that was provided by Amy. She also provided a "Burial Rights Transfer" form. After discussion, the resolution, including the "Burial Rights Transfer" form, was approved as follows:

Trustee Cotner made a motion to approve Resolution 2022 03 23 05, which states:

WHEREAS, the Greenfield Township Board of Trustees is responsible for issuing and maintaining cemetery deeds for cemetery lots in the following Greenfield Township cemeteries: Baugher Cemetery, Carroll Cemetery, Greenfield Cemetery, Hooker Cemetery, Hopewell Cemetery, Bush Cemetery and Miesse Cemetery, pursuant to Ohio Rev. Code 517.07, and;

WHEREAS, the Board desires to establish a procedure and fee schedule for living owners to transfer their Greenfield Township cemetery deeds to another family member.

NOW, THEREFORE, BE IT RESOLVED: That the Board of Greenfield Township Trustees hereby adopt the following policy regarding transferring cemetery deeds for its cemeteries from the titled living owner to another family member:

Transfer of Deeds from Owner to Other Relatives:

1. If the lot owner wishes to transfer a cemetery deed(s) to another family member, then the Burial Rights Transfer Form (which is found on the Township website) must be completed. The original Transfer Form will be maintained by the Township and new deed(s) will be issued under the named individual. If the applicant is a township resident, a fee of \$0.00 dollars per deed will apply. If the applicant is a non-township resident, a fee of \$56.00 dollars per deed will apply.

2. If the owner is deceased, Greenfield Township will transfer a cemetery deed only upon order of the Fairfield County Probate Court or another court of competent jurisdiction, unless the terms of sale and deed provide otherwise, in accordance with R.C. 517.073 or any other lawful provision.

Be It Further Resolved: That the Board of Greenfield Township Trustees hereby adopt the Burial Rights Transfer Form, attached hereto as Exhibit A. This form shall be completed if a living owner applies to transfer their cemetery deed to another family member.

Be It Further Resolved: That the Board of Greenfield Township Trustees order that this newly adopted cemetery deed transfer procedure, fee schedule, and Burial Rights Transfer Form be included on the Township's website under information pertaining to its Cemetery Department at <https://www.greenfieldtwp.org/Greenfield-Township-Cemetery-Department.html>

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

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

Summer Paving Projects for 2022: Tom reported he had met with Eric McCrady of the Fairfield County Engineer's Office regarding the estimates received for the summer paving work. For the ODOT 101G contract, it was thought that it wouldn't need to be competitively bid; however, the contract is for state use, not cities and townships. This means the township needs to use the competitive bidding process.

Tom provided an in-depth packet to the Board for the work on Victor and Kull Roads. By working with Eric McCrady, it may be possible to decrease the cost of the projects and not decrease the integrity of the work done to the roads. On the first page - A - of the packet, this would include getting all the bumps

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milled out where the old part of Victor Road meets the new part; then resurfaced with two inches of cold mix, asphalt, and chip sealed with nines. The next two pages showed the project for resurfacing with two inches of cold mix.

For Greenfield Estates repairs, it would be similar to the Victor/Kull Roads project. It involves milling the road in the bad areas, and crack sealing. The black patch listed in the project is $\frac{3}{4}$ of an inch of scratch coat which is close to 500+ tons to strengthen the road in various areas. It is one mile of road at a 27-foot wide average. Once the crack sealing is done, it is followed by micro-sealing which will get into the other fine cracks; chip seal with nines, and then fog seal it. This would cover all of Greenfield Estates.

In the next section - "EA" - the document included the following, split into three parts:

(This would include Ginder Road):

- Route 158 West to Sheets Road
- Sheets Road to Election House Road
- Route 158 to Stringtown Road

- Brook Road - 2.1 miles - entire road

Tom noted that the price for the emulsion and the tar would increase this year because of the price of crude oil; next year, it will increase 20-25%.

Discussion continued about the costs for materials and for having the work done this year. Tom stated he was informed by Jeremiah Upp, Fairfield County Engineer, that he can use the allocation money, which is \$60,000 for these road projects. With the ARP funds, the allocation money, and Tom's budget, the total is \$553,000.00.

Fiscal Officer Wyne asked where Tom intended to take this money from and also noted because this was not budgeted, the Township will need to make a request to Fairfield County to be able to move money. Tom stated Line Item 2031 - Other Expenses - had just under \$50,000 (page 3 of 8).

Also, on page 5 of 8, he noted Fund Item 2192, he could use the following money:

- asphalt - \$35,000
- gravel: \$15,000
- tar: \$75,000
- other expenses: \$38,000

This would deplete all of these funds.

Discussion was held concerning preparation for the roadwork, including ditch dressing the roads, having money available for culvert repair and clean-up, as well as berm work and any water barriers to keep it away from the pavement. Tom noted there wouldn't be much money left over, but this is typically what happens from year to year.

The \$533,000 breaks down as follows:

- \$253,000 (Tom's budget)
- \$60,000 - allocation money from the county
- \$240,000 - ARP money - *Fiscal Officer Wyne noted the available ARP funds may be less than this amount.

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Trustee Kosch asked if it would be possible to do any crack sealing in Oak Creek. Tom stated it was possible.

Fiscal Officer Wyne asked what Tom would be doing in the summer with the road work being contracted out. Tom stated there was discussion of him running the skid loader with the cold cleaner to grind out the bad areas to help keep costs down. He noted the costs included the chip sealing on the roads that are being repaired. The normal amount of road miles that are chip sealed each season are six to eight miles. The proposed amount of work with the above projects would be about the same amount of road miles. Trustee Kosch stated that Eric McCrady said the cold mix materials used should last for six to eight years, and are for high traffic areas.

Trustee Cotner stated Trustee Searle needs to have an opportunity to read and review all the materials presented this evening before a final decision is made. Tom stated the only action he needs from the Board this evening is a motion to confirm the Township's wish to participate with the Fairfield County Engineer's Office in the project in terms of the summer paving work, including preparing the bid packets, preparing the advertising, etc. Tom noted the Township would need to pay all the costs associated with the project up front, and then they would be reimbursed. He also stated that Jeremiah Upp, Fairfield County Engineer, had already confirmed that he would allow all the monies to be used toward this project.

Trustee Kosch made a motion to allow the Fairfield County Engineer's Office to complete the steps that need to be taken, i.e. preparing bid packets, preparing the specifications, and preparing the advertising, on the Township's behalf. Trustee Cotner seconded the motion.

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

Tom noted that Eric McCrady also would like to see the verbiage cleaned up in the specifications, so he will be working on that. Tom explained that he and Eric will compose a scope of work for all the work that needs to be completed. Eric will write how he wants everything bid, and then the contractors can bid. Trustee Kosch asked if Township materials (gravel) would be used on the project. Tom stated Eric did not like the stone the Township had on hand. He prefers to use the stone he has used in the past, and he knows that it works well.

Discussion continued as to the bid process, and adding or deleting items from the project as it is currently written. It was again agreed that the process should move forward as it is currently presented. Bids will be reviewed and analyzed once they are received.

Trustee Kosch asked if Tom had looked into getting any part-time summer help from the local school/trade school. Tom stated he had not.

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

- **Community Involvement:**
 - Bloom Carroll High School - First aid and CPR training being held on Monday, March 28, 2022.
 - Thompson Concrete - A date is being determined to provide CPR training for them at the firehouse.
- **Cascade System Through FEMA Grant:** Chief Smith asked to have one of the Trustees sign the contract for approval to get the process started. Fiscal Officer Wyne noted Trustee Kosch would need to sign, as Trustee Searle was not in attendance. Once all parties have signed, she will need a copy of the document.
- **MOU for Additional Education Hours:** Chief Smith noted this item had been tabled from the last meeting. He presented the MOU (Memorandum of Understanding) to increase education hours for all full-time employees from 120 hours to 220 hours. Trustee Cotner made a motion to

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increase the education hours for all full-time employees from 120 hours to 220 hours for 2022; Trustee Kosch seconded the motion.

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

Community Recognition: Chief Smith noted two recent incidents that occurred where the resident expressed their appreciation for the Fire Department:

- ❖ The first was a lady who had a CO alarm that went off. The Department stayed on scene for some time; she was quite appreciative and sent a letter and cookies to express this.
- ❖ The second was from an incident that happened this past Sunday. The family was very grateful for the Department staying on scene, and sent an email to note their appreciation.

Chief Smith noted that Lt. Andy Nunley, Bloom Carroll Fire Department, had passed away today, and he wanted to recognize him for his service.

Fiscal Officer Wyne reported the premium pay had been processed and would be received by the employees on Friday, March 25, 2022.

FROM THE TRUSTEES:

No further business to discuss.

Motion to adjourn was made by Trustee Kosch; seconded by Trustee Cotner.

ROLL CALL: Cotner: Yes Kosch: Yes Motion passed 2-0
Meeting adjourned at 7:07 p.m.