

RECORD OF PROCEEDINGS

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

April 14, 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 March 10, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Searle had a question on a statement by Trustee Kosch regarding the payment of zoning inspectors in surrounding townships, specifically that most of them were on salary. Fiscal Officer Wyne noted this was discussed and recorded in the March 24, 2021 minutes. Upon further review, this was found to be documented in the March 24, 2021 minutes on Page 1, third paragraph. Trustee Kosch confirmed that some zoning inspectors were paid by salary and some were on commission; this information stood as recorded.

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

After each trustee reviewed the minutes from the Trustees Meeting held on March 24, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Kosch made a motion to approve the minutes as written; Trustee Searle seconded the motion.

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

After each trustee reviewed the minutes from the special Trustees Meeting held on April 5, 2021, Trustee Cotner asked if there were any changes to the minutes. Trustee Searle made a motion to approve the minutes as written; Trustee Kosch seconded the motion.

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

FROM THE FISCAL OFFICER

Fiscal Officer Wyne distributed financial reports.

- Trustee Kosch made a motion to pay the bills associated with warrants 34044 through 34089 and Electronic Debit 28-2021 to 40-2021 which are listed on the payment report; seconded by Trustee Cotner.

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

- Trustee Cotner made a motion to approve the Purchase Orders and or Then and Now Purchase Orders; Trustee Kosch seconded.

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

Fiscal Officer Wyne noted a personnel issue that needed to be discussed; Tom Shafer is aware of the issue, and recommended the group go into Executive Session to discuss. Trustee Searle motioned to go into Executive Session; Trustee Cotner seconded the motion.

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

Executive Session began at 4:07 PM.

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Trustees returned from Executive Session at 4:33 PM.

Motion to come out of Executive Session was made by Trustee Searle. Trustee Kosch seconded the motion.

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

Trustee Cotner noted for the record there was no decision made on the issue discussed.

ZONING BUSINESS

Kevin Yeamans, Zoning Inspector, noted that he had not prepared a printed report, as he had not planned on attending the meeting in person. However, he raised the issue of the Siemer property and the related variance, and whether the Trustees wanted him to move forward with this issue since the special meeting on April 5, 2021.

Contact with Brosious and the Prosecutor's Office: Trustee Searle raised his concerns after speaking with both the Township's legal representative input, and also the Fairfield County Prosecutor's Office. The specific concern is the authority of the Zoning Inspector to contact the legal representative (Brosious) for their input without prior authority by the Trustees. Trustee Cotner noted this is not addressed in the Zoning Book. Trustee Kosch agreed, and noted that past practice by the Zoning Commission was to request permission to contact the legal representative before doing so, because taxpayer money was involved. Trustee Searle reiterated his opinion that anyone working for the Township should be able to contact the Prosecutor's Office; however, prior authorization should be sought from the Trustees before contacting the Township's paid legal representative. Trustee Kosch concurred. Discussion continued re: variance requirements and responding to the developer about his request. It was determined Trustee Searle will email Brosious for clarification on the variance issue.

Zoning Spreadsheet for Inspection Tracking: Trustee Searle asked Kevin Yeamans if he had received the spreadsheet he had sent, and whether he thought it would work for him. Kevin confirmed that he had received it and would begin using it.

FIRE DEPARTMENT BUSINESS

- Full-time Position Filled: Chief Smith congratulated Melissa Riyadi on her position as a full-time firefighter. She began her position on April 4, 2021.
- Homebound COVID Vaccination Program: Chief Smith reported he is continuing to coordinate with the EMA and Health Department to get the homebound citizens vaccinated. Because of the issue with the Johnson & Johnson vaccine, they are working to determining the best route to provide the vaccine, as many of the recipients are quite elderly. Family members and caregivers are appreciative of the assistance with the vaccine program.
- Hands-Only CPR Training: Chief Smith reported the Assistant Principal at Bloom Carroll High School had reached out to request additional training. This will be conducted on April 29, 2021 to teach the freshman class. He noted that tourniquet/stop bleeding training would be included.

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- Career Discussion at BCHS: Chief Smith reported he had received a request from a teacher to speak to a class at the Bloom Carroll High School as part of a career discussion. He discussed re-opening the Explorer Program and stated two students were very interested. The career center is planning to open a firefighter program there, as well. This could also lead to the Hocking College program after graduation, if a student decides to continue their firefighter career training.
- Career Center – Criminal Justice: Chief Smith reported he would be attending a presentation at the Career Center – Criminal Justice program on May 13, 2021 to discuss how the fire department and police department work together, as well as the process for becoming a firefighter.
- City of Lancaster – Active Aggressor Training: Chief Smith reported the fire department will be participating in an active aggressor training a General Sherman Junior High School. He will also have one of the back-up medics involved in the training.
- COVID Money: Trustee Searle inquired as to whether the COVID money received had been used. Chief Smith noted that all had been used as of the end of the year. He noted in speaking with other department chiefs, some was reserved, and it was also used for personnel, etc. Fiscal Officer Wyne clarified there is less than \$100 left in the fund. She is required to account for expenditures as well as the interest. The remaining money is due to coding that was changed on expenditure, leaving some money.

ROAD AND CEMETERY DEPARTMENT BUSINESS

- Salt Contract Resolution: Tom Shafer inquired as to whether the Salt Contract Resolution 2021-04-1402 ODOT participation had been signed.
Trustee Cotner motioned to approve the resolution; Trustee Searle seconded the motion.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3-0

Tom noted 300 tons of salt is estimated to be used for the coming year. If it is a light winter/low usage, he will be able to house and keep the salt under roof.

- Cemetery Work: Tom noted there has been an increase recently in funerals, openings and closings, with some footer orders.
- Bid for Chip/Seal: Tom stated he had spoken with Eric McCready recently to participate in the liquid bid for the chip/seal – 30 thousand gallons.
- Forced Money Account: Trustee Cotner inquired as to whether Tom had heard any new information on the Forced Money Account. Trustee Searle asked Tom to explain the background and history of the forced money account project. Tom explained if the Township could complete the work for a lesser amount than the original estimate, after contacting the County; the County could put it out for bid for the Township. Then, the Township could vote to have the Road Department complete the project in-house.

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- Road Work Projects: Trustee Kosch asked if upcoming road projects have been planned for the year. He specifically asked about Greenfield Estates and Meijer. Tom responded that he has been looking at that work, and crack sealing can be done up to a point; however, it may be project that is now going to need to have overlay – or – have someone else come in to complete the work.
- Fencing Request – Rainbow Drive: Tom reported he had received an email from the County Road Superintendent, Jason Grubb, regarding an inquiry from Todd Cooper on Rainbow Drive. Trustee Searle noted the trustees had been copied on that email, as well. The County responded to the inquiry and stated the Township was responsible. Mr. Cooper is asking for fencing to be installed. After discussion, it was determined Mr. Cooper would be responsible to install his own fencing, keeping it off of the right-of-way. The Trustees recommended that Tom respond to Mr. Cooper via email to inform him the Township concurs with the County.
- Cemetery Foundations: Tom reported he intends to get the foundations poured by the end of April. For any orders that come in after April 30, they will need to wait.
- Coakley Road Culvert: Trustee Searle raised the issue of this culvert which had been replaced several years ago. It is now settling and needs attention. Tom stated he was aware, and had gotten 86 tons of coal mix last week. This project is slated to be done in the next week.

FROM THE TRUSTEES

- Resolution: Trustee Searle raised the issue from last meeting re: an amendment to the Zoning Code. After consultation with Brosious, it was determined that a written resolution was needed. Trustee Searle created the written resolution, which he read to the group. A copy of the resolution is included with the minutes. Trustee Searle moved; and Trustee Kosch seconded the motion to pass Resolution 2021-04-1401.
ROLL CALL: Cotner: Yes Kosch: Yes Searle: Yes. Motion Passed 3
- Civic Center: Trustee Cotner stated the Village of Carroll is asking for some building repairs to the Civic Center. This includes furnace and air conditioning, as well as painting, flooring/tile needed, and removal of the large black stove. It was noted that the Township did contribute to upgrades and repairs the last time they were needed; however, the Township does not receive any income from the usage of the building.
- Trustee Searle reported attending a TID meeting on March 25, 2021. There were no updates pertaining to Greenfield Township. However, he did raise the issue of the way the business is conducted at the meetings, and the manner in which the motions and discussion should be held before the vote to approve or deny a motion occurs. Typically, once a motion is made and seconded, it is asked if there is any discussion before the roll call. Trustee Cotner noted that Greenfield Township typically holds their discussion before the motion and roll call is conducted. Trustee Searle maintained that discussion should be called for after the motion and the second, before the roll call. All were in agreement to conduct business in this manner going forward.

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- Carroll Fire Station Contract: Trustee Searle inquired regarding the contract from the Carroll Fire Station (aka Civic Center) lease. Fiscal Officer Wyne explained she had not received any update from Josh.
- Zoning Application: There was discussion the Township's website regarding the zoning application as this was tabled from the March 10, 2021 meeting. Also, updates couldn't be made because the township didn't have the software. After discussion, it was determined to table the issue, and the group will review the document for changes and updates to be discussed at the next meeting.

Trustee Searle raised the issue of the conversation he had with the Prosecutor's Office regarding compensation for the Zoning Inspector. He stated his preference to go into Executive Session to discuss this issue.

Trustee Searle made the motion; Trustee Cotner seconded.

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

Executive Session began at 6:07 p.m.

The Trustees came out of Executive Session at 6:23 p.m.

Motion to come out of Executive Session was made by Trustee Cotner; seconded by Trustee Kosch.

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

Trustee Cotner noted that no decision was made on the issue discussed at Executive Session.

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 6:23 p.m.