

**RECORD OF PROCEEDINGS**  
*Minutes of Greenfield Township Trustees Meeting*  
April 8, 2026 - Held 6:30 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Sitterley called the meeting to order at 6:30 p.m., and led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch and Jennifer Sitterley were in attendance.

Fiscal Officer Bichard presented the minutes of the March 25, 2026 Trustee Meeting for approval. Trustee Sitterley made motion to approve minutes as written based on the recording, noting she had missed most of the meeting; seconded by Trustee Cotner. Trustee Kosch noted he had not had time to go over them since he had just gotten them late in the afternoon.  
ROLL CALL: Sitterley: Yes - based on the recording      Cotner: Yes      Kosch: No  
Motion Passed: 2-1

Fiscal Officer Bichard presented the minutes of the March 30, 2026 Special Trustee Meeting for approval. Trustee Cotner made a motion to approve minutes as written; seconded by Trustee Kosch.  
ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

**From the Fiscal Officer:**

Fiscal Officer Bichard asked for a motion to pay the bills for warrants 4039 through 4068, and Electronic Debits: 66-2026 to 81-2026. Trustee Cotner made a motion to pay these warrants and electronic debits; seconded by Trustee Sitterley.  
ROLL CALL: Cotner: Yes      Kosch: Yes      Sitterley: Yes      Motion Passed 3-0

Fiscal Officer Bichard noted that a new blanket P.O. was issued for the Road Department, 55-2026 in the amount of \$7,000 for Repairs & Maintenance.

Fiscal Officer Bichard noted the reconciliation report for March was not in the folder, due to some discrepancies she needs to correct. Once that is done, the report will be provided.

Trustee Kosch asked for a report of what money is coming in. Fiscal Officer Bichard confirmed he was asking for a receipt report, and stated she would provide that information going forward.

Trustee Cotner raised the issue of creating a township administrator to help out the Fiscal Officer and to support the township office, noting it did not need to be decided upon at the current meeting. The position would handle, attend and record all trustee meetings, track motions, resolutions, and action items, assist with public records requests, work with Facebook, set dates, and assist with HR items. Pay and hours are to be determined. Trustee Sitterley agreed, noting that once there is a handle on the budget, it can be determined if money is there and will allow this to occur. Trustee Cotner noted there were resources available from the state auditor's office which are free for a set period of time in order to help the Fiscal Officer get business/financials settled and in place. It was noted Bloom Township has a township administrator, and Trustee Cotner stated Ann Darling Cyphert could give more information on this position. He will give Fiscal Officer Bichard her number after the meeting.

**From the Zoning Inspector:** Zoning Inspector Jeff Williamsen presented the following business:

- **Jessica Stewart - Greenfield K-9** - was in attendance to present an amendment to her variance. Jeff noted it was 30 days past the hearing date, and no referendum was received. The map had been sent to the RPC and a new map should be issued soon.

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Ms. Stewart explained the amendments she wanted to make to her plan, and pointed them out to the Board on the map: 1. Move the pool more to the back of the property, which is farther away from the neighboring houses; 2. Make the parking lots smaller; 3. Move the training facility north just a little bit. It was noted the pool is above-ground and has gates to be locked to keep it secure. Jeff Williamsen stated the zoning code requires a pool to be fenced, whether in-ground or above-ground. Ms. Stewart took note of this and said she would have it fenced. After noting there were no new structures to be built, and noting the above amendments to the plan, Trustee Cotner moved to approve the amendments of moving the pool, and making the parking lots smaller; seconded by Trustee Sitterley.

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

- **Uplands Development Agreement Resolution:** Both parties are in agreement; the Trustees need to set a hearing. After discussion, the hearing was set for Thursday, April 23 at 6:30 p.m.
- **Comprehensive Land Use Plan:** Jeff noted the Board had a copy of the plan; however, he needed to change the date on it because it hasn't formally been approved. Discussion was held concerning input by residents who did not know about the updated plan. Trustee Sitterley stated she had checked with two attorneys as to the best way to move forward on this approval, and they both stated so long as it was done in an open meeting, it would be acceptable. She also suggested a notice should be placed on Savvy Citizen, as well as the township website, with this information. The Board was in agreement to hold the approval of the plan until the next Trustee Meeting.
- **Signs for Zoning Hearings:** Jeff noted the following unsafe conditions while attempting to place these signs: 55 mph speed limit on most township roads; no shoulder where a car can get off the road and get out of the car to read the sign; many blind spots on the township roads; signs needing placed in muddy fields or past a culvert or some other obstacle. After additional discussion, the decision was made to table this item. Trustee Sitterley stated she would do more investigation into what other townships are doing on this issue.
- **Emergency Annexation Buffers:** Jeff stated there was still no definition of what a buffer zone is.

**Road and Cemetery Department:** Tom Shafer, Road and Cemetery Superintendent presented the following business:

Tom presented two cemetery deeds to be signed by the Board: Thomas and Tammy Underwood, Carroll Cemetery, Section E, Lot 163, Graves 1 & 2; Cherlyn Marie Myers, Carroll Cemetery, Section E, Lot 164, Grave 1. The Board signed these deeds.

Trustee Sitterley inquired regarding the process of indigent cremation burial. Tom stated approximately 12 years ago (or longer), the Board at that time designated a portion of Baugher Cemetery on Brook Road for indigent burial (far back lots at the fence row - six lots north and south). At that time, the Board allowed four cremation urns per grave space. That is an exception, because the other cemeteries only allow two urns per grave space. Tom noted there was a resolution for that.

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- **State Disaster Relief Program (SDRP):** A meeting was held last week with the EMA office and Bill Maravy of the County Engineer's Office. As of right now, the estimated amount for reimbursement (manpower, labor, pipes qualifying for replacement) is \$239,156. There is potential for that number to increase. The two pipe replacements are on Coakley Road and Burchey Road. Tom noted the two estimates he submitted for these replacements were not accepted; because they wanted the information from the county. Tom anticipates this reimbursement to be received in the near future.
- **Force Account Paperwork for Culvert Pipes:** The force account limit for each culvert pipe is \$38,147. If any price comes in under that for an individual culvert pipe that Tom wants to replace, it does not need to be bid out, per the County Engineer's Office.
- **Ginder Road and Rainbow Drive Roundabout Project:** Tom reached out to a company called Traffic Logics. They have a digitized speed limit plate that records the speed as you travel down the road. The sign can be programmed to say "thank you" when the speed limit is being observed, or "slow down" when the speed limit is being exceeded. It can also provide a traffic count, which would be beneficial for planning for chipsealing, etc. There is a private donor willing to pay for two of the signs. Each sign costs \$3,149; mounting brackets are \$209 each. There may be another private donor for a third sign. Tom will provide updated information when he gets it. He went on to note that the signs can be moved around as needed, and they are solar powered. The speed numbers are 12 inches high.

**Fire Department:** Chief Brad Smith reported on the following business:

- **Turnout Gear Purchase:** Chief Smith recommended using some of the money from the cannabis sales to purchase turnout gear for the Department, noting there are members who are sharing gear. The cost of each set is \$4,935 per set; this includes coat, jacket, boots, helmet, gloves. Five to six sets are needed at a cost of \$24,675. Trustee Cotner made a motion to buy six sets of turnout gear for a cost up to \$32,000 for the Fire Department; seconded by Trustee Sitterley.

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

- **Rapid Response/Community Paramedic Vehicle:** Chief Smith reported looking at new state bid vehicles, and used/retired government vehicles, and using grants. The grass truck is currently being used, but is also being called to go on runs. A brand new vehicle would be \$55,000 - state bid price. He will bring this back to the Board once more information is gathered.
- **Future Equipment Needs:** A new ambulance is going to be needed in the near future, i.e. one to two years max. The timeframe of the build is one year; cost estimate: \$300,000+ for a demo unit. Once the ambulance is specced-out, most departments are paying \$400,000 to \$450,000.
- A pumper tanker costs \$550,000.
- The engine/rescue is 11 years old; there is a four-year window to determine what needs to be done about another truck. Current price for a new one is \$1,500,000. Grants will be sought, but there is still a lot of cost involved. The build timeframe for an engine is two to three years. The bid price is honored once the truck is ordered. Chief Smith noted with a demo unit, even at six months out, there can still be some specs made for the Department, and some trucks are still pretty new.

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- **Firehouse - Gas and Electric Pricing:** Chief Smith is working with vendors to find better pricing on electric and gas for the firehouse, as prices have increased.
- **Training Events:** April 14 - Career Center - meeting with Criminal Justice Students.  
April 16 - Public Information Officer Training at the EMA.

Trustee Sitterley addressed the Deputy in attendance. He did not have any business for the Board.

#### **Floor:**

Trustee Sitterley recognized David Bichard to speak from the floor. Mr. Bichard congratulated the Board and thanked them and everyone who participated in facilitating getting the money from the cannabis sales for the township, as well as stating he appreciates the changes being made in the township. He also pointed out to Tom Shafer that he feels the speed limit signs are helpful to remind people, and noted the sign in Carroll helps him remember to slow down.

Trustee Sitterley recognized Lloyd Anders from the floor. Mr. Anders lives on Mount Zion Road and asked about rules regarding parking in one's front yard, especially when company is visiting and there are multiple cars parked in the front yard. Various aspects of this situation were discussed, including setbacks, laws, zoning regulations, right of way, etc. Jeff Williamsen, Zoning Inspector, confirmed that there are no zoning regulations that speak to this situation, so parking in the front yard, as long as the right of way is clear, is allowed.

#### **From the Trustees:**

Trustee Sitterley gave an update on the timeline for the CEDA. She attended a meeting with the city of Lancaster and the county on April 7 regarding a timeline, and as a result, a meeting has been scheduled for Tuesday, May 12 at 2:30 p.m. for all three entities to obtain a verbal approval; then the entities can take their respective votes once all three entities are on the same page; location to be determined. She was unsure as to who would be invited. After discussion, Trustee Cotner suggested that everyone be included. Trustee Sitterley will follow-up with Commissioner Fix on who may attend.

Trustee Kosch reported he had attended the Health Department meeting, with the next meeting scheduled for March 25, 2027. He also noted the current Director is retiring in February, so they are hiring an assistant to take over when he retires. The yearly cost for the Township went up three percent; the cost is now \$41,738.98.

Trustee Kosch also raised the issue of the Trustees having township-issued cell phones, rather than using their personal cell phones for township business/emails. This was presented and recommended at the convention by Pete Griggs, township attorney. It was confirmed the township phone would have a completely separate phone number from the trustee's cell phone. Fiscal Officer Bichard agreed with this plan, and noted she was in the process of updating the email addresses for the township, also. Once this is done, the cell phone issue can be addressed.

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Trustee Kosch also asked if the marijuana issue had been resolved. Trustee Cotner confirmed a total of \$568,000 had been received by the township, which just occurred earlier in the week. It was received in installments, due to UAN procedures.

Trustee Cotner raised the issue of the OTA meeting on June 30, which will be hosted by Greenfield Township. He recommended using Cheers Chalet to provide the food, at an estimated cost of approximately \$2,200 for about 70 people; although he recommended approving up to \$2,500. Trustee Sitterley noted she liked the idea of supporting a township business for this event, and made a motion to use Cheers Chalet to provide the food for the OTA meeting on June 30 for up to \$2,500; seconded by Trustee Kosch.

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

Trustee Cotner asked that the trustees look at the menu and pick two entrees they would like to have, and then it can be voted upon at the next meeting.

Trustee Cotner raised the issue of building a community center. He stated Steve Eversole had spoken with him about this issue, and is putting together some building footprints for review. Trustee Cotner recommended setting a date for a public meeting - NOT a public hearing - a public meeting - to get public input and comment on this issue. The estimated cost of a community center would be \$1,000,000. This would include baseball diamonds, and football and soccer fields; no basketball courts since the Village of Carroll is in the process of creating basketball courts. It was determined April 28 at 6:30 p.m. at the Firehouse will be set for this public meeting. Trustee Sitterley will write the verbiage, and Jeff Williamsen will post it.

Trustee Cotner raised the issue of the Civic Center and the decision to sell it. He recommended Lacey Kraner of Howard Hanna to handle the listing. Trustee Sitterley reminded the Board there needs to be a contingency on what happens to the storage of township items in the center when a sale would take place. Tom Shafer confirmed he could store the items outside and they would need to be tarped. Trustee Cotner noted the estimated value of the Center and the parking lot was \$469,000 and \$12,000. He will contact Ms. Kraner and ask her to attend the next Trustee Meeting to present information about a potential sale.

Trustee Cotner a motion to enter Executive Session to meet with legal counsel; seconded by Trustee Kosch.

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

Executive Session was entered at 7:41 p.m.

Trustee Cotner made a motion to come out of Executive Session; seconded by Trustee Kosch.

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

The Board came out of Executive Session at 8:02 p.m.

With no further business to come before the Board, Trustee Sitterley a motion to adjourn; seconded by Trustee Cotner.

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

The meeting adjourned at 8:02 p.m.

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