

RECORD OF PROCEEDINGS
Minutes of Greenfield Township Trustees Meeting
April 22, 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 11, 2026 Trustee Meeting for approval. Trustee Cotner made a motion to approve the minutes; seconded by Trustee Kosch.
ROLL CALL: Sitterley: Yes Cotner: Yes Kosch: No Motion Passed: 3-0

Fiscal Officer Bichard presented the minutes of the April 8, 2026 Trustee Meeting for approval. Trustee Sitterley made a motion to approve minutes as written; seconded by Trustee Cotner .
ROLL CALL: Cotner: Yes Kosch: Yes Sitterley: Yes Motion Passed 3-0

From the Fiscal Officer:

Fiscal Officer Bichard asked for a motion to approve all financial reports, including the payment report and receipt report. She noted the payment report had been updated since she emailed it, and it was included on the table with the checks and electronic payments for signature. Trustee Cotner made a motion to approve all financial reports; seconded by Trustee Kosch.

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

Fiscal Officer Bichard noted the township had received the MORE grant from the OTA in the amount of \$550. This grant is to be used for safety items for the Fire or Road Departments, or for OTA training.

Fiscal Officer Bichard also reported that she had spoken with the Auditor's Office regarding an audit, which is not a financial audit, but a performance audit. She wanted to bring this to the Board's attention now, and provided an outline of the information. This would involve someone from the Auditor's Office coming in to look at strengths, weaknesses, recommendations on changes to be made, guidance on budget, etc. She will present more information once she receives it. She noted she has concerns about the administrative office, security of the files and privacy during meetings, etc., as well as some other office and building concerns, so she felt this was a good time to have the audit done.

She also addressed the information regarding the new township cell phones for the Board, as well as setting up new township email addresses at the greenfield.twp email address. Information regarding the telephones and email addresses and how to set them up had been emailed. The link to set up the email was only active for 48 hours, so if the set-up was not done in that timeframe, she will need to be contacted to send the link again, and she would like to have that done well before the next meeting. Either the old email address needs to be imported into the new email address, or all of the old emails need to be forwarded into the new email address. She also suggested setting up an auto-reply message to tell users that they need to start using the new email address, and she offered to help with any of these tasks. The township website will be updated once she confirms all of this information has been updated.

Trustee Kosch asked about a motion to get the new phones, which was not done at the last meeting, and he questioned how the phones were purchased without bids or prior approval of the purchase. Fiscal Officer Bichard stated the phones were purchased by the Fire Department who gets them at a very discounted rate, so she did not feel any type of appropriation or other action was needed. Also, she noted the resolution she presented at her first meeting regarding security of the Township information, including emails, is part of the Fiscal Office oversight in

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relation to public records. Part of that resolution included the Board having township phones so that township business was not being conducted on personal phones.

Discussion continued regarding the cost of the phones - \$.01, the service plan and cost - \$40 per phone, and this will be billed on the Fire Department bill and split out on the purchase form for the Fiscal Officer to pay the appropriate amount from the correct fund.

Trustee Kosch also raised the issue of how much money was in the township checking account and how much should be invested in Star Bank until the township is ready to use it. Fiscal Officer Bichard agreed and stated she didn't want to move any money unless it was necessary, and until she had a handle on the township cash flow. Trustee Cotner also noted his concern that the marijuana money be placed in an account where it was readily accessible. All agreed Star Bank was paying the most interest and was the best choice to be used for investments at this time.

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

- **Comprehensive Land Use Plan:** Jeff asked if the Board was prepared to vote on the plan. Trustee Sitterley reiterated the conversation that had taken place with Amy Brown-Thompson and Brosious - the vote needs to be done in an open meeting or hearing. Jeff got one public comment. Trustee Sitterley got one comment shortly before the meeting about a typo where there were two "Section E" sections in the plan, although the hard copy she had only had one Section E.

Trustee Kosch raised the issue of having all of the projected costs, salary and benefits, for current and newly hired road department employees in order to properly budget for these costs. Discussion continued about gathering this information to reference when making the decision on hiring another road department employee.

Trustee Kosch also raised the issue of having the Comprehensive Land Use Plan information on Savvy Citizen for residents to read and be aware of the plan. Trustee Cotner noted that the map had already been approved at a public meeting. He also pointed out there had been nine Comprehensive Land Use Plan meetings held (confirmed by Zoning Inspector Williamsen) where people could attend, and learn and ask questions during the process. After discussion, Trustee Sitterley made a motion to upload the corrected version of the Comprehensive Land Use Plan to Savvy Citizen; seconded by Trustee Kosch. She also asked whether there needed to be a separate meeting for approval of the Plan, or if it would be done in the next regular trustee meeting. It was agreed they would take the action at the next trustee meeting in two weeks.

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

Trustee Kosch asked who puts out the Savvy Citizen. Zoning Inspector Williamsen stated that he had been doing it, but the administrative assistant in the office would be doing it now that she's back. Jeff noted there were only 127 subscribers to Savvy Citizen; however, there are 150 subscribers to the email platform, Campaign Monitor, where he sends email messages to residents. He noted he also puts the information on the township calendar. He stated he will make sure the corrected version is synced up and posted.

RECORD OF PROCEEDINGS

Minutes of Greenfield Township Trustees Meeting

April 22, 2026 - Held 6:30 PM

- **Signs for Zoning Hearings:** Jeff raised the issue of a resolution regarding zoning signs. He proposed that they only be posted for rezoning (not variances or appeals) or for changing setbacks. He also asked to have the signs commercially produced, noting that Liberty Township had their signs commercially produced. He stated they needed to be produced this way in order to be large enough and bold enough to be able to read them from the road. He also asked that the Road Department install the signs. The cost of the sign will depend on size, one leg vs. two legs, etc. This will be revisited at the next meeting. A participant from the floor questioned why the signs wouldn't continue to be posted so area residents would know about any potential changes. Jeff responded that any adjacent neighbors will be notified of any potential changes.

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

- **ODOT Salt Participation Resolution:** Tom stated he would be completing this paperwork online through ODOT for 500 tons. That will make the salt barn about half full, as well as keeping the budget in mind for the cost. Tom presented Resolution 2026-0422-01. This is the resolution that ODOT provides all participants who are wanting to jump on board and sign. Trustee Cotner made a motion to purchase 500 tons of salt by the Road Department for this year; seconded by Trustee Kosch.

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

- **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 paperwork has been completed and all forms are at the County Engineer's Office. This is for the culvert pipes that need to be replaced. The total amount estimated is \$251,572.12. This is a combination of Tom's estimate/force account estimates for pipes to be replaced and pipes that Fairfield County Engineer's Office had the township submit through SDRP. The list includes Kull Road, Coakley Road and Burchey Road, both Engineer's estimates; Sheets Road, Stringtown Road and Whiley Road - all Tom's estimates. He noted the Engineer's estimates tend to run larger than normal to make sure there is no shortfall of funds, and he asked the Board how they would like him to proceed with prioritizing the projects, noting it is unknown exactly how much reimbursement money will be received by the township. He also noted all of these projects need to be done, and if he had to exclude one of the projects, it would be the pipe on Kull Road. He noted the ditch needs to be cleaned out, but stated it didn't make sense for the township to put a nice pipe in there if the church is not going to improve their side of it.

Discussion continued about projected costs (\$251,000) potential reimbursement of SDRP money (\$240,000), and possibly lumping projects together to get a better cost estimate. Fiscal Officer Bichard stated she would like to have more time to get a better

RECORD OF PROCEEDINGS

Minutes of Greenfield Township Trustees Meeting

April 22, 2026 - Held 6:30 PM

understanding of the budget, both this year and next, in order to have decisions made about where the marijuana money is used. Trustee Cotner pointed out that he did not want to see the money go into investments, but rather go to the Road Department and Fire Department for their current needs. Fiscal Officer Bichard also noted this is why she wanted the performance audit to be conducted - to receive guidance for the township about how much money there is and where it can be spent, as well as planning for the funds in the future.

Trustee Kosch asked Tom to have more detailed information at the next meeting about the culvert projects and what the costs look like for each project.

- **Road Paving Project:** Tom reviewed the road paving list he had discussed previously: Mount Zion Road, Lamb Road (a section), Coonpath Road from Carroll Southern up the hill to the Bloom Township line, Kaufman Road which is off Coonpath Road to the Bloom Township line, Rauch Road and Sterling Drive. Tom noted a paving company would look at all of these roads as one project rather than individual projects, so there would be a bit of a cost savings there. He will proceed with getting with Cheryl Downour at the Engineer's Office and she will get the bid packet together. Then Tom will bring the paperwork back to the Board for approval on the bidding and advertising.
- **Solar Powered Speed Limit Signs:** Tom stated he would like to purchase two of these signs from Traffic Logix and asked for approval to spend up to \$7,000 to do so. He noted he already had this money appropriated. Trustee Sitterley made a motion to approve up to \$7,000 to purchase two of these signs; seconded by Trustee Cotner.

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

- **Footer Update:** Frames are done. The goal is to get the footers poured before the next meeting.

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

- **Firehouse Equipment Needs:** Chief Smith raised the issue of the life of the Department vehicles - what needs to be replaced and what is the highest priority - all based on the budget situation. He noted the availability of a rapid response vehicle on govdeals.com for \$16,000 (reserve not met yet). He stated the grass truck was being used currently, but due to the upcoming spring and summer, it would be getting called out more often for medic runs. He asked the Board for approval to use up to \$30,000 of the EMS billing money to purchase the vehicle, and presented a picture and information about the vehicle, i.e. it is a used police vehicle and is equipped with lights and sirens. The lettering would need to be updated, and radios installed. He noted a new vehicle with state bid pricing would run approximately \$55,000. After further discussion about the age, mileage and cost of the vehicle (and other current equipment), Trustee Sitterley made a motion to pre-approve up to \$30,000 to purchase the 2019 Chevrolet Tahoe; seconded by Trustee Cotner.

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

- **Firehouse - Gas and Electric Pricing:** Chief Smith has spoken with vendors to find better pricing on electric and gas for the firehouse, as prices have increased.

RECORD OF PROCEEDINGS

Minutes of Greenfield Township Trustees Meeting

April 22, 2026 - Held 6:30 PM

Unfortunately, there is no better or alternative pricing available. He did reach out to grant writers to explore solar options for the Firehouse to help offset costs.

- **Training Events:** Fairfield County Sheriff's Office: working at the sheriff's office to update 911 software to potentially activate Proximity Dispatching in the very near future.

Trustee Kosch raised the issue of the Fire Department looking into the cost of purchasing fuel in bulk (and sharing with the Road Department) and if it would save any money. Tom Shafer noted it was more of a convenience factor than any cost savings.

Floor:

Trustee Sitterley recognized Kent Searle from the floor. Mr. Searle inquired about the status of the speed study on Coakley Road, citing the many children riding bikes, people walking their dogs, etc. on the road, and how drivers fly by at 55 mph. Tom Shafer responded that there are no signs posted now; however, he noted the study had been dropped because they didn't want to influence drivers to drive faster than 45 mph limit. Tom stated he would check into the status of the speed study again and report back.

From the Trustees:

Trustee Sitterley raised the issue of hiring Bob Lanier as a full-time Road Worker in the Road Department. Trustee Kosch expressed his concern that Mr. Lanier was a retired county employee, and suggested someone younger should be hired as a Road Worker so they would stay on for a longer period of time. Tom noted that Mr. Lanier could work up to 1,500 hours per year currently, and noted he did not wish to receive insurance from the Township if he was hired full-time. Trustee Sitterley suggested looking at a short and long term plan for the position and revisiting this issue.

Trustee Cotner raised the issue of the OTA meeting being hosted by Greenfield Township at the Firehouse in the truck bay on June 30, 2026. After discussion about the menu, the decision was made to have beef brisket and bourbon chicken as entrees; redskin mashed potatoes and steamed vegetable medley as side dishes, and six dozen cookies - three dozen salted caramel and three dozen chocolate pretzel - as dessert. It was noted the count for the meal was 65 people, and Cheers Chalet (in Greenfield Township) will be the caterer.

Trustee Cotner reminded the group about the meeting to discuss the building of a community center on Tuesday, April 28, 2026 at the Firehouse at 6:30 p.m. He noted there was potential property to be used around/near the Firehouse.

Trustee Kosch also raised the issue of receiving copies of meeting minutes to keep, since meeting materials are now being emailed to the Board and managers. He asked for printed copies, and noted he did not have a printer to print the materials. Fiscal Officer Bichard noted he could come to the office and print copies of the paper documents he wanted. He also asked for a copy of the meeting recording. Fiscal Officer Bichard stated he could be copied on the email when Chief Smith sends the recording to the office for transcription.

RECORD OF PROCEEDINGS

Minutes of Greenfield Township Trustees Meeting

April 22, 2026 - Held 6:30 PM

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

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

The meeting adjourned at 7:52 p.m.