

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

April 23, 2025 - Held 7:00 PM

The Greenfield Township Trustees met in regular session at the Firehouse. Trustee Cotner led those present in the Pledge of Allegiance. Dave Cotner, Lonnie Kosch and Kent Searle were present.

Trustee Cotner presented the minutes of the April 9, 2025 Trustee Meeting for approval, and asked for any changes; or a motion if no changes were noted. Discussion was held regarding the signs being posted by the Zoning Inspector, and that conversation not being recorded in 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 Jessica Kull reported on the following business:

Fiscal Officer Kull asked for a motion to pay the bills and approve the electronic debits. Trustee Cotner moved to approve the payments; Trustee Kosch seconded the motion.

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

Fiscal Officer Kull asked for a motion to pay the purchase orders. Trustee Kosch moved to approve the payments; Trustee Cotner seconded the motion.

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

There is a need to update computers, memory and hard drives in the Road and Zoning Department. Money had been budgeted for this, and had been appropriated in last year's budget. Trustee Cotner made a motion to update Tom Shafer's computer, and to purchase a new laptop for Jane Baughn; Trustee Searle seconded the motion.

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

ZONING DEPARTMENT: Jeff Williamsen, Zoning Inspector, presented the following business:

Future Meetings: PUD Hearing - April 24, 2025, 7:30 p.m.; April 28, 2025, 7:00 p.m. - Trustee Public Hearing - R1 to HB; May 6, 2025 - RPC Meeting; May 13, 2025 - Zoning Commission Meeting

Past Meetings: Trustee Hearing - April 10, 2025 - Uplands

Zoning Permits Issued Since Last Trustee Meeting: Eight.

Property Visits: 473 Wilson

Sign Postings for Zoning Hearings: A draft procedure has been created. Jeff used it to post two signs recently; double-sided signs. After discussion, no one had an issue with the procedure as created. The "draft" designation will be removed and it will be used as the regular procedure.

Shipping Containers: Jeff recommended an announcement on the Greenfield Township website to notify residents of the need for a permit for shipping containers on their property. He suggested giving a deadline of May 30, 2025 to apply for a permit with no penalty fee; a penalty will apply after May 30, which will be double the square foot amount to .70 cents per square foot

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

April 23, 2025 - Held 7:00 PM

for a standard container of 18 X 40 foot, costing \$112. If they are classified as "miscellaneous accessory structure", it would be \$150. Discussion continued as to whether to allow shipping containers in the Township, with various situations being discussed, i.e. temporary vs. permanent. The Board recommended taking this issue back to the Zoning Commission to be addressed, and also for Jeff to consult surrounding townships on how they are handling the issue.

Updated Application for Zoning Permit: Jeff recommended having new applications created for the various types of permits needed, starting with an Accessory Building permit application (which seems to be the most popular). The current form is confusing to residents, and doesn't supply all of the needed information. Jeff also reported Walnut Township appears to have a comprehensive set of applications, and he would use that information/form as a pattern to follow, while adhering to the Greenfield Township Zoning Resolution. He asked the Board for approval to start working on these application forms, and the Board agreed he should move forward.

Time Spent on Zoning Resolution Updates/Compensation Question: Jeff stated he was following up from a prior meeting when this was discussed. He had reported he had gotten a response from Jeff Zech, June Queen and Pat Callahan who stated they had not been paid for this time, and did not expect to be paid. Trustee Searle had reached out to them via email, and did not receive a reply. Discussion continued as to how to handle this situation moving forward. Jeff suggested he would like to take over the responsibility for the revisions when they need to be done, as he has experience with the tracking feature in Microsoft Word, and the changes can be kept as a matter of record. The Board agreed with this plan of action.

ROAD AND CEMETERY DEPARTMENT: Tom Shafer, Road and Cemetery Superintendent, presented the following business:

Softworks Annual Maintenance Agreement: This agreement needs to be signed by the Board, as it exceeds \$1,500. The program is used for fixed assets, guardrails, etc. Trustee Cotner made a motion to pay the annual maintenance agreement to Softworks for \$1,555.00; Trustee Searle seconded the motion.

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

Silco Fire Extinguisher Bill Approval: There were 17 of 26 extinguishers that needed to go through the maintenance process, including recharging and refilling. This is required every six years. The total of the bill is \$1,998.10. (Lancaster Fire Safety was bought out by Silco). Trustee Cotner made a motion to pay the Silco bill for \$1,998.10; Trustee Searle seconded the motion.

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

Discussion continued regarding the cost of purchasing new tanks vs. continuing to pay the maintenance fee.

Ditch Cleaning: Ohio 811 was contacted to help locate utilities. There is a ditching job on Old Columbus Road and also on Brook Road - north end.

Brush and Tree Removal - Valleyview and Schadel Drives: Brush, low-hanging limbs and small growth is being removed by the Road Department.

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

April 23, 2025 - Held 7:00 PM

Cemetery Work: Tom reported he has been working on getting graves leveled up.

Admin. Office Leak and Salt Barn Damage: There is a leak above the Fiscal Officer's desk in the Admin. Office around the ceiling register vent which may have gotten worse since the recent hail storm. The salt barn has had holes punched through it, probably from the recent hailstorm, also. Steve Eversole will be coming out to inspect both of these issues. Tom will follow up with the findings.

Jury Duty: Tom has been summoned for Jury Duty for three weeks in May. He will keep the Board advised as to the schedule.

Cemetery Deeds: Tom presented two deeds for Trustee signatures: Kylie Hurst, Carroll Cemetery, Section E, Lot 28, Grave 1; Robert & Mary Underwood, Carroll Cemetery, Section E, Lot 132, Grave 4; and Lot 133, Grave 1.

Part-Time Road Worker: Bob Lanier, part-time Road Worker, has started working and can work up to 29 hours per week.

Salt Contract: Tom reported the Township has approximately 500 tons of salt. He plans to sign up for 150 tons when the next ODOT salt contract is renewed, probably around July/August for winter of 2026. Normally, salt is received starting the end of November, but it needs to be used up the following year by the end of May.

FIRE DEPARTMENT: Chief Brad Smith presented the following business:

Station Septic: This has been repaired and is functioning as it should.

Insurance Claims: This is still in process to determine damage to equipment and gear.

Grants: The Volunteer Firefighter Assistance Grant - ODNR; final figures will be given to the Board on May 14. An estimated total of \$15,000 to \$18,000 will be spent by the Department (Skid unit, replacement bed, and tool boxes for the Grass truck); with the grant covering approximately half, which is \$7,000+/- (half the cost of a skid unit).

Departmental Training: Mass Casualty Event training with mutual aid departments will be held and recorded. This will be shared with the school bus drivers to have a plan in place.

A mass casualty event training will be hosted at the Firehouse on May 1. Surroundings departments will be invited to attend and practice training.

Trustee Cotner noted many good comments were received from the community regarding the Fire Department's involvement in the various Easter egg hunts in the area.

Discussion continued regarding the 911 plan approval; a draft generic resolution is available and can be used to create a resolution for the Township. Chief Smith will contact the county EMA to obtain this draft resolution at no cost to the Township. There is a 60-day timeframe in which to

RECORD OF PROCEEDINGS

Minutes of

Greenfield Township Trustees

Meeting

April 23, 2025 - Held 7:00 PM

get this created and approved. This will allow the system to be used to pinpoint where someone is calling for assistance when using a cell phone to call 911.

FLOOR: Dawn Wyne asked about the CDs with Fifth Third Bank that have matured, and stated the Trustees must approve any transfer of money. Fiscal Officer Kull stated she did not have the information in front of her, but noted no transfer had been approved by the Trustees as yet. This matter is still in process.

FROM THE TRUSTEES:

Trustee Searle raised the issue of an email received regarding a typographical error in March 26, 2025 minutes. In the Zoning report, it was printed in the minutes as HB 513; it needs to be corrected to HB 315. Trustee Searle moved to amend the minutes to state HB 315. Discussion continued regarding the meeting minutes, and how they are recorded and printed. Trustee Cotner stated he had spoken with Pete at Brosious, and was advised all the small things are not a concern and do not require amended minutes; the minutes should be a record of what happened at the meeting. Trustee Kosch seconded the motion, noting he felt they needed to be changed so it stated the correct HB.

ROLL CALL: Cotner: No Kosch: Yes Searle: Yes Motion Passed 2-1

Rock Mill Brewery: Trustee Searle raised the issue of a VRBO listing for the property, which has new owners. He noted the development plan and the zoning district are tied to the parcel. When it is sold, it stays the same. Zoning Inspector Williamsen is looking into it.

Tom Shafer noted the new F600 truck is going to be picked up by Henderson Truck Equipment on Thursday to get the bed, hydraulics, plow, etc. installed. He asked whether OTARMA needed to be notified for insurance purposes; the truck has a temporary tag. The group noted Henderson Truck Equipment would have insurance, as well. Discussion continued regarding county tags/plates vs. township plates.

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

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

The meeting adjourned at 8:03 p.m.